

Craigie Primary School



School Handbook Academic Session 2025/2026



Education and Learning
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Ambition | Compassion | Integrity



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Introduction

In Craigie Primary, we recognise that every child is a unique individual with a range of abilities and needs. We endeavour to recognise and fulfil these needs and help all children to realise their full potential. We try to foster in each pupil a sense of responsibility for themselves, for others, and for their immediate environment and the world around them.

We also recognise the importance of a good working relationship between school and home and will seek to work closely with you throughout your child's school career.

This section of the Handbook should give you the basic information you require for your child's time at Craigie Primary. However, if you have particular queries, we will be happy to answer them through a phone call or visit to school. This handbook is updated every December and can be accessed electronically on: www.pkc.gov.uk and on our School Website- www.craigieprimary.org.uk

The School

Craigie Primary was founded in 1884 and was originally called Western District School. During the years 1994-95 Craigie Primary underwent great changes. A new school was built in the Moncreiffe area, which meant that almost half of the Craigie Primary population transferred there, and our original building underwent a refurbishment programme. The school at present has eight primary classes, two multipurpose rooms, one with kitchen facilities. Our Early Learning and Childcare setting (Nursery) is housed in a separate building on site.

Delineated Area

Children living in the delineated (catchment) area are eligible for admission to Craigie Primary. This is as follows:

Abbot Crescent Abbot Street Arthur Park Balmoral Place Bell Gardens Berwick Brae Brocks Road Broxden Avenue Broxden Farm Cairnie Farm & Toll Cotton Cottages & High Drum Clyde Place Croft Bank Croft Park Darnhall Crescent Darnhall Drive East Lamberkin Friar Street Glamis Place Glasgow Road (east side from junction of Needless Road - number 154 onwards) Glover Street (south from junction of Needless Road to junction of Abbot St) Kinmond Drive Kirkton Road	Knowelea Place Knowelea Terrace Low Road Mailer Way Murray Crescent to junction with Needless Rd (NB - does not include Nos 2-12 & 1-7) Needless Road (south side – even nos) Necessity Brae Orchard Place Park Place Priory Place Queen's Avenue Queen's Court Queen Street Raeburn Park Raeburn Place Robb Place Scouring Burn Crescent Weavers Well Crescent Wilson Street Windyedge Drive Woodside Crescent Young Street
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Parents' Charter

Any parent who resides out-with the delineated area but wishes their child to attend Craigie Primary School should complete a Placing Request Application Form. Forms are available from school or from Education and Learning. Completed forms should be returned to Education and Learning, Perth and Kinross Council, 2 High Street, Perth PH1 5PH. Parents will be advised of the outcome of their placing request as per Authority Policy.

Visits

Parents who are considering registering children at Craigie Primary are welcome to contact us to arrange a visit. Registration must be completed online: [School enrolment - Perth & Kinross Council \(pkc.gov.uk\)](https://www.pkc.gov.uk). The child's Birth Certificate, a recent utility bill and your Council Tax documentation should also be uploaded as proof of your home address.

Morning and/or afternoon visits will be arranged to enable new Primary 1 entrants to meet one another and their teachers before the start of the session. Parents will also have the opportunity to meet with some of the school staff during these visits and discuss any issues or concerns.

Contact Details

SCHOOL ADDRESS	Craigie Primary School 15 Abbot Street Perth PH2 0EE
TELEPHONE	(01738) 472300
E-MAIL	craigie@pkc.gov.uk
WEBSITE	www.craigieprimary.org.uk
TWITTER	@craigie_ps
SCHOOL APP for PARENTS	Craigie Primary
ROLL	Primary 181 Nursery 24
STATUS	Nursery and Primaries 1 – 7
HEADTEACHER	Mrs Hazel Freeland
DEPUTE HEADTEACHER	Mrs Bev McNab
CRAIGIE PARENTS in PARTNERSHIP	Craigiepp@hotmail.com

The Staff

Primary teachers are trained to teach all stages of primary and nursery and may teach various stages throughout their careers. The Headteacher does not have a class commitment but the Depute Headteacher is 0.5 class committed. The Senior Leadership team (SLT) are available for curriculum planning, monitoring of Quality Assurance and administration duties. They also cover staff absence, staff training and they work with groups and individuals throughout the school. At present, our classes and staffing allocation for the session 2023/24 are as follows:

Class	Teacher
P1	Miss Kristen Evans
P2	Mrs Vikki Law
P2/3	Mrs Louise Lyon (Mon – Wed) Miss Meghan Potter (Thurs – Fri)
P3/4	Mrs Maureen Taylor
P4	Mrs Leah Labrum
P5	Miss Katie Raith
P6	Mrs Ashley Wells
P7	Miss Shelley Irvine
RCCT/PEF	Mrs Lynne Perkins
Nursery	Mrs Cyndie Cousland / Ms Lesley Winchester (ECPs)
Nursery	Ms Kayley Bullions (ECP)
Nursery	Miss Erin MacPherson (ECP)
Nursery	Mrs Adrienne Thomson (Play Assistant)

Visiting Staff

Pupil Support Teacher	Ms Adrienn Erdelyi
EY Support Teacher	Mrs Lynne Reid
Physical Education	Mrs Meike Cooper
Instrumental Tutors	Ms Iona Crosby (Cello & Double Bass) Ms Lorna McGovern (Violin)

Support Staff

Primary Support Worker	Mrs Sarah Roberston
Primary Support Assistant	Miss Anna Suchanek
Primary Support Assistant & Lunchtime Supervisor	Mrs Tina Shand
Pupil Support Assistant	Miss Leeann Lyttle Mrs Kate West Mrs Sarah Kelly

Additional Staff

EY Family Learning Practitioner	Ms Mhairi Morgan
Play Assistant (P1)	Ms Vanessa Garland
Community Learning Assistant	Ms Christine Colliss

Facilities Assistant	Mr Ally Bruce
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School Crossing Patroller	Mr David McRae
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Parent Concerns

If a parent has a concern about their child, he/she should contact the school office, by telephone, email or in person, to arrange an appointment to speak to relevant staff. A meeting will be arranged as soon as possible. Concerns are always taken seriously and listened to. Parents, staff and children will then work together to agree a positive way forward. Communication will be maintained until the concern is alleviated. Should parents feel that the concern has not been dealt with sufficiently they can contact Perth and Kinross Council to address their concerns.

Emergency Contacts

There may be occasions when it is imperative 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 available by phone and available to collect your child from school with minimal notice. Annual Data Check forms are issued to all parents in August/September. It is important that your details are checked and any amendments noted. The form should be returned to school as soon as possible. Please help us to keep our records up to date by informing us of any changes in circumstances, e.g. change of address, phone numbers (home, work or mobile), email address or contact person, etc.

Attendance

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

In the interest of safety, the school will make a call home directly to parents/carers if a child is absent and we have not been informed by 9.15am. When a pupil returns to school after an absence due to illness or any other reason, a short note of explanation must be sent to the class teacher or emailed to the school. If there is an unexplained absence, the school may call to enquire about the absence, this is first and foremost with regards to the safety of pupils.

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

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

Authorised and Unauthorised Absences

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

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

Complaints Procedure

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

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

The complaint will be acknowledged on receipt and a full reply will be given within 5 working days from the date of receipt of the complaint.

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

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

[Complaints - Perth & Kinross Council \(pkc.gov.uk\)](http://pkc.gov.uk)

Communication with Parents

Parents are kept informed by issuing you with an annual events calendar at the start of each session. You will also receive monthly newsletters by email and weekly reminder emails. We actively encourage parents to join us for 'Share my learning' and 'Class assemblies' as well as end of term services, concerts, fundraising events, curriculum information meetings and educational visits out of school. Our school website is kept up-to-date and informs parents of our curriculum, important school information and key documents. Learning Journals, Twitter and emails for parents share and celebrate learning and provide relevant information to parents/carers. We also communicate by letter and phone call, so it is important therefore that we have up to date contact details.

School Ethos

Craigie Primary is an inclusive school where everyone is valued as part of the Craigie team and community. Embedded in the school ethos are Growth Mindset approaches, Rights Respecting principles, promoting healthy choices and positive relationships.

Our Vision, Values and Aims



Relationship Strategy

At Craigie PS, we want everyone to feel valued, included, safe and happy. We aim to achieve this by establishing, and maintaining, positive relationships and behaviour in the nursery, classrooms, playground and the wider school community, based on mutual respect. Our staff aim to provide a calm, purposeful, caring and effective learning environment to nurture lifelong learners and are expected to be proactive in promoting and modelling positive relationships and behaviour on an ongoing basis.

We hope that parents will support their child and Craigie PS by insisting on excellent behaviour, nurturing positive relationships and reinforcing our Craigie Code.

Craigie Code

Our Craigie Code was created in consultation with our learners and we expect all learners to follow it, with no exception.

- **Be polite and kind**
- **Be responsible**
- **Be ready to join in**
- **Be safe**

Our Relationship Strategy can be read in full here: [Craigie Primary - Policies](#)

Exclusion from School

A pupil who continues to fall short of adequate standards of conduct may be temporarily excluded from the school pending a formal interview with his or her parents. At this interview parents will be required to give a written undertaking to support the school in its efforts to work with their child to develop positive behaviour.

School Role in the Community

Craigie Primary has a secure place in the local community. This is reflected in the school participation in local projects such as bulb planting, Craigie Cross Christmas Light event, Rotary Team Quiz, Robertson Reporters (Perth Theatre refurbishment) and William Soutar Bairn Rhymes. Social events at the school are well supported by parents and the local community.

There is close liaison between the school and local nurseries and other Partner Providers in the run up to transition to P1. This close liaison is also evident with Perth High School, with Craigie pupils participating in a programme of transition activities designed to promote confidence when they move to S1.

There are also long-standing ties between the school and Craigie and Moncreiffe Church. We have the opportunity to use Craigie Church for our Christmas and End of Year Services. These services are always very popular with families and former pupils.

The local area is used as a natural extension of our school grounds. We visit local parks, The South Inch and Quarrymill regularly and we visit the Museums and Perth Concert Hall and Perth Theatre to enrich the Expressive Arts Programme - all provide valuable contributions to the education we can offer our pupils. We also work closely with The Gannochy Trust, Living Communities Project, The Perth and Kinross Countryside Trust, South Perth Community Partnership, The Rotary Club and other community organisations.

Health and Well Being

The school has a designated School Health Nurse, Susan McTavish, who is based at Drumhar Health Centre, Perth and is contactable on 01738 564228. She visits the school regularly and is available to give advice to both the school staff and parents should they have any health concerns or require a referral to another health department.

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

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

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

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

Infectious Disease Exclusion periods suggested by the Health Board:

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

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

Medication can be administered to pupils with chronic medical conditions (i.e. long-term conditions). If your child needs medication during school hours, you **MUST** complete a form, available to download from the school website <https://www.craigieprimary.org.uk/Medication/> or from the school office, saying what medicines are to be given, when and for how long. The medicines must be in a container with the child's name, class and the dosage clearly marked on the outside. Inhalers should be similarly marked.

The medicines should have a patient information sticker displayed on the packaging with the child's name and prescribed dose. The medicines will be stored securely in the Medical Room and administered from there. Please note, it is the parent's responsibility to ensure that all medication kept in school is within its expiry date.

First Aid

We have a number of staff trained in First Aid procedures. First Aid is administered, when necessary, by our Pupil Support Assistants (PSA), or other members of staff. Guidance has been issued regarding First Aid in schools and how we record accidents and inform parents of first aid given to pupils. A form will be completed and emailed to parents to inform you of any first aid given to your child(ren). We ask that you read the form, add your name and email back to the school for our records.

Head Lice

Please inform the school if you suspect or know your child has head lice.

Information for parents is available from schools or on the website:

<https://www.nhs.uk/conditions/head-lice-and-nits/>

Parental Involvement

In Craigie, we are committed to working in partnership with parents, to provide the best learning opportunities for all children. We will share with you what we teach and how we teach and we will consult with you, wherever possible, on issues which affect your children.

Close partnership between home and school is vitally important and parents are encouraged to contact school to make an appointment whenever problems occur or advice is needed. This partnership, of course, is a two-way process. Communication with parents is imperative if we are to maintain the positive ethos of mutual understanding and trust which exists at Craigie Primary. Communication can be by coming into school, by telephone or by email.

Parents are kept fully informed by email, letter, newsletters, school website and through social media at appropriate times.

We promote parental involvement through helping in classrooms, accompanying educational visits, giving talks, supporting extra-curricular clubs, completing audits and surveys, sharing ideas, suggestions and concerns with us. We also encourage parents to join us for end of term services, share my learning, class assemblies, drama productions, fund raising events, curriculum information meetings and school educational visits.

We ask you to support your children's learning at home and at school, to help your children aspire and develop to the best of their abilities. We ask you to work with us to encourage children to take responsibility for their own learning and the development of their own abilities to the full.

By working together, we can ensure that we give our children the best education possible.

In line with the Parental Involvement Act (2007) every parent is a member of the Parent Forum at Craigie Primary. A Parent Council is elected from the Parent Forum at the start of every school year. The Parent Council works in partnership with the school to promote parental involvement and quality learning experiences for the children.

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

Craigie Parents in Partnership

At Craigie, our Parent Council and Parent Teachers' Association merged to create a parent group called Craigie Parents in Partnership (CPP). The purpose of CPP is to meet regularly to discuss statutory tasks, school issues and fundraising ideas and events. All parents are automatically members of the Parent Forum, therefore CPP meetings are open to any parent who wishes to attend. Minutes of these meetings will be posted on the school website for parents. The CPP membership is as follows:

Elected Parents

Sam Lamond	(Chairperson)
Gemma Farren	(Vice Chair)
Colleen Houston Gibb	(Secretary & Treasurer)

CPP members can be contacted by email: Craigiepp@hotmail.com

Staff members

Hazel Freeland (Headteacher), Bev McNab (Depute Headteacher), Shelley Irvine (Class teacher, CT), Kristin Evans (CT), Louise Lyon (CT) and Lynne Perkins (CT)

Contact school staff by email Craigie@pkc.gov.uk; or phone 01738 472300

Community Members

Cllr Andy Chan

PLEASE NOTE: All matters relating to individual children, teachers, or classes should be raised with the Headteacher, as these are not included in the remit of Craigie Parents in Partnership.

Transitions

There are a variety of points of transition: starting Early Learning & Childcare (Nursery) to Primary 1, moving to a new class, moving to another school, moving to secondary school.

As children progress throughout the school, they regularly work flexibly with children and teachers from other classes so transition issues between classes are minimal.

Pupils with additional support needs may require an enhanced transition between classes or between Nursery and Primary or P7 to Secondary. This will be decided through discussion with Class Teacher, Pupil Support Teacher, Headteacher and parents.

Pre-School-Primary Transition

Children who enter our Primary 1 class come from our Early Learning & Childcare setting (Nursery) and local pre-school settings. Once we have an accurate list of new entrants, we invite the children into school for a series of visits and information sessions. Craigie staff also visit all new entrants in their pre-school settings to gather as much information as we can about each child. All necessary transition information is given to parents when they receive their offer of a place for their child in the Primary 1 class (sometime in May).

Primary-Secondary Transition

Perth High School is the secondary school for pupils living in our catchment area and its feeder primary schools make up a group known as Perth High School Local Management Group (LMG).

In early May, staff from Perth High School visit Craigie Primary to meet with P7 pupils and to liaise with our teachers and promoted staff. In the middle of June, the P7s are invited to the High School for two days to experience a typical senior school timetable. Meetings for parents are also arranged by Perth High School.

Similar arrangements are usually made for any pupil transferring to any other secondary school. If you want your child to transfer to a school other than the one proposed by Education and Learning, i.e. Perth High School, you should complete a Placing Request Form which can be obtained from our school office, Education and Learning or online at [School enrolment - Perth & Kinross Council \(pkc.gov.uk\)](http://www.pkc.gov.uk)

The Headteacher of Perth High School, Mr Martin Shaw, can be contacted on 01738 472641. Perth High School's Website is: www.perthhigh.co.uk

The Curriculum

The values, purposes and principles for the curriculum 3–18 in Scotland are set out in Curriculum for Excellence (CfE). CfE promotes breadth, depth, challenge and enjoyment, progression, coherence, relevance, personalisation and choice of learning. The totality of the curriculum takes account of the ethos and life of the school, curriculum areas and subjects, interdisciplinary learning and opportunities for personal achievement. Our curriculum provides a variety of learning and teaching methods and techniques, which support children to become successful learners, confident individuals, responsible citizens and effective contributors (four capacities).

Children learn at different rates and have different strengths and development needs. Ensuring that each child reaches his/her potential is an integral part of learning and teaching at Craigie Primary. It will therefore be the norm that children will be working at different levels within the same year stage.

In line with best practice and promoting the principles of Curriculum for Excellence active learning is promoted, relevant educational visits will be made, and visitors who enhance the educational experiences of the children, will be invited as appropriate. Outdoor learning in our community is also part of the learning activities undertaken. Children learn knowledge and understanding as well as skills for life, learning and work to prepare them for living in 21st Century Scotland. IT is used to enhance learning as appropriate and this was recognised when we achieved our Digital Schools Award in June 2023. Emphasis is put on children learning concepts and skills and then applying these in real-life, problem-solving situations.

At Craigie Primary, CfE Experiences and Outcomes are grouped into relevant 'bundles' covering a three-year period, to ensure breadth and depth of learning and provide interesting contexts. These bundles are shared with the children and they work with teachers to plan their learning contexts. This ensures children have a voice and choice in their learning. At various times they also make other choices about personal learning, achievements, participation in learner groups and which extra-curricular clubs to attend.

Learning is shared with parents at class assemblies, using Learning Journals, curriculum meetings, through the Craigie Parents in Partnership meetings and on an individual basis as required. Learning is also shared through social media, such as Twitter. Surveys and audits completed by parents/carers also ensure they are involved in their child's learning and life of the school. Parents of children with Additional Support Needs meet regularly with staff to discuss and agree progress/next steps in learning. If school staff have any concerns about a child's learning, parents will be invited to discuss the concerns and together, identify a way forward. Parents will be given support and advice and additional opportunities (if requested) to meet more regularly with staff.

We promote Learner Groups at Craigie Primary. The aims of the learner groups are to expand our learner participation and involve all pupils in strategic decision making and promotion of Craigie. Learner groups take place three or four times a term and each class is represented by two pupils from their class. The representatives will seek the views of those in their class through questionnaires and surveys to ensure all voices are heard.

Our current learner groups are:

- Pupil Council
- Wellbeing group
- Numeracy Group
- Rights Respecting School

In Craigie Primary our children learn:

- **Literacy:** Reading, Writing, Listening and Talking, Modern Languages: French P1-7, plus an additional language in P5-7
- **Numeracy and Maths:** Information Handling, Number, Money and Measure and Shape, Position and Movement
- **Health and Wellbeing:** Mental, Emotional, Social and Physical Wellbeing, Planning for Choices and Change, Physical Education, Food and Health, Substance Misuse, Relationships, Sexual Health and Parenthood.

- **Sciences:** Planet Earth, Energy in the Environment, Communication, Forces & Motion, Life and Cells, Materials, Topical Science, Inquiry and Investigative Skills, Scientific Analytical Thinking Skills and Scientific Literacy
- **Social Subjects:** People, Place and Environment, People, Past Events and Societies, People in Society, Economy and Business
- **Technologies:** Technological Developments in Society, ICT to Enhance Learning, Business, Computing Science, Food and Textiles, Craft, Design, Engineering and Graphics
- **Expressive Arts:** Music, Art and Design and Drama.
- **Religious and Moral Education:** Christianity, Other World Religions, Development of Beliefs and Values

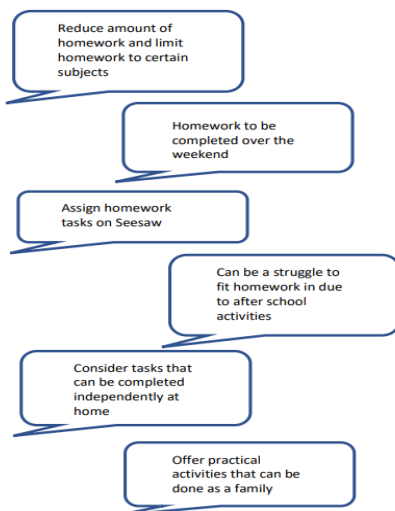
Skills

As well as teaching the subject specific skills related to each area of the curriculum, Higher Order Thinking Skills (remembering, understanding, applying, analysing, evaluating, creating) are taught and applied. Meta-skills are also taught- Self-management (focusing, integrity, adapting, initiative), Social intelligence (communication, feeling, collaborating, leading) and Innovation (curiosity, creativity, sense-making, critical thinking) to prepare children for their future lives.

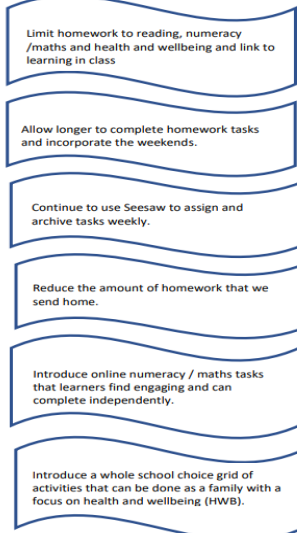
Homework

Based on research and the views of all stakeholders, we have adapted our homework approach at Craigie Primary.

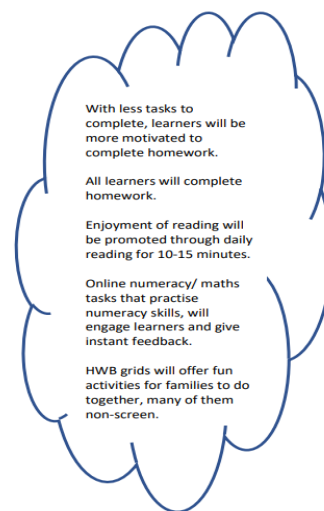
You said:



We will:



Intended outcomes:



Parents who experience difficulty in helping with homework should contact the school for advice and assistance. Generally, homework is not given if a child is unwell and absent from school or on holiday during term time.

Religious Observance

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

Religious observance should be an inclusive, valuable and meaningful educational experience for all children and young people at all stages of primary and secondary school. It should build on Scotland's strong Christian traditions without compromising them, and also promote the understanding and acceptance of other faiths and beliefs.

The school holds regular assemblies, broadly value/moral based in nature, which provide opportunities for pupils to share together and celebrate as a school community those things

which we promote through C.A.R.E. (Our school values) We are associated with Craigie & Moncreiffe Church of Scotland and Perth Gospel Hall and once a term we will have visitors from these places sharing with our pupils a story from the bible which links to our school values.

Parental Rights

Under the terms of the Education (Scotland) Act 1980 “any pupil may be withdrawn by his/her parents from instruction in religious subjects and from religious observance”. Any parent wishing to exercise this right should first discuss it with the Headteacher. Alternative provision will be made for these children during times of religious observance.

How can Parents find out more about the Curriculum?

Parents can find out more by attending the regular meetings held in school, reading letters/information sheets sent home from school, asking school for specific information, and from Education Scotland and Parentzone Websites.

[About Curriculum for Excellence | Curriculum for Excellence | Education Scotland](#)

[Parentzone Scotland | Education Scotland](#)

Assessment & Reporting

The National Improvement Framework provides information about how children and young people are progressing and how well schools, councils and the Scottish Government are supporting their learning. Assessment is a central part of everyday learning and teaching for children and young people. At Craigie Primary, teachers gather evidence on an ongoing and informal basis through asking questions, observing children working together and making comments regarding their learning. Pupils may assess their own work or that of their classmates. They know their prior learning, why they are completing the current learning and can identify what their next steps in learning will be. This is captured on the online profiling application- Learning Journals. Some assessment is more formal, such as projects, investigations, case studies and tests. The assessment of children’s progress throughout primary school is based on teachers’ views: their “professional judgement”. In making these judgements, teachers draw on their professional knowledge and understanding of the child; on the published CfE benchmarks for all curricular areas, which provide clear information about what children and young people should be able to do and demonstrate by the end of a Curriculum for Excellence level; and on a wide range of assessment information.

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

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

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

Reporting

Evidence of each pupil’s work is collected and used to inform future teaching and reports to parents. Each pupil has an online profile on Learning Journals, which contains evidence of progress throughout their school career. A Profile for each Primary 7 pupil is produced annually and shared with parents and the receiving secondary school. If parents wish to discuss the progress of their child at any time, they can make an appointment by contacting the Class Teacher.

These meetings are generally informal with an emphasis on how best to support the child and build confidence in parents. The school operates an “open door” policy and parents are actively encouraged to be positive partners in their children’s learning. There is a class assembly and termly ‘Share my Learning’ for each class to give pupils the opportunity to experience learning with their parents. A written summary of pupil progress is shared twice a year with parents and there are also twice-yearly Parent Contact Evenings, where parents have the opportunity to discuss pupil progress.

Special meetings are held regularly for parents of children with Additional Support Needs (ASN). See the section on Support for Pupils for further details.

Support for Pupils

All children are well supported in Craigie Primary. GIRFEC (Getting it Right for Every Child) is an integral part of life at our school and we rigorously apply the principles. It is our firm belief that we work with children as learning partners, so everyone feels included, safe and valued.

Children with Additional Support Needs (ASN) are fully included in the life of the school and every effort is made to meet their needs in a variety of ways and in accordance with Perth & Kinross Council policy. Pupils’ progress will be monitored and regularly discussed with parents and other appropriate outside support agencies through the ASN procedure and Child’s Plan meetings. Child’s Plan meetings will be held annually and/or when considered appropriate. In some cases, dependant on need, opening a Co-ordinated Support Plan may be considered.

Should parents wish to discuss an Additional Support Need or concerns regarding pastoral care for their child, they should in the first instance, make an appointment to speak to the Class Teacher.

From time to time, some children may be identified by school staff as requiring extra help, for example, in a specific curricular area, for emotional support, or to build resilience and social skills. This support may be short or longer term. We will contact you if we feel your child would benefit from a little additional support.

In line with Perth & Kinross Council ASN procedures, if a Class Teacher has a concern, they will share this with the Pupil Support Teacher and/or Headteacher. A note of supportive strategies already in place will be made and additional support strategies identified. If a parent identifies a possible support need, then the Teacher would ask the parents to gather observations from the home setting. He/she would then gather classroom observations. This information would then be shared with the Pupil Support Teacher and/or Headteacher to discuss the appropriate way forward. At all stages, parents will be kept fully informed and encouraged to work in partnership with school to ensure the child receives the best education possible.

Our Pupil Support Teacher works in school part-time and other support staff are timetabled to support individuals and classes.

More information relating to ASN can be accessed on:

[Schools - additional support - Perth & Kinross Council \(pkc.gov.uk\)](http://pkc.gov.uk)

Other organisations which provide advice, further information and support to parents of children and young people with ASN, 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

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

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

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

Additional Specialists' Support

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

School Improvement

A team of inspectors from Education Scotland inspected Craigie Primary and Nursery in June 2023. For an overview of how well the school and nursery performed and to view the report, visit [Inspection and Review | Education Scotland](#). The main achievements of our school over the last twelve months can be found in the Standards and Quality Report which is published annually and is available to view on our school website and PKC website. [Craigie Primary - School Improvement Plan](#)

Attainment is consistent with most pupils making good progress in maths, reading, writing and listening and talking. Joint planning with pupils and between staff, as well as collegiate moderation of pupils' learning has had a positive impact on attainment.

We have high standards and expectations in relation to literacy, numeracy and health & wellbeing. We created curriculum pathways for Literacy, Numeracy, HWB and Digital Skills to ensure a consistent and progressive approach to planning learning, assessing and tracking progress in these subjects.

There is a calm, purposeful atmosphere within the school which supports children very well in their learning. Children are motivated and keen to learn. They have a very positive learning experience, working well individually and together in small groups. The level of interaction between children and staff is of a high quality. Staff and children plan learning together and make effective use of a range of ongoing assessment strategies to enhance learning and identify next steps.

School staff provide a very high-level quality of care and support to all children in the school. Using Growth Mindset approaches, Education Scotland's Compassionate & Connected Classrooms programme, Restorative Approaches and engaging with daily emotional check-ins, from Nursery to P7, has had a positive impact in building emotional literacy and coping skills. Children (and families) dealing with social and emotional difficulties receive effective support to help them manage challenging life events. As a result, vulnerable children show more resilience and their emotional wellbeing is improved.

Plans for future improvement are detailed in our 3-year strategic plan, which can be viewed on our school website. [Craigie Primary - School Improvement Plan](#)

Parents, staff and pupils will continue to be encouraged to participate at all stages of the improvement agenda through open consultation and in partnership with Craigie Parents in Partnership and Learner Focus Groups.

School Policies & Practical Information

For details of Craigie Primary and Perth and Kinross policies visit the Perth and Kinross website and our school website or make a request to the school office.

We are currently updating many of our policies - relevant and updated policies can be found on our school website.

Class structuring and organisation

Every year when organising classes across the school, the headteacher will make decisions about the class structures for a new session based on:

- the whole school roll for the new session
- the number of teachers allocated to the school
- classroom capacities
- the known needs of individual learners
- creating learning groups

Where the whole school roll, and the total number of teachers allocated, do not permit the structuring of only single stage or non-composite classes, then the headteacher will structure composite classes to ensure appropriate numbers of children in class groups.

More information about class structuring can be found on the PKC website: [Structuring of classes in primary school - Perth & Kinross Council \(pkc.gov.uk\)](http://www.pkc.gov.uk/structuring-of-classes-in-primary-school)

Organisation of the School Day

Nursery- Full Day 9.00am to 3.00pm

Primaries 1–7 Morning: 9.00am - 12.15pm Afternoon: 1.15pm – 3.15pm

Lunchtime Arrangements

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

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

Weather permitting, children from P4 upwards, under the supervision of the Supervisory staff, can access the school playing field at the end of Young Street. However, pupils can only go to the playfield if they are wearing suitable clothing and footwear.

Wet Weather Procedures

Pupils are expected to come to school prepared for the ever-changeable Scottish weather. Pupils need to get fresh air and exercise during the school day, so we encourage them to have their break outside wherever possible. If the weather is very wet then the Primary 1 and 2 classes have their break indoors, either in the hall or in classrooms supervised by P7 monitors in each class and support staff supervising on a patrolling system. On very rare occasions, especially in icy, very wet or stormy conditions, it may be that all pupils are required to have an indoor break. In this instance pupils would be in classrooms supervised by P7 monitors. Pupil Support Assistants and lunchtime supervisors would supervise on a patrolling system.

On wet mornings we ask that children come to school **just before 9.00 am** as there is very limited shelter in the playground. If the weather is extremely inclement, pupils will be allowed entry to the school via the Infant door **just before 9.00 am** and will be supervised in the hall by the Headteacher and Depute Headteacher.

Playground Supervision

The playground is supervised at morning playtime and lunchtime by our Pupil Support Assistants. There is no playground supervision for pupils before 9.00am or after 3.15pm.

Uniform / Clothing

Uniform is worn at the request of the school and the wishes of the majority of parents. It is as follows:

Grey trousers, skirt or pinafore
School sweatshirt or cardigan
School hoodie (for PE)
White shirt and school tie / White polo shirt
Grey v-neck jumper or cardigan
Summer dress – blue and white checks or stripes
Black school shoes

Sweatshirts, cardigans and hoodies (for PE) with the Craigie badge are available online from www.schooltrends.co.uk. A small stock of sweatshirts are kept in school should you need to check sizes for your child. We also hold a range of pre-loved school uniform items, which are available from the school office free of charge.

Jewellery: Pupils are discouraged from wearing jewellery, particularly necklaces, bracelets, and hoop/drop earrings. This is primarily for health and safety reasons, but also to avoid loss or breakage.

For PE activities, the uniform is shorts and a plain T-shirt or school polo-shirt. We encourage children to come to school dressed in their PE clothes on PE days. Football colours are not permitted. Long baggy shorts and baggy T-shirts are not suitable for apparatus work as they may catch on equipment. PE activities also take place outside all year round. Pupils should wear a tracksuit or similar and training shoes for outdoor PE activities. Gym shoes with an elastic gusset are recommended for younger pupils unable to tie laces. For safety reasons all jewellery must be removed. We no longer encourage the use of tape for covering earrings which can not be removed for any reason as evidence shows this can cause further damage in an accident. If your child can not remove their earrings for any reason, a note should be provided to the school to explain that you take full responsibility for your child during PE if an accident to their ears should occur as a result of wearing earrings.

For Art and Craft activities it is advisable to provide an overall for protection from paint, glue etc. An old shirt with the collar removed and worn back to front is ideal.

Instrumental Tuition

Weekly tuition in cello and violin is available for those pupils in P5 and above, who show aptitude and commitment. Parents should complete an IT1 form, which is available from our school office or Education and Learning, if they would like their child to be considered for tuition. Places are allocated to pupils on the basis of an interview and an assessment of musical interest and aptitude.

Swimming Tuition

Currently, pupils in our Primary 7 class access swimming lessons at Perth Leisure Pool for 10 weeks. Education and Learning fund this activity.

After School & Lunchtime Activities

A number of activities are offered to pupils across the school year. They vary, but can include activities such as Football, Netball, Running Club, Hockey, Scripture Union, Art Club, Dance Club and Chess. We are keen to extend the range of activities on offer to pupils. Any adult who would like to share any skills, experience and time that they have should contact the Headteacher to discuss opportunities to take this forward. Our P7 pupils will also lead a variety of clubs for our pupils and this will be shared with you via our monthly newsletters.

Pupil Leadership

In addition to our whole school Learner Groups, other leadership opportunities for learners include: P7s buddying our new P1 pupils, P7 House Captains leading whole school assembly, House Meetings and organising fun events, P6 Play Champions are tasked with setting up and leading play in the playground and each class holds regular class meetings as part of our Relationship Strategy.

We also promote pupil voice at all levels in the classroom and regularly ask our pupils to lead the learning by co creating the success criteria in lessons, asking questions in interdisciplinary learning and by sharing their views in questionnaires related to school improvement.

School Meals

School meals, costing £2.15, are prepared daily on the premises, and served in the hall. From January 2022, all Nursery children and P1 - P5 pupils are entitled to free school meals. Our school office is cashless, so if required, parents should use ParentPay, the online school payments for parents/carers, to pay for school lunches.

Application forms for Free School Meals are available from the school office or Education and Children's Services. For further information see Perth and Kinross website [Free school meals and school clothing grants - primary and secondary - Perth & Kinross Council \(pkc.gov.uk\)](https://www.pkc.gov.uk/free-school-meals-and-school-clothing-grants)

Health and Safety

In our school, health and safety is of paramount importance. Procedures are in place to deal with health and safety issues and pupils are encouraged to take responsibility for their own health and safety and to consider the needs of others. A health promotion programme is in place and visits from outside agencies such as the police, fire brigade and school nurse are encouraged. Our Craigie Code is in place to try to ensure the safety of all. Risk assessments are carried out as required.

Jewellery in line with Perth and Kinross Guidance

(Please also refer to section on PE Clothing.) The wearing of jewellery in school is to be discouraged as it frequently represents a hazard. The school will not accept responsibility for children who are hurt due to the wearing of jewellery. Children with pierced ears must remove the jewellery independently or provide a letter of permission from a parent stating they take full responsibility for any accidents as a result of your child wearing earrings to PE lessons.

Personal Property and Valuables

Pupils should not bring toys or personal property to school due to the risk of damage or loss. Mobile phones are collected at 9.00am and stored securely in the school office until 3.15pm. Pupils should also not bring money to school. Money should never be left in trays or cloakrooms. The school cannot accept responsibility for the loss or theft of personal property, money or clothing. Clothing that has not been marked with a name is difficult to recover.

Security

In the interests of safety, all visitors, including parents, must use the main entrance only when entering the school and must report to the school office staff to sign in.

Arrangements for Early Closure

If early closure is planned e.g. end of session, timeous notice will be given by via email and on our website. Unplanned early closures are rare. If an occasion arises where pupils require to be sent home, pupils will only be sent if the school knows there is an adult there. Checks may be made by telephone if necessary and use of emergency contacts made. If we are unable to get in touch with a parent or emergency contact, pupils will stay in school with staff until contact is made.

Early Closures: e.g. Severe Weather Conditions – Heavy Snow

Should there be severe weather prior to the start of the school day please note information regarding emergency closures due to snow or flooding will be available from the following sources.

Parents/Carers can find closure updates on the Perth and Kinross Council Website by logging onto [School closures - Perth & Kinross Council \(pkc.gov.uk\)](https://www.pkc.gov.uk/school-closures)

The Perth and Kinross Customer Service Centre can also provide information and their opening times are listed below. Our school website and social media will be updated by the school and will be the most up-to-date source of information for you in severe weather conditions.

It is important to note that Radio Tay FM and Perth and Kinross Customer Service Centre will be used in all instances and that these should be the main sources of information for Pupils/Parents/Carers. The other information services will only be updated in the event that the severe weather is widespread and is not a localised situation. The information sources are as follows:

- **Radio Tay** (used in all instances)

Frequency	AM 1584	FM 96.4	-	Perth only
Frequency	AM 1161	FM 102.8	-	Everywhere else
- **Perth and Kinross Council Customer Service Centre**
(Available from 08:00 hours to 18:00 hours however this line **may** operate from 07:00 hours in exceptional circumstances.)
Parents/Carers should dial 01738 475000. Calls are charged at the local rate.
- **PKC Website:** www.pkc.gov.uk
- **School Website:** www.craigieprimary.org.uk

Should the children already be in school and the weather conditions worsen, under normal circumstances the school will always remain open. In the unusual event of the school having to close, the children will not be sent home without contact being made either with parents or emergency contacts. The school cannot be closed until the last pupil and staff member have left. In circumstances where conditions worsen during the day, parents are free to come at any time and collect their children. You are the best judge when deciding whether or not weather conditions are likely to cause difficulty or danger for pupils returning home.

Emergency Arrangements

In the event of an emergency, [e.g. if your child becomes ill or has an accident] or in exceptional circumstances, the school may need to contact parents or emergency contacts – and on rare occasions it may be necessary to send every child home. It is, therefore, most important, **that parents keep the school informed promptly** about any **change of address, telephone numbers** (home, work or mobile), **email address**, as well as any changes regarding **emergency contacts**.

Road Safety

Pupils are expected to cross Abbot Street/Young Street going to or from the school with the crossing patroller. Bikes and scooters that are being brought to school must not be ridden whilst crossing roads surrounding the school. There is a bike shelter in the playground. Pupils bringing bikes and scooters to school do so at their own risk and must have a suitable lock to ensure their bike or scooter is safely secured. Skateboards are not permitted in school at any time. Helmets must be worn if travelling to school on wheels!

Visits Out of School

As part of our outdoor learning curriculum, we use the local area and places further afield as a resource. A Parental Consent Form for Excursions which are within walking distance of the school will be issued annually in August for parents to complete.

If your child is 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.

Local and National Initiatives

From time to time we participate in local and National Initiatives. For example, P1 Bookbugs, P2-3 Read, Write Count, Sumdog Maths, NSPCC Speak Out Stay Safe, Safe Taysiders. Parents will be issued with details as these initiatives arise.

Sports Day and House Cup

Our Sports Day is usually held in May/June, in the playing field at the end of Young Street. Parents are very welcome to attend and support. We use a “potted sports” format combined with competitive races. 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 Priory, Friar, Abbot and Glover. Points awarded by staff throughout the year are added to sports points to determine the winning house. The winning team captains collect the House Cup at the end of year service.

Tony Armstrong Cup for Good Citizenship

This award is presented to a P7 pupil at the end of each year who has demonstrated good citizenship. The P7 awarded this cup is voted for by their classmates and school staff.

Caroline Westwood Quaich

This Quaich is presented to a pupil, of any age, for excellence in Expressive Arts and is in memory of Miss Caroline Westwood, who sadly died, following a short illness, in August 2006. Miss Westwood, who had a particular interest in the Expressive Arts, had been a teacher at Craigie Primary for over 30 years.

Craigie 50+ Group Cup

This cup was presented to Craigie Primary in 2016 by the Craigie 50+ Group, who wished that pupil achievement was recognised. This cup is presented to any pupil who has shown excellent academic achievement throughout the school year.

Name of Child Protection Officer

Schools are required to report if we think any child has come to harm as a consequence of possible abuse.

At least one member of staff in each school has been appointed to be responsible for Child Protection matters and has had special training in this area.

In our school, there are two designated Child Protection Officers – Mrs Hazel Freeland (Headteacher) and Mrs Bev McNab (Depute Headteacher).

Should you wish to talk further about Child Protection and the safety of children please feel free to contact the school. Our school Child Protection leaflet for parents is available at the school office and on our website.

As a school we have good contacts with Allied Health Professionals, 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. 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's Plan is one single plan which coordinates all the services and agencies involved in supporting a child/young person. Child's Plan meetings help ensure that everyone works together to deliver better outcomes for the child or young person, who needs additional support and their family.

Craigie Nursery

Perth and Kinross Council (PKC) Education and Learning now offer 1140 hours 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.

All 3–5 year-olds and eligible 2 year-olds have access to 1140 hours of fully funded Nursery place. This means that in PKC most children will experience early learning and childcare in a funded provider for 5 full days a week. Craigie Nursery operates a full day system from 9am to 3pm, Monday to Friday for 3-5 year-olds. ELC for eligible 2 year-olds is also available in a number of early years settings but not within Craigie Nursery.

Applications for a Nursery place must be made online directly to Perth and Kinross Council, who then allocate places.

Our Nursery has its own separate Handbook. This is available from the school office and is on our school website. [Craigie Primary - Handbook](#)

Parents of children attending Nursery should be aware that a place in a local authority managed ELC setting does not give children priority in gaining a place in the same school when enrolling for primary school. Entitlement to primary school is determined by the child's home address.

As a result of the changes to a child's experience prior to beginning their Primary School education across PKC, Primary 1 children now attend school for a full day from August.

Further details of ELC provision in Perth and Kinross are available in the Council's website: [Early learning and childcare - Perth & Kinross Council \(pkc.gov.uk\)](#)

Hazel Freeland

Headteacher

September 2024