

# Milnathort Primary School



## School Handbook Academic Session 2025-2026



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



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## Introduction

Dear Milnathort Families and Prospective Families,

Milnathort Primary School has a separate nursery building and ten primary classes. We have a gym hall/assembly hall, dining room and a library area.

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

Parent/Carers are welcome to come and meet the Head Teacher or Depute Head Teacher to discuss their child's education and wellbeing.

Milnathort Primary is one of six primary feeder schools for Kinross High School, based at Loch Leven Community Campus, Kinross. We are part of an integrated team who meet regularly to address the needs of 2-18-year-olds in our catchment area and as a result have access to an inter-agency team of staff including an Educational Psychologist, Speech and Language Therapist, School Nurse, Health Visitor, Active Schools Co-ordinator and a Community Link Worker.

## Delineated Area

Each school has a defined zone known as a catchment area and offers places in that school to pupils who are resident within that area. Milnathort Primary School catchment covers the parish of Orwell.

You can check that you reside within the Milnathort Primary School catchment area at <http://www.pkc.gov.uk/article/17291/Find-my-school-catchment-area>

## Contact Details

Name: MILNATHORT PRIMARY SCHOOL  
Acting Headteacher: Lynsey Budge  
Address: Bridgefauld Road, Milnathort, KY13 9XP  
Telephone No: 01577 867260  
Website: <http://www.milnathortprimaryschool.org.uk/>  
X: <https://twitter.com/MilnathortPS>  
Email: [milnathort@pkc.gov.uk](mailto:milnathort@pkc.gov.uk)  
Roll: Currently 230 + Nursery provision (including age 2 Strong Starts)

Stages covered: Nursery and Primaries 1 - 7 (5 - 12 years)  
Maximum number of classes: 10 classes with composite classes being a regular feature  
Status: Non-denominational State Primary School

The Executive Director of Perth & Kinross Education and Learning is Ms Sheena Devlin. The Quality Improvement Officer for Milnathort Primary School is Mrs Gillian Knox. They are based at-

PKC Education and Learning  
2 High Street  
Perth.  
PH1 5PH

Tel. No. (01738) 476200

The Perth & Kinross Council web site is: [www.pkc.gov.uk](http://www.pkc.gov.uk)

## Parent Council

In Milnathort Primary School our Parent Council comprises all interested parents and representatives of the school staff. The Parent Council meets regularly during the school year and supports the school at all school events, represents the views of parents and raises issues of general concern to other parents. The Parent Council are keen to promote the profile and good reputation of the school, particularly within our local area and within Perth & Kinross.

Milnathort Parent Council members are elected annually at the Parent Forum AGM held in September. Current elected members are:

- Claire Allison/ Jennifer Stevenson (Chair)
- Sarah Fowler/ Hayley Clark (Vice Chair)
- Joanna Casanato (Treasurer)
- Jennifer Methven (Secretary)

Minutes of previous meetings are available at:

<https://www.milnathortprimaryschool.org.uk/Parent-Council-Minutes/>

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 Council in September.

Our invited members are currently:

Staff rep	Ms Caroline Chaplin Class Teacher
	Mrs Donna Bell Class Teacher
	Mrs Laura McIlroy Acting Depute Headteacher
Adviser	Mrs Lynsey Budge Acting Head Teacher

## Parental Concerns

Staff at Milnathort Primary School are open to meeting with parents to discuss any matters related to your child/children's learning and enjoyment at our school. Very often an early conversation can resolve any concerns and reassure you that we have your child's best interests at the forefront. Parents/carers are welcome to contact our school office to arrange a meeting with class teachers, the Depute or the Head Teacher.

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>

## Attendance

The law requires that parents ensure their children attend school regularly. As part of the Perth & Kinross Raising Achievement Strategy all schools are expected to closely monitor the attendance of all children and young people. Persistent poor attendance and time keeping is disruptive to the learning of the individual and the class. It may also be an early warning of other difficulties for the child's family. If a child's attendance rate falls below 85% Head Teachers have a duty to invoke procedures to follow up absenteeism. This will start with a formal letter advising Parents/Carers of absence rate and offering any support, however continued absence may ultimately be escalated by means of referral to the Perth & Kinross Attendance Sub Committee.

<http://www.pkc.gov.uk/article/17283/Schools-rules-attendance-and-behaviour>

It is important that, wherever possible, children should arrive on time. If a child is absent, parents should telephone the school on the first morning of the absence to explain the reason for non-attendance and the duration of absence. Where no explanation is received by 09.30, school staff will telephone parents / carers to try to ensure that the parent knows the child is off school.

Explanations for absences can also be given by speaking to a member of staff or writing a letter explaining the reason for the absence. When no explanation at all is received then the absence is recorded as unauthorised. Where the school has serious concerns about attendance, Attendance Management procedures will commence (see above).

Holidays taken in term time are also classed as unauthorised and plans to take such time off school should be made in writing to the Head Teacher.

## **Communications**

Our Parental Communication and Involvement Policy can be found here [https://milnathortprimaryschool.org.uk/docs/MPSParental\\_Comms\\_Involvement\\_Policy\\_August\\_2022.pdf](https://milnathortprimaryschool.org.uk/docs/MPSParental_Comms_Involvement_Policy_August_2022.pdf) This policy seeks to define how the school maintains effective communications with parents and other stakeholders. It aims to provide an overview of what parents can expect of the school and, in turn, what the school will expect of parents.

We publish a 'Dates for Your Diary' sheet at the start of every academic year with details of key events, for example: Meet the Teacher, Parent Contact, Sports Day, term start and end dates, In-Service Days and Family Learning opportunities. Any updates or changes to the Dates for Your Diary are uploaded to our School Website and communicated via our School Newsletter.

School and Nursery Newsletters are compiled and uploaded to our website on a monthly basis and you will receive an email via the ParentPay email system with a link to them. If you have accessibility issues please contact the school office.

Minutes from Parent Council meetings can be found on the designated section of our website <https://www.milnathortprimaryschool.org.uk/Parent-Council-Minutes/>

X is used to share information about children's successes and achievements. <https://twitter.com/MilnathortPS>

We hold a "Meet the Teacher" session early in the first term and Parent Contact appointments in the Autumn and Spring terms each year. We contact 'home' whenever there is a concern – by phone, e-mail, text or letter and on numerous occasions each term we write home to convey specific information to specific groups of people.

A Learning Tree is available on the school website for each class at the start of a Teaching Block and serves to report on intended Experiences and Outcomes being covered. Home Learning activities and similar communications inform of teaching and learning being covered and progress in specific curricular areas as well as the more formal end of session summative reporting format.

We are also very aware that often parents and carers have information which will help us do a better job in meeting their child's needs and are always happy to offer appointments at suitable times for parents/carers to exchange relevant information with class teachers or school management.

## **School Ethos**

### **School Aims**

At Milnathort Primary School our vision is for our school to be one which is continually developing, has a strong identity and is at the heart of the local community.

In child friendly language we are about Learning, Respecting, Believing and Kindness:

### **Learning**

- I want to learn skills for 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

## **Kindness**

- I am generous and considerate
- I consider the feelings of others and demonstrate empathy
- I make sure that my actions are kind

## **Positive Relationships**

In Milnathort Primary School we aim to make all children feel welcome as part of the school community. Children are expected to show a caring attitude towards others and a responsible outlook towards the school. All children are expected to contribute positively to our happy school ethos and staff make every effort to show children that good behaviour is valued. Learners are expected to be ready to learn, treat each other and adults with respect and be safe.

As a Rights Respecting School, at the start of a school session, each class agrees their own class charter and teachers will discuss rewards in place for following the agreed charter.

Children are encouraged to draw upon their problem-solving skills to resolve low-level incidents independently. Staff members are always on hand to support them through this process and management intervention will take place on an individual basis. Milnathort Primary School is developing a restorative culture and ethos. In the event of conflict, children are given the chance to discuss the actions that took place, the impact they had and what needs to happen to resolve the matter/ to move forward.

## **Achievement**

Children's successes and achievements are recognised at weekly assemblies. At Milnathort Primary School children can be nominated to enter our Hall of Fame, be recognised as an Assembly Star or a Daily Mile Champion. In addition, children can also be given a Postcard of Praise and awarded house points for recognising and demonstrating our school values.

## **Parental Involvement**

We are keen to encourage parents and carers to visit the school and become actively involved in the life of the school. Throughout each session there are opportunities for parents/carers to visit, for example, Meet the Teacher, Class Assemblies, School Fayres, the P1 and P2 Nativity, the P7 School Show and Sports Day. In addition, the school also arranges family learning opportunities via our whole school Let's Learn Together sessions and class Share the Learning sessions.

Milnathort Primary School are always keen to welcome parent/carer volunteers and is grateful to any parents/carers who may wish to help on a regular basis in the following areas:

- Helping within the classroom e.g., artwork, cutting paper, filing
- Helping with the weekly After School Football or Netball Clubs, and associated tournaments, run by parents
- Supporting with groups aligned to our Rights Respecting Schools Working Group and Sports Committee
- Being involved in introducing our learners to the World of Work during our Skills for Learning Life and Work learning experiences

- Encouraging children to enjoy books e.g., reading stories to children, helping them to use the school library.

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

## Transitions

Traditional transition points are preschool to primary, stage to stage and P7 to secondary education. The transition process involves pastoral arrangements and effective continuity and progression of pupils learning. At Milnathort Primary School, several processes and procedures are in place to allow individual pupils to feel valued and well prepared for the next stage of their education. These include the professional dialogue that takes place between teachers (within our school setting and across the sector with secondary colleagues) at points of transition, the sharing of evidence of progress in learning and pastoral issues, and joint planning across the Curriculum Levels to facilitate continuity of experiences and learning.

For some children an enhanced transition may be required and this will be identified through the ASN process in consultation with parents/carers.

On completion of your child's primary education the normal arrangement is for children to transfer to your catchment secondary school of Kinross High School, Loch Leven Community Campus.

Name: KINROSS HIGH SCHOOL  
Headteacher: Sarah Brown  
Address: Loch Leven Community Campus, The Muirs, Kinross, KY13 8FQ  
Tel/text Nos: 01577 867100  
Website: <https://www.kinrosshighschool.org.uk/>  
Email: [KinrossHigh@pkc.gov.uk](mailto:KinrossHigh@pkc.gov.uk)

You will be aware that you can make a parental placing request to attend a secondary school, other than the catchment school. Further information on how to make a placing request is available online at <http://www.pkc.gov.uk/article/17301/Placing-request>

## The Curriculum

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast-changing world. Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it. Learning and teaching will still focus on subjects and knowledge.

More information is available from the Parent Zone website:

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

Curriculum for Excellence organises learning and teaching into 8 curricular areas:

Literacy (including French)  
Numeracy and Mathematics  
Health & Wellbeing (including PE)  
Science  
Social Subjects (including History, Geography and Modern Studies)  
Information Technology  
Expressive Arts (Art, Music and Drama)  
Religious & Moral Education

Under Curriculum for Excellence every child is entitled to a broad general education with opportunity to acquire depth of knowledge in some areas and to develop skills for learning, skills for life and skills for work. The learning experiences and outcomes we deliver offer learners the opportunity for personalisation and choice. Learning activities are structured to

ensure children work at a pace they can cope with and with the challenge on which they thrive. Plans and tasks link knowledge in one curricular area to that in another, helping children to understand the world and to make connections. Children are encouraged to think for themselves, make sound judgements, challenge opinions, enquire and find solutions. Curriculum for Excellence covers the whole range from 3 to 18 years of age. For almost all pupils in Primary, the curriculum experiences and outcomes are divided into three groupings: Early (Nursery and P1); First (P2 to P4); and Second (P5 to P7).

Curriculum for Excellence empowers our teachers to make professional judgments about what and how they teach. It encourages creative approaches and promotes cooperative strategies as we seek to engage, motivate and inspire our learners.

All staff have a responsibility to develop, reinforce and extend learning in Literacy, Numeracy and Health and Wellbeing for all our learners. We continue to offer personal support to help young people fulfil their potential and make the most of the opportunities we offer. Ultimately Curriculum for Excellence aims to improve the life chances of all our children and young people, to nurture them as successful learners, confident individuals, effective contributors and responsible citizens.

As well as being a statutory element of a school's provision, religious observance also has an important part to play in the development of the learner's four capacities, as a successful learner, confident individual, responsible citizen and effective contributor.

Guidance issued by the Scottish Government clarifies the current position regarding provision of religious observance in Scottish schools and sets out action for local authorities in planning this provision. Information can be found at:

<http://www.scotland.gov.uk/Topics/Education/Schools/curriculum/ACE/Religion>

In non-denominational schools, assemblies are the most common vehicle for delivering religious observance. In Milnathort Primary School 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 such as fairness, justice, kindness, compassion, integrity and honesty. Typically, they include singing, presentations from classes or groups, wider achievements 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. We have strong links with Orwell Parish Church, celebrating our Christmas and Summer services there.

Under the terms of the Education (Scotland) Act 1980, parents have the right to ask for their child to be withdrawn from Religious Observance. In the past the school has dealt with such requests with sensitivity and understanding and this approach will continue. The Head Teacher will offer to meet with any parent/carer wishing to withdraw their child to ensure that they are clear about the school policy on Religious Observance.

Parent/Carers should be reassured that the Religious Observance planned by the school adopts an open and respectful approach and does not seek to compromise the beliefs of any pupils or their families. Where a child is withdrawn from Religious Observance, suitable arrangements will be made for the pupil to participate in a worthwhile alternative activity.

## **Assessment & Reporting**

At every stage pupil's work and progress is assessed in various ways. The teacher will observe how the children go about doing the work or activities they are set. He/she will talk to them about their work and listen to find out how much they have understood and will examine jotters and other written work. Pupils will themselves evaluate their own progress and that of their peers. At points throughout the learning process, the class teacher will record progress against Curriculum for Excellence outcomes covered.



With help from the teacher, children are encouraged to look at their own work to see which things they have done well and which things they can improve. Teachers share with pupils the learning intentions and success criteria for a lesson: the child will therefore have a clear idea of what they are expected to learn and will know what his/her next step in learning will be.

Learning Trees are available for Parents/Carers at the beginning of a teaching Block via the school website: they outline the experiences and outcomes that are to be covered that Block.

Pupils will progress through Levels, typically over a three-year period with scope for breadth and depth of learning opportunities. Nursery- P1 is a typical Early Level duration; P2-P4 is a typical First Level duration and P5-7 for Second Level.

Taking account of Curriculum for Excellence assessment guidelines and Benchmarks, teachers will use their professional judgement to decide the level towards which each child is working. A teacher will collect evidence of that attainment from class work or may use a formal summative assessment to check his/her own judgement that a child has achieved a level. As most children will normally take three years to cover the experiences and outcomes within each level, assessment is an ongoing process.

Summative end of session reports to parents/carers, as per Perth & Kinross Council Education and Learning guidelines.

The Scottish Government requires that national attainment be gathered using Scottish National Standardised Assessments (SNSA). These exist to support teachers' professional judgments and do not in themselves determine achievement of a level, but rather provide data which become part of the wider teacher assessment toolkit. Children involved in SNSA will be pupils in the P1, P4, P7 and S3 cohorts. Primary schools in Perth and Kinross are to carry out testing annually. Tests comprise of 30-40 questions in key areas. P1 assessments are based on Literacy & Numeracy, P4 and P7 assessments are tailored to Reading, Writing & Numeracy. Assessments are adaptive in nature with content and challenge adapting to previous answers meaning no two children's assessments will be the same. More information at:

<https://standardisedassessment.gov.scot/parents-and-carers/>

## Support for Pupils

Information on the authority's policy in relation to provision for additional support needs ("ASN") can be found at

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

Support provided is in line with the Education (Additional Support for Learning) (Scotland) Act 2009.

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

- a) Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527. Enquire offers independent, confidential advice and information on additional support for learning through:  
Telephone Helpline: 0845 123 2303  
Email Enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk)  
Advice and information are 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.”

If you think that your child has additional support needs, you should contact your child's class teacher in the first instance as they will have an overall picture of your child's progress. You can do this by contacting the school office or writing a note to the class teacher to request a meeting. Often class teachers will have identified a need and, in consultation with the Head Teacher and Pupil Support Teacher, contact you to meet and discuss/identify any barriers to learning and agree next steps.

Other services/agencies are available to children in the form of Speech and Language Therapy, Occupational Health, English as an Additional Language teacher, Autism Outreach and Educational Psychological Service. Any of these may work with classes or groups. If they become involved with individual children (e.g., the Educational Psychologist), it is only after consultation with parents.

Sometimes a child will be part of a small group receiving extra help from the class teacher, a Classroom Assistant or a Pupil Support Assistant. Parents/carers will be informed of this additional support. At times, the child may work out with class in a small group; normally support will be given within the classroom situation. The role of the Pupil Support Teacher is to provide consultation, advice and support to Class Teachers on how best to support those children who need it, within the mainstream setting, and to deliver support for learning where appropriate. Some pupils have an Individual Education Programme (IEP) to meet their needs. Others who are involved with Social Work, Health services or other agencies may have a Coordinated Support Plan (CSP) to ensure continuity of provision.

## **School Improvement**

The main achievements of Milnathort Primary School and Nursery can be found in our Standards and Quality Report which is published annually and is available on both the Perth and Kinross website and school website.

<http://www.pkc.gov.uk/article/17533/Milnathort-Primary-School>

[https://milnathortprimaryschool.org.uk/docs/Milnathort\\_Primary\\_School\\_Standards\\_and\\_Quality\\_Report\\_2022\\_23.pdf](https://milnathortprimaryschool.org.uk/docs/Milnathort_Primary_School_Standards_and_Quality_Report_2022_23.pdf)

## **School Policies & Practical Information**

### **Authority Education Policies and Services**

The authority website provides information on policy.

School enrolment to include primary, placing requests and composite classes

<https://www.pkc.gov.uk/article/17276/School-enrolment>

Grants and benefits to include free school meal entitlement, clothing grants, transport and music tuition

<http://www.pkc.gov.uk/article/17282/Schools-grants-and-benefits>

Information of Educational Psychology Services

<https://www.pkc.gov.uk/eps>

Primary School Meals

<http://www.pkc.gov.uk/article/17330/Primary-school-meals>

### **Arrangements for Emergency Closure**

EARLY CLOSURES: e.g., SEVERE WEATHER CONDITIONS - HEAVY SNOW, WIND, FLOODS

If the school and nursery are required to close during the school day, parents/carers or

emergency contacts will be informed via email and text. Please ensure that the school office has an up-to-date mobile phone number for you. Our school website <http://www.milnathortprimaryschool.org.uk/>

## CLOSURES OUTWITH SCHOOL HOURS: e.g., SEVERE WEATHER CONDITIONS

The link below will detail information about school closures  
<http://www.pkc.gov.uk/schoolclosures>

Detailed information will be issued annually, normally early November and is posted on our school website <https://www.milnathortprimaryschool.org.uk/Severe-Weather/>

In the event of the school remaining open during heavy snow, parents should make the decision of whether to send their child to school based on the safety of walking conditions on the roads and pavements; our school playground will be in a similar condition.

## EMERGENCY ARRANGEMENTS

In the event of an emergency, for example, if your child becomes ill or has an accident or in exceptional circumstances, the school may need to contact parents or emergency contacts; on rare occasions it may be necessary to send every child home. It is, therefore, most important that parents keep the school informed promptly about any change of address, telephone number or place of employment as well as any changes regarding emergency contacts. Forms prepared for this purpose are available upon request from the school office.

## Organisation of the School Day

Children are welcomed into the school building from 08:55, each year group has a designated entrance.

Playtime  
10.30 -10:50.

Lunchtime  
Lunchtime is between 12.20 -13.20 for all classes. Children who register for a home lunch are permitted to leave school grounds at lunchtime. Staff members run a range of lunchtime clubs that children can sign up to.

School finishes  
The end of the school day for P1-P7 is 15.20. The children are escorted to their respective exit doors by class teachers.

## Nursery

Our Nursery children are welcomed from 09:00 – 09:15. Collection time is between 14:45 – 15:00.

## School Uniform Clothing

Our provider of school clothing is Atlantic Embroidery, Kelty. You will find an order form on the school website <https://milnathortprimaryschool.org.uk/School-Uniform/>

Our P.E kit is available online at Schoolwear Made Easy  
<https://schoolwearmadeeasy.com/search?q=milnathort+primary+school&type=product>

Milnathort Primary School Uniform requirements are detailed below:

Stage	Items and colours
P1-P6	Royal blue sweat crew neck Royal blue sweat v neck Royal blue sweat hooded top Royal blue woollen cardigan or jumper White or royal blue polo shirt

	<p><b>Other items:</b>  Black or grey trousers  Black or grey skirt  Black or grey culottes,  Black or grey shorts  Black or grey pinafore</p>
P7	<p>Navy blue sweat crew neck  Navy blue sweat v neck  Navy blue hooded top  Navy woollen cardigan or jumper  White or royal blue polo shirt</p> <p><b>Other items:</b>  Black or grey trousers  Black or grey skirt  Black or grey culottes,  Black or grey shorts  Black or grey pinafore</p>
Other items	Tights to be royal blue/grey/black /navy or neutral.
PE	<p><i>Indoor Kit</i>  MPS Royal blue t-shirt  White polo/ t-shirts  Blue or black plain shorts  MPS navy leggings  Black gym pumps</p> <p><i>Outdoor Kit</i>  Blue or black plain jogging bottoms  School jumper  MPS tracksuit bottoms  MPS tracksuit top  Trainers</p>
Footwear	<p>Outdoor:  Preference - plain, black sensible shoes.  In the winter months children may opt to wear wellingtons or snow shoes/boots.</p> <p>Indoor:  Light pump style shoes. Option to wear gym shoes.</p>
Playtimes – access to field	In winter/ wet weather children will only be permitted to play on the grassed areas if they have waterproof trousers.

Please note, the following do not form part of our uniform and children will be asked to remove/ not to return wearing the items:

- jeans
- denim jackets
- football colours
- nail polish or make up
- jewellery. With the exception of stud earrings and watches. Accessing cellular data on smartwatches is not permitted during the school day.

## **Educational Trips**

Class teachers often arrange outings and trips of an educational nature. All such trips are fully risk-assessed to ensure pupil safety. Parents/Carers will be asked to contribute to the cost of these trips. Mindful of cost implications we will seek to source educational visits that offer subsidies and ensure all such visits provide value for money. When a child enrolls at Milnathort Primary School their parents/carers are asked to sign a blanket consent form covering school outings. This may be used to cover spontaneous outings e.g., a walk to collect leaves, a trip to the local park to plant bulbs, attending activities at Loch Leven Community Campus. It is our practice that wherever possible we always issue a separate permission slip for class outings, football team fixtures etc.

## **Homework**

It is the policy of Milnathort Primary School to offer home-learning tasks to all pupils. It will be assumed that all parents/carers agree with this policy unless they inform the school to the contrary. Details of class homework tasks to include type, frequency and date issued/due back are made available at the beginning of session "Meet the Teacher" event or upon request from the relevant class teacher. Homework tasks are shared on weekly basis on SeeSaw (P1-3) and Google Classroom (P4-7). As far as is possible, we seek to make Home Learning fun, often setting games or activities that you could help your child with. 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 their 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 focus for the class at that time. They might cover any area of the curriculum. 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.

## **Extra-Curricular Activities**

### **After School Clubs**

Perth & Kinross Council Active Schools normally offer a range of after school clubs at various times of the year. The type of clubs offered is normally sporting and depends on the expertise of staff/volunteers willing to take a club. Any parent wishing to support in the delivery of an after-school club is welcome and should contact our Active Schools Co-ordinator Cath Devanny on 01577 867220/07824 529 785. The allocation of places on a club is decided by Active Schools.

## **Out of School Provision**

### **Safe Start**

Safe Start provides before school supervision. Parents/Carers of Milnathort Primary School formed this welcoming, fun and caring service for you and your children. Further details can be found here <https://www.milnathortprimaryschool.org.uk/Safe-Start/>. Safe Start opens at 08:00 each day.

### **Kids Club**

Milnathort Kids Club offers after school childcare during term time and childcare during the holidays. The service is registered with the Care Inspectorate and offers a wide range of play activities, both indoors and outdoors to suit the individual needs of the children attending.

### **Opening Times:**

15:20 – 18:00 Monday to Friday Term Time

08:00 – 18:00 School Holidays and In-Service Days

For further information please contact Milnathort Kids Club 01577 867257 or see the website <https://milnathortprimaryschool.org.uk/PKC-AFTER-SCHOOL-CLUB/>

## **School Meals**

We are extremely fortunate in having our school dinners cooked freshly in our school kitchen daily. Lunches are cooked to order, and all children are asked to preselect the meal they want

from a Lunch Menu: <http://www.pkc.gov.uk/article/17330/Primary-school-meals>

School meals are free for all children in P1-5. As we are a cashless office, parents/carers paying for other items must pay online and should contact the school office for an activation code to use this service. This means you pay for school activities from your computer or mobile device. This facility includes payment receipt, balance status and menu transactions as well as automatic reminders should your account require additional funds.

## **School Registration**

Parents are asked to register new intake P1 pupils in January of the year they are due to start school. Parents moving into the area who wish to enrol their children at the school should contact the school office. Parents living out with our catchment area can make a placing request to have their child granted a place in Milnathort Primary School. Details of this are available at <http://www.pkc.gov.uk/article/17301/Placing-request>

Nursery pupils are usually invited to register in January each year.

## **Security- Visitors to School**

You will appreciate that security is a very important issue for us in school. It is vitally important that we know exactly which adults are in school at any given time and for what purpose. We have a security entry system at the main front entrance and the Nursery door and must ask that all visitors enter by these respective doors.

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

## **Health Care**

Milnathort Primary is a Health Promoting School. This involves having a clear focus on healthy eating in school and in delivering a wide-ranging Health Programme for all learners, Nursery through to P7. We work in partnership with Health agencies to provide the best Health care for our pupils. Both Speech and Language Therapy and Occupational Therapy can be accessed [within their limited resources] for pupils in need of this service. The School Health service supports the school in ensuring our children's health needs are met. All P1 children have a 5-year-old vision, height and weight 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. There is a toothbrushing programme in nursery as part of the Childsmile national programme <https://www.childsmile.nhs.scot/about-childsmile/>

Parents/ carers should ensure that the school is informed of any specific medical conditions their child may have or medications he/she is currently receiving.

Where there is a need for medication to be administered during the school day on a short-term basis, parents are responsible for this. Where a child needs to take medication over a sustained period parents/carers should arrange to meet and discuss the administering of long-term medication with a member of the Senior Leadership Team. Due to children with allergies to peanuts and nuts, please do not send your child to school with snacks or lunches containing nuts. Tayside Contracts, school meal provider, do not knowingly use peanuts, nuts or peanut based products in the provision of catering to primary schools. However, some products may be produced in a factory where nuts and peanuts are used and therefore contamination of these products may occur. If your child has an allergy or sensitivity to nuts or peanuts then you are asked to complete an allergy disclaimer available online here [http://www.pkc.gov.uk/media/10266/Medically-Prescribed-Diet-Application-Form/pdf/Medically\\_prescribed\\_diet\\_form.pdf?m=636688206243400000](http://www.pkc.gov.uk/media/10266/Medically-Prescribed-Diet-Application-Form/pdf/Medically_prescribed_diet_form.pdf?m=636688206243400000)

We have staff trained in First Aid and when your child is required to have First Aid administered by them you will be informed by means of a note home. Where a child has experienced a bump to the head this will always be logged in school and a note sent home. Playground Staff

always carry First Aid kits with them to deal with minor grazes and scrapes which need a plaster and /or antiseptic wipe.

From time to time, and in common with all schools, we may find that a pupil has an infestation of head lice. When that is the case the Head Teacher or Depute will notify the parent of that child direct.

### **Instrumental Tuition**

There will be opportunity annually for those interested to apply for instrumental tuition through the local authority at a subsidised cost; families in receipt of benefits will be offered reduced fees. Currently we offer brass and violin tuition to children in P4 and above. The link below explains grants/benefits in relation to musical tuition costs

<http://www.pkc.gov.uk/article/19741/Instrumental-Music-Service>

### **Name of Child Protection Officer – Lynsey Budge/ Laura McIlroy**

### **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.