

# Murthly Primary School



## School Handbook Academic Session 2025-2026



**Education and Learning**  
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 Murthly Primary School.

We are a small rural school situated just outside the beautiful village of Murthly, around 10 miles from Perth. The original school building is approximately 130 years old and comprises two classrooms, a library space and a gym/lunch hall. A generous extension, built in 2003 houses our large nursery classroom. Improvement and investment to our extensive grounds allows us to benefit from a grass pitch, outdoor classroom, playground games, trim trail and mud kitchen. We are committed to using the school grounds and surrounding area to support and enhance learning. Our non-denominational school supports learners from Nursery to Primary 7 to experience the full range of the curriculum and encourages the holistic development of all.

We pride ourselves on offering a warm welcome and believe that only through partnership with parents can we achieve the best possible outcomes for our learners. Our school is always open to parents seeking information, making suggestions, or raising a concern. Parents are welcome to make an appointment to meet with the Head Teacher to discuss any aspect of school life or to exchange information informally in the playground at the beginning or end of the school day. We would be pleased to welcome parents in a variety of capacities, whether that is in the classroom sharing knowledge, as part of the Parent Council or Fundraising team or supporting an afterschool activity.

Annually, we produce a Standards and Quality Report and School Improvement Plan to share our attainment, attendance, achievement and learning highlights, and to outline our future priorities. Both documents are available by request from our school office or on our school website.

Whilst the information contained in this handbook was accurate at the time of publication (Dec 2024), further changes may have occurred since then.

## Delineated Area

The school serves the village of Murthly and an area immediately outwith the village.  
<https://www.pkc.gov.uk/article/17291/Find-my-school-catchment-area>

Parents living outwith the designated area who wish to enrol their children in the school, must complete an online placing request form. <https://www.pkc.gov.uk/article/17276/School-enrolment>

## Contact Details

**Name:** Murthly Primary School

**Headteacher:** Ms Sarah Clarkson

**Address:** Murthly Primary School, Murthly, Perthshire, PH1 4HB

**Tel No:** 01738 454263

**Website:** <https://www.murthlyprimary.org.uk/>

**Email:** [murthly@pkc.gov.uk](mailto:murthly@pkc.gov.uk)

### **Teaching Staff**

Amy Stephen	P1-3
Shona Davis	P4-7
Holly McGregor	(RCCT cover)
Lesley Jeffrey	Peripatetic Pupil Support Teacher

### **Ancillary Staff**

Karon Strachan	Secretary/Auxiliary
Linda Byers	Primary School Support Worker
Linzi Chapman	Pupil Support Assistant
Tracy Matheson	Pupil Support Assistant

### **Nursery Staff**

Debbie Gowrie	Early Childcare Practitioner Nursery
Laura Moffat	Early Childcare Practitioner Nursery
Lynne Binnie	Play Assistant

### **Tayside Contracts staff**

Steven Park	Facilities (Janitor)
Laura McKay	Catering staff
Lisa Melloy	Catering staff

**Roll:** currently 43 + 14 nursery pupils  
Stages covered: Nursery and Primaries 1 - 7  
Number of classes: 2 classes

Status: Non-denominational State Primary School

The Executive Director (Education & Children's Services) is Sheena Devlin. The Head of Education (Early Years, Primary & Secondary) is Sharon Johnston. The Service Manager (Primary) is Gillian Doogan. The Quality Improvement Officer for Murthly Primary School is Gillian Knox.

They are based at:

Perth & Kinross Council  
Education and Learning

2 High Street  
PERTH  
PH1 5PH  
Tel. No. (01738) 476200

The Perth & Kinross Council web site is: <https://www.pkc.gov.uk/>

### **Parent Council**

Every parent and carer at Murthly Primary is automatically a member of the Parent Council. The Council usually meets once a term with an AGM in June.

The Parent Council and fundraising subcommittee are very active in support of the school and meet regularly during the year. Please contact the school if you would like more details on fundraising or wish to get involved with any aspect of the Parent Council.

Murthly Primary School Parent Council members are elected annually. Office Bearers for session 2023-2024 are:

Jill Dixon (Chair)  
Susie Millar (Vice Chair)  
Polly Spencer-Vellacott (Treasurer)  
Laura Petterson (Secretary)

### **Attendance**

The law requires that parents ensure their children attend school regularly. As part of the Perth and Kinross Raising Achievement Strategy, all schools are expected to closely monitor the attendance of all children and young people. Persistent poor attendance in timekeeping 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 a predetermined figure, the Head Teacher has 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 and Kinross Attendance Subcommittee

<http://www.pkc.gov.uk/article/17427/Attendance>

It is important that all children should arrive on time, especially in the mornings when all the attendance and administration details are carried out. We operate a staggered start and end of day; our doors are open from 08.50am – 09.10am with pick up from 3.00pm - 3.10pm. If your child is going to be absent from school, you must contact us before 9.30am, or we will contact you. Please call the school office on 01738 454263 or send an email – [kestrachan@pkc.gov.uk](mailto:kestrachan@pkc.gov.uk) or [murthly@pkc.gov.uk](mailto:murthly@pkc.gov.uk)

Explanations for absences can be given by speaking to a member of staff, or via email. When no explanation is received, the absence is then recorded as unauthorised. Holidays taken in term time are also recorded as unauthorised and plans to take such time off school should be made in writing to the Head Teacher.

### **Arrangements for a parent considering sending their child(ren) to the school**

When considering registering a child in our school, please contact the school to make an appointment with the Head Teacher. We are very pleased to welcome prospective parents to the school, for a tour and to answer any questions they may have.

### **Communication with Parents**

Parents are welcomed in Murthly Primary as part of the team who provide the best possible learning opportunities for their children.

Parents are kept informed about the life, work and calendar of the school through LEARNING JOURNALS, PKC ParentsPortal, our school website, newsletters and emails sent out by the school office. We do rely on parents accessing this “electronic” information regularly as written reminders are not issued by the school. Parents are asked to provide their email address on registration and should notify the school if this changes. Parent Contact appointments can be booked using ParentsPortal, in the autumn and spring terms each year. This is an opportunity for you to have a 10-minute appointment with your child’s class teacher to discuss learning. In the final term of each school session, you will also receive a written report on your child’s progress.

On a weekly basis your child will receive homework, via MS Teams on Glow. We host shared learning events for parents throughout the year and are always open to parental suggestions and comments.

We do contact home whenever there is a concern or information that we need to share. This can be by phone, e-mail, or letter. It is important that we always have up to date contact details. The annual data check is also now completed through Parents Portal and can be updated at any time throughout the year.

### **Mobile phones and other electronic devices**

We would ask you to encourage your child to leave all electronic items at home and prevent them from bringing them into school. If you feel there is an occasion when your child requires access to a mobile phone, for example, if they are going to a friend’s house, then they may hand their mobile phone into the school office until the end of the day. Where a child requires an electronic device from home to support learning, this will be by individual agreement with the class teacher.

### **Parental Concerns**

We are committed to working with parents to resolve any concerns quickly and effectively. If you have a concern about your child or on any other matter please contact, in the first instance, your child’s class teacher, or the school office. Appointments to meet with the Head Teacher can be arranged through the school office, however, parents can also usually speak to the Head Teacher at morning drop off and afternoon pick-up.

### **Complaints**

Murthly Primary School is committed to providing a high-quality service, however, if you are dissatisfied with the service provided at our school, please contact the Head Teacher. Most complaints can be resolved in school; however, you may wish to escalate your complaint to Perth and Kinross Council. Information on this is available on the Council’s website as follows: <https://www.pkc.gov.uk/complaints>

## School Ethos

Murthly Primary is an inclusive school where everyone is valued as part of the Murthly team and community.



By delivering excellent learning and teaching **we aim** to develop and promote the abilities and aspirations required for all to **THRIVE**.



DEVELOP THE TENACITY TO GROW THROUGH CHALLENGE

BUILD HEALTHY RELATIONSHIPS AND ENSURE THAT CARING IS AT THE HEART OF ALL WE DO

SHOW RESPECT FOR SELF, OTHERS AND THE ENVIRONMENT

HAVE THE INTEGRITY TO DO THE RIGHT THING AND MAKE A POSITIVE IMPACT ON SOCIETY

NURTURE OUR INNER STRENGTH AND THROUGH VALOUR PUSH PAST OUR COMFORT ZONES

DISCOVER A PASSION FOR LEARNING AND ENDEAVOUR TO TRY OUR BEST



Pupil achievement is celebrated in many ways, daily in class through recognition boards, and weekly at a whole school level, through Head Teacher's recognition. The demonstration of our school values, is also celebrated weekly, culminating in an annual award for Tenacity, Heart, Respect, Integrity, Valour and Endeavour. If your child has been successful in a hobby or activity outwith school, please share this with their class teacher via Learning Journals, in order to enjoy a wider celebration.

Pupils are involved in decision making in our school and are encouraged to contribute their time and talent through various leadership opportunities.

### School & Community Links

The school strives to establish and sustain links with the local community, businesses and organisations. Some of the community groups that we are involved with are:

- Murthly Village Hall
- Back Country Survival
- Murthly Estates

### **Promoting Positive Behaviour**

In Murthly Primary School we make all children feel welcomed and valued as part of our school community. Children are expected to show a caring attitude towards others and a responsible outlook towards the school.

Where relationships have broken down, we adopt a restorative approach which helps pupils to explore and discuss behaviours and to gain an understanding of how their actions may have affected others. Pupils are supported to repair any harm and be fully involved in planning next steps to reduce the likelihood of this happening again.

### **Health and Wellbeing**

If a pupil becomes ill or is injured in school, every attempt will be made to contact a parent or other emergency contact. For minor bumps and bruises children are treated by staff in school and a note is emailed advising parents of the nature of the injury and the treatment given. You will be notified of any head injury by phone and a head bump letter will be emailed. We have members of staff trained in First Aid procedures. Please keep the school informed of any medical conditions your child may have so that we can deal with these sensitively.

For any medication to be administered by first aiders, please contact the school office to complete necessary paperwork.

All children are offered flu immunisation in school in the Autumn term. Parents can withdraw their child from this if they wish.

Due to the rural nature of our setting, unfortunately ticks can be prevalent. We encourage children to check themselves and their peers throughout the day. We recommend long trousers and long sleeves in bright colours with closed toe shoes. We also recommend applying insect repellent before coming to school or nursery and/or purchasing the following product: TICKLESS is non-toxic, environmentally friendly and works without releasing any chemicals or odours. <https://tickless.com/en/tickless-technology/>

Staff will inform you via Learning Journals if they have removed a tick from your child. If you do not wish staff to intervene, please let us know.

## **Parental Involvement**

We are keen to encourage parents to visit and be actively involved in the life and work of the school. We arrange shared learning events, open afternoons, coffee mornings and school shows, throughout the year. Helpers and drivers are often needed for trips and visits.

We aim to keep good communication links with our school families. Class teachers, through Learning Journals, will keep parents updated on the day-to-day class arrangements. Our newsletter is issued termly.

The Council's policy to support effective partnership working between school and home can be found by following the link below:

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



## Transitions

### Associate Secondary School

### Perth Grammar

There are a variety of transition points throughout a school life – pre-school to primary, stage to stage and P7 to secondary. The transition process involves pastoral arrangements and planning for effective continuity and progress of pupils learning. At Murthly Primary school procedures are in place to allow pupils to feel valued, well informed and prepared for the next stage of their education. These include the professional dialogue that takes place between teachers, the sharing of evidence of progress, and pastoral issues, within our school setting and across the sector.

For some children, an enhanced transition may be required, this will be identified through the ASN process in consultation with parents/carers. In June P7 pupils attend a 2-day transition event in which they follow a typical secondary timetable with their new classes. On these days, all children will also transition to their next stage. New P1 starts will be invited to join on these days as well.

On completion of your child's primary education, the normal arrangement is for children to transfer to your catchment secondary school of Perth Grammar School, Gowans Terrace, Perth, PH1 5AZ Phone: 01738 472800 or the Roman Catholic school, St John's Academy, North Inch Campus, Gowans Terrace, Perth, PH1 5BF. Tel: 01738 454300. You will of course be aware you can make a Parental Placing Request to a secondary school of your choice 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

Our aim at Murthly is to provide every learner with a broad range of learning activities and experiences which combine to create a meaningful and valuable education.

### **Every child is offered a wide range of learning opportunities in:**

Literacy & English

Numeracy & Mathematics

Expressive Arts – Drama, Music and Art

Health and Wellbeing – including PE

RME

Science

Social Studies

Technologies

We use the Scottish Curriculum for Excellence (CfE) to plan and assess pupils' learning. We aim to equip children and young people with the knowledge and skills they need in our rapidly changing world. Curriculum for Excellence is based on seven principles which mean that learning is broad, active, experiential, challenging, enjoyable, progressive and relevant. Our children are included in the planning of the learning allowing them to have certain elements of personalisation and choice in what and how they study.

More information is available from the Parent Zone website:

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

CfE is divided into levels. The levels we will focus on in primary are:

- **Early Level** – pre-school – P1, earlier or later for some
- **First Level** – children in P2 – P4, earlier or later for some
- **Second Level** – children P5 – P7, earlier or later for some
- **Third Level** – children P7-S3, earlier or later for some

In Murthly, we are committed to seeing all our children become **successful learners**, developing the skills and attitudes that will help them to become **responsible citizens** and **effective contributors**. We work hard to offer challenging, enjoyable and relevant learning activities, often involving active learning, and requiring skills for independent or co-operative engagement. In all our learning we aim to enhance children's self-esteem so that they become **confident individuals**, offering opinions and exercising personal choice in their learning.

Parents will be informed when sensitive health issues such as, sexual health, parenthood, drugs awareness will be taught, to allow appropriate support between home and school.

### **Religious Observance**

As well as being a statutory element of a school's provision, religious observance (RO) also has an important part to play in the development of the learner's four capacities. 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 Murthly Primary School 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.

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. Parents 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 educational activity.

### **Assessment & Reporting**

At every stage pupil's work is assessed in several ways. Through observation, discussion, evidence in jotters and performance, teachers gain an understanding of the child's progress and plan appropriate next steps to support their learning. Ongoing formative and summative assessment are an integral part of learning and teaching. Assessment information is used regularly to inform teacher judgements as to how well children are progressing.

With help from the teacher, children are encouraged to look at their own learning to identify things they have done well and areas for improvement. Pupils will also contribute to the evaluation of their peers.

Children in P4 and P7 are assessed in reading, writing and numeracy, using the National Standardised Assessments (NSA's). Children in P1 participate in literacy and numeracy assessments. You can find out more information about these assessments at: <https://standardisedassessment.gov.scot/parents-and-carers/>

Class learning plans are shared with parents/carers 4 times a year and outline the core learning to be covered in a teaching block. Throughout the year, parents and carers enjoy opportunities to share in learning and progress through open afternoons, school shows and events. Children and teachers regularly share learning through Learning Journals.

In Autumn and Spring, parents are invited to meet with their child's class teacher to discuss progress and next steps in learning. A written report is also issued during the summer term. If either you or the teacher is concerned at any time about your child's progress, a meeting will be arranged to discuss the matter.

## Support for Pupils

If you think your child has additional support needs or if there is any barrier to their academic success or wellbeing, please contact the school to address your concerns. Often class teachers will have identified a need and in consultation with the Head Teacher and Pupil Support Teacher will contact you to agree next steps. Our Pupil Support Teacher visits the school one day per fortnight and offers more specialist assessment and devises individual programmes for children.

Further information can also be found through the following link.

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

The following organisations can 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 SC012741."

## School Improvement

Our School Improvement Plan, and Standards and Quality report, can be found on the school website and are also available on request from the school office. The School Improvement Plan outlines the main school focus for each year. School Priorities are discussed with parents and pupils. Improvement in the School's Performance is reviewed regularly and carefully tracked. Such dialogue and information gathering takes place formally each term with class teachers. Individual pupil and year group performance is also monitored with any gaps in attainment being identified in a timely manner and appropriate interventions put in place ensuring that our pupils continue to make good progress.

## School Policies & Practical Information

For details of school and Perth and Kinross Policies visit the Perth and Kinross website and the school website or make a request to the school office.

School enrolment, to include Primary, Placing Requests and composite classes:

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

Primary School Meals:

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

Educational Psychology Service:

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

Grants and benefits:

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

## Uniform/Clothing

We strongly encourage pupils to wear school uniform to identify themselves as part of our school community. Our preferred items are:

- White/burgundy shirt/blouse/polo shirt
- Burgundy sweatshirt/cardigan/hoodie
- Black/grey trousers, pinafore, school shorts or skirts
- Warm waterproof jacket
- Black shoes
- In warmer weather, school dresses with a burgundy check

Our preferred gym items are:

- Black shorts
- White t-shirt
- Black gym shoes with non-marking soles
- Outdoor trainers and tracksuit

For Health and Safety, no jewellery should be worn for PE sessions. Pupils who wear earrings will have to remove them or tape them up before participating. Spare socks and a hair bobble for long hair is also useful.

We discourage branded clothing and sports team strips. Please label all clothing.

We recognise that chain stores and supermarkets offer suitable self-coloured school uniform items, but we also have Murthly Primary School branded items, including Polo shirts, sweatshirts and jackets. These items are available from School Trends

<https://www.schooltrends.co.uk/uniform/MurthlyPrimarySchoolPH14HB>

### **School Meals**

School meals are served daily in the dining hall at a cost of £2.25 per day. Free school meals are available for children in Primary 1 to 5 and nursery children. Packed lunches may also be eaten in the dining hall.

School lunches are paid online using ParentPay. More information on ParentPay can be obtained from school office. The link to the school menu and ParentPay can be found on our website via this link: <https://www.murthlyprimary.org.uk/>

### **Organisation of School Day**

Nursery - Primary 1-7

School Commences	8.50 – 9.00am
Morning Interval	10.30 – 10.45am
Lunchtime	12.15 - 1.00pm
School Closes	3.00 – 3.10pm

### **Security**

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

### **Name of Child Protection Officer**

Ms Sarah Clarkson (Headteacher) and Mrs Shona Davis (Principal Teacher) are the Child Protection Officers for the school.

### **GIRFEC**

Getting it right for every child (GIRFEC) is the Scottish Government's approach to promoting the wellbeing of children and young people. Wellbeing is described by 8 'indicators':

Safe            Healthy            Achieving            Nurtured            Active            Respected  
Responsible    Included

These eight words help everyone to understand wellbeing in the same way and use the same language to talk about it. Sometimes the initials of the words are used, and the wellbeing indicators are referred to as SHANARRI.

The vast majority of Scotland's children and young people get all the help and support they need from within their families and their wider, local communities. But at times a child, young person or family might need extra help or support. The GIRFEC approach aims to make it as easy as possible for any child or young person (and their parents) to get the help or support that they need. Within schools, key staff are available to children, young people and their parents/carers to provide help. advice or support should they choose to make use of it.

The Child or Young Person's Plan is one single plan which coordinates all the services and agencies involved in supporting a child/young person, will help ensure that everyone works

together to deliver better outcomes for the child or young person who needs additional support and their family.

### **Nursery**

Each nursery provision has a defined locality which may not be the same as the Primary School catchment area. 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 P1. Entitlement to a place in Primary School is determined by the child's home address.

Further details of nursery provision in Perth and Kinross are available in the Council's Policy and Guidelines for admission to Nursery Schools and classes for school, which can be accessed on the Council's website at the following address:

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

### **Arrangements for Emergency Closures**

#### **EARLY CLOSURE (DURING THE SCHOOL DAY):**

SEVERE WEATHER CONDITIONS - HEAVY SNOW, WIND, FLOODS

If the school has to close during the school day, parents or emergency contacts will be informed by email and Learning Journals: please ensure that the school office has an up-to-date mobile phone number and email address.

#### **CLOSURES OUTWITH SCHOOL HOURS:**

SEVERE WEATHER CONDITIONS

This link below will detail information about school closures:

<http://www.pkc.gov.uk/Schoolclosures>. **Note:** in such circumstances phone calls and email alerts will not be sent out as these can only be sent by Office staff from our School Office.

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.

For information regarding emergency closure, parents may phone the school or 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

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

*Sarah Clarkson - Headteacher (Nov 2024)*

