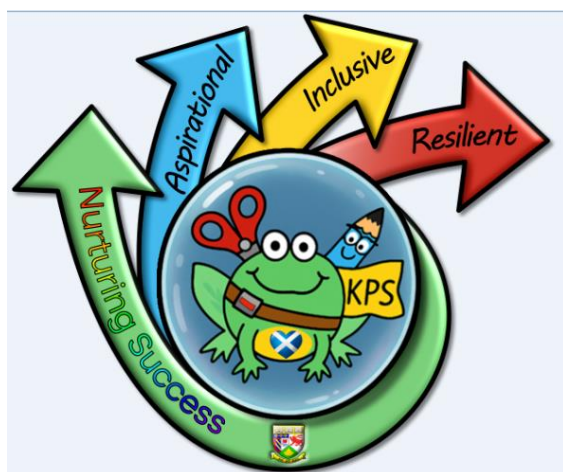


# Keith Primary School



## Handbook

**8<sup>th</sup> December 2025**

**Keith Primary: Nurturing Success, Aspirational, Inclusive, Resilient**

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## **SECTION 1: WELCOME TO KEITH PRIMARY SCHOOL**

### **Introduction**

Keith Primary School is a non-denominational, co-educational school providing education from Primary 1 to Primary 7. It is the largest primary school in the area, with 14 classrooms, a Music & Drama Room as well as an enhanced provision space and a nurture room so we can support pupils with a range of additional support needs. We have an extensive playground area which includes a multi-use games area (MUGA) and an 'Imagination Station' and outdoor classroom to foster creativity skills in the outdoors.

The current roll stands at 330.

The school is situated in the town of Keith, in Banffshire. The present building, which opened in February 2012, shares its campus with Keith Grammar School.

### **General Information**

Head Teacher:	Ms Susan Buchan
Depute Head Teacher:	Mrs Suzanne Ross
Depute Head Teacher:	Mrs Kristen Keedwell
Principal Teacher (Additional Support Needs):	Mrs Sam Simpson

Address:	Keith Primary School School Road KEITH AB55 5GS
Telephone:	01542 882802
Email:	<a href="mailto:admin.keithp@moray-edunet.gov.uk">admin.keithp@moray-edunet.gov.uk</a>
Web Site	<a href="https://blogs.glowscotland.org.uk/my/keithprimaryschool/">https://blogs.glowscotland.org.uk/my/keithprimaryschool/</a>

### **Contacting the School**

Parents/carers who have concerns or enquiries of any kind are welcome to contact the school in person, by phone or via e-mail during the following hours. Our office hours are:

Monday – Friday                      8:00 am – 3:45 pm

## Staff (correct as of December 2025)

### Teaching Staff

Ms Buchan	Headteacher
Mrs Ross	Deputy Head Teacher
Mrs Keedwell	Deputy Head Teacher
Miss Mitchell	P1 Teacher
Mrs Ewan	P1 Teacher
Mrs McIntosh	P1 Teacher
Mrs Fraser	P2 Teacher
Mrs Cookman	P2 Teacher
Miss Douglas	P3 Teacher
Mrs Donaghy	P3 Teacher
Mrs Hay	P3 & P4 Teacher
Mr Harrison	P4 Teacher
Mrs McKay	P4 Teacher
Mrs Beaton	P5 Teacher
Mrs Whitecross	P5 Teacher
Miss Hay	P5 Teacher
Mr Henderson	P6 Teacher
Mrs Grieve	P6 & P7 Teacher
Miss Taylor	P7 Teacher
Ms Stuart	German / Health and Well-being
Miss Cruickshank	ASN Teacher
Mrs Reid	ASN Teacher
Mrs Simpson	Principal Teacher ASN
Mrs Henderson	ASN Teacher

### Admin Staff

Mrs O'Hanlon  
Mrs Crosbie

### Uniform

At Keith, we strongly encourage pupils to wear our school sweatshirts and/or polo shirts. These should be worn with trousers or skirts in plain, dark colours. Jeans and football tops are not permitted.

Football Boots are not permitted within the school grounds.

**School sweatshirts, cardigans and polo shirts** are sold via the Moray Council's online iPayImpact system. [Privacy notice](#)

**Indoor shoes** are also required (which can also be their gym shoes) as we need to change on wet day or to go to the hall.

Children should have a **PE kit** in school at all times consisting of:

- Shorts / Leggings
- T-shirt – a different one to that worn to school
- Non-marking trainers or gym shoes

Clothing grants are available, if you meet certain criteria in terms of benefits and income. Further information is [here](#).

### **Our School Day**

	<b>Start</b>	<b>Break</b>	<b>Lunch</b>	<b>End</b>
<b>All classes</b>	8:50 am	10:40 am – 11:00 am	12:20 pm – 1:10 pm	3:00 pm

### **Registration and School Enrolment**

The main intake of P1 children is in August of each year. Registration week for P1 takes place in the January before your child is due to start school. The whole registration process, including placing requests, is done online. Scanned copies of your child's birth certificate and proof of address are required to upload and submit.

Those pupils enrolling for Keith Primary will then be invited to take part in a comprehensive induction programme, including opportunities for parents and pupils to visit the school, to meet their new classmates as well as the staff they will work with in P1. There will be information sessions for parents/carers so that the move from nursery to school can be smooth, enjoyable and beneficial for all involved.

Children may join us at other times of the school year. Prospective parents should contact the school office and arrangements will be made for child and parents to visit the school, meet staff and pupils and discuss any support needs. A starting date will be agreed and we will liaise with the child's previous school in order that the transfer is as smooth as possible in terms of both pastoral and academic needs.

## **Personal Data**

School retains a range of data for a variety purposes. Privacy Notices are available to explain how personal information may be collected, used, stored, shared and securely disposed of, the legal basis for doing so, and what your Data Subject Rights are. Privacy Notices are available from our website at [www.moray.gov.uk/moray\\_standard/page\\_142831.html](http://www.moray.gov.uk/moray_standard/page_142831.html)

## **School Lunches**

School lunches are cooked on the premises and menus operate on a rota basis. Copies of menus are available on the EduSpot App and at this link - [School Meals - Primary - Moray Council](#)

All pupils in Primary 1-5 are entitled to a free school meal. Your child may also be entitled to free school meals and other benefits such as clothing grants, if you meet certain criteria in terms of benefits and income. Further information is [here](#).

Payments for other school lunches are made online via Moray Council's iPayImpact, site. You will automatically be registered once your child enrolls in school.

Lunchtime assistants are available to help and supervise those who bring packed lunches to school. Those going home for lunch should leave and return via the front reception area.

## **Getting to School**

**By car:** Although there is generous parking, the car park does get busy around drop off and pick up times. For those who have to come by car, please consider 'parking and striding' - so parking a little way from the school and walking the rest.

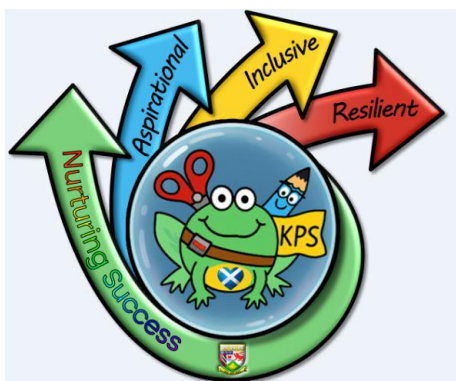
Please do not park in front of the school as this is to be kept clear for deliveries, disabled access and emergency vehicles. We also ask that you do not park in the 'ASN drop off' area at the side of the school.

**By bike or scooter:** The school has ample storage for cycles although is unable to accept responsibility for their safety. We advise against pupils P1-P3 cycling to school unaccompanied. Pupils should, of course, wear helmets.

**By bus:** Any child living more than two miles from the school is entitled to transport if the family live in the school's catchment area. Children living out with the catchment area are not entitled to transport. Please check [here](#) (Moray Council website) for entitlement.

Local Transport Information can be found online.

## SECTION 2: OUR VISION AND VALUES



We are proud of our community ethos at Keith Primary School.

Our vision and values reflect our commitment to providing an environment that will allow all pupils to succeed.

Our vision is: Keith Primary: Nurturing Success

Our Values: Aspirational, Inclusive, Resilient (AIR)

### Our School Rules

Our school rules of **Ready, Respectful and Safe** are simple and easy to remember

We expect our pupils to:

Be **READY** to learn

Be **RESPECTFUL** to people and property

Behave in a **SAFE** manner

**READY, SAFE**



**RESPECTFUL**

### Celebrating our Achievements

As a school, we like to reward pupils for demonstrating the school values and following the school rules. This is done in a number of ways:

**Frog Points:** Teachers and other members of staff can award Frog Points to add to Frog Cards. Over time, pupils earn certificates.





**School Value Medals:** Pupils can be awarded special medals to celebrate those who consistently demonstrate one or all of the school values.

**Head Teacher Certificates** (Gold, Silver and Bronze): Awarded to celebrate and recognise ‘in the moment’ achievements.



### Achievements

As a school, we enjoy hearing about special achievements that have taken place out of school (e.g. learning a new skill; doing well in a competition; helping others; raising money for good causes). You can share these in various ways:

- E-mail the school on [admin.keithp@moray-edunet.gov.uk](mailto:admin.keithp@moray-edunet.gov.uk) with the detail and a photo if you can manage
- Ask your child to share with their class teacher

We will then do our best to share your child’s achievements at assemblies.

## SECTION 3: OUR CURRICULUM

Curriculum for Excellence (CfE) is the curriculum delivered to all children and young people in Scotland aged 3-18. A fundamental aim of CfE is to enable young people to develop the skills, knowledge and understanding they need to succeed in learning, life and work and prepare them for the jobs of tomorrow in a fast-changing world.

Curriculum for Excellence is not a '*one size fits all*' curriculum. It provides greater personalisation and choice so that learning is relevant to each child's needs, strengths and interests.

You can access further information about the curriculum and supporting your child at:

<http://www.LTScotland.org.uk/Parentzone>

<http://www.educationscotland.gov.uk/parentzone/cfe/index.asp>

<http://www.educationscotland.gov.uk/parentzone/resources/index.asp>

### **Our Curriculum Rationale**

Every school is unique and, at Keith, we tailor our curriculum to suit the context of our school.

Our curriculum emphasises the importance of health and well-being, inclusion and diversity and skills for life, learning and work - including highly developed digital skills. Keith is rich in culture in terms of language, history and music (among other things) so our curriculum also promote learning using our local environment, working in partnership with different organisations within the Keith community.

### **Language/Literacy**

The skills required for communication are fundamental to the curriculum and to the life chances of our pupils. The curriculum focuses on 3 key elements:

1. **Listening & Talking**
2. **Reading**
3. **Writing**

### **Languages**

We offer German to all pupils across the school. Additionally, the Doric dialect is core to the Keith identity so we actively encourage the use of Doric in the school and have key events to celebrate both Doric and Scots language.

## **Mathematics/Numeracy**

At Keith Primary School, we aim to develop confident mathematicians who are able to talk about the relevance of their learning to solving real world problems – including in the world of work. The development of mental maths and arithmetic skills is fundamental to this, but so too are the skills of problem solving and applying maths skills to a range of contexts.

## **Expressive Arts**

- Art and Design
- Drama
- Music
- Dance

Through the expressive arts we allow children to explore, express and create aesthetically in ways that are satisfying to the individual.

An art specialist teaches pupils from P3 – P7 on a weekly basis giving pupils rich opportunities to try different techniques and express their creativity.

## **Technologies**

- Technological development in society
- Information and Communications Technology
- Business
- Computing science
- Food and textiles
- Craft, design, engineering and graphics

Increasing numbers of jobs rely on highly developed digital skills and developing these skills is fundamental to a 21<sup>st</sup> Century curriculum. Learning in the technologies enables children and young people to be informed, skilled, thoughtful, adaptable and enterprising citizens.

## **Religious Observance**

The whole school takes part in assemblies every Friday at 9.15am. These are occasionally supported by the ministers at the Keith Churches.

## **Health & Well-being**

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing. Our primary aim is to support our learners to:

- Make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- Experience positive aspects of healthy living and activity for themselves
- Establish a pattern of health and wellbeing which will be sustained into adult life and which will help to promote the next generation of healthy children.

## **Learning & Teaching Methods**

There are a variety of ways in which learning opportunities may be presented to children. Varying teaching approaches leads to greater engagement and motivation and is intended to help learners develop skills, knowledge and understanding in more depth.

- **Using Technologies** (e.g. laptops or tablets): to find, research, communicate, create and present.
- **Active Learning:** Being actively engaged in the learning task by making or doing
- **Cooperative Learning:** Working together as a team to discuss ideas and solve problems.
- **Interdisciplinary Learning:** Using links between different areas of learning to develop reinforce and deepen understanding (eg teaching the writing of reports through working in a science topic).
- **Outdoor Learning:** Making use of the outdoor environment and surrounding community.

## **Personalisation & Choice**

In order to make the curriculum and learning opportunities more motivating, Curriculum for Excellence offers pupils more personalisation and choice. This can take different forms but could include pupils deciding:

- With their teacher, what topics they might like to learn about or how they might like to learn about a topic
- How they might present their learning (e.g. on a poster; as a comic strip; as a PowerPoint)
- What level of challenge to attempt during a task
- What their next steps are in their learning

## Skills

At Keith Primary, we are focused on enabling pupils to develop skills for life, learning and work. We use the Metaskills 4.0 framework across the school. Metaskills are innate, timeless, higher-order skills that create adaptive learners who are ready for the world of work.



## Additional Support for Learning

All our learners are different and at different times, many children will need a little extra support with their learning.

Our class teachers adapt learning in a variety of ways to ensure all our learners access work and learning appropriate for their age and academic journey.

We also have a dedicated and experienced Learning Support Team, led by a Principal Teacher of Support for Learning. The team works closely with class teachers and support staff so that targeted support may be provided in a timely manner. Staff also work in close partnership with other agencies, such as Speech & Language Therapy, Occupational Therapy and Educational Psychology to get it right for every child.

For some pupils, their learning journey is different from the majority of others. For these pupils, their curriculum is adapted to suit their needs and learning styles. The Beeches and the Oak Room provide these pupils with a range of activities designed to meet academic, sensory and emotional needs.

## The Beeches

Whilst our aim is for all our pupils is to be fully included in classes, our Beeches provision provides enhanced curriculum experiences for our pupils with more complex learning, sensory, physical and health needs. The Beeches consists of teaching spaces, a life skills room and soft play and sensory room

### **The Oak Room**

The Oak Room is, in large part, funded by Pupil Equity Funding which the school receives from the government. It is first and foremost a nurturing space where pupils who experience different barriers to their learning can get support. These barriers might include self-regulation (anger) issues, family problems; social difficulties; low school attendance; limited life experiences.

The Oak Room offers a range of interventions including nurture group sessions for those most in need.

The Oak Room staff also offer a wider range of supports for families including financial supports.

### **Wider Curriculum Opportunities**

Keith Primary works with a range of partners to offer alternative opportunities for achievement. This includes Active Schools delivering activities such as netball and rugby and Outfit Moray offering Bikeability. As part of our curriculum, we also offer a Scottish Opera performance for P6 pupils and a pantomime trip and the Youth Music Initiative for all P5s.

### **Home Learning**

The support of parents is vital to the attainment and achievement of individual pupils. Home learning tasks are set on a Tuesday and carry on to the following Friday to allow families as much flexibility as possible. Home learning will consist of reading and spelling tasks as well as tasks set online mainly using Sumdog.

### **Transitions**

Change can be both exciting and a worry for many pupils so supporting pupils through key transitions is an important part of the provision we offer at Keith Primary.

	<b>Universal (for all pupils)</b>	<b>Targeted (for those requiring some extra support at transition time)</b>	<b>Enhanced (for pupils with more complex needs)</b>
<b>From Nursery to P1</b>	Information evening for new parents Visits to school	Planning meetings where necessary Additional visits	Multi-agency planning meetings Additional visits

<b>From class to class (e.g. moving from P4 to P5)</b>	'Growing up day' – a chance to visit their new teacher and be with new classmates	Transition meetings between teachers Extra visits as necessary	Transition meetings between teachers Extra visits as necessary
<b>P7 to S1</b>	3 transition visits to complete induction activities and follow S1 timetable Opportunity to join Loft activities after Easter holidays	Planning meetings where necessary Additional visits	Multi-agency planning meetings Additional visits

## SECTION 4: ASSESSMENT & REPORTING

Teachers routinely collect assessment information so they are able to form a clear picture of pupils' progress in relation to curricular benchmarks. Teachers are asked to use that assessment information in various ways:

- To help our learners identify next steps in their learning
- To adapt and improve their learning and teaching to ensure it matches the needs of individuals and of the class
- To track progress to identify which pupils are on track to achieve expected levels
- To identify who might need additional support with their learning

Additionally, an assessment of reading readiness takes place for Primary 1 pupils at the start and end of the school year.

Learners are actively involved in the assessment process with teachers using a range of techniques:

- Self-assessment - what has been successful and what needs improvement
- Peer assessment - help others appreciate what is good about their work and what needs developing
- Personal learning planning - pupils, teachers and parents will work together to develop planning for the child's next steps in learning.

## **Reporting**

As parents, it is important that you know what your child is doing in school and know how they are progressing in relation to curricular benchmarks.

As a school, we report to parents in a variety of ways. This includes through our 4 context publications, partnership reports and via Head Teacher communications. .

The cornerstone of our Reporting policy is our online **Learning and Achievement Profiles**.

Contained within the profile is:

1. A termly overview of the key areas that will be taught in that coming term. Over that term, teachers highlight these areas as either 'tickled pink' (something that has been achieved) or 'green for growth' (still working on it) so you can see how your child is progressing
2. A chronology which records all achievements for the year (e.g. Star Writer; home achievements; certificates achieved)
3. Examples of work
4. Examples of how your child demonstrates our school values or is demonstrating MetaSkills

These profiles will be formally shared at 4 different points in the school year.

## **Summative Assessment**

At the end of the year, parents receive a brief end of session report which gives details on exactly where your child is at in relation to nationally expected milestones (i.e. whether they are ahead of milestones, on track or need further time and support).

## SECTION 5: PARTNERSHIP WITH PARENTS

### Communication

At Keith Primary, we communicate with parents in a range of ways.

	Purpose	How
<b>Newsletters</b>	To communicate important messages and communications to parents	Shared via EduSpot app and accessed via website
<b>Monthly 4 Contexts for Learning publications</b>	To celebrate the learning and achievements of our classes	Shared via EduSpot app and accessed via website
<b>School Life Guides</b>	To give parents simplified guides in to aspects of school life (e.g. Assessment, MetaSkills)	Accessed via website
<b>EduSpot Messages</b>	To communicate more urgent messages and for reminders of key events.	EduSpot
<b>Parent Portal</b>	For completion of documents online (e.g. to give consent for trips and to book parents evening appointments). Parents can also update their contact details here and report absences)	<a href="https://parentsportal.scot/home/">https://parentsportal.scot/home/</a>

To optimise communication, we encourage parents to download the EduSpot app and create an account for the Parent Portal.

### The Frog Squad

Keith Primary School has a parent group which incorporates the role of a Parent Council along with the role of fundraising and general support. The group is open to parents, carers and members of the wider community, although the statutory aspects of the Parent Council can only be carried out by parent members. The “Frog Squad” – named with reference to our school mascot - has its own distinctive role in supporting the work of the school. The group meets regularly, throughout the school year. Meetings are open and all are welcome to attend. Notice of meetings is generally given via the Eduspot App. The Frog Squad also has an active Facebook page for parents and friends of the school to join.

Parents, carers and members of the community are more than welcome to come along to every meeting or just to be involved in one aspect of the group’s work, as a one-off.

## **School Improvement**

At Keith Primary School, we are committed to making improvements to enhance the learning experiences for all our school community. The school produces an annual School Improvement Plan, outlining the areas of focus. This document is available on the school website for parents and others to view. Likewise, we produce an annual Standards and Quality Report to summarise our successes in any academic session. The School was last visited by Inspectors from Education Scotland in September 2015. Reports can be found on the Education Scotland website.

Often, the school will invite parents, carers or members of the community to complete forms to gather views or be part of focus groups to help us evaluate and develop an aspect of our work and contribute to our improvement agenda.

A series of leaflets has been produced by Education Communities & Organisational Development for parents and carers. These leaflets are available from the school reception or from the Moray Council Internet site. The “Information for Parents and Carers” leaflet is available in other languages. Please see **Appendix A** at the rear of this handbook for information on links to The Moray Council’s internet site web pages.

## **SECTION 6: HEALTH & SAFETY / SAFEGUARDING**

The health and safety of all our school community is of vital importance to us and we have a number of processes designed to keep everyone safe and well. Staff are trained in the use of first aid, the safe handling of food and follow policies and procedures which promote good health and hygiene.

Please ensure you send us any updated contact details as soon as is practical such as:

- Change of address or telephone number (for home and for work)
- Emergency contact address and telephone number
- New e-mail mail address

## **Pastoral Arrangements**

If you have any concerns at all, please do not hesitate to contact the school. Our office team will do their best to respond to your query appropriately. Where they are not able to answer your question, you will be directed to either your child’s class teacher or to the relevant member of the school’s leadership team.

## Absence

For safety and other reasons, we ask that if your child is absent from school for any reason, it is really important that you let the school know as soon as possible and, ideally before the start of the school day. You can report absence in a number of ways:

- Via the parent portal
- Via e-mail
- Over the phone

Details for each of these processes are contained elsewhere in the handbook.

If we are not certain why your child is off, we will try to get in touch with you via Eduspot message and over the phone. In certain circumstances, we may also undertake a home visit or contact the police if we cannot ascertain your child's whereabouts.

## First Aid & Medical: Frequently Asked Questions

Question	Answer
<b>What if my child has been sick/diarrhoea at home?</b>	You must allow 48 hours to pass after their last episode of vomiting/diarrhoea before bringing him/her back to school
<b>What if my child becomes sick in school?</b>	We will telephone you. If we cannot reach you, we will use your emergency contact number(s).
<b>What if my child is injured in school?</b>	<ul style="list-style-type: none"><li>• Minor first aid checks may not be reported to you.</li><li>• We will inform you of other first aid checks via a series of messages</li><li>• If there is any doubt about your child's health, we will contact you via phone / message</li></ul>
<b>What if my child has a bump to the head?</b>	<ul style="list-style-type: none"><li>• Our first aid team will treat this appropriately</li><li>• In more minor situations, class teachers are informed so an injury can be monitored and a EduSpot message is sent home so you can monitor after school or for you to visit the school if you wish</li><li>• If the situation seems more serious (e.g. a cut or bruise or if the child appears unsettled or upset) parents are telephoned</li><li>• If the bump has resulted in the child being knocked unconscious or they are obviously seriously injured, an ambulance will be called</li></ul>

## Health Conditions

The school should always be kept informed about any health problems (e.g. allergies, need for inhalers or other medication).

It can be necessary for children to receive medication during the school day. Please note the following:

- Prescribed medication should be brought, by a parent or carer, to reception where we can arrange completion of the relevant permissions.
- In some instances, individual protocols and staff training may be required and this may take time to put in place.
- Over-the-counter medication, of any sort (cough sweets, Calpol sachets etc.) **should not be** sent to school. If in doubt, please contact us.
- Parents or carers will be asked to collect medication if it is out of date or no longer required. We will not send it home in schoolbags.
- Prescription medicine expiry dates are the responsibility of the parent/carer, please ensure we always have 'in-date' medications.

In line with policy agreed by the Senior Clinical Medical Officer, schools will only administer medicines with the written approval of a medical practitioner. Painkillers such as aspirin and paracetamol fall into this category and will therefore not be administered on pupil request.

## Bullying

Bullying is not accepted in school. If you have any concerns please get into touch with the school. A copy of the schools bullying policy, which is continually updated in line with RespectMe guidance can be found on the school's website.

## Mobile Phones

We do not permit the use of mobile devices in school for reasons of security and data protection. Unauthorised uploading of photographs to the Internet can be very damaging and upsetting.

## Getting it Right for Every Child (GIRFEC) – Primary Schools

The Getting it Right for Every Child (GIRFEC) approach aims to improve outcomes for children, young people and their families based on a shared understanding of wellbeing. Most children and young people receive the support they need from their

own families and their community, in partnership with universal services such as health and education. Where extra support is needed, GIRFEC aims to make that support easy to access with the child or young person at the centre. It looks at a child or young person's overall wellbeing to establish how safe, healthy, achieving, nurtured, active, respected, responsible and included wellbeing indicators they are, to ensure that each and every child or young person gets the right support, at the right time, from the right people.

As part of the national GIRFEC approach children and young people from birth to 18, or beyond if still in school, and their parents will have access to a single point of contact to help them get the support they need. In primary schools this will usually be provided by the Head Teacher or Depute Head Teacher. The Head Teacher or Depute Head Teacher will be the single point of contact for children and young people, their parents/carers and the professionals who work with the child or young person. Should you have anything you would like to discuss regarding your child's wellbeing, please do not hesitate to contact your child's Head Teacher or Depute Head Teacher either by phone, email or alternatively a letter marked for the attention of your child's Head Teacher or Depute Head Teacher.

## **Child Protection**

Article 19 (protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

*(United Nations Conventions on the Rights of the Child)*

Moray Council is committed to safeguarding all children and young people. It is the responsibility of every member of staff to take all reasonable steps to protect children from harm and abuse in all its forms. These include:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Criminal Exploitation
- Child Trafficking
- Neglect
- Female Genital Mutilation
- Forced Marriage
- Forced or Dangerous Labour
- Child Sexual Exploitation
- Harmful Sexual Behaviour
- Radicalisation
- Domestic Abuse
- Parental Drug Use
- Parental Alcohol Use
- Parental Mental Health
- Child Placing Self at Risk

When school staff have concerns that a pupil may be at risk of harm, these concerns will be reported immediately to the school's designated Child Protection Co-ordinator (CPC). The CPC will then consult with Social Work and/or Police Scotland to clarify and assess the level of risk or harm to the child and determine the appropriate course of action.

Any decision about informing a child's parent or carer should be made in partnership with Social Work and/or Police Scotland as part of the referral process. School staff, including the CPC, will not contact parents or carers prior to this multi-agency discussion as doing so may compromise the child's safety and the integrity of any subsequent investigation.

If you have an immediate child protection concern and cannot contact education, please contact Social Work directly on **01343 554370** or if it is out with working hours call the Out of Hours Social Work Team on **03457 565656**. If you cannot contact Social Work, please call Police Scotland on **101**. If it is an emergency call **999** immediately.

Further information regarding these indicators of risk can be found in the [National Guidance for Child Protection in Scotland \(2021 – updated 2023\)](#).

## **Severe Weather**

During severe weather, or another emergency situation, it may be necessary to close the school. The decision to close will always be taken as early as possible. However, due to changing circumstances, this decision could be taken at any time of the day.

The three main scenarios are:

- Late Opening - used if conditions are poor at the start of the day
- Closure out of school hours – used if the weather is poor and is due to remain poor.
- Closure during the school day – if there is actual or forecast deterioration in the weather.

In the event of scenarios 1 and 2, we try to communicate our decision prior to 7.45am

Decisions about school closures are communicated via EduSpot and Moray's Council's School closure portal where you can sign up for e-mail and text alerts.

<https://secure.moray.gov.uk/mcalerts/portal/servicestatus.aspx>

## **School Calendar 2025-2026**

### **Autumn**

In-Service Closure: Monday 18 August 2025

In-Service Closure: Tuesday 19 August 2025

Term starts: Wednesday 20 August 2025

Term ends: Friday 10 October 2025

Autumn holiday: Monday 13 October 2025 - Friday 24 October 2025

### **Winter**

Term starts: Monday 27 October 2025

In-Service Closure: Monday 10 November 2025

In-Service Closure: Tuesday 11 November 2025

Term ends: Friday 19 December 2025

Christmas holidays: Monday 22 December 2025 - Friday 2 January 2026

### **Spring**

Term starts: Monday 5 January 2026

In-Service Closure: Thursday 12 February 2026

Mid Term Holiday: Friday 13 February 2026 and Monday 16 February 2026

Term ends: Friday 27 March 2026

Spring holiday: Monday 30 March 2026 - Friday 10 April 2026

### **Summer**

Term starts: Monday 13 April 2026

May Day Holiday: Monday 4 May 2026

Term ends: Thursday 2 July 2026

Plus 1 occasional day holiday when the following school groups will be closed

Keith Grammar School ASG - Monday 1 June 2026

## **School Calendar 2026-2027**

### **Autumn**

In-Service Closure: Monday 17 August 2026

In-Service Closure: Tuesday 18 August 2026

Term starts: Wednesday 19 August 2026

Term ends: Friday 9 October 2026

Autumn holiday: Monday 12 October 2026 - Friday 23 October 2026

### **Winter**

Term starts: Monday 26 October 2026

In-Service Closure: Monday 9 November 2026

In-Service Closure: Tuesday 10 November 2026

Term ends: Tuesday 22 December 2026\*

Christmas holiday: Wednesday 23 December 2026 to Tuesday 5 January 2027\*

Term starts: Wednesday 6 January 2027\*

### **Spring**

Term starts: Wednesday 6 January 2027

In-Service Closure: Thursday 11 February 2027

Mid Term Holiday: Friday 12 February 2027 and Monday 15 February 2027

Term ends: Thursday 25 March 2027

Spring Holiday: Friday 26 March 2027 to Friday 9 April 2027

### **Summer**

Term starts: Monday 12 April 2027

May Day Holiday: Monday 3 May 2027

Term ends: Friday 2 July 2027

Plus 1 occasional day holiday to be agreed by 31 March 2025.

\*Term does NOT end on Friday 18 December 2026 and restart on 4 January 2027 (as shown in some publications)

### **Notes for Parents and Carers booklet:**

Moray Council has produced a “Notes for Parents and Carers” booklet, which is designed to provide basic information about the education system in Moray and also to detail specific areas of government legislation which may relate to your child's experience at school. This booklet is available from the school, from Education, Housing & Communities, or the Moray Council website

[www.moray.gov.uk/moray\\_standard/page\\_47236.html](http://www.moray.gov.uk/moray_standard/page_47236.html)

This booklet is also available in other languages.

### **Alternative Formats**

For alternative formats, languages or further information, please ask an English speaking friend or relative to:

Phone: 01343 563319

Email: [equalopportunities@moray.gov.uk](mailto:equalopportunities@moray.gov.uk)

Write to: Equal Opportunities, Moray Council, High Street, Elgin, IV30 1BX

**Disclaimer Statement:** The information contained within this handbook is correct at the time of publication, and is updated annually. The School Handbook has been prepared by the Head Teacher, and follows guidelines set out by Moray Council.

## APPENDIX A

### Moray Council

#### Education, Housing & Communities

**Address:** Council Office, High Street, Elgin IV30 1BX

**Telephone:** 01343 563374

**Hours:** 8.45am - 5.00pm Monday to Friday

**Email:** [education@moray.gov.uk](mailto:education@moray.gov.uk)

**Website:** [www.moray.gov.uk](http://www.moray.gov.uk)

Updated 18/11/2025

#### Moray Council A-Z

Active Schools	Email:	<a href="mailto:Active.schools@moray.gov.uk">Active.schools@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_52055.html">www.moray.gov.uk/moray_standard/page_52055.html</a>
Additional Support for Learning	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_42567.html">www.moray.gov.uk/moray_standard/page_42567.html</a>
Adverse Weather Procedures	Telephone:	Local school or 01343 563374
	Email:	Local school or <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="https://secure.moray.gov.uk/mcalerts/portal/servicestatus.aspx">https://secure.moray.gov.uk/mcalerts/portal/servicestatus.aspx</a> <a href="http://www.moray.gov.uk/moray_standard/page_53021.html">www.moray.gov.uk/moray_standard/page_53021.html</a>
After School Clubs	Telephone:	01343 563374
	Email:	<a href="mailto:Childcare.info@moray.gov.uk">Childcare.info@moray.gov.uk</a>
	Website:	<a href="http://www.scottishfamilies.gov.uk/">www.scottishfamilies.gov.uk/</a>
Armed Forces Families Information	Telephone:	01980 618244 (MOD Children's Education Advisory Service)
	Email:	<a href="mailto:enquiries@ceas.uk.com">enquiries@ceas.uk.com</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_100164.html">www.moray.gov.uk/moray_standard/page_100164.html</a>

Attendance and Absence	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55580.html">www.moray.gov.uk/moray_standard/page_55580.html</a>
Bullying	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_52988.html">www.moray.gov.uk/moray_standard/page_52988.html</a>
Childcare	Telephone:	01343 563374
	Email:	<a href="mailto:Childcare.info@moray.gov.uk">Childcare.info@moray.gov.uk</a>
	Website:	<a href="http://www.scottishfamilies.gov.uk/">www.scottishfamilies.gov.uk/</a>
Children and Families Social Work	Telephone:	01343 554370 or out of hours emergency 03457 565656
	Email:	<a href="mailto:childrensaccesssteam@moray.gov.uk">childrensaccesssteam@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_47606.html">www.moray.gov.uk/moray_standard/page_47606.html</a>
Child Protection	Telephone:	01343 554370 or out of hours emergency 03457 565656 or 101 (Police Scotland). If it is an emergency call 999
	Email:	<a href="mailto:childrensaccesssteam@moray.gov.uk">childrensaccesssteam@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55497.html">www.moray.gov.uk/moray_standard/page_55497.html</a>
Clothing Grants	Telephone:	01343 563456
	Email:	<a href="mailto:revenues@moray.gov.uk">revenues@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55486.html">www.moray.gov.uk/moray_standard/page_55486.html</a>
Data Protection	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_75569.html">www.moray.gov.uk/moray_standard/page_75569.html</a>
Deferred Entry to Primary School	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_52991.html">www.moray.gov.uk/moray_standard/page_52991.html</a>

Disability & Inclusion	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_43019.html">www.moray.gov.uk/moray_standard/page_43019.html</a>
Early Entry to Primary School	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_56925.html">www.moray.gov.uk/moray_standard/page_56925.html</a>
Early Learning & Childcare (pre-school)	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_42682.html">www.moray.gov.uk/moray_standard/page_42682.html</a>
Education Maintenance Allowance	Telephone:	01343 563338
	Email:	<a href="mailto:EMAMoray@moray.gov.uk">EMAMoray@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_40540.html">www.moray.gov.uk/moray_standard/page_40540.html</a>
Exclusion from School	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_53001.html">www.moray.gov.uk/moray_standard/page_53001.html</a>
Free School Meals	Telephone:	01343 563456
	Email:	<a href="mailto:revenues@moray.gov.uk">revenues@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55486.html">www.moray.gov.uk/moray_standard/page_55486.html</a>
Grants and Bursaries	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_43903.html">www.moray.gov.uk/moray_standard/page_43903.html</a>
Home Education	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_53000.html">www.moray.gov.uk/moray_standard/page_53000.html</a>

Instrumental Instruction	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_53005.html">www.moray.gov.uk/moray_standard/page_53005.html</a>
Placing Requests	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_49601.html">www.moray.gov.uk/moray_standard/page_49601.html</a>
Race & Equality	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_43019.html">http://www.moray.gov.uk/moray_standard/page_43019.html</a>
School Meals	Telephone:	01343 557086
	Email:	<a href="mailto:schoolmeals@moray.gov.uk">schoolmeals@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55540.html">www.moray.gov.uk/moray_standard/page_55540.html</a>
School Term and Holiday Dates	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55829.html">www.moray.gov.uk/moray_standard/page_55829.html</a>
Transport (For Pupils)	Telephone:	0300 123 4565
	Email:	<a href="mailto:transport@moray.gov.uk">transport@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_1680.html">www.moray.gov.uk/moray_standard/page_1680.html</a>