

ST THOMAS R.C. PRIMARY



HANDBOOK 2026



MORAY COUNCIL EDUCATION, HOUSING & COMMUNITIES

Date Of Publication January 2026



Contents	
Welcome letter	3
Contact Us	3
The St Thomas' Community	4
Catchment Area	4
School Staff List	4
Charter for Catholic Schools	5
Inclusion and Equity	6
Pupil Voice	7
Vision, Values and Aims	8
Curriculum Rationale	9
School Ethos	10
Parents as Partners	11
Parent Council & Forum	11
Information for Parents and Carers	12
What Learning Looks Like at St Thomas'	13
Our Curriculum	13
Scottish Curriculum for Excellence	13
Outdoor Learning	13
Learning to Read, Write, Talk and Listen	13
Learning Maths	13
Health and Wellbeing	13
Physical Education	14
Relationships and Sexual Health	14
Skills for Learning, Life and Work (Developing the Young Workforce)	14
Science, Technology and Social Studies	14
Modern Languages	14
Expressive Arts (Art and Design, Drama, Music and Dance)	14
A Play Based Learning Approach to Learning in Line with Curriculum for Excellence	14
Information Technology	15
Religious Education in Roman Catholic Schools (including Religious Observance)	15
Positive Relationships	15
Supporting High Expectations of Behaviour	16
Sanctions	16

Contents (continued)	
Learning at Home	17
Extra-Curricular Activities	17
Celebrating Success/Wider Achievement over the Year	17
Assessment and Reporting	19
Support for Learning and Additional Support Needs	20
Support Arrangements for All Pupils	20
Identifying and Addressing Additional Support Needs-Getting it Right for Every Child	20
Useful Information	21
School Meals (including Free School Meals)	21
School Uniform (including Clothing Grants)	21
Transport to School	22
First Aid and Medical (including Health and Safety)	22
Medicines in School	22
Child Protection	23
Home and School	23
Reporting a Pupil Absence	23
Attendance and Absence Information	24
Family Holidays During Term Time	24
School Closure/Adverse Weather	24
Holiday Dates 2025/26	25
Policies	26
Data Protection and Privacy	26
Standards and Quality Report/School Improvement Plan	26
Admission and Enrolment	26
Transitions	26
Appendix A – Moray Council Links	28

For alternative formats, languages or further information, please ask an English speaking friend or relative to:
Phone: 01343 563319
Email: equalopportunities@moray.gov.uk
Write to: Equal Opportunities, Moray Council, High Street, Elgin, IV30 1BX

Welcome to Our School

Welcome to St. Thomas Roman Catholic Primary School. Some of you are already familiar with our school, whilst others are joining the school for the first time. We hope you find our handbook informative. We believe that our school is a community where children can develop their full potential through interesting, relevant and child-led learning experiences. We strive to have a school that promotes well-being and respect, so that all members feel valued and all kinds of achievements are celebrated. We aim to build positive relationships which support our learners as they develop into responsible citizens, confident individuals, effective contributors and successful learners equipped for skills for learning life and work.

Our School and Nursery Class serves Keith and the surrounding area, and the school has close links to the Roman Catholic Parish of St Thomas in Keith. We are a Roman Catholic school welcoming families from many other faiths, communities and cultures.

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 45 and the classes are organised into 2 classes:
Balloch Class (Primary 1, 2, 3 and 4) and Isla Class (Primary 5, 6 and 7)

We very much look forward to welcoming you and your child to St Thomas RC Primary School. If you require any further information or details, please do not hesitate to contact us through the school.

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

Moray Council
Education, Housing and Communities
Council Offices
High Street
Elgin
IV30 1BX
Moray Council Telephone: 01343 563374
Moray Council Website: www.moray.gov.uk

The St Thomas' Community

Opening Times:

NURSERY	Starts	Finishes
Nursery	9.00am	3.00pm

SCHOOL	Morning Starts	Interval	Lunch	Afternoon Finishes
P1-7	9.00am	10.30am– 10.50am	12.30pm– 1.25pm	3.15pm

Catchment Area



School Staff List 2025/26

Head Teacher	Mrs Marianne Raikes
Class Teacher (P1,2,3,4)	Mrs Michelle Ironside
Class Teacher (P5,6,7)	Mrs Leigh-Anne Magee
Support For Learning Teacher	Mrs Clare McCann

Pupil Support Assistant	Mrs Jane Farquhar
Pupil Support Assistant	Mrs Janice Innes
Pupil Support Assistant/ Classroom Assistant/ Playground Supervisor	Miss Sophie McIntosh

Primary School Administrator	Mrs Brenda Winchester
------------------------------	-----------------------

Visiting Specialists

Brass	Mr John Gray
Volunteer Music Teacher	Mrs Joyce Dawson

Catering Supervisor	Mrs Sharron Baillie
Catering Assistant	Mrs Lynne Ingram
Catering Assistant	Mrs Kathryn Taylor

Janitor	Mr Brian Forsyth
Cleaners	Mrs Maureen Tang
	Mrs Anne-Marie Higgins



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.

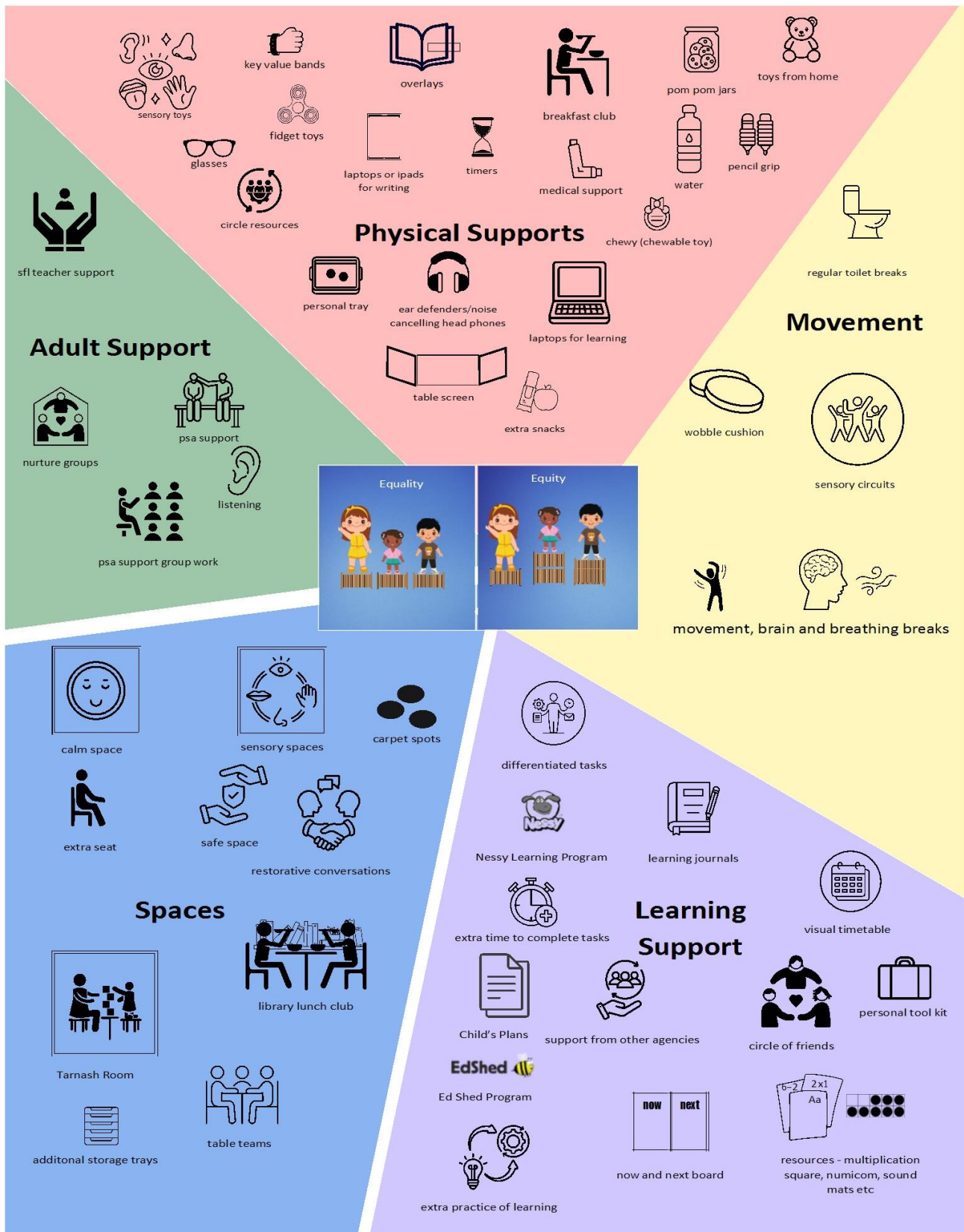
**Our school life at St Thomas is interwoven with this mission,
as we learn and grow in faith together.**



INCLUSION & EQUITY

at St Thomas Primary School

Equity in St Thomas Primary School means that personal or social circumstances are not obstacles to achievement and that all children are well supported and have the opportunities they need to succeed.

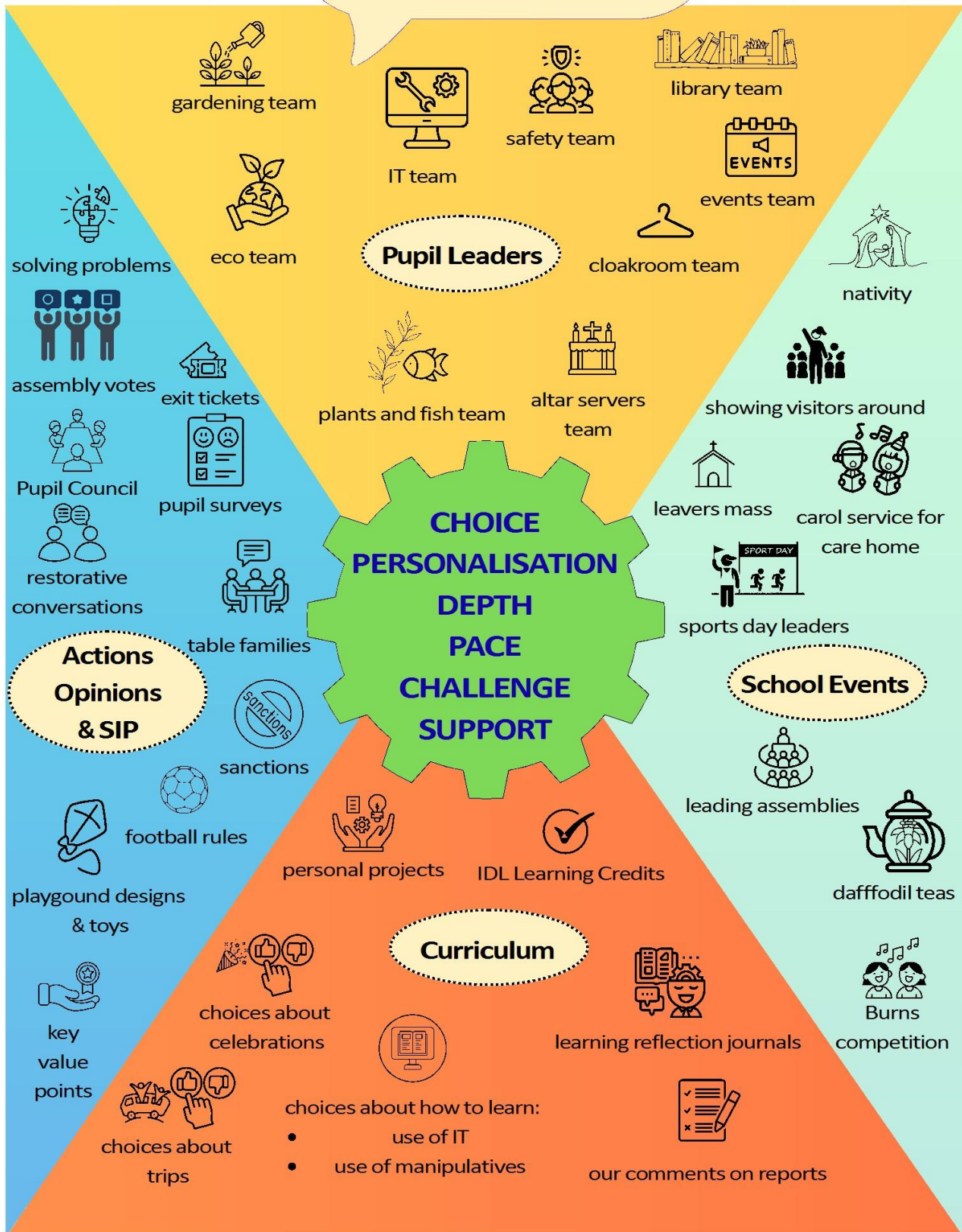


Determination - Faith - Respect



Pupil Voice

and Leading Learning
at St Thomas Primary School



Determination - Faith - Respect

Vision, Values and Aims

Our School Vision, Values and Aims were revised by staff, pupils and parents in November 2024. St. Thomas School community want to ensure your children get the best out of their education here.

Our School Vision Statement

At St Thomas School we will learn together with determination, respect and faith, inspiring each other to create a positive and hopeful future.

Our School 'Key' Values: to help us open the door to that positive ad hopeful future



DETERMINATION



FAITH



RESPECT

School Aims

<p>To Be Successful Learners</p> <ul style="list-style-type: none">○ Work hard○ Be creative○ Keep trying, don't give up	<p>To Be Confident Individuals</p> <ul style="list-style-type: none">○ Be yourself○ Ask for help and give help○ Know and do what is right
<p>To Be Effective Contributors</p> <ul style="list-style-type: none">○ Be a positive thinker○ Work as part of a team○ Encourage others	<p>To Be Responsible Citizens</p> <ul style="list-style-type: none">○ Be kind○ Make good choices○ Respect each other and the environment

St Thomas RC Primary School

<p><u>Opportunities for Personal Achievement</u></p> <p>We recognise a range of personal achievements within and beyond the school. School and community members provide a wide range of experiences, clubs which develop existing skills and provide new opportunities for learners. These opportunities allow children and young people to transfer skills and knowledge, expand their learning and achieve their potential.</p> <p>We embrace opportunities to showcase individual learners who demonstrate our school values; respect, aspire, creativity and community and celebrate these achievements collectively.</p> <p>Our whole school approach to recognising and celebrating achievements, inspires self-belief, enthusiasm and ambition. We ensure success is communicated across the school community.</p> <p>Working in partnership with families and other agencies, we provide challenges, supports and resources to enable all learners to achieve their personal targets and goals.</p>	<p><u>Interdisciplinary Learning</u></p> <p>Through interdisciplinary learning (topics and projects) we aim to spark a sense of wonder, a thirst for learning and the development of skills for life and work. Through a blend of discrete subjects and cross-curricular themes we provide opportunities for children and young people to explore, experiment and engage with stimulating learning experiences which are flexible and encourage personalisation and choice.</p> <p>Interdisciplinary learning allows us to respond to pupils' curiosity, current events, local and national priorities as well as changes in developments globally.</p> <p>Our approach to interdisciplinary learning is enriched by effective partnership working with organisations beyond our school.</p>
<p><u>Ethos and life of the School and Community</u></p> <p>We believe learning is a life long journey which has the capacity to enable us to achieve many wonderful things. We endeavour to provide a learning environment which is safe, welcoming, nurturing, happy and inclusive.</p> <p>Our children and young people are provided with experiences which stimulate their curiosity, feed their imagination, develop their resilience and encourage their ambitions as they grow and thrive.</p> <p>Our learners benefit from our strong partnership links with the parish, local and wider community. Our vision of a sustainable future is enriched through effective connections with those around us.</p>	<p><u>Curricular Areas and Subjects</u></p> <p>We respect each learner as an individual and respond to their needs and interests. The delivery of experiences and outcomes, embedded within Curriculum for Excellence, is tailored to the needs of our children and young people.</p> <p>We thrive to create relevant and purposeful learning experiences using the principles of curriculum design, challenge and enjoyment, breadth, progression, depth and personalisation and choice, coherence and relevance. This enables our children and young people to develop as successful learners, effective contributors, confident individuals and responsible citizens in a digitally interconnected changing world.</p> <p>Our staff evaluate, monitor and report on learners' progress. This supports effective partnership, working with families to ensure our children and young people are at the heart of all that we do.</p>

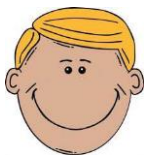
Learning takes you places.

Skills help you get there.

Every young person should receive excellent learning and teaching in a safe, welcoming, nurturing, happy, inclusive environment. Young peoples' experiences here should stimulate their curiosity, feed their imagination and develop their aspirations so that they can live happy, fruitful lives and make positive contributions to the world around them.

In partnership with parents and our community, we work to prepare our young people for the challenges of the future and help them to develop the skills and behaviours that will see them flourish in the twenty first century.

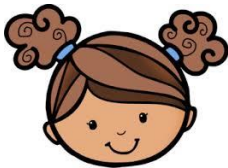
In a rapidly changing world we are preparing our children with skills for life:



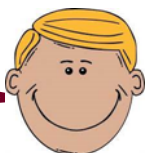
'We work well together.'
Building Community



'We are kind and caring.'
Respect



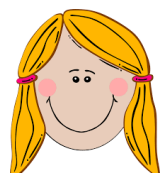
'We believe in ourselves.'
Confidence



'We can use our imagination
to solve problems.'
Creativity



'We can share our ideas,
everyone's voice is valued.'
Inclusion



'We are resilient and have a
positive mindset to achieve.'
Aspiration

We want our pupils to face the future with enthusiasm and when they leave us, to look back with happy memories, pride in their achievements and positivity for their next steps.

Parents as partners

Our school values our parents, carers and families. We welcome and celebrate the rich cultural diversity of our school community. Parents are a child's first educators and we know that it is vital to work together with our families to make sure we get things right for every child.

We realise that each pupil is unique, so we try to provide as many different kinds of opportunities for family involvement as possible.

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. We welcome parents into school regularly to parents' evenings, school assemblies, classroom visits and special events.

We communicate with parents by use of our school app (Groupcall Xpressions App), e-mail, text messages, letters, newsletters, phone calls and the school website.

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.

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

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.

Parents are welcomed to be:

- involved with their child's education and learning;
- be active participants in the life of the school
- express their views on school education generally and work with the school.
-

As a member of the Parent Forum all parents should –

- receive information about the school and its activities;
- hear about what partnership with parents means in our school;
- be invited to be involved in ways and times that suit you;
- identify issues you want the Parent Council to work on with the school;
- be asked your opinion by the Parent Council on issues relating to the school and the education it provides;
- work collaboratively with the school; and enjoy taking part in the life of the school in whatever way possible.

Parent Councils are the formal representative body for parents/carers with children attending school. Parent Councils are different in each school to enable them to meet the needs of parents/carers locally.

The Parent Forum decides how their representatives on the Parent Council are chosen and how the Parent Council operates. Parents/carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council if they wish.

The main aims of the Parent Council are:

- To support and work collaboratively with the school in its work with pupils
- To seek and represent the views of parents
- To promote contact between the school, parents, pupils, parish and the wider community
- To report to the Parent Forum
- To raise funds for the school for the benefit of pupils
- To be included in School Improvement Planning

For more information on parental involvement and engagement or to find out about parents as partners in their children's learning, please contact the school.

Current Members 2025/26	
Chairperson	Miss Siobhan Perrin
Secretary	Ms Tegan McGarry
Treasurer	Miss Caitlin Page
Parish Representative	Graeme Morrison
Advisor to the Council	Head Teacher: Marianne Raikes

Information for Parents and Carers

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

This booklet is also available in other languages.



Parentzone
SCOTLAND

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.



Information and advice on education and learning for parents in Scotland

Be at the heart of your child's learning . . .



Sign up to receive our Parents and Carers e-bulletins for the latest developments in Scottish education.

edscot.org.uk/p/LQE-391/subscribe

Email: enquiries@educationscotland.gsi.gov.uk

education.gov.scot/parentzone



What Learning Looks Like at St Thomas School

Pupils learn in multi composite classes where they are taught at a level appropriate to their individual needs. We teach children within flexi-groups which allow children to be supported at each stage in their learning journey and to extend their learning. Our close collaborative working environment provides opportunities for learners to benefit from peer support, through working with children of different ages, and helps to build a strong, caring school community. Occasionally, we learn together as a whole school, which further enhances learning experiences and develops our nurturing environment. We aim to provide a wealth of experiences to help children to experience and celebrate success both in and out of school.

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 as follows: Balloch Class (P1, 2, 3 and 4 pupils) & Isla Class (P4, 5, 6 and 7). The maximum number of pupils for classes containing more than one year stage is 25.

Our Curriculum

Scottish Curriculum for Excellence – Bringing **learning to life** and **life to learning**.

We aim to consistently deliver high quality educational experiences for our pupils, to prepare our children for further learning, life and work. The Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their level and ability. We love to bring real life experiences into the classroom, making learning exciting and relevant for our pupils.

All staff take account of the various ways children learn and we work hard to ensure that our teaching methods are best suited to their pupils.

Outdoor Learning

We ensure that our pupils learn in a variety of places including classrooms, the hall space, smaller group rooms and Tarnash (our sensory provision room.) We try to make daily use of our grass and playground areas and regularly use Cuthil Park which is opposite the school and St Thomas Church and Church Hall premises for extending our off-site learning opportunities. All of our pupils have opportunities to take part in Bikeability training and termly visits out of school. Many of our older learners look forward to exciting days out with Outfit Moray, when they have chance to experience activities like kayaking, climbing, mountain biking archery etc. We work with local businesses to provide workshops both in and out of school linked to local amenities, events or services. We join St Thomas Parish regularly for Mass and other services and celebrations throughout the school year.

Learning to Read, Write, Talk and Listen

We know that literacy is a key to success in the future, therefore we allow time for this area to be fully developed with active learning playing a very important part. We know that if a child cannot talk about their experiences then they cannot write about them, therefore in the early years we put an emphasis on talking and listening.

Learning Maths

We know the importance of basic numeracy and we are creative in our approaches to ensure that children have basic numeracy facts at their fingertips. We encourage numeracy to be developed in real life contexts showing children that these are necessary skills for life.

Every learner is entitled to the supports they need to fulfil their potential and to make the most of their education. All our staff are committed to looking after our children's health and wellbeing and we want to ensure that the school is a place where children feel safe and secure.

Health and Wellbeing

This area underpins all areas of the curriculum from Nursery to Primary seven and beyond. Learning in Health and Wellbeing ensures that the pupils develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future.

Physical Education is taught as part of our Health and Wellbeing curriculum. Pupils usually have 2 hours a week of PE – this is one longer class session to learn and practice skills, plus daily shorter sessions of physical activities. For the longer class session, we encourage our pupils to change into PE kit -shorts/ joggers, a T shirt (no football strips) and trainers. PE kits are normally kept on your child's coat-peg at school. We like to use our outdoor spaces for PE lessons whenever possible.

Relationships and Sexual Health

We use 'God's Loving Plan' which is a programme of learning developed for use in Roman Catholic schools in Scotland. . Generally pupils will be groups by age/stage, P1-3, P4&5 and P6&7. The materials we use are available to parents/ carers on request. We let parents know beforehand when this is scheduled to be covered.

Skills for Learning, Life and Work

Developing the Young Workforce (**DYW**) is a seven-year learning programme that aims to prepare children and young people from 3–18 for the world of work.

We foster creativity, problem-solving, leadership, cooperation and enterprise throughout learning activities.

Science, Technology, Social Studies

We use interdisciplinary learning (IDL) as the basis of curriculum design. Children really like this approach and we have found that they understand better when learning is linked to a context. We have a 4 year plan of 'projects' across the school, which also provides opportunities for our pupils to have choices about the contexts for their learning. We maximise opportunities for our pupils to benefit from learning opportunities supported by outside agencies such as Outfit Moray, Dorenell Rangers etc.

Modern Languages

French is taught from P1 to P7, often through stories, songs, conversation and making use of online resources. Sometimes this is taught as part of IDL and at other times it is taught as a separate lesson. . We recognise the importance of children continuing to develop their skills in the Scots language and have a particular focus on this in the third term every year. We endeavour to ensure all languages which the children speak are represented in our school environment.

Expressive Arts (Art and Design, Drama, Music and Dance)

At St Thomas we greatly value opportunities for our pupils to express themselves in art, dance, music and drama. We are most fortunate to have Mrs Dawson, a retired music teacher, who volunteers weekly, leading our pupils in rich exciting opportunities to learn and to perform. We regularly benefit from Active Schools and other outside providers to support our drama and dance curriculum.

A Play Based Approach to Learning in Line With Curriculum for Excellence

In recent years, a play-based approach has been recognised as the best way to encourage learning in the early years of primary school. At St Thomas', a child's day provides a mix of opportunities for working with the class, in a group or individually. Teachers plan to interact with individual children to support their learning, to work with small groups and also to have whole class activities. The classroom is arranged to provide opportunities for children to learn through social, sensory, creative, constructive and dramatic activities.

All of our pupils have opportunities to learn by...

- Being active
- Exploring and investigating
- Playing and being curious
- Using language and maths as part of real life learning in many situations
- Interacting with others and may different learning environments
- Leading their own learning, having choices and chances to personalise their curriculum
- Understanding their own progress and the next steps they need to work on

Information Technology

Moray school networks are provided for pupils to do school-related work, including research and communication with others. For Internet access, parental permission is required.

St Thomas Primary School has a bank of laptops and i-pads. In addition each class has one interactive white board and an iPad.

Pupils are given the opportunity to cover the following areas;

- ✓ Using the technology
- ✓ Creating and presenting
- ✓ Collecting and analysing
- ✓ Searching and researching
- ✓ Communicating and calibrating
- ✓ Controlling and modelling

All pupils participate in **STEM** (Science, Technology, Engineering and Maths) lessons. We recognise the importance of preparing our young people for the changing world of work and the demands of the future.

For further information on Learning in Scotland please access the following link:

<https://education.gov.scot/parentzone/learning-in-scotland>

Religious Education in Roman Catholic Schools

Religious Education is a vital element of every child's development. We want our learners to 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. 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 it floods through the whole life and work of the school.

We continue to maintain a close working relationship between home, school and parish. Our chaplains are Fr. Kingsley and Fr. Peter and Fr. Colin Stewart from Elgin is the Bishop Hugh's representative for education. As a Catholic school we expect all members of the school community to support the ethos of the school as outlined in the Charter for Roman Catholic Schools.

Religious Observance

Morning and afternoon sessions are opened and closed with a prayer. We have weekly whole school assemblies on Friday afternoons with a religious input. 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. If you have any questions about this, please contact the Head Teacher.

Positive Relationships

We are committed to building positive relationships across the school community, to praise good behaviour choices and to encourage honesty and integrity in all that our young people do and say.

We want our school to be a welcoming place where children and staff feel safe, respected, included and happy. In order to achieve this we have expect everyone to show respect, kindness and consideration for others.

We encourage pupils to have pride in themselves, have consideration and care for others and their property and to be aware of the wellbeing and safety of those around them. This message is revisited at assemblies and in the classrooms in many different ways.

We also place a lot of emphasis on our partnership with parents and families and on the role that they play in assisting us to ensure that our school is a safe and happy place.

Supporting High Expectations of Behaviour

The school policy on Positive Relationships is available on request from the school.

Our school ethos promotes respect and any form of bullying is unacceptable at St Thomas Primary and will not be tolerated. We all know that it is normal for children to fall out or to have disagreements with friends. We support our learners to work through issues at an early stage and become aware of the point of view of others. Bullying is a different matter and if a child is being repeatedly targeted or is the victim of prejudice of any kind, we will take every action possible to prevent this from happening.

Parents can access Moray Council's Building Better Relationships Anti- Bullying Guidance
<http://www.moray.gov.uk/downloads/file145783.pdf>

It is important to remember that all behaviour communicates feelings, whether they are positive or negative. Our response at St Thomas Primary is to focus on identifying how someone feels and helping them to cope with and respond to those feelings. St Thomas is a 'solution oriented' school. We encourage children to treat others as they would like to be treated themselves. Positive playground play and behaviour is emphasised and if there is an issue we listen to all sides of the situation and promote a restorative approach to get it right: Restorative Conversations are generally held at the next available playtime, so that pupils have a chance to work out together what went wrong, to understand how this made others feel and to resolve the problem. Restorative approaches are built on values which separate the person from the behaviour. It also means that young people have the opportunity to hear about and face up to the harm and distress they have caused others.

There are always several adult supervisors in the playground at break times, they reinforce the positive play message and monitor behaviour. Pupils are asked to talk to an adult or teacher about matters that are not resolved or are causing distress.

At St Thomas's, we have an open-door policy and are happy to discuss any worries or concerns that you may have about your child during their education with us.

These websites have further information for parents/ carers.

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

<http://respectme.org.uk/>

Sanctions

Children are expected to follow the school rules. Our pupils are made aware that they are responsible for their own actions and that breaking rules will lead to consequences:

1. One reminder of behaviour expectations
2. One verbal warning
3. Report to the ClassTeacher, may include a phone call home
4. Report to the Head Teacher, will include a phone call home
5. The loss of playtime/s for reflection on the situation and to work out possible solutions
6. Parents/carers formally asked into school to discuss behaviour and agree future conditions
7. Short term exclusion from school
8. Longer term exclusion from school

Incidents involving weapons, drugs or alcohol are reported immediately to Education and the Police may also be involved.

All staff follow this restorative approach to antisocial behaviour. We ask for your co-operation and support in continuing to maintain a caring atmosphere in the school and in sustaining our code of discipline and behaviour.

Learning at Home

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.

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 mostly be for extra-curricular activities, rest and relaxation. 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.

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

Extra-Curricular Activities

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 sometimes 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, Homework, Basketball and Dodgeball Club. These can vary from term to term and we continue to strive to provide different experiences for our pupils.

Celebrating Success/Wider Achievement over the Year

Celebrating achievement is very important to everyone in the St Thomas Primary School community. We believe it is very important to teach pupils about what achievements are, the importance of celebrating successes and encouraging our pupils to reflect on their wider achievements. Every Friday we have whole school assembly, where awards and certificates are handed out to celebrate personal and school achievements.



CELEBRATING WIDER ACHIEVEMENT

at St Thomas Primary School



Determination - Faith - Respect

Assessment and Reporting

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:

- Learner involvement in setting personal targets and next steps
- On-going self-evaluation by learners, staff and head teacher
- 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

Achievement of a Level & Scottish National Standardised Assessments (SNSA): Learner's progress is defined within the following levels:

Level	Stage
Early	Pre-school and P1 however may be later for some
First	To the end of P4 however may be earlier or later for some
Second	To the end of P7 however may be earlier or later for some
Third & Fourth	S1–S3 however this may be earlier for some
Senior Phase	S4-S6 and college or other means of study

Achievement of a level means that the learner has achieved a breadth of learning across the curriculum area and has met the appropriate benchmarks; that they have responded consistently well to the level of challenge in their learning and can apply what they have learned in new and unfamiliar situation.

National Standardised Assessments have been introduced to all schools across Scotland in aspects of reading, writing and numeracy, for all learners in P1, P4, P7 and S3.

These assessments sit alongside a wide range of other evidence including ongoing classroom assessment of all aspects of literacy and numeracy. They cannot be used alone to confirm judgements of achievement of a level.

Within schools finding out about your child's progress includes:

- Attending parents' information evenings
- Discussing progress with teaching staff and head teacher by appointment
- Attend open evenings/afternoons including "meet the teacher" events
- Summary Reports (sent home to parents/carers including an invite to make comments)
- Social media updates from staff and/or the school

Parent consultations are offered once a year in May. All families are invited to many activities throughout the year, 'Learn Together' days, school assemblies, concerts and performances. We offer parental consultations by request at any time of the year. Pupils who have Child Plans will have regular review schedules for those. Parents receive a formal written report once a year and short progress report more regularly, typically in Terms 1 and 3.

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 - Getting it Right for Every Child (GIRFEC)

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 Headteacher or Depute Headteacher. The Headteacher or Depute Headteacher 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 Headteacher or Depute Headteacher either by phone, email or alternatively a letter marked for the attention of your child's Headteacher or Depute Headteacher.

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.

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>

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. More information can be found at [Moray Council website](#)

Meals are free for P1-5 and cost £2.50 each for P6-7. 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, P1-5 are entitled to free school meals as part of a Government initiative. For children in P6-7 if you are in receipt of Scottish Child Payment you will qualify for Free School Meals. However you may still qualify if you are in receipt of other benefits. More information can be found at [Moray Council website](#) or contact the school office for information.

School Uniform

The uniform is designed to be smart, yet practical and economical. It comprises any combination of:

- Maroon school sweatshirt or polo fleece with or without the embroidered badge*
- Black jogging bottoms /black trousers/ shorts/ skirt/ pinafore
- White polo shirt with or without the embroidered badge*
- White shirt or blouse

* These items may be bought directly from our supplier www.myclothing.com

The wearing of uniform is encouraged as it helps to:

- develop a school community spirit
- improves school security by making non-pupils more easily identifiable
- allows pupils to be easily identified when out of the school, e.g. on trips
- enhances the school's reputation within the community.

Parents and carers are welcome to access the school's small clothes bank where they can find free sweatshirts, polo shirts etc.

Donations of good quality school clothes are always welcome.

Please ensure that all items of clothing and footwear are clearly labelled with your child's name.

Clothing Grants

Some households may be entitled to clothing grants if you are in receipt of certain benefits. More information can be found at [Moray Council website](#)

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/ leggings/ joggers, a T-shirt and gym shoes/ trainers.
- Pupils must have P.E. kit for all P.E. lessons.

Please note that it is essential to name all belongings.

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/carers should do this for them before the child comes to school.

Transport to school

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.

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

Child Protection Indicators

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).

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

School Telephone or Email

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

Attendance and 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 of 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.

Attendance at school is very important for your child's progress and wellbeing. Of course, we know that children get ill and the best place for them to be is at home. We also understand that sometimes family circumstances mean that your child is not able to attend school. We are required to by the Scottish Government to monitor our pupils' attendance data and to report this data to Moray Council.. If your child's attendance falls below 95% in any term we will contact you, initially with a letter to let you know that there is a concern. Sometimes there is a reason that we could help with in order to support your child to have the best attendance possible at school. Please let us know if you have an issue that is impacting your child's attendance at school.

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 for the safety of pupils and staff, due adverse weather conditions etc, the following information points are available to you:

Text Message/Email/Xpression App Notification

In the first instance a message will be sent to you via our Groupcall system either by text message/email/Xpression App notification, advising you of the closure.

Moray Council Website (Service Status)

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

Radio

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

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

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

Holiday Dates 2025/26

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	Wednesday 20 th August 2025
	(Teachers only Monday 18 th & Tuesday 19 th August 2025)
Term Ends	Friday 10 th October 2025
October Break	Monday 13 th October to Friday 24 th October 2025 inclusive
<u>WINTER</u>	
Term Begins	Monday 27 th October 2025
In-Service Closures	Monday 10 th November to Tuesday 11 th November 2025
Term Ends	Friday 19 th December 2025
Christmas Holiday	Monday 22 nd December to Friday 2 nd January 2026 inclusive
<u>SPRING</u>	
Term Begins	Monday 5 th January 2026
In-Service Closure	Thursday 12 th February 2026
Mid Term Holiday	Friday 13 th February - Monday 16 th February 2026
Term Ends	Friday 27 th March 2026
Spring Holiday	Monday 30 th March 2026
Good Friday	Friday 3 rd April 2026
Spring Holiday Ends	Friday 10 th April 2026
<u>SUMMER</u>	
Term Begins	Monday 13 th April 2026
May Day Holiday	Monday 4 th May 2026
Local Holiday	Monday 1 st June 2026
Term Ends	Thursday 2 nd July 2026
Session 2026/2027	Wednesday 19 th August 2026 (Teachers only Monday 17 th and Tuesday 18 th August 2026)

Data Protection and Privacy

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

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. Available on school website

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. The whole registration process, including placing requests, should now be completed online. You'll need to have scanned copies of your child's birth certificate and proof of address to upload and submit online, a clear photograph of these documents will also suffice.

If you wish to enrol at one of our Roman Catholic schools, in addition to the documentation above, you will also be required to provide your child's Roman Catholic Baptismal certificate. If your child does not have a Baptismal certificate you will need to register your child for the local catchment school, and make a placing request to attend the Roman Catholic school.

If you are unable to apply online and require a paper copy of our application form, you can contact your local catchment school by phone or email.

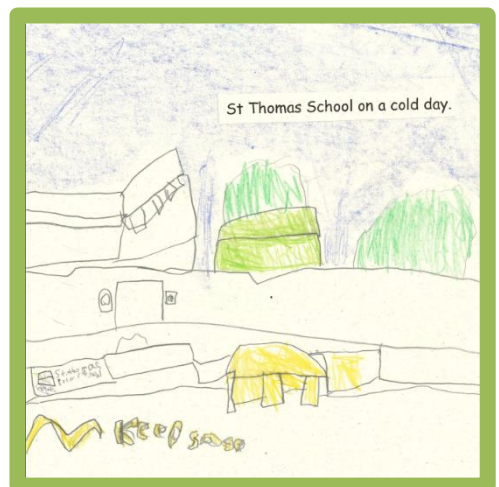
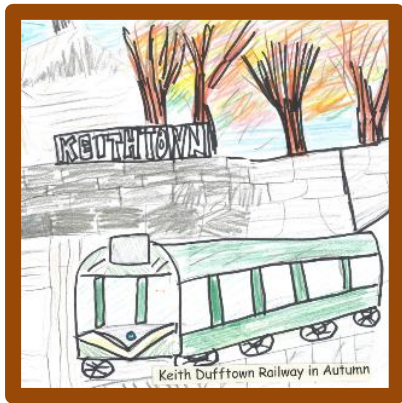
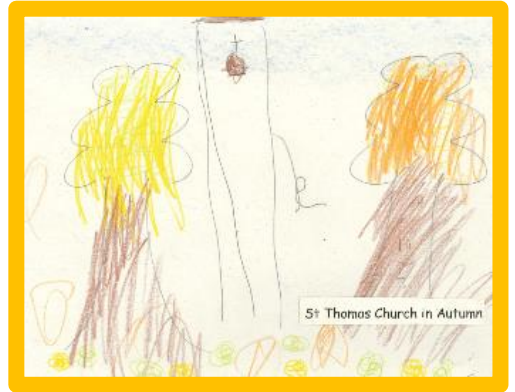
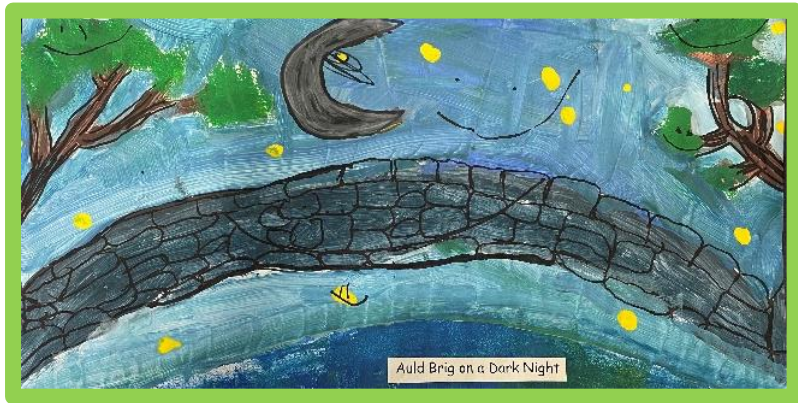
For more information go to http://www.moray.gov.uk/moray_standard/page_52987.html

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.

Transitions

Transition from Nursery to Primary 1: Staff at St Thomas PS work closely with staff from St Thomas Nursery to ensure a smooth transition for all pupils into P1. There are planned opportunities for transitions for the nursery children to visit the early stage class in the third and fourth term. In the fourth term the children meet their P7 buddies who will help look after them when they start school. Parents are also invited to a further information afternoon in May giving detailed information and handouts about the start of school. Transitions between classes: At the end of each year within primary, children take part in a "step-up" afternoon where they meet their new teacher and classmates. Pupils with Additional Support Needs who require enhanced transition at any stage are supported with additional activities/visits appropriate to their individual needs. Staff also meet to pass on transition information to the next teacher, both about each child's learning and progress and pastoral information.

Transition from Primary 7 to Secondary 1: There are good relationships between Keith Grammar School and St Thomas both at staff and management level. Guidance and subject staff visit our P7 pupils to talk to them about what to expect at secondary school, to answer their questions and allay their fears. There is a three day transition to the Secondary School in June. Parents are invited to attend meetings at the Secondary School, providing the opportunity to meet with senior members of staff and the guidance team. Pupils with Additional Support Needs have an enhanced transition either individually or within a group, designed to meet their particular needs.



Moray Council Education, Housing & Communities

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 18/11/2025

Moray Council A-Z

Active Schools	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:	https://secure.moray.gov.uk/mcalerts/portal/servicestatus.aspx www.moray.gov.uk/moray_standard/page_53021.html
After School Clubs	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.scottishfamilies.gov.uk/
Armed Forces Families Information	Telephone:	01980 618244 (MOD Children's Education Advisory Service)
	Email:	enquiries@ceas.uk.com
	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). If it is an emergency call 999
	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 & Inclusion	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
Race & 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