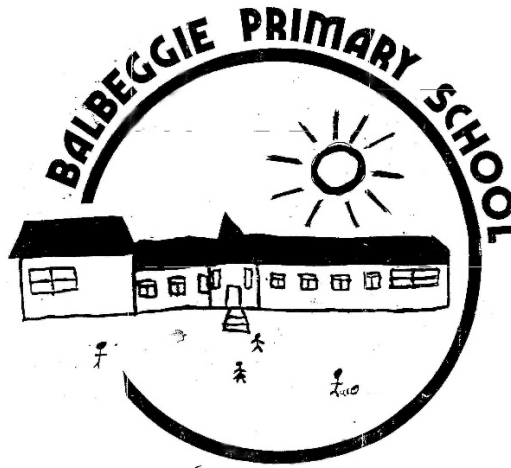


Balbeggie Primary School



School Handbook Academic Session 2024-2025



Education & Children's Services
Improving Lives Together
Ambition | Compassion | Integrity



Contents

Introduction	4
Delineated Area	1
Contact Details	1
The staff	1
Other Useful Contacts	2
Parental Concerns	2
Complaints	3
Pupil Absences or Sickness	3
Arrangements for allocating places in School	4
Communication Process	4
Parent Council	5
School Ethos	5
Our Vision	5
Our Values	6
Our Aims	6
Visits	6
School & Community Links	6
Encouraging positive behaviour	7
Anti-Bullying	7
House System	7
Parental Involvement	8
Parents as Partners in their Children’s Learning	8
Transitions	8
Nursery	8
Transfer to Secondary School	9
The Curriculum	9
Literacy	10
Numeracy	11

Learning in context	11
Health and Wellbeing	12
Expressive Arts.....	13
Religious and Moral Education.....	13
Assessment & Reporting	14
Assessment.....	14
Reporting.....	14
Support for Pupils	15
School Improvement.....	16
GIRFEC	16
School Policies & Practical Information	17
Policies	17
Authority Education Policies and Services.....	17
Organisation of the School Day.....	17
Primary School	17
Nursery	18
Homework	18
School Meals.....	18
Drinks and Snacks	19
School Uniform.....	19
Jewellery.....	19
Personal Property.....	20
Severe Weather Arrangements.....	20
Health Care.....	20
Educational Trips	21
Parent Pay – paying for school meals and trips.....	22
Pupil Representation and Involvement.....	22
Name of Child Protection Officer	22
Nursery	22

Introduction

Dear Parents and Carers

This handbook is given to every pupil who enrolls in Balbeggie Primary School and has been prepared to provide you with as much information as possible on various aspects of school life so that your decision to send your child to Balbeggie Primary School will be an informed one. It will also assist your child to settle at school as quickly as possible.

The Handbook should be kept as a reference and guide in future years. Every effort will be made to update the information as changes occur. It should provide most of the information that parents may require, but if there are any gaps or should there be any questions, please do not hesitate to contact the school for clarification.

Balbeggie Primary School seeks to ensure a safe, secure and happy environment for your child and pupils are encouraged to approach a teacher or myself if they need assistance or have any worries. Parents in turn should not hesitate to contact me for help or information.

I hope that you will find the Handbook useful and will realise that we want pupils and parents to feel they are welcome here. The School looks forward to welcoming you as parents and carers and we wish your child a happy and positive time at Balbeggie Primary School. Should you wish to discuss any aspect of your child's education, please contact me by telephone, email or letter so that we can arrange an appropriate time to meet.

Yours sincerely

Ms Vicky Donaldson – Head Teacher

Delineated Area

Balbeggie Primary School serves the village of Balbeggie and a rural area bounded by Dunsinnan, Bandirran, St Martin's Road and Pitroddie Road. If you are unsure as to whether you live within our catchment area you can check with the school office or check on line with Perth and Kinross Council.

Contact Details

Balbeggie is a non-denominational school which educates children intellectually, sociably and emotionally from Nursery to P7.

School Address Balbeggie Primary School

Main Street

Balbeggie

PH2 6EZ

Telephone 01738 454490
E-mail Balbeggie@pkc.gov.uk
Website <https://blogs.glowscotland.org.uk/pk/BalbeggiePrimarySchool/>
Twitter [@BalbeggiePS](https://twitter.com/BalbeggiePS)

Stages Covered Nursery and Primaries 1 - 7 (3 - 12 years)
Present Roll (as at Nov 2022) Primary (45), Nursery (10)
Status Non-denominational State Primary School

Head Teacher Ms Vicky Donaldson
Principal Teacher Mrs Deborah Hamilton

The staff

There are currently 2 mainstream class teachers, the Head and Principal Teacher. There are also visiting teachers who work in school throughout the week.

The school has an effective group of support staff. There is full time school support assistant in the office and we are supported by 3 pupil support assistants in the mainstream school.

Principal and P6/7 Class Teacher	Mrs D. Hamilton - Principal
P4-7 Class Teacher	Mrs F. Alexander
P1-3 Class Teacher	Mrs C. McCance
RCCT Teacher	Mrs D. Hamilton
Primary Pupil Support Teacher	Mrs B. McCall
Early Years Support Teacher	Mrs LA. Fergusson
Outreach Teacher	Mr J. Carrigan-Key
Area Support Teacher	Mr G. Philips
Peripatetic Supply Teacher	Mr J MacGregor
Primary School Support Worker	
Pupil Support Assistant	Mrs E. Thomas
	Ms C. Marsh
	Miss L. Proctor
Early Childhood Practitioners	Mrs L. Brown
	Miss B. Murray
	Miss N. Simpson
	Mrs H. Clark

Other Useful Contacts

Director of Perth & Kinross Education and Children's Services is Sheena Devlin. The Head of Education is Sharon Johnston. The Quality Improvement Officer for Balbeggie is Kim Ramsay.

They are all based at 2 High Street for which the address is:

Perth & Kinross Council Education Department
2 High Street
Perth
PH1 5PH

Telephone (01738) 476200
Fax (01738) 476210

The Perth & Kinross Council web site is: www.pkc.gov.uk

Parental Concerns

If at any time throughout the year a parent is worried about their child's progress a meeting can quickly be arranged. The school is the first point of contact should you require advice, information or wish to raise a concern. If you have any concerns regarding your child's experience within school, a note, phone-call or informal chat to the class teacher can often settle this. If it is a more complicated issue a phone-call,

letter or e-mail to the Headteacher (Balbeggie@pkc.gov.uk) will elicit a quick response. This may be concluded via telephone or email or it may be necessary for a meeting to be held in school. This will depend on the nature of the concern.

We work very closely with our parents at Balbeggie to ensure that all pupils are happy and successful.

Complaints

Most parental complaints will be informal and can be dealt with in school. This will usually be carried out by the Head Teacher.

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

Pupil Absences or Sickness

Parents are legally required to ensure that their child attends school regularly and are punctual on arrival to school. Absence from school for any reason must be followed by an explanation. Cases of significant or repeated unexplained absence or lateness have a detrimental effect on the child's education.

Parents should telephone the school (01738 454490) before **9.30am** (a message should be left leaving the child's name, class and a brief explanation for the absence). A text message will be sent out by 9.30am if a reason for absence has not been received. If no response to the text is received a phone call will be made by 10.30am. Absences are closely monitored by the Headteacher and recurring unexplained absences are followed up with parents.

Perth and Kinross Council discourage holidays being taken during term time. The Headteacher must record such absences as unauthorised. It will not be possible for teachers to provide individual programmes of work for pupils removed from their studies for family holidays.

If your child is required to attend a medical appointment, please let the school office know. 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 we have been unable to contact parents, 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 school informed of any medical conditions your child may have so that we can deal sensitively with these. Please make sure that the school office is kept up to date with any changes in telephone numbers/emergency contacts.

Arrangements for allocating places in School

If you are new to the catchment area and considering enrolling your child in Balbeggie, please contact the school office or email the school address for advice and information.

Any parent living outside the immediate area can apply for admission by completing a placing request form to be returned to the Education Office. (See sections at the rear of this booklet regarding enrolment policy.)

Any parents from within or outwith the school catchment who wish to visit the school would be most welcome to do so. Please contact the office to arrange a suitable time to visit.

On registration parents are asked to show the child's birth certificate (to confirm date of birth) and a recent Council Tax bill (to confirm the address).

For all new pupils entering Primary One in August there is a programme of transition activities in place which includes parent information sessions and a variety of activities in school for the children.

Communication Process

We have several ways in which we communicate information to parents. These include:

- School app which can be downloaded onto any smart phone/iphone
- Regular newsletters are issued via the School app and website
- The school website can be found on <https://blogs.glowscotland.org.uk/pk/BalbeggiePrimarySchool/>
- Each pupil has a Seesaw profile. Termly this is updated with learner progress and targets in numeracy and literacy
- You can follow us on Twitter [@BalbeggiePS](#)
- Where pupils are attending a trip outwith the local community, parents will be informed and permission sought via ParentPay. On occasions when a class is going into the local community they are covered by the general permission signed on original registration however, we will still notify parents
- We have a texting system that can be used to pass on information. If a class is later back from a trip or the school is closed, or there is important information to pass on, we would endeavour to send out a text to relevant parents, this will also be sent via the app. Unfortunately, there is no facility for us to receive text messages from parents at this time
- When the school has concerns about an individual pupil we will often contact home for a discussion either on the phone or to arrange a meeting.

Parent/teacher contact evenings are held twice a year (usually November and May) and offer the opportunity to discuss a child's individual progress between class teacher and parent. An annual end of year written report is given to parents in June. Parents receive regular newsletters informing of activities pupils have been a part of and will be a part of, as well as general school information.

Parent Council

Our school has always had an active and supportive Parent Council. In 2007/08 there was a change to the National Legislation and Parent Councils were formed. An AGM is held every September.

The Parent Council is a volunteer group of parents who represent the wider parent forum. The Parent Council is there to represent the views of parents, support the school, be consulted on matters relating to the school and to raise any issues on behalf of parents. The Council members are also active fundraisers and money is donated to the school to support the purchase of items which enhance activities for children within the school. The Parent Council does not deal with issues regarding specific children or staff. These matters would always be raised directly with the school management team and would not be discussed at parent council meetings.

The Chairperson of the Parent Council Jillian Martin

The Head Teacher is the professional adviser to the board.

Further information on parental involvement in schools can be found at:
<http://www.pkc.gov.uk/parentalinvolvement>

School Ethos

Our Vision

Our vision for Balbeggie is **CLEAR**:

- C** Caring Community
- L** Love of Learning
- E** Excellent Equalities
- A** Awesome Achievements
- R** Rightful Respect

Our Values

Ready, Respect, Safe

Our Aims

Balbeggie Primary School aims to:

- Provide a broad, balanced and varied curriculum which meets individual needs, expectations and develops successful learners.
- Develop a welcoming community, which builds a sense of security, identity, pride and commitment where links and involvement with all stakeholders are encouraged and sustained.
- Encourage and support children and adults to make healthy choices and pursue an active lifestyle.
- Ensure high standards through effective shared leadership and teamwork.

(*NB – these aims are currently under review Dec 2022)

Visits

In Balbeggie Primary we believe that a child's learning is not confined to the classroom. We offer plentiful opportunities for 'learning without walls', making the most of any learning experiences on offer. Children in the early years/nursery will venture outside to explore their locality frequently – be it around the school grounds or around the village. We often visit local farms, or even the main street to investigate our surroundings. Further up the school, we offer trips to support learning in all parts of the curriculum eg, Perth Museum and Art Gallery, Perth Theatre, AK Bell Library. We welcome parental support assisting with transport or accompanying us on these learning experiences. Children are often offered the opportunity to attend sporting events throughout the school year and we link up with other smaller schools in the area to afford the P6/7 classes to go on a residential trip every two years.

School & Community Links

Parents and carers, other schools, local businesses, Community Groups and other adults are all involved in the life and work of the school. The school has been involved church services, curricular visits and projects cross curricular work and financial support from community. We pride ourselves on the high level of community engagement and parental involvement within the school.

Encouraging positive behaviour

The School encourages a high standard of positive behaviour at all times and use a range of strategies to maintain this. Staff integrate the four areas of self-esteem, self-awareness, interpersonal relationships and independence, interdependence into the RME, Health and Personal/Social Development Programmes.

On occasions, where an aspect of a pupil's behaviour requires to be addressed we always appreciate the support of parents. The School will inform parents at the earliest time possible when dealing with challenging behaviour in the school in order to work together to improve behaviour. We have a Positive Behaviour Management Policy, which was created in collaboration with parents and pupils.

At Balbeggie (and across the Perth Academy Cluster of schools), we use a Restorative Approach towards dealing with behaviour issues, whether in the classroom or in the playground. All staff have had basic training and are developing their skills in this area which encourage children to reflect on their behaviour and how it has affected others.

In June 2021, Balbeggie was accredited with the Silver Rights Respecting Schools Award which demonstrates our commitment to Children's Rights.

Anti-Bullying

In Balbeggie Primary School, bullying of any kind will not be tolerated. We aim to create a caring, positive environment where everybody respects each other and accepts differences. We encourage all who come to our school to feel good about themselves and to feel part of our school community.

House System

Our House System recognises the positive behaviour of children. It also provides pupils with the opportunity to work together with pupils of different ages during 'House Time' and our termly 'House Events'. The three houses are Tay, Earn and Isla.

Parental Involvement

Parents as Partners in their Children's Learning

As a result of government legislation all schools are entitled to have a Parent Forum and Council. Parents are automatically members of the Forum. One of the ways the parents will be able to express their views will be through the Parent Council. As a member of the Parent Forum each parent can expect to:

- Receive information about the school and its activities
- Hear more in future about what partnerships with parents means in their school
- Be invited to be involved in ways and times that suit them
- Participate in deciding how the Parent Council is organised and how it operates
- Identify issues they want the Parent Council to work on with the school
- Be asked their opinion by the Parent Council on issues relating to the school and the education it provides
- Work in partnership with staff
- Enjoy taking part in the life of the school in whatever way they can.

It is important that all parents/carers know about their membership of the Parent Forum.

The Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents of children at the school. Parent Councils are very flexible groups, and the Parent Forum can decide on the type of group it wants to represent their views.

www.pkc.gov.uk/parentalinvolvement

Transitions

We have a programme of transition activities to support pupils as they move into either Primary 1 or Secondary. There is correspondence between the school and parents to ensure this move is as smooth and helpful as possible.

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. The designated nursery provision for this school is Balbeggie Primary 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", which can be accessed on the Council's website.

Transfer to Secondary School

Most Balbeggie pupils transfer to Perth Academy. The Academy handbook is made available to all P7 pupils in the summer term. Perth Academy staff (and any other receiving school) speak to our pupils who typically undertake a 2 day visit to the secondary school to follow a typical first year timetable.

Parents who wish their child to transfer to a school other than Perth Academy should contact this school for information or procedure.

Perth Academy, based in the Viewlands area is possibly the longest established school in Scotland, dating from the twelfth century.

The Guidance and Support for Learning Staff will visit the primary schools in the course of the second and third terms to talk to pupils, and arrangements will be made for all those transferring to secondary to visit the Academy in June, to meet the Rector to discuss matters associated with the transfer from primary to secondary school.

Pupils who require more support will have the opportunity to take part in an Enhanced Transition Programme of visits & activities. There is liaison between primary staff and the Academy's Learning Support Department to ensure a smooth transition to secondary school for pupils.

The Academy parents' handbook is issued in January to all parents of primary seven pupils in the catchment area, and is available to others on request.

The Curriculum

The purpose of primary education is to give children breadth to learning and encourage the development of critical reasoning. This latter aim is to develop the capacity for independent thought and powers of deduction through the child's learning experiences. This is achieved through an integrated and balanced use of the elements of the curriculum.

As we prepare our children for the future in our fast-changing world and equip them for jobs which may not yet exist, Curriculum for Excellence is fully implemented in schools across Scotland, for all learners aged 3-18. In Perth & Kinross we have built on our Setting the Standard documents and the Improving Learning series by producing Creating a Curriculum for Excellence – which incorporates a four-part guide outlining the role played by the 3-18 Curriculum Framework, Effective Learning and Teaching, Enterprise and Vocational Education and Assessment for Learning in creating Curriculum for Excellence in our schools.

Under Curriculum for Excellence every child is entitled to a broad general education with opportunity to acquire depth of knowledge in some areas and to develop Skills for learning, skills for life and skills for work. The learning experiences we deliver will offer learners the opportunity for personalisation and choice. Learning activities will be structured to ensure children work at a pace they can cope with and with the challenge they will thrive on. Plans and tasks will link knowledge in one curriculum

area to that in another, helping children to understand the world and to make connections. Children will think for themselves, make sound judgements, challenge opinions, enquire and find solutions.

Curriculum for Excellence empowers our teachers to make professional judgments about what and how they teach. It encourages creative approaches and promotes cooperative strategies as we seek to engage, motivate and inspire our learners.

All staff have a responsibility to develop, reinforce and extend learning in Literacy, Numeracy and Health and Wellbeing for all our learners. We continue to offer personal support to help young people fulfil their potential and make the most of the opportunities we offer. Ultimately Curriculum for Excellence aims to improve the life chances of all our children and young people, to nurture them as successful learners, confident individuals, effective contributors and responsible citizens.

In Balbeggie Primary School, we are all working towards improving the quality of the learning experiences and opportunities for our children through the development of Curriculum for Excellence. We are fostering opportunities for all children to develop their talents and aptitudes through a wide and varied curriculum, which promotes challenge & enjoyment, breadth, progression, depth, personalisation & choice, coherence and relevance to the child and our locality.

Literacy

Language is taught and assessed in accordance with the English Language Curriculum for Excellence experiences and outcomes. The four aspects of Language i.e., reading, writing, listening and talking are taught and practised throughout the school.

In Language the school aims to:

- Give children a command of the English Language and be able to use it accurately and precisely.
- Give children knowledge about Language, to read fluently and with comprehension, write fluently and legibly paying, due attention to spelling and punctuation, listen attentively and talk to the points.
- To develop, in all children, positive attitudes towards their own and each other's Language potential by sharing, enjoying and co-operating with one another in the learning process of Language development.

Reading

Oxford Reading Tree is used throughout the school and is supplemented by Wellington Square and Folens if required. Early reading skills are developed using 'Jolly Phonics' as the core resource. Reading skills are developed throughout the school using a variety of methods e.g., skimming & scanning, reading for information, using pictures as clues

Writing

A wide range of resources form the core of our creative language activities and are not dependant on one published scheme. All classes use a range of active literacy activities to develop different types of writing e.g., story mapping, talking boxes, story cards/cubes, writing within a specific context

Listening

This is improved with the use of recordings and dialogues with the teacher, individually, or in groups in a variety of contexts and a variety of purposes so as to respond to texts, gain information and understand what has been heard.

Talking

Pupils individually and in groups will talk appropriately about experiences, opinions, feelings and texts, showing awareness of audience and purpose; in so doing they will convey information in a variety of contexts and achieve knowledge about language. Class discussion, role-playing, news time, debates, talks etc. encourage these aims.

Numeracy

The maths curriculum is planned in accordance with the Perth and Kinross Maths guidelines and the 'Curriculum for Excellence' maths outcomes.

We aim to help the children to: -

- Master basic skills and knowledge, calculate speedily and accurately and understand the processes and the needs for these skills.
- Develop an interest in mathematics, think logically, and work confidently, co-operatively either with other children or independently on problem solving, applications of mathematics within the environment.
- Acquire the ability to appreciate the structures, patterns and rhythms of mathematics.

Emphasis is placed upon learning through activity and interactive teaching to support/consolidate learning. We have a structured development of mathematical concepts using a happy balance of mathematical skills with emphasis on practical applications within the school environment. Parents are asked to support learning and teaching through follow up activities/consolidation at home.

Learning in context

Children's learning should be enhanced through an awareness and observation of the environment. They should learn about the world around them and develop the knowledge, understanding, skills and attitudes to interpret it. Children are involved in learning through interdisciplinary work which are developed in response to the children's needs, interests and learning styles. Partnerships with the local community are developed as contexts for learning; ensuring learning is meaningful, relevant and stimulating.

Through topic work and involvement in projects, children should be helped to understand social, cultural, physical and technological factors to operating on their own immediate European and World-wide dimensions.

The school aims to provide for pupils, the progressive development of knowledge and understanding of the world in which we live. A wide range of skills is also needed to investigate, understand the environment and to obtain practical abilities for day to day living.

The aims of Learning within a context are as follows

- Achieve knowledge and understanding of the environment and the world around them
- Develop skills which will enable children to interact with the environment
- To recognise the knowledge, understanding and skills associated with Science, Social Subjects and Technology
- Develop knowledge and understanding of, and the capacity to use, Information Technology
- Develop informed attitudes and values relating to the care and conservation of the environment

Health and Wellbeing

Health & Wellbeing is an integral feature of the curriculum and covers the following areas:

- Mental, emotional, social and physical wellbeing
- Planning for choices and change
- Physical education, physical activity and sports
- Food and health
- Substance misuse
- Relationships, sexual health and parenthood

Expressive Arts

Elements within Expressive Arts are taught and assessed in accordance with Curriculum for Excellence experiences and outcomes. The three components of Expressive Arts, Art and Design, Drama, and Music are taught throughout the school. Expressive Arts encourage the exploration of values, foster imagination and creativity, develop practical and perceptual skills and promote intellectual and aesthetic development.

The aims of Expressive Arts are to:

- Promote distinctive ways of understanding self-developing individual abilities and finding
- Personal satisfaction and enjoyment
- Emphasise particular ways of communicating with others
- Develop aesthetic awareness
- Make an important social and economic contribution to our society
- Develop an awareness of our heritage

Religious and Moral Education

Religious and Moral Education is delivered in accordance with Curriculum for Excellence experiences and outcomes.

In the school's Policy Statement on Religious and Moral Education the aims are: -

- Develop a consistent set of stances for living values and attitudes, which are the result of a personal process of growth, search and discovery.
- Investigate and understand the questions and answers that religions can offer about the nature and the meaning of life.
- Appreciate and assimilate commonly held values such as honesty, freedom, fairness and concern for others.
- Encourage attitudes of openness and sensitivity towards people whose religious beliefs and customs may be different from their own.

These aims will in no way undermine the faith of any family commitment, but on the contrary, should support and affirm a child's background. We are now living in a multicultural society; children are aware of a wider culture, and it is the duty of the school to widen the children's horizons.

Assessment & Reporting

Assessment

Staff carry out continual assessment of children's performances. An individual pupil profile containing evidence of performance is kept. Strengths and Next Steps in learning are recorded and used to provide information for planning the next steps in a child's progress. Children's progress is monitored using a Tracking system which informs staff of a child's individual progress. Parents are encouraged to come to discuss any difficulties arising from social, behavioural or learning problems. Parent Contact Evenings are held twice yearly for official discussions on a one to one basis but parents should feel free to come at any time throughout the school year.

Throughout each block the staff use a range of assessment strategies to track pupil progress. The information from the assessments is recorded to highlight next steps and development needs.

Reporting

Formal consultations in the form of Parent Contact Evenings take place in November and May although parents are welcome to arrange an appointment with class teachers to discuss their child's progress and attainment at any time. Reports are sent home annually in May. These reports will cover all areas of the curriculum and summarise pupils' achievements in different contexts and settings as well as involvement in the life and ethos of the school as well as learning out with school. Primary 7 pupils also compile Pupil Profiles outlining their goals and achievements as well as any skills they have learned which are updated regularly and passed on to the appropriate Secondary School when the pupil completes his/her primary education.

Support for Pupils

Learners who require additional support are given special consideration and help. Where a child experiences a learning difficulty of a temporary nature, the class teacher will provide the necessary help. If the difficulty is of a more long term nature, extra advice or support is available from Support staff. For children who have identified Additional Support Needs, parents/carers will be informed and invited to an Additional Support Needs meeting where targets to meet the pupil's needs will be identified and agreed. Following on from this meeting an Individual Educational Programme may be created and reviewed regularly. The services of an Educational Psychologist can also be called upon when more specialised advice is required.

When necessary, a child can also receive help from this source in the way of resources to stretch him/her to their full potential.

Should a parent have concerns about his/her child, they should contact the Head Teacher or access information on the following website.

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

The following organisations also offer advice, further information and support to parents of children and young people with ASN. These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

(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: 0845 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.

School Improvement

The main achievements of the school over the past year can be found in the Standards and Quality Report which is published annually and available to view on the Perth and Kinross website by clicking the following link:

www.pkc.gov.uk/article/17485/Balbeggie-Primary-School

Plans for improvement of the school's performance over the next year, including how the school will involve parents, are contained in the School Improvement Plan, a copy of which is available from the school on request and on the school website.

Details of the school's performance at local and national level can be obtained by viewing our HMI Scotland Inspection on the Education Scotland Website.

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. 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 Policies & Practical Information

The school publishes an annual **Standards and Quality Report** which is circulated to parents and is posted on the Council website. The report includes attainment information, details of achievements over the last 12 months and identifies the school's priorities for improvement over the next session. A copy of our most recent Standards and Quality Report can be found at the following link https://www.pkc.gov.uk/media/31846/Balbeggie-Primary-Standards-and-Quality-Report/pdf/Balbeggie_Primary_Standards_and_Quality_Report.pdf?m=637780285792570000

A summary of the **School's Improvement Plan** is also available to parents. Both these documents help to ensure that parents are kept fully informed of the school's performance. A copy of our most recent school inspection can be found at the following link https://www.pkc.gov.uk/media/45355/Balbeggie-HMI-Follow-Up-Report/pdf/Balbeggie_HMI_Follow_through_progress_report_to_parents_FINAL.pdf?m=637141795041100000

Policies

Parents can access school/local authority policies via the school office. However, it is hoped that during session 2023/24 this information will be available on the school website.

Authority Education Policies and Services

The authority website provides information on Perth and Kinross policy. The following are links to popular policies on this website:

School enrolment to include primary, placing requests and composite classes www.pkc.gov.uk/article/17276/School-enrolment

Grants and benefits to include free school meal entitlement, clothing grants, transport and music tuition www.pkc.gov.uk/article/17282/Schools-grants-and-benefits

Information on Educational Psychology Services www.pkc.gov.uk/eps

Primary School Meals www.pkc.gov.uk/article/17330/Primary-school-meals

Organisation of the School Day

Primary School

Morning	9.00am – 12.15pm
Afternoon	1.15pm – 3.15pm
Morning Break	10.30am – 10.45am

Nursery

Monday - Friday 9.00am – 3.00pm

School term dates and holidays can be found here:

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

Unless weather is inclement and because we do not have supervision, pupils are not allowed in school before 9am. In bad weather, pupils will be allowed into classrooms at intervals, when a high standard of behaviour will be expected.

Parents should encourage children to use the pedestrian crossing as the only method of crossing the road.

Homework

Pupils are given homework suited to their age and individual needs, but no great pressure is made on children's 'free time'. If a child has not completed the allocated workload for the day then he/she may have to complete the work at home. Throughout the school homework is given on a weekly basis – reading, spelling and a maths activity.

In the early years, children will have words to learn for a reading book and parents can help by reinforcing the learning of the words, reading to the children and listening to them reading. I would remind parents that the 'reading book' at this stage is only a small part of the global reading done in the classroom.

It is appreciated if parents supervise homework, guide children in the right direction if topic research work is required and sign it on completion. During the session, information about various topics will be provided for parents to assist in their children's learning through research and discovery, which is invaluable. We value homework as a valuable tool for promoting home study skills, as well as informing parents/carers of the current learning focus in class.

School Meals

Lunch arrangements are catered by Tayside Contracts. Meals are cooked off site. School meals are presently charged at £2.15 daily. **Nursery to Primary 5 pupils do not currently pay for school meals.** Lunches are paid for through the online system Parentpay. Special diets can be catered for on request. Such requests should be made to The Catering Unit Supervisor. Specific medical diets may also be available, and any requests should be made to the Catering Support Team, 2 High Street, Perth, PH1 5PH. Email: ecscateringsupport@pkc.gov.uk Tel: 01738 476341.

Children are issued with menus for school meals on a regular basis, you can view the latest menu here:- <http://www.pkc.gov.uk/article/17330/Primary-school-meals>

Space is provided in the dining hall for children who wish to take packed lunches. The children are supervised as they eat. They will be encouraged to eat well. We will contact you if we notice your child is regularly not eating their lunch.

Drinks and Snacks

Pupils are encouraged to drink water throughout the day. Individual water bottles are kept in the classrooms and should be labelled with the child's name. Fizzy drinks and sweets are discouraged in school in the interests of health and wellbeing. Healthy mid-morning snacks are encouraged.

School Uniform

The wearing of school uniform is encouraged at Balbeggie Primary School. Not only does this look smarter both in school and when on trips, it also provides a sense of identity. We ask for your support in this.

The School uniform is a combination of black/grey, red and white.

Black or Grey skirt, trousers, shorts
White polo shirt or shirt
Red sweatshirt, cardigan or jumper
Black shoes

School Uniforms can be ordered from

<https://www.schooltrends.co.uk/uniform/BalbeggiePrimarySchoolPH26EZ>

Children are expected to have a change of clothing for PE lessons. Shorts, t-shirt and gym shoes are required. For outdoor PE, tracksuit bottoms or leggings, a warm top and trainers are needed.

Parents are also advised to provide an old shirt or smock for painting and craft lessons to avoid marks getting onto clothing. Primary 4-7 children are expected to take responsibility themselves for wearing these at appropriate times.

When boots must be worn to school, it is desirable that all children have a change of footwear for indoor use, especially during the Autumn and Winter terms, in order that dirt and wet does not travel into the classroom (gym shoes will suffice).

All children's belongings should be named or have some mark of identification.

Jewellery

In the interest of safety in the playground and during Physical Education lessons, pupils should not wear hoop or dangling earrings, as this can lead to accidents. To minimise the risk of any accidents, children will be asked to remove all articles of jewellery, including watches, for P.E. lessons.

Personal Property

The School and the Education Authority cannot be held responsible for damage or loss of personal property e.g. watches, bicycles, jewellery, toys, games, phones etc. and parents are requested to use their discretion in allowing pupils to bring to school, items of significant value. If parents are unsure, please check with a member of staff.

Severe Weather Arrangements

In the event of the school closing during the school day parents/emergency contacts will be informed by telephone and asked to make arrangements to collect their child. Therefore, it is very important that the school has an emergency contact number for a responsible adult who lives locally.

In the event of severe weather, information for parents/pupils regarding school closures will be available from the following sources:

- Radio Tay will always have up-to-date information from 7.00a.m. and is updated every 20 minutes. (Frequency AM 1161; FM 102.8 and www.radiotay.co.uk)
- Perth and Kinross Council Customer Service Centre – Parents/Carers should call 01738 475000 (Available from 08:45 hours to 17:00 hours)
- You can also log onto www.pkc.gov.uk where there is a 'one click' link from the 'Information for You' school closure section where you will get updates.
<http://www.pkc.gov.uk/Schoolclosures>

In the event of the school remaining open during heavy snow, parents should make the decision of whether to send their child to school based on the safety of walking and driving conditions on the pavements and roads.

It is the duty of parents living in remote areas to ensure that their children do not attend school if weather conditions are uncertain. They must make a responsible judgement of the situation and must not be influenced by the fact that a child expresses a desire to attend school.

Health Care

Routine medical and dental inspections are held in the school and parents are notified in advance of these in order that they may be present if they wish.

Should your child become ill or have an accident while at school that requires medical treatment the following action will be taken:

- a) We will try to contact you or your emergency contact by telephone if this is possible.
- b) We will telephone your doctor or the hospital if necessary and arrange to have your child taken there accompanied whenever possible by you or someone else nominated by you.

Where a child becomes ill in school and we feel he/she should return home we will contact you or your nominated emergency contact and ask that your child be collected from school.

It is important that parental and emergency contacts are accurate, and I would ask you to notify the school immediately of any changes in these.

If your child suffers from any specific medical condition (e.g. an allergy to Elastoplasts, nuts, dairy products, is asthmatic or diabetic) the school should be informed. All such information will be treated in the strictest confidence.

We have staff trained in First Aid and when your child requires First Aid administered by them you will be informed by means of a note home. Where a child has experienced a bump to the head this will always be logged in school and a note sent home.

Please remember that if your child is absent with sickness and/or diarrhoea the Health Protection Agency recommends that your child should be kept away from school for at least 48 hours after the last episode of diarrhoea or vomiting.

From time to time, and in common with all schools, we may find that a pupil has an infestation of head lice. When that is the case the Headteacher will notify the parent of that child directly. The Scottish Government recommendation is that alert letters are NOT sent home in the management of head lice infection. See the link below for advice: <https://www.gov.scot/publications/national-guidance-managing-head-lice-infection-children/>

Educational Trips

Teachers are encouraged to arrange outings and trips of an educational nature. All such trips are fully risk-assessed to ensure pupil safety. Our Parent Council has very generously been able in recent years to part cover the cost of such trips. When a child enrolls at Balbeggie Primary School their parents/carers are asked to sign a blanket consent form covering school outings. This may be used to cover spontaneous outings e.g. a walk to collect natural objects, a trip around the village.

Additional permission is required for class outings which are further than the immediate area.

Parent Pay – paying for school meals and trips

We use the ParentPay system for parents to pay for school lunches and school trips. Parents are issued an activation code by the school and register online. The system is safe, convenient and very easy to use.

Pupil Representation and Involvement

Each session all children have the opportunity to actively participate in our Responsibility Groups – Rights Respecting School, Reading Schools, STEM, Digital Schools, Pupil Council and School Improvement. Meetings are held regularly throughout the year. Primary Seven pupils are also given the opportunity to become House Captains.

Name of Child Protection Officer

Given on-going public concern about child abuse, and recent changes in the law, schools are now 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 and has undertaken specialised training. In our school, that person is: Diane Johnstone, Designated Officer (Child Protection)

Should you wish to talk further about Child Protection and the safety of children, please feel free to contact the school. As a school, we have good contact with School Medical Officers, Social Workers and Police, any or all of whom may become involved if abuse is suspected.

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.

Further details of nursery provision in Perth and Kinross and updates 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 <https://www.pkc.gov.uk/families>

The Nursery provision at Balbeggie caters for 16 children, providing a valuable pre-school service of the highest order to children from the age of 3. All places are strictly allocated according to the Perth & Kinross criteria which gives preference to local pre-school children. When the Nursery registration is oversubscribed, not all

applicants are guaranteed a place at Balbeggie.

Balbeggie operates the nursery from 9am – 3pm during term time. Children may remain over the lunchtime period for a full day.

All 3-5 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.

A separate booklet is issued to parents of potential Nursery pupils.