

OUR LADY'S RC PRIMARY SCHOOL



Education & Children's Services
Improving Lives Together
Ambition | Compassion | Integrity



School Handbook

Academic Session 2023/2024

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Introduction

Welcome to Our Lady's RC Primary School.

Our School was built in 1968 and is situated in a large, grassy area in close proximity to the Parish Church, Our Lady of Lourdes. Classrooms are spacious and bright and there is a happy, friendly atmosphere which helps in the growth and development of the children during their time at Our Lady's. If your children are happy to come to school then learning is much easier.

Through this environment, we want to produce happy, responsible, caring children, encouraging self-respect, respect for others, self-discipline and independence. We aim to ensure an all-round development of the children not only physically and intellectually but also spiritually, emotionally, socially and morally, through an awareness of the individual child's needs and interests. Above all, we want our pupils to have ambition to realise their potential.

It is important to have the co-operation and support of parents in which a positive working relationship can best meet the needs of children. In order to achieve this, we endeavour to develop and strengthen links between home and school and we firmly believe that school and parents must work together to ensure that children access the best possible education. Our core business is learning and we seek to provide relevant, purposeful, enriching and challenging learning experiences for all.

Our school currently has nine classes from P1 – P7, and an Early Learning and Childcare Centre. We welcome parents at all times and we encourage parents to come and meet with the Headteacher or Depute Headteacher to discuss their child's education and well-being while also being actively involved in the life of our school. If you would like to help in any capacity, either in the classroom, as part of the Parent Council or in any other school activity, then please contact the school. Phone or e-mail to make an appointment or drop in to check on what time/date is best.

Our Lady's is one of four Primary feeder schools for St John's Academy, based at North Inch Community Campus. As such, we are a part of the North Perth Integrated Community School initiative meaning we have access to an inter-agency team of staff including Educational Psychologist, Speech and Language Therapist, School Nurse, Active Schools Coordinator, a Community Link Worker and an English as Additional Language Community Link Worker.

The information in this booklet is intended to tell you something about the school and we have attempted to cover the general areas which will probably be of interest or concern to parents and at the same time inform you of the educational aims that we have for your child. We appreciate that this booklet may not be able to answer all the questions that you would like to ask, so we would welcome the opportunity to show you around the school and answer any questions you may have. We would also be pleased to receive any comments you may have about the booklet as it is always open to improvement.

Thank you,

Lynne Mendes
Headteacher



Delineated Area

Our school is a Roman Catholic School and serves the parish of Our Lady of Lourdes, Perth. We draw pupils from Letham, Hillyland, Burghmuir, Tulloch, Inveralmond and Methven.

You can check that you reside within the Our Lady's catchment area at:

<http://www.pkc.gov.uk/article/17291/Find-my-school-catchment-area>

Quite a few parents from outwith our catchment area have made placement requests to have their children attend school here.

For further information on enrolment and our catchment area, you should contact Mrs Lynne Mendes, Headteacher, by telephoning 01738 477570.

Contact Details

GENERAL INFORMATION FOR 2023 - 2024

SCHOOL NAME:	-	Our Lady's RC Primary School
ADDRESS:	-	Garth Avenue, PERTH PH1 2LG
TELEPHONE NO:	-	(01738) 477570
EMAIL ADDRESS:	-	ourladys@pkc.gov.uk
WEBSITE	-	http://ourladysrcprimary.schoolwebsite.scot/home
TWITTER:	-	@OurLadysPerth
STATUS:	-	Catholic and Co-Educational
STAGES COVERED:	-	ELC, Primary 1 - Primary 7
PRESENT ROLL:	-	204
EARLY LEARNING AND CHILDCARE CLASS:	-	
(non-denominational)	-	30
HEADTEACHER:	-	Lynne Mendes
DEPUTE HEADTEACHER:	-	Lisa Brown
STAFF WITH FIRST AID	-	Mrs C Pasifull, Mrs Rose, Miss V Hall Miss F MacLeod and Mrs V McCowan
PARISH PRIEST:	-	Fr Martin Pletts
ADDRESS:	-	Our Lady of Lourdes, Struan Road, Perth
TELEPHONE NO:	-	01738 626979
SECONDARY SCHOOL:	-	St John's RC Academy
SCHOOL ADDRESS:	-	NICC, Gowans Terrace, PERTH PH1 5BF
TELEPHONE NO:	-	(01738) 454300
HEADTEACHER	-	Mrs Marie-Claire Futamata

The Executive Director of Perth & Kinross Education and Children's Services is Sheena Devlin. The Head of Education is Sharon Johnston. The Service Manager for Primary is Gillian Doogan and for Secondary is Donald Macluskey. The Service Manager for Early Years is Bernadette Scott. The Quality Improvement Officer with responsibility for Our Lady's RC Primary School is Nick Thomson

They are based at Pullar House for which the address is:-

Perth & Kinross Council Education Department, 2 High St, Perth, PH1 5PH

Tel. No. (01738) 475000

Our Care Inspectorate contact is Jennifer Sherwood: <http://www.careinspectorate.com/>

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

OUR ROLL

Our school has an Early Learning & Childcare Centre (ELCC) as well as covering the primary stages from Primary 1 – Primary 7. Our primary school roll at the time of writing is 204 pupils in the primary. Our ELCC has capacity for 30 children.

OUR LADY'S RC PRIMARY SCHOOL PARENT COUNCIL

PARENT MEMBERS:

Chairperson	-	Vacant
Secretary	-	Vacant
Treasurer	-	Mr Flynn
CHURCH REPRESENTATIVE	-	Fr Martin Pletts
LOCAL COUNCILLORS		Cllr J Rebbeck Cllr H Coates
Advisers	-	Headteacher and Depute Headteacher
Staff Representatives	-	Various staff members attend meetings and support the work of our Parent Council

Getting involved in the Parent Council gives families the opportunity to participate in a little bit of school life and assist the school in ensuring the children achieve the best they can. In addition to holding fairly informal meetings to discuss issues that affect all aspects of school life, the Parent Council also organise social events to create opportunities for building friendship and, at the same time, have some fun raising funds for improvements to the experiences we offer our children.

All parents and carers at Our Lady's RC Primary are automatically members of the Parent Forum and are invited to join meetings and our Parent Council. Meetings are informal and parents are encouraged to attend to ensure that your views are represented. This is the main way that we ensure parental voice in our school but we also gather views through our App, emails and surveys.

Our Parent Council also run a Facebook page to ensure instant access to information
Our Lady's RC PS Parent Council.

ATTENDANCE AND/OR SICKNESS PROCEDURES

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

<http://www.pkc.gov.uk/article/17427/Attendance>

It is important that, wherever possible, children should arrive on time, especially in the mornings when all the attendance and administration details are carried out. It can be very disruptive, both to the child and to the class, to arrive late.

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

If your child is going to be absent from school you must contact us before 9.30am, or we will contact you. Please call the School Office on 01738 477570 to inform us of any absence or send an email before 9.00am, as we do appreciate that the office and phone line can be busy around 9.00am.

It must be appreciated that this is a time-consuming exercise for school staff and we would appreciate your adherence to this policy. Please also phone on the day your child is due to return so that we know to expect him/her back in school/nursery.

A number of parents withdraw children from school during term times because of family holidays and it is the wish of Education & Children's Services that this practice should be discouraged. Parents should contact the school in writing if they intend to remove their children from school during term time. Holidays taken in term time are also classed as unauthorized.

Please note it is not school or authority policy to issue school work during this time.

LATECOMING

All pupils are expected to attend school punctually each day. Pupils who arrive in school after 9.05am should report to the school office where their attendance can be updated.

COMMUNICATION WITH PARENTS

Our Lady's takes great pride in our friendly atmosphere and welcoming ethos. We endeavour to be available to parents or to get back to you as quickly as possible. We communicate information to parents in a variety of methods; mainly via our School App or in the form of termly newsletters which will detail forthcoming events and other important information. Letters and newsletters will be sent via the School App or e-mail. Telephone calls will be made when children are absent from school and no contact has been made by parents.

Our school website and App provide a quick and accessible means of communication. Please also follow our school on Twitter @OurLadysPerth for regular updated information on learning.

We contact parents or carers whenever there is a concern – by phone or e-mail. We are very aware that often parents and carers have information which will help us do a better job in meeting their child's needs. We are always happy to offer appointments at suitable times for parents/carers to exchange relevant information with class teachers or school management.

Seesaw is used to update you on your child's Learning Journey and allow you to comment and interact on a regular basis. Curriculum sessions are held within the school year to which parents are invited to attend. We welcome parents' comments and feedback on these events, and as such will issue evaluations in a variety of forms.

Regular class assemblies are held which parents are invited to attend. Our assemblies provide a forum for celebrating the success and wider achievements of all. We encourage parents to communicate to us achievements which have been gained out with school.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

We would ask that you encourage your child to leave all electronic items at home and do not allow them to bring them to school. This is due to a variety of reasons including that we cannot be responsible for such items throughout the school day.

If you feel there is an occasion when your child requires access to a mobile phone at the end of the day (for example if they are going straight to a friend's house) then they must be switched off and in school bags.

Rest assured that staff will continue to contact you in the usual manner if there is any concern about your child's health or wellbeing during their time at school.

RAISING CONCERNS

We are committed to working in partnership with parents and are able to resolve matters quickly and effectively in the majority of cases. If you have a concern, your first point of contact should be with your child's class teacher, however, you are also welcome to contact the Headteacher by phone, email or by making an appointment to come in. We would encourage parents to share concerns early, however minor they may seem, so that they can be addressed at the earliest possible opportunity.

COMPLAINTS PROCEDURE

Most parental complaints will be dealt with in school. This Frontline Resolution will usually be carried out by the Headteacher.

Complaints will be:

- Acknowledged and responded to within 5 working days (this can be extended to 10 days if circumstances require it and this is communicated clearly)
- Letters/emails will be kept for our records
- Notes will be taken and kept of face to face/telephone complaints
- The electronic record of complaints will be updated as appropriate
- The QIO will be informed if the complaint warrants this action.

If parents are satisfied at this point then the case will be closed. They may also be referred to an officer of the Council for further resolution if the case is not resolved. Complaints made to the QIO/Council without first being passed to the school will be referred back to the school to be resolved.

Complaints which cannot be resolved as above, may progress to a Council involvement known as Stage 2 Investigation.

Perth & Kinross Council provides a leaflet that explains the process for complaints:

[http://www.pkc.gov.uk/media/19044/Making-a-complaint-leaflet/pdf/2016892 -
complaints leaflet CLIENT](http://www.pkc.gov.uk/media/19044/Making-a-complaint-leaflet/pdf/2016892-_complaints_leaflet_CLIENT)

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

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

SECURITY – VISITORS TO SCHOOL

You will understand 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. We have a security entry system at the main front entrance and the ELCC door and must ask that all parents entering school do so by these doors only. Once inside the building, visitors should report to the school office. 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.

Children are **not** permitted to open any external doors for visitors, even for a known adult.

MISSION STATEMENT

Our Lady's RC Primary is a Catholic school, where we seek to grow together as a community of faith and learning, and where every member feels welcomed, valued and safe. Guided by the gospel values of Jesus Christ, our staff will work to provide the highest quality of education for the children in our care.

Our Lady's Roman Catholic Primary School SCHOOL VISION, VALUES & AIMS

Vision Statement:

Our vision is to create a safe and loving learning environment where each child can achieve their full potential as children of God.

Working together with parents, partners and the parish community, we inspire children to enjoy success today and be prepared for tomorrow.

Our Values:



Our Aims:

Inspiring our children to:

Never give up; we persevere,

Share, care and show kindness to all,

Promote a love of learning embedded in faith,

Include and value everyone in the Our Lady's family,

Respect and love one another, as Jesus loves us,

Encourage all to be the best they can be!

ACHIEVEMENT

Pupil achievement is celebrated in many ways. Certificates are awarded at regular assemblies and parents are invited to Class Assemblies. Children are encouraged to share their achievements out with school by placing them in 'The Golden Box' in the foyer. These are celebrated further in class and at assemblies. Individual achievements are also recorded and celebrated on Seesaw.

At Our Lady's our children and young people are listened to and included in decision making. We aim to develop our committees and responsibility groups throughout this session including our Eco-Committee, Pupil Council, Rights Respecting Schools Committee, Book Worms and Mini Vinnies.

Parental Involvement

We want parents to be actively involved in the life of our school. We place great importance upon school/parent partnership and welcome any input (including parents, family members, grandparents) which can be offered to enhance the experiences offered to the children.

This may include:

- Helping out in our classes- art work, preparing art resources, filing, displays
- Supporting literacy and numeracy learning
- Supporting learning through specific focussed visits and talks
- Assistance with the responsibility groups (committees)
- Laminating, photocopying and displays
- Supporting in the delivery of cycle training at P6-P7
- Supporting extra- curricular activities and groups

We continue to benefit from parent helpers during school outings and class trips - please inform us if you can help.

Further information on how you can be involved with the school is available from:

www.pkc.gov.uk/parentalinvolvement

Transitions

Traditional transition points are preschool to primary, stage to stage and P7 to secondary education. The transition process involves pastoral arrangements and effective continuity and progression of pupil learning. At Our Lady's RC 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 preschool and secondary colleagues) at points of transition, the sharing of evidence of progress in learning and pastoral issues, and joint planning across the Curriculum Levels to facilitate continuity of experiences and learning.

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

To support transition into P1, children are invited to attend a series of sessions in the summer term of their final pre-school year. During one of these sessions, parents are invited to a talk from the Headteacher and P1 class teacher.

PKC Education and Children's Services have expanded Early Learning and Childcare (ELC) as outlined in the Scottish Government's Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland.

All 3-5 year olds and eligible 2 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.

As a result of the changes to a child's experience prior to beginning their Primary School education across PKC, Primary 1 children attended school for a full day from August 2019. There are no longer half days for Primary 1 pupils.

All P7 pupils are invited to take part in the residential trip in the Autumn term, which includes children from all of the St John's Cluster primary schools. In June, P7 pupils attend a two day transition event in which they follow a typical secondary timetable within their new classes.

The majority of our P7 transfer to St John's Academy and we have strong links and good communication with the school. If your child will be transferring to another secondary school please let the Headteacher know so suitable transition arrangements can be put in place.

St John's RC Academy, North Inch Campus, Gowans Terrace, Perth, PH1 5BF.

Head Teacher: Mrs Marie-Claire Futamata

Telephone 01738 454300

E-mail: st-johnsacademy@pkc.gov.uk

Twitter: @st_johnsacademy

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>

The Curriculum

CURRICULUM FOR EXCELLENCE

As we prepare our children for the future in our fast-changing world and equip them for jobs which may not yet exist, Curriculum for Excellence is implemented in all schools across Scotland for all learners aged 3 to 18.

Under Curriculum for Excellence, every child is entitled to a broad and general education with opportunity to acquire depth and knowledge in some areas and to develop skills for learning, skills for life and skills for work. The learning experiences we deliver will offer learners the opportunity for personalisation and choice based around planned experiences and outcomes. Learning activities are structured to ensure children work at an appropriate pace with the challenge they will thrive on. Plans and tasks will link knowledge in one curriculum area to that in another, helping children to understand the world and to make connections. Children will think for themselves, make sound judgements, challenge opinions, enquire and find solutions.

Progress in learning will continue to be assessed throughout a young person's time in school. The progressive development of key skills aims to provide our younger generation with the toolkit they need to reach their full potential and face the challenges a changing society may throw at them in years to come.

In Our Lady's our aim is to provide pupils with a stimulating and interesting curriculum which is appropriate to each pupil's needs and abilities.




The curriculum is structured on the following broad curriculum areas:

- Expressive Arts (Art, Drama, Music)
- Health and Wellbeing (Health, Physical Education)
- Literacy and English (English Language, French)
- Mathematics and Numeracy
- Religious and Moral education
- Science
- Social Studies
- Technologies

Curriculum for Excellence empowers our teachers to make professional judgements about what and how they teach. It encourages creative approaches and promotes collaborative strategies as we seek to engage, motivate and nurture our learners. Class teachers teach children in small groups, as a whole class or individually. There are also opportunities for pupils to move between classes to work with others. Outdoor learning is important at Our Lady's and we are committed to using the school grounds, the local community and opportunities further afield to further extend children's learning experiences. Ultimately Curriculum for Excellence aims to improve the life chances of all our children, to nurture them as successful learners, confident individuals, effective contributors and responsible citizens.

All staff have the responsibility to develop, reinforce and extend learning in Literacy, Numeracy and Health and wellbeing for all learners.

In March 2020, our Curriculum Rationale was completed following consultation with staff, pupils and parents.

<p><u>Our Vision</u></p> <p>Our vision is to create a safe and loving learning environment where each child can achieve their full potential as children of God.</p> <p>Working together with parents, partners and the parish community, we inspire children to enjoy success today and be prepared for tomorrow.</p> <p><u>Our Values</u></p>  <p><u>Our Aims:</u></p> <p>Inspiring our children to:</p> <p>Never give up; we persevere, Share, care and show kindness to all, Promote a love of learning embedded in faith, Include and value everyone in the Our Lady's family, Respect and love one another, as Jesus loves us, Encourage all to be the best they can be!</p>	<p><u>Our learners will be:</u></p> <ul style="list-style-type: none"> nurtured included responsible independent confident numerate and literate creative challenged ambitious reflective global citizens resilient and tolerant active problem solvers risk takers inspired 	<p><u>Religious Education in Catholic Schools</u></p> <p>We use a number of resources and approaches to support us to deliver religious education across the school. These include:</p> <ul style="list-style-type: none"> A Charter for Catholic Schools in Scotland This is Our Faith God's Loving Plan Pope Francis Faith Award Scottish Catholic Education Service The Catholic School – Developing in Faith 
<p><u>Experiences and Outcomes</u> set out expectations for learning and development in:</p> <ul style="list-style-type: none"> Expressive arts Language and numeracy Health and wellbeing Mathematics and numeracy Religious Education in Catholic Schools Sciences Social subjects Technologies <p><u>Curriculum pathways and benchmarks</u> describe progression and development.</p>	<p><u>We will:</u></p> <ul style="list-style-type: none"> Be learner centred Support Meet learners' needs Nurture Provide opportunities Make learning fun Encourage Learn outdoors Have high aspirations Be ambitious Be fair Connect with the community Reflect and improve 	<p>Our curriculum is the totality of experiences which are planned for our learners at Our Lady's RCPS. It includes the ethos and life of the school as a community; curriculum areas and subjects; interdisciplinary learning; and opportunities for personal achievement.</p>
	<p><u>Our parents will:</u></p> <ul style="list-style-type: none"> Encourage their child's learning Be involved in the life of the school Be included in decision making Share their views Share their skills and experience Work in partnership with the school 	<p><u>Skills for Learning, Life and Work</u></p> <p>The development of skills is essential to learning and education to help young people to become successful learners, confident individuals, responsible citizens and effective contributors. The skills and attributes which children and young people develop should provide them with a sound basis for their development as lifelong learners in their adult, social and working lives, enabling them to reach their full potential.</p> 

Perth and Kinross Council is committed to the Scottish Government's 1+2 initiative. With English as the first language for the majority of our learners French will be introduced at ELC stage.

Further information relating to Curriculum for Excellence and what it means for your child can be found on the following website:

<https://education.gov.scot/parentzone/learning-in-scotland/About%20the%203-18%20curriculum>

RELIGIOUS OBSERVANCE

As a Roman Catholic School we promote the aims, mission, values and ethos illustrated in the '[Charter for Catholic Schools in Scotland](#)'. We follow the national Religious Education Guidance – This is our Faith. As a school, the children frequently attend Mass in Church, particularly on Holy Days of Obligation and on special occasions. Our assemblies led by the Headteacher, Depute Headteacher or individual classes always include a religious theme.

We are fortunate to be supported by the Fr Martin Pletts and Our Lady of Lourdes Parish.

We are proud of our Mini Vinnies group who endeavour to support those less fortunate than ourselves and experience the potential to significantly contribute to the future of our Society.

Our Primary 6 and Primary 7 pupils undertake the Pope Francis Faith Award which helps children to show "signs of love" in their daily lives and to be active members of their local Church. It invites the children to use the Gifts of the Holy Spirit and to see how they can use these in their homes, schools and parishes. It is directly connected to what they are learning about the Sacrament of Confirmation.

As a school, we support MISSIO – the Catholic Church's official charity for overseas mission. This encourages children to realise their potential as Global Citizens through praying, fundraising and becoming missionaries themselves – *children helping children*.

In August 2021, we started our *Laudato Si* journey. *Laudato Si* uses the teaching of the Church to explore:

- Learning for sustainability
- Environmental education
- Equity
- Children's rights
- Justice and Peace
- Stewardship for creation
- Christian responsibility and global citizenship
- Advocacy and action
- Outdoor learning
- How to address inequality, poverty, prejudice and discrimination.

HOMEWORK

We value homework as an opportunity for parents and carers to work in partnership with the school and take an active role in their child's learning.

Homework at Our Lady's is seen as an integral part of children's work as a whole. It supports children to develop independence and organisational skills, whilst reinforcing prior learning and teaching.

Regular, well planned homework can take different forms such as:

- reading with a parent
- spelling activities
- research projects
- learning number facts (times tables and number bonds)
- discussion activities
- maths games.

Homework is not intended to occupy most of the evening as it is important that children have time to play and develop other interests, for example sports, clubs and other hobbies. There are many other activities you can share with your child which you may not consider 'homework' but which are just as valuable, such as board games, baking, visiting the library or art and crafts.

Reading with your child throughout primary school is an important way of developing listening skills, spelling, reading comprehension and vocabulary. It is also a lovely way of spending quality time together, fostering a love of books.

As of November 2019, our Homework Policy is under review with staff, parents and pupils. The Policy will be shared with the school community on completion.

Assessment & Reporting

ASSESSMENT

A variety of approaches of assessment are adopted which include discussions, learner/teacher dialogue, practical activities and planned assessments. Assessment of children's progress is central to the learning and teaching which takes place in the classroom.

Assessment has a number of 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 appropriately. 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. At the end of each session information is used to write the pupil report which is sent home to parents. The information is also passed to the new teacher so that they can plan appropriately for the pupil.

Children in P4 and P7 will carry out the newly implemented Scottish National Standardised Assessments (SNSAs) in Reading, Writing and Numeracy. Children in P1 will carry out Literacy and Numeracy assessments. You can find out more information about these assessments at <https://standardisedassessment.gov.scot/parents-and-carers/>

Curriculum for Excellence levels are: Early ELC – P1, First P2 –P4 and Second P5 – P7. Using both national and local guidance teaching staff use their own professional judgement together with guidance formed in our schools within clusters to identify the level towards which each child is working.

REPORTING

A parent sway on Assessment can be found by following this link: - <https://sway.office.com/rg41jqCCPjL1JYp8?ref=Link>

Our Assessment Policy is under review and will be finalised this session.

A variety of approaches to reporting are adopted throughout our school to ensure parents and carers are kept abreast of their child's learning and experiences throughout the school session.

Learning Trees outlining intended learning for the term are issued per class. We are also delighted to have embedded the use of Seesaw, an on-line personal learning journal and effective tool for learning experiences to be shared between pupil, teacher, and parent.

Currently, written reports are sent out to parents once a year in the Summer Term. In addition, there are two opportunities of contact with the class teacher during the school year, as well as termly opportunities to visit the classroom. If, however, any parent is anxious about their child's progress and wishes to see the class teacher out with these opportunities, we will be pleased to arrange a convenient time for discussion to take place.

Support for Pupils

PUPILS WITH ADDITIONAL SUPPORT NEEDS (ASN)

There are many approaches to supporting a pupil's learning in school. This can be done by the class teacher providing additional support within the classroom or at times children may also be supported by a member of support staff, for example a Pupil Support Assistant (PSA), Primary Pupil Support Teacher (PPST) or Early Childhood Practitioner (ECP).

Pupil's ASN can be identified by parent, teacher or other professional. Concerns are raised with the Headteacher (ELC – P3) or Depute Headteacher (P4 – P7)

All children who have identified additional support needs receive support in school in line with legislation and with the appropriate level of planning in place. This is done in consultation with parents. This may involve further agencies e.g. Educational Psychologist, Speech and Language Therapy, Occupational Therapy, Community Link Worker and School Health Nurse becoming involved and carrying out a range of observations or assessments. Should concerns persist staff will discuss with parents an appropriate referral to identify further ways in which needs can be met and supported.

The PPST can support staff and pupils through providing advice and resources and by working with particular pupils.

Pupils are supported during break times in the playground and the dining hall by a member of support staff i.e. Primary School Support Assistant, Pupil Support Assistant or Playground Assistant.

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->

School Improvement

Our Standards and Quality Report and School Improvement Plan is available to view and should

you require a copy, please contact the school office.

The latest HMI inspection report which was published in April 2011 is available to view on the following website: http://www.pkc.gov.uk/media/32268/Our-Ladys-HM-Inspection-Report-2011/pdf/Our_Ladys_HM_Inspection_Report_2011

The latest Extended Learning and Teaching Visit was published in March 2016 and is available to view on the following website: [http://www.pkc.gov.uk/media/32269/Our-Ladys-Primary-Extended-Learning-and-Achievement-Report/pdf/Our_ladys_ELAV_Report_\(Final\)](http://www.pkc.gov.uk/media/32269/Our-Ladys-Primary-Extended-Learning-and-Achievement-Report/pdf/Our_ladys_ELAV_Report_(Final))

SUMMARY OF IMPROVEMENT PRIORITIES 2022-2023

- By the end of June 2022, attainment in literacy and numeracy will have increased by 5% across all classes.
- All teachers are utilising strategies based on the CIRCLE framework to support learning needs.

School Policies & Practical Information

SCHOOL DAY

Breakfast Club	-	8.00am - 9.05am – must arrive in breakfast club by 8.40 am
ELC	-	9.10am – 3.10pm
P1 - P3	-	9.05am - 12.15pm
		1.05pm - 3.15pm
P3 – P7	-	9.05am - 12.30pm
		1.20pm - 3.15pm

There is a 20-minute interval in the morning.

Pupils should line up in their classes in the playground when the bell rings. They will be escorted into the building by school staff.

SCHOOL MEALS

Tayside Contracts provide cooked school dinners. The menu changes twice a year and offers a wide variety while meeting dietary requirements.

We ask that children paying for a school meal pay in advance of the meal being taken. Dinner monies can be paid in advance for several days i.e. your child can pay for the week ahead on a Monday. This should be paid online using [ParentPay](#).

Application forms for free school meals and information on eligibility criteria are available from the school office or via our School App.

SCHOOL UNIFORM

We strongly encourage all learners to wear school uniform and to identify themselves as part of our school community. It is our opinion that when learners wear school uniform, their behaviour, and therefore their learning, tends to be better. The wearing of a uniform creates a sense of community and belonging.



'Our Uniform Helps us to Belong'

At Our Lady's, we believe that our uniform is important in helping our pupils share a sense of belonging to our school community.

We want our pupils to wear their uniform with pride.

We ask that as a parent/carer you support the Our Lady's Uniform Policy.

Uniform

- School tie
- Grey dress-trousers, shorts or skirt
- White school shirt (not polo-shirt)*
- Plain dark grey school jumper or cardigan (tie showing)*
- OR plain dark grey jumper or cardigan (tie showing)
- Blue gingham dress for summer months
- Plain black outdoor shoes
- Plain black indoor gym shoes
- Waterproof jacket (not hoodie)

PE Kit

- White school t-shirt/polo shirt*
- OR plain white t-shirt/polo-shirt
- Black or navy shorts
- Black gym shoes (these are the indoor shoes)

**school items are available from myclothing.com – link on the App*

We would also like to take this opportunity to ask that jewellery (other than small, stud earrings) and large, colourful hair accessories are kept for home rather than school.

Thank you in advance for your support.

Gym Kit should be kept at school and will be returned at the end of term (or earlier if required!).

Uniform with the school logo is available at www.myclothing.com

Any equipment, school bags, lunch boxes or clothing showing allegiance to a Football Club are not permitted.

Schoolbags should be functional and capable of holding and protecting school books (at least A4 size).

Packed Lunches should be carried separately from school equipment.

All clothing and equipment should be clearly marked with child's name.

Jewellery: In the interest of safety in the playground and throughout the day, pupils should not

wear hoop or dangling earrings, as this can lead to accidents involving ripped ears. In an effort to minimise the risk of any accidents, children will be asked to remove all articles of jewellery, including watches, for P.E. lessons. Long painted nails should be kept for holiday periods.

Items of value: Valuable items, including electronic games and equipment should not be taken to school.

THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR ANY LOSS OR DAMAGE TO PUPILS' PERSONAL PROPERTY.

BREAKFAST CLUB

We are fortunate to provide a Breakfast Club at Our Lady's. The breakfast club operates: Monday – Friday 8.00am – 9.05am.

We ask that children arrive no earlier than 8.00am and no later than 8.40am. **Children cannot be admitted after this time.**

There is a charge of £2 per day for all children. Payment can be made via the breakfast club or online via ParentPay: <https://www.parentpay.com>

Please ask at the school office for further information.

PACKED LUNCHES

All children will eat packed lunches in the dining hall, under supervision. Education & Children's Services have advised schools that, in the interest of safety, hygiene and cleanliness, food should be packed in durable containers i.e. plastic boxes or, at least, plastic bags; that cold liquids only should be allowed, if carried in unbreakable and leak proof containers (no glass bottles); that hot liquids are permissible if carried in a type of safety flask which either contains no breakable components or which isolates the contents from the fragile parts by means of an unbreakable inner lining. **Foods containing nuts are not permitted.**

We ask that children do not bring high sugar foods such as sweets, chewing gum and bubble gum for snack or lunch as this is known to have a negative impact on their behaviour and therefore their learning.

SCHOOL MEALS

Our Lady's RC Primary provides healthy and nutritious meals. Children are supervised throughout the lunch break. There are two sittings at lunch time to allow all children to be comfortably accommodated. Children may bring packed lunches to school. School meals cost £2.15 per day and our method of payment is via ParentPay. You will be provided with login details for this online payment system and can then make payments for school meals, as well as school trips and other events.

Please note that children in Primary 1 – 5 are entitled to free school meals. We await confirmation of when this will be extended to P6 and P7 Pupils.

Only pupils who register for a home lunch are permitted to leave school grounds at lunchtime. Children are issued with menus for school meals on a regular basis. You can view the latest information here: <https://www.pkc.gov.uk/article/17330/Primary-school-meals>. School Meals are also displayed in advance on our School App.

CLASSES

We currently have 9 primary classes in the school. The classes are mainly composite and this varies from session to session. A composite class is made up of children from two stages. A child's date of birth will determine which class they go into except for in exceptional circumstances; ASN is also taken into consideration. Learners are taught in groups and this method of working is effective whether the class is composite or not.

PUPIL REPRESENTATION/PUPIL VOICE

Pupil engagement is at the centre of all we do at Our Lady's. Representation of pupil's views, opinions and ideas will continue to be gathered through our committees:

- Pupil Learning Council and House Captains
- Eco Committee
- Rights Respecting School Committee
- Health and Wellbeing Committee
- Mini Vinnies

OUTDOOR AND EXTRA-CURRICULAR ACTIVITIES

Any outdoor and extra-curricular activities are taken by staff and/or parents on a purely voluntary basis.

We are very fortunate that there are a variety of activities provided for children in our school.

There is an annual residential week of outdoor activities for pupils in Primary 7. The week is filled with a wide variety of adventure experiences.

During school holidays, Bell's Sports Centre and Letham community leisure centre usually offer a variety of activities, at reduced rates, to school children. Please look out for any social media information or any school correspondence regarding these.

PLAYGROUND

We are lucky enough to have 2 playground areas – a lower and an upper. The main playground area and trim trail are in daily use and there is an area dedicated to football. Our lower playground is shared with our ELC children and there are a number of activities available, including a Mud Kitchen and Loose Parts Play.

In snow and ice, daily decisions will be made in school on whether children can play outside on safety grounds, following risk assessment. Areas suitable for play will also be considered.

In heavy or persistent rain or wind certain areas of the playground may be temporarily removed from use or children may be kept in for break. Again, this will be a decision made on the day, depending on the conditions and safety concerns.

RELATIONSHIP POLICY

At Our Lady's we try to make all children feel welcomed as a valued member of the school community. Children are expected to show a caring attitude towards others and a responsible outlook toward the school. Most children contribute positively to our happy school ethos and staff make every effort to show children that positive behaviour is valued. Learners are expected to treat each other and adults with respect. Behaviour that disrupts the learning of other children in the class is not acceptable. Each class has its own Class Charter, in line with the UNCRC.

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

Where cases of indiscipline occur, incidents will, in the first instance, be investigated by the class teacher or playground assistant and, if necessary, be referred to the Depute Headteacher or Headteacher. All those involved will be given the chance to express their point of view in line with Restorative Approaches. Children will be given advice about how the incident could have been prevented. Our main aim is not to punish, but rather to ensure that the bad behaviours are not repeated. For some types of behaviour a specific consequence is agreed upon.

Our Relationship Policy is available by following this link : -
<https://sway.office.com/MoYyYx5BPz9sGVkA?ref=Link>

ACCIDENT/ILLNESS OF PUPIL

First Aid boxes are available throughout the school and simple first aid will be administered by staff with first aid responsibility. For injuries of a more serious nature, appropriate action will be taken e.g. informing a parent, taking child to Hospital.

If, during school hours, a child sustains a more serious injury, or becomes ill, it is important that the school can contact:

- a) a parent, or
- b) a person designated by the parent i.e. the Emergency Contact.

It is important that parents inform the school of any change in address, telephone number or circumstances of their own and/or Emergency Contact.

ARRANGEMENTS FOR EMERGENCY CLOSURES

In the event of continuing severe weather where conditions are hazardous, parents are advised to listen to Radio Tay to find out if the school is open or closed.

For further information please refer to the school Emergency Closures Leaflet available from the school office. Used in all instances

- Radio Tay	Tay 2 1584	FM 96.4	Perth Only
	Tay 2 1161	FM 102.8	Everywhere else

Only used for widespread weather conditions

- Perth FM		FM 106.6
- Radio Forth	Forth 2 - 1548	FM 97.3
- Radio Heartland FM	FM 97.5	
- Radio Central	FM 103.1	

Only used for widespread severe weather conditions or failure of essential services.

- **Perth & Kinross Council Customer Service Centre**

Available from 0800 hours to 1800 hours, however this line may operate from 0700 hours in exceptional circumstances.

Parents/carers should dial 0845 3011100. Calls are charged at the local rate.

Name of Child Protection Officer

At Our Lady's it is everyone's job to ensure the safety and wellbeing of all children. Our designated Child Protection Officers for Our Lady's are:

- Lynne Mendes (Headteacher)
- Lisa Brown (Depute Headteacher)
- Deirdre Scott (Class teacher)
- Fiona MacLeod (Early Childhood Practitioner)
- Vharie Hall (Senior Early Childhood Practitioner)

Where we have any concerns about the welfare of a child the Child Protection Officer will collate recorded concerns, acting on them and liaise with parents and other professionals as appropriate.

At all times we are obliged to act responsibly to protect the child and endeavour to keep parents fully informed. Please be aware that if a child makes a disclosure of harm then we have a responsibility to share this with the Child Protection Duty Team, without consulting with the parent/carer first.

The ELC Team

The ELC team includes a Primary Class Teacher, Senior ECP and three Early Childhood Practitioners and a Play Assistant. Pupil Support Assistants, Family Learning Practitioner and Community Link workers also support children in the ELC. A variety of students ranging from HND, HNC and teaching students may also join the team throughout the year. The team work to a 1:8 ratio of adults to children as per Care Inspectorate specifications.

All members of staff work very much as a team and are happy for parents to approach any of them for information or a chat. You will be invited to meet with your child's keyworker throughout the school year to discuss, in greater detail, learning and progress.

We aim to have high achieving and individually supported children who are prepared with skills for their future life and work. We aim to encourage leadership at all levels and have highly skilled staff that will foster natural curiosity in children, encouraging them to explore their interests and take risks in a safe environment.

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

Session Times

Full Day session: 9.10am-3.10pm

From August 2020, 3-5 year old and eligible 2 year old children are entitled to 1140 hours of Early Learning and Childcare. At Our Lady's ELC we will be open **9.10am-3.10pm** during term time only. **We do not have spaces for 2 year old children.**

More information can be found here: <https://www.pkc.gov.uk/article/21332/Early-learning-and-childcare-for-parents-and-carers>

Please ensure that children are collected punctually.

At drop off and pick-up time there is opportunity for parents/carers to assist their children to hang up/put on their jackets and change their shoes. Parents are also requested to ensure children wash their hands before entering the playroom for infection control.

A member of the team will open the main ELC door personally, to welcome children and their families into the setting at the beginning of each session. For security purposes, there is a buzzer/camera system in place which allows ELC staff to open the door to known adults out with opening times. Please ensure you are standing in front of the camera when pressing the buzzer to allow us to see who is trying to enter the building. The security of our pupils and staff is a priority and we ask that you **do not** let other adults into the building to allow us to manage this.

Children must always be taken to and collected from the ELC by an adult (aged 16 years or over) who should be made known, in advance, to staff. If someone "new" is to collect your child, please let us know.

Please bring your child into the playroom and assist them to self-register and to choose lunches with a member of the team.

Introduction

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

- 1 School Information
- 2 Local Authority information

Whilst the information contained in this school handbook was accurate at the time of publication (December 2022), further changes may have occurred since then.

Contents

A	Placing in Schools – Primary, Secondary and Special
B	School Commencement Arrangements
C	Equal Opportunities
D	School Meals
E	School Clothing Grants
F	Music Tuition
G	Travel to School
H	Transport
I	Additional Support Needs
J	Parental Involvement/Parent Councils
K	Insurance
L	Child Protection/Looked After Children
M	Access to Information – Parents and Pupils
N	Transferring Education Data about Pupils
O	Attendance
P	Family Holidays
Q	Care Standards Inspections
R	School Crossing Patrollers
S	Employment of Children
T	Childcare and Family Information
U	Complaints
V	Further Information
W	COVID-19 Information

A Placing in Schools - Primary, Secondary and Special

The policy of Perth & Kinross Council Education Authority is to assign to each school a defined zone known as a catchment area. Each home address has a catchment school for both primary and secondary education. The catchment schools are dependent on pupils' home address. Although we try to provide enough places for all children in the catchment area to attend the catchment school, living within a catchment area does not guarantee a child a place at that school.

In accordance with the provisions of the legislation, parents have a right to make a request that their child be placed in a school of their choice other than the school which normally serves the catchment area in which they reside. Parents' wishes will be met where possible. If the number of places in any particular school is limited, priority for admissions shall be determined on the following basis:

Priority 1:

Children normally resident within the catchment area of the specified school.

Where the number of requests for admission to the specified school by children normally resident within the catchment area exceeds the number of places available, then priority will be determined as follows:

- (a) Within all denominational schools, places will be allocated first to children who have been baptised in the appropriate faith i.e. (Roman Catholic and Episcopal Church).
- (b) Children having a brother or sister (or relative permanently living at the same address as part of an extended family*) in attendance at the school
- (c) Within all secondary schools, places will be allocated first to children who are in attendance at an associated primary school**.
- (d) Thereafter places will be allocated according to the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

*** Provided that the member of the extended family for whom the placing request has been made has lived within that extended family for a period of at least two years.**

**** Priority will be given to those pupils who have attended an associated primary school the longest.**

Where it may be necessary to refuse only some places in any of the Priorities at (a), (b) and (c), because the number of requests exceeds the number of places available, priority will be determined as follows:

Category (a) the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

Category (b) the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

Category (c) the criterion of length of time attending an associated primary school with priority being given to those pupils who have attended an associated primary school the longest. Where it is necessary to prioritise pupils who have attended an associated primary school for the same length of time, the single criterion of distance from the specified school will be used, with priority being given to those whose normal place of residence is closest to the school.

Priority 2:

Children resident within Perth and Kinross and not normally resident within the catchment area of the specified school but having a brother or sister (or relative permanently living at the same address as part of an extended family*) in attendance at that school.

Where the number of Priority 2 requests for admission to the specified school exceeds the number of places available, then priority will be determined as follows:

- (a) Within all denominational schools, places will be allocated first to children who have been baptised in the appropriate faith ie (Roman Catholic and Episcopal Church)
- (b) Within all secondary schools, places will be allocated first to children who are in attendance at an associated primary school**.
- (c) Thereafter places will be allocated according to the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

Priority 3:

Children resident within Perth and Kinross and not normally resident within the catchment area of the specified school and having no brothers or sisters in attendance at that school.

Where the number of Priority 3 requests for admission to the specified school exceeds the number of places available, then priority will be determined as follows:

- (a) Within all denominational schools, places will be allocated first to children who have been baptised in the appropriate faith i.e. (Roman Catholic and Episcopal Church)
- (b) Within all secondary schools, places will be allocated first to children who are in attendance at an associated primary school**.
- (c) Thereafter places will be allocated according to the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

Priority 4:

Children not resident in Perth and Kinross and not normally resident within the catchment area of the specified school but having a brother or sister (or relative permanently living at the same address as part of an extended family*) in attendance at that school.

Where the number of Priority 4 requests for admission to the specified school exceeds the number of places available, then priority will be determined as follows:

- (a) Within all denominational schools, places will be allocated first to children who have been baptised in the appropriate faith i.e. (Roman Catholic and Episcopal Church)
- (b) Within all secondary schools, places will be allocated first to children who are in attendance at an associated primary school**.
- (c) Thereafter places will be allocated according to the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

Priority 5:

Children not resident in Perth and Kinross and not normally resident within the catchment area of the specified school and having no brothers or sisters in attendance at that school.

Where the number of Priority 5 requests for admission to the specified school exceeds the number of places available, then priority will be determined as follows:

- (a) Within all denominational schools, places will be allocated first to children who have been baptised in the appropriate faith i.e. (Roman Catholic and Episcopal Church)
- (b) Within all secondary schools, places will be allocated first to children who are in attendance at an associated primary school**.
- (c) Thereafter places will be allocated according to the single criterion of distance from the specified school, with priority being given to those whose normal place of residence is closest to the school.

*** Provided that the member of the extended family for whom the placing request has been made has lived within that extended family for a period of at least two years.**

**** Priority will be given to those pupils who have attended an associated primary school the longest.**

Placing requests will normally be granted except where there are circumstances defined in the Act which justify the Authority's refusal of such a request.

The Authority may also determine that in exceptional circumstances particular pupils may require to be placed in a specific school in order to meet exceptional needs, such as physical disability, as determined by the Authority. These placements will take priority over any of the 5 priorities above.

Parents who have made successful placing requests for their children at other schools of their choice have to make their own transport arrangements and meet the costs thereof.

Any pupil who attends a primary school other than the one proposed by the Authority (i.e. as the result of a placing request) and who is due to transfer to a secondary school will be offered a place at the secondary school in whose catchment area he/she lives.

www.pkc.gov.uk/article/17276/School-enrolment

B School Commencement Arrangements

The school entry date in Perth and Kinross is the first day of the school session (Wednesday 16 August 2023). A child is of compulsory school age on the first school entry date from his/her fifth birthday. If your child is of compulsory school age on the first school entry date from his/her fifth birthday, they are eligible to start school on **Wednesday 16 August 2023** and you should register your child for primary school during the January 2023 registration week, or alternatively, his/her parents may delay the registration until the beginning of the next school session.

Parents will be notified by advertisement in the local press to register their child/children in the school of their choice during a designated registration week in mid January. They will be invited to contact the Headteacher for further information about registration arrangements.

Early Registration

Parents who enquire about the possibility of early registration (ie, of children whose fifth birthday falls after the last day of February) should note that early entry is discouraged but are advised to contact Education & Children's Services on 01738 476200.

Expansion of Early Learning and Childcare (ELC)

PKC Education and Children's offer Early Learning and Childcare (ELC) as outlined in the Scottish Government's Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland.

All 3-5 year olds and eligible 2 year olds have access to 1140 hours of fully funded ELC. This means that in PKC most children 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.

As a result of the changes to a child's experience prior to beginning their Primary School education across PKC, Primary One children attend school for a full day and therefore no longer access half days for the first two weeks of term.

C Equal Opportunities

Perth & Kinross Council values the diversity of the communities in this Council area and works towards providing services that are inclusive and accessible. Perth & Kinross recognises that social inclusion and promoting equality of opportunity and good relations between different groups can only be achieved by incorporating equalities into the planning and implementation processes for all Council Services. We have a duty to promote and develop the practice of equality of opportunity for all members of our community regardless of:

- Race
- Gender
- Marital/family status
- Disability
- Religion
- Sexual orientation
- Age
- Language
- Place of residence

- Socio-economic status

It is the responsibility of all staff to support a climate conducive to providing equal opportunities for all.

Relationships and Behaviour

Perth and Kinross Council takes a relational approach to achieving positive behaviour. This means that there is an emphasis on consistent, respectful relationships and an understanding of behaviour as communication. Our nurturing approach has a focus on the learning environment to ensure that happy and healthy relationships are the foundation for learning within classrooms. This requires inclusive classrooms based on an ethos of nurture, respect and a restorative approach to resolving difficulties.

Fostering Inclusion and Reducing Exclusion

Fostering Inclusion and Reducing Exclusion is the Authority's revised guidance to support the planning and decision making for children and young people who may be at risk of exclusion or where an exclusion from school, has been deemed as a last resort and is required to take place. The guidance emphasises the need for learning establishments to create the conditions for inclusion through effective learning and teaching, promoting positive relationships and behaviour, and employing preventative approaches which reduce the need for exclusion.

This guidance applies to children and young people who are enrolled in a Perth and Kinross school or ELC setting and will be relevant to the parents and family of those children and young people, staff in schools, staff in Perth and Kinross Council's Education and Children Service's and agencies who support our children and young people and families.

The guidance is set out in two sections which can be accessed through the following links:

Part 1 – Policy which explains the expectations of our schools and ELC settings and the legal basis and parameters relating to exclusions; and

Part 2 – Procedures which provides some easy-to-follow flowcharts and checklists to help school staff manage situations where exclusion might be considered. The Appendices hyperlinked in Part 2 provide copies of the template letters available on SEEMiS, the list of SEEMiS reference codes and a template for the minute of the meeting to resolve an exclusion and support a return to school.

D School Meals

It is the Authority's policy to provide meals and facilities for the consumption of packed lunches in all schools.

Pupils in primary schools are offered a two-course lunch with a choice of main course including vegetarian option, supplemented by salads and bread, which meet The Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2008. A choice of milk or water is also included. Meals are, in the main, prepared from fresh ingredients by well trained personnel in a food safe environment.



There is a fixed, subsidised charge for a meal in a Primary school which is £2.15 (2022/2023). School meal charges are subject to review at any time.

School meals should now be paid through ParentPay, our online payment solution with parents/carers having much more choice of how, when and where they can pay for school costs using modern technology. School meals, trips and other school related items can be paid for online, on a smartphone, tablet or other mobile devices. Parents/carers have the ability to access their own secure account which will give information regarding their accounts, including amount paid, when paid and amounts outstanding. It will also provide increased security for pupils who will no longer have to carry large amounts of cash or cheques to school.

ParentPay is our preferred method of payment, please contact the school for your ParentPay

account activation code.

Medically prescribed diets and Nut and Peanut allergy

School lunches can be provided for children in primary schools either requiring a medically prescribed diet or who have a nut and/or peanut allergy. Please download the  [information leaflet \[312Kb\]](#) and  [application form \[161Kb\]](#). Parents can also self-manage simple dietary requirements for their children by using the interactive menu and carbohydrate menu available at [Tayside Contracts](#).

Medically prescribed diets can usually be accommodated within the school lunch service. A medically prescribed diet is one which has been prescribed by your GP or a hospital doctor. This does not include pupils who simply dislike certain foods. Written evidence from a doctor or registered dietician will be required prior to making special arrangements.

For more information on school meals including menus, meal photos and forms, please visit the website:

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

To access the current interactive menu which provides recipe, nutritional and allergy information, please visit:

www.tayside-contracts.co.uk/school-catering.cfm

and click on the interactive menu link. This site also contains details of forthcoming promotions.

For any other enquiry please contact:

Catering Support Team
Support Services
Education & Children's Services
Perth & Kinross Council
Council Building
2 High Street
Perth
PH1 5PH

Telephone: 01738 476341

E-mail: ECSCateringSupport@pkc.gov.uk

Packed lunches for trips

Packed lunches are available for school trips either free (as appropriate) or charged at the standard meal price. The school will normally ask if you require a packed lunch and offer choices as part of the trip registration process.

Home Lunches

Some parents/carers may wish their child to go home for lunch, rather than remain at school.

The school's responsibility for the pupils at lunchtime relates to those who remain at school for either a school lunch, or a packed lunch. Parents/carers are responsible for pupils who go home for lunch.

There is no requirement for school staff to pass a primary age pupil into the care of an adult, so parents/carers must have clear arrangements in place, including whether the pupil can make their own way home, if they require to be met at the school and any contingency plans if arrangements are to change.

Free School Meals

Access to free school meals is an important part of the school meals service in Scotland. It is

important that pupils entitled to free school meals get them without fear of stigmatisation. They should not be made to feel different from those who pay, nor be readily identified by others. Our meal payment and pre-order systems fully support these aims.

Who is Eligible for Free School Meals?

If your child is in P1 to P5

Free School Meals are offered to all pupils in P1 to P5 without the need for parents/carers to submit an application form. However, an application form must be completed if you also require a school clothing grant for your child in P1-P5.

Don't forget to submit an application form for Free School Meals for your child when he/she moves into P6 as they will no longer be automatically entitled to Free School Meals.

If your child is P6 or above

You can claim free school meals for your child(ren) if you are receiving:

- Income Support (IS)
- Income based Job Seeker's Allowance (IBJSA)
- Any income related element of Employment and Support Allowance (IRESA)
- Child Tax Credit (CTC), but not Working Tax Credit, and your income is less than £17,005
- Child Tax Credit (CTC) and Working Tax Credit (WTC) and your income is less than £7,920
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit where the monthly earned income does not exceed £660

If you are between 16 and 18 years old and receive any of these benefits in your own right, you can claim free school meals for yourself.

For more information on Child Tax Credit and Working Tax Credit visit the [Inland Revenue](#) website.

You can apply online for free school meals at the following link: www.pkc.gov.uk/freeschoolmeals

Alternatively, application forms may be obtained from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD.

E School Clothing Grants

You can claim a school clothing grant for your child(ren) if you are receiving:

- Income Support (IS)
- Income based Job Seeker's Allowance (IBJSA)
- Any income related element of Employment and Support Allowance (IRESA)
- Child Tax Credit (CTC), but not Working Tax Credit, and your income is less than £17,005
- Child Tax Credit (CTC) and Working Tax Credit (WTC) and your income is less than £7,920
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit where the monthly earned income does not exceed £660

Education & Children's Services will consider one application per academic year for a grant towards the cost of purchasing essential clothing to enable children, up to the age of 16, to attend school.

You can apply online for a school clothing grant at the following link: www.pkc.gov.uk/freeschoolmeals

Alternatively, application forms may be obtained from Headteachers or Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD.

F Music Tuition

Instrumental Music Instruction and Central Groups 2022-23

In recognition of the integral part instrumental music plays in pupils' education and welfare, Scottish Government has announced that instrumental music lessons will be delivered free of charge.

The Perth & Kinross Instrumental Music Service offers opportunities for pupils to play a musical instrument and participate in music making with many ensembles, orchestras and bands.

- Pupils learning musical instruments develop a wide range of unique skills, providing a means of fulfilment and enjoyment whilst nurturing a greater understanding of the arts.
- Parents can enjoy and share their child's excitement in learning to play an instrument. Your child performing at a concert will provide you with a great sense of pride and satisfaction.
- Schools will provide opportunities for pupils to enrich their curriculum and the life of the school.
- Instrumental music prepares pupils to make a meaningful contribution towards the artistic life of the community.

The service offers an exciting opportunity to participate in a unique course within education which will benefit all participants for the rest of their lives. Lessons will be delivered on a blended basis of face to face and some digital lessons

After a short period of time, pupils will also be able to perform in school ensembles and local authority orchestras and bands as well as attending residential music camps. It is strongly advised that pupils receiving tuition in school strive to attend one of these Central Groups as this is recognised as an integral part of tuition.

For further information, please visit our website, Instrumental Music Service App and social media pages via the contact details below.

Musicservice@pkc.gov.uk

www.pkcmusic.com

Facebook – [PKC Music Service](#)

Twitter - [@pkcmusicservice](#)

Instrumental Music Service App



Please download the Instrumental Music Service app by scanning the QR code above or search "School App for Parents" in the Apple or Google Play app stores and search "Perth and Kinross Instrumental Music Service".

G Travel to School

The journey to and from school is a very important part of your child's day and it should be as safe and pleasant as possible. As a parent/carers you are responsible for ensuring this is the case. Where school transport is provided, responsibility is shared between the Council and parents/carers.

The school is very keen to reduce car travel to school and promote safe and healthy journeys to school which can help to reduce the use of the car and impact of the 'school run'.

The decision on whether a child is ready to make the journey to school independently, on foot, by bicycle, by public transport, etc, must rest with parents/carers and children themselves.

The Council wants as many children as possible to walk or cycle to school. We also want children to

travel safely and to feel secure on the school journey. We are particularly aiming to increase levels of walking or cycling where journeys are less than a mile for younger children and less than two miles for older children.

Walking and cycling boosts children's health and well-being. It also allows them to travel independently and to access the range of flexible opportunities schools will increasingly offer outside the standard school day. Freedom to move around the local area independently is an important part of growing up. Other important benefits of active travel are development of social and life skills, less pollution and greater awareness of environmental issues.

If parents/carers have to drive, they can be asked to park away from the school - some schools suggest a local drop off point. Drivers can also be asked to think about teaming up with another family to share the school run. School Policies will obviously have to recognise different needs and circumstances: some staff and pupils may have no alternative to the car.

School Travel Plans are an essential part of Perth and Kinross Council's strategy to tackle issues related to school transport. School Travel Plans will frequently involve an element of engineering works required to improve the safety of the street environment for the school children, as well as the promotion of initiatives to increase the number of school children who walk, cycle or use public transport to get to their school.

A School Travel Plan is a strategy developed by each school to encourage and promote more active journeys to school for both pupils and staff. The role of the School Travel Plan is to make alternatives to driving easier and safer, and to give parents/carers plenty of information about the options.

A School Travel Plan can help to improve the school run, reduce congestion and increase road safety, make school and pupils healthier, make routes to school safer and look after our environment.

Please contact your school to find out more about their School Travel Plan or if you want to encourage or help your school to develop one.

Given these facts, please carefully consider your mode of transport to/from school with your child and try and leave the car at home if you can.

H Transport

Free school transport is only available to pupils attending their catchment school and living more than two miles (primary) or three miles (secondary) from the school measured by the shortest available walking route.

Transport will be provided from a suitable point on the public highway. Please note that this can be up to two miles (primary) or three miles (secondary) from the pupil's home.

Parents of pupils who are refused school transport only have the right to appeal to the Review Sub-Committee of Lifelong Learning Committee where transport is withdrawn, or on the grounds of safety where there is no public service bus operating.

Where appropriate, the Authority may provide free transport for pupils who attend a special school or specialist unit.

Parents who have made successful placing requests for their children at other schools of their choice have to make their own transport arrangements and meet the costs thereof.

You can apply online for free school transport at the following link:
www.pkc.gov.uk/article/17284/Schools-transport-and-trips

Alternatively, application forms may be obtained from Headteachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD.

I Additional Support Needs

Additional support is a broad term used to describe barriers to learning which may be long or short in duration. There are many reasons why children and young people may have additional support needs. These may arise from family circumstances, the school environment, health, learning, and social and emotional difficulties. Therefore, all children and young people at some stage of their education may have additional support needs.

Most children make progress in school and their education can be fully supported at a universal level by the class teacher. Some children require additional support through targeted interventions at times in their educational journey. Where this is identified, a Child or Young Person's Plan (CYPP) sets out their support needs and the interventions required to address them.

A very small number of children and young people with significant and long-term additional support needs that require input from services other than Education may need a Coordinated Support Plan.

You can access information about additional support, including Coordinated Support Plans, on the PKC website: <https://www.pkc.gov.uk/article/17278/Schools-additional-support-> This internet page also has many other links to related topics which might be of interest to you.

If you cannot access the internet, please ask the school office if you would like a copy of this information.

Enquire - the Scottish advice service for additional support for learning also offers information on additional support.

There are two websites - www.enquire.org.uk (for parents/carers and practitioners) and <https://enquire.org.uk/category/children-and-young-people-info/> (for children and young people).

Enquire also provide a range of clear and easy-to-read guides and fact sheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'. <https://enquire.org.uk/enquire-resources/additional-support-for-learning-a-guide-for-parents-and-carers/>

Placing requests

Placing requests may be made for Fairview School or an intensive support provision when a child's education needs cannot be met in their catchment school. Consideration of a request will be based upon an assessment of the child's education needs that includes the views of their parents, teacher, school education psychologist and Inclusion Quality Improvement Officer.

Where a child has been identified as having additional support needs which cannot be met within the Authority, the Authority may consider placement in a special school (either within or out with Perth & Kinross).

Parents are encouraged to discuss with their child's school in the first instance any concerns that their child's needs cannot be met in their mainstream school.

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

Further advice or enquiries can be made by contacting ASN@pkc.gov.uk

J Parental Involvement/Parent Councils

The Scottish Schools (Parental Involvement) Act 2006 became legislation in September 2006. This Act proposed changes which were implemented in August 2007 to abolish School Boards and replace them with Parent Councils.

All parents of pupils attending school are automatically members of the Parent Forum for that school and will be entitled to have a say in what happens at the school.

The Parental Involvement Act aims to do several things:

- It aims to help parents become more involved with their child's education and in schools.
- It places duties on Scottish Ministers and education authorities to promote parental involvement, and a duty on each education authority to produce a strategy for parental involvement.
- It introduces a new system of Parent Councils to replace School Boards, aiming to make it easier for parents to express their views.

All schools have been working with parents to determine if a Parent Council is to be established for the school. The role of the Parent Council is to:

- Support the school in its work with parents.
- Represent the views of all parents.
- Encourage links between the school, parents, pupils, pre-school groups and the wider community.
- Report back to the Parent Forum.

There are currently 76 schools in Perth and Kinross which have established a Parent Council. For more information on the Parent Council for your child's school, please contact the Headteacher.

Advice, Information and Concerns

Parental communication is encouraged and valued. Your child's school is your first point of contact should you require advice, information or to raise concerns. The school will deal with any concerns raised confidentially, timeously and work with you towards a resolution. Your school will advise you how to take your concerns forward should these remain unresolved.

Website link: www.pkc.gov.uk/parentalinvolvement

K Insurance

The authority insures against its legal liability for (i) personal injury, provided negligence is proved against the Council and (ii) loss or damage to property of third parties except where the following exclusions apply:

- Theft of personal belongings
- A pupil's own negligent actions
- The actions of a third party, i.e. another pupil
- Expensive personal items, e.g. mobile phones, iPods.

Parents are advised that no insurance cover is maintained for circumstances in which the Council does not have legal liability and may wish to consider making their own insurance arrangements.

L Child Protection/Looked After Children

Child Protection

Keeping children and young people safe and protected from harm, abuse and exploitation is *everyone's job and everyone's responsibility*.

Child Protection sits within the wider [GIRFEC](#) policy and practice framework. [The National Guidance for Child Protection in Scotland](#) (Scottish Government 2014) provides the overarching policy framework for child protection services in Scotland.

The [Perth and Kinross Child Protection Committee CPC Inter-Agency Child Protection Guidelines 2017](#) translate the national guidance into the local child protection working practices and

arrangements across Perth and Kinross. These guidelines aim to support local practitioners and managers in the public, private and third sector organisations across Perth and Kinross, including all Schools.

Each school has a Child Protection Officer appointed to be responsible for child protection matters. This person is specially trained for the task.

All schools have good contacts with School Medical Officers, School Nurses and Police, any or all of whom may become involved if child protection concerns arise. Beyond this, close working relationships exist with social work staff who are also part of Education & Children's Services. Any discussion to bring in an outside agency to discuss a concern about a child will only be taken after involving the School Child Protection Officer. The Child Protection Officer will usually contact you to inform you if someone has expressed a concern about your child and discuss the situation with you in order to decide what will happen next, including what information, if any needs to be shared with other agencies. In less usual cases the Child Protection Officer may decide that the concern is so serious that they need to seek advice from Services for Children and Young People & Families (social work) before informing parent(s). These situations are unusual, and we will endeavour to ensure that you are informed and are enabled to participate as appropriate in any action which we may initiate regarding your child should a child protection issue arise.

If you are worried or concerned about a child or young person then, in the first instance you should contact:

- Your child / children's school.
- The Child Protection and Duty Team 01738 476768 (24 hour service)
- Visit the Council's Child Protection Website on www.pkc.gov.uk/childprotection

Looked After and Accommodated (LAAC) Children

Looked After Children, in line with Education (Additional Support for Learning) (Scotland) Act 2009 are considered to have additional support needs, unless it is otherwise determined at a relevant education planning meeting. A policy of supported mainstream inclusion is complemented by a range of intensive support provisions. These are either attached to or are part of mainstream schools. In addition, there is one all through special school (3-18) for children with profound and complex difficulties.

Each school has a designated Care Experienced Teacher who deals with all matters relating to children who are 'looked after' e.g. accommodated in foster or residential care, or who are subject to a compulsory supervision order through the Children's Hearing.

This designated teacher will be responsible for monitoring the progress of looked after children in the school and will provide a source of advice if your child is looked after.

Further information on Looked After Services can be found on:

www.pkc.gov.uk/fosteringadoption

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 and 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.

M Access to Information – Parents and Pupils

The [Pupils' Educational Records \(Scotland\) Regulations 2003](#) require the Authority to give a parent access to information relating to school pupils, past and present, held by them.

- The regulations cover information which originated from a teacher or other employee of the education authority, the pupil to whom the information relates or a parent of that pupil.
- The regulations only cover information relating to the school education of the pupil.
- The request must be in writing (or other permanent format for future reference purposes eg email/tape recording).
- The parent seeking access must provide the Authority with sufficient information to satisfy the authority of his/her identity and to enable the Authority to locate the information requested.*
- The Authority must comply with a request within 15 school days of receiving a validated request. (A validated request means that the information requested at *(see above) has been provided.

This is only a brief outline of the basic legal provisions. The regulations contain further detailed rules. They also provide for certain exemptions from the right of access to information.

Pupils can also make a request to see their educational records. Requests to see educational records should be made directly to the relevant school.

Data protection legislation means that you can request other personal information, not contained in an educational record, by submitting a Subject Access Request.

If a child is over 12 and is considered to have capacity, you will be required to provide a signed mandate from them authorising you to act on their behalf. You will usually be required to provide proof of your identity (and your child's if they are required to provide a signed mandate) before your request can be processed.

Subject Access Requests should be submitted to the Council's Information Governance Team at 2 High Street, Perth, PH1 5PH or to DataProtection@pkc.gov.uk , 01738 477933.

School Records

The [Pupil's Educational Records \(Scotland\) Regulations 2003](#) gives parents, or people with parental responsibility, the right to see their child's educational record. These records are called Pupil Progress Records, or PPRs.

If you would like to exercise your right to see your child's PPR you should contact your child's school directly. Contact details for all Perth and Kinross Council schools are available below: www.pkc.gov.uk/article/17285/Schools-in-Perth-and-Kinross

Requests should usually be made by email or in writing, but other recorded formats can be accepted if necessary. The school may ask you to provide them with proof of your identity.

Schools have 15 school days to respond to your request. There is never any cost to view your child's records; the Council usually waives the charge it is entitled to make for providing a copy if this is required.

Please ask if you need the information requested to be provided in an alternative language or format e.g., braille.

Occasionally, a school record may contain information – such as information about another pupil - which must be removed before you are provided with it.

If you wish to request information about other records relating to your child, such as social work records, you should submit a [Subject Access Request](#) . If you're unsure about what kind of request you should submit, please contact the Council's Information Governance team on 01738 477933 or at DataProtection@pkc.gov.uk for advice.

N Transferring Education Data about Pupils

Education authorities and the Scottish Government Education Department have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus, the Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland; and the analysis of data for statistical purposes within the Scottish Government itself.

What Pupil Data is Collected and Transferred?

Data on each pupil is collected by schools, local authorities and the Scottish Government. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to the Scottish Government.

Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Dates of birth are passed on as 'month and year' only, again to ensure that individuals are never identified. Data is held securely and no information on individual pupils can or would be published by the Scottish Government.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, it is hoped that the explanations contained in this information and on the ScotXed website (www.gov.scot/Topics/Statistics/ScotXed) will help you understand the importance of providing the data.

A complete list of the Scottish Governments School Education data collections can be found here: www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation

Why Do We Need Your Data?

In order to make the best decisions about how to improve our education service, the Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- Plan and deliver better policies for the benefit of all pupils, or specific groups
- Better understand some of the factors which influence pupil attainment and achievement
- Share good practice
- Conduct teacher workforce planning
- Target resources better
- Enhance the quality of research to improve the lives of people in Scotland
- Provide a window on society, the economy and on the work and performance of government by publishing statistical publications and additional tables about School Education

- Providing school level information

Extracts of the data will also be shared with The Electoral Registration Officer to offer the opportunity to register on the Electoral Roll when approaching their eighteenth birthday, Glow to access digital learning environments, ParentPay for management of online payment of school meals, excursions and activities, CRB for cashless catering, Groupcall for messaging services, Young Person's National Entitlement Card for access to public services across Scotland and with the NHS for monitoring the child health immunisation programme.

The Scottish Government Privacy Notice for children and young people can be found at: www2.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices

The Perth & Kinross Council main education Detailed Privacy Notice can be found here: www.pkc.gov.uk/detailedprivacynotices

Your Data Protection Rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the General Data Protection Regulation and Data Protection Act 2018. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data.

The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.gov.scot/Topics/Statistics/ScotXed). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

The Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the Scottish Qualifications Authority. On occasion we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities.

Any sharing or linkage of data will be done under the strict control of Scottish Government and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

General Data Protection Regulation gives you the right to access your personal data. This is known as a Subject Access Request. Further details of how to make a Subject Access Request online or using the Subject Access Request Form can be found here: www.pkc.gov.uk/article/20313/Accessing-your-information-Subject-Access-Requests .

Note that it's not necessary to apply online or complete the form in order to submit a Subject Access Request, but they provide a useful guide to what details we need in order to respond. If you would like further guidance about how to submit a request for personal information, contact the Information Governance team on 01738 477933 or at DataProtection@pkc.gov.uk

Concerns

The Data Protection Officer for this data is the Data Protection & Information Assets team, dpa@gov.scot

If you have any concerns around this data collection please contact the DPIAT team, or Mick Wilson, Head of Education Analytical Services (Mick.Wilson@gov.scot).

Or by writing to: Education Analytical Services, Area 2A-North, Victoria Quay, Leith, Edinburgh, EH6

Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

O Attendance

Perth & Kinross Council is committed to working in partnership with parents, children and other stakeholders to ensure that, wherever possible, all children enrolled in our schools receive an education that maximises the opportunity for each child to achieve his/her potential.

In working towards this, Perth & Kinross Council Education & Children's Services' expects all schools to closely monitor the attendance of all children and young people.

It is every parent's legal duty to ensure that, if their child is of school age, they attend school regularly. Our staff in schools work with pupils and their families to ensure that pupils attend regularly and punctually.

A school may refer a child to the Scottish Children's Reporter for consideration of Compulsory Supervision measures if there are serious concerns about non-attendance. Perth & Kinross Council also has an Attendance Sub Committee to consider serious cases of school non-attendance. The membership of the Attendance Sub Committee is composed of Elected Members (Councillors) and parent representatives from Parent Councils in the area. It is advised by a representative of the Executive Director (Education and Children's Services).

If you are having problems with your child's attendance at school you should discuss this with the school in the first instance as they have a range of supports that can be provided before these actions have to be taken.

Website Link:

www.pkc.gov.uk/article/17283/Schools-rules-attendance-and-behaviour

P Family holidays

Family holidays will be marked in school as an unauthorised absence. This will be done even if you have told the school you intend to take your child on holiday. No school work will be given, although some schools may consider giving you information about what will be covered during the absence.

Extended visits overseas to relatives or extended absence in relation to children of travelling people would be marked as an authorised absence.

Extended is defined as a period of more than **four** weeks. If you wish to discuss the matter further in relation to your child, please contact the school.

Website link:

www.pkc.gov.uk/article/19274/Family-Holidays

Q Care Standard Inspections

Social Care & Social Work Improvement Scotland (known as the Care Inspectorate) has a responsibility to inspect all nursery schools and classes on a regular basis. These inspections are part of the Regulation of Care Standards within Early Education & Childcare. Further information on Care Inspectorate inspections is available from the Headteacher or by contacting Care Inspectorate (telephone 0345 600 9527) or www.careinspectorate.com.

Nursery Inspection Process

All providers of early learning and childcare for 2, 3 and 4 year olds are currently inspected by the Social Care & Social Work Improvement Scotland (known as the Care Inspectorate) and Her Majesty's Inspectorate (HMI), part of Education Scotland. Staff follow national guidelines for the

early learning and childcare of children aged 2-5 years that encourage learning through play and the service must meet standards laid down by HMI. Further information on inspections is available from the Headteacher.

R School Crossing Patrollers

It is very difficult to recruit School Crossing Patrollers. If the School Crossing Patroller terminates their employment, or is absent for any reason, it may not be possible to provide cover.

If this happens, Headteachers will inform parents.

Parents have a responsibility for ensuring that their children are able to travel to and from school safely, whether or not the Authority is able to provide safe routes or safe crossing facilities.

S Employment of Children

The employment of children under the age of 16 is subject to compliance with Perth & Kinross Council bye-laws which outline permitted types of employment and permitted periods of working.

Children under the age of 13 are not permitted to undertake any type of employment.

Further details and an information booklet called 'The Employment of Children – Perth and Kinross Council Bye-Laws' is available from Education & Children's Services, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD.

Telephone: 01738 476200

E-Mail: ECSSchools@pkc.gov.uk

Website: www.pkc.gov.uk/article/17406/Employment-of-children-Permit-and-bye-laws

T Childcare and Family Information

Perth and Kinross Childcare and Family Information Service can supply details of childcare services within your local area including childminders and out of school care. The service also has a wide range of other information for families including leisure activities and support groups.

For further information please contact:

E-mail: childcare@pkc.gov.uk

Telephone: 0345 601 4477

Website: www.pkc.gov.uk/families

Families can also access information on the national website: www.scottishfamilies.gov.uk

U Complaints

As part of Perth & Kinross Council, our schools are committed to providing high quality services. If something goes wrong or you are dissatisfied with the service provided at your school the Council's [Complaints Procedure](#) is there to help you.

The Council regards a complaint as 'any expression of dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.'

Our schools aim to resolve complaints quickly. Should you make a formal complaint to your school you will receive a response at **Stage 1** of our procedure within **five working days**, unless there are exceptional circumstances. If you are dissatisfied with the school's response at Stage 1, you can

ask for it to be escalated to the next part of the Council's complaints procedure.

Stage 2 involves an investigation by an Officer appointed by the Head of Education & Learning. At this stage, Perth & Kinross Council will respond to your complaint **within 20 working days**. If the investigation is going to take longer, you will be contacted, and a revised response date will be agreed with you. You will also be kept updated on the progress of your complaint.

If you remain dissatisfied with the outcome of your complaint, you can contact the Scottish Public Services Ombudsman (SPSO). The SPSO is the final stage for complaints about most organisations providing public service in Scotland.

Their service is independent, free and confidential.

The SPSO cannot normally look at:

- A complaint that has not completed our complaints procedure
- Events that happened, or that you became aware of, more than 12 months ago
- A matter that has been or is being considered in court.

The SPSO's contact details are:

SPSO
Bridgeside House
99 McDonald Road
Edinburgh
EH7 4NS

Freepost SPSO

Freephone: 0800 377 7330
Online contact: [@spsogovscot](https://twitter.com/spsogovscot)
Website: www.spsogov.org.uk
Mobile site: <http://m.spsogov.org.uk>

Additional Support for Learning - Resolving Disagreements

There are routes for resolving disagreements where a child or young person has additional support needs. Further information is available in our **Information Sheet on Resolving Disagreements** available on the Council's website: www.pkc.gov.uk or by contacting **Tel No: 01738 476790**.

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

V Further Information

In all cases relating to your child's education you should discuss the matter with the Headteacher. If further information relating to your child's education is required, you should contact:

Education & Children's Services
Council Building
2 High Street
PERTH
PH1 5PH

Telephone: 01738 476200
E-Mail: ECSSchools@pkc.gov.uk

W COVID-19 Information

All schools are following key national guidance issued by the Scottish Government to help ensure schools are safe for children, young people and staff.

Further information is available for parents/carers as follows:

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

<https://www.gov.scot/coronavirus-covid-19/>

www.pkc.gov.uk/coronavirus/schools

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting
Customer Service Centre on 01738 475000.

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمخصص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:
الاسم: Customer Service Centre
رقم هاتف للاتصال المباشر: 01738 475000

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اس کا بندوبست سروس ڈیولپمنٹ Customer Service Centre سے فون نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡
Customer Service Centre 01738 475000
來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innej formie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z
Customer Service Centre 01738 475000

P ejete-li si Vy, anebo n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ípadech bude p eložen pouze stru ný obsah listiny) Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись
Customer Service Centre 01738 475000

Ma tha thu fhèin neo duine a dh'aithnicheas tu ag iarraidh leth-bhreacden phàipear seo ann an cànan eile neo ann an cruth eile, (aig amannan cha bhith ach gearr-chunntas a-mhàin ri fhaighinn air eadar-theangachadh) faodar seo fhaighinn le bhith a' cur fios gu:
Customer Service Centre 01738 475000

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

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