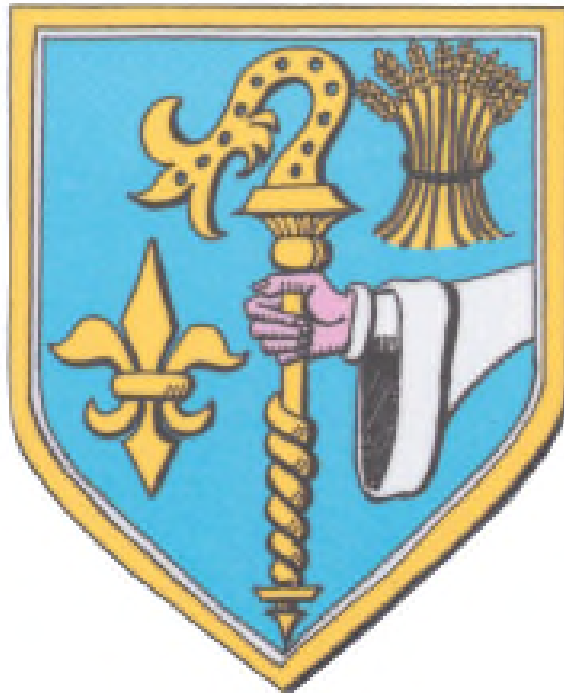


# COUPAR ANGUS PRIMARY SCHOOL



## School Handbook Academic Session 2024-2025



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



## Introduction

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

- 1 School Information
- 2 Local Authority information

Whilst the information contained in this school handbook was accurate at the time of publication (December 2023), further changes may have occurred since then.

The following information areas for inclusion in school handbooks meet the requirements of the Education (School and Placing Information) (Scotland) Regulations 2012.

The purpose of the handbook is to communicate the ethos of the school and provide a welcome for parents to the school, help parents to choose a school, prepare their child for school and act as a reference tool while their child is at the school. The handbook also communicates with parent about the child's learning journey and in doing so, facilitates parental involvement in the school and helps parents support their children.

A hard copy of this handbook is available on request. This document can be provided in an alternative format e.g. Braille, or translated into a community language other than English.

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## Introduction

Coupar Angus Primary School  
School Road  
Coupar Angus  
Blairgowrie  
Perthshire  
PH13 9AS

Telephone 01250 871400

“It takes a whole village to raise a child”

Dear Families

Welcome to our latest school handbook. We value strong links between school and home and hope that families and teachers will support and help each other in educating our children.

Our core values of We are kind, We are safe, We are respectful, We are ready form our school ethos. We very much want our school community to be happy and purposeful and look forward to working with you to achieve this.

Our curriculum is based on the recommendations of Curriculum for Excellence produced by the Scottish Government. Teachers are constantly updating their own professional knowledge and new resources and materials help to enhance the educational experience of our children.

Our Curriculum Rationale is for children to:

**Believe** in themselves to be the best they can be  
**Develop** excellent skills for learning, life and work through rich learning experiences  
**Achieve** their targets in literacy, numeracy and health and wellbeing.

We hope you find this handbook useful and informative. If you have queries that are not answered here please do not hesitate to contact us for further information.

With best wishes,

*Michelle Smith*

Mrs Michelle Smith  
Head Teacher

## Delineated Area

The boundary, starting at the most Northerly point of the school's catchment area and working round in a clockwise direction is:

The River Ericht till it meets the River Isla  
Crossing the main Perth/Forfar road between Easter Denhead and Stobcross and following back to the burn below Market Hill  
Proceeding past Keithick, Hallhole, Littleour and Wester Parkhead.



## Contact Details

School Name	Coupar Angus Primary School
Address	School Road, Coupar Angus, Perthshire, PH13 9AS
Telephone	01250 871400
Headteacher	Michelle Smith
E-mail	<a href="mailto:couparangus@pkc.gov.uk">couparangus@pkc.gov.uk</a>
Website	<a href="https://blogs.glowscotland.org.uk/pk/couparangusprimaryschool/">https://blogs.glowscotland.org.uk/pk/couparangusprimaryschool/</a>

We also have a school and a nursery Facebook page.

Non-denominational School

Education Department	Director of Education & Children's Services Pullar House 35 Kinnoull Street Perth PH1 5GD
Telephone	01738 476211
Fax	01738 476210

School Improvement Services	Perth & Kinross Council Pullar House 35 Kinnoull Street Perth PH1 5GD
Telephone	01738 476211
Fax	01738 476210

Present Roll:	Primary Pupils: 126 Nursery Pupils: 40
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### Staff

Head Teacher:	Mrs M Smith
Depute Head Teacher:	Mrs F Campbell
Teachers:	Mrs S Hanlin Miss N Gourlay Mrs A Donaldson Mrs S McMaster Mrs C Patterson Mr M Billen

	Miss C Duthie Mrs L Harrison Mrs H Mitchell
Principal Teacher Specialist Provision	Ms S Ashley
ASN Teacher	Ms E Colville Mrs M Johnson
Nursery Teacher:	Mrs H Mills Mrs F Pearson
Pupil Support Teacher	Mrs C Bruce
Outreach Teacher:	
Visiting Specialist Teachers:	
Music::	Ms R Penny
Office Staff:	Mrs P McLellen Mrs L Wood
Early Childhood Practitioners:	Mrs P Fulton Miss G McBeath Mrs P Carrigan-Key Mrs J Netherington Mrs E Jenkins Miss J Gowrie Mrs L Smith - EYS Family Learning Ms S White Ms L Currie
Play Assistants	Mrs Ramona Paven Mrs R Dingwall Mrs A Mucca
Early Years PSA	
Pupil Support Assistants	Mrs L Young Mrs Scott- Exley Mr A Hardy Mrs H Craig Mrs R Hall Mrs F Downey Mr D Cargill
Primary School Support Worker	Mrs R Mukherji
Primary School Support Assts: Polish Community Link Worker Romanian Community Link Worker	Mrs I Mann (Lunch-time) Mrs V Mahon Mrs M Paven

Janitor:	Mr R Ritchie Mr K Williamson
Cook in Charge:	Mrs M Halcrow
Breakfast Club:	Mrs R Mukherji Vacancy
Cleaners:	Mrs F Rae Mrs K Jamieson Miss K Crichton Miss G Kujawska
School Crossing Patrol:	Mr R Fair
School Chaplains:	
School Nurse:	Base number - Tel 01738 473231
Educational Psychologist:	Mr R De Prey
Speech Therapist:	Ms G Lavelle
Child Protection Officers:	Mrs M Smith Mrs F Campbell

Parent Council Chair: Ms S Mearns  
Sharon can be contacted on [socpta.office@gmail.com](mailto:socpta.office@gmail.com)

### **Parental Concerns**

If you have any concerns or worries, no matter how small we want to know about them so we can help and ease your worry or make any changes necessary. You can do this by contacting the school office to make an appointment or ask for a phone call from the Headteacher (Mrs Smith) or a member of the Management team. You can email [couparangus@pkc.gov.uk](mailto:couparangus@pkc.gov.uk) and this email will be answered by a member of the management team.

You may prefer to speak to the class teacher in the first instance and you can do this by phoning the office and asking the class teacher to call you, or you can message the teacher on Seesaw and ask for them to contact you.

Please don't let a small niggle turn into a worry, do contact us and let us help.

We have the same end goal as you: for your child to be happy at school and learning well and the best way for us to achieve this is to work together.



If you feel you did not get the matter resolved, or you have further issues, please come back to us firstly to try and resolve the situation.

Occasionally, parents may wish to make a formal complaint.

## **Complaints**

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:

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

All complaints will be responded to within 5 working days. If a longer period is necessary for an investigation to be completed, you will be informed, and this will be completed within 20 days. If the complaint is not resolved, it will be passed to Perth & Kinross Council stage 2 complaints procedure. Please follow the link above for more information. The complaint will be referred to the school to follow up and if this is not satisfactory the schools Quality Improvement Office (QIO) will become involved.

## **Attendance**

Parents are legally required to ensure that their children attend school regularly.

When a pupil is absent on account of illness, the procedure should be:

- Inform the school by phone before 9.30am on the first day of illness.
- On the child's return to school a note should be sent stating the reason for and dates of absence.

If official notification of the child's absence is not made within a week, then the class register will be highlighted to show Unauthorised Absence.

Punctuality is important and school times must be adhered to. Children who arrive late should report to the school office.

Requests for non-attendance during school hours should be kept to a minimum. Family holidays should be arranged during normal school breaks. Requests for absence should be in writing, addressed to the class teacher and will be referred to the Head Teacher for approval.

Visits to dentists, whenever possible, should be out with school hours, except in cases of emergency or extraction. The appointment cards should be brought to school for verification.

Whenever a child must leave school within the normal working hours the child must be collected from school by a responsible adult.

Where attendance is unsatisfactory, we will contact you to find out if we, or a partner agency, can offer support. If this does not help to improve attendance then we may refer to the Local Authority Attendance Sub-Committee or the Scottish Children's Reporter Administration.

### **Accidents or Illnesses While at School**

Illness or accidents may occur during school hours, therefore we require to have parents' contact addresses, phone numbers and emergency contacts available on school records so that parents can be contacted either at home, or at work. Each year we will update this information (soon into Term 1) but it is important that changes of employer, telephone number etc are intimated to the school at the earliest date.

If a child has a specific medical condition, or is taking a specific course of medication, it is important that the school be notified so that appropriate action may be taken in an emergency. Such information will, of course, be treated in strict confidence. Please let us know if your child requires medication during school time. **You will be asked to complete an authorisation form allowing us to administer this.**

### **Communication with parents**

We hold Parent Contact Evenings twice per year (normally November and March) to which all parents will be invited. We also have several events throughout the year that parents are invited to attend, including an assembly by each class. You will have the opportunity to meet your child's teacher at these events. We welcome parents to visit at any time. We publish a monthly Newsletter with information about current events in classes, dates for your diary and other important information. Individual Class Teachers may email parents, as will the Depute and Head Teacher from time to time. We have introduced the Seesaw app for parents to see evidence of their child's learning and progress in school. This is also used in nursery. Parents are given a code and a letter on how to sign up for this.








We also provide a written report in June each year.

### **Joining Coupar Angus Primary School**

Should you wish your child to attend Coupar Angus Primary School please contact us by email or phone to arrange a visit and to allow the office to prepare the necessary paperwork. Should you live outside the catchment area please ask our office for a Placing Request Form are available to complete online.

## School Ethos

### School Aims

-  To raise attainment and achievement for every child
-  To encourage children to be independent learners
-  To support creativity, ambition and enterprise
-  To promote and foster the ethos of Global Citizenship
-  To respect each other as individuals and provide effective support to meet the emotional, physical and mental wellbeing of all. We aspire to play our part in encouraging a healthy and active lifestyle throughout the whole school community
-  To be a restorative and inclusive school, where positive relationships flourish.
-  To have highly effective reciprocal partnership and co-operation with parents and the wider community

School premises are used by clubs and classes both during school hours and in the evening. We welcome everyone and ask for their help in looking after our property. If we can be of any other help please let us know.

### School Values and Relationships

**Our Rules:** We are **Kind**, We are **Safe**, We are **Respectful**, We are **Ready**

The school welcomes and encourages diversity and individuality while emphasising our common commitment to moral values such as honesty, respects for others, compassion and justice. It is a fundamental principle of our school that the rights of everyone in our school community and beyond are respected.

We implement the Council policy for Equal Opportunities. We are firmly committed to the elimination of any form of discrimination on the grounds of race, religion, gender or disability.

Children are encouraged to know and understand their rights and to respect the rights of others. Each class negotiates for their own classroom charter with their teacher. Our charters are designed to ensure effective learning and teaching can take place and that the whole school is a safe and happy place for everyone. The school is also committed to raising pupils' awareness of environmental issues and to participating in the Eco-schools programme.

We expect and support all children to be Kind, Safe, Respectful and Ready to learn, for the benefit of all the children, their learning experiences and the smooth running of the school. We use a restorative approach in school which means that children will usually be given the opportunity to talk through any incidents and be involved in what needs to happen to move forward, taking responsibility for their actions and helping to put a plan in place to ensure the incident won't happen again.

This approach works most successfully when home and school work together. We use the Seesaw app to communicate with parents to update you about your child's learning and to send a message if we have any concerns or any achievements to share. If your child's behaviour is causing you or us concern, we will meet to discuss the best way to support them. It is hoped that the exclusion procedure need not be used but, if serious indiscipline occurs, then this can be used.

We hope that parents will be active in supporting our ethos of respect.

Parents have rights to be respected in their interaction with the school:

- The right to information about their children's school;
- The right to information about their children's performance and progress at school;
- The right to have complaints and queries dealt with sympathetically and quickly, and where appropriate, to have matters rectified;
- The right to be consulted – and have their views considered – about changes to the day-to-day management of their children's school. (Such changes include the fixing of school hours, policy on discipline and on school dress and school transport arrangements);
- The right to information about education and schools in the area so that, subject to places being available, they can exercise an informed choice of schools for their children.

Parents have responsibilities to help their own children at school by:

- Ensuring that their children attend school regularly;
- Ensuring that their children work hard and behave well;
- Providing space and time in the home for children to do homework;
- Sitting down with their children and helping with homework;
- Taking a close interest in reports on their children's performance;
- Attending parent consultation meetings.

## **Achievement**

Children have many opportunities to celebrate their achievements from praise from an adult, written comments and letting parents know via Seesaw to recognition boards in class and certificates at assembly. We also use weekly Hot Chocolate Friday celebrations to celebrate when pupils go over and above the normal. We also use house points and stickers, newsletters and articles in local press to celebrate success. We have an end of term prizegiving each year and lots of class opportunities for children to feel pleased and proud with their hard work.

## **Community Links**

In normal times we like to have strong and close links with several groups in the local community from the local care home, the church and our minister Mr A Graham, the Pride of Place Gardening group to the local woodland, library, cycle hub and heritage groups. We have links with Blairgowrie High School and the local primary schools. We encourage parent helpers and links with many groups across Perth & Kinross. The school has achieved its 5<sup>th</sup> Green Flag and is working towards being a Rights Respecting School, we support Fairtrade and sustainability.

## **Parental Involvement**

We like to welcome parents and grandparents into school (in normal times) and this could be to support learning in class, to take part in a school trip or event, support us to develop learning or share skills, join us for story telling or open events as well as the usual concerts, shows, nativities and assemblies where the community are all invited. We invite families in for workshops on curricular areas and can offer advice and support on any matter a parent would like support with from homework, home learning, local clubs and more.

All parents are automatically a member of the Parent Council (SOC, Supporting Our Children) and they meet once a term to discuss school matters, matters that parents want to talk about, how to support the school and fundraising. We would love to have more members and if you are interested please get in touch with school or the [socpta.office@gmail.com](mailto:socpta.office@gmail.com) The Parent Council has been invaluable in recent years supporting with buying equipment for the playground, computers, school resources and much more that the children have asked for.

To find out more, follow the link below:

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

## **Transitions**

### **Enrolment Procedures**

#### **New residents in Coupar Angus**

Children who come to live within the catchment area of Coupar Angus School can be enrolled at school at any time during the school session provided there is room to accommodate them.

Children outwith the catchment area are welcome, and parents/carers should complete a Placing Request Form.

Should you be thinking of moving to the area and wish to visit the school you will be made very welcome. Please contact the school office to talk to the Head Teacher or Depute Head Teacher who will make arrangements with you.

#### **Starting School in Primary 1**

Starting Primary 1 is an exciting time for you and your children. Many of the children will have attended Nursery here at Coupar Angus and will be familiar with the building and with their P1 teachers. They will have had opportunities to visit the P1 classroom and visit other parts of the school. There will be official days in June for visits and a parent evening as well.

Learning in P1 and P2 still allows children to explore and experiment through play and active learning. We also use the Active Literacy programme to teach phonics and writing skills. Early learning involves constant repetition of a variety of activities. These activities are performed with a definite purpose in mind and may seem like play to a child. However, the foundation is being laid for more formal aspects of education in reading and number etc which the child encounters as appropriate.

At the P1 – 2 stage of education, the child's span of concentration is generally short, and for this reason the time spent on each activity is restricted.

For the best start in Primary 1 children should have:

- a. Gym shoes (preferably pull-on).
- b. Shorts, socks and t-shirts for P E Days in a draw string bag with their name on and jogging bottoms and sweatshirts for outdoor wear. You will be informed of these days at the beginning of the session.
- c. All clothing and footwear must be clearly labelled with the child's name. Clothing is expensive and children can be forgetful, labelling belongings helps greatly in reuniting them with their owners.
- d. School bag. A book bag is given out in P1 for children to bring to school each day

Finally, it would be most helpful, and it would also save teaching time, if you would ensure that your child can fasten his/her own clothing and shoes.

### **Pupils leaving for other schools**

Parents should inform the Head Teacher of intention to change schools and the date of leaving. We should know the name of the new school so that records can be passed on. All books must be returned to the class before leaving.

### **Pupils transferring to Secondary School**

The pupils living within the delineated area of Coupar Angus transfer to:-

Blairgowrie High School  
Beeches Road  
BLAIRGOWRIE  
Perthshire  
PH10 6PW  
Telephone Blairgowrie (01250) 871200

The Head Teacher or Depute Head Teacher visit Coupar Angus School to work with or talk to the children in the six months before the transfer. In November pupils in P7 spend half a day at Blairgowrie High School taking part in transition activities. In May/June, Primary 7 spend two days at the High School in order to familiarise themselves with the Secondary routine.

Should you wish your child to transfer to any other Secondary School, this will require a Placing Request Application Form which is available online.

Children with Additional Support Needs will experience and enhanced transition, individually planned with their destination Secondary School to give them the best start possible.

### **The Curriculum**

- At Coupar Angus Primary School we follow national guidance on the curriculum in line with Curriculum for Excellence, as well as local guidance from Perth & Kinross Council.

- Our Curriculum Rationale focuses on enabling children to Believe in themselves and be the best they can be, develop excellent skills for learning, life and work through rich learning experiences and to Achieve their targets in literacy, numeracy and health and wellbeing. This was developed with children, parents and community groups.
- We work closely with community groups to ensure learning is relevant for children and that they learn about their local community and groups within it. We welcome parent involvement in their child's learning and encourage this through homework, regular workshop events in school and open afternoons.
- Children in the early years have a balance between learning through well-planned play experiences, allowing them to problem solve and explore, be creative, curious to learn alongside more structured tasks and activities. We use Active Literacy in P1-3 to teach children phonics, reading and writing skills. There is a clear focus on literacy and numeracy in school. Children experience all curriculum areas through well-planned activities and learning programmes.
- We use outdoor learning to engage learners and work closely with local groups in the community. Children have opportunities to learn across the school in Vertical groups where they learn skills for learning, life and work. We ensure children have opportunities for visits and visitors over the year relevant to learning.
- The Pupil Council meet regularly for children to have their say in their learning and school development.
- The staff team are committed to their own ongoing professional development, and we work from a detailed School Improvement Plan each session with agreed professional learning opportunities and training. Staff are involved in leading training, and we work closely with other schools in the Local Management Group and in PKC.
- Further information on national curriculum can be found at Education Scotland website.

If you would like more information on the Curriculum at Coupar Angus Primary School, please contact us and we will be happy to provide more detail.

## **Religious & Moral Education, Religious Observance, Parental Rights**

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.

Primaries 1 – 7 Assembly is held on Friday Mornings. These assemblies are either led by the School Chaplain, the Head Teacher/Depute Head Teacher or individual classes. Parents/Carers are invited to attend class assemblies. Assemblies provide an opportunity for children to share together and celebrate as a school community those things which we value. They also provide opportunities for our children to reflect on spiritual and moral concerns.

Under the terms of the Education (Scotland) Act 1980, “Any child may be withdrawn by his/her parents from any instruction in religious subjects and from religious observance.” Any parent who wishes to exercise this right should discuss the matter with the head teacher.

These provide 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 school. Parents/carers and friends of the school are always welcome to join with the children in these services.

### **Homework**

In Primaries 1 – 7 homework may be assigned

- a) to consolidate class work
- b) to extend or finish work started in school
- c) to train the child in regular graded study throughout their schooling
- d) to allow parents to see the work their child is learning in school

Amount will vary according to the age and ability of the children. Parents are requested to assist by taking an interest in their child's work and keeping in touch with the progress being made. Please sign the homework and feel free to add any comments. This is an easy informal way of keeping in touch with the teacher about your child's progress. We would ask that you encourage your child to read both novels and factual books for pleasure. When reading is set as part of homework we ask that you assist by hearing your child read aloud, encouraging them and talking about the text with them.

It is important that a suitable time and place is set aside for homework each school night, well before bedtime and without the distraction of T.V.

We have been using Seesaw recently to provide homework for pupils and this has been successful. If you need help to set up Seesaw, please contact the class teacher who will support you with this.



## Assessment & Reporting

### Assessment

The child's progress is assessed on an on-going basis through the year by means of class, group or individual assessment.

This may include:

- Recorded observation of the child at work
- Oral assessment
- Written assignment or informal test
- Pupil's self-assessment
- Peer assessment between members of the same work group
- Standardised National Assessments (P1, P4, P7)
- Diagnostic Assessments
- GL maths assessments

Children's Records may be seen by Parents on request.

We track children's progress three times a year to ensure they are making progress against targets and that support is appropriate and timely.

### Reporting

Yearly written reports are sent to parents in June.

Two evenings a year are allocated on appointment basis for discussion of pupil's progress between parents and class teachers. These are normally in Autumn and Summer terms.

Consultations with either the Class Teacher or Head Teacher are available during the year at any time provided an appointment is made.

## Support for Pupils

### Additional Support Needs

In every school there will be children who require additional support. Additional Support Needs may arise from: children's level of academic ability, which may be lower than would be expected or exceed expectations for age and stage; physical ability; moving school several times; home or family circumstances; reduced attendance; a specific diagnosis; having English as an additional language; social and emotional needs; being Looked After or Looked After and Accommodated; being a Young Carer; or any other factor affecting their ability to participate and achieve to their full potential.

**Identifying Additional Support Needs** If you think that your child may have additional support needs you should contact your child's class teacher in the first instance as they will have an overall picture of your child's progress. You can do this by contacting the school office or writing a note to the class teacher to request a meeting. If a class teacher identifies a possible additional need, they will complete a Meeting Learners' Needs referral and pass this to the Depute Head Teacher. Whether a possible additional need is raised by a member of staff or parent the following steps will take place next:

1. DHT offers advice to class teacher or takes referral to meeting needs team for discussion.
2. An observation will be carried out by either the Outreach Teacher or Pupil Support Teacher, as appropriate. The class teacher or parent may be offered advice at this point.
3. If required, appropriate assessment will be carried out, with parental permission.
4. Outcome of assessment will be discussed with DHT who will discuss with parents, and next steps will be agreed. This may include support from outreach teacher, input from Pupil Support Teacher or Assistant; joining a Social Group; or referral to a partner agency such as Occupational Therapy, Speech and Language Therapy, Educational Psychology; Community Link Worker, or EAL Community Link Worker.
5. For some children an annual Child's Plan Review will be in their best interests. Parents/carers and anybody working with the child will be invited to attend. Children will be invited to attend their meeting if their age and stage allows.
6. Where a child has complex additional support needs, lasting for more than one year, and additional support is being received from within Education, and one or more partner agencies, a Co-ordinated Support Plan will be considered. This is a legal process which records the factors giving rise to additional needs and the support being provided. More information about the CSP can be found on the Perth and Kinross Council link given below, or the Enquire website, also given below.

At Coupar Angus we aim to 'Get it Right for Every Child'. Parents and/or carers are a vital part of this. We ask that you share with us when there are any factors at home that have an impact on your children so that we can take account of this and provide the best support we can.

Our expectation is that each child will have their needs met. This expectation is upheld through the process of planning, differentiation, assessment, evaluation, monitoring and moderation. For the majority of children their needs will be met within the mainstream classroom, for some this will be supplemented with input from the Pupil Support Teacher. In all cases we promote independence and wherever possible support will take place within the mainstream setting.

### **Children with Additional Support Needs (Specialist Provision)**

For some children, placement in the Specialist Provision is in their best interests. We have two ISP Classes (Thinking Room 1 and Thinking Room 2). Both classes have an ASN Teacher and two Pupil Support Assistants and generally a maximum of 8 children. Additional staff may be deployed as necessary at the discretion of the Local Authority. Children who are part of the SP classes have more complex needs which are best supported in the small group provision. The Specialist Provision Classes are a Local Authority resource, serving children from across Eastern Perthshire. Placement of children here is decided at Local Authority level.

Thinking Room 1 and 2 approach learning holistically. The length of learning tasks and play activities will vary, according to the needs of each child. There is an emphasis on supporting development of social communication skills, and the outdoor environment is utilised frequently as a learning context. The children access their mainstream classes and vice versa.

## Support for Families

At Coupar Angus Primary School we recognise that factors giving rise to additional needs for children cannot be viewed in isolation. In order to provide holistic support, there are groups that can be accessed by different family members. Some of these are run by school staff and others by partner agencies. Look out for posters and information in the newsletter.

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

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

There are organisations specified by Scottish Ministers which provide 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: 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.”

## School Improvement

### Standards and Quality Report

We provide parents with a report on previous year's achievements in the form of a Standards and Quality Report which you can get from the school office, or by emailing the Headteacher and asking for a copy at [couparangus@pkc.gov.uk](mailto:couparangus@pkc.gov.uk)  
A copy is also available on the school website.

### Improvement Plan

Each year we create a school improvement plan based on audits from the previous year from several sources such as parent questionnaires, comments, inspections, PKC visits, teacher, staff and pupil feedback. Details of this year's improvement plan can

be accessed via the school office or by emailing the Headteacher at the address above, or on the website.

## **School Policies & Practical Information**

If you would like a copy of any School Policies please contact the Headteacher at [couparangus@pkc.gov.uk](mailto:couparangus@pkc.gov.uk) We have policies on child protection, anti-bullying, relationships and learning and teaching. Perth and Kinross Council also has several policies you may find helpful on their website. Information on inclement weather is also available.

### **House System**

There are four houses: Arthurstone, Balgersho, Cronan and Denhead. Each House has a House Captain and Vice Captain and a Sports Captain and Vice Sports Captain.

### **Uniform/Clothing**

All parents are urged to give co-operation in ensuring that their children wear the correct school uniform. We have a School Uniform reuse facility, where families can hand in and/or choose uniform for no cost. Please ask at the school office for more information.

School uniform is:

Dark trousers or skirt.

White shirt and school tie or white short sleeved polo shirt (no tie).

School sweatshirts (navy and blue) are available from the school office.

Alternatively a navy or blue jumper may be worn.

Soft shoes for indoors.

All clothing must be clearly marked with the child's name.

Football strips and associated clothing are not allowed at any time within school (except our strip during school matches).

Hair styles should be consistent with safety, neatness and cleanliness.

The wearing of fancy jewellery should be discouraged, and false nails are not allowed.

It is recommended that all pupils wear wellingtons in wet or snowy weather.

### **PE Clothing**

All children change for physical education and require shorts, t-shirts and clean short socks. Pupils should have gym shoes – preferable black slip on type.

Training shoes are not suitable as they do not yield in vaulting and floor exercises.

The wearing of any form of jewellery during P E and games lessons is not allowed for safety reasons.

All PE equipment must be carried in a suitable gym bag.

The children will also require jogging bottoms and sweatshirts for doing PE outdoors.

## **Art and Craft Overalls**

A paint shirt is required by each pupil in the school to avoid paint and glue spoiling uniform. These can be made from an old shirt of an adult with arms cut to child length and elasticated at the wrists.

## **Health Care**

A programme of routine medical and dental inspection is carried out in the school.

The School Medical Service provides routine inspections for pupils of all ages. Parents are invited to attend the first medical inspection and may request to be present on any subsequent occasions. If a child has a medical condition it is important that the parent informs the Head Teacher so that the appropriate action can be taken.

How Can Parents Help?

- Contact the School or School Nurse if you are worried about any aspect of your child's health, emotional well-being or learning.
- Please fill in and return all questionnaires sent to you. This helps the School Nurse enormously.
- If you are offered a health interview please keep the appointment or request an alternative.
- If you feel that a problem has not been solved, please let us know.

You Can Contact Your School Health Nurse on: 01738 473231

## **Medication**

Should your child require medication whilst in school an appropriate form (available from the school office) must be completed by the parent/carer. This includes the use of inhalers and analgesics.

## **Dental**

The Regional Service operates a system of annual inspection (P1 and P7). Parents are then notified if treatment is required and given the opportunity to indicate whether or not they wish to use the school dental treatment provision.

## **Educational Psychologist**

To help pupils who are experiencing educational or social problems in school. The services of the Educational Psychologist may be requested only after parental consent has been granted.

## Visits

The Authority is always kept informed of any arrangements. Parental consent forms are issued for any visit which involves pupils using transport. The consent section of these forms must be returned to the class teacher prior to the visit taking place.

## Organisation of School Day

### Primary School Hours

P1-7	9.00 am	-	12.20 pm
	1.15 pm	-	3.15 pm

There is an interval of twenty minutes in the morning from 10.30 am.

School holidays can be found online through

[https://www.pkc.gov.uk/media/50104/School-Terms-and-Holidays-2024-2025/pdf/School\\_Terms\\_and\\_Holidays\\_2024-2025.pdf?m=637983164614030000](https://www.pkc.gov.uk/media/50104/School-Terms-and-Holidays-2024-2025/pdf/School_Terms_and_Holidays_2024-2025.pdf?m=637983164614030000)

## Speech Therapy

The Speech Therapist visits the school weekly and operates support sessions for pupils. Parents may be involved as and when required.

## Accidents

When a child has the misfortune to have an accident, FIRST AID followed by the appropriate action will be taken to deal with the problem. It may be that a child will be sent to the local Health Centre to be checked if a parent is not immediately available. In a case of extreme emergency it could be that a doctor is requested to come to the school. When the parent is not available the emergency contact, as listed on the pupil's record card, will be contacted. It is therefore vitally important that the school be kept up to date with any change of emergency contact.

## Illness

In the case of a child becoming ill at school, the parent, or named emergency contact, will be asked to call and collect the child from school. In the case of serious injury, or when the parents cannot be contacted, the child may be taken directly to Coupar Angus Health Centre and the parents informed as soon as possible. Parents are asked to inform the school of any illness from which a child may suffer, and if medication is being taken. This information will be treated in confidence.

## Insurance

The authority insures against its legal liability for (i) personal injury, provided negligence is proved against the Council and (ii) loss or damage to property of third parties except where the following exclusions apply:

- theft of personal belongings
- a pupil's own negligent actions
- the actions of a third party, i.e. another pupil
- mobile phones
- expensive personal items, i.e. CD players, personal stereos

Parents are advised that no insurance cover is maintained for circumstances in which the Council does not have legal liability, and may wish to consider making their own insurance arrangements

## **Personal Hygiene**

Parents should be vigilant of their child's general hygiene and carry out regular checks on hair for head lice. Please ensure your child is into the practice of washing their hands after every visit to the toilet and before meals.

## **Safety**

As part of their Health Programme pupils will cover many aspects of personal and public safety with their classroom teachers.

Safety regulations apply to many aspects of school routine and the support of parents is expected where school rules cover these areas.

Fire Drill is a routine aspect of safety and procedure is practised and recorded each term.

The Police Liaison Officer visits school on a regular basis and includes talks and films to highlight areas of safety. These would include Talking to Strangers, Road Safety and Drugs Awareness with talks being relevant to the age and understanding of the pupils.

Regular safety inspections of the school are carried out by the Head Teacher and, also, by the Fire Master's Safety Officer.

All visitors to the school must sign in at the office and receive a Visitor's Badge before proceeding to any classroom area of the school and we ask that all parents adhere to this request.

## **Travelling to School**

As a new parent to the school we would like you to think about how your child will travel to school –

On Foot - all children are encouraged to travel to and from school via School Road (north) using the Crossing Patroller Officer at the junction of School Road, Blairgowrie Road and Bogside Road. A map is enclosed to help you plan your route to school.

School Transport - A bus or taxi operates for children living more than 2 miles walking distance from the school but within the catchment area for the school. All children entitled to this service are dropped off and collected from the bus bay situated to the north of the school buildings. If you require any other information regarding this please contact the school office.

By Car – There is an Exclusion Zone in operation around the school at the start and end of the day, which limits access to School Road. Parents are encouraged to park at Larghan Park or The Common and to walk with children up the path at the side of the Common to school.

### **School Crossing Patrol**

There is a crossing point on the main Coupar Angus/Blairgowrie Road at the junction with Bogside Road. Children are expected to cross only at this point and your co-operation in enforcing this rule would be appreciated.

Times:	8.35 am	-	9.10 am
	3.05pm	-	3.35 pm

Appropriate arrangements are made in the event of early closure at Christmas and Summer Holidays.

### **Traffic Restriction Zone**

The area around the school is now a Traffic Exclusion Zone times are: 8:15am to 9:00am and 14:45 to 15:30 This is to keep everyone's children safe. We would encourage you to walk to and from school to collect your child, or use the park and stride at Larghan park if you need to bring the car.

### **Inclement Weather**

We request that children are not sent early to school. No one should arrive before 8.45 am and the closer to 9.00 am the better as there is no supervision for pupils in the playground before 9.00 am and they cannot expect to be admitted to the building. Sensible wet weather clothes including wellington boots are again recommended.

### **Arrangements for Emergency Closures**

The Education Authority asks each school to state annually its policy in the event of an emergency closure of the school.

It is vital that all children have and know their 'Emergency Home'. If parents are at work or otherwise away from home in times of bad weather or if a child becomes unwell while at school, it is reassuring for everyone to know exactly what arrangements will be made. The emergency contact is best resident in or very close to Coupar Angus



Should heavy snow or heating failure force us to send children home early this will be our procedure:

School taxi pupils will be contacted first. Parents will be contacted by phone wherever possible, to allow them to have a responsible adult to meet children off the taxi, alternatively, if a taxi is cancelled parents will be contacted to collect children.

Parents will be contacted by phone call, text or seesaw message to let them know the school is closing and to collect their children as soon as possible. The school will remain open until all children are collected.

Do not hesitate to phone school or come and collect your child if you are at all worried about deteriorating weather conditions and wish your child home.

### **Continued Closure**

If severe weather continues over a period of days and you think school might be closed. Listen to Radio Tay – they will be informed and announce daily, schools closed.

We will post information on the Coupar Angus Facebook page to keep parents up-to-date.

Information for parents/pupils regarding school closures will be available from the following sources:

Every effort will be made to open the school, provided the safety and welfare of pupils and staff are not at risk. If you consider the conditions are hazardous, please keep children at home.

**Name of Child Protection Officer – Mrs M Smith, Headteacher**

Mrs F Campbell, DHT

## **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.

### **Nursery**

Coupar Angus has a nursery that has capacity for 72 children. We currently have around 35 children who are 3-5 years old and 5 children who are in the Strong Start 2's. We have a newly refurbished nursery and if you would like to arrange a visit to find out more about our nursery please contact the school office and ask to speak to the Headteacher, Mrs H Mills or Mrs F Pearson who can help with this.

We are now offering 1140 hours as part of the Scottish Government's promise of full-time, fully funded ELC and so children may come from 8am-6pm up to their allocated hours in the week, or 9-3pm Monday -Friday. Further details on the nursery provision in Perth and Kinross can be found on the Council's Policy and Guidelines for Admission to Nursery Schools and Classes via <https://www.pkc.gov.uk/families>

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting Customer Service Centre on 01738 475000.

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لملخص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب: الاسم: Customer Service Centre رقم هاتف للاتصال المباشر: 01738 475000  
اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اس کا بندوبست سروس ڈیولپمنٹ Customer Service Centre سے فون نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡 Customer Service Centre 01738 475000 來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z Customer Service Centre 01738 475000

P ejete-li si Vy, anebo n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ípadech bude p eložen pouze stru ný obsah listiny) Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись Customer Service Centre 01738 475000

Ma tha thu fhèin neo duine a dh'aithnicheas tu ag iarraidh leth-bhreacadan fhàipear seo ann an cànan eile neo ann an cruth eile, (aig amannan cha bhith ach gearr-chunntas a-mhàin ri fhaighinn air eadar-theangachadh) faodar seo fhaighinn le bhith a' cur fios gu: Customer Service Centre 01738 475000

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

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