

# Kirkmichael Primary School



## School Handbook Academic Session 2025/2026



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



## Introduction

As Head Teacher of Kirkmichael Primary School, I take this opportunity to welcome you and your family to our community. It is always a pleasure to welcome new pupils, whether at the start of their school career, or as pupils transferring from another school. I hope that our school is always seen as a friendly place and our approachable staff encourage mutual understanding and co-operation between parents, carers, and staff.

In Kirkmichael Primary School our pupils are engaging with all aspects of the Curriculum for Excellence. Through the Curriculum, we aim to create opportunities which will stimulate enquiring minds and provide a well-balanced education which will ultimately provide caring and responsible members of our society.

Our school is surrounded by beautiful countryside, a playground full of play equipment and an all-weather sports court which enhances our outdoor learning as well as providing areas to allow our pupils to keep fit, healthy and to have fun.

The Early Years' building houses P1-3 and the Nursery Class. The original school building, dating back to Victorian times, has the P4/5 and P6/7 classes, the dining room, the School Library and Learning Resource room and office accommodation. When PE lessons can't be held on the sports court, they are held in the nearby Village Hall where the children have more space to exercise indoors.

We are a small village school and enjoy very close links with the community. A warm welcome always awaits you at Kirkmichael.

Mr Craig Loudon  
Head Teacher

### **Vision**

**Every Pupil Matters, Every Step Counts**

### **Values**

**Respected, Included, Achieving**

## Delineated Area

Kirkmichael Primary School serves the communities of Kirkmichael, Glenshee, Bridge of Cally, Blacklunans and Straloch.

The delineated area of the school is contained on a map held in the school and in the Education Authority. Anyone with queries regarding the catchment area of the school please get in touch with the school or Education Authority.

## Contact Details

- Name Kirkmichael Primary School, Blairgowrie PH10 7NX
- Tel No 01250 871929
- Website [www.kirkmichael.pkc.sch.uk](http://www.kirkmichael.pkc.sch.uk)
- E-mail [kirkmichael@pkc.gov.uk](mailto:kirkmichael@pkc.gov.uk)

Head Teacher	Mr Craig Loudon
Principal Teacher	Mr Sean Dowling P1-3
Class Teacher	Mrs Kirsty Fish P4-5
RCCT/Cover Teacher	Mrs Carol Fleming
Nursery Support Teacher	Mr Mike Tod
Area Support Teacher	Mrs Anne MacPhail
Peripatetic Teacher	Mrs Alison Bartlett
Early Childhood Practitioners	Mrs Lorna Smeaton
Play Assistant	Miss Carina Tanner
Pupil Support Teacher(ASN)	Mrs Sandra Brodie (Acting)

School Support Assistants/  
Office

Mrs Glenys Muir (Mon, Tues, Wed)  
Mrs Caroline Slessor (Thurs, Fri)

Pupil Support Assistants

Mrs Rona Mitchell (Mon – Fri)  
Miss Lindsay McNally (Mon-Thurs)  
Mrs Holly McGregor (Tues/Wed/Thurs)  
Mr Christopher Mullin (Mon/Tues/Wed)  
Miss. Angie Soutar (Mon/Tues/Fri)  
Mr Robert McIntosh  
Mrs Christine McGregor

Cleaner  
Dining Attendant

- Present Roll

P1-7                    32 pupils  
Nursery                5 (Registered for 20 places)

- Parent Council

Chair                    Mrs Chloe Newcombe  
Vice Chair             Mrs Tracey Morris

Secretary             Jules Onions  
Treasurer             Diane Rushton

- Complaints Procedure

If a parent/carer has a concern, in the first instance it should be brought to the attention of the class teacher or, if more appropriate, the Head Teacher. Contact can be made by letter, telephone or email and usually through the office staff. The query will be dealt with as promptly as possible.

If you wish to talk to a member of staff in confidence about your child, it is generally better to make an appointment. This ensures that the member of staff is available, that classes are not disturbed and that the learning and teaching of children is not affected.

You can contact the school directly, either by –

- Visiting the school in person
- Telephone – 01250 871929
- Email – [Kirkmichael@pkc.gov.uk](mailto:Kirkmichael@pkc.gov.uk)
- Letter – Kirkmichael Primary School,  
Kirkmichael, Blairgowrie PH10 7NX

The school deals with complaints as part of Perth and Kinross Council's Complaints Handling Procedure. More information is available on the Council's website as follows: [www.pkc.gov.uk/complaints](http://www.pkc.gov.uk/complaints)

Alternatively, you may wish to contact the Care Inspectorate, because the matter involves a nursery child:

- Letter – Care Inspectorate  
Compass House  
11 Riverside Drive  
Dundee DD1 4NY
- Telephone 0345 600 9527
- [www.careinspectorate.com/index.php/complaints](http://www.careinspectorate.com/index.php/complaints)

- Pupil Absences**

Parents are reminded of the legal requirements which are to ensure that their children attend school regularly. An explanation will be sought for every absence. The procedures regarding notification of absences are in place to protect the safety of the children.

If your child is not attending, please contact the school between 8.30am and 9.30am to advise of the reason, leave a message if there is no answer. If there is no notification of the absence, we will phone home to find out the reason.

On return to school, we require a letter, or email which can be printed off and put in the file, detailing the reason for the absence.
- Research shows that pupil attainment is closely linked to attendance at school. It is therefore extremely important that family holidays are taken during school breaks, if at all possible, to minimise any disruption to a child's learning.**
- Visits to school**

Prospective parents or carers who wish to visit are invited to make an appointment, preferably after school hours. To view the school in action, during school hours, arrangements can be made in consultation with the Head teacher via the main office contact details.

When entering the main school building through the controlled entry system, visitors are asked to report to the school office. The office staff will then refer you to the appropriate person to assist with your enquiry. **For security, safety and continuity of teaching reasons, please note that visitors should not go straight to the Early Years' building.**
- Parent Communications**

Formal parent contact appointments take place twice yearly in November and March, with a written report being issued in June.

Throughout the year various events and assemblies will normally be shared with parents, carers and the wider community. The website, app alerts, letters and emails will advise of dates. Please keep office staff informed of any changes to email addresses or if you think you are not receiving emails.
- Emergency Closure**

Should the school be forced to close due to weather conditions overnight, information for parents/carers regarding school closures will be available from the following sources: Telephone contact, class whats app groups, PTA Facebook and email. Also;

Radio Tay – Frequency AM 1161 and 1584 FM 96.4 and 102.8

Heartland FM – Frequency FM 97.5 and 106.6

Perth & Kinross Council Customer Service Centre – 01738 475000 (Available from 07.00 hours for widespread severe weather, available from 08.00 hours for localised severe weather conditions) This is charged at the local rate.

Perth & Kinross Website - [www.pkc.gov.uk/](http://www.pkc.gov.uk/)

PKC Twitter and Facebook – @PerthandKinross

An Emergency Closure Leaflet is also available from the School Office and details are on the school website [www.kirkmichael.pkc.sch.uk](http://www.kirkmichael.pkc.sch.uk)

## School Ethos

- We have a shared vision, values and aims for the school which was chosen and designed by parents, pupils and staff in full consultation. See our vision and values below, alongside our most recent awards for Digital Schools, Unicef and Eco-Schools.



**Vision- Every Pupil Matters, Every Step Counts**  
**Values- Respected, Included, Achieving**



- In our school we are committed, both through the **ethos and the curriculum**, to provide appropriate opportunities for the development of pupils' moral, social and cultural values. It is a fundamental principle that all who are involved in the life of our school have the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others.
- Kirkmichael Primary School aims to provide a Curriculum for Excellence by:-
  - Encouraging learning by all pupils, irrespective of additional needs, gender, colour or culture, to reach their full potential.
  - Promoting learning through a wide range of relevant and meaningful contexts.
  - Equipping pupils with high levels of literacy, numeracy and thinking skills.
  - Supporting the development of health and wellbeing.
  - Providing a broad range of challenging, well-planned experiences which help to develop qualities of citizenship, enterprise and creativity.
  - Involving parents and carers as partners in the learning process and in the general life of the school.
- To achieve these aims, staff will always take account of the following:
  - GIRFEC – Getting It Right for Every Child
  - Equal opportunities and social justice
  - UNCRC Convention for Children's Rights
  - Partnership with parents, carers, other professionals and the wider community
  - Education as a lifelong process

- The staff encourages children from P1 to P7 to share their **wider achievements** with the whole school and their successes are celebrated at achievement assemblies every term. Folders are maintained to show a record of skills developed during their time at Kirkmichael School. These are then presented to the pupils at the end of their Kirkmichael journey.
- We have various guest speakers and workshops throughout the year, including Generation Science, various authors and the Gospel Hall.
- Pupil voice and playground committee meetings are held every term with staff and pupils in attendance.
- A high standard of **behaviour** is always expected for the protection, safety and happiness of everyone in school, and to allow maximum opportunity for learning and teaching to take place. We follow a whole school restorative approach to conflict resolution.

Children will be rewarded for effort, attitude and wider achievement, as well as academic progress. The children take part in a Positive Management Behaviour Scheme, with a house token reward system. Restorative approaches are being implemented and resilience in children is developed through health and wellbeing activities.

- The school places a high emphasis on the **health and wellbeing** of our pupils. Physical Education is an important part of the weekly routine with a minimum of two hours each week. Outdoor Education permeates through all subject areas and classes take full advantage of our beautiful natural surroundings. We normally take part in football and cricket coaching/tournaments and have after-school sports clubs. Currently we are running a music club and we have chanter sessions as well. Children currently access lego club at the local session house.
- All pupils are **supported throughout their learning** with individual agreed targets, specific individual or group teaching and co-operation between school and home. Children who have additional learning needs are given appropriate support from the class teacher, the Pupil Support teacher and School Support Workers through one-to-one within the classroom, or in small groups.

We have a nurture support worker who helps children who are experiencing social and emotional challenges. They are given 1 to 1 time to talk about anything affecting them and supported with strategies for coping with these.

Progress may be monitored from week to week through the use of individual educational plans (I.E.P.) and is regularly reported to parents who are also consulted if any change in the programme of support is being considered.

The aim will always be to promote the maximum degree of independence in learning, personal management and social activity, of which the child is capable.

## Parental Involvement

- There are regular **opportunities for parents and carers** to be involved in their children's learning and in the life of the school. We hold open afternoons two or three times a session, and parents evenings.
- All parents are invited to attend the Parent Council (known as Kirkmichael PTA) which meets once per term. Further information can be found on the following website.

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

In normal circumstances, the school frequently requires **parent helpers** on trips, to assist with activities and events and to work with the children within specific curriculum areas.

- **After School Clubs** have been led by parents to provide additional opportunities for the children – Music Club, Dance/Drama Club, Sports Club. These are run on a rota basis.
- We welcome parental feedback and suggestions and issue questionnaires and evaluations to gather in ideas which will be implemented if appropriate.

## Transitions

- Each year a Nursery to P1 induction Programme facilitates a positive transition for our youngest pupils. Throughout the year, the Nursery children have the opportunity to learn with P1 pupils through games and planned activities in Literacy and Numeracy. As the two classes share a building and share the outdoor playground space. We are developing free flow approaches and learning through play experiences. Nursery children are familiar with staff and the routines which will take place when they enter P1. Parents and carers have opportunities to meet with school staff, to enjoy a school lunch and a question and answer session with the Head Teacher and infant class teacher.
- P7 pupils benefit from rural transition activities with other schools and visits to the High School along with talks from Guidance Teachers and Community Link Workers. P7 pupils also normally take part in Rural Transition Days to have the opportunity to meet P7's from other small schools. Enhanced transition is available for those requiring extra support for the transition.
- The pupils from Kirkmichael Primary School will normally transfer to:

### **Blairgowrie High School**

Beeches Road

Blairgowrie

PH10 6PW

01250 871200

[Blairgowrie@pkc.gov.uk](mailto:Blairgowrie@pkc.gov.uk)

The pupils from the Kirkmichael Primary School catchment area will receive free school transport to attend Blairgowrie High School.

- Pupils with additional needs will make successful transitions with individual meetings and visits to their new school.

## The Curriculum

### **Curriculum for Excellence**

The Curriculum for Excellence has been implemented throughout Scotland. This has produced a less prescriptive curriculum and has led to children becoming more creative, encouraging them to become Successful Learners, Effective Contributors, Confident Individuals and Responsible Citizens. Learning and Teaching often takes place through interdisciplinary topics which motivate and interest the children. The pupils are all involved in planning their topic and choosing questions to explore.

### **Literacy**

A progressive programme of core skills in Language are taught throughout the school. A focus is placed on Literacy throughout all curriculum subjects.

**Listening** - Pupils listen individually and in groups for a variety of purposes e.g. to gain information, instructions or directions. By listening to a wide range of stories, poems and dramatic texts pupils will hopefully appreciate differing attitudes and viewpoints, developing their own independent opinions.

**Talking** - Children are encouraged to talk to others in a one to one situation, a group, a whole class activity or a wider audience. They will aim to talk clearly and audibly about their own and other's experiences and feelings, make a factual presentation or participate in a performance.

## **Reading**

The "Oxford Reading Tree" is the scheme used in the early stages. The scheme uses a blend of 'Look & Say' and phonics. To encourage all children to develop a life-long love of reading, all classes participate in borrowing books from our library and a variety of reading activities. Children will read for enjoyment with weekly trips to the School Library which is run by the P6/7 librarians where they choose a book to take home.

The effective use of reference books is encouraged from the early stages and children will gain experience reading from a wide range of media.

## **Writing**

In the early stages, children are encouraged to hold their pencils properly and develop good hand control. The Jolly Phonics scheme is used in the infant class. We also use First News comprehension scheme. Initially stories are scripted by an adult and this develops into personal, imaginative and functional (e.g. science reports) writing. Attention is paid to spelling and grammar which are also taught within the language programme in a variety of ways. Our P4/5 teacher is currently undertaking training in the National Improving Writing course and all staff are accessing training led by Stephen Graham, Explicitly Teaching Text Types.

## **Modern Languages**

With the introduction of 2+1 (2 foreign languages plus English) across all PKC schools, we are one of only 3 schools teaching Gaelic from P1 to P7 by a member of our support staff. French is delivered in all classes by class teachers.

## **Numeracy**

We have invested in Numicon resources to support the delivery of numeracy throughout the school including nursery. Raising attainment in numeracy is one of our 3 main priorities in the school improvement plan.

Emphasis is put on mental maths and learning problem solving strategies and 'Big Maths' is used to develop mental maths in a progressive manner.

Numeracy skills are relevant in many different areas of the curriculum and skills are developed through a variety of contexts. We also use the online platform Sumdog.

All class teachers this session are undertaking additional training on the PKC numeracy skills programme.

## **Social Studies**

As well as gaining knowledge and understanding of particular topics, Social Studies provides a context for the integration of many curriculum subjects. Learning experiences out with the school or using specialist visitors, are normally planned to support and enhance the learning within the topic.

## **Expressive Arts**

Art & Design, Music and Drama follow a programme of skills progression and are predominately taught through cross-curricular IDL.



## Religious Education

The programme for Religious Education in our school aims to help pupils learn about all major world religions and to recognise religion as an important expression of human experience. Pupils will also be encouraged to learn from religions, helping them develop their own beliefs, attitudes, moral values and practices through a process of personal search, discovery and critical evaluation.

## Health and Wellbeing

- The more sensitive aspects of learning including relationships and sexual health, take place in specific age groups with parents being informed before the lessons begin. Parents and carers can inspect all material used in these lessons and have the right to withdraw their child if they choose. Every child from P1-7 takes part in the minimum requirement of 2 hours Physical Education weekly as well. Cookery and sewing groups give children life skills.
- A planned and progressive programme of school trips give extensive opportunities to our children as they move through the school. P1-3 experience day school trips in the wider community, often related to their topic. P4-5 build on this experience with all children participating in 3 days of skiing as well as topic day trips. P6 have the chance to take part in various day trips relating to their learning, with P7 having a residential week in Glasgow.

School outings and experiences clearly enhance the children's social skills, level of responsibility as well as a greater independence, team building and enhanced confidence.

- Outdoor Education permeates through the whole curriculum allowing lessons to be taught in a stimulating context.
- To find out more about the school's curriculum at local and national level, parents and carers can access <https://education.gov.scot/>

## Religious Observance

Religious observance in schools in Perth and Kinross has been developed in a way which reflects and understands diversity. It is sensitive to our traditions and origins and seeks to reflect these but it is equally sensitive to individual spiritual needs and beliefs, whether these come from a faith or non-faith perspective.

Under the terms of the Education (Scotland) Act 1980, "any pupil may be withdrawn by his/her parents from any instruction in religious subjects and/or from religious observance". Any parent who wishes to exercise either of these rights must first discuss the matter with the Head Teacher.

## Assessment & Reporting

- We undertake whole school baseline assessments in September and June to measure pupil progress. Regular assessment of a pupil's work is also obtained through ongoing class teacher observations of the pupil and formative and summative assessment strategies which will allow the pupil to share their knowledge, understanding and skills. Progress is recorded in the Management Information System, SEEMIS and regularly monitored and discussed to ensure pupils can reach their full potential. Work is also captured by Learning Journal and shared regularly with parents.
- Parents and carers will receive a written report each June. There will be two parent contact meetings a year. These will be by appointment in the Winter and Spring terms to discuss your child's progress with their class teacher. If you have any queries concerning your child's education during the year, the class teacher will arrange a suitable appointment.

- All teachers effectively use a variety of Assessment is for Learning strategies, providing quality feedback which makes all pupils aware of their progress and strengths as learners. All learners take part in learning conversations with their class teacher to identify their strengths and development/progress targets.

## Support for Pupils

Pupils are closely observed and monitored in their daily routines and activities and from pre school education onwards, teachers will raise concerns when they think a child may benefit from some additional support. A Child's Plan meeting will be arranged between interested professionals who can support the child at school and the parents or carers. Decisions will be agreed as to how to best support the child. Additional support needs may be for only a few months or may be required for longer periods of time.

If a parent thinks that a pupil has additional support needs, they should discuss this with the Head Teacher in the first instance.

In Kirkmichael School the key adult who has the overall picture of the pupil's progress is the Head Teacher who can be contacted on 01250 871929.

Education & Learning within Perth & Kinross Council has a duty to make adequate and efficient provision for the additional support of each child and young person with additional support needs for whose education they are responsible.

The key principles which underpin the Additional Support for Learning position statement are:

- all children and young people should receive the additional support required to meet their individual needs and to help them make the most of their education
- effective co-ordination of planning and support
- an emphasis on early identification of need
- the need to ensure assessment takes account of the needs of the whole child and is conducted in an integrated way
- the development of more flexible curricular and learning approaches to meet the needs of all children and young people more effectively
- the continued development of integrated working and multi-agency partnerships
- partnership with parents is central to ensuring that children and young people with additional support needs benefit fully from school education
- taking account of the views of children and young people in decisions which affect them
- emphasis on early resolution of disagreements at local level, as well as access to more formal processes where agreement cannot be reached
- development of greater continuity and progression between stages or breaks in education, through more effective arrangements for transitions

Further detailed information can be obtained from the Perth and Kinross website:

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

Organisations which provide advice, further information and support to parents of children and young people with ASN are:

- 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.”

## Whole School Quality Improvement Plan

The purpose of the school improvement plan is to improve the quality of teaching and learning in school. Through consultation, by reviewing current practice and evaluating which areas of Curriculum for Excellence require development, a school devises its improvement plan. The Quality Improvement Officer for the school also plays a key part in ensuring Kirkmichael Primary is in line with Perth and Kinross' implementation plan of Curriculum for Excellence.

The Quality Improvement Plan contains the targets the school has set for the next year. These priorities are identified by looking at potential gaps in attainment and through our self evaluation. We are constantly looking at ways to improve the education and life chances of the pupils in our care. We are always working on many different areas of improvement throughout the school year, but the quality improvement plan focuses on the key priorities which would bring about measurable outcomes for our pupils. Listed below are the main priorities for the year 2024-2025.

### School Improvement Priorities for 2024 - 2025

Our current improvement priorities for 2024-2025 are centred around literacy and numeracy, developing a positive relationships policy and improving teaching and learning experiences for our pupils. Staff are engaging in high quality professional learning this session to support our journey and

- Priority 1. Continue to develop and improve delivery of Literacy and Numeracy outcomes, in order to raise levels of attainment.
- Priority 2. Further develop high quality learning and teaching across the school that meets the needs of all learners.
- Priority 3. To further develop respectful relationships across the school community for staff, pupils and parents so they feel listened to and respected.

We have made progress in terms of our priorities last session and worked hard to improve the standards for pupils. Our progress over the previous session is detailed in our Standards and Quality Report and this is available on our school website or from the school directly. This report is shared with all parents annually.

Details of information regarding the school's performance can be obtained from the last **inspection** report dated 19<sup>th</sup> November 2024. This can be accessed via the link below:

[Kirkmichael Primary School | Inspection Report | Education Scotland](#)

### Attendance

We place a high value on attendance at school to ensure all children can achieve their full potential. Good attendance also assists teachers in their planning and delivery of the curriculum.

Any difficulties in attending school due to snow conditions are not included in the statistics. With the support of the Parent Council, information on Scottish Government legislation regarding attendance was issued to parents. Strategies have been put into place to closely monitor attendance in order to continue to improve our attendance rate.

## **Effective Learning and Teaching**

Cross curricular topics, which have a relevance to the children, provide depth and breadth to their learning, increasing motivation and engagement of almost all pupils. The children are directly involved in planning their topics. Core learning activities in Numeracy and Literacy are matched to the needs of individuals and groups. In Social Studies, Science and STEM, the pupils have shown a high level of interest, and staff have been trained in STEM activities.

To further develop a variety of skills and to increase their knowledge and understanding within their learning, the children normally have visits from many experts and have educational trips (financially assisted by the PTA). Expressive Arts' teaching is enhanced by input and workshops from specialists and from external visitors.

## **Celebrating Wider Achievement**

Personal achievement both within, and out with the school, is important for building motivation, resilience and confidence. Parents and carers have shared their children's successes allowing the school to celebrate their achievements in a wide variety of experiences: music, taking part in a sponsored event, acting and sports. Learning and developing new skills for life and work are key to this programme.

All pupils contribute actively to the life of the school and the wider community. Almost all pupils have a raised awareness of global and local issues and their place within the community through our Rights Respecting work and awards. They have also had an opportunity to realise the importance of helping others through organising events to fundraise for a variety of charities. This has given the children a sense of being both Effective Contributors and Responsible Citizens.

Parents and carers have attended and supported school events such as Harvest Assembly, Scottish Morning, a Christmas Nativity, sports day and end of term prizegiving. This allows children a platform to share their learning and achievements.

## **Leadership**

Pupils and staff have been given the chance to have positions of responsibility, nurturing confidence and leadership skills. Parents are leading initiatives in the school and positive partnerships have been developed between the school and the local community.

All staff contribute to the Quality Improvement Plan and evaluate its progress, with parents and carers being given the opportunity to participate through the Parent Council. Changes have been carried out systematically and in a manageable way which has had a positive impact on learning and teaching.

## **School Policies & Practical Information**

- A list of policies below is held or can be accessed by schools in Perth and Kinross Council. These include relevant Perth and Kinross Council policies and Education and Learning policies which provide consistent operational guidance for schools.

## **Education and Learning policies and related documents**

- Statement of Intent and Policy Framework
- Leadership and Management
- Change and Improvement
- Integrated Working
- Learning: Realising Potential
- Learning: Developing Communities
- Inclusion and Equality
- Maximising Resources
- Communication and Consultation

## **ECS Admin Manual**

- Financial Policies and Guidelines
- Children and Families Services Operational Guidance
- Curriculum for Excellence
- Support Manual

The above policies include information about health and safety, excursions and trips, ERD, RCCT, wraparound care, composite classes, admissions, DSM/financial management, complaints, employee concerns, dignity and work, facilities management, community engagement, risk assessment, exclusion, attendance, internet safety, mobile phones, child protection, property, maintenance, freedom for information, equalities.

## **Homework**

We have a homework policy that is available upon request and on the school website. Each age and stage have different tasks and expectations. Homework is issued through Learning Journal. We strongly support the reading of any book for pleasure which is a very worthwhile exercise at home which does not have to be set by the teacher. Websites to support child learning can be found on the school website under the 'Parents' section. We also have communications and healthy snack policies.

## **Composite Classes**

Currently, our school operates 2 composite classes: P1-3 and P4-7. The maximum class size for a composite class is 25. Parents and carers can receive more information by following the link, <https://www.pkc.gov.uk/article/17302/Structuring-of-classes-in-primary-school>

## **School Uniform**

Kirkmichael School Uniform is a dark green sweatshirt with a school logo and a white polo shirt. These are available from the school or the School Trends website;

<http://www.schooltrendsonline.com/schools/KirkmichaelPrimarySchoolPH107NX>

The school and PTA also stock a small range of second hand uniforms for swap or purchase via donations. Information regarding applying for funding to help with uniform costs can be accessed through the school office. Children should always bring a waterproof jacket and outdoor shoes to school. Indoor shoes are worn throughout the school.

## **PE Kit**

All pupils are issued with a purple PE t-shirt by the PTA but an alternative can be a plain white t-shirt and dark coloured shorts with black plimsolls make up our indoor PE Kit. As PE lessons often take place outdoors, children should also have a tracksuit top/hoodie/sweatshirt and tracksuit trousers, with outdoor training shoes.

## **Transport**

Children residing in the catchment area who live further than 2 miles from the school or a shorter distance which involves unsuitable roads for walking, will be eligible for free transport to and from school. On enrolment, a transport form will be completed to confirm eligibility.

## **Emergency Closure Procedure**

In times of severe weather conditions it may be necessary to close the school. The health and safety of pupils and staff are paramount at all times and no unreasonable risks will be taken. An Emergency Closure Leaflet can be accessed through the school website.

## Activities, Groups and Clubs

Our school is involved with Active Schools and further information can be gained by following the link below:

[www.sportscotland.org.uk/schools/active-schools/](http://www.sportscotland.org.uk/schools/active-schools/)

The Active Schools Co-ordinator for our area is: Caroline Lawrie 01250 871427

Football, tennis, rugby, dancing and many other activities are available in Blairgowrie.

Swimming classes take place at Blairgowrie Recreation Centre throughout the year after school. There is a swimming club – The Dolphins – for more experienced swimmers. Telephone Number 01250 873724

## School meals

School meals are available in our Dining Room, prepared by Tayside Contracts. All P1-P5 pupils qualify for free school meals. To check for eligibility for free school meals for a P6-P7 pupil, please contact the school office.

## School day

The school day starts at 9.15am and ends at 3.30pm. Morning break is from 10.40am to 11.10am. Lunch is 12.45pm to 1.30pm.

Pupils should **not** arrive at school before 9.00 am where possible as the playground is not manned by staff before that time.

New admissions to P1 attend all day from the first day.

Kirkmichael Nursery hours are: 9.15am-3.15pm for a full session. Children are eligible for a maximum of 30 hours weekly. School lunches are provided, or your child can have a packed lunch from home.

## 2025/26 term and holiday dates

### Autumn term 2025

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

### Winter term 2025

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

### Spring term 2026

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

## Summer term 2026

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

## Name of Child Protection Officer

- Each school has a **Child Protection Officer** appointed to be responsible for Child Protection matters and specially trained for the task. Kirkmichael Primary School has two trained Child Protection Officers, the Head Teacher and the Principal Teacher.

Should you wish to talk further about Child Protection and the safety of children please feel free to contact the school.

- As a school we have good contacts with other agencies, School Nurse, Health Visitors, Social Workers and Police, any or all of whom may become involved if Child Protection concerns are suspected.
- We will ensure that you are informed and participate as appropriate in any action regarding your child.
- Any individual who has concerns regarding a child can contact the Perth and Kinross Child Protection Duty Team:
- Child Protection Duty Team (24 hours) Tel 01738 476768

## 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

- Our nursery recently underwent a Care Inspectorate inspection in August 2023.
- The key messages, findings and overall rating are detailed below;
- Key messages

- Children were cared for by staff who were warm, compassionate and nurturing supporting their wellbeing, play and learning.
- Children's personal plan information should be further developed to ensure all relevant information is recorded.
- Children experienced a warm and welcoming environment to support their well-being. There is further scope for the service to create a homely setting to enhance children's experiences.
- Children were engaged in their play experiences which supported their curiosity, enquiry, and creativity.
- The management team had a clear focus on improving outcomes for children and their families and should continue on their journey of improvement to develop high quality play and learning.
- Children experienced a positive ethos as staff were respectful and supportive of each other.

In evaluating quality, the Care Inspectorate use a six point scale where 1 is unsatisfactory and 6 is excellent

How good is our care, play and learning? **4 - Good**

How good is our setting? **4 – Good**

How good is our leadership? **5 - Very Good**

How good is our staff team? **5 - Very Good**

- Each nursery provision will have a defined locality which in this case is the same as the primary school catchment area. Entitlement to primary school is determined by the child's home address. The Nursery is registered by the Care Inspectorate to take up to 20 children. The nursery caters for 2,3 and 4 year olds.
- Further details of nursery provision in Perth and Kinross are available on the Council's website at the following address:  
<https://www.pkc.gov.uk/families>

Any further requests for information or enquiries should be directed to;

Mr Craig A Loudon  
Headteacher  
Kirkmichael Primary School  
Kirkmichael  
PH10 7NX  
Tel: 01250 871929



**Vision- Every Pupil Matters, Every Step Counts**  
**Values- Respected, Included, Achieving**

