

OUR LADY'S RC PRIMARY SCHOOL



School Handbook Academic Session 2018/2019

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Introduction

Our Lady's Primary 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 and to achieve this aim. 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. Our core business is learning and we seek to provide relevant, purposeful, enriching and challenging learning experiences for all.

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. Phone or e-mail to make an appointment, or drop in to check on what time/date is best.

The school has a written Annual Report for last session; this is available on request.

Our school currently has nine classes from P1 – P7 and an Early Learning and Childcare Centre.

Our Lady's is part of the North Perth Integrated Community School initiative and consequently have access to an inter-agency team of staff including a Community Link Worker.

Please note that the information contained in this booklet is correct at the time of printing but is subject to change. 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. However, 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,

Laura Howie
Head Teacher

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.

Our Roll

The school roll for the current session 2016-2017 is

P1	-	20
P1/2	-	21
P2	-	22
P3	-	28
P3/4	-	23
P4/5	-	23
P5/6	-	24
P6	-	29
P7	-	31
Primary Total	-	221

Our nursery currently has capacity for 30 children in the morning session and 30 children in the afternoon.

For further information on enrolment and our catchment area, you should contact Mrs Laura Howie, Headteacher, by telephoning 01738 477570

Contact Details

GENERAL INFORMATION FOR 2017 - 2018

SCHOOL NAME:	-	Our Lady's RC Primary School
ADDRESS:	-	Garth Avenue, PERTH PH1 2LG
TELEPHONE NO:	-	(01738) 477570
FAX NO:	-	(01738) 634259
EMAIL ADDRESS:	-	ourladys@pkc.gov.uk
WEBSITE	-	www.ourladysperth.org.uk
TWITTER:	-	@OurLadysRRS
STATUS:	-	Catholic and Co-Educational
STAGES COVERED:	-	Primary 1 - Primary 7
PRESENT ROLL:	-	217
NURSERY CLASS:(non-denominational)	-	8 Full time places 22 Part time place
HEADTEACHER:	-	Laura Howie
DEPUTE HEADTEACHER:	-	Lynne Mendes
STAFF WITH FIRST AID RESPONSIBILITY:	-	Mrs C McCutcheon
PARISH PRIEST:	-	Rev. Colin Golden
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	-	Sean P Hagney

PARENT COUNCIL

PARENT MEMBERS:		
Chairperson	-	Mrs Gillian Hutchison
Secretary	-	Vacant
Treasurer	-	Mrs C Ward
CHURCH REPRESENTATIVE	-	Fr Colin Golden
LOCAL COUNCILLORS		Mr D Doogan Mr J Rebbeck
Advisers	-	Headteacher and Depute Headteacher
Staff Representatives	-	Various staff members attend meetings and support the work of our Parent Council

- All parents and carers are members of the Parent Forum and are invited to join meetings and our Parent Council.

The Staff of our School

Senior Leadership Team	
Name	Post
Mrs Laura Howie	Headteacher
Mrs Lynne Mendes	Depute Headteacher

Admin Support – School Office	
Name	Post
Mrs Jillian Bruce	Senior Admin Assistant
Mrs Karen Boyce	Primary School Support Assistant

Nursery Team	
Name	Post
Mrs Deirdre Scott	Nursery Teacher
Miss Fiona MacLeod	Early Childhood Practitioner
Mrs Agnieskza Brodlo	Early Childhood Practitioner
Miss Victoria McNair	Early Childhood Practitioner
Mrs Gillian Duncan	Early Childhood Practitioner
Miss Lesley Rider	Early Childhood Practitioner
Vacancy	Play Assistant

Support Staff	
Name	Post
Mrs Kate McCutcheon	Pupil Support Assistant and Breakfast Club Supervisor
Mrs Mairi McIntosh	Pupil Support Assistant and Breakfast Club Assistant
Mrs Aileen Rattray	Primary School Support Assistant
Miss Ellie Walker	Pupil Support Assistant
Mrs Donna Houghton	Pupil Support Assistant
Allison Robertson	Breakfast Club Assistant

Teaching Staff	
Name	Post
Mrs Lyndsay Parsons	Primary Class Teacher
Mrs Christine Menzies	Primary Class Teacher (Mon, Tues, Wed)
Mrs Carol Manning	Primary Class Teacher (Thurs, Fri)
Mrs Fiona McPhee	Primary Class Teacher (Maternity Leave)
Mrs Lisa Brown	Primary Class Teacher
Mrs Carolann MacLeod	Primary Class Teacher
Mrs Margaret Sharkey	Primary Class Teacher
Mrs Pam Bicocchi	Probationer Teacher
Mrs Nicola Ward	Primary Class Teacher
Mrs Lesley Waugh	Primary Class Teacher
Mrs Kylie Jones	Primary Class Teacher (Tue, Wed, Thur, Fri)
Miss Fiona Hopton	Primary Class Teacher (Mon)
Mrs Emily Pearson	Primary Class Teacher (Thur, Fri)
Mrs Helen Barr	Primary Class Teacher – RCCT
Mrs Janet Roberts	Primary Class Teacher (Fri)
Mrs Mags Gibson	Primary Pupil Support Teacher
Mrs Jaqueline Bell	Primary Pupil Support Teacher – Nurture
Mr Will Simpson	Primary PE Specialist

Tayside Contracts	
Name	Post
Donna Kidd	Cook
Kim Kirk	Catering Assistant
Margaret McArthur	Catering Assistant
Audrey Moran	Catering Assistant
Linda McIntyre	Breakfast Club Cook
Margaret McKechnie	School Cleaner

Ann Jones	School Cleaner
Mr Derek Briggs	Janitor
Alan Watson	School Crossing Patrol Officer

ATTENDANCE AND OR SICKNESS PROCEDURES

As a legal requirement, parents are required to ensure that their children attend school regularly. If your child is to be absent from school/nursery, please phone by 9.30am, or in the case of afternoon ELCC children by 12.15 pm, with a reason for absence. If we have not had an explanation by these times, a text message will be sent to the main contacts mobile number, however, in the absence of a mobile number a phone call will be made to ascertain why your child/children are not in school/nursery.

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.

Letters are no longer required but are acceptable to inform school of any forthcoming medical appointments. If this procedure is not adhered to, then it is recorded as an unauthorised absence. In cases of unsatisfactory attendance, the matter will be referred to the Education Support Service, a member of whom would make contact with parents to offer any help or advice which may be required.

Persistent poor attendance and time keeping is disruptive to the learning of the individual and the class. It may also be an early indicator of other difficulties for the child's family. If a child's attendance rate falls below a predetermined figure, Head Teachers have a duty to introduce PKC Attendance Management procedures. 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 referral to the Perth & Kinross Attendance Sub Committee.

www.pkc.gov.uk/article/17427/Attendance

Holidays taken in term time are also classed as unauthorised and plans to take such time off school should be made in writing to the Headteacher.

The school should be informed of any need for withdrawal during normal school hours. Parents should also ensure that children are punctual for school, for a variety of obvious reasons e.g. registration, school meal numbers and settling to the daily class routine.

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.

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.

ADMISSION TO SCHOOL

First Entrants

Admission dates are advertised in the local press and announced in Our Lady of Lourdes Parish Church. Places will be allocated first to children who have been baptised in the Roman Catholic Church. A transition programme will be in place to support all children who are preparing to begin in Primary One and there are planned opportunities for parents and children to meet the staff and hear more about being in school and the expected learning.

The school entry date in Perth and Kinross is the first day of the school session (Tuesday 14 August 2018). A child is of compulsory school age on the first school entry date from his/her fifth birthday. If his/her fifth birthday falls on or before the last day in February 2018, he/she may attend school from August 2017, 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 Head Teacher for further information about registration arrangements.

In all Perth & Kinross schools for the first two weeks Primary 1 pupils only attend for a half-day. All Primary One pupils are in school full-time by the end of August.

Early Registration

Parents who enquire about the possibility of early registration (i.e., 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.

From other schools

Parents/carers who wish their child to transfer from another school should telephone the school to make an appointment with the Head Teacher. Pupils will be allocated to classes appropriate to their date of birth.

COMMUNICATION WITH PARENTS

The school will communicate information to parents in a variety of methods mainly in the form of regular newsletters which will detail forthcoming events and other important information. Letters and newsletters will be sent via email to all parents and carers. We are delighted that all parents are now on our email circulation list, as this enables instant communication. Please ensure the office have the most up to date email contact. Text messaging will be used when children are absent from school and no contact has been made by parents. This method of communication will also be used to remind parents of important diary dates or events. We do still also send some letters home with children, as often permission slips or some reply is required.

Our school website provides a quick and accessible means of communication. Please also follow our school on Twitter @OurLadysRRS for regular updated information.

We contact 'home' whenever there is a concern – by phone or letter. 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. So we are always happy to offer appointments at suitable times for parents/carers to exchange relevant information with class teachers or school management.

We hold parent contact appointments in the early stages of the new session and spring term, with catch-up appointments made for all who cannot attend on the given date.

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.

RAISING CONCERNS

If you have a concern your first point of contact should be with your child's class teacher. We are committed to working in partnership with parents. If you do wish to make a complaint the first thing you should do is contact the school where we will investigate the nature of the complaint and endeavor to resolve the issues to a satisfactory conclusion. We encourage parents to discuss any concerns, however minor they may seem, at an early stage in order for us to be able to resolve issues before they become anything more. We really hope we are able to resolve any complaints you might have. If however, you are unhappy with the action we have taken, you may want to contact the Local Authority as follows:

COMPLAINTS PROCEDURE

- 01738 475583
- customercomplaints@pkc.gov.uk
- write to the Complaints & Governance Officer, Perth & Kinross Council, 2 High Street, PERTH PH1 5PH

All communication is dealt with in a professional and confidential manner.

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/article/5731/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 Nursery door and must ask that all parents entering school between 9.00am and 3.25pm 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.

School Ethos

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.

Aims

- To promote an environment where our children are happy, responsible and caring; encouraging self-discipline, independence and respect for themselves and all others.
- To create an ethos where we encourage one another to grow in faith, build on our values and promote a spirit of peace and forgiveness.
- To provide challenging, engaging and relevant experiences; enabling all our children to realise and achieve their full potential, through effective learning and teaching.

To work in partnership with families, carers and all who support our children to provide high quality, meaningful learning experiences. We will encourage and promote a positive approach to lifelong health and wellbeing.

We take pride in the positive and complimentary feedback from visitors to our school community in which our children and young people are frequently described as rights respecting, welcoming, hard-working with our overall ethos being nurturing, inclusive and supportive.

SCHOOL AND COMMUNITY LINK

The school enjoys good links with the Parish of Our Lady of Lourdes Church, St John's RC Academy, local businesses and organisations within the North Perth community.

ACHIEVEMENT

Pupil achievement is celebrated in many ways. Star achievers are awarded at regular assemblies to which parents are invited. Children are encouraged to share their achievements out with school and are celebrated further in class and at assemblies. Star certificates are displayed on our Wall of Achievement. Individual achievements are also recorded and celebrated within pupil portfolios. 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, School Learning Council, Playground Leaders and Buddies.

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

OUR LADY'S RC PRIMARY SCHOOL PARENT COUNCIL

The Parent Council includes local councillors, parents of school, school staff and our parish priest.

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.

Our Parent Council also run a Facebook page to ensure instant access to information

Our Lady's RC PS Parent Council

PARENT FORUM

The membership of a Parent Forum is made up of parents who have a child at an education authority school. Parents are automatically members of the Parent Forum for their school. One of the ways parents in the Parent Forum will be able to express their views will be through the Parent Council. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Hear more in future about what partnership with parents means in their school
- Be invited to be involved in ways and times that suit them
- Participate in deciding how the parent representative body, the Parent Council, is organised and how it operates

- Identify issues they want the Parent Council to work on with the school
- Be asked their opinion by the Parent Council on issues relating to the school and the education it provides
- Work in partnership with staff
Enjoy taking part in the life of the school in whatever way they can.

The objectives of Our Lady's Parent Council are:

- To promote partnership between the school, it's pupils, all parents and the Catholic Church to ensure that all the pupils develop their full potential leading to their lifelong activities being guided by the Holy Spirit and presence of Christ in the service of God and others;
- To work in partnership with the school to create a welcoming community which is inclusive for parents;
- To develop and engage in activities which support the education and welfare of all pupils;
- To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

POSITIVE BEHAVIOUR POLICY

In Our Lady's we aim to provide a happy and supportive atmosphere in which all staff and pupils can show mutual respect for one another. In school, pupils will be encouraged to practise safe, socially acceptable behaviour and develop the self-discipline required for adult life.

Learning and teaching is at the heart of all we do and any behaviour which disrupts learning and teaching will be discouraged and pupils supported to refrain from this behaviour.

While we have a Respectful Relationships Policy currently in place our Rights Respecting School Committee are developing our approaches in accordance with our Right Respecting Schools agenda.

We are fortunate that the majority of the children in our school demonstrate very good behaviour and manners which are regularly commented on by visitors. It is however, important that we continue to keep our high standards a priority to continue to seek ways to ensure pupils understand this.

The standards of behaviour in our school have always been high and we are confident that parents will continue to support the school in maintaining such standards.

RIGHTS RESPECTING SCHOOL

The Rights Respecting Schools Award (RRSA) recognises achievement in putting the United Nations Convention on the Rights of the Child (CRC) at the heart of the school. At Our Lady's, we firmly believe that a school which cares about its children as people, not just pupils, will help them develop the understanding of their own rights and the importance of rights respecting behaviour.

A rights-respecting school not only teaches about children's rights but also models respect in all its relationships, whether between adult and pupils, between pupils or between adults.

RRSA provides the global dimension to the curriculum, it supports social and emotional aspects of learning, community cohesion and sustainable development. This will encourage our children to make informed decisions and grow into confident, active and responsible citizens.

By working towards becoming a Rights Respecting School our children will:

- Improve their self-esteem and well being
- Improve their relationships and behaviour
- Improve their engagement in learning
- Become more involved in decision making in their school
- Foster positive attitudes towards diversity in society and reduce prejudice
- Enhance their moral understanding
- Support global justice.

Our Lady's RC Primary School

Acceptable Use of the Internet Policy

- Only use the internet when an adult is present and has given permission to do so.
- The use of chat rooms and news groups is restricted. Any use of these facilities should be in line with specific instructions from the class teacher.
- If you are in a chat room or using any electronic communication and someone says or writes something that makes you feel uncomfortable or worried, tell the adult in the room.
- Never arrange to meet anyone whom you have "met" online.
- Never tell anyone on the internet your personal details, e.g., home address, phone numbers, parent's work address/telephone numbers, bank details etc.
- Never tell anyone your school's name or phone number, unless your teacher specifically gives you permission.
- Do not sign up to any sites or products.
- Stay on age appropriate sites and sites your teacher has recommended.
- If you come across any material you are uncomfortable with, tell the adult immediately, who will report it to the appropriate staff. This is not your problem or your fault.
- Only save or download material if you have permission from the teacher.
- Discs/USB pens etc should not be brought from home without prior permission.
- No material from the internet should be taken outside the school without permission.
- Ask the teacher before you print materials.
- Remember, information on the internet is not always accurate and true.
- If a pupil misuses the internet, the school has the right to restrict or remove access to the network.

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Mobile Technologies- Acceptable Use Policy

- Pupils may bring phones to school if parents feel this is necessary.
- When in school, phones must be switched off and remain securely in school bags.
- The school is not responsible for loss or damage.
- Pupils found to be in possession/ using phones during school hours will have the phones taken from them for the day and their parents/ carers informed.
- Any messages to pupils from their parents/ carers or necessary communication between pupils and parents/ carers can be made through the school. Tel No 477570

Transitions

TRANSFER TO SECONDARY SCHOOL

Joining Nursery, P1, S1 and moving from stage to stage are all very important transitions in a child's education and life. At Our Lady's we are committed to planning for transition activities that are purposeful and supportive. At Our Lady's a number of processes and procedures are in place to allow individual pupils to feel 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 experiences and evidence of progress in learning and pastoral concerns. Further approaches include information sessions, visits, induction days and the opportunity to meet key staff to support both children and families.

In some instances enhanced transition may be required and this will be identified through our ASN process in consultation with parents/carers.

Our associated secondary school is:

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

Head Teacher Sean P Hagney

Telephone 01738 454300

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

Twitter: @st_johnsacademy

The majority of our P7 transfer to St John's 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.

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 being 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 a responsibility to develop, reinforce and extend learning in Literacy, Numeracy and Health and wellbeing for all learners.

PKC 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 P1 stage.

Further information relating to Curriculum for Learning 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>

HOMEWORK

Children learn better when school and home work in partnership.

Homework gives parents the opportunity to take an interest in and support their child's progress.

Homework will have been prepared in class or will be something with which the child is familiar, so children will know what is expected of them. If there are genuine difficulties, when a child does not understand a task, do not continue with the homework. Let the teacher know of any difficulties.

Homework is not intended to occupy most of the evening since 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 which can be done with your child which you may not consider 'homework' but which are just as valuable for his or her education.

Developing the habit and enjoyment of reading is crucial and children of all ages like to be read to. Playing with a child, making things, drawing, visiting the library or interesting places, spending time with family members and following up any interests are all valuable activities.

Please sign/initial the homework/reading record, listen to spelling, tables, reading and discuss reading texts.

Your support is also appreciated in ensuring that basic equipment is at home e.g. pencil, ruler and eraser. It would also be helpful for your child to have access to a dictionary. Where possible, your child would benefit from sitting at a table when writing and is in a room where there are no distractions.

Homework activities will be varied and not necessarily written.

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. There are weekly religious themed assemblies led by the Headteacher, Depute Headteacher or individual classes.

We are fortunate to be supported by Father Colin Golden.

As has been the case for many years, contributions have been made by our children for missionary children. These contributions are voluntary. Prayer cards, stickers and certificates are awarded on completion of Contribution Cards and money is sent annually to MISSIO Scotland, Pontifical Mission Societies.

Assessment & Reporting

ASSESSMENT

A variety of approaches are adopted including 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 properly. Results of assessment also allow children to know how well they are doing and what targets still require to be achieved. They are helpful also in reporting on a child's progress. Each class teacher makes a continuous assessment of progress on a day to day basis and will use that assessment to plan further work. More formal tests and assessments are introduced at times when the class teacher feels are best for children's learning. 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.

Curriculum for Excellence levels are: Early N – 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 variety of approaches to reporting is adopted throughout our school to ensure parents and carers are kept abreast of their child's learning and experiences.

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 and experiences to be shared between pupil, teacher and parent.

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. 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.

<https://education.gov.scot/improvement/Documents/par7-ReportingParentsCarersGuidance300117.pdf>

Support for Pupils

PUPILS WITH ADDITIONAL SUPPORT NEEDS

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 Support for Learning Assistant, Classroom Assistant, Pupil Support Teacher (PST) or Early Childhood Practitioner (ECP).

Pupil's ASN can be identified by parent, teacher or other professional. Concerns are raised with the Headteacher in first instance.

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 PST 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, Auxiliary, Classroom Assistant or Playground Assistant.

School Improvement

Our Standards and Quality Report and School Improvement Plan is now 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 is available to view on the following website:

School Policies & Practical Information

SCHOOL HOURS:

Breakfast Club	-	8.00am - 9.05am
Nursery	-	8.45am - 11.57am
	-	12.45pm - 15: 57pm
P1 – P7	-	9.05am - 12.25pm
	-	1.25pm - 3.25pm

There is a 20 minute interval in the morning.

SCHOOL MEALS

Tayside Contracts provide freshly cooked school dinners on our premises.

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 can be paid via the school office or online using ParentPay.

Cheques should be payable to Perth and Kinross Council. If your child is sent home unwell, and doesn't take a school lunch a credit will be issued which can be used at another convenient time.

Application forms for free school meals and information on eligibility criteria are available from the school office.

School Policies & Practical Information

SCHOOL UNIFORM

Although parents are not legally obliged to provide a School Uniform, we do encourage the wearing of a Uniform which creates a sense of community and belonging. The uniform is as follows:-

Shirts/Blouses	-	Blue or white (white is used for special occasions)
Trousers/Skirts	-	Grey//Black
Jerseys	-	Grey/Black
Socks	-	White for girls, grey for boys
Blazer	-	Navy
School Tie	-	Available from 'Aitken & Niven'
School Sweatshirts	-	Available from Tesco
Fleeces/Waterproof Jackets		
P.E.	-	Navy/Black shorts and white T-shirt
Gym Shoes	-	Preferably without laces, until they can tie their own
Overall for Art/Craftwork	-	Preferably the smock type for young children but an old shirt will do for older children.

Tesco Website: <http://www.tesco.com/direct/our-ladys-rc-primary>

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 during Physical Education lessons, 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.

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.

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.

PAYMENT OF SCHOOL MEALS

As introduced in January 2015 free school meals are provided to all children P1 – P3. Children in P4 – P7 should pay for school meals in advance via the school office or ParentPay.

www.parentpay.com

COMPOSITE CLASS

Composite classes are formed according to the guidelines set by Perth and Kinross Council.

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

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. For example rugby, netball, athletics and multi-sports are available to children. There is also football matches arranged with other schools in Perth throughout the year.

The school is well supported by Active Schools and PKC Play development worker who provide access to a wider range of activities.

There is an annual residential week of outdoor activities at Lendrick Muir 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.

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.

HEALTH CARE

Our curriculum aims to promote positive and healthy habits and choices amongst our children and young people.

Periodically, throughout their years in primary school, children have routine medical inspections carried out by school nurse service.

Under the dental inspection scheme, Childsmile will carry out oral assessments for all Primary One and Primary Seven pupils. If treatment is necessary, parents will be will informed accordingly.

Parents should check the family's hair, adults and children alike, on a weekly basis in order to greatly reduce the spread of infection. Leaflets containing further information are available from school.

Parents should inform the school of any medical condition so staff are aware of any actions required. No child should carry any form of medication to school, for obvious health and safety reasons. Medicines should be handed into the school office and the relevant medical form completed. Inhalers can be kept under safe storage, in class at the request of parents.

This can happen, usually during the winter period, where there might be difficulties with heating or severe weather conditions. The Headteacher is responsible for ensuring that, if children are sent home under emergency arrangements, a parent/carer, or another person nominated by the parent, is at home to receive the child. No child will be sent home to an empty house but will be kept in school to wait for the normal time of departure. Parents will be warned by text or telephone of early closures

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	AM 1584	FM 96.4	Perth Only
	AM 1161	FM 102.8	Everywhere else

Only used for widespread weather conditions

- Perth FM		FM 106.6
- Radio Forth	AM 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.

HOLIDAY DATES

All school holiday information is available to parents via the Perth and Kinross website <http://www.pkc.gov.uk/article/19274/Future-school-term-and-holiday-dates-2018-2019>

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 Mrs Laura Howie and Mrs Lynne Mendes. 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.

GIRFEC

Getting it right for every child (GIRFEC) is the Scottish Government's approach to promoting the wellbeing of children and young people in Scotland. 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. However, it is the case that at times any family might need extra support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get that help or support if they need it. The Children and Young People Act (Scotland) 2014 will mean key parts of GIRFEC become law in 2016 including:

- i. the Named Person service being made available for every child and young person, and their family; and
- ii. where a child or young person does need some additional help and support there will be one single plan in place, the Child or Young Person's Plan, to coordinate the support from all the services and agencies involved and ensure everyone works together to deliver better outcomes for the child at the centre of the plan.

Named Person & Wellbeing

From August 2016, as a requirement of the Children and Young People (Scotland) Act 2014, every child and young person will have the right to support from a Named Person to help ensure their wellbeing. In Perth & Kinross, from birth until a child starts school in P1, the Named Person will be the child's Health Visitor. For Primary and Secondary age children, the Named Person will usually be the Headteacher, Depute Headteacher or Principal Teacher of Guidance/Support in the school the child or young person attends.

The Named Person's role is to support, promote and safeguard the wellbeing of children and young people. In the Act, wellbeing is described by 8 'indicators':

Safe Healthy Achieving Nurtured Active Respected Responsible Included

This description helps 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 indicators are referred to as SHANARRI.

Our Lady's Early Learning and Childcare Centre

The Nursery Team

A fully qualified primary teacher works full-time with both the morning and afternoon classes. The ELCC team also includes a Play Assistant and Early Childhood Practitioners. In the event of training courses, carrying out required nursery duties or staff illness, staff may be supported by supply staff or by staff from within school - all necessary information regarding this will be communicated on Nursery Information whiteboard situated in the cloakroom area. 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 session to discuss in greater detail learning and progress. Teaching, HNC and HND Childcare and Education students may also join the team throughout the year.

Our aim is to provide your child with enriching learning experiences which promote growth emotionally, socially, physically and educationally. This early learning will be ensured in a safe, nurturing and stimulating learning environment.

Further details regarding nursery provision in Perth and Kinross are available at www.pkc.gov.uk/preschool

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

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: www.pkc.gov.uk/preschool

Session Times

Morning class: 8.45am – 11.57 am.

Children may be dropped off between 8.45am and 8.55am and collected between 11.47am and 11.57 am.

Afternoon class: 12.45pm – 3.57 pm.

Children may be dropped off between 12.45pm and 12.55pm and collected between at 3.20pm or between 3.47pm and 3.57 pm.

The ten minute drop off and pick-up time allows parents/carers to have some flexibility, rather than having to be at Nursery for one specific time. *Please ensure that children are here within the ten minute time slots and are collected punctually.*

Parents/carers and children may wait outside the building until the entrance time and should not enter the building before this time. For security purposes, there is a buzzer/camera system in place

which allows ELCC staff to open the door to known adults. 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 ask that you **do not** leave the door open or let other parents into the building to allow us to manage this.

Children must always be taken to and collected from Nursery 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 phone and let us know.

Please bring your child into the classroom and browse around the room to see what is going on- your child may even want to show you some of their learning and achievements.