

Madderty Primary School



School Handbook Academic Session 2025-2026



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Dear Parent/Carer

A warm welcome to Madderty Primary School. This handbook aims to give you an overview of the school and the learning experiences your child will have with us here.

Madderty Primary School is a supportive, friendly learning environment, encouraging and promoting achievement for all. Our Shared Values of Honesty, Trust, Respect and Fairness are at the heart of all aspects of school life. We currently have three composite classes with a total of 73 pupils. We are very fortunate to have extensive school grounds which are enjoyed both during break time and class time.

We work closely with other schools within the Crieff High School Cluster, and with the local community. Academic and wider achievements are recognised and celebrated regularly by pupils and staff in class and through weekly Together Time.

There are frequent opportunities for you to share in your child's learning, and in the life of the school, through Class Visits, Curriculum Evenings, Parent Contact Evenings and Class Assemblies. We work in partnership with our very support Parent Council. Pupil voice is very important to us and views are gathered in many ways such as Pupil Council, Action Groups and Feedback Focus Groups.

We hope that you will find the following information helpful. Should you require further information or have any other general questions please feel free to get in touch.

Yours sincerely

Mrs Jackie Farrell
Headteacher

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Introduction

In accordance with the Education (Scotland) Act 1980 and the Education (School and Placing Information) (Scotland) Regulations 2012, Perth & Kinross Council Education & Children's Services' schools produce handbooks covering the following categories of information:

- 1 School Information
- 2 Local Authority information

Whilst the information contained in this school handbook was accurate at the time of publication (December 2020), further changes may have occurred since then.

a) School Information

The first half of this booklet contains information about the school. This is available from the School Office for parents of pupils at our school, or other parents who want to choose this school for their child instead of the school proposed by the authority. The handbook can also be found on our school website at:

<https://blogs.glowscotland.org.uk/pk/maddertyprimaryschool/>

b) Local Authority Information

The second half of the booklet is intended primarily for parents who want to consider a choice of school for their children, and consists of brief details of the Authority's policy on placing in schools, meals, transport, school commencement arrangements etc.

2) Delineated Area

The School's catchment area boundary extends to Milton of Abercairny to the West, Balgowan to the East, Fowlis Wester to the North and North Kinkell to the South. A map of the catchment area for the School is available in the School for inspection.

3) Contact Details

Address:	Madderty Primary School Madderty CRIEFF Perthshire PH7 3PA
Telephone:	01764 661444
Email:	madderty@pkc.gov.uk
Headteacher:	Mrs Jackie Farrell
Website address:	https://blogs.glowscotland.org.uk/pk/maddertyprimaryschool/
Parent Email:	maddertyparents@pkc.gov.uk
Parent Council Chair:	Ms Alice Jenkins

a) About Our School

Madderty Primary is a non-denominational school, catering for pupils from Primary 1 through to Primary 7. We are situated in a rural location, where composite classes of mixed age groups create an inclusive ethos. In the current session (2024/25) seventy pupils accommodate three classes at Madderty Primary School: P1/2/3 (22 pupils), P3/4/5 (23 pupils) and P5/6/7 (25 pupils). The close co-operation which exists between school, parents and the community as a whole, helps foster a welcoming, safe and secure learning environment. At Madderty Primary, each child is valued as an individual, with an important role to play in the life of the school community.

The present school is a modern building adjoining the original school. There are three classrooms, a conservatory and a dining hall. There is a well-equipped modern kitchen where school meals are served. There are pupil toilets, a school office, GP room, head teacher's office and staffroom. There is a large playing field outside which is used for football, school sports, and many other outdoor activities including outdoor learning. Children are transported to Madderty Village Hall in St David's for PE.

b) Attendance

Parents are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Headteacher will invite parents to attend a meeting to discuss the problem. If there is still no improvement in the situation, it may then be necessary to involve the Attendance Sub-Committee who consider serious cases of school non-attendance. Family holidays during term time are actively discouraged by the Authority. The Headteacher must record such absences as 'unauthorised'. It is important that pupils are punctual as late arrivals disrupt the class and their learning. Please notify the school by 9.15am if your child is to be absent that day. Absences are recorded daily and attendance figures submitted annually to the Scottish Office to establish attendance targets.

c) Contacting School Teaching Staff/Headteacher

If you are interested in your child attending our school, please contact the school office to make an appointment to visit. You will be welcome to have a tour around the school and meet the staff. If parents have any questions or queries for class teachers, it would be appreciated if they would contact the school after 3.15pm, unless in an emergency, and arrange for class teachers or the Headteacher to call back at a mutually convenient time.

d) Complaints Procedure

The school deals with complaints as part of Perth and Kinross Council's Complaints Handling Procedure. If you are unhappy with an aspect of the service we provide at Madderty Primary School, please make an appointment to discuss your concerns with the Headteacher to find a way forward and how the issue can be resolved. Usually complaints are dealt with promptly. The council's complaint timescales are 5 working days to resolve a Stage 1 Frontline Resolution (FLR) and 20 working days for a stage 2 investigation. More information is available on the Council's website as follows:

<http://www.pkc.gov.uk/complaints>

e) Communication with parents

Parents are informed about school activities and events by email. A weekly Sway as well as newsletters are also used to inform parents about specific details relating to school trips, news updates and events as well as changes to usual school routines. On occasion, it may also be necessary to phone parents during the school day to report any minor accidents or incidents that have occurred or if your child becomes unwell. The school website is well accessed by parents and frequently updated to inform parents of school events. Our website address is:

<https://blogs.glowscotland.org.uk/pk/maddertyprimaryschool/>

Sharing the Learning events are held throughout the year. This gives the opportunity for parents to experience current learning and teaching approaches and initiatives. Ongoing communication between home and school is frequently accessed using Learning Journal allowing for sharing of learning and achievements on a regular basis.

4) School Ethos

Our school vision is that of an inclusive learning community, inspiring achievement for all. Our school motto "Together We Can" was created by pupils, staff and parents. Shared values of Honesty, Trust, Fairness and Respect are demonstrated in the ethos of the school.

Learning, Relationships and Health are at the heart of everything we do at Madderty Primary School. Within our school community we aim to support children to become responsible citizens, confident individuals, successful learners and effective contributors through

Relationships: Nurturing relationships with friends, family and the wider world.

Health: Valuing a healthy and active lifestyle.

Learning: Learning through collaboration, challenge and choice.

Through planned programmes to support and develop pupils' mental health and wellbeing, we follow our school values. We encourage every child to respect and care for themselves and, in so doing, respect and care for others. Children are acknowledged and rewarded for their efforts and contributions both in the playground and in school. Certificates are awarded in weekly assembly to individuals nominated by staff. Wider achievements are also recognised and celebrated. Throughout the year the children participate in a wide range of house competitions covering sports, art, poetry and many other areas. Families are assigned to the same house and pupils thoroughly enjoy earning points throughout the year which culminates in the presentation of the House Cup at the Leavers' Assembly in June.

Madderty Primary has a number of links with the local community through Eco Schools, Health Promotion and Action Group work. The school earned its sixth Green Flag Award and we are currently working towards our silver award as a Rights Respecting School having already met the Bronze criteria. We are also working towards accreditation as a Digital School.

All teaching and non-teaching staff use restorative approaches when discussing behaviour. Appropriate steps are taken when pupils are involved in disagreements or are rarely displaying unacceptable behaviour. This will often involve referring to their class charter as well as the school values and expectations. Discussions take place with

children as to how situations can be resolved. Children may agree that they should make a verbal or written apology or complete a helpful task during break time. Pupils are listened to and engage in discussion with the Class teacher, Principal Teacher or Head teacher, when necessary, to discuss how behaviour or attitude will be improved. Each class has a positive reward system agreed between with pupils and teacher. Your support and co-operation in helping to maintain positive behaviour is greatly appreciated.

5) Parental Involvement

Parent Council

The Madderty Primary School Parent Council works closely with the school team, meeting regularly to support the life and work of the school. A variety of functions are held throughout the year, any funds raised contributing towards trips and events, extra resources to enhance the pupils' educational and social development. The Parent Council also support and work with the Headteacher in discussing and planning school improvements and developments

School & Community Links

Pupils and parents are encouraged to contribute to and take part in the life of the community. In Madderty, the Parent Council are involved in developing the parent/school partnership and in ensuring that the views of parents are represented to the school and the Education Authority. The school participates in community activities whenever possible and use the Community Village Hall for events such as the school show and sporting activities. The local minister, when possible, supports the school services in the Madderty Parish Church in relation to specific religious events such as Harvest and Easter. Parents are encouraged to take an active part in their child's learning and to engage in school events. Parent volunteers assist in many ways – PE lessons, art projects, and class support too. Several opportunities are made available for parents to participate in Sharing the Learning Open Events. Parents are encouraged to share their knowledge about the world of work and to share their many varied skills and talents. Information about parental involvement can be found at:

www.pkc.gov.uk/parentalinvolvement

Please remember that we operate an open-door policy at Madderty and that parents are very much valued by the school in their child's education. The school seeks opinions from parents on strengths and areas for development, leading to partnership working to support the children. There is an annual questionnaire sent out to gather views and parents are asked for feedback related to pupil work and school developments.

6) Transitions

Nursery to P1/P7 to S1

A very successful Nursery to P1 transition programme is used at Madderty Primary School. Nursery children are invited to attend the school for short sessions over the course of the summer term where they join the Early Years class for outdoor learning and classroom learning. Children are given the opportunity to develop relationships with each other and staff as well as become familiar with the school environment. There is also a transition meeting with the HT and class teacher and parents are given a book bag containing relevant transition information, children's books and activities.

A member of staff will visit relevant Early Years centres whenever possible, to meet new entrants. Staff take the opportunity to gather information about individual pupil progress and needs which will enable any necessary arrangements to be put in place for the new session.

PKC Education and Learning are working towards the expansion of Early Learning and Childcare (ELC) as outlined in the Scottish Government's Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland.

By 2020, all 3-5-year olds and eligible 2 year olds will have access to 1140 hours of fully funded ELC. This means that in PKC most children will experience early learning and childcare in a funded provider for at least two full days a week and some full days for 5 days a week.

As a result of the changes to a child's experience prior to beginning their Primary School education across PKC, Primary One children attend school for a full day from August and therefore will no longer access ½ days for the first two weeks of term.

Transitions across the school stages

Teachers meet for transition meetings in the summer term to discuss pupil progress and next steps for the following year. Pupils also spend time with their new class during 'moving up day'. This allows them to spend time with their new teacher and classmates. A 'Meet the Teacher' Evening each August gives parents the opportunity to meet class teachers and learn about what has been planned for the term, as well as more practical details related to the school timetable. This ensures a seamless transition to the next stage.

Transition from P7 to Secondary School

On leaving Madderty Primary School, pupils normally transfer to Crieff High School:

Crieff High School
Strathearn Community Campus
Pittenzie Road
CRIEFF
Perthshire
PH7 3JN
Tel: 01764 657600

Three transition days take place during the year, as well as two induction days in the summer term. This enables pupils to become familiar with the layout of the school, meet their new teachers and take part in curricular activities. They also take along a pupil passport they have produced, which is a personal profile of information to share with High School Staff. In recent years P7 pupils have had the opportunity to join cluster peers in a residential trip, getting to know future classmates in a fun, outdoor setting.

7) The Curriculum

In line with Curriculum for Excellence, our pupils engage in learning through a wide range of curricular areas. These combine to provide a well-balanced broad education that encourages pupils to be successful learners, confident individuals, responsible citizens and effective contributors.

The purpose of a Curriculum for Excellence is to ensure that all children in our school develop the attributes, knowledge and skills they will need if they are to flourish in life, learning and work, now and in the future. Termly curriculum leaflets are issued, increasing family awareness of currently learning in class.

Learning opportunities take place throughout the year in all curricular areas both in and out of the classrooms. STEM challenge days motivate and engage learners, as do inter school maths challenges with cluster schools. Planned outings and trips enhance learning taking place in school. Theatre and musical experiences have been enjoyed over the past few years at events in Perth.

a) Curriculum Areas and Subjects

These areas are taught across all stages of the school.

Literacy and Language - Reading, Writing, Listening and Talking

Mathematics and Numeracy – a range of number and topical maths.

Health and Wellbeing – Social, Emotional and Physical health as well as PE.

Social Studies - including People, Place and Society

Sciences and Technologies

Expressive Arts – Art, Drama and Music

Languages – French from P1 with Spanish also being introduced from P5.

Interdisciplinary Learning

Interdisciplinary Learning provides pupils with opportunities to develop and apply knowledge, skills and positive attitudes relating to several aspects of the curriculum. It involves the application of skills and knowledge across a range of subjects and is very often child lead.

b) Religious and Moral Education

The programme for Religious and Moral Education in our school aims to help pupils learn about major world religions. Pupils are also encouraged to develop their own beliefs, attitudes, moral values and practices through a process of personal search, discovery and critical evaluation.

Development of Pupils' Values

In our school, we are committed both through the ethos and the curriculum to provide appropriate opportunities for the development of pupils' spiritual, moral, social and cultural values. This will be undertaken in partnership with parents and will take account of the individual needs of pupils and the views of parents. The school welcomes and encourages diversity and values the right for all members of the school community to be respected as individuals. All who are involved in the life of school have the responsibility to act in a considerate and respectful manner towards others.

We implement the regional policy for Equal Opportunities and ensure that all pupils have access to the full range of educational experiences available within the resources of the school. We are firmly committed to the elimination of any form of discrimination on the grounds of race, religion, gender and disability.

Parental Rights

Under the terms of the Education (Scotland) Act 1980, “any pupil may be withdrawn by his/her parents from any instruction in religious subjects and from religious observance.” Any parent who wishes to exercise this right should notify the Headteacher in writing.

c) Religious Observance

The school maintains close links with Madderty Church, and we hold occasional services with the local church members, which provide opportunities for our school to share and celebrate those things we value.

d) Sensitive Aspects of Learning

Parents will be advised beforehand of any sensitive material being discussed or taught in class especially in regard to Sexual Health, Relationships and Parenthood aspects of Health Education. If you wish more detailed information about the curriculum, please do not hesitate to contact the Headteacher.

e) Homework

One of the ultimate aims of education is to develop independent learning. Study skills form part of this process and homework helps to develop study skills as well as consolidate learning. It allows parents to see the type of work being undertaken in class and can help support discussion about learning in school. Homework tasks which reflect the on-going work of the class and are appropriate to the needs of the children. Homework is issued on Friday and should be returned by Wednesday.

More information about Curriculum for Excellence can be accessed on:
<https://education.gov.scot>

8) Assessment & Reporting

Assessment of Pupil Learning

Staff use a range of assessment methods to gauge pupil knowledge and understanding. ‘Assessment is for Learning’ strategies are used by teachers during lessons. This ensures teachers gain regular information as to pupil strengths and next steps. Teachers also record information about progress in jotters. For example, 2 stars and a wish are given to pupils during writing lessons to ensure they are informed about their own progress. Pupils are also encouraged to assess their own work. This helps to improve pupils’ ability to self-evaluate and set targets. ‘Peer assessment’ tasks help pupils to make informed judgements and look for the strengths and next steps for others.

Teachers also use summative assessment materials to help measure pupil progress. We have an assessment calendar in place which is followed during the year. This includes end of unit Maths,, SNSA, termly Writing Assessments, and weekly Spelling check-ups which all help establish pupils’ progress made and next steps needed.

Reporting Pupil Progress

During the session, you will be invited to attend two Parent Contact Evenings. Appointments are offered in person. The first takes place in the Winter Term and the second is at the end of the Spring Term. An interim written report outlining progress to date is issued in Term 1. Towards the end of the Summer Term, a second written report is issued, which details progress and next steps across the curriculum.

9) Support for Pupils

Children with additional support needs are welcomed and included in the school within the terms of Perth and Kinross Education and Learning policy on 'Additional Support for Learning'. This policy sets out the procedure by which an individual child's needs are identified and addressed.

We have a visiting Pupil Support Teacher, who plans and liaises closely with class teachers and support assistants. She assists with pupil assessments, shares appropriate information with other professionals and helps to set and evaluate pupils learning targets. With the help of the Pupil Support Teacher, we ensure that each child's learning needs are met with the right level of support. If your child has additional support needs, it may be in the child's best interests to consider a Child's Plan and this may involve other professionals, e.g. the Educational Psychology Service, Occupational Therapy, Speech and Language support or advice from health colleagues.

If you have any queries or worries regarding your child's progress, please do not hesitate to contact the school. An appointment will be made for you to meet with your child's class teacher in the first instance as they will have an overall picture of your child's progress. This will then be shared with the PT, HT and where appropriate, advice given by the Pupil Support Teacher. It may then be necessary to arrange a more formal meeting to discuss any barriers to learning your child may have and the measures which will be put in place to support your child and their next steps.

Information on the authority's policy in relation to provision for additional support needs can be found at:

www.pkc.gov.uk/article/17278/Schools-additional-support-

The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011:

- a) Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527;

Enquire offers independent, confidential advice and information on additional support for learning through:

Telephone Helpline: 0345 123 2303

Email Enquiry service: info@enquire.org.uk

Advice and information is also available at www.enquire.org.uk

Enquire provides a range of clear and easy-to-read guides and factsheets including The parents' guide to additional support for learning.

- b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741.”

10) School Improvement

Our School Improvement Plan, and Standards and Quality report, can be found on the school website and are also available on request from the school office. The School Improvement Plan outlines the main school focus for each year. School Priorities are discussed with parents and pupils. Literacy, Numeracy and Health & Wellbeing are given key focus at all stages throughout the school. Improvement in the School's Performance is reviewed regularly and carefully tracked. Such dialogue and information gathering takes place formally each term with class teachers. Individual pupil and year group performance is also monitored with any gaps in attainment being identified in a timely manner and appropriate interventions put in place ensuring that our pupils continue to make good progress in Literacy and Numeracy and across the curriculum.

Specific priorities this year are

- A focus on Health and Wellbeing, improving the resilience of all learners.
- Increased engagement with and use of digital technologies to support and enhance learning.

More information can be found about School Improvement by visiting:

Perth and Kinross Website: www.pkc.gov.uk/schools

Education Scotland's Website: <https://education.gov.scot>

or the school website <https://blogs.glowscotland.org.uk/pk/maddertyprimaryschool/>

11) School Policies & Practical Information

a) School Policies

The school has several comprehensive policies which can be obtained from the school office on request:

Effective Learning and Teaching

Literacy and English

Health and Wellbeing

Mathematics and Numeracy

Communication Policy

Support for Pupils

Relationships Policy

b) House Captains and Action Groups

Pupils vote for peers to elect them as House leaders. The House Captains meet regularly with the Headteacher to discuss school improvements and future developments. All pupils are members of a School Action Group. These groups each have an individual focus which includes: Digital Health and Eco Schools. This enables all pupils to have the opportunity to take an active part in the life of the school and to work with pupils from different stages.

c) School meals

Lunches are served over two sittings and pupils having either packed lunch or school dinners sit together to eat. Please inform the school if your child has any specific medical dietary requirements.

Free School Meals are offered to ALL pupils in P1- P5 without the need for parents/carers to submit an application form. However, an application form must be completed if you also require assistance with school clothing/footwear for your child in P1-P3.

d) Online Payments

Online payments are available in all primary schools and is known as 'ParentPay'. This means you pay for school meals (as well as many other school activities) from your computer or mobile device. This facility includes payment receipt, balance status and menu transactions as well as automatic reminders should your account require additional funds. All payments to school should be made using ParentPay as since August 2020 all schools run cashless offices.

Your child may be eligible for Free School Meals if you are in receipt of specific benefits. Further information and an application form can be obtained from the school office or via www.pkc.gov.uk/freeschoolmeals

e) Organisation of the School Day

School opens:	9.00am
Morning break:	10.30am-10.45am
Lunch break:	12.00pm-1.00pm
School closes:	3.15pm

Parents will be notified by letter of a planned early closure. If school must close due to an emergency, parents or their emergency contact will be telephoned to advise them of the situation. Parents are requested to ensure that information available to the school about emergency contacts is kept up to date. Emergency contacts should be within a short driving distance from the school.

f) Arrangements for Emergency Closures

Planned early closure of the school will be notified beforehand, usually by group call or email or phone call. In the event of unplanned closures due to snowstorms, heating or electricity failure, loss of water supply etc. parents or emergency contacts will be informed before pupils are sent home. Pupils who normally travel by bus will be uplifted and taken home if safe to do so.

In severe weather, the following sources between 7.30am and 9.00am will give up-to-date information in the event of extended school closure:

Radio Tay (used in all instances)

Frequency	AM 1584	FM 96.4	Perth only
	AM 1161	FM 102.8	Everywhere else

Perth & Kinross Council Information Line

(Available from 0800hours -1800hrs in all instances and may be available from 07.00hrs in exceptional circumstances)

Parents/Carers should dial 0845 3011100 – calls are charged at the local rate or 01738 475000 (main Council Line)

PKC X (formerly known as Twitter) and Facebook – @PerthandKinross

Perth & Kinross Council Website (only used for widespread weather conditions)

Available at - www.pkc.gov.uk/schoolclosures

g) School Terms and Holidays – 2024/25

Autumn term 2024

In-Service days: Monday 12 August 2024 and Tuesday 13 August 2024

Term starts: Wednesday 14 August 2024

Term ends: Friday 4 October 2024

Autumn holiday: Monday 7 October 2024 - Friday 18 October 2024

Winter term 2024

Term starts: Monday 21 October 2024

In-Service days: Friday 15 November 2024

Term ends: Friday 20 December 2024

Christmas holiday: Monday 23 December 2024 - Friday 3 January 2025

Spring term 2025

Term starts: Monday 6 January 2025

In-Service day: Wednesday 12 February 2025

Occasional holidays: Thursday 13 February and Friday 14 February 2025

Term ends: Friday 4 April 2025

Spring holiday: Monday 7 April 2025 - Monday 21 April 2025

Easter Sunday: 20 April 2025

Summer term 2025

In-Service day: Tuesday 22 April 2025

Term starts: Wednesday 23 April 2025

May Day holiday: Monday 5 May 2025

Term ends: Thursday 26 June 2025

School Session 2025-26 will commence on Monday 18 August 2025 for Staff and Tuesday 19 August 2025 for Pupils.

h) Uniform/Clothing

We encourage all pupils to wear school uniform although it is not a legal requirement.

Please ensure all clothing is clearly marked with your child's name.

Last session we reviewed and simplified our uniform – all items can be with/without logo.

Grey trousers, shorts, skirts or pinafore

White or grey polo shirt.

Red school sweatshirt.

Black footwear.

All pupils change into black indoor footwear while inside the school building.

Dress for Physical Education

Boys and girls: White t-shirt, black shorts, gym shoes for indoor P.E. and trainers for outdoor P.E. They come to school dressed in PE kit on the appropriate day with school sweatshirt on top. It is important for hygiene purposes that children have a gym kit and that they take their kit home regularly to be washed.

Please ensure that all articles of your child's PE clothing are named.

In the interests for safety, if your child wears jewellery, they must remove it. In the case of earrings, these should also be removed wherever possible or a sticking plaster supplied to protect the ears. Hair should be tied back securely.

i) Health Care

The School Doctor retains the children's medical records to which the school has no access.

Planned Checks

A questionnaire is sent to parents before medicals to obtain information about their child.

Primary 1 Height, weight and vision
 Hearing will be followed up if requested by parents/teachers

Primary 7 Health Questionnaires
 Selective Medicals

j) Immunisation

The Flu Vaccine is offered to all primary school children annually.

i) The Role of the School Nurse / Health Visitor

School nurses are responsible for providing a variety of services which can include health promotion, information, advice and education and immunisation. They are usually the first professional point of contact if a school is concerned about a child's health.

The medical health team recommend that parents speak to their GP in the first instance about any health issues their child may have.

ii) Other School Health Services

Speech and Language Therapy
Occupational therapy
Child and Adolescent Mental Health
Vision Impairment Team
Community Dental Service
School Eye Clinic
School Hearing Service
School Chiropody Service

iii) Accidents and Illnesses

A member of staff treats minor accidents (falls, cuts, grazes, etc.) in school. However, if your child has a more serious mishap then you or the emergency contact will be contacted as soon as possible. If we are unable to contact you, a member of staff will take your child to the most appropriate Accident & Emergency Department.

All accidents are logged. If your child becomes ill and unfit to continue school for that day, they will be cared for in school until arrangements are made for them to be taken home. It is important that emergency contact details are current and are within the local area.

Please ensure that the school is informed of your child's special medical conditions or requirements e.g. inhalers for asthma, allergies etc. Parents are required to complete the appropriate documentation, if they wish the school to administer prescribed medication to their child. It is essential that you notify the school of any change in emergency contact. All responsible measures are taken to safeguard the pupils' health and safety.

k) In the Interests of Safety

Pupils may not run within the school building.

Pupils may not leave the school grounds at any point throughout the day.

Pupils transported by school bus/taxi should return to their homes should the bus/taxi fail to arrive to bring them to school in the morning 15 minutes after its usual time.

On arrival at the school in the morning all pupils should stay in the playground, away from moving vehicles. A member of staff will be in the playground from 8.45 a.m. onwards to supervise children being transported by school bus. At the end of the school day, teachers escort pupils to their buses and then they escort the 'Parent Pick up line' of pupils to their parents. Parents should wait at the shelter shed to pick up their children.

12) Name of Child Protection Officer

The members of staff appointed to be responsible for Child Protection matters in this school are the Headteacher, Mrs Jackie Farrell and the Principal Teachers, Mrs Kirsty Greig and Mrs Gwyneth Marshall. They are the Designated Child Protection Officers for the school.

GIRFEC

Getting it right for every child (GIRFEC) is the Scottish Government's approach to promoting the wellbeing of children and young people. Wellbeing is described by 8 'indicators':

Safe	Healthy	Achieving	Nurtured	Active
Respected	Responsible	Included		

These eight words help everyone to understand wellbeing in the same way and use the same language to talk about it.

The vast majority of Scotland's children and young people get all the help and support they need from within their families and their wider, local communities. But at times a child, young person or family might need extra help or support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get the help or support that they need. Within schools, key staff are available to children, young people and their parents/carers to provide help, advice or support should they choose to make use of it.

The Child or Young Person's Plan is one single plan which coordinates all the services and agencies involved in supporting a child/young person, will help ensure that everyone works together to deliver better outcomes for the child or young person who needs additional support and their family.

13) Nursery

Each nursery provision will have a defined locality which may not be the same as the primary school catchment area. Localities are agreed and registered with the Education Services within Education & Children's Services. Parents of children attending nursery should be aware that a place in a local authority managed nursery class does not give children priority in gaining a place in the same school when enrolling for primary school. Entitlement to primary school is determined by the child's home address. There is no designated nursery provision for this school.

Further details of nursery provision in Perth and Kinross are available in the Council's "Policy & Guidelines for Admission to Nursery Schools and Classes for School", which can be accessed on the Council's website at the following address:

www.pkc.gov.uk/article/21332/Early-learning-and-childcare-for-parents-and-carers