

QUICK GUIDE

A new Quick Guide is issued to all families at the beginning of each session. Please add it to your School Handbook and remove previous versions.

This guide was last update on 19 September 2012.

TERM TIMES 2012 – 2013

Term 1	Staff return Tuesday 21 August 2012 2 Inservice Training (INSET) Wednesday 22 August 2012 Pupils return Thursday 23 August 2012 Thursday 23 August 2012 - Friday 12 October 2012
Autumn Holiday	Monday 15 October 2012 - Friday 26 October 2012
Term 2	Monday 29 October 2012 – Friday 21 December 2012
St Andrew's Day Holiday	Friday 30 November 2012
Christmas Holiday	Monday 24 December 2012 – Friday 4 January 2013
Term 3	Staff Return Monday 7 January 2013 Pupils Return Tuesday 8 January 2013 Tuesday 8 January 2013 - Thursday 28 March 2013
Mid-Term Holiday	Monday 11 February 2013
INSET	Tuesday 12 February 2013
Spring Holiday	Friday 29 March 2013 – Friday 12 April 2013
Term 4	Monday 15 April 2013 – Tuesday 2 July 2013
May Day Holiday	Monday 6 May 2013
INSET	Tuesday 7 May 1
Summer Holiday	Wednesday 3 July 2013
Session 2013-2014	Staff return Friday 16 August 2013 Pupils return Monday 19 August 2013

CLASSES AND SCHOOL ROLL

For session 2012-13 the classes in Moniaive Primary are:

Primary 1/2	16 pupils
Primary 3/4/5	21 pupils
Primary 5/6/7	20 pupils

SCHOOL STAFF AS AT 9 January 2012

Carol Moyes - Acting Head Teacher and P1/2 Teacher
Lisa Henderson - Teacher P6/7
Alison Murrar - Teacher P1/2, Elaine Watson - Teacher covering Alison P1/2 at the moment
Catherine Hewlett - Probationer Teacher P3/4/5, also Irene Haining - Teacher P3/4/5
Elma Nimmo - Learning Support Teacher
Robert Law - PE Specialist
Eleanor Phillips - Art Specialist
Kath Marsh - Music Specialist
Kerry Wood - Secretary
Wendy Davies - Secretary
Margaret Blackadder - Support for Learning Assistant
Hazel Harvey - Classroom Assistant
Alison McMillan - Classroom Assistant
Lesley Mindham - Playground Supervisor/Janitor
Vie Redpath - Catering Manager
Cathy Harley - Cleaner in charge

PARENT COUNCIL OFFICE BEARERS

Judith Knowles - Chairperson
Sheelagh McKinna - Treasurer/Secretary
All Parents are members of the Parent Forum.

SCHOOL LUNCHESES

Pupils who opt for school lunches are charged £1.70 per meal.

SWEATSHIRTS

Available from the school office priced £9 each.

FIRST AIDERS

Carol Moyes the named First Aider in the school.

FINANCIAL STATEMENT AND RECORDED ABSENCES

It is now a requirement of the school to issue, in the handbook, a statement of school running costs and authorised absences. Statistics such as these can be misleading if read in isolation but they are included for your information, along with comparative figures for Dumfries and Galloway and the rest of Scotland.

INFORMATION FOR PARENTS 2010 PRIMARY SCHOOLS

School: Moniaive School	Id No.: 170 - 5938023
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Budgeted Running Costs For Financial Year 2010-2011

School Roll at September 2009	55
Total School Running Costs at April 2010 (£)	345,200
Cost per Pupil (£)	6,276

Key to symbols: The symbol ## indicates that the data are not available.

Attendance And Absence For School Year 2009/2010

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	**	3,393	2,302	3,868	**	2,960	3,730	20,271
Percentage Authorised Absences	**	4.1	3.5	3.7	**	4.6	4.6	4.3
Percentage Unauthorised Absences	**	0.4	0.2	0.1	**	1.5	0.8	0.5

Key to Symbols:

Asterisks (**) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

Minimising Overall Absence

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
Absence	13.2	18.7

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

Key to Symbols: The symbol (##) indicates that the data are not available or comparable with other years.

**INFORMATION FOR PARENTS 2010
PRIMARY SCHOOLS**

Education Authority: Dumfries & Galloway

Budgeted Running Costs For Financial Year 2010-2011

School Roll at September 2009	10,388
Total School Running Costs at April 2010 (£)	54,294,544
Cost per Pupil (£)	5,227

Key to symbols: The symbol ## indicates that the data are not available.

Attendance And Absence For School Year 2009/2010

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances (Pupil Half Days)	558,840	532,370	536,009	512,181	538,038	555,843	605,343	3,838,624
Percentage Authorised Absences	3.6	3.6	3.3	3.3	3.4	3.4	3.5	3.4
Percentage Unauthorised Absences	0.7	0.7	0.7	0.8	0.8	0.8	0.7	0.7

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Minimising Overall Absence

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
Absence	15	16

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PRIMARY SCHOOLS

National Data

Budgeted Running Costs For Financial Year 2010-2011

School Roll at September 2009	367,146
Total School Running Costs at April 2010 (£)	1,478,797,126
Cost per Pupil (£)	4,028

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Attendance And Absence For School Year 2009/2010

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendance (Pupil Half Days)	19,136,227	19,091,222	18,545,411	18,823,231	19,175,554	19,573,622	20,175,467	134,520,734
Percentage Authorised Absences	4.3	4.1	3.9	3.8	3.9	4	3.9	4
Percentage Unauthorised Absences	1.1	1.2	1.1	1.1	1.1	1.1	1.1	1.1

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The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

Minimising Overall Absence

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
Absence	18.3	19.4

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