

# OUR LADY'S RC PRIMARY SCHOOL



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



## **School Handbook**

### **Academic Session 2024/2025**

## School information

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## Introduction

Welcome to Our Lady's RC Primary School.

Our School was built in 1968 and is situated in a large, grassy area in close proximity to the Parish Church, Our Lady of Lourdes. Classrooms are spacious and bright and there is a happy, friendly atmosphere which helps in the growth and development of the children during their time at Our Lady's. If your children are happy to come to school then learning is much easier.

Through this environment, we want to produce happy, responsible, caring children, encouraging self-respect, respect for others, self-discipline and independence. We aim to ensure an all-round development of the children not only physically and intellectually but also spiritually, emotionally, socially and morally, through an awareness of the individual child's needs and interests. Above all, we want our pupils to have ambition to realise their potential.

It is important to have the co-operation and support of parents in which a positive working relationship can best meet the needs of children. In order to achieve this, we endeavour to develop and strengthen links between home and school and we firmly believe that school and parents must work together to ensure that children access the best possible education. Our core business is learning and we seek to provide relevant, purposeful, enriching and challenging learning experiences for all.

Our school currently has eight classes from P1 – P7, and an Early Learning and Childcare Centre. We welcome parents at all times and we encourage parents to come and meet with the Headteacher or Depute Headteacher to discuss their child's education and well-being while also being actively involved in the life of our school. If you would like to help in any capacity, either in the classroom, as part of the Parent Council or in any other school activity, then please contact the school. Phone or e-mail to make an appointment or drop in to check on what time/date is best.

Our Lady's is one of four Primary feeder schools for St John's Academy, based at North Inch Community Campus. As such, we are a part of the North Perth Integrated Community School initiative meaning we have access to an inter-agency team of staff including Educational Psychologist, Speech and Language Therapist, School Nurse, Active Schools Coordinator, a Community Link Worker and an English as Additional Language Community Link Worker.

The information in this booklet is intended to tell you something about the school and we have attempted to cover the general areas which will probably be of interest or concern to parents and at the same time inform you of the educational aims that we have for your child. We appreciate that this booklet may not be able to answer all the questions that you would like to ask, so we would welcome the opportunity to show you around the school and answer any questions you may have. We would also be pleased to receive any comments you may have about the booklet as it is always open to improvement.

Thank you,

Lynne Mendes  
Headteacher



## Delineated Area

Our school is a Roman Catholic School and serves the parish of Our Lady of Lourdes, Perth. We draw pupils from Letham, Hillyland, Burghmuir, Tulloch, Inveralmond and Methven.

You can check that you reside within the Our Lady's catchment area at:

<http://www.pkc.gov.uk/article/17291/Find-my-school-catchment-area>

Quite a few parents from outwith our catchment area have made placement requests to have their children attend school here.

For further information on enrolment and our catchment area, you should contact Mrs Lynne Mendes, Headteacher, by telephoning 01738 477570.

## Contact Details

### GENERAL INFORMATION FOR 2024 -2025

SCHOOL NAME:	-	Our Lady's RC Primary School
ADDRESS:	-	Garth Avenue, PERTH PH1 2LG
TELEPHONE NO:	-	(01738) 477570
EMAIL ADDRESS:	-	<a href="mailto:ourladys@pkc.gov.uk">ourladys@pkc.gov.uk</a>
WEBSITE	-	<a href="http://ourladysrcprimary.schoolwebsite.scot/home">http://ourladysrcprimary.schoolwebsite.scot/home</a>
TWITTER:	-	@OurLadysPerth
STATUS:	-	Catholic and Co-Educational
STAGES COVERED:	-	ELC, Primary 1 - Primary 7
PRESENT ROLL:	-	199
EARLY LEARNING AND CHILDCARE CLASS:	-	
(non-denominational)	-	30
HEADTEACHER:	-	Lynne Mendes
DEPUTE HEADTEACHER:	-	Lisa Brown
STAFF WITH FIRST AID	-	Mrs C Pasifull, Mrs Rose, Miss V Hall Miss F MacLeod and Mrs V McCowan
PARISH PRIEST:	-	Fr Martin Pletts
ADDRESS:	-	Our Lady of Lourdes, Struan Road, Perth
TELEPHONE NO:	-	01738 626979
SECONDARY SCHOOL:	-	St John's RC Academy
SCHOOL ADDRESS:	-	NICC, Gowans Terrace, PERTH PH1 5BF
TELEPHONE NO:	-	(01738) 454300
HEADTEACHER	-	Mrs Marie-Claire Futamata

The Executive Director of Perth & Kinross Education and Children's Services is Sheena Devlin. The Service Manager for Primary is Gillian Doogan and for Secondary is Donald Macluskey. The Service Manager for Early Years is Bernadette Scott.

The Quality Improvement Officer with responsibility for Our Lady's RC Primary School is Nick Thomson

They are based at 2 High Street, Perth for which the address is:-  
Perth & Kinross Council Education Department, 2 High St, Perth, PH1 5PH  
Tel. No. (01738) 475000

Our Care Inspectorate contact is Jennifer Sherwood: <http://www.careinspectorate.com/>

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

## OUR ROLL

Our school has an Early Learning & Childcare Centre (ELCC) as well as covering the primary stages from Primary 1 – Primary 7. Our primary school roll at the time of writing is 204 pupils in the primary. Our ELCC has capacity for 30 children.

## OUR LADY'S RC PRIMARY SCHOOL PARENT COUNCIL

### PARENT MEMBERS:

Chairperson	-	Ms N Stronach
Vice Chairperson	-	Mrs Z Baker
Secretary	-	Ms N Green
Treasurer	-	Mr Flynn
CHURCH REPRESENTATIVE	-	Fr Martin Pletts
LOCAL COUNCILLORS		Cllr J Rebbeck Cllr I Massie Cllr B Leishman
Advisers	-	Headteacher and Depute Headteacher
Staff Representatives	-	Various staff members attend meetings and support the work of our Parent Council

Getting involved in the Parent Council gives families the opportunity to participate in a little bit of school life and assist the school in ensuring the children achieve the best they can. In addition to holding fairly informal meetings to discuss issues that affect all aspects of school life, the Parent Council also organise social events to create opportunities for building friendship and, at the same time, have some fun raising funds for improvements to the experiences we offer our children.

All parents and carers at Our Lady's RC Primary are automatically members of the Parent Forum and are invited to join meetings and our Parent Council. Meetings are informal and parents are encouraged to attend to ensure that your views are represented. This is the main way that we ensure parental voice in our school but we also gather views through our App, emails and surveys.

Our Parent Council also run a Facebook page to ensure instant access to information  
**Our Lady's RC PS Parent Council.**

## ATTENDANCE AND/OR SICKNESS PROCEDURES

As a legal requirement, parents are required to ensure that 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 children and young people. Persistent poor attendance and time keeping is disruptive to the learning of the individual and to the class. It may also be an early warning of other difficulties for the child's family. If a child's attendance falls below a predetermined figure, Headteachers 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 in line with Perth and Kinross Guidance.

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

It is important that, wherever possible, children should arrive on time, especially in the mornings when all the attendance and administration details are carried out. It can be very disruptive, both to the child and to the class, to arrive late.

Explanations for absences can 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).

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 477570 to inform us of any absence or send an email before 9.00am, as we do appreciate that the office and phone line can be busy around 9.00am.

It must be appreciated that this is a time-consuming exercise for school staff and we would appreciate your adherence to this policy. Please also phone on the day your child is due to return so that we know to expect him/her back in school/nursery.

A number of parents withdraw children from school during term times because of family holidays and it is the wish of Education & Children's Services that this practice should be discouraged. Parents should contact the school in writing if they intend to remove their children from school during term time. Holidays taken in term time are also classed as unauthorised.

Please note it is not school or authority policy to issue school work during this time.

## **LATECOMING**

All pupils are expected to attend school punctually each day. Pupils who arrive in school after 9.05am should report to the school office where their attendance can be updated.

## **COMMUNICATION WITH PARENTS**

Our Lady's takes great pride in our friendly atmosphere and welcoming ethos. We endeavour to be available to parents or to get back to you as quickly as possible. We communicate information to parents in a variety of methods; mainly via our School App or in the form of termly newsletters which will detail forthcoming events and other important information. Letters and newsletters will be sent via the School App or e-mail. Telephone calls will be made when children are absent from school and no contact has been made by parents.

Our school website and App provide a quick and accessible means of communication. Please also follow our school on Twitter @OurLadysPerth for regular updated information on learning.

We contact parents or carers whenever there is a concern – by phone or e-mail. We are very aware that often parents and carers have information which will help us do a better job in meeting their child's needs. We are always happy to offer appointments at suitable times for parents/carers to exchange relevant information with class teachers or school management.

Seesaw is used to update you on your child's Learning Journey and allow you to comment and interact on a regular basis. Curriculum sessions are held within the school year to which parents are invited to attend. We welcome parents' comments and feedback on these events, and as such will issue evaluations in a variety of forms.

Regular class assemblies are held which parents are invited to attend. Our assemblies provide a forum for celebrating the success and wider achievements of all. We encourage parents to communicate to us achievements which have been gained out with school.

## **MOBILE PHONES AND OTHER ELECTRONIC DEVICES**

We would ask that you encourage your child to leave all electronic items at home and do not allow them to bring them to school. This is due to a variety of reasons including that we cannot be responsible for such items throughout the school day.

If you feel there is an occasion when your child requires access to a mobile phone at the end of the day (for example if they are going straight to a friend's house) then they must be switched off and in school bags.

Rest assured that staff will continue to contact you in the usual manner if there is any concern about your child's health or wellbeing during their time at school.

## **RAISING CONCERNS**

We are committed to working in partnership with parents and are able to resolve matters quickly and effectively in the majority of cases. If you have a concern, your first point of contact should be with your child's class teacher, however, you are also welcome to contact the Headteacher by phone, email or by making an appointment to come in. We would encourage parents to share concerns early, however minor they may seem, so that they can be addressed at the earliest possible opportunity.

## COMPLAINTS PROCEDURE

Most parental complaints will be dealt with in school. This Frontline Resolution will usually be carried out by the Headteacher.

Complaints will be:

- Acknowledged and responded to within 5 working days (this can be extended to 10 days if circumstances require it and this is communicated clearly)
- Letters/emails will be kept for our records
- Notes will be taken and kept of face to face/telephone complaints
- The electronic record of complaints will be updated as appropriate
- The QIO will be informed if the complaint warrants this action

If parents are satisfied at this point then the case will be closed. They may also be referred to an officer of the Council for further resolution if the case is not resolved. Complaints made to the QIO/Council without first being passed to the school will be referred back to the school to be resolved.

Complaints which cannot be resolved as above, may progress to a Council involvement known as Stage 2 Investigation.

Perth & Kinross Council provides a leaflet that explains the process for complaints:

[https://www.pkc.gov.uk/media/48109/Perth-and-Kinross-Council-Complaints-leaflet-2021/pdf/Complaints\\_Leaflet\\_2021.pdf?m=637545178589570000](https://www.pkc.gov.uk/media/48109/Perth-and-Kinross-Council-Complaints-leaflet-2021/pdf/Complaints_Leaflet_2021.pdf?m=637545178589570000)

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>

## SECURITY – VISITORS TO SCHOOL

You will understand 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. We have a security entry system at the main front entrance and the ELCC door and must ask that all parents entering school do so by these doors only. Once inside the building, visitors should report to the school office. 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.

Children are **not** permitted to open any external doors for visitors, even for a known adult.

**MISSION STATEMENT**

Our Lady's RC Primary is a Catholic school, where we seek to grow together as a community of faith and learning, and where every member feels welcomed, valued and safe. Guided by the gospel values of Jesus Christ, our staff will work to provide the highest quality of education for the children in our care.

**Our Lady's Roman Catholic Primary School  
SCHOOL VISION, VALUES & AIMS**

**Vision Statement:**

Our vision is to create a safe and loving learning environment where each child can achieve their full potential as children of God.

Working together with parents, partners and the parish community, we inspire children to enjoy success today and be prepared for tomorrow.

**Our Values:**



**Our Aims:**

**I**nspiring our children to:

**N**ever give up; we persevere,

**S**hare, care and show kindness to all,

**P**romote a love of learning embedded in faith,

**I**nclude and value everyone in the Our Lady's family,

**R**espect and love one another, as Jesus loves us,

**E**ncourage all to be the best they can be!



## ACHIEVEMENT

Pupil achievement is celebrated in many ways. Certificates are awarded at regular assemblies and parents are invited to Class Assemblies. Children are encouraged to share their achievements out with school by placing them in 'The Golden Box' in the foyer. These are celebrated further in class and at assemblies. Individual achievements are also recorded and celebrated on Seesaw.

At Our Lady's our children and young people are listened to and included in decision making. We aim to develop our committees and responsibility groups throughout this session including our Eco-Committee, Pupil Council, Rights Respecting Schools Committee, Book Worms, Laudato Si and Literacy Leaders.

## Parental Involvement

We want parents to be actively involved in the life of our school. We place great importance upon school/parent partnership and welcome any input (including parents, family members, grandparents) which can be offered to enhance the experiences offered to the children.

This may include:

- Helping out in our classes- art work, preparing art resources, filing, displays
- Supporting literacy and numeracy learning
- Supporting learning through specific focussed visits and talks
- Assistance with the responsibility groups (committees)
- Laminating, photocopying and displays
- Supporting in the delivery of cycle training at P6-P7
- Supporting extra- curricular activities and groups

We continue to benefit from parent helpers during school outings and class trips - please inform us if you can help.

Further information on how you can be involved with the school is available from:

[www.pkc.gov.uk/parentalinvolvement](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 pupil learning. At Our Lady's RC Primary School a number of 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 preschool and 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 Additional Support Needs process in consultation with parents/carers.

To support transition into P1, children are invited to attend a series of sessions in the summer term of their final pre-school year. During one of these sessions, parents are invited to a talk from the Headteacher and P1 class teacher.

PKC Education and Children's Services have expanded Early Learning and Childcare (ELC) as outlined in the Scottish Government's Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland.

All 3-5 year olds and eligible 2 year olds will have access to 1140 hours of fully funded ELC. This means that in PKC most children will experience early learning and childcare in a funded provider for at least two full days a week and some full days for 5 days a week.

As a result of the changes to a child's experience prior to beginning their Primary School education across PKC, Primary 1 children attended school for a full day from August 2019. There

are no longer half days for Primary 1 pupils.

All P7 pupils are invited to take part in the residential, which includes children from all of the St John's Cluster primary schools. In June, P7 pupils attend a two day transition event in which they follow a typical secondary timetable within their new classes.

The majority of our P7 transfer to St John's Academy and we have strong links and good communication with the school. If your child will be transferring to another secondary school, please let the Headteacher know so suitable transition arrangements can be put in place.

**St John's RC Academy, North Inch Campus, Gowans Terrace, Perth, PH1 5BF.**

**Head Teacher: Mrs Marie-Claire Futamata**

**Telephone 01738 454300**

**E-mail: [st-johnsacademy@pkc.gov.uk](mailto:st-johnsacademy@pkc.gov.uk)**

**Twitter: @st\_johnsacademy**

You will of course 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**

As we prepare our children for the future in our fast-changing world and equip them for jobs which may not yet exist, Curriculum for Excellence is implemented in all schools across Scotland for all learners aged 3 to 18.

Under Curriculum for Excellence, every child is entitled to a broad and general education with opportunity to acquire depth and knowledge in some areas and to develop skills for learning, skills for life and skills for work. The learning experiences we deliver will offer learners the opportunity for personalisation and choice based around planned experiences and outcomes. Learning activities are structured to ensure children work at an appropriate pace with the challenge they will thrive on. Plans and tasks will link knowledge in one curriculum area to that in another, helping children to understand the world and to make connections. Children will think for themselves, make sound judgements, challenge opinions, enquire and find solutions.

Progress in learning will continue to be assessed throughout a young person's time in school. The progressive development of key skills aims to provide our younger generation with the toolkit they need to reach their full potential and face the challenges a changing society may throw at them in years to come.

In Our Lady's our aim is to provide pupils with a stimulating and interesting curriculum which is appropriate to each pupil's needs and abilities.

The curriculum is structured on the following broad curriculum areas:



- Expressive Arts (Art, Drama, Music)
- Health and Wellbeing (Health, Physical Education)
- Literacy and English (English Language, French)
- Mathematics and Numeracy
- Religious and Moral education
- Science
- Social Studies
- Technologies

Curriculum for Excellence empowers our teachers to make professional judgements about what and how they teach. It encourages creative approaches and promotes collaborative strategies as we seek to engage, motivate and nurture our learners. Class teachers teach children in small groups, as a whole class or individually. There are also opportunities for pupils to move between classes to work with others. Outdoor learning is important at Our Lady's and we are committed to using the school grounds, the local community and opportunities further afield to further extend children's learning experiences. Ultimately Curriculum for Excellence aims to improve the life

chances of all our children, to nurture them as successful learners, confident individuals, effective contributors and responsible citizens.

All staff have the responsibility to develop, reinforce and extend learning in Literacy, Numeracy and Health and Wellbeing for all learners.

In March 2020, our Curriculum Rationale was completed following consultation with staff, pupils and parents.

<p><u>Our Vision</u></p> <p>Our vision is to create a safe and loving learning environment where each child can achieve their full potential as children of God. Working together with parents, partners and the parish community, we inspire children to enjoy success today and be prepared for tomorrow.</p> <p><u>Our Values</u></p>  <p><u>Our Aims:</u></p>	<p><u>Our learners will be:</u></p> <ul style="list-style-type: none"> <li>nurtured</li> <li>included</li> <li>responsible</li> <li>independent</li> <li>confident</li> <li>numerate and literate</li> <li>creative</li> <li>challenged</li> <li>ambitious</li> <li>reflective</li> <li>global citizens</li> <li>resilient and tolerant</li> <li>active</li> <li>problem solvers</li> <li>risk takers</li> <li>inspired</li> </ul> 	<p><u>Religious Education in Catholic Schools</u></p> <p>We use a number of resources and approaches to support us to deliver religious education across the school. These include:</p> <ul style="list-style-type: none"> <li>A Charter for Catholic Schools in Scotland</li> <li>This is Our Faith</li> <li>God's Loving Plan</li> <li>Pope Francis Faith Award</li> <li>Scottish Catholic Education Service</li> <li>The Catholic School – Developing in Faith</li> </ul> 
<p>Inspiring our children to:</p> <p><b>N</b>ever give up; we persevere, <b>S</b>hare, care and show kindness to all, <b>P</b>romote a love of learning embedded in faith, <b>I</b>nclude and value everyone in the Our Lady's family, <b>R</b>espect and love one another, as Jesus loves us, <b>E</b>ncourage all to be the best they can be!</p>	<p><u>We will:</u></p> <ul style="list-style-type: none"> <li>Be learner centred</li> <li>Support</li> <li>Meet learners' needs</li> <li>Nurture</li> <li>Provide opportunities</li> <li>Make learning fun</li> <li>Encourage</li> <li>Learn outdoors</li> <li>Have high aspirations</li> <li>Be ambitious</li> <li>Be fair</li> <li>Connect with the community</li> <li>Reflect and improve</li> </ul> 	<p>Our <b>curriculum</b> is the <b>totality</b> of experiences which are planned for our learners at Our Lady's RCPS. It includes the ethos and life of the school as a community; <b>curriculum</b> areas and subjects; interdisciplinary learning; and opportunities for personal achievement.</p>
<p><b>Experiences and Outcomes</b> set out expectations for learning and development in:</p> <ul style="list-style-type: none"> <li>Expressive arts</li> <li>Language and numeracy</li> <li>Health and wellbeing</li> <li>Mathematics and numeracy</li> <li>Religious Education in Catholic Schools</li> <li>Sciences</li> <li>Social subjects</li> <li>Technologies</li> </ul> <p><b>Curriculum pathways and benchmarks</b> describe progression and development.</p>	<p><u>Our parents will:</u></p> <ul style="list-style-type: none"> <li>Encourage their child's learning</li> <li>Be involved in the life of the school</li> <li>Be included in decision making</li> <li>Share their views</li> <li>Share their skills and experience</li> <li>Work in partnership with the school</li> </ul> 	<p><u>Skills for Learning, Life and Work</u></p> <p>The development of skills is essential to learning and education to help young people to <b>become successful learners, confident individuals, responsible citizens and effective contributors</b>. The skills and attributes which children and young people develop should provide them with a sound basis for their development as lifelong learners in their adult, social and working lives, enabling them to reach their full potential.</p> 

Perth and Kinross Council is committed to the Scottish Government's 1+2 initiative. With English as the first language for the majority of our learners French will be introduced at ELC stage.

Further information relating to Curriculum for Excellence and what it means for your child can be found on the following website:

<https://education.gov.scot/curriculum-for-excellence/about-curriculum-for-excellence/>

## RELIGIOUS OBSERVANCE

As a Roman Catholic School we promote the aims, mission, values and ethos illustrated in the 'Charter for Catholic Schools in Scotland' (<https://sces.org.uk/charter-for-catholic-schools/>). We follow the national Religious Education Guidance – This is our Faith. As a school, the children frequently attend Mass in Church, particularly on Holy Days of Obligation and on special occasions. Our assemblies led by the Headteacher, Depute Headteacher or individual classes always include a religious theme.

We are fortunate to be supported by the Fr Martin Pletts and Our Lady of Lourdes Parish.

Our Primary 6 and Primary 7 pupils undertake the Pope Francis Faith Award which helps children to show "signs of love" in their daily lives and to be active members of their local Church. It invites the children to use the Gifts of the Holy Spirit and to see how they can use these in their homes, schools and parishes. It is directly connected to what they are learning about the

Sacrament of Confirmation.

As a school, we support MISSIO – the Catholic Church's official charity for overseas mission. This encourages children to realise their potential as Global Citizens through praying, fundraising and becoming missionaries themselves – *children helping children*.

In August 2021, we started our *Laudato Si* journey. *Laudato Si* uses the teaching of the Church to explore:

- Learning for sustainability
- Environmental education
- Equity
- Children's rights
- Justice and Peace
- Stewardship for creation
- Christian responsibility and global citizenship
- Advocacy and action
- Outdoor learning
- How to address inequality, poverty, prejudice and discrimination.

## **HOMEWORK**

We value homework as an opportunity for parents and carers to work in partnership with the school and take an active role in their child's learning.

Homework at Our Lady's is seen as an integral part of children's work as a whole. It supports children to develop independence and organisational skills, whilst reinforcing prior learning and teaching.

Regular, well planned homework can take different forms such as:

- reading with a parent
- spelling activities
- research projects
- learning number facts (times tables and number bonds)
- discussion activities
- maths games.

Homework is not intended to occupy most of the evening as it is important that children have time to play and develop other interests, for example sports, clubs and other hobbies. There are many other activities you can share with your child which you may not consider 'homework' but which are just as valuable, such as board games, baking, visiting the library or art and crafts.

Reading with your child throughout primary school is an important way of developing listening skills, spelling, reading comprehension and vocabulary. It is also a lovely way of spending quality time together, fostering a love of books.

## **Assessment & Reporting**

### **ASSESSMENT**

A variety of approaches of assessment are adopted which include discussions, learner/teacher dialogue, practical activities and planned assessments. Assessment of children's progress is central to the learning and teaching which takes place in the classroom.

Assessment has a number of purposes but mainly allows a teacher to check on a child's strengths and needs so that the next stage of learning can be planned appropriately. Results of assessment also allow children to know how well they are doing and what targets still require to be achieved. They are helpful also in reporting on a child's progress. Each class teacher makes a continuous assessment of progress on a day to day basis and will use that assessment to plan further work. More formal tests and assessments are introduced at times when the class teacher feels are best for children's learning. At the end of each session information is used to write the pupil report which is sent home to parents. The information is also passed to the new teacher so

that they can plan appropriately for the pupil.

Children in P4 and P7 will carry out the newly implemented Scottish National Standardised Assessments (SNSAs) in Reading, Writing and Numeracy. Children in P1 will carry out Literacy and Numeracy assessments. You can find out more information about these assessments at <https://standardisedassessment.gov.scot/parents-and-carers/>

Curriculum for Excellence levels are: Early ELC – P1, First P2 –P4 and Second P5 – P7. Using both national and local guidance teaching staff use their own professional judgement together with guidance formed in our schools within clusters to identify the level towards which each child is working.

## **REPORTING**

A parent sway on Assessment can be found by following this link: - <https://sway.office.com/rq41jqCCPjL1JYp8?ref=Link>

Our Assessment Policy is under review and will be finalised this session.

A variety of approaches to reporting are adopted throughout our school to ensure parents and carers are kept abreast of their child's learning and experiences throughout the school session.

Learning Trees outlining intended learning for the term are issued per class. We are also delighted to have embedded the use of Seesaw, an on-line personal learning journal and effective tool for learning experiences to be shared between pupil, teacher, and parent.

Currently, written reports are sent out to parents once a year in the Summer Term. In addition, there are two opportunities of contact with the class teacher during the school year, as well as termly opportunities to visit the classroom. If, however, any parent is anxious about their child's progress and wishes to see the class teacher out with these opportunities, we will be pleased to arrange a convenient time for discussion to take place.

## **Support for Pupils**

### **PUPILS WITH ADDITIONAL SUPPORT NEEDS (ASN)**

There are many approaches to supporting a pupil's learning in school. This can be done by the class teacher providing additional support within the classroom or at times children may also be supported by a member of support staff, for example a Pupil Support Assistant (PSA), Primary Pupil Support Teacher (PPST) or Early Childhood Practitioner (ECP).

Pupil's ASN can be identified by parent, teacher or other professional. Concerns are raised with the Headteacher (ELC – P3) or Depute Headteacher (P4 – P7)

All children who have identified additional support needs receive support in school in line with legislation and with the appropriate level of planning in place. This is done in consultation with parents. This may involve further agencies e.g. Educational Psychologist, Speech and Language Therapy, Occupational Therapy, Community Link Worker and School Health Nurse becoming involved and carrying out a range of observations or assessments. Should concerns persist staff will discuss with parents an appropriate referral to identify further ways in which needs can be met and supported.

The PPST can support staff and pupils through providing advice and resources and by working with particular pupils.

Pupils are supported during break times in the playground and the dining hall by a member of support staff i.e. Primary School Support Assistant, Pupil Support Assistant or Playground Assistant.

Information on the authority's policy in relation to provision for additional support needs can be found at <http://www.pkc.gov.uk/article/17278/Schools-additional-support->



## School Improvement

Our Standards and Quality Report and School Improvement Plan is available to view and should you require a copy, please contact the school office.

The latest HMI inspection report which was published in April 2011 is available to view on the following website: [http://www.pkc.gov.uk/media/32268/Our-Ladys-HM-Inspection-Report-2011/pdf/Our\\_Ladys\\_HM\\_Inspection\\_Report\\_2011](http://www.pkc.gov.uk/media/32268/Our-Ladys-HM-Inspection-Report-2011/pdf/Our_Ladys_HM_Inspection_Report_2011)

The latest Extended Learning and Teaching Visit was published in March 2016 and is available to view on the following website: [http://www.pkc.gov.uk/media/32269/Our-Ladys-Primary-Extended-Learning-and-Achievement-Report/pdf/Our\\_ladys\\_ELAV\\_Report\\_\(Final\)](http://www.pkc.gov.uk/media/32269/Our-Ladys-Primary-Extended-Learning-and-Achievement-Report/pdf/Our_ladys_ELAV_Report_(Final))

### SUMMARY OF IMPROVEMENT PRIORITIES 2023-2024

- Raising attainment in writing.
- Development of children's leadership skills for Learning, Life and Work.
- Developing approaches to Assessment & Moderation.

## School Policies & Practical Information

### SCHOOL DAY

Breakfast Club	-	8.00am - 9.05am – <b>must arrive in breakfast club by 8.40 am</b>
ELC	-	9.10am – 3.10pm
P1 - P3	-	9.05am - 12.15pm 1.05pm - 3.15pm
P3 – P7	-	9.05am - 12.30pm 1.20pm - 3.15pm

There is a 20-minute interval in the morning.

Pupils should line up in their classes in the playground when the bell rings. They will be escorted into the building by school staff.

### SCHOOL MEALS

Tayside Contracts provide cooked school dinners. The menu changes twice a year and offers a wide variety while meeting dietary requirements.

We ask that children paying for a school meal pay in advance of the meal being taken. Dinner monies can be paid in advance for several days i.e. your child can pay for the week ahead on a Monday. This should be paid online using Parent Pay: <https://app.parentpay.com/public/client/security/>.

Application forms for free school meals and information on eligibility criteria are available from the school office or via our School App.

### SCHOOL UNIFORM

We strongly encourage all learners to wear school uniform and to identify themselves as part of our school community. It is our opinion that when learners wear school uniform, their behaviour, and therefore their learning, tends to be better. The wearing of a uniform creates a sense of community and belonging.



### **'Our Uniform Helps us to Belong'.**

At Our Lady's, we believe that our uniform is important in helping our pupils share a sense of belonging to our school community.

We want our pupils to wear their uniform with pride.

We ask that as a parent/carer you support the Our Lady's Uniform Policy.

#### Uniform

- School tie
- Grey dress-trousers, shorts or skirt
- White school shirt (not polo-shirt)\*
- Plain dark grey school jumper or cardigan (tie showing)\*
- OR plain dark grey jumper or cardigan (tie showing)
- Blue gingham dress for summer months
- Plain black outdoor shoes
- Plain black indoor gym shoes
- Waterproof jacket (not hoodie)

#### PE Kit

- White school t-shirt/polo shirt\*
- OR plain white t-shirt/polo-shirt
- Black or navy shorts
- Black gym shoes (these are the indoor shoes)

*\*school items are available from [myclothing.com](http://myclothing.com) – link on the App*

Only stud earrings should be worn.

No hair dye or nail polish as these distract from learning.

Facial piercings are not permitted due to safety reasons.

Thank you in advance for your support.

Gym Kit should be kept at school and will be returned at the end of term (or earlier if required!).

Uniform with the school logo is available at [www.myclothing.com](http://www.myclothing.com)

**Any equipment, school bags, lunch boxes or clothing showing allegiance to a Football Club are not permitted.**

Schoolbags should be functional and capable of holding and protecting school books (at least A4

size).

Packed Lunches should be carried separately from school equipment.

**All clothing and equipment should be clearly marked with child's name.**

**Jewellery:** In the interest of safety in the playground and throughout the day, pupils should not wear hoop or dangling earrings, as this can lead to accidents involving ripped ears. In an effort to minimise the risk of any accidents, children will be asked to remove all articles of jewellery, including watches, for P.E. lessons. Long painted nails should be kept for holiday periods.

**Items of value:** Valuable items, including electronic games and equipment should not be taken to school.

**THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR ANY LOSS OR DAMAGE TO PUPILS' PERSONAL PROPERTY.**

## **BREAKFAST CLUB**

We are fortunate to provide a Breakfast Club at Our Lady's. The breakfast club operates: Monday – Friday 8.00am – 9.05am.

We ask that children arrive no earlier than 8.00am and no later than 8.40am. **Children cannot be admitted after this time.**

There is a charge of £2 per day for all children. Payment can be made via the breakfast club or online via ParentPay: <https://www.parentpay.com>

Please ask at the school office for further information.

## **PACKED LUNCHES**

All children will eat packed lunches in the dining hall, under supervision. Education & Children's Services have advised schools that, in the interest of safety, hygiene and cleanliness, food should be packed in durable containers i.e. plastic boxes or, at least, plastic bags; that cold liquids only should be allowed, if carried in unbreakable and leak proof containers (no glass bottles); that hot liquids are permissible if carried in a type of safety flask which either contains no breakable components or which isolates the contents from the fragile parts by means of an unbreakable inner lining. **Foods containing nuts are not permitted.**

**We ask that children do not bring high sugar foods such as sweets, chewing gum and bubble gum for snack or lunch as this is known to have a negative impact on their behaviour and therefore their learning.**

## **SCHOOL MEALS**

Our Lady's RC Primary provides healthy and nutritious meals. Children are supervised throughout the lunch break. There are two sittings at lunch time to allow all children to be comfortably accommodated. Children may bring packed lunches to school. School meals cost £2.15 per day and our method of payment is via ParentPay. You will be provided with login details for this online payment system and can then make payments for school meals, as well as school trips and other events.

Please note that children in Primary 1 – 5 are entitled to free school meals. We await confirmation of when this will be extended to P6 and P7 Pupils.

Only pupils who register for a home lunch are permitted to leave school grounds at lunchtime. Children are issued with menus for school meals on a regular basis. You can view the latest information here: <https://www.pkc.gov.uk/article/17330/Primary-school-meals>. School Meals are also displayed in advance on our School App.



## **CLASSES**

We currently have 8 primary classes in the school. The classes are mainly composite and this varies from session to session. A composite class is made up of children from two stages. A child's date of birth will determine which class they go into except for in exceptional circumstances; ASN is also taken into consideration. Learners are taught in groups and this method of working is effective whether the class is composite or not.

## **PUPIL REPRESENTATION/PUPIL VOICE**

Pupil engagement is at the centre of all we do at Our Lady's. Representation of pupil's views, opinions and ideas will continue to be gathered through our committees:

- Pupil Learning Council and House Captains
- Eco Committee
- Rights Respecting School Committee
- Literacy Leaders
- Laudato Si

## **OUTDOOR AND EXTRA-CURRICULAR ACTIVITIES**

Any outdoor and extra-curricular activities are taken by staff and/or parents on a purely voluntary basis.

We are very fortunate that there are a variety of activities provided for children in our school.

There is an annual residential week of outdoor activities for pupils in Primary 7. The week is filled with a wide variety of adventure experiences.

During school holidays, Bell's Sports Centre and Letham community leisure centre usually offer a variety of activities, at reduced rates, to school children. Please look out for any social media information or any school correspondence regarding these.

## **PLAYGROUND**

We are lucky enough to have 2 playground areas – a lower and an upper. The main playground area and trim trail are in daily use and there is an area dedicated to football. Our lower playground is shared with our ELC children and there are a number of activities available, including a Mud Kitchen and Loose Parts Play.

In snow and ice, daily decisions will be made in school on whether children can play outside on safety grounds, following risk assessment. Areas suitable for play will also be considered.

In heavy or persistent rain or wind certain areas of the playground may be temporarily removed from use or children may be kept in for break. Again, this will be a decision made on the day, depending on the conditions and safety concerns.

## **RELATIONSHIP POLICY**

At Our Lady's we try to make all children feel welcomed as a valued member of the school community. Children are expected to show a caring attitude towards others and a responsible outlook toward the school. Most children contribute positively to our happy school ethos and staff make every effort to show children that positive behaviour is valued. Learners are expected to treat each other and adults with respect. Behaviour that disrupts the learning of other children in the class is not acceptable. Each class has its own Class Charter, in line with the UNCRC.

It is the school's practice to resolve incidents of low level indiscipline internally in the first instance, however there will be times when support of parents is sought at an early stage in order to work in partnership to address issues before they get the chance to escalate.

Where cases of indiscipline occur, incidents will, in the first instance, be investigated by the class teacher or playground assistant and, if necessary, be referred to the Depute Headteacher or Headteacher. All those involved will be given the chance to express their point of view in line with

Restorative Approaches. Children will be given advice about how the incident could have been prevented. Our main aim is not to punish, but rather to ensure that the bad behaviours are not repeated. For some types of behaviour a specific consequence is agreed upon.

Our Relationship Policy is available by following this link : - <https://sway.office.com/MoYyYx5BPz9sGVkA?ref=Link>

## ACCIDENT/ILLNESS OF PUPIL

First Aid boxes are available throughout the school and simple first aid will be administered by staff with first aid responsibility. For injuries of a more serious nature, appropriate action will be taken e.g. informing a parent, taking child to Hospital.

If, during school hours, a child sustains a more serious injury, or becomes ill, it is important that the school can contact:

- a) a parent, or
- b) a person designated by the parent i.e. the Emergency Contact.

It is important that parents inform the school of any change in address, telephone number or circumstances of their own and/or Emergency Contact.

## ARRANGEMENTS FOR EMERGENCY CLOSURES

In the event of continuing severe weather where conditions are hazardous, parents are advised to listen to Radio Tay to find out if the school is open or closed.

For further information please refer to the school Emergency Closures Leaflet available from the school office. Used in all instances

- Radio Tay	Tay 2 1584	FM 96.4	Perth Only
	Tay 2 1161	FM 102.8	Everywhere else

Only used for widespread weather conditions

- Perth FM		FM 106.6
- Radio Forth	Forth 2 - 1548	FM 97.3
- Radio Heartland FM	FM 97.5	
- Radio Central	FM 103.1	

**Only used for widespread severe weather conditions or failure of essential services.**

- **Perth & Kinross Council Customer Service Centre**

Available from 0800 hours to 1800 hours, however this line may operate from 0700 hours in exceptional circumstances.

Parents/carers should dial 0845 3011100. Calls are charged at the local rate.

## Name of Child Protection Officer

At Our Lady's it is everyone's job to ensure the safety and wellbeing of all children. Our designated Child Protection Officers for Our Lady's are:

- Lynne Mendes (Headteacher)
- Lisa Brown (Depute Headteacher)
- Deirdre Scott (Class teacher)
- Fiona MacLeod (Early Childhood Practitioner)
- Vharie Hall (Senior Early Childhood Practitioner)

Where we have any concerns about the welfare of a child the Child Protection Officer will collate recorded concerns, acting on them and liaise with parents and other professionals as appropriate.

At all times we are obliged to act responsibly to protect the child and endeavour to keep parents fully informed. Please be aware that if a child makes a disclosure of harm then we have a responsibility to share this with the Child Protection Duty Team, without consulting with the parent/carer first.

## **Our Lady's Early Learning and Childcare Centre**

### **The ELC Team**

The ELC team includes a Primary Class Teacher, Senior ECP and three Early Childhood Practitioners and a Play Assistant. Pupil Support Assistants, Family Learning Practitioner and Community Link workers also support children in the ELC. A variety of students ranging from HND, HNC and teaching students may also join the team throughout the year. The team work to a 1:8 ratio of adults to children as per Care Inspectorate specifications.

All members of staff work very much as a team and are happy for parents to approach any of them for information or a chat. You will be invited to meet with your child's keyworker throughout the school year to discuss, in greater detail, learning and progress.

We aim to have high achieving and individually supported children who are prepared with skills for their future life and work. We aim to encourage leadership at all levels and have highly skilled staff that will foster natural curiosity in children, encouraging them to explore their interests and take risks in a safe environment.

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

### **Session Times**

#### **Full Day session: 9.10am-3.10pm**

From August 2020, 3-5 year old and eligible 2 year old children are entitled to 1140 hours of Early Learning and Childcare. At Our Lady's ELC we will be open **9.10am-3.10pm** during term time only. **We do not have spaces for 2 year old children.**

More information can be found here: <https://www.pkc.gov.uk/article/21332/Early-learning-and-childcare-for-parents-and-carers>

*Please ensure that children are collected punctually.*

At drop off and pick-up time there is opportunity for parents/carers to assist their children to hang up/put on their jackets and change their shoes. Parents are also requested to ensure children wash their hands before entering the playroom for infection control.

A member of the team will open the main ELC door personally, to welcome children and their families into the setting at the beginning of each session. For security purposes, there is a buzzer/camera system in place which allows ELC staff to open the door to known adults out with opening times. Please ensure you are standing in front of the camera when pressing the buzzer to allow us to see who is trying to enter the building. The security of our pupils and staff is a priority and we ask that you **do not** let other adults into the building to allow us to manage this.

**Children must always be taken to and collected from the ELC by an adult (aged 16 years or over) who should be made known, in advance, to staff. If someone "new" is to collect your child, please let us know.**

**Please bring your child into the playroom and assist them to self-register and to choose lunches with a member of the team.**