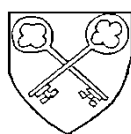


ST THOMAS R.C. PRIMARY SCHOOL

HANDBOOK

2021



Ambitious to **Achieve Excellence** *Together*

Date of Publication December 2020

MORAY COUNCIL EDUCATION, COMMUNITIES & ORGANISATIONAL DEVELOPMENT

Inspire

• Include

• Improve



Contents

Welcome letter	2
The St Thomas' Community	
Contact Us.....	3
Catchment Area.....	3
Charter for Catholic Schools.....	4
Vision, Values and Aims.....	5
Parents as Partners.....	7
Classes.....	8
Transport.....	8
School Uniform.....	8
Teaching and Learning at St Thomas'	
Curriculum for Excellence.....	9
Religious Education in Roman Catholic Schools.....	10
Learning at Home.....	11
Celebrating Success/Wider Achievement over the Year.....	11
Extra-Curricular Activities	11
Assessment.....	12
Support for Learning and Additional Support Needs.....	12
Home and School	
Reporting a Pupil Absence.....	13
Absence Information.....	14
Covid-19 Impact on Schools.....	14
Family Holidays During Term Time.....	14
School Closure/Adverse Weather.....	15
Communication and Reporting.....	15
Holiday Dates.....	16
Policies	
Data Protection Act 2018.....	17
Standard Privacy Notice.....	17
Standards and Quality Report/School Improvement Plan.....	18
Restorative Practice.....	19
Anti Bullying Policy and Approach.....	19
Useful Information	
School Meals.....	19
First Aid and Medical (including Health and Safety.....	20
Medicines in School.....	20
Child Protection/Named Person.....	20
Admission/Enrolment	21
Appendix A – Moray Council Links	22

Welcome to Our School

Welcome to St. Thomas' RC Primary School. We hope that this booklet will provide sufficient information about our school which will be of benefit to you, our current families and also prospective parents.

St. Thomas RC Primary School and Nursery serves Keith and the surrounding area, and the school is served by the parish of St Thomas in Keith. We are a denominational school although we are a Catholic school, we welcome families from other faith groups, communities and cultures. Our catchment area consists of mixture of local authority and owner-occupied housing.

Within our school, the children begin their learning journey in the Nursery which currently has twenty 1140 hours placements, Monday to Friday. There is an additional handbook for the Nursery with all relevant information for parents and carers.

The school roll is currently 66 with the potential to expand to a maximum of 75 and the classes are organised into the year groups: Primary 1,2, Primary 3,4 and 5 and Primary 6 and 7.

We are part of the Keith ASG with our professional learning community partners Keith Grammar School, Keith, Newmill, Botriphnie, Rothiemay and Crossroads Primaries.

At St. Thomas' we hope that every child will feel safe, valued and thrive in a positive, supportive learning environment. We encourage every child to give their best in all situations and aim to provide a wide range of opportunities and support to match pupils' needs in order for them to reach their full potential. We want our school to be a happy and meaningful experience to allow our children to become confident individuals with positive attitude.

The school has two playground areas with a wonderful grassed playing field to the rear. We also have a Quad garden to encourage free-play from the indoors to the outdoors. We encourage the pupils to play co-operatively.

We have a committed Parent Council and many parents help in a number of ways in and around our school.

We hope you find this handbook helpful and it helps to answer all your questions.

However, if you require any further information please do not hesitate in contacting the school to make an appointment to discuss. You will be very welcome.

CONTACT US

St. Thomas R. C. Primary School,
Chapel Street,
Keith.

AB55 5AL

Telephone: 01542 882256/01542 886841

e-mail: admin.stthomasp@moray-edunet.gov.uk

school website: www.stthomasrcprimary.wordpress.com

Website; www.moray.gov.uk

School information line/absence reporting: Phone 0870 054 9999 then press 031510
(Calls to this number will be charged at 2p per minute service charge plus your call provider's access charge)

School information can also be found on the School App "School App for Parents"

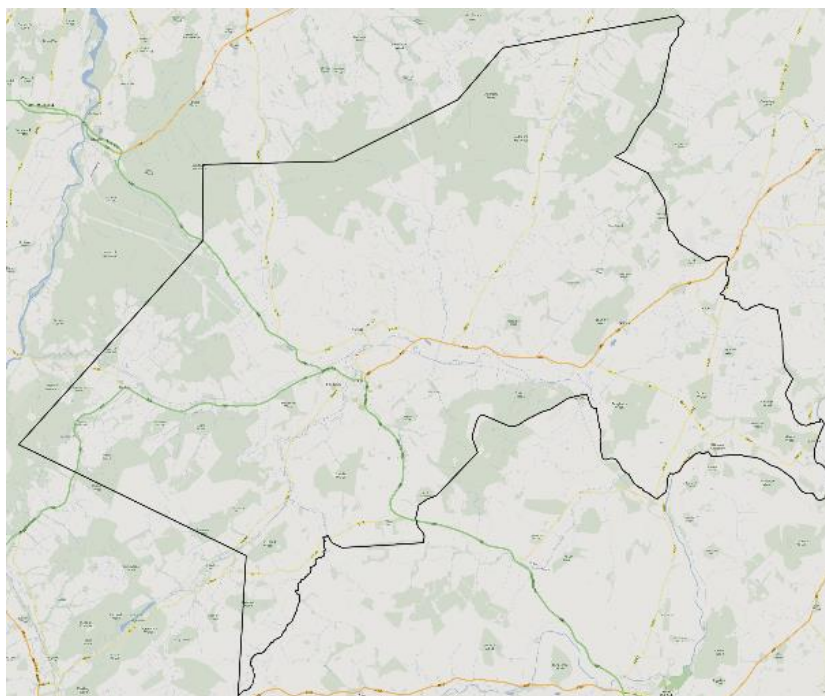
The St Thomas' Community

Opening Times:

NURSERY	Starts	Finishes
Nursery am	8.50am	12.00pm (noon)
Nursery (from January 2020)	8.50am	2.50pm

SCHOOL	Morning Starts	Interval	Lunch	Afternoon Finishes
P1-7	9.00am	10.30am– 10.45am	12.30pm– 1.30pm	3.15pm

Catchment Area





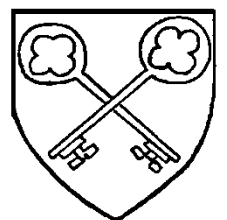
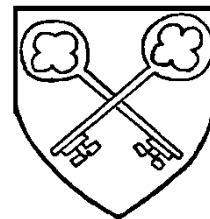
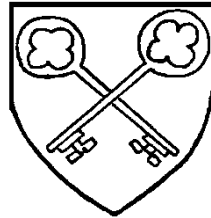
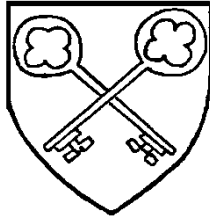
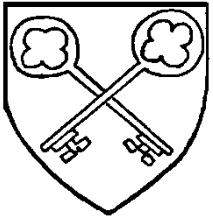
A Charter for Catholic Schools in Scotland

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.



Vision, Values and Aims

Our School Vision, Values and Aims have been revised by staff, pupils and parents.

St. Thomas' wants to ensure your children get the best out of their education here.

Our School Vision:

At St Thomas Catholic Primary School, we learn together in a caring, sharing, loving environment working in partnership with Parents and Parish we endeavour to promote a nurturing and respectful ethos. Through the Gospel Values we strive to promote a welcoming community based on trust and mutual respect, where all individuals feel that they are valued and belong.

Our School Values:

Aspire Respect Community Creativity

Our School Aims:

The aims of St. Thomas Primary School are: -

We continually strive to:

- Provide a safe, welcoming, inclusive and caring environment where everyone feels they make a contribution and are valued and respected as individuals (UNCRC Article 24)
- Show respect to everyone within our school and the wider community – treating others the way we would like to be treated (UNCRC Article 1)
- Work in partnership with home, school and parish to promote the Gospel Values of Love, Tolerance, Kindness, Truth, Gentleness and Forgiveness (UNCRC Article 14)
- Provide a stimulating and relevant curriculum which offers the appropriate level of support and challenge and will enable all our children to become confident, responsible citizens who can make an effective contribution to society (UNCRC Article 23,28)
- Motivate our pupils to be the best they can be – socially, academically, spiritually and emotionally, developing their individual gifts and abilities (UNCRC Article 29)
- Recognise and celebrate all achievements (UNCRC Article 29)

Article 24 – Right to health

Article 1 – All children have the same rights

Article 14 – Right to practise our religion

Article 23 – Children with disabilities should receive special care and support

Article 29 – Goals of Education

At St. Thomas' RC Primary School, we aim to support every learner to develop the knowledge, skills and attitude for learning, life and work to ensure our pupils become:

Successful Learners

Confident Individuals

Responsible Citizens

Effective Contributors

Underpinned by our mission to develop a community of faith and learning providing the highest quality of education

Parents as Partners

St. Thomas' RC Primary School and Nursery values the important role that our parents and carers play in our pupils' lives, especially during the current Covid-19 pandemic. We appreciate your support throughout the year at our various fundraisers and also appreciate the importance of your involvement in understanding our learning and teaching practices.

Studies show that Parental Involvement is vital in a child's education and more importantly Parental Engagement is one of the most important factors in raising self-esteem and academic achievement. We realise that each of our families is unique – with its own priorities, needs, talents and commitments and so we try to provide as many different kinds of opportunities for parental involvement as possible.

We encourage parents to be actively involved in their child's education and to support us in maintaining the high standards set by the school.

We are committed to maintaining positive links between home and school. This positive partnership is very important to the health, happiness and progress of our children. Parents/Carers are encouraged to participate in all aspects of school life whether it is. However, some of these are currently restricted due to the Covid-19 pandemic

- Open Days
- Parent Information Evenings
- Assemblies
- Parent Council
- Plays & Prizegiving
- Sacraments
- Parent helpers
- Yearly Reports
- School trips
- Termly Newsletters
- Homework/Reading Diaries
- Curricular Meetings
- Transition Meetings
- Transfer to secondary school
- School website/School App

Parents, teachers and friends of the school are welcome to share their interests and expertise. All volunteers that work unsupervised with the children require PVG checked. Parents may also volunteer to help with excursions, supporting activities in the class or with any other aspects of their child's experiences at school (dependent on Covid-19 restrictions).

For more information on Parental Involvement please refer to Appendix A.

Special arrangements can be made with the parents of new entrants to help with enrolment and transition of pupil into their new school environment.

Parent Council and Forum

All parents and carers are automatically members of the Parent Forum. Each year, representatives of the forum are elected to the Parent Council at the Annual General Meeting held in September. This is an official body with its own Constitution and is made up of members from the staff and local community as well as parent reps.

Current Members 2019/20	
Chairperson	Sarah Webster
Minutes Secretaries	Susan Singer/Catherine Sinnott
Treasurer	Elaine Gray
Parish Representative	Graeme Morrison
Advisor to the Council	Head Teacher

Information for Parents and Carers

The 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 & Social Care, or the Moray Council Internet site www.moray.gov.uk/moray_standard/page_47236.html

Classes

Our classes are organised each year to take account of the numbers of children within each group and stage. Currently the classes are organised in composite classes as follows: P12, P345 & P67. The maximum number of pupils for classes containing more than one year stage is 25. All pupils are encouraged to progress through the various learning experiences in line with their personal levels of attainment and achievement. Practitioners use a variety of approaches to ensure that pupils understand the purpose of their learning and are clear about how to be successful. A variety of planning approaches are used to ensure that experiences are progressive, skills are focused and meet pupils' learning needs. Often individualised targets help pupils to assess their own learning. Being a small school there will be many opportunities for your child to be involved with his/her own year group as well as being involved with a wide range of curriculum and social activities with the whole school community. At St Thomas' we ensure that children have opportunities to be involved in the planning of their learning and parents are encouraged to help us to deliver the curriculum by sharing their skills and expertise at various times throughout the year.

Transport

The Education Committee has agreed with recommendations made by the Director of Education & Social Care in respect of zones for Roman Catholic primary schools within the Moray area. Transport is granted to Roman Catholic children who are zoned and live more than two miles from school. Children who are not Catholic are deemed by the Education Authority to have gone "out of zone" so free transport is unavailable for them. All primary and secondary pupils who live more than 2 miles from their school will be provided with free transport if that is their local catchment school. Door-to-door transport is not guaranteed. In certain instances, children may be required to walk up to 2 miles as appropriate. If you are eligible for transport, please refer to Appendix A for information on how to request an application form or you request an application form at the school office. Transport may also be provided for medical and safety reasons. If you feel you would qualify for this, please speak to the Head Teacher.

School Uniform

There is an expectation for all pupils to wear the correct school uniform. This helps us in our aim of encouraging children to take a pride in their appearance and to have respect for their school. All pupils are encouraged to wear school uniform to promote the sense of belonging to their school. This consists of maroon coloured sweatshirt with school logo (V-neck, round neck and cardigan styles available), white polo shirt or T-shirt with grey, navy or black trousers or skirts along with black school shoes unless for medical reasons this is impossible.

School uniform is available to purchase through www.myclothing.com

Clothing Grants

Some households may be entitled to clothing grants. Please refer to Appendix A for access to information or contact the school office.

P.E. Kit

As required by Education Scotland all children receive the expected 2 hours of P.E. time each week. For this they should wear loose fitting shorts, a T-shirt and gym shoes. Pupils must have P.E. kit for all P.E. lessons. Please note that it is essential to name all belongings. However, under current Covid-19 restrictions pupils will come to school dressed in their P.E. kit (suitable for weather conditions). P.E days will be advised in advance.

For safety reasons the wearing of jewellery is not permitted during games and physical education activities. On all gym days if young children are unable to remove ear-rings, parents should do this for them before the child comes to school.

Teaching and Learning at St Thomas' Nursery and Primary

Curriculum for Excellence

Curriculum for Excellence 3-18 Curriculum for Excellence has been introduced to raise standards of learning and teaching from Nursery- pre-school to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world.

As part of Curriculum for Excellence all children, from pre-school to the end of S3, will receive a rounded education known as a Broad General Education. Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

Expressive Arts	Health & Wellbeing	Literacy and English	Numeracy & Mathematics
Religious & Moral RERC	Sciences	Social Studies	Technologies

Staff use these experiences and outcomes when planning the delivery of the curriculum. The planning takes account of the seven principles for curriculum design as follows:

The Seven Principles -
All learning must take account of these principles:
<ul style="list-style-type: none">• Challenge and Enjoyment• Breadth• Progression• Depth• Personalisation and Choice• Coherence• Relevance
This is to ensure children's development is useful and meaningful

A fact file about the 'Curriculum for Excellence' for parents/carers which provides a more comprehensive overview of CfE (and an explanation of the terms used) is available from the office. You can also access further information about the curriculum and supporting your child on:

<https://education.gov.scot/parentzone>

Key areas of Education:

***Literacy** across learning

***Numeracy** across learning

***Health and Wellbeing** across learning

Literacy & English:

The skills required for communication are fundamental to the curriculum and to the needs of our society. The best teaching and learning results from the integration of the four elements of the language curriculum- **Listening, Talking, Reading, Writing**

Modern Languages

With the introduction of 1+2 Initiative, our pupils have begun learning French and about the French culture with a second language to be introduced in the upper stages. Our pupils have the opportunity to learn Mandarin and about the Chinese culture from a visiting Chinese Teacher from the Confucius Hub.

Numeracy & Mathematics:

Mathematics is important in our everyday life. It equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions. Children are supported to develop their skills in addition, subtraction, multiplication and division so that they can apply these skills in real life situations

Expressive Arts:

Art and Design

Drama

Music

Dance

The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

Health and Wellbeing:

Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

Sciences:

Through learning in the sciences, children and young people develop their interest in, and understanding of, the living, material and physical world. They engage in a wide range of collaborative investigative tasks, which allows them to develop important skills to become creative, inventive and enterprising adults in a world where the skills and knowledge of the sciences are needed across all sectors of the economy

Technologies:

Learning in the technologies enables children and young people to be informed, skilled, thoughtful, adaptable and enterprising citizens. The technologies framework has been organised to offer opportunities for personalisation and choice using diverse contexts for learning. These are:

- Technological development in society
- Business
- Food and textiles
- ICT to enhance learning
- Computing science
- Craft, design, engineering and graphic

Social Studies:

Through social studies, children and young people develop their understanding of Scotland about its history, heritage and culture as well as broadening their understanding of the world around them whilst developing their own values and beliefs, understanding of democracy and citizenship as well as encouraging enterprising attitudes.

Religious and Moral Education:

Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

Religious Education in Roman Catholic Schools

Religious Education is a vital element of every child's development. All children should be aware of the significance of and role that religion plays in peoples' lives and in society as a whole. Moral education will be developed so that each child will be encouraged to develop as a mature and responsible member of society, capable of making decisions based on knowledge of their own self and the effect of their actions upon others. All Catholic Schools in Scotland are guided by "This is Our Faith" and "God's Loving Plan". Our approach isn't simply confined to R.E. lessons but permeates the whole life of the school.

We continue to maintain a close working relationship between home, school and parish. Our chaplains are Fr. Kingsley and Fr. Peter. Fr. Colin Stewart from Elgin is the Bishop's representative for education and will continue to present assemblies for the pupils when Covid-19 guidance permits. As a Catholic school we expect all members of the school community to support the ethos of the school as outlined in the Charter.

Religious Observance

Morning and afternoon sessions are opened and closed with a prayer. We have weekly assemblies primary 1-5 on Monday morning and Primary 6-7 on Thursday morning with a religious input. However, due to current Covid-19 restriction the children are unable to attend mass either in the school or at our local church. As a Catholic school, we celebrate the major feasts in the Christian calendar. Whilst you have the right to withdraw your child from Religious Observance, we would expect that having chosen to send your child to our school, you are committing to the whole life of our school. For more information on this issue please see Appendix D attached. If you have any questions about this, please contact the Head Teacher

Learning at Home

Due to current Covid-19 restrictions the school's homework policy is continually being reviewed. Currently practitioners provide online home learning activities to support reinforcement of learning or to encourage pupils to apply learning in different ways, often in real life situations. Parents are encouraged to get involved in home learning tasks. This helps parents keep up-to-date about learning in class and promote positive learning partnerships.

At St Thomas' Primary School, we believe the main purpose of Home Learning is to provide children with a range of activities to challenge and inspire them about new learning, to consolidate existing skills and to develop independence. Home Learning also provides an opportunity for positive relationships between parents, carers and the school to develop. We believe that a carefully balanced Home Learning programme is beneficial for children for the following reasons:

- To give parents opportunities to be directly involved in their child's learning;
- To reinforce the partnership between home and school;
- To consolidate skills learned in school and give opportunities to extend learning.

We expect all children to work hard throughout the school day and therefore their time outside school should principally be for extra-curricular activities, rest and relaxation. Taking part in, for example, Brownies, Beavers, swimming, dance and football clubs are valuable activities. Equally valuable is family time spent at home, playing, talking and seeing friends where permissible.

Further information can be found in the Moray Council Notes for Parents & Carers (see [Appendix A](#))

Celebrating Success/Wider Achievement over the Year

Pupils' successes and wider achievements are recognised and celebrated on a daily basis and during Head Teacher's assemblies.

Extra-Curricular Activities

Please note that due to national and local guidance regarding Covid-19 the following mentioned activities are currently restricted and will begin again when allowed.

Every school is encouraged to offer as wide a range of sporting and cultural activities as possible. In this context, the Authority and ASG provide a degree of financial and administrative support for competitions, festivals and similar events but it is recognised that, again, the help of parents and the community is irreplaceable. There is a range of extra-curricular activities available for pupils during lunchtime and after school. Parents will be informed about these by the school. In addition to in-school activities, classes also make regular educational visits and field studies. Wherever possible, these visits are linked to pupils' class work. Throughout the year various clubs are offered to children: Cross Country, Choir, Rosary Prayer Group, Film Club, Chess and Reading Club. These can vary from term to term and we continue to strive to provide different experiences for our pupils.

Assessment

There are a variety of ways to assess progress and ensure that children and young people achieve their potential. Effective assessment practice within schools and establishments include:

- Baseline assessments to ascertain children's strengths and next steps
- Learner involvement in setting personal targets and next steps
- On-going self-evaluation by learners, staff and school leaders
- Identification of strengths and next steps
- A range of approaches to assessment
- A variety of evidence gathered informally on a day to day basis or formally at certain points throughout the year (not exclusively - Teachers' professional judgement, Scottish National Standardised Assessments, National Qualifications)
- Moderation of standards using Education Scotland Benchmarks
- Consideration of data analysis and performance information

Support For Learning and Additional Support Needs

Support Arrangements for All Pupils

Providing personal support for learners 3-18 is the responsibility of all staff. In the ELC (early learning and childcare) and primary setting the nursery manager or class teacher is the key adult who knows every child or young person in their care well, taking an interest in their welfare and progress.

Identifying and Addressing Additional Support Needs

The Moray Staged Intervention Framework is used to identify and meet pupils' needs and to manage and review provision. This follows the Getting it Right for Every Child (GIRFEC) practice model. GIRFEC is a national framework to help all children and young people grow, develop and reach their full potential. Its focus is to improve outcomes for children and their families based on a shared understanding of their wellbeing.

Every child in school will have a Named Person. In primary school this will usually be the head teacher. The Named Person will usually be the first point of contact for parents if they have any concerns about their child at school. The Named Person will work with parents to provide support to meet a child's needs or resolve concerns. If there is a need to involve more than one agency to work together to provide support then a Lead Professional will be appointed to coordinate that support.

Where support is being provided by a single agency then a Planning meeting may be held and a Universal Child's Plan opened. Where two or more agencies are involved in supporting a child's needs, then a Universal Child's Plan will definitely be opened. The Plan will include an assessment of the child's needs using the My World Triangle assessment tool and a note of the agreed outcomes based on that assessment. Parents are an integral part of this meeting and the Plan includes an opportunity to have their views recorded within it. Plans will be reviewed at appropriate intervals, again with parents as full partners in these meetings.

More information on GIRFEC in Moray can be found at <http://www.moray.gov.uk/education-and-social-care/girfec-resources>.

Assessment and planning for the needs of children identified for intervention will be done through consultation with SFL teacher, class teacher, parents and pupil to identify their strengths, barriers to learning and what action or support is required to meet their additional needs. Some children will have an LPS (Learning Profile and Strategies) devised in collaboration with them. This forms part of the Individual Education Plan which is shared with parents/carers and will be monitored and updated on a regular basis.

Support for learning takes place in every class and is the responsibility of all staff in the school. All of our pupils are encouraged to work to the highest level of their ability and extra help is available for children who may require it, to help them achieve their potential.

Our SfL teacher takes on the five roles of support for learning including Consultancy, Co-operative Teaching with class teachers, Identification and Assessment, Partnership with Specialist Services, Contributing to Professional Development. The work of the Support for Learning teacher is co-ordinated by the Head Teacher, is regularly reviewed and is based upon pupil need.

Central to this is the assessment of need using the staged intervention model and the involvement of parents. We also maintain very valuable partnerships within education and with agencies beyond to support pupils who have additional needs of any kind. To help support the specific needs of any pupil who may require extra help the school is able to call upon the services of Educational Psychology, Home School Link Worker, Speech and Language, Occupational Therapy, Health and other agencies. Before such a step is taken, parents are always contacted and the reason for such a referral is fully explained and parental co-operation sought.

Parents who have any concerns about their child's progress should make an appointment to discuss the matter with the class teacher in the first instance.

The Education (Additional Support for Learning) (Scotland) Act 2009 came into force on 14 November 2010. More information can be found on The Moray Council's website regarding this and the council's provision for additional support needs in Moray. Please refer to [Appendix A](#) for how to access this.

Information on GIRFEC ("Getting it Right for Every Child") is available at:
<http://www.gov.scot/Topics/People/Young-People/gettingitright>

Home and School

Reporting a Pupil Absence

To ensure as far as possible the safety and well-being of children you should arrange to contact the school if your child is to be absent advising a reason for absence. You can do this via the following methods:

Parents Portal

www.moray.gov.uk/parentsportal

Telephone Information Line

***Telephone Information Line: 0870 054 9999 and then 031510.
(Calls to this number will be charged at 2p per minute service charge plus your
call provider's access charge)***

School Telephone or Email

***Telephone: 01542 882256/01542 886841
e-mail: admin.stthomasp@moray-edunet.gov.uk***

Absence Information

It is important that you advise the school on a daily basis (if your child continues to be absent for more than one day) the reason for absence. Attendance register is checked daily at the beginning of the morning and afternoon sessions.

If your child is found to be absent and we have not been advised by you of their absence, then we will contact you by telephone to alert you to this. We will use the contact information provided by you. If there are arrangements for your child(ren) to stay with an ex-spouse or partner, please keep the school updated with the access arrangements. We will make this a priority and will complete these checks as soon as possible, taking into consideration the availability of administration support in the school.

If we cannot immediately make contact with you or a partner, then we will contact the person you have named as your family emergency contact. Failure to make contact with you or any of your emergency contacts will result in us alerting Police Scotland.

Should you have concerns about the well-being for your child, for any reason, prior to them leaving for school in the morning, please contact the school personally or by telephone to alert a member of staff.

All children are expected to arrive for school to begin at 9.00 a.m. It is always best for every child to arrive at school on time as this has a positive impact on their learning and the teaching time.

Our electronic management system SEEMIS allows us to monitor lateness and absences in order to support and advise families if it is deemed necessary to discuss.

COVID-19 Impact on Schools

If you have concerns about sending your child to school during Covid-19 you should refer to the National Parent Forum of Scotland back to school guidance which has helpful advice. To find out more information about Covid-19 from a health perspective you will find more information from the NHS.

All Moray schools have restrictions in place which have been risk assessed. There are enhanced health and safety protocols, limited visitors and enhanced cleaning regimes. All measures have been put in place in order to reduce the risk of outbreak and transmission in schools.

Copies of the following guides are available to support you and your children/young people at this time and may answer questions you may have.

- Parent/carer guide
- Learner guide
- Learner top tips

Family Holidays during Term Time

Advice from the Scottish Government is that holidays taken during the school session, other than in exceptional circumstances, will be considered as unauthorised absences. Parents need to inform the school about such holidays in writing or by contacting the school administrator directly.

School Closure/Adverse Weather

If a decision to close the school is taken by the Head Teacher, due adverse weather conditions etc, the following information points are available to you:

Moray Council Website (Service Status)

Information on closures can be found at <https://secure.moray.gov.uk/mcalerts/portal/>

School Information Line

Contact the school's automated information line for recorded information on school closures

Call 0870 054 9999 and then enter school PIN 031510 (then select 1)

(Calls to this number will be charged at 2p per minute service charge plus your call provider's access charge)

This system can also be used to report pupil absences to the school

Radio

Announcements for all closures will be made on local and national radio (Moray Firth Radio and BBC Radio Scotland).

Twitter

Moray Council twitter @TheMorayCouncil

Additionally

A text message may also be sent (within school hours).

You can also receive an email alert message if you are registered with mygovscot

<https://online.moray.gov.uk/site/wss/home>

Communication and Reporting

Sharing information about what is happening in school happens throughout the year in a variety of ways: (Covid-19 guidance has restricted)

- Open Days
- Parents' Meetings
- Reporting Evenings
- Termly Newsletters
- Homework/Reading Diaries
- School website (which is under development) and School App (School App for Parents)
- Twitter (@StThomasKeith)
- Termly reports

At St Thomas's we are keen to update you on your child's learning and because of current restrictions we are currently unable to have face to face parents' evenings. Therefore we have decided to issue a written reports each term.

- Term 1: Health and Wellbeing
- Term 2: Literacy
- Term 3: Numeracy
- Term 4: R.M.E. and other curricular areas



Holiday Dates 2020/21

School term dates are available on the internet at The Moray Council's website

http://www.moray.gov.uk/moray_standard/page_55829.html

<u>AUTUMN</u>	
Term Begins	Tuesday 12 th August 2020 (Teachers only Monday 10 th & Tuesday 11 th August 2020)
Term Ends	Friday 9 th October 2020
October Break	Monday 26 th October to Friday 23 rd October inclusive
<u>WINTER</u>	
Term Begins	Monday 26 th October 2020
In-Service Closures	Monday 16 th November 2020
Term Ends	Friday 18 th December 2020
Christmas Holiday	Monday 21 st December – Monday 4 th January 2021
<u>SPRING</u>	
Term Begins	Tuesday 5 th January 2021
Mid Term Holiday	Friday 5 th February 2021 - Monday 8 th February 2021
Term Ends	Friday 26 th March 2021
Spring Holiday	Monday 29 th March 2021
Spring Holiday Ends	Friday 9 th April 2021
<u>SUMMER</u>	
Term Begins	Monday 12 th April 2021
May Day Holiday	Monday 3 rd May 2021
In-Service Closures	Thursday 13 th May 2021 – Friday 14 th May 2021
Local Holiday	Monday 7 th June 2021
Term Ends	Friday 25 th June 2021
Session 2021/2022	Tuesday 17 th August 2021 (Teachers only Monday 16 th August 2021)

Policies

Data Protection Act 2018

Information on pupils and parents/carers is stored securely on a computer system. The information gathered is subject to the terms of the Data Protection Act 2018.

The information may be used for teaching, registration, assessment and other administrative duties. The information is shared with Moray Council for administrative and statistical purposes. Extracts of the information are shared with a range of partners such as Skills Development Scotland, the Scottish Qualifications Authority, and the NHS (for the dental and child health immunisation programmes). Information is also shared with The Scottish Government for statistical and research purposes, although individual children are not identified.

The Data Protection Act ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, not held for longer than necessary, and may only be disclosed in accordance with the Codes of Practice.

More information is available on the Moray Council Internet site at:

http://www.moray.gov.uk/moray_standard/page_75569.html

Standard Privacy Notice

St Thomas Primary and Nursery, Keith has a legal responsibility to deliver an effective educational programme to its pupils. In order to do this, we need to collect personal data about our pupils/children and their families so that we can help them learn, and keep them safe. The type of personal data we will collect include:-

- Data about our pupils/children and their families

This will include the name, address and contact details of the pupil/child and relevant family members. It will also include information about relevant medical conditions, any additional supports which are needed, and their family situation. We need this information to ensure we know our pupils/children and their families, and to ensure we are able to educate them appropriately, and keep them safe

We will also collect personal data relating to personal characteristics, such as ethnic group to enable statistics to be reported. We need this information so the Council can ensure it is delivering education appropriately to all its citizens

- Data about pupils/children at school/within ELC setting

This will include data about progress, assessments, and exam results. It will also include records of attendance, absence, and any exclusions. We need this information to understand how our pupils/children are progressing, and to assess how we can help them to achieve their best

- Data about when and where they go after they leave us

This will include information about their next setting/school, career paths or intended destinations. We need this information to ensure we support our pupils/children in all their transitions and do all that we can to help their future be a success

There will be times where we also receive information about them from other organisations, such as a pupil's previous school, the previous local authority where that school or ELC setting was based, NHS Grampian, Police Scotland, Social Work, Additional Support Services, and sometimes other organisations or groups connected to a pupil's education. We use this data similarly to the above: to support our pupils' learning, monitor and report on their progress, provide appropriate pastoral care; and assess the quality of our services.

When we collect and use personal data within school/ELC setting, and for the reasons detailed above, we will normally be acting in accordance with our public task. Occasionally we are also required to process personal data because the law requires us to do so, or because it is necessary to protect someone's life.

We will also take photographs in school/ELC setting and display them on our walls, and in newsletters and other communications. We do this in order to celebrate and share what we have done, including individual achievements and successes. We consider this use of images to be part of our public task as it helps us build an effective community which supports learning. We will not, however, publish these photographs on social media or in newspapers without permission. Consent for this use will be sought when a pupil/child joins St Thomas Primary and Nursery, Keith and will be kept on record while they are with us. Consent can be withdrawn at any time, please just let us know.

Sometimes we need to share pupil information with other organisations. We are required, by law, to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes, and will normally be anonymised. It is normally required to enable the Council, and the Government, to understand how education is being delivered and to help them plan for future provision.

If a pupil/child moves schools/ELC settings, we have a legal obligation to pass on information to their new school/education authority about their education at St Thomas Primary and Nursery, Keith.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that need to. We will not keep personal data for longer than is necessary and follow the Council's Record Retention Schedule and archival procedures when records are identified to be of historical value and require to be retained in the Moray Council Archives. For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern, see the Moray Council's Information Management webpages.

Sharing personal data to support Wellbeing

In addition to the above, St Thomas Primary and Nursery, Keith has a legal duty to promote, support and safeguard the wellbeing of children in our care.

Wellbeing concerns can cover a range of issues depending on the needs of the child.

Staff are trained to identify when children and families can be supported and records are kept when it is thought that a child could benefit from help available in the school/ELC setting, community or another professional. You can expect that we will tell you if we are concerned about your child's wellbeing, and talk to you about what supports might help in the circumstances. Supports are optional and you will not be required to take them up.

If it would be helpful to share information with someone else, we will discuss this with you and seek your consent before we share it so that you know what is happening and why. The only time we will not seek consent to share information with another organisation is if we believe that a child may be at risk of harm. In these situations, we have a duty to protect children, which means we do not need consent. On these occasions, we will normally tell you that information is being shared, with whom, and why – unless we believe that doing so may put the child at risk of harm.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

Standards and Quality Report/School Improvement Plan

Copies of our current Standard and Quality Report and School Improvement Plan are available on request from the school office.

Restorative Practice

Children are asked to make good choices for themselves and towards others. Parents and carers can be informed of behaviour via the Home/School Diary or verbally from Head Teacher.

When wrong choices are being made concerning the behaviour of pupils we address the matter using restorative approaches. By using such approaches we build and sustain a climate of:

- responsibility for own actions and the impact they have on others
- respect of other peoples' views and feelings
- empathy with the feelings of others
- fairness
- commitment to equitable processes
- involvement of all in decisions about their own lives
- returning issues of conflict to the participants
- willingness to create opportunities for reflective change in pupils and staff

By using restorative approaches we encourage members of the school community to effectively resolve and learn from conflict in a way which maintains relationships, or terminates them in a positive way. The approach involves including the wrongdoer in finding a solution to the problem. Instead of asking 'Who's to blame and how are we going to punish them?' focus is put on reasons, causes, responsibilities and feelings. Those involved are asked questions such as 'Who has been affected and how?' and 'How can we put it right and learn from this experience?'

For persistent misbehaviour parents may be communicated to by the Head Teacher and invited in for a solution oriented meeting to discuss a way forward. The Head Teacher is available to support parents with any concerns they may have and together the partnership will promote a positive outcome for the pupil.

Anti-bullying Policy and Approach

Our Positive Behaviour Management Policy continues to be developed and updated. Our policy is based on the right to learn, the right to respect and the right to safety for all in our school, positive incentives and consequences.

There is also an Anti-Bullying Policy which is in line with authority policy and includes regular delivery of curricular work in personal, social and emotional development. The school's Anti-Bullying Policy encourages pupils to always speak with an adult and parental support for this policy is essential. Opportunities are provided throughout the school week for pupils to have Talk Time with an adult if they so wish. Staff are encouraged to use a restorative approach when dealing with behaviour issues, promoting positive and harmonious relationships and resolving conflict. The best interests and safety of the child and/or other children in the school are always considered. Should a pupil's behaviour continue to cause concern, parents will be invited to discuss the matter with school staff.

Useful information

School Meals

As part of our health and wellbeing policy we are trying to encourage children to choose healthier options at lunch and at playtimes. Our school meals are made from the finest ingredients and fresh local produce. They are nutritious, healthy and balanced. They are high quality and provide excellent value for money. We are very fortunate to have our meals cooked on premises at the school canteen by our Catering Supervisor and Catering Assistant.

Meals are free for P1-3 and cost £2.30 each for P4-7. Moray Council have introduced a cashless catering system and details of this can be found at www.moray.gov.uk/schoolpayments

Pupils who prefer to bring a packed lunch sit alongside their peers in the canteen. We promote healthy eating and would encourage you to make these healthy and avoid sugary food and drinks.

Free School Meals

Currently, P1-3 are entitled to free school meals as part of a Government initiative. For children in P4-7 if you are in receipt of certain benefits you can make a claim for free school meals. Refer to [Appendix A](#) to access information from The Moray Council or contact the school office for information.

First Aid and Medical (Including Health and Safety)

When children are enrolled we record appropriate family details such as parents' place of work, telephone numbers and emergency contacts so that, in the event of an accident or illness, the school has a range of options when trying to contact the parent.

It is important to inform the school of any change of address, place of employment, telephone number or emergency contact. Information about any medical condition is also recorded so that appropriate consideration can be given to the management of the child within the class. The school should be kept up to date with any on-going health problems. Information on pupils and parents/carers is stored securely on a computer system

An accident record book is kept for any accidents which occur during the school day. Any first aid administered will be communicated home. Parents will be contacted should the accident be serious or should the child become unwell.

If a child has vomited during the course of the day, parents will be contacted in order to take him/her home. The pupil should not return to school until 48 hours have elapsed since the last occurrence to prevent any viral infections spreading around the school. If you are unsure when your child should return to school please contact the school office.

Medical reviews, as and when appropriate, are held at the discretion of the school health nurse or medical officer. Dental inspections for selected year groups are usually carried out annually, and parents are informed if any treatment is required.

Medicines in School

A copy of the "Supporting Pupils with Medical Needs in Schools" including "The Administration of Medicines" guidance is available at the school.

If your child requires prescribed medication, please obtain the form; "Parental Request for Medication to be Administered in School" from the school office. In line with the 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.

Child Protection/Named Person

It is everyone's job to ensure that children are kept safe. Schools in Moray follow the [National Guidance for Child Protection \(2014\)](#) and are required to report any suspected child abuse to Police or Social Work.

If you have concern for a child, call duty Social Work on 01343 563900 (08457 565 656 out of office hours) and/or the Police on 101. Pass on your concern and all the information you have available to you. This is not a process that intrudes on families and their children, but a process that is inclusive and supportive to achieve the best outcomes for children.

The Child Protection Officer in St. Thomas' is usually the Head Teacher and if you are unsure just get in touch to discuss your concern. Social Work and/or Police can also be consulted out with school hours if required.

More information can be found on the Moray Child Protection webpage. Please see [Appendix A](#)

Admission and Enrolment

The 1981 Education (Scotland) Act gives parents rights in choosing the school at which they wish their child to be educated. Information can be obtained from the Head Teacher.

Each year during the 3rd week of January parents are requested to **REGISTER** their child for education **AT THEIR 'IN ZONE' LOCAL PRIMARY SCHOOL**. At the same time as registering, parents can **ENROL** their child for a place in their local in-zone school or receive information about making a request for a place in another Out-of-Zone school. Registration can also be completed online. For more information go to http://www.moray.gov.uk/moray_standard/page_52987.html

Parents should bring the child's birth certificate with them at the time of registration. Parents of Roman Catholic children should also bring their child's baptismal certificate.

Once we have all the information about the children who will be joining Primary 1, we will send out an invitation for parents and children to come into school for an induction morning where you can meet with staff and visit the school.



Moray Council
Education, Communities & Organisational Development

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

Telephone: 01343 563374

Email: education@moray.gov.uk

Hours: 8.45am - 5.00pm Monday to Friday

Website: www.moray.gov.uk

Updated 15/10/2019

Moray Council A-Z		
Active Schools	Telephone:	01343 563890
	Email:	Active.schools@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52055.html
Additional Support for Learning	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42567.html
Adverse Weather Procedures	Telephone:	0870 054 9999 (school information line) Calls to this number will be charged at a 2p per minute service charge plus your call providers access charge Local school or 01343 563374
	Email:	Local school or education@moray.gov.uk
	Website:	http://schoolclosures.moray.gov.uk/ www.moray.gov.uk/moray_standard/page_53021.html
After School Clubs	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.moray.gov.uk/moray_services/page_44889.html
Armed Forces Families Information	Telephone:	01980 618244 (Children's Education Advisory Service)
	Email:	enquiries@ceas.uk.com (Children's Education Advisory Service)
	Website:	www.moray.gov.uk/moray_standard/page_100164.html
Attendance and Absence	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55580.html
Bullying	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52988.html
Childcare	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.scottishfamilies.gov.uk/
Children and Families Social Work	Telephone:	01343 554370 or out of hours emergency 03457 565656
	Email:	childrensaccessteam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_47606.html
Child Protection	Telephone:	01343 554370 or out of hours emergency 03457 565656 or 101 (Police Scotland)
	Email:	childrensaccessteam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55497.html
Clothing Grants	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html

Moray Council A-Z		
Data Protection	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_75569.html
Deferred Entry to Primary School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52991.html
Disability Discrimination	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43019.html
Early Entry to Primary School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_56925.html
Early Learning & Childcare (pre-school)	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42682.html
Education Maintenance Allowance	Telephone:	01343 563338
	Email:	EMAMoray@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_40540.html
Exclusion from School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53001.html
Free School Meals	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html
Grants and Bursaries	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43903.html
Home Education	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53000.html
Instrumental Instruction	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53005.html
Placing Requests	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_49601.html
Racial Equality	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	http://www.moray.gov.uk/moray_standard/page_43019.html
School Meals	Telephone:	01343 557086
	Email:	schoolmeals@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55540.html
School Term and Holiday Dates	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55829.html
Transport (For Pupils)	Telephone:	0300 123 4565
	Email:	transport@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_1680.html

