

# Inch View Primary and Nursery School



## School Handbook Academic Session 2026-2027



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



## School information

### Welcome to Inch View Primary School

At Inch View Primary School, we believe every child deserves the opportunity to thrive in a safe, supportive, and inspiring environment. Our aim is to nurture a love of learning, encourage curiosity, and help each child reach their full potential.

Our school values guide everything we do:

- **Creative** – We encourage imagination and innovation in learning.
- **Achieving** – We strive for excellence and celebrate success.
- **Respectful** – We treat everyone with kindness and consideration.
- **Engaged** – We take an active role in our learning and community.

Together, these values help us create a caring and inclusive school where every child feels valued and proud to belong.

This handbook provides essential information about our vision, policies, and daily routines. We hope it will serve as a helpful guide for parents, carers, and pupils alike.

Parents and carers are welcome to contact the school at any time through the school office.

Regards,

Margaret Donaghy  
Headteacher & Campus Leader

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## Introduction

Inch View Primary and Nursery School opened in October 2009 as part of Glenearn Community Campus. The school offers state-of-the-art facilities, including modern classrooms, a fully equipped PE hall, a library and spacious dining area. Our classes range from Primary 1 to Primary 7 across the school, with almost all these classes double-stream. Our current roll is rising steadily in the primary school, with a total of 358 pupils (November 2025). Please note that we are a non-denominational school.

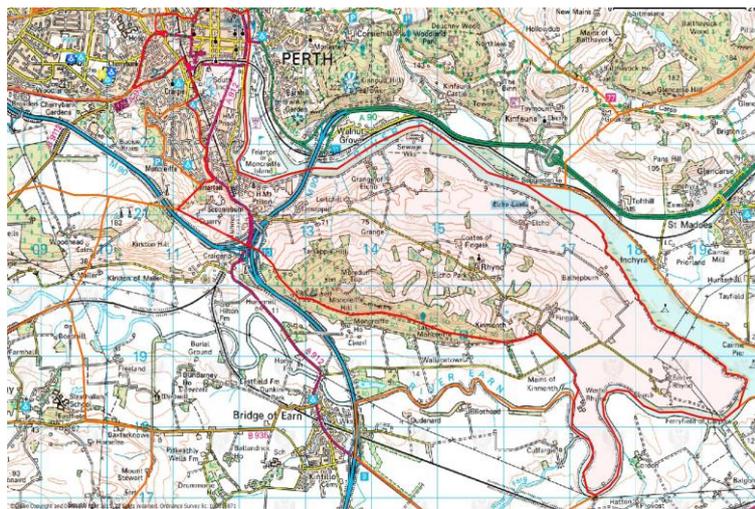
The nursery class has morning, afternoon and full day places available (subject to specific criteria). Further information on the nursery can be obtained in a separate handbook available from the school.

At Inch View, we aim to provide a happy, safe and stimulating environment, which encourages motivation to learn and grow both intellectually and emotionally through all areas of the curriculum. We welcome the support and partnership between home, school and the community.

Within this document, a number of procedures are outlined. Please note that as well as contacting the Headteacher, you can also contact a member of the Senior Management Team. Mrs Donaghy oversees P1, Mr Coutts oversees Primary P2- P4 and Mrs Allan oversees P5- P7. Our Principal Teacher, Mrs Barnett, leads our Intensive Support Classes known as the Ash and Fir Rooms.

## Delineated rea

The catchment area for Inch View Primary School is outlined in red on the map below. For further information on catchment area please contact the school office on 01738 472450 or Perth and Kinross Council on 01738 475000.



Parents living out-with this area, who wish to their child to be considered for a place at Inch View, must complete a placing request form via the following link:-

[Placing request - Perth & Kinross Council](#)

## Contact Details

<b>Name of Campus Leader/Headteacher:</b>	Mrs Margaret Donaghy
<b>Depute Headteachers:</b>	Mr James Coutts Mrs Claire Allan
<b>Nursery Centre Leader:</b>	Mrs Julie Wilkie
<b>Acting Principal Teacher:</b>	Mrs Clair Annan
<b>Campus Supervisor:</b>	Miss Sue Still
<b>Address:</b>	Inch View Primary & Nursery School 4 Glenearn Community Campus Glenearn Road Perth PH2 0BE
<b>Main Telephone Number:</b>	01738 472450 (Primary only) 01738 472484 (Nursery only)

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

**Twitter:** @InchViewPS

**School Website:** <https://www.inchview.pkc.sch.uk/>

<b>Pupil Absence Reporting:</b>	01738 472472 (Primary only) 01738 472477 (Nursery only)
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The Parent Council can be contacted via e-mail at

[inchviewparentcouncil@hotmail.com](mailto:inchviewparentcouncil@hotmail.com)

### Primary

Start of School Day	:	9.00 a.m.
Morning Interval	:	10.40 a.m. - 10.55 a.m.
Lunch Break	:	Primary 4-7 12.15 p.m. - 1.00 pm Primary 1-3 12.35 p.m. - 1.20 p.m.
End of School Day	:	3.00 p.m.

**Nursery** 8.00 a.m. – 6.00 p.m.

### Parent Concerns

Should you have any concerns about your child's time at Inch View, please contact the school by telephone, e-mail or in person. You can communicate directly with your child's teacher or alternatively, via a Depute or the Headteacher. Your concern will then be raised with the relevant staff member(s).

We will agree what steps need to be taken to try and resolve any concerns as soon as possible. Concerns are always taken seriously, and it is hoped that a positive outcome can be achieved through parents, staff and children working together.

## **Pupil Attendance and Absence Reporting**

Perth and Kinross Council is committed to improving the life chances of all school pupils and to working in partnership with parents to enable their children to achieve success at school and in their future lives. It is a parent's legal duty to provide an efficient education, suitable to age, ability and aptitude either by sending the child to school or by other means. Parents/carers have a legal requirement to ensure that their child attends school regularly and arrives punctually. In Perth and Kinross, we have a target of 96% attendance for all our pupils in primary schools.

Parents/carers who wish their child to be excused for reasons other than illness should approach the Headteacher in good time, preferably in writing. Sympathetic consideration will always be given to genuine requests although Perth and Kinross Council discourages parents/carers withdrawing their children from school during term time for family holidays. As such, no homework is to be provided by the school in these situations.

On the first day of absence, you should ring 01738 472472 (Primary only) or 01738 472477 (Nursery only) before 9.30am and leave a message on the automated answering service giving the reason for your child's absence. Please note that if we do not hear from you, the school office will contact you via text to clarify your child's absence. After each period of absence, a note of explanation must be sent to the pupil's teacher immediately on your child's return to school. In cases of unsatisfactory attendance an explanation will be sought for every absence.

Cases of significant or repeated unexplained absence having a detrimental effect on the child's education are normally referred to the authority for further action. Parents/carers may then be liable for prosecution.

## **Complaints Information**

As part of Perth & Kinross Council, our school is committed to providing high quality services. To improve the school, all suggestions and comments are welcome, and an environment of mutual trust, respect and open communication is promoted. If something goes wrong or you are dissatisfied with the service, the Council's Complaints Procedures is there to help you.

We want to do the best we can for you and your children. Users of the school should have confidence that complaints will be dealt with promptly and in a professional manner. However, if you still feel that your concerns have not been addressed you may choose to make a formal complaint. This should be made to the Headteacher. Complaints may be made in writing, by telephone or in person. The complaint will be recorded detailing the nature of the complaint, the contact details of the complainant and relevant dates. This will be dealt with fairly, and in a sensitive and confidential manner.

The complaint will be acknowledged on receipt and a full reply will be given within 5 working days from the date of receipt of the complaint.

If the problem is not resolved, the complainant should contact the school's designated Quality Improvement Officer, Perth and Kinross Council, who will advise on taking forward the complaint within the formal complaints' procedure of the Council. 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>

or by contacting Customer Service Centre on 01738 475583.

### **Arrangements for a parent considering sending his/her child(ren) to the school**

When considering registering a child(ren) in our school, please contact the school to make an appointment with a Depute or the Headteacher. Parents and children will be shown round the school and will be able to ask questions about school organisation and policies. If desired, registration can then take place or click on the link to register: [School enrolment - Perth & Kinross Council](#). Please note that those living out-with our catchment should follow Council guidelines about making a placing request, please click on the link: [Placing request - Perth & Kinross Council](#)

### **Communication with Parents/Carers**

Inch View has several ways of communicating with parents. These include parent contact appointments in November, February and May each year, with a written full report issued in June. We also run a variety of information evenings, parent drop-ins and classrooms visits' when appropriate. An annual calendar of events is sent home to all parents to help you plan for important events such as concerts and end-of-term celebrations. We also send out newsletters using the School App and use e-mails and text messaging to communicate with you. Our Twitter page is another source of information and can be found @InchViewPS. Groupcall and Learning Journals are also used to communicate with parents. Direct written communication between parents and teachers also takes place using reading records, newsletters and home-school diaries.



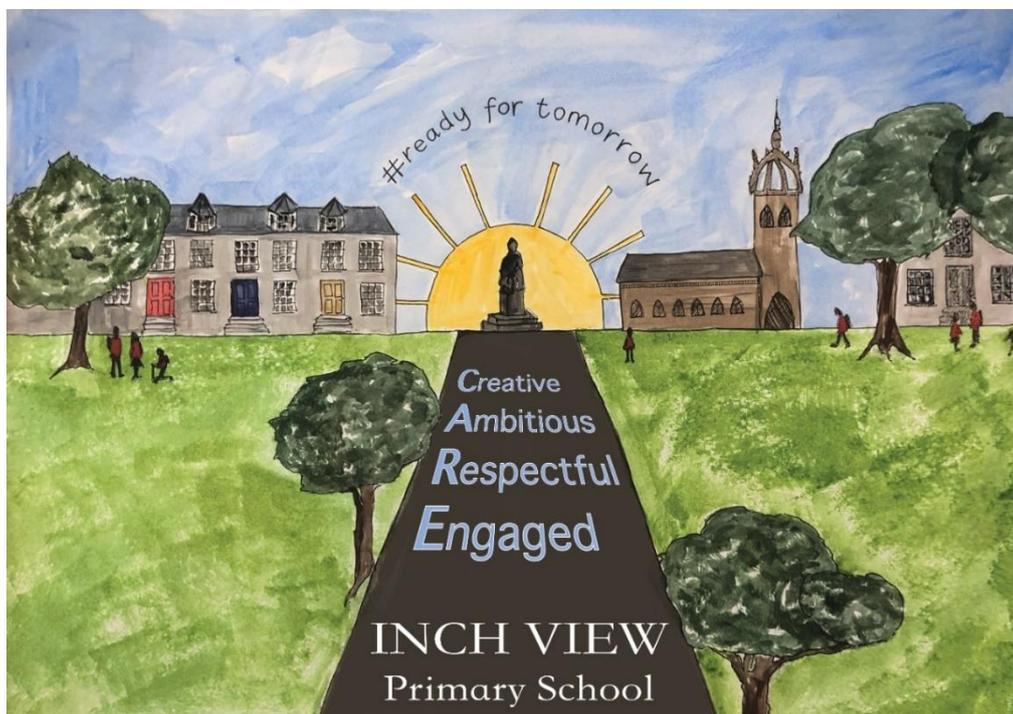
Our Vision  
#readyfortomorrow

Our Values

Creative  
Ambitious  
Respectful  
Engaged

Our Aims

- To feel welcome and included in a safe, respectful and nurturing ethos
- To value culture and individuality, promoting equal opportunities for all
- To provide a curriculum which recognises and supports a variety of need and allows each child to become a successful and independent learner
- To provide meaningful opportunities to develop skills for learning, life and work within our school and local community
- To encourage a growth mindset in order to inspire each individual to achieve their best
- To promote positive relationships between pupils, parents, staff, partner agencies and the community where everyone is actively involved and valued



This will be achieved through:

Providing quality learning and teaching experiences with a flexible, motivating and innovative curriculum where everyone is *engaged*, supported and challenged to be successful and *ambitious*, leading to being **#readyfortomorrow**.

Maintaining and developing a positive school/campus ethos in which success and *creativity* are celebrated and where everyone's contribution is valued and *respected*.

Developing effective partnerships between all in the school and campus community to ensure the best educational and social outcomes for all.

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

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

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

The school celebrates achievement through displays, Learning Walls, at assemblies, on-going classroom celebrations, Above and Beyond and House Points. Each class also celebrate with a class recognition board.

## **Health**

The school has a designated School Health Nurse who is based at Drumhar Health Centre, Perth and is contactable on 01738 564228. The school Nurse organises regular school visits and is available to give advice to both school staff and parents should they have any health concerns or require a referral to another health department.

As part of the School Health Surveillance Programme pupils are reviewed in P1 and P7. This involves a parent questionnaire and screening of height, weight and vision. Additional checks may be carried out throughout the school years in consultation with the pupil and parents/carers. This includes regular visits from Childsmile to support tooth brushing programmes at Inch View.

Health Education and Health Promotion are an important part of the School Nurse role and this takes place in partnership with the teachers as part of the curriculum. If a pupil becomes ill or is injured in school, every attempt will be made to contact a parent.

If parents cannot be contacted, the child will be sent home with the emergency contact. In the event of an acute injury or illness, and parents or emergency contacts have not been able to be contacted, the child will be transported to a doctor or hospital by staff car, taxi or ambulance under the supervision of a member of staff.

Please keep the school informed of any medical conditions your child may have so that we can deal with these sensitively. It is also important that we have up-to-date contact details from you. Please note that we follow the Perth and Kinross Council "Asthma Management" guidance for schools.

### **Partnerships with the local Churches and Organisations**

As part of our programme of assemblies, several representatives from local Churches attend, including Gateway Church, Scripture Union and St Leonard's in the Field and St John's Kirk. Our School Chaplain is Rev. John Murdoch. These visitors are invited to lead assemblies and work in partnership with us to produce services at key Christian festivals.

### **Inch View Primary and Nursery School in the Community**

Inch View Primary and Nursery School is an integral part of the South Perth Community. Being located within the Glenearn Community Campus helps us to forge relationships with several community groups. We are also well supported by local people and groups. We endeavour to play our part in fostering a good community spirit with our pupils by taking part in many local events, caring for the community and engendering a sense of pride.

### **Parent Groups**

A few groups meet up in the Campus and we can offer a wide range of experiences for parents. These include a parent/toddler group, Incredible Years, New Horizons and Rhyme Time. Please also look out for weekend and evening events.

### **Positive Behaviour**

Inch View is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. Our relationships policy guides staff to teach self-regulation and to be intrinsically motivated to build and sustain positive relationships. It echoes our core values with an emphasis on respectful relationships, a partnership approach to managing behaviour and clear interventions that support staff and learners.

Relationships are essential to support our learners and their wellbeing at Inch View and we believe that with the support of all stakeholders our consistent, restorative approach will improve outcomes for all children.

## Aims:

- To promote a restorative approach which strengthens our ability to provide a trusting, safe and inclusive environment where all staff and parents/carers support learners to build, maintain and repair relationships in a healthy school climate
- To ensure that all learners are treated fairly, shown respect and good relationships are promoted
- To ensure learners are not given positive attention for good conduct
- To help learners manage their behaviour and be responsible for the consequences of it through use of self-regulation strategies
- To help learners understand the impact of their actions on others
- To build a community which values kindness, care, good humour, good temper, obedience and empathy for others
- To promote community cohesion through improved relationships
- To ensure that excellent behaviour is a minimum expectation for all
- To create a culture of exceptionally good behaviour: for learning, for community and for life

## Rules

Our three rules underpin with simplicity the expectations we believe will make a difference at Inch View Primary.

These rules are:

<b>Be Ready</b>	<b>Be Respectful</b>	<b>Be Safe</b>
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We will explore regularly with the learners the meaning behind these three rules and will use these as a framework to refer where necessary, to support learners to make positive choices and learn from their mistakes.

We will:

- discuss with learners and remind them of the school rules to re-engage learners who display behaviour which interrupts learning.
- explore all possibilities to check, remind, address and re-engage learners in their learning before we liaise and ask for the assistance of others.
- check small behaviours with small, reasonable consequences which have a restorative ending. If young people don't follow our reasonable and clearly explained instructions, we have steps which we will then use to remind, address and re-engage.

## Parental Involvement

“Research shows that when parents are involved in their child’s learning, children do better at school and throughout life.”

The Scottish Schools Act (Parental Involvement) Act 2006:

There are three broad areas in which you can be involved in your child’s learning and the work of the school.

Learning at Home - The school will provide you with information about what your child is learning and how you can best support at home. This may be through class teacher communication, parent evenings, curriculum sessions, newsletters or via leaflets.

Home/School Partnership - Parents are welcomed into Inch View as part of the team who provide the best possible learning opportunities for their children. Parents are involved on a regular basis helping in classrooms, accompanying trips, giving talks, supporting extra-curricular clubs, completing audits and surveys, running the school library, sharing ideas, suggestions and concerns with us.

Parental representation - Every parent is automatically a member of the Parent Forum at Inch View Primary and Nursery School. You will be asked to express your views on matters affecting the education of your child. You may be asked to complete questionnaires and surveys, participate in informal chats with the Headteacher or more formal evaluation of the school improvement agenda. A Parent Council is elected from the Parent Forum at the start of every second school year. This works in partnership with the school to promote parental involvement and quality learning experiences for the children.

We want all parents to experience a welcoming environment and for parents to feel that they can raise any queries without hesitation. We aim to respond to any queries within 24 hours. We will also look to set up regular informal “drop ins” with the Headteacher so that parents can have more direct and easy access.

Please refer to <http://www.pkc.gov.uk/parental-involvement> for further information.

We have an active **Parent Council** known as **Friends of Inch View**.

## Transitions

There are a variety of points of transition: starting in Early Learning & Childcare, then moving to Primary 1, moving to a new class, moving to a new group within a class, moving to another school and moving to secondary school.

The applications process for early learning and childcare (ELC) places in Perth & Kinross Council nursery classes and early childhood centres changed, from January 2020. With a huge increase in funded (free) ELC provision for 3-5-year olds and eligible 2 year olds, we are looking to make applying for a place for your child as simple and straightforward as possible.

You will be able to apply online via the Council website. Should you require further information, please visit [www.pkc.gov.uk/families](http://www.pkc.gov.uk/families)

In January, parents of the August intake for Primary 1 will be invited to register their child for school. Appropriate registration forms will be completed online during the registration period. A member of the Senior Management Team will be available to offer a tour of the school and answer any questions that you may have.

**NB The child's birth certificate, your Council Tax statement and a utility bill must be produced before registration can be completed.** In the summer term parents will be invited to a meeting with the Depute and Headteacher and appropriate class teachers. At this time school organisation, policies and aims will be explained and opportunities for questions and further discussion will be given.

Also, during the summer term there is a transition programme where children and parents experience the activities and expectations of the school as the children progress through it.

As children progress throughout the school they regularly work flexibly with children and teachers from other classes so transition issues between classes are minimal. At the beginning of each session a week is planned to team build.

All teachers will use flexible groupings in their class and children may move between groups throughout the school year.

After completion of their Primary 7 year, pupils of Inch View Primary transfer to a number of local secondary schools with the vast majority of our pupils going on to attend:

Perth High School, Oakbank Road, Perth, PH1 1HB Phone: 01738 628271

Throughout the year there is liaison with Perth High and teachers will visit to talk with the Primary 7 children. There will also be opportunities for parents and pupils to visit the Secondary School. Parents are invited to attend information sessions by Perth High School. Should your child have additional support needs that may impact on the transition process, early meetings will be held with the receiving school to ensure that a clear plan is in place to ensure success. Our Community Link Worker, based at Perth High, will also support.

### **Transition Arrangements for those living in the Bertha Park High School Catchment Area**

Bertha Park High School is the first additional secondary school to be built in Perth and Kinross since 1972. Perth and Kinross is one of the fastest growing areas of Scotland and as a result Perth Secondary schools will be near to capacity by 2021.

A review of the school estate identified a new Perth secondary school as a priority. The new **Bertha Park High School** reflects the projected growth in population and resulting house building and infrastructure required to support this.

The school catchment area includes pupils from the Local Development Plan (LDP) housing areas at Bertha Park, Almond Valley and Perth West. They will be joined by the primary school catchment areas serving Auchtergaven, Logiealmond, Methven, Pitcairn, Ruthvenfield, Oudenarde, Forgandenny, Forteviot and Dunbarney.

Further information is available on the Council's website as follows:

<https://www.pkc.gov.uk/article/20777/Bertha-Park-High-School->

Parents who wish their child to attend a Secondary School other than their catchment secondary school should complete a placing request form online as follows:

[Placing request - Perth & Kinross Council](#)

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

## **The Curriculum**

The curriculum in Inch View is in line with Curriculum for Excellence. It adheres to the principles of this curriculum by ensuring breadth, depth, challenge, enjoyment, progression, coherence, relevance, personalisation and choice. The totality of the curriculum takes account of the ethos and life of the school, curriculum areas and subjects, interdisciplinary learning and opportunities for personal achievement. It provides a variety of teaching methods and techniques which support children to become successful learners, confident individuals, responsible citizens and effective contributors.

Children learn at different rates and have different strengths and development needs. Ensuring that each child reaches his/her potential is an integral part of learning and teaching at Inch View Primary. It will therefore be the norm that children will be working at different levels within the same year stage.

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

Children are involved in regular learning conversations with staff and are directly involved in planning aspects of their learning using the Experiences and Outcomes of the curriculum which they are entitled to study. They then work with teachers to plan how they learn about programmes of study. This ensures they have choice in their learning. At various times they make choices about personal achievement work, committees and clubs.

Learning is shared with parents at curriculum meetings, through the Parent Council and on an individual basis as required. Surveys and audits completed by parents/carers also ensure they are involved in their child's learning. Parents of children with Additional Support Needs meet regularly with staff to discuss and agree progress/next steps in learning. If school staff have any concerns about a child's learning parents will be invited to a meeting to discuss the concerns and the way forward. Parents will be given support and advice and additional opportunities (if requested) to meet more regularly with staff.

At Inch View Primary children from Nursery to P7 learn:

- Literacy: reading, writing, listening and talking
- Numeracy and Maths: Information Handling, Number, Money and Measure and Shape, Position and Movement
- Health and Wellbeing: Mental, Emotional, Social and Physical Wellbeing, Planning for choices and change, Physical Education, Food and Health, Substance Misuse, Relationships, Sexual Health and Parenthood.
- Sciences: Planet Earth, Energy in the Environment, Communication, Forces & Motion, Life and Cells, Materials, Topical Science, Inquiry and Investigative Skills, Scientific Analytical Thinking Skills and Scientific Literacy
- Social Subjects: People, Place and Environment. People, Past Events and Societies, People in Society, Economy and Business
- Technologies: Technological Developments in Society, ICT to enhance learning, Business, Computing Science, Food and Textiles, Craft, Design, Engineering and Graphics
- Expressive Arts: Music, Art and Design and Drama.
- Religious and Moral Education: Christianity, Other World Religions, Development of Beliefs and Values
- Modern Languages: French (P6 and P7 only)

## **Skills**

As well as teaching the subject specific skills related to each area of the curriculum Higher Order Thinking Skills: remembering, understanding, applying, analysing, evaluating and creating are taught and applied. Social skills: problem solving, leadership, working with others, enterprise and employability and organisation are taught to prepare children for their future lives.

## **Homework**

Homework is a tool that is used to enhance and support learning in school. This guide aims to give you an overview of what to expect from homework in Inch View.

## **Rationale**

At Inch View, we believe that homework supports, extends and consolidates the learning covered in the classroom while supporting children to develop self-discipline, independence and the ability to take responsibility for their own learning. We recognise the crucial importance of an active educational partnership between home and school. Homework is just one of the ways in which we seek to foster this partnership. Through consultation with parents, we have created a consistent approach to homework that allows for high levels of personalisation and choice whilst encouraging skills development and reinforcement of learning across the curriculum.

## **Aims**

Our homework guidelines aim to:

- enable pupils to make maximum progress in their academic and social development.
- foster strong partnership between school and home
- provide a high level of personalisation and choice.
- develop skills across the curriculum.
- deepen and extend learning from the classroom.
- develop good work habits and self-discipline for the future.
- create a consistent approach across the school.

## **Homework Overview**

Some aspects of homework, such as spelling and reading, will be consistent across the year. In addition, each term will have a different curricular focus. Across the year the homework will be as follows:

Term 1: Spelling, Reading and Topic

Term 2: Spelling, Reading and Numeracy

Term 3: Spelling, Reading and Topic

Term 4: Spelling, Reading and Outdoor Learning/Life Skills

Most homework will be due in each week on a Friday. Reading is an exception as this is likely to be more frequent than weekly, especially in the lower school. Reading days will be communicated by the class teacher and recorded in Reading Records.

Homework will be delivered electronically, via Learning Journals for P1-3 and via Microsoft Teams for P4-7. Tasks can be completed in the jotter provided and photos submitted by a Friday of the work.

There will be no homework handed out on the first or last week of a term or on any weeks with 3 pupil days or less.

### **How can Parents Find out more about the Curriculum?**

Parents can find out more by attending the regular meetings held in school, reading letters/ information sheets sent home from school, asking school for specific information and using the Internet. Further information can be found at:

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

### **Sensitive Aspects of Learning**

As part of the Health and Wellbeing curriculum, learners will cover aspects of drugs awareness, sexual health and relationships across P5-7 stages. Parents are invited to attend an information session on an annual basis so that the curriculum can be explained. We use a resource called “Living and Growing” to assist us with the teaching of sexual health/relationships. Please contact the Headteacher should you require further information.

### **Religious Observance**

Under the terms of the Education (Scotland) Act 1980 “any pupil may be withdrawn by his/her parents from instruction in religious subjects and from religious observance”. Any parent wishing to exercise this right should first discuss it with the Headteacher. Alternative provision will be made for these children during times of religious observance.

## **Assessment & Reporting**

The school is committed to ensuring that every child reaches his/her potential. This is achieved through focussed teaching, parental support and involving children in their learning. We operate a policy of continuous assessment, in line with government guidelines on “Assessment is for learning” and Curriculum for Excellence. On-going formative and summative assessment are an integral part of the curriculum and is built into the work at the planning stage. In conjunction with this, children are encouraged to self and peer assess. Daily, children discuss their learning with staff and, at times, other children. They can talk about their prior learning, why they are doing the current learning and can identify what their next steps in learning will be.

Staff track progress through the planning programmes, the evidence recorded, on-going Pupil Profiles and tracking sheets which record what a child has achieved and what their target is for the year. Children and staff track progress through use of long-term targets agreed at the beginning of each year. Staff work with colleagues from within Inch View Primary and from other schools to moderate and benchmark work.

## **Reporting**

We send home a written report in June outlining your child's progress and next steps.

The report will refer to National Standards which is the timeline of, on average, when children are expected to achieve a curricular level. This relates to Early Level being achieved by the end of Primary One, First Level being achieved by the end of Primary 4 and Second Level being achieved by the end of Primary 7. All children will work at their own pace within this, and the report will give you an indication of where your child sits within their level.

The final report will be focused on Literacy, Numeracy, Health and Wellbeing and Learning Across the Curriculum.

In addition to reporting through parents' evening and the written reports, Learning Journals is now available for use school wide by parents. This means you will be kept up to date with regular updates about your child's learning and progress on your preferred device. If you did not receive your barcode, or need another copy, please let the relevant class teacher know or contact the school office to get you set up and linked to your child's profile.

Dialogue about learning and progress is continual in the classroom. Once each term, there will be a formal, recorded learning conversation between your child and their teacher. This will be posted on Learning Journal so that you can see what learning they have made progress in that term and what their next steps are. We would like to encourage discussing Learner Conversation and Learning Journal posts with your child at home because this can be very motivating and encouraging for them.

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

## **Support for Pupils**

All children are well supported and Inch View prides itself on the way in which we support our pupils, both on a pastoral and academic level. We rigorously apply the principles of GIRFEC (Getting it Right for Every Child). This is mainly achieved through our ethos, partnership with parents and support agencies and our Health Promotion Programme. It is an integral part of life at the school daily. It is our firm belief that we work "with" children as learning partners in our school, so all feel safe and valued.

### **Key Contacts:**

Mrs Donaghy for children in Primary 1  
Mr Coutts for children in Primary 2, 3 & 4  
Mrs Allan for children in Primary 5, 6 & 7  
Mrs Barnett for children in the Ash and Fir classes

In accordance with Perth & Kinross Council policy the needs of Additional Support Needs (ASN) pupils will be met, where possible, in the classroom with mainstream peers. Progress of pupils will be monitored and regularly discussed with parents and other support agencies through the ASN procedure.

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

Initially the class teacher or a parent will identify that support may be needed and will make a referral, through the Headteacher, to the Pupil Support Teacher. They will then assess the needs of the individual child and work with the class teacher to ensure the child receives the help required. Individual Education Plans (IEPs) may be completed giving details of the child's education programme. At all stages, parents will be kept fully informed and encouraged to work in partnership with school to ensure the child receives the best education possible.

Opening a Co-ordinated Support Plan may be considered, in conjunction with parents and dependant on need. Formal reviews will be held at least annually and / or when considered appropriate. The Inch View Primary Policy on Additional Support Needs is in line with Perth and Kinross Policy and is available on request from the school office. Should parents wish to discuss Additional Support Needs for their child they should, in the first instance, make an appointment to speak to the relevant Depute Headteacher noted above.

From time to time some children may be identified by school staff as requiring "extra help" for a variety of reasons. This may be in a specific curricular area or in several subjects and may be of a short- or longer-term nature.

Children with Additional Support Needs are fully included in the life of the school and every effort is made to meet their needs. A range of staff are available as required.

We are well-supported by Speech and Language Therapists, English as an Additional Language staff, Occupational Therapy etc. Any concerns regarding pastoral care and support are fully discussed with parents and a plan is agreed to support the child. Regular meetings are held between key staff and parents to discuss progress, next steps and any other concerns.

### **Intensive Support Provision**

Our intensive support provision supports children who experience barriers to learning and development that are consistent with autism spectrum disorder and associated conditions. We can support 8-12 children in our "Ash" and "Fir" classrooms. Please refer to the Local Authority section for further information about specialist provision classrooms.

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

- a) Children in Scotland: Working for Children and Their Families, trading as “Enquire – the Scottish advice and information service for additional support for learning”, a charitable body registered in Scotland under registration number SC003527. Enquire offers independent, confidential advice and information on additional support for learning through:  
Telephone Helpline: 0345 123 2303  
Email Enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk)  
Advice and information are also available at [www.enquire.org.uk](http://www.enquire.org.uk)
- 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.

More detailed information can be found on the Perth & Kinross Council website:

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

## School Improvement

### ATTAINMENT, ATTENDANCE AND PROGRESS

#### Attainment

In line with Perth & Kinross guidance, learner progress is now recorded at Early, First and Second Level for reading, writing, listening and talking and mathematics/numeracy. Early Level spans Nursery and P1, P2-4 is a typical First Level duration and P5-7 for Second Level. Analysis of our statistics indicates that:

The majority of children in **Nursery** are meeting all their developmental milestones and are on target to achieve Early Level by the end of Primary 1. The majority of learners in **P1** are predicted to achieve Early Level Literacy and Numeracy or have achieved ahead of time. The majority of **P4** learners are predicted to achieve First Level Literacy and Numeracy or have achieved ahead of time. The majority of **P7** learners are predicted or have achieved Second Level literacy and Numeracy.

#### Attendance

Attending school and arriving on time are essential for pupil progress in learning and development. The average pupil attendance rate for 24/25 is 90.85% which is below the PKC average of 93.1% but an improvement of 1% compared to last year. Unauthorised absences sit at 2.4% again showing an improvement but our figure is still higher than the PKC average. There has been a marked improvement in lateness and attendance over the last year due to continued application of Perth & Kinross attendance procedures.

## School Policies & Practical Information

### School and Local Authority Policies

For details of the school and Perth and Kinross Policies, visit the Perth and Kinross website or make a request to the school office. We have a few policies, including Learning and Teaching, Child Protection, Anti-Bullying and Additional Support Needs.

### Instrumental Tuition

Brass lessons are offered to pupils. Instrumental tuition is offered by Perth and Kinross Council to pupils from Primary 5 upwards. For further details, please see under Perth & Kinross Council information. Further details on how to access the Music Service can be found in their Prospectus and Terms and Conditions document which can be located on their web page [www.pkcmusic.com](http://www.pkcmusic.com)

### After School Clubs

We offer a variety of after school clubs throughout the school year. An overview of clubs is issued at the start of the school year and provides a range of opportunities for all.

### Pupil Representation

Children are very much involved in the decision-making process of the school and have many opportunities to take the lead in running their school. Older children buddy others and participate in rotas which support the wellbeing of everyone in the school. We have Digital Leaders and House Captains who represent pupil views.

### School Meals

School meals are prepared on site and served daily in our dining hall. Children in Primary 1-5 receive free school meals.

The cost for children in Primary 6-7 is £2.30 per day. Dinner money is paid using ParentPay on a Monday morning to cover the cost of any dinners taken during the week. Packed lunches may also be ordered for any school trips.

Application forms for Free School Meals are available from the school office or Education Services.

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

### Breakfast Club

We also offer a Breakfast Club between 8.00 and 9.00am

- The club runs from 8.00 – 9.00 am, with the last serving at 8.45 am.
- All children will be charged at £2 per day.
- Bookings and Payment must be made in advance via <https://www.pkc.gov.uk/article/13780/Kids-Clubs-and-wraparound-care-services-Opening-times-booking-places-and-costs>
- It is the responsibility of parents/carers to ensure your child(ren) arrives safely.
- Please use the **Wraparound Care (WAC) entrance**.
- Children will not be recorded as absent until the class register is completed after 9am, when the usual procedures will be followed.
- Children attending the Breakfast Club will remain under supervision until the school bell.

## The Organisation of the School Day

### Primary

Start of School Day	:	9.00 a.m.
Morning Interval	:	10.40 a.m. - 10.55 a.m.
Lunch Break	:	Primary 4-7 12.15 p.m. - 1.00 pm Primary 1-3 12.35 p.m. - 1.20 p.m.
End of School Day	:	3.00 p.m.

**Nursery** 8.00 a.m. – 6.00 p.m.

### Wraparound Care

This service is available to support families with childcare during school holiday periods, In-service days and after school care for children of nursery and primary school age.

It is located within Glenearn Community Campus. Please request further information regarding costs, registration and availability by telephoning 01738 472473.

<https://www.pkc.gov.uk/article/13780/Kids-Clubs-and-wraparound-care-services-Opening-times-booking-places-and-costs>

### Uniform

Our current stockists are Stevensons (formerly known as Aitken & Niven), 85 Scott Street, Perth, PH2 8JR Tel: 01738 637 843, orders can be placed on-line at [www.stevensons.co.uk](http://www.stevensons.co.uk) or through My Clothing Limited (<https://myclothing.com/ueslink/8572.school?t=1596200187786>) for items with the school logo. Items without logos can be purchased from various retailers. Ties are available from the school office, priced at £7.00, through ParentPay.

## Nursery (optional)

Red sweatshirt

(P1-4)  
Black or grey trousers/shorts  
White shirt/polo-shirt  
Red sweatshirt  
School tie  
Black shoes (not trainers)

Black or grey skirt/trousers/shorts/red & white summer dress  
White blouse/polo-shirt  
Red sweatshirt  
School tie  
Black shoes (not trainers)

(P5-7)  
Black or grey trousers/shorts  
White shirt/ polo-shirt  
Red sweatshirt or knitted V-neck jumper  
School tie  
Black shoes (not trainers)  
Black or grey skirt/trousers/shorts/red & white summer dress  
White blouse/polo-shirt  
Red sweatshirt or knitted V-neck jumper  
School tie  
Black shoes (not trainers)

P.E. Kit:  
White t-shirt  
Black/grey shorts (not Bermuda style)  
Gym shoes or trainers

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

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

For children in the Early Years a smock/overall is required for painting and craft work. A school reading bag is also available from our stockists as an optional extra item of uniform.

## Health and Safety

In our school this is of paramount importance. Procedures are in place to deal with health and safety issues and pupils are encouraged to take responsibility for their

own health and safety and to consider the needs of others. A health promotion programme is in place and visits from outside agencies such as the police and school nurse are encouraged. Many of the school rules are in place to try to ensure the safety of all. The Headteacher is the named Health and Safety co-ordinator. Risk assessments are carried out as required.

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

(Please also refer to section on PE Kit) The wearing of jewellery in school is to be discouraged as it frequently represents a hazard. The school will not accept responsibility for children who are hurt due to the wearing of jewellery. Children with pierced ears must remove the jewellery or tape their own ears for PE.

### **Administration of Medicine**

Medication is only administered in school under exceptional circumstances and only after all the appropriate training and paperwork has been completed. This is in accordance with Perth & Kinross Procedures. If a child is completing a course of medication prescribed by the doctor this can usually be taken out with school hours. If you wish to discuss this further, please contact the Headteacher.

### **Security**

In the interests of safety, all visitors, including parents, must report to the school office when entering the school. If you wish to speak with a member of staff please book an appointment through the school office.

### **Arrangements for Emergency Closures**

Every effort will be made to keep the school open but in the event of an emergency, such as adverse weather conditions, your identified "emergency contact" will be telephoned and asked to collect the child. In the event of us being unable to contact a responsible adult, the child will be kept in school during normal opening hours.

**It is imperative that parents keep us up-to-date with any changes to Emergency Contact information.**

For information regarding emergency closure, parents may use one of the following information lines. The information sources are as follows:

Radio Tay AM	Frequency AM 1584 and 1161
Radio Tay FM	FM 96.4 or 102.8
PKC Customer Service Centre rate)	0845 3011100 (calls charged at local 01738 475000 (main Council line)
PKC website	<a href="http://www.pkc.gov.uk">www.pkc.gov.uk</a>

PKC Twitter	<a href="http://www://twitter.com/InchViewPS">www://twitter.com/InchViewPS</a>
Radio Heartland	FM 97.5 or 106.6
Radio Central	FM 103.1

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

All members of the Senior Management Team are the named Child Protection Officers.

### **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**

If you would like any further information on Nursery please contact Mrs Julie Wilkie, Centre Leader on 01738 472461.