**Moncreiffe**

**Primary School**

**Parental Involvement in School**

A handbook provided by Moncreiffe Primary School



**The Parent Forum and the Parent Council**

**Who are we?**

When parents are involved in their children’s education, children do better. The Parent Forum and Parent Council provide a link between parents and the school.

The ***Parent Forum*** includes every parent, carer or guardian of a child at a school. If you have a child at Moncreiffe Primary School, you are automatically a member of Moncreiffe Primary Parent Forum. Each school’s Parent Forum has the right to set up a Parent Council.

A ***Parent Council*** is a group of parents, or committee, elected by the Parent Forum to represent their views about children’s education at the school. It creates a link between parents and the school to support their children’s learning.

**What do we do?**

The role of the Parent Council is to:

• Support the school in its work with pupils

• Represent the views of parents and carers

• Encourage links between the school, parents and carers, pupils, pre-school groups and the

 wider community

• Report back to the Parent Forum

**How can you get involved?**

Anyone can attend Parent Council meetings and all parents are welcomed at the meetings along with the elected Parent Council committee members.

We meet at least four times per year. Meeting dates are given in the school calendar and are held between 6.30 and 8.30 pm in the school staff room.

**More information about Parent Councils**

Further information and leaflets about the purpose and role of Parent Councils can be found on the Education Scotland website: <http://www.educationscotland.gov.uk/Parentzone/getinvolved/parentcouncils/resources/index.asp>

**Common Questions from Parents**

It is not always obvious to parents how schools operate, why certain decisions are made or how to approach the school with questions. In this handbook, we have attempted to address many of the common questions raised by parents. If you have a question that is not answered here, please contact the school or the Parent Council for advice. Contact details are listed at the end of the handbook.

***Communication and Information***

1. **How do I find out what the Parent Council is doing?**

Moncreiffe School Parent Council communicates with parents by email, the Moncreiffe Parent Council Facebook page and Twitter account, and via school communications. Please see the last page of the handbook for contact details. Please contact one of the committee members to be added onto our mailing list.

1. **How do I find out what’s going on in school?**

The school will inform parents of events, activties, staffing and teaching in a number of ways. The school produces a regular newsletter, which you can receive by email or hard copy (hard copies must be requested). Messages are sent directly to parents via email or text message, or letters are sent home with children. There is a school noticeboard on the wall outside the lower school entrance. Please look in your child’s school book for updates and information.

Each term the school will send out a “Learning Tree” for each class; these allow parents to know what their child will be learning in the coming term. Throughout the year, each class will have an “Open Classroom” event, where children will share their learning and successes.

Information about the school is available on the school website [https://blogs.glowscotland.org.uk/pk/MoncreiffePrimarySchool2/] and in the school handbook, which can be found on the school website.

1. **What is the To and Fro book for?**

The To-and-Fro book is used by P1-P3 and provides a line of communication between parents and their child’s teacher. Examples might include playground accidents or incidents, homework issues, notes about a medical appointment that your child needs to attend during school hours or who might be collecting them from school etc.

1. **How do I find out if the school is closed due to bad weather ?**

In an emergency, parents or emergency contacts will be contacted by phone or text message. In the event of severe weather, information regarding school closures is given on [www.pkc.gov.uk](http://www.pkc.gov.uk) or through local radio. For more details, see the school handbook.

1. **Where do I buy school uniform?**

The Moncreiffe uniform consists of a jade sweatshirt, yellow polo shirt and/or school tie. These can be purchased through the school office. All other items (skirts, trousers, shorts, dresses, shirts/blouses, cardigans or sweaters, and gym kit) can be bought at high street retailers (e.g. Marks & Spencers, BHS, Tesco, Debenhams).

1. **What is FrOM and how do I find out about FrOM events and activities?**

Friends of Moncreiffe (FrOM) is the parent group that raises funds for the school. It is open to all parents and carers. See the school handbook and FrOM information leaflet for more details. FrOM can be contacted at friendsofmoncreiffe@hotmail.co.uk. FrOM activities are advertised through the same communication routes used by the school and through the FrOM Facebook page.

1. **I want to be involved in my child’s learning – what can I do?**

Parental involvement is crucial to children’s learning, whether helping with their homework, talking to them about their school day or participating in an activity in the school. The Education Scotland website has suggestions about getting involved <http://www.educationscotland.gov.uk/Parentzone/getinvolved/waysto/index.asp>

1. **I think I have a skill or job that might be useful to the school, how can I help?**

The school is always willing to receive support from parents, carers and other family members. This support could be given by working in the class, resource organisation or taking/leading a club.

If you have a skill or time that you are willing to share with the children of Moncreiffe, please contact the school for further information.

1. **How do I find out about extra-curricular activities for children?**

There a number of extra-curricular activities run for children at lunchtimes and after school, ranging from gardening club to netball, choir to craft club. Full details of clubs and activities and the responsible member of staff or parent, are provided throughout the year.

***Understanding staff roles and teaching***

1. **What are the roles of the staff in the school?**

A list of school staff can be found in the school handbook and on the school website. Usually, the school will inform parents of the staff allocation at the end of May or start of June for the forthcoming academic year. The school staff can include:

* The *Head Teacher* leads the school and school staff
* A *Principal Teacher* supports the Head Teacher in leading the school, and also has classroom teaching responsibilities. In the event of the Head Teacher being out of school, the Principal Teacher will lead the school and staff.
* A *Class Teacher* is responsible for the daily planning, teaching, assessment and tracking of children’s attainment. Class Teachers are contracted to 22.5hours class contact a week, with the remaining hours being allocated to planning, marking and professional development.
* An *Additional Support Needs Teacher* provides targeted support both in and out of the classroom to meet the particular learning needs of individual children or groups.
* A *Reduced Class Contact (RCCT) Teacher* teaches a class for 1 x 50 minute session each week to allow non-contact time for the classroom teacher (see Q.11 below)
* A *Specialist Class Teacher* is responsible for the planning, teaching, assessment and tracking of children’s learning in either, art, drama, music or PE. Moncreiffe has 2 visiting Specialist Teachers each session. Visiting Specialist Teachers teach the remaining 2x 50 minute reduced class contact times.
* *Early Childhood Practitioners* (ECPs) plan, implement, assist and assess all pre-school children in a nursery setting
* *Probationary Teachers* are teachers who are new to the profession and are required to complete a period of probation before becoming fully registered teachers. Probationer teachers are monitored by a fully qualified teacher and work towards the Standard of Full Registration from the General Teaching Council of Scotland (GTCS).
* A *Classroom Assistant and Pupil Support Assistant* support the class teachers by helping the children with learning and other classroom and school activities
* *Auxillary staff* include the School Secretary, Janitor, Playground Supervisors, Cleaners and Dinner staff etc.
1. **What does ‘reduced class contact time’ mean?**

In line with Scottish Teachers’ Terms and Conditions, all class teachers receive an allocation of non-contact time each week. This is normally organised through 3 x 50 minute sessions. This non-contact time is also known as Reduced Class Contact Time (RCCT). This time allows an art, drama, music or PE Teacher to teach within a specialist area, as well as 1 x50 minute slot by a RCCT Teacher. The RCCT Teacher plans an area of learning in consultation with the Class Teacher.

1. **How do teachers plan class lessons?**

Teachers plan in line with the Scottish Curriculum for Excellence, Principles and Practices. Teachers ensure they are meeting the needs of all children in each lesson through planning purposeful learning experiences. Children are involved in the planning of topics (contexts) and they work with their Teacher to create big and little questions that they will answer throughout their learning. Teachers plan using prior knowledge of children’s learning, experiences and skills. Learning is experienced through different learning styles. For example; active, cooperative and independent learning, as well as direct teaching. Children are encouraged to take ownership of their learning from Nursery level.

For further information: [www.educationscotland.gov.uk/Parentzone/cfe/index.asp](http://www.educationscotland.gov.uk/Parentzone/cfe/index.asp)

1. **How do I find out what my child should be achieving?**

Curriculum for Excellence is organised into 3 different levels at Primary.

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| **Level** | **Stage** |
| **Early** | The pre-school years and P1, or later for some. |
| **First** | To the end of P4, but earlier or later for some. |
| **Second** | To the end of P7, but earlier or later for some. |

All of these levels are described as a series of Experiences and Outcomes that Teachers use to plan children’s learning. Some children achieve levels before or after the recommendation. It is important to remember that each child will progress at their own pace. For further information: [www.educationscotland.gov.uk/Parentzone/cfe/index.asp](http://www.educationscotland.gov.uk/Parentzone/cfe/index.asp)

1. **What is a composite class?**

A composite class is a class containing children at more than one stage of the primary, typically at two stages (e.g. P2/P3). Composite classes are formed in response to the school roll on an annual basis. A composite class has a maximum of 25 children, smaller than the maximum size of a single year group class (30 for lower and 33 for upper school). All learning experiences, regardless of class set up, are provided in line with the school policy.

1. **What are vertical learning groups?**

Vertical groups enable children from different classes to work together on a common topic.

1. **What are Pupil Councils?**

Each pupil is in a Pupil Council, meeting weekly. The councils are allocated using vertical groups, Primary 1 to Primary 3 and Primary 4 to Primary 7.

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| **P1-3 Councils** | **P4-7 Councils** |
| Eco FriendshipHealth Playground GamesPupil Voice | Community EcoHealth Fun and Fitness  |

1. **What is the House system?**

During school session 2013/14, pupils voted to install a house system within the school. The children voted to have 4 Houses- Dragons, Jesters, Knights and Wizards. Children earn reward points for their house on a weekly basis. Staff and visitors can reward children up to 10 “House Points” for positive behaviour, representing the school, successful learning and a wide variety of tasks.

At the end of an agreed block of time (normally once a term) the winning house is announced and they receive a reward of their choice called, “House Treat.”

Sports Day now uses the house system, where children compete in their teams to become the winning house.

1. **What are ECO Schools?**

ECO-Schools is an international initiative designed to encourage schools to educate in sustainable development issues. Schools can participate in the scheme and achieve Green Flag awards. Moncreiffe Primary currently has its second Green Flag award.

For more information, visit <http://www.keepscotlandbeautiful.org/sustainable-development-education/eco-schools>

***When you might contact the school***

1. **I am concerned about a particular issue at school. What should I do?**

If you have a specific concern or complaint, you should first contact the School to make an appointment with the Head Teacher, Principal Teacher or Class Teacher, to discuss the issue. If you have a more general issue that you wish to raise, contact the Parent Council.

1. **What should I expect from Parent Contact events?**

Parent contact events (or ‘Parent’s evening’) are opportunities for you to visit your child’s classroom, see their work and speak with their Teacher(s) about their progress. It provides an opportunity to discuss particular aspects of your child’s learning. These are held in November and March. Each meeting lasts 10 minutes.

1. **What do I do if I have a concern about my child’s progress in class?**

In the first instance, contact the school and request an appointment to speak with your child’s Class Teacher. If your concerns persist, please contact the Head Teacher or Principal Teacher.

1. **What should I do if I am worried about bullying?**

Bullying is taken very seriously by the school. Please contact the school if you have any concerns about bullying. The school is currently developing a new Anti-bullying policy in line with Perth & Kinross’ Anti-Bullying Strategy. See the school handbook for further information.

1. **How is discipline dealt with in school?**

The school handbook provides information about the school’s expectations of children’s behaviour and the school’s approach when expectations are not met. If you have any concerns about behaviour issues, please contact the Head Teacher or Principal Teacher.

***Contact the Parent Council***

Current membership is indicated below, but note that Parent Council membership changes annually when members are elected at the AGM in September, which all parents are invited to attend.

Alison Karley (Chair) Adele Evans (Co-Chair) Iain Collin (Secretary) Alastair Campbell (Treasurer) Morag Macrae (FrOM) Kevin Wilkie

Debs Swan

Fiona Carruthers (Head Teacher) Nicola Murray (Principal Teacher)

Audrey Lindsay (Teacher) Kirsty Stewart (Teacher)

All Ward Councillors are invitied to attend Parent Council Meetings.

Email: moncreiffeparentcouncil@outlook.com @moncreiffeparen  Moncreiffe Parent Council

School contact: 01738 472333