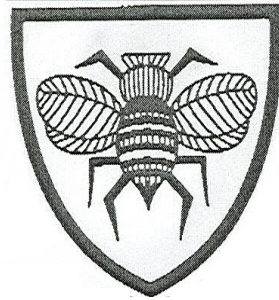


# Burrelton Primary School

## School Handbook



**Academic Session 2025-2026**



**Education and Learning**  
Improving Lives Together  
Ambition | Compassion | Integrity



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## 1 Introduction

### Our School Information

**Name:** Burrelton Primary School

**Address:** School Road, Burrelton, PH13 9NZ

**Head Teacher:** Mrs Angela Thomson

**Tel No:** 01250 871380

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

**Website:** <http://burreltonps.schoolwebsite.scot/home>

**Roll:** At present the school roll is 53 pupils from Primary 1 – 7

Burrelton School is a non-denominational co-educational primary school.

**Present class units:** Primary 1/2/3, Primary 4/5 and Primary 6/7.

**Parent Council Chairperson:** Mr Alastair Elliott and Mrs Amie MacKay

### Welcome to Burrelton Primary School

Burrelton School dates from 1878 and is situated on School Road, a short distance from Main Street, and backs on to farmland. Burrelton is a small village in the beautiful and fertile Strathmore valley. Our pupils come from Burrelton, Woodside and the neighbouring countryside including Campmuir.

The school has four classrooms, a library, a multi-purpose hall, Head Teacher's office / meeting room, office and staffroom. Outside in our playground, we have two large shelter sheds, a sports pitch, a grass area with some play equipment, picnic benches and our school garden.



Our pupils are given opportunities to explore and develop their potential by the provision of a broad and balanced curriculum. Burrelton follows Curriculum for Excellence, and we strive to provide our pupils with opportunities to learn through relevant and meaningful contexts.

Our pupils are encouraged to be responsible people who take pride in their work, their school and their environment. We have a supportive and friendly ethos in the school and promote an inclusive environment for all.

At Burrelton, we value the support and contributions of parents in assisting us to achieve our aims. The school also takes an active role in the community to the mutual benefit of the children in the school and the people who live in the area. Our staff are sensitive to the needs of individual children and plan, accordingly, using a wide range of innovative and motivating teaching methods. Staff also make every effort to ensure that children work to the best of their ability, are polite and caring towards others and feel good about themselves.

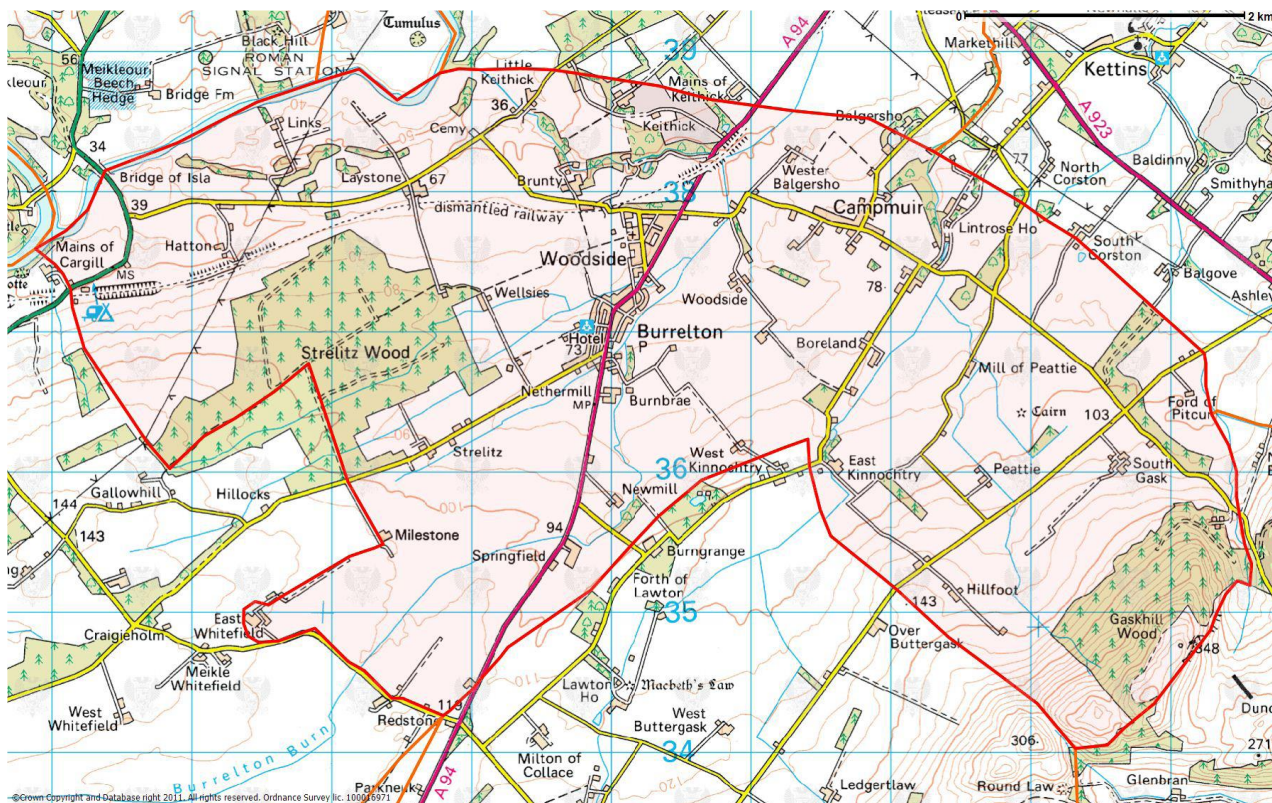
We are very proud of our school, and this is reflected in the positive behaviour of our pupils and in the quality of work on display in classrooms and around the school. We hope that all our pupils feel safe and happy in school and believe that their opinions, ideas and efforts should be valued.



Parents are very welcome to visit the school by arrangement and speak to staff about any concerns they may have. By working together, we can ensure that Burrelton Primary School is a happy place for everyone.

## 2 Delineated Area

The delineated area of Burrelton School is contained within an area surrounded by Mains of Cargill, Keithick, Lintrose, Gaskill Wood, East Kinnochtry, Newmill, Redstone, East Whitefield, Milestone, Strelitz Wood and Gallowhill. A map accurately showing the area described is available for inspection at the school.



## Parents' Charter

Any parent who resides outwith the delineated area but wishes their child to attend Burrelton Primary School should complete a Placing Request Application Form. Forms are available online or from Education and Learning, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth, PH1 5DG. Parents will be advised of the outcome of their placing request as per Authority Policy. To arrange a visit to the school any prospective parent should contact the school office to agree a mutually convenient time.

## 3 Contact Details

Head Teacher:	Mrs Angela Thomson
Principal Teacher:	Mrs Fiona Glass
Class Teachers:	Mr John MacKenzie and Mrs Vicki Wilson (P6/7) Mrs Fiona Glass and Mr John MacKenzie (P4/5) Miss Kerry Thomson (P1/2/3)
Support for Learning Teacher:	Miss Alison Brown
School Support Assistant:	Ms Whitney West
Pupil Support Assistant:	Mrs Laura Bruce/ Mrs Karen Jamieson
School Support Worker:	Mrs Laura Bruce/ Ms Kelly McIntosh
School Support Assistant:	Mrs Karen Jamieson
Cleaner:	Ms Carol Duthie
Dining Assistants:	Mrs Wendy Mitchell
Facilities Co-ordinator:	Mr Roddy Ritchie
Quality Improvement Officer	Mr Nick Thomson

## **Emergency Contacts**

There may be occasions when it is important that the school contact you, for instance if your child is ill or injured and a hospital visit is necessary. We also require the name of a contact person who is on the phone and available to collect your child from school in the event of sickness. Please help us to keep our records up to date by informing us of any changes in circumstances, for example, your place of employment or a change of contact person

Parents should contact the school on the first day of absence by 9.30am. An accompanying letter should be forwarded to the school office when the child returns to school. Unexplained absences are followed up from the school by phone call.

Please note: the information contained within this handbook is correct at the time of printing – changes may occur throughout the year.

## **Parental Concerns**

If parents have any concerns, please contact the school office and we will be able to arrange a convenient time to meet the appropriate member of staff. If school staff have any concerns relating to your child, we will contact you to discuss this further.

## **Complaints Procedure**

We hope that your family enjoy being part of our school but if you do have cause for complaint, please contact the office and you will be directed to the appropriate member of our management team.

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:

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

## 4 School Ethos

Burrelton Primary School works in partnership with families and the community for the benefit of our pupils' education. During February 2016 (light touch review in 2021) we updated our school aims after an extensive consultation process with pupils, parents and staff.

### At Burrelton Primary School we aim:

1. To learn in different ways about interesting subjects including Literacy, Numeracy and Health and Wellbeing, allowing us to use these skills in everyday life, at school and when we are grown up.
2. To talk about our achievements and share successes we have had both inside and outside of school.
3. To make sure we feel involved in learning and teaching and have the chance to participate in excellent learning experiences to achieve our full potential.
4. To make everyone feel welcome and special in their own unique way as well as treated fairly.
5. To be kind to others and for everyone to feel safe and happy.
6. To work and be part of the community with staff, parents and people in our local area.
7. To work together to promote healthy choices in all areas of our lives.

### School Vision

To 'Bee' all we can be.

This vision is embodied in our school aims and our school motto.

### School Values

<b>B</b> elonging	We feel part of the school community
<b>U</b> nderstanding	We are tolerant and respectful of each other
<b>S</b> ensible	We think about the choices we make
<b>Y</b> outhful	We are curious and enjoy playing and exploring
<b>B</b> right	We are learning to bounce back when things are hard
<b>E</b> nthusiastic	We are keen and eager to try all school experiences
<b>E</b> ncouraging	We support each other in all we do
<b>S</b> uccessful	We aim to be all we can be

### Wider Achievement

Individual pupil achievements are celebrated at Together Times each Friday. If children have done something outside school, they are encouraged to bring in certificates, photographs, trophies etc to show the rest of the school. We have an achievements wall in the entrance area of the school, where photographs and best work are on display. We also keep a record of this in each pupil's Learning Journey Folder.

At Burrelton, we are delighted to be able to provide children with a wide range of after school activities. These include art, cross country, choir, tennis and reading club. Children can sign up to these at the beginning of each term for clubs of their choice. Some of the clubs are run by staff and others are run by qualified coaches and do require a small weekly charge.

Pupils are allocated a House to join when they arrive at the school. Pupils can also gain individual house points throughout the week for showing a responsible attitude. These contribute to our House trophy which is given out at the end of the session.

Our school is an accredited Health Promoting School, and also has its eighth Green flag. We have been awarded the Gold Award - 'Rights Aware' Status, Rights Respecting Schools. Through our termly committees, pupils are able to develop their knowledge and understanding of these aspects of the curriculum and develop their leadership skills. Alongside committees (House Captains,

Library, Rights Respecting Schools, Eco, Charities and Pupil Council) we also provide 'Masterclasses' on a fortnightly basis. Through this, pupils have opportunity to develop leadership and team working skills. Our current 'Masterclasses' involve mindfulness and construction.

## **Positive Behaviour Management**

In Burrelton Primary School we believe that pupils should be able to learn in a safe, nurturing and motivating environment. A key aspect of this is our positive relationships policy. Our Pupil Council is responsible for getting the opinions of their classmates so that they can create and maintain a set of school rules which reflect the values and ethos of the school. Pupils are aware of the school rules and understand the consequences of choosing to engage in unacceptable behaviour. This was updated through a working party with parents and staff during session 2015-2016 and reviewed in 2022.

Each class works together to agree, design and display their classroom rules in the form of a charter. The charter is referred to regularly and used throughout the year. Within the framework of the school behaviour management policy the class should also agree the class rewards and sanctions system. Rewards and sanctions must be related to school values and the rights of the child.

Through a restorative approach and a mutual respect between children and staff, we are confident that most issues can be resolved in school. However, on occasions, we may decide to consult parents regarding any incident.

## **School and Community Links**

The school has strong links with the local church, Cargill-Burrelton Church. The children are involved in Christmas, Easter and Summer Services at the Church. Church ministers visit the school termly to take school assemblies. We also have termly visits from the Gospel Hall who come in to take school assemblies.

The school uses the Village Hall in Term 3 for PE lessons and some other school events. In order to walk safely to the hall, we do appreciate parental support, if you are available through the day.

## **Health Care**

All P1 children have a 5-year-old vision, height and weight check. At other stages of the school hearing and vision tests are carried out only if concern is expressed by parents or teachers. At age 11 forms are sent home regarding 11-year-old screening. This is carried out only if parents express concern. Parents will be notified if there is a need for the school doctor to examine their child and will be invited to be present. Dental checks are carried out, if parents wish, from time to time. Speech and Language therapy can be accessed for pupils in need of this service.

The school nurse visits the school as appropriate. Where a teacher expresses concern over a health matter, the nurse will look into it and, if necessary, contact the child's parents. In an emergency, parents or emergency contacts will be informed immediately. We do have staff trained with First Aid certificates, and children will be directed to them in the first instance.

Parents should ensure that the school is informed of any specific medical conditions their child may have. Parents should let the Head Teacher know whether this information should be shared with relevant school staff or whether they wish it to be held in confidence. Where there is a need for medication to be administered during the school day, parents should fill in the appropriate form, available from the school.

For safety reasons, children should not wear earrings at gym time. If however you prefer that your child keeps his/her earrings in at all times then please tape over the earring so that it cannot be caught on gym equipment. Long hair should be tied back.

From time to time and in common with all schools, we may find that a pupil has an infestation of head lice. We do depend on every parent checking their child's hair regularly.

## **5 Parental Involvement**

### **The Parent Forum**

We are keen to work with you to help us give your child the best education we can provide. We value and welcome parent's involvement in the school. As a parent of a child in attendance at the school you are automatically part of what is called the Parent Forum.

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

As a member of the Parent Forum:

- You can ask the school for advice and information on your child's education and how you can support this.
- You will have the opportunity to come along to meetings and to feed in your ideas in other ways.
- You can help choose the Parent Council. This is a group of parents who represent the views of all parents in the school. The AGM is held in September each session.

We strive to be an 'Open' school and are responsive to parental contacts. Pupils are issued with homework diaries/ reading records as appropriate. Regular emails are sent to parents regarding information and updates, etc.

### **Burrelton Primary School Parent Council**

The Aim of the Scottish Schools (Parental Involvement) Act, 2006 is to strengthen and modernise the framework for supporting parental involvement in school education.

In our school, our Parent Council meet at least once per term. Meetings are usually held in evenings on a school night. At Burrelton, we also have a fundraising section who meet at different times to organise events including, coffee mornings, Christmas Fayre, raffles etc. Parents are more than welcome to come along to meetings, and times of the next arranged date can be given by either the Chair of the Parent Council, or the school office.

#### **Current Parent Council Roles**

Chairperson: Mr Alastair Elliott and Mrs Amie MacKay

Vice Chair: TBC

Secretary: Mrs Anastasia Mitchell

Treasurer: Mrs Michelle Murray

#### **School Staff on Parent Council**

Angela Thomson (Head Teacher)

Fiona Glass (Principal Teacher)

### **Parents Supporting Learning in the School**

Parents are very welcome to support learning in the school. Each term, our 'Sharing the Learning' leaflet details what topics classes will be covering, and what other aspects of learning that will be studied. If parents have interests or skills, these can often enhance the learning experiences for our pupils. Parents currently are involved in presenting information to classes, assisting us in preparing props and costumes for school shows, and participating in other events such as working groups which involve meeting with the Head Teacher to discuss school improvement, and other areas of development within the school.



## **Moving from Nursery to Primary 1**

The majority of children, who come to Burrelton Primary, attend Balbeggie Nursery or Coupar Angus Nursery. Our Primary 1 teacher liaises closely with our partner Nursery schools to ensure that pupils coming to Burrelton have a positive transition experience. Transition involves a meeting and presentation for parents during the summer term, where information is given about the school. There is also an opportunity to ask questions that you may have prior to your child starting. Children also have a chance to come in and spend sessions in school to experience what it will be like when they come along in August. Additional visits can be arranged for children who would benefit from an enhanced transition programme, and these would be organised to meet the needs of those concerned.

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

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

## **Moving from P7 to S1**

Pupils who attend Burrelton Primary School normally transfer to either Blairgowrie High School or Perth Academy. Copies of the information booklet for both schools are available to parents and they are asked to make their choice in the January prior to their child's transfer. Introductory information from both schools is included below:

### ***Blairgowrie High School, Beeches Road, Blairgowrie 01250 873445***

Blairgowrie High School has always maintained effective and happy links with its associated Primary Schools. Every effort is made to ensure that the pupils move from their Primary School to their new Secondary School easily and contentedly, and with no break in their education.

The Rector, Mr Paul Cunningham, visits each Primary School in May and meets the Primary 7 pupils and explains how the High School operates. Other senior staff meet the Primary Head Teacher and acquire information about the pupils which might be helpful in assisting future progress.

There is also an evening meeting in May for parents at the High School. There the parents learn how the school is organised with a special emphasis on what happens in First Year. After the meeting parents may inspect the premises, every department being on view. In June all Primary 7 pupils visit the High School and spend two entire days there in which they carry out the timetable they will have in First Year and they are allocated to their register classes. As a result of this, a smooth start is ensured when the new session begins.

Blairgowrie High School is well equipped and pleasantly sited. Transport to and from Burrelton is quick and convenient.

### ***Perth Academy, Murray Place, Perth 01738 623491***

Pupils transferring to Perth Academy, the oldest school in Scotland, will join a year group of around 200 in a school of 1000 pupils.

After two years of following a broad common course covering all subject areas, pupils move to a more intensive study of eight subjects in third and fourth year. A high proportion then stay on into senior years to study further.

There is also a wide variety of extra-curricular activities, including a range of team and individual sports, music of all kinds, public speaking and school journalism. Further information about Perth Academy is available from the Rector, Mrs Eleanor Paul.



## 7 The Curriculum

Every young person in Scotland is entitled to experience a broad general education. Our school, in line with all primary schools in Scotland, follow Curriculum for Excellence Guidelines. Every child is offered a wide range of learning opportunities in Expressive Arts, Health and Wellbeing, Languages, Mathematics, Religious and Moral Education, Sciences, Social Studies, Modern Languages and Technologies.

Through our Curriculum Framework every child is given the support and opportunity to become a successful learner, a confident individual, a responsible citizen and effective contributor to society.

We feel it is important for all our children to develop skills for learning, life and their future work as adults. Our class teachers strive to make learning as stimulating and relevant to the real world as possible. This allows the children to make meaningful connections and practice their skills.

Class teachers implement a range of teaching strategies to support learning in their classrooms. Whole class discussion, co-operative learning and active learning are some of the strategies used across the school. ICT is also used as a learning tool to supplement and enhance the quality of learning. Skills for Life, Learning and Work are also planned for.

Each term, class teachers will issue a 'Sharing the Learning' plan which will detail learning that will be taking place over the term.

Pupils attend two class trips per year relating to their learning and the upper primary are involved in additional optional trips such as football, cricket and cross country.

### Literacy

Literacy is at the heart of children's learning across the curriculum and is one of the core subjects in Curriculum for Excellence. The development of literacy skills (listening, talking, reading and writing) is integrated into all areas of the curriculum.



At Burrelton, we aim to develop enthusiasm and a genuine passion for reading. Through use of Jolly Phonics, Oxford Reading Tree, Literacy World resources we are able to provide children with a stimulating and effective reading programme to support them through the school. Children also have access to our school library, which has been designed as a cosy and peaceful space to read, whilst also being well stocked with books that are current and having been chosen by our pupils. The mobile library visits the school monthly.

In writing, we currently use the 'Big Writing' programme across the school. This programme is extremely effective in identifying clear targets for children to work on. 'Big Writing' is done usually once a week and requires a lesson giving teacher input, followed by a quiet, structured time for pupils to write independently. An active approach is also used to support the teaching of Nelson Spelling and Grammar in classes.

Listening and Talking is covered both through our Literacy programme, and also through our learning contexts and other curricular areas.

### Numeracy

Through use of Heinemann Active Maths and TeeJay Maths, we can provide a wide range of active and written learning experiences for children. These resources also have a clear progression ensuring that all children are able to be challenged appropriately within their classes. As problem solving and skills development are two key aspects of Maths, our new schemes of work encourage children to be able to apply their skills across a wide range of learning contexts.

Big Maths is implemented in classes across the school. Big Maths is a resource for supporting the teaching of Mental Maths and provides an exciting and motivating context for children to learn core mental maths skills. This programme is again progressive and caters for all individual learning needs.

## **Health and Wellbeing**

Health and Wellbeing is covered in classes through 2 sessions of Physical Education per week. Both sessions are taught by the class teachers. Alongside this, all classes have a weekly input of Bounceback. This is a scheme of work that has recently been implemented, and helps children build up their understanding of core values and personal resilience. Through contexts, class teachers will also cover other Health topics including healthy eating and healthy lifestyle choices. As part of our Health and Wellbeing programme, pupils will learn about healthy lifestyles and relationships. We are always happy to discuss sensitive aspects of learning such as relationships, sexual health, parenthood and drugs awareness with parents and offer opportunities to view materials.

## **Inter-Disciplinary Learning (Learning Context)**

Each term, classes choose a learning context to study. Class learning contexts take account of curriculum Experiences and Outcomes and planning is completed through discussion with pupils.

At Burrelton we also feel that it is important to take account of real-life learning opportunities. For example, classes have recently covered topics based on the Christmas Show as they are relevant to our pupils.

Parents are encouraged to support learning in our Learning Contexts, both through being involved in the learning process, and through curriculum evenings and open afternoons that are held in the school.

## **Religious/ Moral Education**

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

The school chaplain presently, TBC, of Burrelton – Cargill Parish Church visits the school on a termly basis. Weekly assemblies are conducted by the Head Teacher and/or the Principal Teacher. The Gospel Hall also comes in and provide an assembly input once each term.

Assembly (Together Time) provides opportunities for pupils to share together and celebrate as a school community those things which we value. They also provide opportunities for our pupils to reflect on spiritual and moral concerns. In this way pupils can increase their understanding of religious practices and the experience which underlies them.

End of term services are held in Burrelton – Cargill Parish Church. Parents and friends of the school are always welcome to join with the children in these services.

Parents who wish to withdraw their child from assemblies and other religious observance should in the first instance discuss the matter with the Head Teacher.

## **Religious Observance**

Religious Observance is defined as follows:

“Community acts which aim to promote the spiritual development of all members of the school’s community and express and celebrate the shared values of the school community”.

Religious Observance takes place during the school session at Together Times. Our local minister participates monthly and we visit the local church 3 times a year.

Parents have a right to withdraw their child from Religious Observance. All requests should be in writing to the Head Teacher.

## **Homework**

Learning happens wherever children are. Children therefore benefit greatly from the mutual support of parents/carers and teachers in encouraging them to learn both at home and at school. Home learning can also contribute positively to raising a child's level of attainment and achievement.

We also acknowledge the important role of play and free time in a child's development and any home learning should not prevent them from taking part in large range of after school clubs and organisations.

Work to be completed at home will be geared to the age and ability of the child and will reflect the work being undertaken in school. We would encourage parents to talk to their children about their home learning and to support them as they require it. In our infant classes, children will have reading to complete, and parents can record comments in their reading diaries to help teachers monitor their progress.

In order to help parents, understand the work of the school further we do from time to time hold open evenings on aspects of the curriculum and also send out curricular material for parents to examine. In addition, parents and friends are invited to attend open afternoons and exhibitions of children's work.

Our homework policy is available on request and was updated during session 2016-2017 through a working party with parents and staff. Parents were surveyed on their views about homework and a revamped homework grid has been devised.

## **Pupil Values and Voice**

As a school, we are committed to ensuring that our young people have a voice and have opportunities to develop within the four capacities of learning (Successful Learners, Responsible Citizens, Effective Contributors and Confident Individuals)

At the start of P7 potential house captains complete an application form which is followed up by an interview.

All pupils from P1 to P7 have access to a 'Level of Thinking and Learning' Ladder which is a tool that has been implemented throughout the whole school. This has been developed to encourage pupils to become more reflective about their own progress and participate in 'learning' conversations with class teachers and SLT. Pupils also take responsibility for their own 'Learning Journey' jotter in which they can evidence how targets have been met with pieces of work and termly reflections. These are shared termly with parents.

In Burrelton, we aim to provide appropriate opportunities for the development of pupils' spiritual, moral, social and cultural values. This will be taken in partnership with parents and will take account of the individual needs of pupils and the views of parents.

The school welcomes diversity and individuality and we encourage children to be honest, caring and to show respect for others.

We follow the Council policies for Equal Opportunities and ensure that all pupils will have access to the full range of educational experiences available within the resources of the school. We are firmly committed to the elimination of any form of discrimination on the grounds of race, religion, gender or disability. Burrelton Primary School is also committed to raising pupils' awareness of environmental issues and to participating in the Eco-schools programme.

Further information about curriculum can be accessed at Education Scotland website.

## **8 Assessment and Reporting**

At every stage pupils' work and progress is assessed in various ways. The teacher will observe how the children go about doing the work or activities they are set. The teacher will talk to the pupils about their work and listen to find out how much they have understood. Jotters and other written work will also be scrutinised.

At the end of each teaching block pupil progress will be assessed in key areas. Class teachers will also hold assessment meetings with the Head Teacher to discuss pupil progress on a termly basis. With help from the teacher and through learning discussions, pupils will be encouraged to set achievable targets to work on over the course of a term.

Pupil progress is tracked and recorded on the Perth and Kinross Planner which is updated 3 times a session.

The school also makes use of the Scottish National Standard Assessments to confirm professional judgement, confirm next steps and to identify gaps in learning. The staff and SLT analyse the data together.

Parent Contact meetings are held twice a year and pupil annual reports are sent home in June. These will indicate your child's strengths and development needs in all curricular areas. Should you have any queries or concerns about your child's progress, please don't hesitate to contact the Head Teacher.

Pupil Profiles are completed for P7 pupils transferring to secondary school.

At Burrelton, we encourage children to be reflective about their learning. Through providing opportunities for children to peer and self-assess their work, they learn to give constructive feedback to each other, and identify next steps for themselves. Children are encouraged to be actively involved in the learning process and take part in the planning process each term with their class teacher. Pupils review their learning weekly during a class Learning Review/ Learning Log.

## **9 Support for Pupils**

When it is identified that a child has additional support needs, relevant school staff will discuss how the school can best support this child. The need may arise from learning or it may be that the child is having difficulty settling in class and behaving in an appropriate manner.

In addition to the class teacher, the child may be supported by our Pupil Support Teacher, Miss Alison Brown, or our Pupil Support Assistants. Parents will be invited to meet with the Support teacher and/or the Head Teacher to discuss how the child's needs will be met.

If a parent is concerned that their child has additional support needs, they should discuss these concerns with the class teacher in the first instance.

If a child has ongoing difficulties, regular formal reviews will be held to discuss their progress. For a few children with complex difficulties a meeting may be held to consider opening a formal Co-ordinated Support Plan. The final decision regarding the opening of a Co-ordinated Support Plan will be made by the Executive Director of Education or his nominated representative.

<http://www.pkc.gov.uk/article/17278/Schools-additional-support->

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

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



Enquire offers independent, confidential advice and information on additional support for learning through: Telephone Helpline: 0345 123 2303 Email Enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk) Advice and information is also available at [www.enquire.org.uk](http://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.”

We have in place pastoral support arrangements e.g. the playground is supervised by support staff members at playtime and lunchtime.

## **10 School Improvement**

The main achievements of the school are detailed on the Standards and Quality Report which is posted on the Perth and Kinross website, in the schools section, under Burrelton Primary School.

Each year the school devises an improvement plan which highlights the priorities of the school over the coming year. This plan is shared with parents through Parent Council meetings and also at other events. A hard copy of this is available from the school office at any time. It is also uploaded onto our school website.

At Burrelton, we are always keen to listen to parent suggestions on how our school can continue to improve. For example questionnaires are issued to collate views.

For information about how the school performs at local and national level can be viewed on the Education Scotland Inspection Information for schools.

## **11 School Policies and Practical Information**

### **Prospective Pupils**

Parents who are offered or are seeking a place for their child in the school are asked, in the first instance, to contact the school. A mutually convenient time will be arranged to visit the school to discuss arrangements for enrolment.

Children who are due to enter Primary 1 in August receive an invitation to spend some time in school during the previous summer term. This allows them to meet their teacher and to experience some of the activities in the infant classroom. Information as to the dates of enrolment for children starting in Primary 1 is advertised locally.

### **School Policies**

We have a number of school policies, such as homework policy which parents can access upon request or via the school website.

### **Organisation of the School Day**

#### **School Hours**

Start:	09.00am
Interval:	10.40am – 10.55am
Lunch:	12.35pm – 1.20pm
Finish:	3.00pm

If it is raining on their arrival at school, pupils may shelter in the sheds. As there is no adult supervision in the playground before 9am, pupils should not arrive at school before 8.45am.

Children arriving by school bus will be met from the school bus by a member of staff. They will be allowed into the school hall and will be supervised until the bell rings.

During inclement weather the pupils will be able to stay in school during intervals.

Pupils can have access to a school lunch which is free for P1-5 or bring a packed lunch. A few of our pupils go home for lunch.

## **Uniform/Clothing**

The school actively encourages the wearing of school uniform. Visitors to the school make positive comments on the smart appearance of our pupils.

The basic items of uniform are:

Grey trousers	Navy skirt or pinafore
White shirt / polo shirt	White blouse / polo shirt
School tie	School tie
Navy school pullover or sweatshirt	Navy school pullover or sweatshirt
Dark shoes	Dark shoes

## **School Sweatshirts/Polo Shirts**

A sweatshirt with the Burrelton badge is available via Sprinterz website.

## **School Clothing Grant**

Assistance with school clothing/footwear is available. If you receive Income Support, Income Related Employment and Support Allowance or Income-Based Jobseekers Allowance, and your child is under the age of sixteen and attends a primary or secondary school within Perth and Kinross, you may be eligible. Education & Children's Services will consider one application per year for a grant towards the cost of purchasing essential clothing to enable children, up to the age of 16, to attend school.

Further information and application forms are available on [www.pkc.gov.uk](http://www.pkc.gov.uk), from all Perth and Kinross Council schools and:

Education & Children's Services, Pullar House, 35 Kinnoull Street, Perth PH1 5GD  
Tel No: 01738 476200, Email: [ecsschools@pkc.gov.uk](mailto:ecsschools@pkc.gov.uk)

## **Free School Meals**

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

- Income Support
- Income-based Job Seeker's Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but not Working Tax Credit, with an income of less than £16,105
- Both Child Tax Credit and Working Tax Credit with an income of up to £7,500
- 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.
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit with a monthly earned income of not more than £625

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

Further information and application forms are available on [www.pkc.gov.uk/](http://www.pkc.gov.uk/), from all Perth and Kinross Council schools and:

Education and Learning  
Perth and Kinross Council  
Pullar House  
Perth

## **School Transport**

Free school transport is available for pupils who meet the criteria. Further information can be accessed on:

<http://www.pkc.gov.uk/article/17284/Schools-transport-and-trips>

## **PE**

For physical education the uniform is shorts and a plain t-shirt or school polo shirt. For hygiene purposes we would ask that pupils change out of their everyday shirt for P.E. Football colours are discouraged. Bermuda type shorts and baggy t-shirts are not suitable for apparatus work as they may catch on equipment. P.E. activities may also take place outside all year round. Pupils should bring a tracksuit or similar and training shoes for outdoor P.E. activities. For safety reasons all jewellery must be removed or taped over. Long hair should be tied back.

## **Bullying**

It is a fact that pupils are sometimes subjected to bullying behaviour during their school career. We wish to identify and deal with these problems as they develop as every child has the right to live without fear or intimidation.

Bullying can be defined as any form of intimidation of a child with any regularity. It could be physical, verbal, by gesture or by exclusion from a group and includes any incidents perceived as "racist or sexist". It may be inflicted by an individual or by a group, over a long or short time. Bullying is a problem both for the victim and for the perpetrator and we must deal with both, as those who bully also have problems, which we must recognise and deal with, in order to stop the behaviour.

If the school is to act effectively, we must know the extent of the situation, so it is important that we are informed of what is happening, either by pupils or parents. All reports of bullying are taken seriously and investigated thoroughly. It is made clear to all pupils that bullying is unacceptable and every effort will be made to deal with both the behaviour and its causes.

During session 2015-2016 our Anti-Bullying leaflet was revised through a working party of parents and staff. A helpful anti-bullying leaflet for parents was also devised and issued to parents.

## **School Behaviour**

Our school behavioural expectations are set in line with the UNCRC and our Rights Respecting Class Charters. Each class works together to agree, design and display their classroom guidelines in the form of a charter. The charter should be referred to regularly and used throughout the year. The charter is individual to each class context however all class charters are designed to have the rights of the child at the centre.

Minor breaches in school behaviour policy are dealt with by the class teacher and the playground supervisors. Serious or persistent misbehaviour is dealt with by the Head Teacher or Principal Teacher, who will contact the pupil's parents, if required, to enlist support and co-operation in identifying the cause and agreeing a strategy to rectify the problem.

Any behaviour which may appear to be a form of bullying must be reported immediately, pupils are asked to speak to an adult or the Head Teacher immediately. This matter will then be investigated. An adult presence is provided in the playground at break times under the terms of the School (Safety and Supervision of Pupils) (Scotland) regulations.

It is important that all pupils are on time for school.

Parents are reminded of their legal requirement to ensure that their child attends school regularly. The Scottish Government, HMI and other Educationalists have recognised the link between Attendance and Attainment.

Holiday absences outside the established school holiday times are not encouraged. When your child is absent, it would be helpful to telephone the school (01250 871380) on the first day of absence giving the reason and likely duration of the absence.

On return to school please give your child an explanation note to cover their absence, this is required by the school to maintain accurate records of attendance.

### **2025/26 term and holiday dates**

#### **Autumn term 2025**

- In-Service day: Monday 18 August 2025
- Term starts: Tuesday 19 August 2025
- Term ends: Friday 10 October 2025
- Autumn holiday: Monday 13 October 2025 - Friday 24 October 2025

#### **Winter term 2025**

- Term starts: Monday 27 October 2025
- In-Service days: Thursday 13 and Friday 14 November 2025
- Term ends: Tuesday 23 December 2025
- Christmas holiday: Wednesday 24 December 2025 - Tuesday 6 January 2026

#### **Spring term 2026**

- Term starts: Wednesday 7 January 2026
- In-Service day: Wednesday 11 February 2026
- Occasional holidays: Thursday 12 and Friday 13 February 2026
- Term ends: Thursday 2 April 2026
- Spring holiday: Friday 3 April 2026 - Friday 17 April 2026
- Easter Sunday - 5 April 2026

#### **Summer term 2026**

- Term starts: Monday 20 April 2026
- May Day holiday: Monday 4 May 2026
- In-Service day: Friday 29 May 2026
- Term ends: Thursday 2 July 2026

### **Health Care**

Susan McTavish, our school nurse based at Drumhar Health Centre, visits the school as appropriate. There are occasional visits from the School Doctor and Dentist. Parents whose children are being examined by the doctor and normally notified by the Health Service via the school and invited to attend and the results of the dentist's visits are conveyed to parents, who are then expected to take the appropriate action if so advised.

If your child becomes ill at school or has an accident, the school will notify you at once by telephone. If it is considered that emergency treatment is required, your child will be taken straight to Perth Royal Infirmary while you are being contacted and you will be asked to go to the Infirmary.

If parents are not available, the emergency contact will be contacted. Please note that if an X-ray is needed the Infirmary have told us that they require the permission of a relative.

First Aid is administered, when necessary, by our First Aider (Ms Whitney West) or other member of staff trained in Emergency First Aid (Mrs Bruce, Mrs Glass, Miss McIntosh and Mrs Thomson).

## **12 Name of Child Protection Officer**

Given on-going public concern on the subject of 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 matters and special training is on-going. Our Child Protection Officers are Mrs Angela Thomson (Head Teacher) and Mrs Fiona Glass (Principal Teacher).

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 working relationships with the School Medical Officers, Social Workers and Police, any or all of whom may become involved if abuse is suspected. We will always ensure that you are informed and participate in any action which we may initiate regarding your child.

## **GIRFEC**

Getting it right for every child (GIRFEC) is the Scottish Government's approach to promoting the wellbeing of children and young people in Scotland. 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. The Children and Young People (Scotland) Act 2014 will mean that:

- i.* For school aged children and young people, and their families, the services of a Named Person, a promoted teacher in our school, will be made available to them if they choose to make use of that support and help.
- ii.* The Child or Young Person's Plan, 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.

## **Named Person & Wellbeing**

As a result of the Children and Young People (Scotland) Act 2014, every child and young person will have the right to support from a Named Person to help ensure their wellbeing. In Perth & Kinross, from birth until a child starts school in P1 the Named Person will be the child's Health Visitor or Family Nurse. For children attending primary or secondary school, the Named Person will be the Headteacher, Depute Headteacher or Principal Teacher of Guidance/Support.

The Named Person's role is to support, promote and safeguard the wellbeing of children and young people. In the Act, 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, 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.

### **13 School & Community Links**

The school is very much part of the local community. Events held in the school are advertised in the village and villagers are warmly invited to attend.

Strong links between the school and church exist with church ministers visiting the school. Also end of term services at Christmas, Easter and Summer are held in Cargill - Burrelton Parish Church.



Links have been made with local shops and businesses. The area around the school provides a wealth of opportunity for Social Studies learning. Local people also come into the school to speak to pupils on various subjects, a much appreciated resource.

The school contributes to local, national and international charities. We wish to continue to foster and develop our links with the community.

### **14 Arrangements for Emergency Closures**

We make every effort to maintain a full educational service, but on occasion circumstances arise which lead to disruption. The school may be affected by, for example, difficulty with fuel supply/severe weather. In the case of emergency closure during the school day the procedure is as follows:



#### **1 Parents of pupils who go home for lunch**

Unless it is necessary to close before lunch (in this event parents are notified as for 2) parents will receive a letter home at lunchtime informing them of the reason for and likely duration of closure.

#### **2 Parents of pupils who take school meals/packed lunches**

Parents will be notified of the closure by telephone (if necessary through the emergency contact) and arrangements will be made in each instance for the children to be collected or taken home. A letter will also be taken home informing parents of the likely duration of the closure.

Where it is impossible to contact parents or parents are not to be at home to receive their children, the pupils will remain in school under adult supervision until arrangements can be made for the children to be collected by their parents or delivered to their parents.

NB Parents of pupils who travel to school by school transport should note that in the event of the school transport not operating, if they themselves have transported their children to the school, it will be necessary for them to collect their children on being contacted by the school.

When the duration of the closure is not definite, parents should check with the school each morning before either sending their children or leaving them at school. Radio Tay will also broadcast school openings and closure announcements. You may wish to place this page beside your phone for easy access.

# Contact Information for Parents

**Please note announcements of school closures will be made as soon as possible following receipt of information from schools advising of a closure.**

Service	Contact Details	When Used	Other Comments
Radio Tay Am	Not applicable	All Instances	Frequency AM 1584 and 1161
Radio Tay Fm	Not applicable	All Instances	FM 96.4 and 102.8
PKC Customer Service Centre – Number for Parents	01738 475000 (main Council line)	All Instances	Available from 08:00 hours to 18:00 hours Mon-Fri however this line <u>may</u> operate from 07:00 hours in exceptional circumstances.
PKC website	<a href="http://www.pkc.gov.uk">www.pkc.gov.uk</a>	All instances	Parents/Carers can find closure updates on the Perth and Kinross Council website by logging onto <a href="http://www.pkc.gov.uk">www.pkc.gov.uk</a> where closures will be flagged up on the Home page, or alternatively access the information on <a href="http://www.pkc.gov.uk/Schoolclosures">http://www.pkc.gov.uk/Schoolclosures</a>
PKC Twitter Facebook	@PerthandKinross Perth & Kinross Council	All instances	
Radio Heartland	Not applicable	Widespread conditions	FM 97.5, 106.6 Used if schools closed are within an area known not to receive Radio Tay signal
Radio Central	Not applicable	Widespread conditions	FM 103.1 Used if schools closed are within an area known not to receive Radio Tay signal

## 15 Other information

### Visits Out Of School

As part of our curriculum, we use the local area and places further afield as a resource. We now have a form which parents are asked to fill in annually to cover visits, which are within walking distance of school. If your children are to be involved in visits further afield, we will notify you of the details and send you a consent form to complete. This is essential for insurance purposes and if we do not receive a return for a pupil, they cannot go out of school. On all visits, the class will be accompanied by the number of adults specified by the Local Authority.

Prior to a trip or an outdoor learning session, staff are required to complete and submit an online Evolve form to the school EVC- Mrs Thomson.

Trips out of school should be planned carefully and pupil to adult ratios considered. All pupils with an ASD diagnosis or visual impairments have one-to-one adult support when participating in any event out of school. The class teachers use discretion for pupils with other identified needs.

## **Local and National Initiatives**

From time to time we participate in National Initiatives. Parents will be issued with details as these initiatives arise.

## **Sports Day**

Our sports are usually held in June at the Recreation Ground. Parents are welcome. We usually use a traditional sports races format. We make use of our house system for the sports and children are put into their appropriate house with a captain for each. Our houses are Kinburnie, Kinclaven and Kinfauns. The winning team captains collect the House Cup at the end of the day.

## **Information about your Child**

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

Perth & Kinross Council

Pullar House

35 Kinnoull Street

PERTH

PH1 5GD

Telephone: 01738 476200 E-Mail: [ecsschools@pkc.gov.uk](mailto:ecsschools@pkc.gov.uk)