

# Forgandenny Primary School



## School Handbook Academic Session 2024-2025



**Education & Children's Services**  
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## Introduction

Dear Parent/Carer,

Welcome to Forgandenny Primary School. This handbook has been produced to welcome children and families to our school. We are a small rural village school situated in the heart of our community. We pride ourselves on our ability to create a happy and safe family environment for our learners and strive to ensure each individual child's needs are met and talents encouraged. We strongly believe children should feel respected and included, and we work hard to ensure this is the case for every child. We are committed to working in partnership with our families and wider community to make sure that all learners leave us in an excellent position to meet their potential through a range of skills, and to enjoy success in all their future endeavours.

We hope the following pages will provide you with all the information you require. However, if there is anything you would like to enquire about, please do not hesitate to contact us.

Whilst the information contained in this school handbook was accurate at the time of publication (December 2023), further changes may have occurred since then. All such changes which affect your children will be notified to you.

I look forward to welcoming you to our school.

Kirsty Binnie  
Head Teacher

## Delineated Area

Forgandenny Primary school is situated three miles from Bridge of Earn in the village of Forgandenny. It is almost entirely rural but draws its population from a varied cross section of the community. A map showing the delineated area is available in the school.

Information regarding school catchment areas is available on the Perth & Kinross Council website.

<http://www.pkc.gov.uk/article/17276/School-enrolment>

Parents living outside this area, who wish to enrol their child at Forgandenny, must complete a placing request form and submit it to:

Education and Children's Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

<https://www.pkc.gov.uk/article/17301/Placing-request>

## Contact Details

NAME:	Forgandenny Primary School
ADDRESS:	Forgandenny, Perth PH2 9EL
TELEPHONE NUMBER:	(01738) 474155
E-MAIL:	<a href="mailto:forgandenny@pkc.gov.uk">forgandenny@pkc.gov.uk</a>
Web site:	<a href="https://forgandennyprimary.org.uk/">https://forgandennyprimary.org.uk/</a>
PRESENT ROLL:	56
STAGES COVERED:	Primaries 1 to 7
DENOMINATION STATUS:	Non-Denominational

DESIGNATED NURSERY: Dunbarney Primary School Nursery

### **Staff Members**

HEAD TEACHER: Mrs Kirsty Binnie

PRINCIPAL TEACHER: Mrs Mel Duffy

P1/2 CLASS TEACHERS: Mrs Mel Duffy/Mrs Julie MacKay

P3/4 CLASS TEACHERS: Mrs Rosemary Styles/Mrs Kirsty Binnie

P5/6/7 CLASS TEACHERS: Mrs Jackie Henderson/Mrs Annabel Bromley

ADDITIONAL CLASS TEACHERS: Miss Vicki Pyne/Mr Simon Calvin

PUPIL SUPPORT TEACHER: Mrs Shirley Wilson

PHYSICAL EDUCATION TEACHER: Ms Carolyn Warren

INSTRUMENTAL TUTORS: Mr Gordon Baillie (Guitar)

PUPIL SUPPORT ASSISTANTS: Mrs Dawn Melville  
Mrs Danielle Summers  
Ms Kirsty Moore

PRIMARY SCHOOL SUPPORT ASSISTANTS: Mrs Jane Alston  
Mrs Lorna McCarthy

JANITOR: Mr Bert Martin

KITCHEN STAFF: Mrs Lynzie Underwood

CLEANER: Mrs Renata Skala

### **Parent Council and Parent Forum**

Forgandenny Primary School has a Parent Council and a wider Parent Forum. All parents are members and the office holders, listed below, can be contacted through school.

#### **ELECTED PARENT OFFICE BEARERS:**

Joint Chairpersons	Mrs Criona Knight
Treasurer	Mrs Anna Dover
Secretary	Ms Amy Greig

STAFF MEMBERS: All staff

ADVISER TO THE COUNCIL: Mrs Kirsty Binnie, Headteacher

The Parent Council meets regularly and has a supportive and advisory role, as well as organising fundraising and social activities. All parents are welcome at meetings.

## **Communication Processes**

At Forgandenny Primary School we operate an 'open door' policy and are available on a daily basis in the playground. Should you have any concerns, an appointment with your child's class teacher can be made at the school office for a mutually agreeable time. Communication will be maintained until the concern is alleviated.

Parents are kept informed by written communications and newsletters as appropriate. We actively encourage parents to join us for end of term services, concerts, special assemblies, fundraising events, curriculum information meetings, class open days and educational visits out of school. Our school website is kept up-to-date and informs parents of our curriculum, important school information, newsletters and key documents. Our X (Formerly Twitter) feed shares and celebrates learning and provides relevant information to parents/carers. A weekly newsletter is produced for each class by their Class Teacher.

Parent contact evenings are held twice a year, but more regular communication is encouraged. Every pupil is issued with a school diary for daily communication and families are encouraged to write in these.

## **Complaints Procedure**

To improve the school, all suggestions and comments are welcome, and an environment of mutual trust, respect and open communication is promoted.

At Forgandenny Primary we want to do the best we can for you and your children. Users of the school should have confidence that complaints will be dealt with promptly and in a professional manner. However, if you still feel that your concerns have not been addressed you may choose to make a formal complaint. This should be made to the Headteacher. Complaints may be made in writing, by telephone or in person. The complaint will be recorded detailing the nature of the complaint, the contact details of the complainant and relevant dates. This will be dealt with fairly, and in a sensitive and confidential manner. The complaint will be acknowledged on receipt and a full reply will be given within 5 working days from the date of receipt of the complaint.

If the problem is not resolved, the complainant should contact the school's designated Quality Improvement Officer, Perth and Kinross Council, who will advise on taking forward the complaint within the formal complaints procedure of the Council. Details of this procedure can be found on the Perth and Kinross website or by contacting Customer Service Centre on 01783 475583.

The school deals with complaints as part of Perth & Kinross Council's Complaints Handling Procedure. More information is available on the Council's website as follows:

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

## **Attendance**

It is a legal requirement that parents ensure that their children attend school regularly and punctually. If your child is unable to attend school, please contact us by telephone on the first day of the absence. It is particularly important that you contact the school if your child is not returning to school in the afternoon. This saves us a great deal of worry if we know that there is a reason for the afternoon absence.

In the interest of safety, the school will make a call home directly to parents/carers if a child is absent and we have not been informed by 9.30am. When a pupil returns to school after an absence due to illness or any other reason, a short note of explanation must be sent to the

class teacher. If there is an unexplained absence the school may call to enquire about the absence, this is first and foremost with regards to the safety of pupils.

We would urge parents to avoid absences due to holidays in term times and stress that absence from school can lead to lower attainment levels.

Appointments – please try to make these out-with school hours. Appointments during the school day should be notified to the school in advance.

## **Authorised and Unauthorised Absences**

The Scottish Education Office requires all data regarding Pupil Attendance and Absence to be provided in an electronic format. For this reason, Perth & Kinross Council has provided schools with an Educational Management System to record all pupil attendance and absence. Specific codes require to be used when recording the data for each pupil and it is for this reason that we require written notification giving the reason for every absence your child has, e.g. illness/holiday/what type of appointment - doctor/dentist/hospital appointment etc. When parents request leave for a pupil for holiday or family commitments during the term, they receive from the school, an acknowledgement of this request. All holidays during term time are regarded as Unauthorised Absences.

Pupil absence is carefully tracked through the School's electronic management system. This highlights patterns and frequencies of absences. Where there are concerns over any pupil's attendance, parents will be contacted, in the first instance, by the Headteacher.

## **School Ethos**

### **Our Vision**

*“Enriching lives, Enriching our community”*

Our school is at the heart of our local community and we also place great importance on playing a part as global citizens in the wider global community.

### **Our School Values**

**E**ndeavour

**N**urture

**R**espect

**I**nclusion

**C**aring

**H**onesty

### **Our School Aims**

At Forgandenny Primary we **endeavour** to:

- Provide and promote a positive, **inclusive** and **respectful** learning environment where children are encouraged to engage fully and develop a life-long love of learning.
- Create and deliver a curriculum that evolves and is responsive to meeting the needs of all learners.
- Provide a **caring** environment where we can **nurture** creativity and talent, resilience and self-awareness in our learners.
- Have high expectations of all learners enabling them to become Successful Learners, Responsible Citizens, Effective Contributors and Confident Individuals.
- Be committed to improving all aspects of the school through an **honest** approach to self-evaluation.

The school celebrates achievement through our Celebration Committee. These celebrations are shared through our School Website, our Twitter feed, Celebration Boards and at assemblies.

At Forgandenny Primary we are a Rights Respecting School and we promote positive behaviour through a rights-based approach. Being a Rights Respecting School goes beyond the school gates for us and we endeavour to make a positive impact on our whole school community. Being a Rights Respecting school means our learners are healthier and happier, they feel safe, they have better relationships and they are actively involved in decision making in their school lives and the wider world. A class charter is written each year by the pupils focusing on rights and responsibilities. These are displayed in a prominent position in the classroom and are revisited throughout the year. Pupils are fully aware of the part they play in ensuring the rights of others are met in school.

Forgandenny Primary uses **Restorative Approaches** to address pupil behaviour. Restorative Approaches provide an ethos for making, maintaining and repairing relationships, and for fostering a social responsibility and shared accountability.

The school will at no time tolerate bullying or discrimination e.g. on the grounds of race or disability. Should instances of this arise they will be dealt with within the behaviour system and parents notified accordingly.

### **Health and Well Being**

The school has a designated School Health Nurse, Tracey Elder, who is based at Drumhar Health Centre, Perth and is contactable on 01738 564250. She is in regular contact with the school and is available to give advice to both the school staff and parents should they have any health concerns or require a referral to another health department.

As part of the School Health Surveillance Programme pupils are reviewed in P1 and P7. This involves a parent questionnaire and screening of height, weight and vision. Additional checks may be carried out throughout the school years in consultation with the pupil and parents/carers.

Health Education and Health Promotion are an important part of the School Nurse role and this takes place in partnership with the teachers as part of the curriculum.

If a pupil becomes ill or is injured in school, every attempt will be made to contact a parent. If parents cannot be contacted, the child will be sent home with the emergency contact. In the event of an acute injury or illness, and parents or emergency contacts have not been able to be contacted, the child will be transported to a doctor or hospital by staff car, taxi or ambulance under the supervision of a member of staff.

Please keep the school informed of any medical conditions your child may have so that we can deal with these sensitively.

Infectious Disease Exclusion periods suggested by the Health Board:

Chicken Pox/ Shingles	5 days from onset of rash Exclude until all rash spots have crusted over.
Measles	4 days from onset of rash
Mumps	5 days from onset of swollen glands
Rubella	6 days from onset of rash
Whooping Cough	5 days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment
Impetigo	Until sores are crusted or healed or until 48 hours after antibiotic treatment has started
Ringworm	Until adequate treatment instituted
Scabies	Until adequate treatment instituted
Head Lice	Until adequate treatment instituted

If your child has been suffering from diarrhoea or vomiting, please note that the recommended period away from school is at least 48 hours from the last episode.

Medication will only be administered to pupils with chronic medical conditions (i.e. long-term conditions). If your child needs medication during school hours, you **MUST** complete a form, available from the school office, saying what medicines are to be given and for how long. The medicines must be in a container or clear foodbag with the child's name, class and the dosage clearly marked on the outside. Inhalers should be similarly marked. The medicines should have a patient information sticker displayed on the packaging with the child's name and prescribed dose. The medicines will be stored securely in the school office and administered from there. Please note, it is the parent's responsibility to ensure that all medication kept in school is within its expiry date.

School staff have no obligation to administer medicine for occasional illnesses e.g. Calpol, Amoxicillin, or any prescription or non-prescription drug. Pupils should stay at home until they are well and strong enough to come to school. In the event of courses of medicine needing to be completed, parents should judge timings to avoid the hours between 9.00 am– 3.15 pm or make arrangements for someone to come into school to administer the medication to their child.

### **First Aid**

We have staff trained in First Aid procedures. First Aid is administered, when necessary, by our Pupil Support Assistants (PSA), or other members of staff. Guidance has been issued regarding First Aid in schools and how we record accidents and inform parents of first aid given to pupils. A form will be completed and stored within school and a slip will be sent home to parents to inform you of any first aid given to your child(ren).

### **Head Lice**

Please inform the school if you suspect or know your child has head lice. Information for parents is available from schools or on the website:  
<https://www.nhs.uk/conditions/head-lice-and-nits/>

## **Community Working and Parental Involvement**

Partnerships with parents and the local community are highly valued and we try to encourage the involvement of the whole community in a variety of ways.

### **Church**

We have a very close relationship with our local church. The minister, Rev Allan Wilson, delivers regular assemblies in school and we are welcome to use the church for our school services and concerts.

### **Parents**

Our Parent Council and wider Parent Forum hold regular meetings in school and organise events to which the wider community are invited.

We are always happy to invite parents/carers into the school. We have parent volunteers who help to run clubs, work with pupils in the garden and in the classroom and help with transport to various events. Please click on the link below for further information.

[www.pkc.gov.uk/parentalinvolvement](http://www.pkc.gov.uk/parentalinvolvement)

The views of our parents/carers are important to us and we encourage regular feedback, Parent/carers' views are sought throughout the year on a variety of topics as part of our school evaluation and improvement planning.

### **Community**

We work closely with other local Perth and Kinross schools on a variety of different projects. We endeavour to make meaningful links with schools across Scotland through a variety of innovative projects including our #weevoicesbigactions campaign and our work with the Children's Parliament.

We also have close links with Strathallan School who regularly allow us to use their facilities



including IT suites and sports facilities. Every year they invite us to their concerts and plays. Senior pupils are welcomed to pursue work experience and community linked projects in our school, including the Duke of Edinburgh Award Scheme.

## **Pupils**

Leadership at all levels is facilitated through a programme of fortnightly Global Goals groups, led by the pupils.

Senior pupils have leadership roles as buddies, playground helpers and digital leaders. All classes have responsibility for an area of the school gardens and aspects for improvement.

All pupils are members of our school Penguin Parliament and are encouraged to share ideas and make decisions about all aspects of self-evaluation and school improvement.

## **Transitions**

There are a variety of different transition points in a child's education.

### **Entering Nursery**

As we are a small school, Forgandenny Primary does not have a nursery on site. Each nursery provision has 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.

The designated nursery provision for this school is **Dunbarney Primary School**.

In February, parents who wish to register their children for Nursery will be given the opportunity to do so. Notification of dates will be given in the local press and publicised locally.

Address: Dunbarney Primary School  
Main Street  
PERTH PH2 9DY

Headteacher Miss Louise Kelly

Telephone Number: 01738 812213

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:

<https://www.pkc.gov.uk/families>

### **Nursery to Primary 1**

Registration for new Primary 1 pupils takes place during the second week in January prior to enrolment in August. At this time, parents of these children should contact the school to make an appointment to register their child. At this meeting prospective parents, and preferably the child, will be shown round the school, appropriate registration forms will be completed, and an opportunity will be given for informal discussion about the school and the educational experiences it provides.

Transition to Primary 1 takes place during the summer term with a variety of structured activities and visits to school events. As soon as a child's place has been confirmed, arrangements are made for the Primary 1 class teacher to visit new pupils in their nursery setting. Shared projects may be organised with the nursery teacher.

Where possible, children will be invited to spend time in school to familiarise them with their new setting and make their transition to Primary 1 easier. This may be through regular play, rhyme and literacy activities.

Parents are invited to attend a meeting in school where they will be given the opportunity to ask questions or discuss individual requirements. We aim to make the process of transitioning to school positive and happy for learners and their families.

### **Transition Between Schools**

Visits from prospective pupils and their parents are most welcome by prior arrangement, and taster sessions can be organised for pupils changing school. This can help alleviate any concerns children may face about starting somewhere new. Staff will contact a child's previous school to make sure we provide consistency and ensure a smooth transition.

### **Transition Arrangements for those living in the Bertha Park High School Catchment Area**

Bertha Park High School is the first additional secondary school to be built in Perth and Kinross since 1972. Perth and Kinross are one of the fastest growing areas of Scotland and, as a result, Perth Secondary schools will be near to capacity by 2021. A review of the school estate identified a new Perth secondary school as a priority. The new **Bertha Park High School** reflects the projected growth in population and resulting house building and infrastructure required to support this.

The new secondary school catchment area includes pupils from the Local Development Plan (LDP) housing areas at Bertha Park, Almond Valley and Perth West. They are joined by the primary school catchment areas serving Auchtergaven, Logiealmond, Methven, Pitcairn, Ruthvenfield, Forgandenny and Dunbarney, as well as pupils residing in Oudenarde.

## **Bertha Park High School**

### **Contact details**

**Address:** Adamson Avenue, Perth PH1 0AU

**Headteacher:** Mr Stuart Clyde

**Telephone:** 01738 452300

**Email:** [BerthaParkHSP@pkc.gov.uk](mailto:BerthaParkHSP@pkc.gov.uk)

**Website:** <https://www.berthaparkhigh.org.uk/>

**Opening hours:** Monday - Friday, 9.00 am - 3.40 pm

### **Supporting Pupils with Additional Support Needs in Transition**

We aim to make the transition to and from school successful for all our pupils. Where pupils have additional support needs, everything possible is done to ensure a seamless transfer. Meetings are arranged in good time so that important information can be shared. Where appropriate, additional visits can be made, and planned activities organised to contribute to an enhanced transition.

## **The Curriculum**

The Curriculum for Excellence runs from 3-18, making it a progressive curriculum from when a child arrives at nursery until they leave school as a young adult. The principles of the

curriculum are a commitment to ensuring breadth, depth, challenge, enjoyment, challenge, progression, coherence, relevance, personalisation and choice.

When we refer to the curriculum we mean “the totality of all that is planned for children throughout their education”. This includes:

- Ethos and life of the school community
- Curriculum areas and subjects
- Interdisciplinary learning
- Opportunities for personal achievement

The curriculum aims to help every learner develop knowledge, skills and attributes for learning, life and work, which are encapsulated in the four capacities (detailed below).



At Forgandenny, we plan collegiately to plan learning for learners of all ages and stages. This enables us to discuss progression and moderate our learning and teaching across the levels of Curriculum for Excellence.

Teachers plan with the children, creating learning activities to allow for learners' choices and active learning opportunities in a challenging and supportive climate. We are passionate about getting children outside and spend time each week in the school grounds or up Scout Hill at Strathallan School, taking our learning outdoors.

Pupils are very much involved in the planning of their learning. We know that children learn at different rates and have different strengths and areas for development. Ensuring that each child reaches his/her potential is very important to us and individual targets are regularly set with the children. The classes are also very much involved in the planning of their learning with questions set for study by the children which form the basis of each class's learning.

Curriculum areas include:

- **Literacy and Language** - listening, talking, reading and writing. This is supported with visits from the Library Van and by a well-stocked library, which the pupils can borrow books from.
- **Numeracy and Maths** – Number, Money and Measure, Shape Position and Movement, Information Handling. Problem Solving is also integrated into learning and the approach to this in terms of developing strategies covers the whole range of maths, and beyond into the other subject areas.
- **Health & Wellbeing** – Mental, Social, Emotional and Physical Wellbeing, Planning for Choices & Change, Food & Health, Substance Misuse, Relationships, Sexual Health & Parenthood.  
We are proud to be a Health Promoting School. Close contact is maintained with the School Nurse and local Community Police Officers, who regularly visit the school. We operate the whole school programme of Bounceback, a wellbeing and resilience programme. Positive Mental Health is important to us and we regularly revisit mental health outcomes.  
Children participate in 2 hours of PE per week. 1 of these sessions is delivered

by our PE specialist. We also take part in the Daily Mile and maintain close links with our Active Schools Coordinator, who promotes a range of activities across the school.

**Sciences** – Planet Earth, Energy in the Environment, Communication, Forces & Motion, Life & Cells, Materials, Topical Science, Inquiry & Investigative Skills, Scientific Analytical Thinking Skills and Scientific Literacy.

- **Social Subjects** – People Place and Environment, People Past Events and Societies, People in Society Economy and Business. To make these accessible and real for the children, we like to use the local environment and expertise. We aim to use learning contexts which are real, relevant, current and responsive to learners' interests, making use of our community.
- **Technologies** – Technological Developments in Society, ICT to enhance Learning, Business, Computing Science, Food & Textiles, Craft Design, Engineering & Graphics.
- **Expressive Arts** - The Curriculum for Excellence in Expressive Arts covers the subject areas of Art and Design, Drama and Music. Every effort is made to link Expressive Arts with other curricular areas
- **Religious and Moral Education** - Christianity, Other World Religions, Development of Beliefs and Values. All children should be aware of the significance of religion, both to the individual and to society, and be able to develop a sense of spiritual and moral values. Moral Education is developed in all work undertaken in school through the establishment of a caring atmosphere and by an emphasis on good personal relationships.
- **Modern Languages** – All pupils are learning French. They are introduced initially to spoken French through a variety of games, routines and classroom activities. Learning French begins in Primary 1 and then P5-P7 pupils are also learning British Sign Language.

Further information about Curriculum for Excellence can be found at:

<https://education.gov.scot/curriculum-for-excellence/>

### **Skill for Learning, Life and Work**

The Curriculum for Excellence sets out skills for learning, life and work and these are embedded in the experiences and outcomes. It ensures progression in those skills and develops and applies them across learning and in different contexts.

We use the Perth and Kinross Skills Framework to plan for skills development in the following areas:

- Leadership
- Working with Others
- Problem Solving
- Thinking skills across Learning
- Enterprise

### **Religious Observance**

Scotland is a society with a longstanding Christian tradition. We can expect Scotland to become increasingly diverse in the range of faith and belief traditions represented. Religious observance in schools in Perth and Kinross needs to be developed in a way which reflects and understands this diversity. It should be sensitive to our traditions and origins and should seek to reflect these, but it must equally be sensitive to individual spiritual needs and beliefs, whether these come from a faith or non-faith perspective.

Religious observance should be an inclusive, valuable and a meaningful educational experience for all children and young people at all stages of primary and secondary school. It

should build on Scotland's strong Christian traditions without compromising them and promote the understanding and acceptance of other faiths and beliefs.

Our school holds regular assemblies, broadly Christian in nature, which provide opportunities for pupils to share together and celebrate as a school community those things which we value. We are associated with Dunbarney & Forgandenny Parish Church, whose Minister is our School Chaplain, Reverend Allan Wilson.

## Parental Rights

Parents have a legal right to have their child(ren) excused from the arrangements for Religious Education and /or observance. In order to exercise this right, a written request to the Head Teacher is necessary. Alternative provision will be made for these children during times of religious observance

## Home Reading

Pupils are issued with school diaries at the start of the school year. Parents are requested to look daily at diaries to check for home reading and any additional information/communication from the school/teacher. They are asked to sign the diary every week, so the school knows they have seen any important correspondence.

For further information on how best to support your child through their learning, please visit Education Scotland's Parentzone for ideas.



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

## Assessment & Reporting

The National Improvement Framework has been introduced to provide better information about how children and young people are progressing and how well schools, councils and the Scottish Government are supporting their learning.

Forgandenny is committed to ensure that all our pupils reach their potential. Assessment is the means of obtaining information which can be used to build up a picture of each child's achievements, aptitudes and interests.

Assessment is an integral part of the learning and teaching process which for our pupils 'will demonstrate their knowledge and understanding, skills, attributes and capabilities through a wide range of tasks and activities including dialogue and interactions with peers and teachers, practical investigations, performances, reports, oral presentations and discussions as well as specific assessment tasks, activities, tests and examinations'

(Building the Curriculum 5, 2010)

### The aims of assessment are:

- To support learning that develops the knowledge and understanding, skills, attributes and capabilities which contribute to the four capacities
- To give assurance to parents, learners themselves, and others, that children and young people are progressing in their learning and developing in line with expectations
- To provide a summary of what learners have achieved, including through qualifications and awards
- To contribute to planning the next stages of learning
- To inform future improvements in learning and teaching

At Forgandenny Primary, much of the assessment is formative. It will involve observation, questioning and discussion as well as examination of completed learning. Learners help, at

the planning stage, to decide what learning should be assessed and how this should be carried out. Teachers work collegiately to build robust assessment procedures into the learning at the planning stage teachers gather evidence on an ongoing and informal basis through asking questions, observing children working together and making comments on their work. Pupils may assess their own work or that of their classmates. They know their prior learning, why they are completing the current learning and can identify what their next steps in learning will be. This is captured in their jotters and Learning Logs.

Some assessment is more formal, such as projects, investigations, case studies and tests. The assessment of children’s progress throughout primary school and in secondary S1–S3 is based on teachers’ views: their “professional judgement”. In making these judgements, teachers draw on their professional knowledge and understanding of the child; on the published benchmarks for literacy and numeracy, which provide clear information about what children and young people should be able to do and demonstrate by the end of a Curriculum for Excellence level; and on a wide range of assessment information.

Many teachers and schools across Scotland use standardised assessments, bought in from various different providers, as one of the ways of assessing children’s progress.

In 2017, national standardised assessments were introduced in all schools in Scotland. Teachers of P1, P4 and P7 classes are asked at the end of every school year whether children have achieved the relevant Curriculum for Excellence level for their stage in reading, writing, talking and listening (literacy), and their ability to understand and work with numbers (numeracy). Most pupils are expected to have achieved the early level by the end of P1, first level by the end of P4 and second level by the end of P7. These assessments will provide an additional source of nationally consistent evidence for teachers to use when assessing children’s progress.

The online assessment system produces feedback information about where your child did well and where further support is required. Teachers at Forgandenny Primary use this information, alongside a wide range of other assessment information, to discuss with you how your child is progressing with their learning and their next steps.

All learners will be given opportunities to reflect on their own and others’ work. This encourages them to identify and take some responsibility for the next steps in their own learning.

Discussion between teachers on the progress of learners takes place very regularly. Records and details of work covered are transferred when classes change teacher. The learners’ progress is discussed with them. Moderation of work is built into our collegiate calendar termly. Attainment of individuals is discussed with the Head Teacher regularly throughout the year. The school tracking system, which contains details of pupils’ progress from P1-7 informs these discussions. Staff also work with colleagues from other schools to moderate work and ensure consistency and accuracy of marking.

### What are the expected levels of progression?

<i>Level</i>	<i>Stage</i>
Early	Pre-school and P1 <b>or later for some</b>
First	to the end of P4, but <b>earlier or later for some</b>
Second	to the end of P7, but <b>earlier or later for some</b>
Third and Fourth	S1-S3, <b>but earlier for some</b> Forth level broadly equates to SCQF level 4
Senior phase	S4 -S6 and college or other means of study



## Reporting

Evidence of each child's work is collected and used to inform future teaching and reports to parents. Learner Profiles are kept as ongoing record of the child's progress. During the year, two formal parents' evenings are held. We encourage learners to take a lead role in these meetings. These are structured in the form of individual appointments. An annual written report is given to parents in June. A Primary 7 profile for each child is produced annually and shared with parents and the receiving secondary school.

If at anytime during the year a teacher or parent is concerned about a child's progress, a meeting will be quickly arranged. Additional meetings are held regularly for parents of pupils with Additional Support Needs. Please see below for further information.

## Support for Pupils

Forgandenny School values all its learners equally and recognises that they have differing needs and abilities. The school aims to meet the needs and develop the abilities of all its learners to their full potential. Many learners may experience difficulties at some stages in their school careers for a wide variety of reasons.

All children are well supported in Forgandenny Primary. GIRFEC (Getting it Right for Every Child) is an integral part of life at our school and we rigorously apply the principles. It is our firm belief that we work with children as learning partners, so everyone feels safe and valued. A multi-agency approach is used to ensure that children with additional needs and their families receive appropriate support.



All teachers have a responsibility for identifying and supporting pupils with learning difficulties and for minimising the causes of learning difficulty in the curriculum. In accordance with Perth & Kinross Policy, the needs of Additional Support Needs (ASN) pupils will be met, where possible, through differentiation in the classroom. Progress of pupils will be monitored and regularly discussed with parents and other support agencies, where appropriate. A Child's Plan or Co-ordinated Support Plan may be considered, in conjunction with parents and dependent on need. Formal reviews will be held annually or when appropriate. Parents who wish to discuss Additional Support Needs for their child should, firstly, make an appointment with their child's class teacher to discuss their concerns.

Perth and Kinross Council has a Small Schools Model of Pupil Support. The school is visited regularly by our Pupil Support Teacher (PST) Mrs Shirley Wilson who consults with class teachers regarding individuals who require extra support or further challenge.

Further information about the local authority's policy in relation to provision for Additional Support Needs can be found at:

[www.pkc.gov.uk/article/17278/Schools-additional-support-](http://www.pkc.gov.uk/article/17278/Schools-additional-support-)

The following organisations provide advice, information and support for parents of children with ASN:

- Enquire – The Scottish advice service for Additional Support for Learning. Enquire offers independent, confidential advice and information on Additional Support for Learning including a range of guides and fact sheets.

Telephone: 08451 232303  
Email: [info@enquire.org.uk](mailto:info@enquire.org.uk)  
Website: [www.enquire.org.uk](http://www.enquire.org.uk)

- Scottish Independent Advocacy Alliance
- Scottish Child Law Centre

## **Additional Specialists' Support**

Perth and Kinross Education & Children's Services have a variety of specialist support services that we can utilise to assist pupils in their learning. These services include Teacher of the Deaf, Teacher of the Visually Impaired, Teacher of English as an Additional Language.

## **School Improvement**

**A copy of our most recent Standards and Quality report can be found on our school website:** <https://www.forgandennyprimary.org.uk/Standard-Quality-Reports/>

At Forgandenny we evaluate our performance throughout the year in order to continually improve. We involve pupils, staff, parents and the wider community in order to obtain a wide range of views. Our Self Evaluation feeds into the cycle of School Improvement Planning.

Our current priorities for improvement are:

### *Improvement Priorities 2023/2024*

- *Raising attainment in Reading.*
- *Meeting learners needs effectively across the school through Inclusive Practices.*
- *Local Management Group priority: to develop approaches to high quality learning and teaching through collaborative working.*

## **School Policies & Practical Information**

### **Uniform/Clothing**

School uniform consists of a navy school sweatshirt and a white/navy polo shirt, which can be ordered from [www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com). These can be worn with grey or navy trousers, shorts, skirts or pinafores. Navy school dresses are permitted in the summer. We also have school jackets and gym bags available for order, complete with the school logo.

Some families may qualify for clothing grants to help with the cost of school uniform. Information regarding clothing grants is available from the school on request.

### **Arrangements for Emergency Closures**

In the event of the school having to close for any unforeseen reason, parents/carers will be contacted by telephone. It is imperative that the school has an up-to-date emergency contact for your child. This must be someone who can collect your child from school when required.

Information about Severe Weather closures, including details of local radio stations, will be issued each year, prior to the colder weather.

The following website can be used to find the most recent information on school closures.

[www.pkc.gov.uk/schoolclosures](http://www.pkc.gov.uk/schoolclosures)

### **Instrumental Tuition**

At Forgandenny, guitar lessons are offered to pupils from Primary 4. Mr Baillie is our visiting instrumental tutor who holds lessons on a Wednesday during school time. Application forms are available from the office.



## School Meals

It is the Authority's policy to provide meals and facilities for the consumption of packed lunches in all schools.



Pupils in primary schools are offered a two-course lunch with a choice of main course including vegetarian option, supplemented by salads and bread, which meet The Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2008. A choice of milk or water is also included. Meals are, in the main, prepared from fresh ingredients by well trained personnel in a food safe environment.

There is a fixed, subsidised charge for a meal in a Primary school for P6 & P7 only which is £2.15 (2022/2023). School meal charges are subject to review at any time. The Scottish Government currently pay for school meals for P1-P5. <https://www.mygov.scot/school-meals#:~:text=Every%20child%20in%20Scotland%20at%20a%20local%20council,-%20your%20family%27s%20financial%20circumstances%20do%20not%20matter.>

School meals should now be paid through ParentPay, our online payment solution with parents/carers having much more choice of how, when and where they can pay for school costs using modern technology. School meals, trips and other school related items can be paid for online, on a smartphone, tablet or other mobile devices. Parents/carers have the ability to access their own secure account which will give information regarding their accounts, including amount paid, when paid and amounts outstanding. It will also provide increased security for pupils who will no longer have to carry large amounts of cash or cheques to school.

ParentPay is our preferred method of payment, please contact the school for your ParentPay account activation code.

### Medically prescribed diets and Nut and Peanut allergy

School lunches can be provided for children in primary schools either requiring a medically prescribed diet or who have a nut and/or peanut allergy. Please download the  [information leaflet \[312Kb\]](#) and  [application form \[161Kb\]](#). Parents can also self-manage simple dietary requirements for their children by using the interactive menu and carbohydrate menu available at Tayside Contracts: <https://www.tayside-contracts.co.uk/school-catering>.

Medically prescribed diets can usually be accommodated within the school lunch service. A medically prescribed diet is one which has been prescribed by your GP or a hospital doctor. This does not include pupils who simply dislike certain foods. Written evidence from a doctor or registered dietician will be required prior to making special arrangements.

For more information on school meals including menus, meal photos and forms, please visit the website:

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

To access the current interactive menu which provides recipe, nutritional and allergy information, please visit:

<https://www.tayside-contracts.co.uk/tc-document?dsid=1729&frm=862>

and click on the interactive menu link. This site also contains details of forthcoming promotions.

For any other enquiry please contact:

Catering Support Team  
Support Services  
Education & Children's Services  
Perth & Kinross Council  
Council Building  
2 High Street  
Perth

PH1 5PH

Telephone: 01738 476341

E-mail: [ECSCateringSupport@pkc.gov.uk](mailto:ECSCateringSupport@pkc.gov.uk)

### **Packed lunches for trips**

Packed lunches are available for school trips either free (as appropriate) or charged at the standard meal price. The school will normally ask if you require a packed lunch and offer choices as part of the trip registration process.

### **Lunchtime Arrangements**

Lunches are supervised by the Lunchtime Supervisor, with involvement of the Headteacher. They are also present to supervise in the playground at lunchtimes and playtimes if necessary.

Only pupils who register for home dinners are permitted to leave the school at lunchtime, those taking school meals and packed lunches **must** stay on the premises, under our supervision.

### **Free School Meals**

Access to free school meals is an important part of the school meals service in Scotland. It is important that pupils entitled to free school meals get them without fear of stigmatisation. They should not be made to feel different from those who pay, nor be readily identified by others. Our meal payment and pre-order systems fully support these aims.

### **Who is Eligible for Free School Meals?**

#### **If your child is in P1 to P4**

Free School Meals are offered to all pupils in P1 to P4 without the need for parents/carers to submit an application form. However, an application form must be completed if you also require a school clothing grant for your child in P1-P4.

Don't forget to submit an application form for Free School Meals for your child when he/she moves into P5 as they will no longer be automatically entitled to Free School Meals.

#### **If your child is P4 or above**

You can claim free school meals for your child(ren) if you are receiving:

- Income Support (IS)
- Income based Job Seeker's Allowance (IBJSA)
- Any income related element of Employment and Support Allowance (IRESA)
- Child Tax Credit (CTC), but not Working Tax Credit, and your income is less than £16,105
- Child Tax Credit (CTC) and Working Tax Credit (WTC) and your income is less than £7,500
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit where the monthly earned income does not exceed £625

If you are between 16 and 18 years old and receive any of these benefits in your own right, you can claim free school meals for yourself.

For more information on Child Tax Credit and Working Tax Credit visit the Inland Revenue website: <http://www.hmrc.gov.uk/>

You can apply online for free school meals at the following link: [www.pkc.gov.uk/freeschoolmeals](http://www.pkc.gov.uk/freeschoolmeals)

Alternatively, application forms may be obtained from Headteachers or Education & Children's

## Organisation of the school day

School begins:	9.00am
Break:	10.30 – 10.45am
Lunch:	12.15 – 1.10pm
End of Day:	3.10pm

## Health and Safety

Risk assessments are carried out as required. Parents are asked to complete a School Excursion Approval Form at the beginning of the year to cover local activities in and around Forgandenny village.

## Playground Supervision

The playground is supervised at morning playtime and lunchtime by our Pupil Support Assistants with involvement of the Headteacher. There is no playground supervision for pupils before 9:00am or after 3.10pm. We ask that children do not arrive for school before 8.45am if they are to be unaccompanied in the playground. We have included the link to updated guidance on PCK website. [https://www.pkc.gov.uk/media/47906/Guidance-Supervision-in-Primary-School-playgrounds-outwith-the-school-day/pdf/Guidance\\_-\\_Supervision\\_in\\_Primary\\_School\\_playgrounds\\_outwith\\_the\\_school\\_day.pdf?m=637503595883370000](https://www.pkc.gov.uk/media/47906/Guidance-Supervision-in-Primary-School-playgrounds-outwith-the-school-day/pdf/Guidance_-_Supervision_in_Primary_School_playgrounds_outwith_the_school_day.pdf?m=637503595883370000)

## Wet Weather Procedures

Pupils are expected to come to school prepared for the ever-changeable Scottish weather. Pupils need to get fresh air and exercise during the school day, so we encourage them to have their break outside wherever possible.

If the weather is very wet then the classes have their break indoors, in their classrooms supervised by support staff and the Headteacher.

## Administration of Medication

Medication is only administered in school under exceptional circumstances and only after all the appropriate paperwork has been completed. This is in accordance with Perth & Kinross Health & Safety Guidelines and is for the safety of your child. If you wish to discuss this further, please do not hesitate to contact the Head Teacher.

## Security

In the interests of security, all visitors to the school must first report to the school office when entering the school. Perth & Kinross employees are required to wear their ID badge when working on school grounds.

## Holiday Dates

A list of holiday dates for the coming year is attached as an Appendix.

## Child Protection

The safety of our pupils is paramount. Schools are required to report if we think any child has come to harm as a consequence of possible abuse.

A member of staff in each school has been appointed to be responsible for Child Protection matters and special training is ongoing. In our school **Mrs Kirsty Binnie (Headteacher)** is our

Designated Child Protection Officer (CPO). Should you have a concern about any child in, or outwith, our school, please contact the Child Protection duty team on the number below, where your concern will be listened to. All children have the right to be kept safe from harm.

Duty Team Number: 01738 476768 (24 hours)

Further information can be found by clicking on the link below.

[www.pkc.gov.uk/childprotection](http://www.pkc.gov.uk/childprotection)



Volunteer helpers who work in school regularly are required to undertake a PVG Disclosure.

## 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 Responsible      Healthy Included      Achieving      Nurtured      Active      Respected

These eight words help everyone to understand wellbeing in the same way and use the same language to talk about it. Sometimes the initials of the words are used, and the wellbeing indicators are referred to as SHANARRI.

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.

## School Holiday Dates

School Term and Holiday dates are on the Perth and Kinross Council website which can be accessed via this link;

<https://www.pkc.gov.uk/schoolholiday>

## 2023/24 term and holiday dates

### Spring term 2024

- Term starts: Monday 8 January 2024
- In-Service day: Wednesday 14 February 2024
- Occasional holidays: Thursday 15 February and Friday 16 February 2024
- Term ends: Thursday 28 March 2024
- Spring holiday: Friday 29 March 2024 - Friday 12 April 2024

### Summer term 2024

- In-Service day: Monday 15 April 2024
- Term starts: Tuesday 16 April 2024
- May Day holiday: Monday 6 May 2024
- Term ends: Thursday 27 June 2024

## Notes:

- Easter Sunday - 31 March 2024

## 2024/25 term and holiday dates

### Autumn term 2024

- In-Service day: 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

### 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

## Notes:

- Easter Sunday - 20 April 2025

### Further Information – Local Authority

In all cases relating to your child's education you should discuss the matter with the Headteacher. If further information relating to your child's education is required, you should contact:

Education & Children's Services  
Council Building  
2 High Street  
PERTH  
PH1 5PH

Telephone: 01738 476200

E-Mail: [ECSSchools@pkc.gov.uk](mailto:ECSSchools@pkc.gov.uk)