

Letham Primary School



SCHOOL HANDBOOK ACADEMIC SESSION 2025-2026



Education and Learning
Improving Lives Together
Ambition | Compassion | Integrity



Introduction

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

- 1 School Information
- 2 Local Authority information

Whilst the information contained in this school handbook was accurate at the time of publication (December 2022), further changes may have occurred since then.

1 SCHOOL INFORMATION

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

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

Everything in **bold** must be included in the school handbook as it is a legal requirement or something that the local authority wishes to include. Everything else is additional information that the schools may wish to communicate to parents and carers.

We must post a copy of school handbook on the Perth & Kinross Council website. Schools may also have them posted on their own website, Glow, blog etc. Handbooks must be made available to parents by the 8th of December each year.

On request, schools must make available to parents a hard copy if they want one, a version in an alternative format e.g. Braille, or translated into a community language other than English.

There is an expectation that you will involve parents and pupils in developing and producing the Handbook.

1. Introduction
2. Delineated Area
3. **Contact Details**
4. **School Ethos**
5. **Parental Involvement**
6. **Transitions**
7. **The Curriculum**
 - a) Language
 - b) Maths
 - c) Environmental Studies

- d) Expressive Arts
- e) **Religious Observance**
- 8. Assessment & Reporting**
- 9. Support for Pupils**
- 10. School Improvement**
- 11. School Policies and Practical Information**
- 12. Name of Child Protection Officer

Introduction

Welcome from Mrs White!

Letham Primary School is situated at the highest point in Letham on the western fringe of Perth to the south of the main Perth / Crieff Road. Our school was built in 1964 however has recently undergone extensive refurbishment throughout.

We have two areas of playground space for the children to play in and these are enhanced by small garden areas and a maturing woodland area.

We have ten primary classes and a nurture group known as Cherry Tree. We have a gym hall, assembly hall, dining room, a Library and a number of other rooms which are used for a variety of purposes including Family Learning.

Letham Early Years and Childhood Centre (Nursery) was extended as part of the Scottish government expansion of 1140 hours and fully opened in August 2020. LECC can now offer up to 116 places of up to 1140 hours for 3-5 year olds and eligible 2 year olds as Strong Starts.

Our aim is that all the children who come to Letham Primary will feel safe and happy in school and know that their opinions, ideas, and efforts are valued. Our core business is learning; we aim to provide enjoyable, creative, relevant and challenging learning activities for our children. We seek to ensure that all children work to the best of their ability, are polite and caring towards others and feel good about themselves. But beyond that, we want our children to have ambition, to believe in themselves, to aspire to be the best they can be.

We pride ourselves on our commitment to getting it right for all our children and families and our nurturing ethos. We work with a wide range of partners across our local community including Letham St Marks, Letham4All, Saints in the Community and Families Empowering Communities. We also have strong links with several agencies including Community Link, Parenting and Family Learning Team and Active Schools.

I hope that you will find the following information useful and look forward to welcoming you to our school! Please get in touch if you have any queries.

Mrs Jo White, Headteacher

Contact Details

Name: LETHAM PRIMARY SCHOOL
Address: Struan Road, Perth PH1 2NL
Contact: 01738 477550
Email: letham@pkc.gov.uk

Head Teacher: Mrs Jo White
Depute Head Teacher: Mr Jay McKnight

Name: Letham Early Years and Childhood Centre:
Care Inspectorate: CS2003046710
Contact: 01738 477698
Email: lecc@pkc.gov.uk

Centre Leader: Mrs Marie Russell (Acting)

Website: www.lethamprimary.org.uk

Roll: 237 + 66 Nursery pupils (December 2024)

Parent Council

Letham Primary Parent Council members and the stages of their child/ren in December 2024 are:

Kirsty Kettles	Chair	P4, P7
Lorna White	Treasurer	P3/4, P6/7
Corrin Burden	Vice Chair	P5, P7
Christina Temple	Secretary	P3, P4

All parents and carers are members of the Parent Forum and are invited to attend Parent Council meetings and to vote at the annual meeting of the Parent Forum in June.

In addition our invited members are:

Local councillors:

Cllr. John Rebbeck, Cllr. Brian Leishman, Cllr. Ian Massie

Advisers:

Head Teacher and Depute Head Teacher,

Staff Representatives- Amanda Gorrie, Debbie McCarron and Julie Clarke (NURS)

Absence or sickness

The law requires that parents ensure their children attend school regularly. It is important that, wherever possible, children should arrive on time, especially in the mornings when all the attendance and administration details are carried out. If a child is absent, parents should telephone the school absence line (01738 477555) on the first morning of the absence or e-mail the school to explain the absence. Where no explanation is received by 9:30am, school staff will text parents/carers to check that the parent knows their child is absent from school.

Parents of Nursery children should call the Nursery (01738 477698) on the first morning of the absence or email (lecc@pkc.gov.uk). Where no explanation is received by 9:30 am. Nursery staff will endeavour to contact parents/carers by telephone. If contact cannot be made Nursery staff will inform the appropriate Health Visitor.

Explanations for absences can also be email in for School Pupils: letham@pkc.gov.uk and Nursery Pupils lecc@pkc.gov.uk. When no explanation is received then the absence has to be recorded as unauthorised.

Where the school has concerns about attendance/timekeeping we will contact parents to discuss these concerns and identify any support we can give. If concerns persist these will be formalised in writing to parents/carers and our Community Link Worker will become involved.

Complaints

If parents or carers have any concern or complaint they should contact the Head Teacher to discuss the issue with a view to resolving any difficulties. A meeting will be arranged to allow parents to share details of their concern or complaint and the Head Teacher will investigate. A written account will be kept of the concern or complaint raised and the findings of the investigation. Perth and Kinross Council's timescales for resolving complaints are 5 working days to resolve a Stage 1 Frontline Resolution (FLR) and 20 working days for a Stage 2 Investigation.

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

Registration

Parents living in the catchment area are asked to register children for intake to P1 in January of the year they are due to start school. The specific dates for January registration are available from the school in December.

Parents moving into the area who wish to enrol their children at the school should contact the school office in the first instance.

Parents living outside our catchment area can make a request to have their child granted a place in Letham Primary, assuming a place is available. Please contact the school office for further information.

The applications process for Early Learning and Childcare (ELC) places in Perth & Kinross Council nursery classes and Early Childhood Centres changed in January 2020. Letham Early Childhood can now offer up to 116 places of up to 1140 hours for 3-5 year olds and eligible 2 year olds as Strong Starts. You can now apply online via the Council website.

Transitions

Starting at Nursery, Primary 1 and Secondary 1 are the key transitional stages in a child's life and at Letham we have a range of strategies in place to support both children and their families.

Information evenings, visits, induction days and the opportunity to meet key school staff are offered to all children and their families. Enhanced transition arrangements are agreed with parents of those children with identified additional support needs.

Letham Primary is part of the Perth Academy cluster and as such most children in the catchment transfer to Perth Academy, Murray Place, Perth, PH1 1NJ. Tel: 01738 458000.

Parents may submit a placing request if they wish their child to attend a secondary school out with their catchment area. This should be done by February in the year of entry to secondary school.

Letham Early Years and Childhood Centre

Letham Early Childhood Centre opened in August 2020 and can now offer up to 116 places of up to 1140 hours for 3-5 year olds and eligible 2 year olds as Strong Starts.

LECC is within the ELC North Locality and provides Term Time, 45 week and 50 week Early Childhood Centre Placements. Further details on placements can be found at www.pkc.gov.uk/families or you can contact the Applications Team at elcapplications@pkc.gov.uk

Following a service redesign that has taken place at Letham Early Years and Childhood Centre (LECC) and School Age Childcare, parents of children aged 3 – 12 years old are able to pay for additional childcare services beyond their funded ELC or school hours.

Our aim is to provide your child with a happy, nurturing, supportive learning environment. We encourage children to be active learners by being curious, taking responsibility, making choices and developing independence. We have an open door policy and welcome involvement of parents in on-going LECC activities.

School Ethos

All our children have the right to an education in a school where they can feel secure and supported in their learning and development. Letham Primary has three main aims which we encourage all staff, children and families to support, both at home and school:

LEARNING

I want to learn skills for learning, life and work now and in the future
I am excited by new experiences and challenges
I aim high

RESPECTING

I care for myself, others and the world I live in
I respect our differences and strengths

BELIEVING

I have a sense of belonging and a part to play in an ever-changing world
I can bounce back from setbacks in learning and life
Being the best I can be, honest and kind, willing to try

Positive Behaviour Management

All Letham Primary staff aim to create the right environment and opportunities for children to feel supported in their learning. Parents too have an important role as their interest and encouragement can greatly help children get the most out of their primary education. Reinforcement of our school rules at home will support all children in becoming responsible citizens.

We believe that promoting the notion of individual responsibility for behaviour and nurturing, in each child, a growing sense of self-worth and positive self-esteem, help us to manage children's behaviour in a positive, constructive and helpful manner. We encourage an ethos where we work together as a school community to make our school the best learning environment it can be.

We expect all children to demonstrate a high standard of behaviour and to behave in a socially acceptable manner towards both children and adults.

We endeavour to share any concerns about behaviour with parents as soon as possible and to use a restorative approach to help children repair any relationships that may have been damaged due to making a bad choice.

Three simple rules:

To Be:

Ready

Respectful

Safe

In August 2022, we launched a new wider achievement programme which celebrates success for completing a number of skill based tasks. Children are awarded bronze, silver, gold and platinum awards for their achievements. We also recognise 'Star Learners' every week at Get Together. As well as this, we hold a weekly Golden Breakfast for children who have 'gone over and above'.

Parental Involvement

We are keen to encourage parents to visit and become actively involved in the life of the school. We arrange Shared Learning events throughout the year. Each class also invites their parents/carers in to a 'Stay and Learn' session each year which provides an opportunity to see what learning is like in your child's class and take away ideas for home. Class assemblies are also held to which parents are invited.

We aim to be an open, friendly school and actively encourage parents and carers to discuss any concerns or questions with staff. We also welcome the views of our parents/ carers and hold regular opportunities for views to be shared including at parent contact, via surveys/ questionnaires and drop in sessions.

In recent years we have developed a programme of opportunities for parents and families to be involved and engaged in school life. These include; Bookbug, Eat Well, Play Well, Incredible Years, Family Club to name a few. We are always looking for suggestions from parents and carers about what they would like us to offer.

Communication

Email is our preferred method of communication. We use this to share important information and dates for your diary as well as to share our success and school improvements. Our Shared Learning events provide an opportunity to see first-hand what and how we learn in Letham. Parents and carers have the opportunity to come into school to see Class Assemblies and to visit the classroom afterwards. We also use Twitter- @LethamPSPerth.

Another key method of communication and regular updates on your child's progress is done through Learning Journals which is updated regularly with photos, messages, videos and evidence of learning.

We hold Parent Contact appointments in the autumn and spring terms each year, with catch-up appointments made for those who cannot attend on the given date.

We use a range of approaches to gather the views of children, staff and parents about how good our school is, and the learning we provide. We then plan for improvement and report back to all concerned on the extent to which improvement outcomes have been met.

We contact 'home' whenever there is a concern – by phone, email, or letter. We seek to work in partnership with parents and where it would be helpful for parents/carers to share views or information with school staff we make every effort to offer appointments at mutually convenient times.

The Curriculum

In line with our national Curriculum for Excellence, we aim to provide all children with a broad general education including opportunities to acquire depth of knowledge and understanding, to successfully engage with challenge and to develop skills for learning, life and work.

The learning experiences we deliver offer learners the opportunity for personalisation and choice. Learning activities are structured to ensure children learn at an appropriate pace and with appropriate challenge. Plans and activities link knowledge in one curriculum area to that in another, helping children to understand the world and to make connections in their learning. Teachers provide learning activities which are challenging, enjoyable and relevant, often involving active and outdoor learning. Children are encouraged to think for themselves, make sound judgements, challenge opinions, enquire, and find solutions; they develop skills for independent or co-operative engagement.

All staff have a responsibility to promote learning in literacy, numeracy and health and wellbeing for all our learners. We support children to fulfil their potential and make the most of the opportunities we offer; our aim is to enable them to develop as successful learners, confident individuals, effective contributors and responsible citizens.

Relationships, sexual health & parenthood, internet safety and substance misuse form part of the overall health & wellbeing curriculum. Parents are informed when sensitive subjects are due to be discussed in school and are welcome to contact the school to discuss any concerns or questions they may have. For further information please visit:

<https://education.gov.scot/parentzone>

Religious & Moral Education

We offer a religious and moral education programme designed to promote understanding and to develop a child's own concept of spirituality. Learners find out about the beliefs and practices of all major world religions, and are encouraged to develop respect for others' beliefs, tolerance of difference and appreciation of diversity.

Our weekly assemblies deal with moral issues such as right and wrong, and values including fairness, justice, kindness, compassion, integrity, and honesty. Typically they include community singing, presentations from classes or groups, certificates and sharing of good or interesting news. We reflect on faith and folk stories from a variety of religions and cultures. We recognise major Christian festivals of Harvest, Christmas and Easter and sometimes choose to celebrate them in our local church.

In our school we aim to provide appropriate opportunities for the development of children's spiritual, moral, social, and cultural values. The school welcomes diversity and individuality and we encourage children to be honest, caring and to show respect for others. Values education is an integral part of our ECO School profile and our personal and social development programme. We implement Perth & Kinross Council policy for equal opportunities and ensure that all children have access to the full range of educational experiences available within the resources of the school. We are firmly committed to the elimination of any form of discrimination on the grounds of race, religion, gender or disability.

Occasionally parents/carers may wish to withdraw their child from some elements of our religious and moral education programme or from assemblies and opportunities for religious observance. In that case the parents/ carers should contact the Head Teacher to explore the various options; we do respect the views of parents /carers and also wish to offer a full education to all our learners.

Assessment & Reporting

Assessment of children's progress is carried out throughout the year by the class teacher. Often this is done through talking about learning and hands-on activities as well as by using specific assessment tasks. Assessment judgements are informed by the national benchmarks which identify the expected standard at each level of attainment.

Children and teachers work together to build 'Learning Profiles'. Children are involved in choosing key pieces of work to showcase their learning journey. All children have digital profiles using Learning Journals. An open event for new parents/ carers is held in June with an informative guide for parents available to take home.

Parents/carers are kept informed of child's progress through twice yearly meetings, in September and March, with their child's class teacher. Formal written reports to parents/carers are issued in June. Parents are welcome to discuss their child's progress at any time, particularly if it is giving cause for concern, and are asked to telephone the school so that a mutually convenient time can be arranged. At P7, children develop online Pupil Profiles and these are shared with Perth Academy as part of the transition process.

Within Curriculum for Excellence, the broad general education begins with early learning and childcare, at age 3, and continues to the end of S3 in secondary school. Of course children learn and develop at different rates, and whilst the majority of children at any stage are likely to be working within a given level there will also be children whose learning is within a different level.

In general, children work within Curriculum for Excellence levels as follows: Early in Nursery and P1; First in P2 - P4; Second in P5 - P7; Third in S1- S3.

Using national and Perth & Kinross guidance, teachers use their own professional judgement, informed by that of fellow teachers, to assess the level each child has achieved.

Support for Pupils

Class Teachers have the overall responsibility to meet the needs of all learners in their class. Additional support is provided where appropriate and can involve differentiated class work, small group tasks, access to specialist resources, individual education programmes, additional adult support or support from a range of partner agency staff.

We have clear and robust procedures in place at Letham to identify and support all children in partnership with parents and carers. Initial concerns raised by either staff or parents are recorded, next steps are agreed to establish the nature of the difficulty and a review date is set to ensure that the impact of support is evaluated and noted.

If concerns persist staff will discuss with parents whether to proceed with appropriate assessments or referrals to allow a fuller picture to be established; this may involve the Pupil Support Teacher, Educational Psychologist, Community Link Worker, School Health Nurse or Inclusion Outreach carrying out a range of observations or assessments. Where appropriate, a meeting is then held to establish the extent of the child's additional support needs and how best to support those needs.

Children with identified Additional Support Needs are catered for in the school within the terms of Perth & Kinross Education Department's policy on "Additional Support Needs". This policy sets out the procedure by which an individual child's needs are identified and addressed, the central element of the process being a Child's Plan involving parents, school and Education Department staff and where appropriate, other specialist agencies. Regular reviews of the plan are held to discuss progress and to arrange transitions between stages or schools. An Individual Education Plan may be put in place and will then be reviewed every term. For further information please contact the school or visit:

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

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

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

Enquire offers independent, confidential advice and information on additional support for learning through:

Telephone Helpline: 0345 123 2303

Email Enquiry service: info@enquire.org.uk

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 SC012741."

School Improvement

We work closely with Perth & Kinross Council, our Quality Improvement Officer and the Perth Academy Local Management Group to ensure we are fulfilling all of our requirements and providing the children in our school with high quality education and pastoral support. Full details of our current priorities from our School Improvement Plan along with our Annual Report can be found on our website: www.lethamprimary.org

School Policies

We work closely with staff, children and parents to review key policies on a regular basis and follow guidance set out by Perth and Kinross Council, Education Scotland and the Scottish Government.

Policies are available on request from the school or can be downloaded from our school website.

Home Learning

It is the policy of Letham Primary School to offer home-learning tasks to all children. It will be assumed that all parents are in agreement with this policy unless they inform the school to the contrary. Time required for a child to do work at home should be in the region of 15 minutes per evening at P1 progressing to no more than 30 minutes per evening at P7. As far as is possible, we seek to make Home Learning fun, often setting games or activities with which you could help your child. Home Learning is shared via Learning Journals. We are reviewing our Home Learning Policy this session.

Reading practice and activities will be set according to the stage of development and needs of the individual pupil. As every pupil progresses best at his/her own pace, reading books will be allocated according to the teacher's judgement rather than to a set timescale.

All Home Learning tasks will be related to work already learned in school and will vary according to the main focus for the class at that time. They might cover any area of the curriculum. We have subscriptions for Sumdog and Education City and each child has their own individual login for these. These should be used to support learning at home.

We hope Home Learning tasks will support the partnership between home and school and will encourage children to take increasing responsibility for their own learning.

After School Clubs

We offer several after school clubs at various times of the year and are also able to offer lunchtime clubs. The type of clubs offered at any time depends on the expertise of available staff. If the demand for places in clubs exceeds availability, staff will consult with the Head Teacher to allocate places.

Breakfast Club and After School Care

Following the service redesign that has taken place at Letham Early Childhood Centre (LECC) and School Age Childcare, parents of children aged 3 – 12 years old are able to pay for additional childcare services beyond their funded ELC or school hours.

Currently there is a breakfast club service running every weekday during term-time from 8am-9am, and there is a Kids Club service running from 15:00 – 18:00.

During the school holidays, there is childcare available from 08:00 – 18:00 during weekdays.

In order to access these services, parents must register their child once every year and then can use an online portal to book, manage and pay for their sessions. More information and the links to register and make bookings can be found at [Kids clubs and wraparound care](#)

[services - Opening times, booking places, costs and holidays - Perth & Kinross Council \(pkc.gov.uk\)](#).

There is an annual registration fee which must be paid along with one week's fees in advance to enable you to make bookings for the service. These services are run on a first come, first served basis as spaces are limited so we encourage you to book sessions well in advance where possible.

Our online booking form will remain open, and you will be able to make bookings up to **72 hours** before each day required.

The PKC Early Years team is currently investigating extending the offer to parents and carers of purchasing additional hours of ELC beyond the childcare offered above and more information will be shared once this becomes available.

If you are eligible for a free school meal on welfare grounds, the registration fee and the cost of the breakfast is provided free of charge.

Should you have any difficulties in registering your child or booking your childcare spaces please email kidsclubregistration@pkc.gov.uk

The main contact here at LECC for Breakfast and After School Care if you have any enquiries is LTHKidsClub@pkc.gov.uk

Severe Weather

If the school has to close during the school day, parents or emergency contacts will be informed by the Headteacher/ Depute Headteacher via text message, a message on the school App and a message on the school website. If the decision to close the school is made outwith school hours Radio Tay will always have current information from 07.00hrs and updated every 20 minutes. You can also obtain information from Perth & Kinross Council Customer Service Centre 01738 475000 available after 08.00hrs (this line may operate from 07.00hrs in exceptional circumstances).

You can also log onto www.pkc.gov.uk and there is a "one click" link from the "Information for You" school closure section where you will get updates. Text messages will be sent informing parents of 'Severe Weather Arrangement'.

If possible, a member of the school management team will be in school from 08.00 to answer telephone calls to 01738 477550. In the event of the school remaining open during heavy snow, parents should make the decision of whether or not to send their child to school based on the safety of walking conditions on the roads and pavements; our school playground will not be cleared and so will be in a similar condition. In the event of snow, one path to the school will be cleared where possible; for our school that path is the front entrance to the school via the main office.

Emergency Arrangements

In the event of an emergency, [e.g. if your child becomes ill or has an accident], the school may need to contact parents or emergency contacts; in exceptional circumstances, be necessary to send every child home. It is, therefore, most important that parents inform the school promptly about any change of address, telephone number or place of employment and any change regarding emergency contacts. Forms prepared for this purpose are available for your child to collect from the school office.

Dinners

Children in Primary have a choice of three meals each day and children in Nursery have a choice of two meals each day – please see Tayside Contracts Menu for details:

<http://www.tayside-contracts.co.uk>

School Meals are free of charge for pupils Nursery to P5. P6 and P7 pupils paying for a school meal must pay in advance of the meal being taken. We are unable to offer credit as we must send in the full monies owed by the end of the week.

The quickest and safest way to pay for school dinners is to use Parent Pay. Visit www.parentpay.com to set up an account; school office staff are happy to provide support to parents where that would be helpful.

Letham Primary, in line with all Perth and Kinross schools became cashless in August 2020.

Free school meals cannot be given unless appropriate authorisation has been given. Application forms for free school meals and information on eligibility criteria, are available online

Uniform/Clothing

Our opinion is that when children wear school uniform their behaviour, and therefore their learning, tends to be better. We do therefore strongly encourage all learners to wear school uniform.

If your child is entitled to Free School Meals you are also entitled to claim a **Clothing Grant each year**. The link to the application form is below and information on who is eligible to claim.

[Perth & Kinross Council - Free school meals and school clothing grants - primary and secondary \(pkc.gov.uk\)](http://perth.gov.uk/primary-and-secondary-school-meals-and-clothing-grants)

Our preferred basics are:

Black or grey skirt or trousers/ blue or white shirts /polo shirts

Grey or black sweaters / LETHAM blue sweatshirts

We recognise that chain stores offer suitable, self-coloured school-uniform items but we do also supply LETHAM P.S. branded items.

Please follow the link to Border Embroideries to order online <https://www.border-embroideries.co.uk/schools/letham-primary-school-perth.html>

Children need gym shoes, shorts and t-shirt, kept in school for PE. We prefer that these are plain. Football colours are not permitted in school. Outdoor kits are often required throughout the school year.

Health

Letham Primary is a Health Promoting School. This means we promote healthy eating and drinking in school and deliver a wide-ranging Health Programme for all children from Nursery through to P7.

The School Health service supports the school in ensuring our children's health needs are met. All P1 children have a vision, height and weight screening check. At other stages of the school, hearing and vision tests are carried out if concern is expressed by parents or teachers.

Parents will be notified if there is a need for the school doctor to examine their child and will be invited to be present. Occasional dental checks are carried out, if parents wish, from time to time and usually in P1 and P7.

Parents should ensure that the school is informed of any specific medical condition their child may have or medication he/she is currently receiving. A form for recording this information is available from the school office. Parents should let the Head Teacher know whether this information should be shared with relevant school staff or whether they wish it to be held in confidence.

Where parents wish to request that medication be administered by school staff during the school day, in the first instance they should contact the Head Teacher to discuss their request and complete the appropriate form, available from the office.

For safety reasons, children should not wear earrings at gym time. If however you prefer that your child keeps his/her earrings in at all times then please tape over the earring and complete the appropriate form - available from the school office.

From time to time, and in common with all schools, we may find that a child has an infestation of head lice. In that event we send out a letter to the parents of all children in the class, advising that they check their child's head with a nit comb [easier if conditioner has first been applied to the hair] at least weekly. To minimise the risk of head lice, we would request that every parent take this precaution every week. When head lice are found, they should be treated immediately with medicated lotion as advised by your pharmacy, and treated again in seven days.

Instrumental Tuition

There will be opportunity annually for parents to apply for instrumental tuition for children P5 - P7 at a subsidised cost; families in receipt of benefits will be offered reduced fees. Currently we are offered guitar tuition.

Security – Visitors to School

Security is a vitally important issue for every school. It is therefore extremely important that we know exactly which adults are in school at any given time.

We have security entry systems at the main front entrance and at the Nursery door. For that reason, we must ask that all parents entering school between 9:00 and 3:05 do so by one of these doors only.

Once inside the building, all parents are asked not to open doors to any other adult, even a known one; similarly children do not open the external doors for visitors. This is to ensure the safety of all children and staff.

All visitors to the school sign in and are expected to wear an identity or visitor's badge for the duration of their visit. Parent helpers wear badges and school staff wear Perth & Kinross Council ID badges.

Organisation of School Day

P1-7

School starts 9:00 am

All children line up in the playground when the bell rings and are welcomed and sent into school by HT / DHT.

Children are met in cloakrooms by their class teachers

Play time 10:30 - 10:50 – All Classes

Lunch time 12:30 – 1:15pm – All Classes

School finishes 3:05 pm

All children leave by the doors into the playground unless otherwise agreed with HT / DHT.

LECC provides Term Time, 45 week and 50 week Early Childhood Centre Placements.

Further details on placements can be found at www.pkc.gov.uk/families or you can contact the Applications Team at elcapplications@pkc.gov.uk

Child Protection

The Child Protection Officers at Letham Primary School include the Head Teacher, the Depute Head Teacher, the Centre Leader, Principal ECP and the Community Link Worker. Further information Child Protection is available from the school or from the following sources: <http://www.pkc.gov.uk/childprotection>

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.