

# Longforgan Primary School



## School Handbook Academic Session 2024-2025



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



## 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 8<sup>th</sup> 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.

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## Introduction

Welcome to Longforgan Primary School. We hope you find this handbook useful and informative.

At Longforgan we strive to create a positive atmosphere where everyone feels valued and supported, so that each child in our care is happy and able to achieve their potential – academically, physically, socially and emotionally.

Pupils experience a wide and varied curriculum in a supportive and nurturing environment which is conducive to learning. The school plays an active part in the community and is well supported by it.

Families and visitors are always welcome.

We appreciate that this handbook may not answer all your questions and would encourage you to make an appointment to come and visit us.

We look forward to meeting you and your child.

*L Budd*  
Head Teacher

## Delineated Area

Includes the villages of Longforgan and Castle Huntly

Southern Boundary – River Tay

Eastern Boundary – River Tay to Mylnefield to Starr Inn Farm to Benvie

Northern Boundary – Benvie to Fifebanks to Dron to Knapp

Western Boundary – Knapp to Broomhill Farm to River Tay

Parents living outwith this area, who wish to enrol their children in the school, must complete a placing request form and submit it to the Education & Children's Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

## Contact Details

School Address:	Longforgan Primary School 66 Main Street LONGFORGAN DD2 5EU
Telephone:	01738 459640
E-mail:	<a href="mailto:Longforgan@pkc.gov.uk">Longforgan@pkc.gov.uk</a>
Padlet:	<a href="https://padlet.com/Lauren25Budd/2btoutpr1t3xlw8t">https://padlet.com/Lauren25Budd/2btoutpr1t3xlw8t</a>
Twitter:	@LongforganPs
Parent Council Email:	<a href="mailto:longforganparentcouncil@pkc.gov.uk">longforganparentcouncil@pkc.gov.uk</a>
Head Teacher:	Lauren Budd
Present Roll:	114 from Nursery – P7

## **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 held as soon as possible. Concerns are always taken seriously and listened to. Staff will explain their views, where appropriate, children will give their views and together, parents, staff and children will 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 escalate their concerns.

## **Attendance**

Unless otherwise agreed by the Authority it is a legal requirement of parents to ensure that their children attend school regularly. It is also important that children arrive at school punctually.

Where possible, parents are asked to inform the school on the first day of the reasons for their child's absence from school. All pupils returning to school after a period of absence should bring a note/email from a parent explaining the reasons for absence. Unexplained absence will be recorded as "unauthorised" – i.e. truancy.

Permission to leave school during school hours must be requested in writing/email. This includes visits to hospital clinics, dentist etc. All pupils must be collected from the school office by a responsible adult. In the interests of safety, we cannot allow children to leave the school by themselves.

We would ask that every effort is made not to arrange family holidays out with the normal school holidays as research shows that this adversely affects the continuity and progression of children's learning in school. Where this is unavoidable please notify the Head Teacher, in writing, of the intended dates. Please note that in line with Perth and Kinross Guidelines pupils will not be given work to take with them on holidays and the absence will be recorded as unauthorised i.e. truancy.

## **Complaints Procedure**

An environment of mutual trust, respect and open communication is promoted. Longforgan Primary is determined to deliver quality services. It is committed to providing a complaints procedure which is responsive to the service users, works timeously, acknowledges when things go wrong and seeks to correct them. Users of the school should have confidence that complaints will be dealt with in a professional manner.

If a problem does arise the complaint should be made to the Head Teacher in the first instance. 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 within 5 working days and a full reply will be given within 15 working days from the date of receipt of the complaint. In the event that a full response can be made within the 5 working days an acknowledgement will not be sent.

If the problem is not resolved the complainant should contact the school's designated Quality Improvement Officer at Perth and Kinross Council, (contact details as below) who will advise how the complaint will be taken forward.

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

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

Service users of the Nursery may choose to complain directly to SCISWIS. Complaints may be made in writing, by telephone or in person.

If further guidance is required, then advice may also be sought from SCISWIS.

## Contact Details

Quality Improvement Officer  
Education & Children's Services  
Pullar House  
35 Kinnoull Street  
Perth  
PH1 5GD  
Telephone: 01738 476343

SCISWIS  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY

Telephone: 0345 6009527

## Enrolment Enquiries

If you wish to enrol your child at Longforgan Primary School you should contact the head teacher in the first instance by phone, email or make an appointment in person. A visit to the school is always recommended.

## Communication with Parents

Effective communication with parents and carers is very important to us and we ensure we communicate with you regularly and clearly. This happens in a variety of ways: School Information Padlet, Seesaw, Parent Contact at Focus Child Meetings, Open Doors, newsletters, bulletin, direct emails, website, Twitter, Facebook, phone calls, letters and through events where we share our learning with the school community.

## School Ethos

Longforgan Primary is an inclusive school where everyone is valued as part of the Longforgan community. Embedded in the school ethos are Eco schools, Health Promoting schools and Rights Respecting Schools values. We achieved Gold Level Rights Respecting Schools Award in February 2022.

## School Vision

Growing Together, Achieving Excellence

## School Values

Ambition  
Respect  
Togetherness

## School Priorities

We promote:

- a safe, nurturing environment and healthy, active lifestyles
- high quality, child-centered learning experiences
- the development of responsible citizens who contribute effectively in our school society

In Longforgan Primary School we are committed both through the ethos and the curriculum to provide appropriate opportunities for the development of children's values. This will be undertaken in partnership with parents and the community and will take account of the individual needs of children and the views of parents.

The school welcomes and encourages diversity and individuality while emphasising our common commitment to the school values. It is our fundamental principle that all who are involved in the life of the school both have the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others and their environment.

We implement Perth and Kinross Council policies in relation to inclusion, and equality. We endeavour to ensure that all pupils have access to the full range of educational experiences available within the resources of the school. We are committed to the elimination of any form of discrimination on any grounds.

The school celebrates achievement through Hot Chocolate Friday, Head teacher Special Mentions, Seesaw Profiles (online app), a school Wall of Success, at assemblies, ongoing classroom celebrations, Personal Achievement Homework and the annual Diploma Ceremony. We also encourage children to share their achievements from out with school and ask families to support us in this by sending in photos, updates, and so on throughout the year.

## **Nursery**

Longforgan Primary has capacity for a Nursery class of 32 children attending 9am – 3pm during term time, and is fully integrated as part of the school. For more information about Nursery provision see the Perth and Kinross section of this handbook, call the school, call Perth and Kinross Council or go to the Perth and Kinross website.

## **Working in Partnership**

Longforgan Primary works closely with our local church. The parish minister, Catriona Morrison, is our school chaplain and she regularly leads assemblies and works in partnership with us to provide pastoral care within the school community.

We have established other partnerships which support the work and life of the school, including the Rights Respecting Schools programme, Sustrans iBike, and Live Active.

## **Health**

The school has a designated School Health Nurse who is based at Drumhar Health Centre, Perth, and is contactable on 01738 564259. 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/guardian.

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 doctor or hospital by staff car, taxi or ambulance under the supervision of a member of staff.

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

## **Longforgan School in the Community**

Longforgan Primary is an integral part of the community. It is well supported by local people and groups. We endeavor to play our part in fostering a good community spirit with our pupils by taking part in many local events, caring for the community and engendering a sense of pride and stewardship of our area.

We have good relationships with Rainbows, Brownies, Guides, Church, Castle Huntly Open Prison, the local Councilors, Community Council and Tuesday Club.

We have helped in keeping Longforgan litter-free, entertained our community, led Remembrance Day celebrations and taken part in Church services. We continue to work with the community to develop outdoor areas that can be used for all children, families and the wider community to use and enjoy.

Members of the community speak to the children about their various interests/jobs etc. The school has devised a trail around the village and uses the local woods and village as an excellent resource to promote outdoor learning.

Our School and Community Notice board helps to keep people informed of forthcoming events.

## **Toddler Group**

There is a Toddler Group held in the Church Hall regularly throughout term time, and they link closely with our Nursery.

## **Positive Behaviour**

The children in Longforgan Primary work with staff as part of a “learning team”. They are generally motivated and happy in school. We firmly believe that everyone has the right to feel safe, respected and happy. To ensure this we have in place a structured Positive Behaviour System using Restorative Approaches which is based on the school values (see School Values section). This is further reinforced through our school House Teams. More information is available in our Health and Wellbeing Policy.

This system encourages children to take responsibility for their own behaviour. The system is built on positive feedback and it is consistently applied so that children know what is expected, feel that it is fair and that they must accept responsibility for their actions. Children and staff annually review and revise the school Rights and Responsibilities. They must be clear and unambiguous. The children must be involved in devising them and must know and understand the need for each. They must be displayed in a prominent position in each classroom. This is in line with our Rights Respecting School Status.

The school will not tolerate bullying or discrimination e.g. on the grounds of race or disability. Should instances of this arise they will be dealt with within the behaviour system and parents notified accordingly.

Parents will be informed early if there are any difficulties in school and we hope that we can continue to rely on parental support in maintaining the high standard of behaviour which exists in school at present.

If you have a query regarding behaviour, please contact the Head Teacher who will be pleased to discuss the matter with you.

## **Parental Involvement**

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 Longforgan Primary. Communication can be by coming into school, by telephone, by text messaging and by email.

Parents are kept informed by written communications and newsletters at appropriate times. We also encourage parents to join us for concerts, special assemblies, drama productions, fund raising events, curriculum information meetings and school trips.

Parents are welcomed in Longforgan Primary as part of the team who provide the best possible learning opportunities for their children. Parents are involved on a daily basis

helping in classrooms, accompanying trips, giving talks, supporting extra-curricular clubs, completing audits and surveys, running the school library, sharing ideas, suggestions and concerns with us.

Parents are supportive of their child's learning by ensuring homework tasks are completed, foster a positive attitude towards school and learning, attend meetings as appropriate, participate in fundraising events etc. and show an interest in their child's learning.

In line with the Parental Involvement Act (2007) every parent is a member of the Parent Forum at Longforgan Primary. A Parent Council is elected from the Parent Forum at the start of every school year. This works in partnership with the school to promote parental involvement and quality learning experiences for the children. Parent Council meeting takes place at least once per term, and dates for upcoming meetings can be found on the school calendar and on weekly diary updates.

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

## **Supporting Parents with Their Child's Learning**

Parents and carers are given every opportunity to discuss and be involved in their child's learning and progress throughout the school year. For more information about this, our Parental Communications Policy and our Profiling the Learning Journey can be found on our School Information padlet:

<https://padlet.com/Lauren25Budd/longforgan-primary-school-information-2btoutpr1t3xlw8t>

## **Transitions**

There are several points of transition: starting Nursery, moving from Nursery to Primary 1, moving to a new class, moving to a new group within a class, moving to another school, moving to secondary school.

In February each year parents who wish to register their children for Nursery will be given the opportunity to do so. Notification of dates will be given in the local press and publicised locally. Each nursery provision will have a defined locality which may not be the same as the primary school catchment area. Localities are agreed and registered with the Education Services within Education & Children's Services. For details on eligibility, procedures and registration please ask at the school office for a copy of Perth and Kinross Policy and Guidelines for admission to Nursery Schools and Classes booklet, or this can be downloaded from Perth and Kinross Council website:

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

In line with school policy, parents are invited to make an appointment to discuss their child's Nursery Education with the Head Teacher.

Parents of children attending nursery should be aware that a place in a local authority managed nursery class 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. The designated nursery provision for this school is Longforgan Primary School.

Further details of nursery provision in Perth and Kinross are available in the Council's "Policy & Guidelines for Admission to Nursery Schools and Classes for School", which can be accessed on the Council's website at the following address: [www.pkc.gov.uk](http://www.pkc.gov.uk)

In January, parents of the August intake of Primary 1 children should contact the school to make an appointment with the Head Teacher to register their child. At this meeting prospective parents, and preferably the child, will be shown round the school, appropriate registration forms will be completed, and an opportunity will be given for informal discussion about the school and the educational experiences it provides. Children who are already at



Nursery in Longforgan Primary will not require to be given the “guided tour”. However, it would be preferable for parents to arrange an appointment to discuss their child’s school education with the Head Teacher. NB the child’s birth certificate and appropriate documentation to verify the address, must be produced before registration can be completed. Children who do not attend our Nursery have opportunities for enhanced transition in the summer term. This is discussed with parents in January. In the summer term parents will be invited to a meeting with the Head Teacher and appropriate class teachers. At this time school organisation, policies and aims will be explained and opportunities for questions and further discussion will be given. Also, during the summer term there will be a transition programme where children and parents experience the activities and expectations of the school as the children progress through it.

As children progress through the school they regularly work flexibly with children and teachers from other classes, so transition anxieties are eased.

After completion of their Primary 7 year, pupils of Longforgan Primary will transfer to Perth High School, Oakbank Road, Perth, PH1 1HB Phone: 01738 628271.

Throughout the year there is liaison with this school and teachers will visit to talk with the Primary 7 children. There will also be opportunities for parents and pupils to visit the Secondary School before making up their minds as to which one to choose.

Parents who wish their child to attend a Secondary School other than the one outlined above should complete a placing request form and submit it to Education and Children’s Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD, between January and March. Parents should receive notification of transfer to Secondary School by April of the year of transfer. If this is a placing request for a Dundee school, parents will get the form from Dundee. Contact Dundee City Council, Dundee House, 50 North Lindsay Street, Dundee, DD1 1QE. Tel: 01382 434000.

NB for further information about Placing in School and School Commencement Arrangements, please see Perth & Kinross Council, Education & Children’s Services, Pullar House, 35 Kinnoull Street, Perth for information.

## **The Curriculum**

The curriculum in Longforgan Primary is based on Curriculum for Excellence. It adheres to the Principles of this curriculum by ensuring breadth, depth, challenge, enjoyment, challenge, progression, coherence, relevance, personalisation and choice. 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. It provides a variety of teaching methods and techniques which support children to become successful learners, confident individuals, responsible citizens and effective contributors.

Children learn at different rates and have different strengths and areas for development. Ensuring that each child reaches his/her potential is an integral part of learning and teaching at Longforgan Primary

In line with best practice and promoting the principles of Curriculum for Excellence, active learning and learning through play is promoted, relevant educational visits will be made, and visitors who will enhance the educational experiences of the children will be invited as appropriate. Outdoor learning in our community is an integral part of the learning activities undertaken. Children develop knowledge and understanding as well as skills for life, learning and work to prepare them for living in 21<sup>st</sup> Century Scotland. ICT will be used to enhance learning throughout as appropriate. Emphasis is put on children learning concepts and skills and then applying these in real life, problem solving situations.

Children work together with teachers to plan how the Experiences and Outcomes of the curriculum will be taught and learned. We believe it is important that children have choice in what they learn and the way in which they learn it. This encourages children to take responsibility for their own learning and development. They also make choices about personal achievement work, committees and clubs.

Learning is shared with parents at Focus Child Meetings, curriculum meetings, through the Parent Council, and on an individual basis as required. Surveys and audits completed by parents/carers also ensure they are involved in their child's learning. Personal achievement homework is negotiated between parents, children and 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 a meeting to discuss the concerns and the way forward. Parents will be given support and advice and additional opportunities (if requested) to meet more regularly with staff.

In Longforgan Primary children from Nursery to P7 learn:

- a. Literacy: reading, writing, listening and talking
- b. Numeracy and Maths: Information Handling, Number, Money and Measure and Shape, Position and Movement
- c. 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.
- d. 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
- e. Social Subjects: People, Place and Environment, People, Past Events and Societies, People in Society, Economy and Business
- f. Technologies: Technological developments in society, ICT to enhance learning, Business, Computing science, Food and textiles, Craft, design, engineering and graphics
- g. Expressive Arts: Music, Art and Design and Drama.
- h. Religious and Moral Education: Christianity, Other World Religions, Development of Beliefs and Values\*
- i. Modern Languages (French)

## **Religious Observance**

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 Head Teacher. Alternative provision will be made for these children during times of religious observance

## **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, and creating) are taught and applied. Social skills (problem solving, leadership, working with others, enterprise and employability and organisation) are taught to prepare children for their future lives.

## **Homework**

All pupils P1-7 will be given opportunities for home learning. This may be on a daily/weekly/termly basis. Home learning is given to encourage parents/carers and children to learn together and to spend quality time together. It should also encourage a sense of responsibility in pupils. Parents, pupils and staff are regularly consulted about homework.

## **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, using the Internet.

## Assessment & Reporting

The school is committed to ensuring that every child reaches their potential. This is achieved through focussed teaching, parental support and involving children in their learning. We operate a policy of continuous assessment, in line with government guidelines on “Assessment is for Learning” and Curriculum for Excellence. Ongoing formative and summative assessment is an integral part of the curriculum and is built into the work at the planning stage. In conjunction with this, children are encouraged to self and peer assess. Children discuss their learning with staff and, at times, other children on a daily basis. They can discuss their prior learning, articulate and explain their current learning and can identify what their next steps in learning will be. A summary of this is captured in their Seesaw profiles which are shared with parents/carers on a daily basis. Children are also encouraged to use the ‘Learning Pit’ and ‘Learning Zones’ to describe where they are in their learning and progress towards targets.

Staff track progress through the planning programmes, through learning profiles, evidence recorded, ongoing Pupil Profiles/Folios and tracking sheets which record what a child has achieved against their expected level of progression. Children and staff track progress through use of long-term targets agreed at the beginning of each year. Staff work with colleagues in Longforgan Primary and from other schools within our local area to moderate and benchmark work.

## Reporting

Evidence of each child’s work is collected and used to inform future teaching and reports to parents. This evidence is available for parents on request. Each child has a Seesaw Profile in which he/she sets targets and reviews work carried out. Staff make comments in these and they are shared regularly for parent comments. These are then used to form an ongoing record of the child’s progress. Profiles are kept as ongoing records of pupil progress. Pupil Achievement Diplomas are awarded annually in June. If parents wish to discuss the progress of their child at any time, they can make an appointment by contacting the Head 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. An “Open Door” system is also in place where parents are invited into their child’s classroom regularly to view children’s work and/or speak to teachers.

Focus Child Meetings are held termly to discuss learning, progress, next steps, the work of the class, any transition issues and any queries from parents.

Supplementary meetings are held regularly for parents of children with additional support needs. See the section on Support for Pupils for further details.

## Support for Pupils

All children are well supported in Longforgan Primary. We rigorously apply the principles of GIRFEC (Getting it Right for Every Child). This is mainly achieved through our Rights Respecting Schools programme and our Health Promotion Programme. It is an integral part of life at the school on a daily basis. It is our firm belief that we work “with” children as learning partners in our school so all feel safe and valued.

In accordance with Perth & Kinross Council policy the needs of children who have Additional Support Needs (ASN) will be met, where possible, in the classroom with mainstream peers. Progress of pupils will be monitored and regularly discussed with parents and other support agencies through the ASN procedure. Opening a Co-ordinated Support Plan and/or Children’s Plan may be considered, in conjunction with parents and dependent on need. Formal reviews will be held annually and/or when considered appropriate. Longforgan Primary Policy on Additional Support Needs is in line with Perth and Kinross Policy and is available on request from the school office. Should parents wish to discuss Additional Support Needs for their child they should make an appointment to speak to the Head Teacher.

Initially the class teacher or a parent will identify that support may be needed and will make a referral, through the Head Teacher, to the Additional Support Needs Teacher. He/she will then assess the needs of the individual child and work with the class teacher to ensure the child receives the help required. Individual Education Plans (IEPs) may be opened, giving details of the child's education programme. 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.

Children with Additional Support Needs are fully included in the life of the school and every effort is made to meet their needs. A Pupil Support Teacher visits school weekly and other support staff are available as required. Any concerns regarding pastoral care and support are fully discussed with parents and a plan is agreed to support the child. Regular meetings are held between key staff and parents to discuss progress, next steps and any other concerns. Parents can request a meeting as required.

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

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

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

Telephone Helpline: 0345 123 2303

Email Enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk)

Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

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

(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and

(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741."

## **School Improvement**

For an overview of how well the school is performing we were inspected by Her Majesty's Inspectors of Schools in May 2012. To view this report, visit the Education Scotland website. Attainment continues to be high within the school with most pupils attaining their appropriate Curriculum for Excellence levels, including in Literacy, Maths and Numeracy and Health and Wellbeing. Almost all children are achieving to their potential. Joint planning with pupils and between staff, as well as collegiate moderation of pupils' work has had a positive impact on attainment.

Plans for future improvement include continuing to implement the use of Higher Order Thinking Skills and Social Skills, further implementation of Curriculum for Excellence programmes, ensuring they meet Perth and Kinross Standards, continue to ensure tracking is rigorous, embed the use of Learning Logs and further develop moderation by working in partnership with other schools. Parents will continue to be encouraged to participate at all stages of the improvement agenda through open consultation and in partnership with the Parent Council.

Our School Improvement Plan and Standards and Quality Report is shared with parents annually and can be accessed on the school website and School Information Padlet at any time. Here, parents can find details of school performance and attainment measured against

## **School Policies & Practical Information**

We have recently reviewed and revised our school policies and these can be accessed on request, or via the school Information Padlet:

- Child Protection Policy and Procedures
- Health and Wellbeing Policy
- Learning and Teaching Policy
- Digital Learning Policy
- Volunteer Policy

## **Structured Activities**

These vary and can include football, dance, netball, games etc.

A wide variety of structured activities to support learning occur on an ongoing basis during class time.

We are very keen to extend the range of activities on offer to pupils. Any adult who would like to share any skills, expertise and time they have with the pupils should contact the Head Teacher to discuss possibilities.

## **Instrumental Tuition**

Guitar lessons are offered to pupils. Instrumental tuition is offered by Perth and Kinross Council to pupils from Primary 5 upwards (subject to availability). For further details, please see under Perth & Kinross Council information.

## **Pupil Representation**

Every child, Primary 1 to Primary 7 is a member of a school committee. These committees enable children to lead a variety of activities such as Eco work, Community involvement, fundraising, UNICEF, Fair Trade, Health, school grounds initiatives. Through the Rights Respecting Schools initiative children are expected to be part of the decision-making process of the school and have many opportunities to take the lead in running their school. Children also undertake running clubs, buddying others and participating in roles which support the wellbeing of everyone in the school. There are representatives from each class on the Pupil Council who work alongside the Head Teacher to effect improvements in school. The Pupil Council had an important role to play in the recent re-build of our school.

## **School Meals**

School meals are served daily in the dining hall at a cost of £2.15 per day (free for Nursery-P5 at the time of publishing this handbook, but will be free for all pupils soon). To facilitate banking, we request that all dinner money is paid on a Monday morning to cover the cost of any dinners taken during the week. Parent Pay is a quick and easy way to make payments to school. Please speak to the school secretary for more information on how to set this up. Packed lunches may also be eaten.

Application forms for Free School Meals are available from the school office or the Education Services. For further information see Perth and Kinross Council information at the back of this handbook.

## **Organisation of School Day**

Primary 1-7

9.00 am – 12.30 pm

Break 10.30 am – 11.00 am

Lunch 12.30 pm – 1.15 pm  
1.15 pm – 3.15 pm

Nursery  
Full Day 9am – 3pm

## **Uniform/Clothing**

The wearing of school uniform is encouraged to give a sense of identity and a feeling of belonging to the school community. We ask for your support in this.

White Shirt

School Tie

Grey traditional school trousers, skirt or pinafore

Grey traditional V-neck school jumper or cardigan

White, grey, black socks or tights

Black shoes

## **Summer Option**

Purple and white check traditional school dress

White or purple polo shirt (school logo optional)

Grey traditional shorts

White, grey, black socks

Black shoes

## **Casual Wear Days**

Purple sweatshirt/hoodie (logo optional)

White or purple polo shirt (logo optional)

Black/Navy sports shorts, tracksuit or jogging bottoms/leggings

## **Physical Education Kit**

This should be kept in school at all times and consist of:

White polo shirt/t-shirt

Black/navy traditional PE shorts

White, grey, black socks

Black or white gym shoes, light soled trainers

## **Nursery (optional)**

Purple sweatshirt/hoodie (logo optional)

White or purple polo shirt (logo optional)

School uniform can be ordered online at [www.schooltrends.co.uk](http://www.schooltrends.co.uk) or visit the **School Wear Shop**, 19 Commercial Street, Dundee, DD1 3DD

**All items of clothing should be clearly marked with the child's name.**

In the interests of safety all jewellery must be removed during PE lessons. Security of removed jewellery is the responsibility of the child. School cannot accept any responsibility for lost jewellery.

## **Health and Safety**

In our school this 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 and school nurse are encouraged. Many of the school rules are in place to try to ensure the safety of all. Risk assessments are carried out as required.

## **Health and Safety in the Playground**

The school playground is unsupervised before 9am so we therefore request that children are dropped off at school as close to the start of the school day as possible.

Separate arrangements are made for children who are transported to school by bus. Please speak to Ms. Budd for more information.

## **Jewellery (In line with Perth and Kinross Guidance)**

(Please also refer to section on PE Kit) 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 or tape their own ears for PE.

## **Administration of Medicine**

Medication is only administered in school under exceptional circumstances and only after all the appropriate training and paperwork has been completed. This is in accordance with Perth & Kinross Health and Safety Guidelines. If a child is completing a course of medication prescribed by the doctor this can usually be taken out with school hours. If you wish to discuss this further, please contact the Head Teacher. There are a number of pupils in school who have a severe allergic reaction to nuts and therefore nuts, or any food containing nuts, are not allowed on school premises.

## **Security**

In the interests of safety, all visitors, including parents, must report to the school office when entering the school.

## **Arrangements for Emergency Closures**

Every effort will be made to keep the school open but in the event of an emergency, such as adverse weather conditions, your identified "emergency contact" will be telephoned or texted through our Groupcall system and asked to collect the child. In the event of us being unable to contact a responsible adult, the child will be kept in school during normal opening hours. It is imperative that parents help us to keep Emergency Contact Forms up-to-date.

For information regarding emergency closure, parents may use one of the following information lines.

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 0845 3011100. Calls are charged at the local rate.

The following website can be used to find the most up to date information on school closures <http://www.pkc.gov.uk/schoolclosures>

## **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.

The designated officers in Longforgan Primary are **L Budd, Head Teacher** and **A Cuthbert, Principal Teacher**