

# St Ninian's Episcopal Primary School



## School Handbook Academic Session 2026-2027



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



# Table of Contents

Introduction.....	3
About our school.....	3
Delineated Area .....	3
Contact Details .....	3
School Commencement Arrangements.....	4
Information about our school.....	4
Attendance.....	5
Communication.....	5
Parental Concerns .....	6
School Ethos.....	6
School Values .....	7
Positive Behaviour and Relationships .....	7
School and Community Links.....	7
Pupil Involvement.....	8
Parental Involvement .....	8
Parent Council .....	9
Transitions .....	9
The Curriculum .....	9
Assessment & Reporting.....	12
Support for Pupils .....	13
School Improvement .....	14
School Policies & Practical Information .....	14
Name of Child Protection Officer.....	17
Nursery .....	17

## Introduction

In accordance with the Education (Scotland) Act 1980 and the Education (School and Placing Information) (Scotland) Regulations 2012, Perth and Kinross Council Education and Learning schools produce handbooks covering the following categories of information:

1. School information
2. Local Authority information

Whilst the information contained in this school handbook was accurate at the time of publication (December 2025), further changes may have occurred since then.

If you cannot access the internet, please ask the school office if you require copies of any of this information.

## About our school

St. Ninian's Episcopal Primary School is situated in the heart of Perth City close to Perth Cathedral.

The school was established in the nineteenth century and was originally housed in the Cathedral building, moving to its present site in 1977.

We currently have three classes accommodating children in primaries 1 to 7. Our school roll is currently 68 with 20 in our Nursery.

We are an Episcopalian primary school, although any child living within the Scottish Episcopal Diocese of St Andrews, Dunkeld and Dunblane and also living within the Perth and Kinross Council boundary may apply to come to our school.

If you would like any further information about the school or would like to visit us, please do not hesitate to get in contact.

## Delineated Area

St. Ninian's Episcopal Primary School does not have a catchment area.

As mentioned above any child living within the Scottish Episcopal Diocese of St Andrews, Dunkeld and Dunblane and also living within the Perth and Kinross Council boundary may apply to come to our school by filling in a placing request.

Applications can be made via this link:

<https://www.pkc.gov.uk/article/17301/Placing-request>

## Contact Details

St. Ninian's Episcopal Primary School  
1-5 Dunkeld Road  
Perth  
PH1 5RW

Tel: 01738 477587

Headteacher: Mrs Joanne Philp

Email: [sheadteacher@pkc.gov.uk](mailto:sheadteacher@pkc.gov.uk) / [st-ninians@pkc.gov.uk](mailto:st-ninians@pkc.gov.uk)

Website: [stniniansprimaryperth.org.uk](http://stniniansprimaryperth.org.uk)

## School Commencement Arrangements

The school entry date in Perth and Kinross is the first day of the school session (Tuesday 18 August 2026). A child is of compulsory school age on the first school entry date from his/her fifth birthday. If your child is of compulsory school age on the first school entry date from his/her fifth birthday, they are eligible to start school on **Tuesday 18 August 2026** and you should register your child for primary school during the January 2026 registration week, or alternatively, his/her parents may delay the registration until the beginning of the next school session.

Parents will be notified by advertisement in the local press to register their child/children in the school of their choice during a designated registration week in mid-January. They will be invited to contact the Headteacher for further information about registration arrangements.

### Early registration

Parents who enquire about the possibility of early registration (that is of children whose fifth birthday falls after the last day of February) should note that early entry is discouraged but are advised to contact Education and Learning on 01738 476200.

## Information about our school

### Our School Staff

Head Teacher	Mrs Joanne Philp
Principal Teacher & Class Teacher	Mr Jay Smith-McKnight
Class Teachers	Mrs Linda Thorogood
	Mrs Gillian Edwards
	Mrs Sara Simpson
	Mrs Alison McLeod
Primary Pupil Support Teacher	Mrs Lisa Martin
Specialist Teacher	Miss Esther Jack – Strings
LMG Support Teacher	Mrs Lesley Jeffrey
Area Support Teacher	Mr Gary Phillips
Early Childhood Practitioner	Mrs Gillian Hamilton
Early Childhood Practitioner	Mrs Kerry Whiting
Early Childhood Practitioner	Mrs Radka Nakladalova
Early Childhood Practitioner	Miss Ana Almeida
Play Assistant	VACANCY
Early Years Family Learning Practitioner	Mrs Shirley Blyth
Primary School Support Worker	VACANCY
Primary School Support Worker	Miss Nicola Cairns
Pupil Support Assistant	Mrs Tania Gardner
Pupil Support Assistant	Mrs Olha Nosova-Yelisieieva
Pupil Support Assistant	Mr Steve Kayiranga
Early Childhood Practitioner	Mrs Kasia Hogiel
Janitor	Mr Sam Sherwood
Cleaner	Ms Ella Kramarz

Dining Centre	Mrs Janette Whannel Mrs Lorraine Perkins
Community Link Worker	Mrs Gail Balie
Quality Improvement Officer	Mrs Kim Ramsay
St. Ninian's Cathedral contact	Reverent Stephen Holmes
Local Councillors (Ward 12 – Centre)	Peter Barrett Andrew Parrott Chris Ahern Eric Drysdale

## Attendance

The Scottish Office requires schools to keep a record of children's attendances and absences, whether authorised or unauthorised. It is therefore important that parents note the following: -

- Children should arrive by 9am and should be collected from school at 3pm
- **Parents of children absent from school must phone/email the school office by 9.30am**
- Should your child continue to be off for more than one day please continue to notify the school each morning
- Children should not be sent to school when showing signs of being unwell. If children have suffered from ***sickness or diarrhoea, they must not attend school for 48 hours after the last signs of illness***
- In the event of repeated unexplained absence, the matter will be referred for further action. \*If your child has a pattern of unexplained absence or absences which exceed 15% you will be contacted by Mrs Philp
- We discourage holidays being taken during term time. "Family holidays will be marked in school as an unauthorised absence. No schoolwork will be given, although some schools may consider giving you information about what will be covered during the absence". (Perth & Kinross).

[www.pkc.gov.uk/article/17283/Schools-rules-attendance-and-behaviour](http://www.pkc.gov.uk/article/17283/Schools-rules-attendance-and-behaviour)  
[www.pkc.gov.uk/article/19274/Family-Holidays](http://www.pkc.gov.uk/article/19274/Family-Holidays)

## Communication

Parents/Guardians are kept informed of their child's progress throughout the year through twice yearly updates from your child's class teacher, presently at Parent Contact Appointments in November and May, with the school annual written reports being issued in March. Parents are most welcome to discuss their child's progress at any time, particularly if it is giving cause for concern. Parents are asked to contact the school so that a convenient time can be arranged to meet with school staff.

St. Ninian's uses the text messaging system incorporated in our attendance system Groupcall to contact parents if their child is absent, to inform them that a school trip will be returning late, school closures, etc. We also use Greenhouse Schools App which includes our up-to-date school calendar and updates parents/carers of short notice changes.

We communicate through Groupcall email, our website and App and keep our school community updated with information outlining achievements, upcoming classroom open days, school assemblies, school trips, events taking place in the Cathedral and the school's yearly calendar of dates.

We use an online portfolio to share progress, next steps and as the link between home and school for homework tasks and projects.

## **Parental Concerns**

We aim to work in partnership with parents to ensure that all our children feel happy and safe at school. If you have a concern or query, please do not hesitate to contact the school to speak to or make an appointment with your child's teacher or Mrs Philp.

If you have a complaint, please contact the school in the first instance.

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>

## **School Ethos**

We aim to be a school which is a place of inspiration and ambition, where learning is valued by everyone in the school community.

We do this by:

- Encouraging and supporting each child to realise his/her own potential through the development of self-esteem, confidence and independence.
- Providing, within a safe environment, a relevant and stimulating curriculum that meets the needs of all children.
- Developing understanding and appreciation of people in the local and wider community
- Actively encouraging partnerships between home and school and welcoming parents' interest and involvement
- Working collaboratively within a climate of continuous professional development.

At St. Ninian's we celebrate success in a variety of ways including:

- providing positive feedback to the children about their work by way of comments in their jotters
- by celebrating progress and achievement at Assembly
- by sharing good work with others across the school
- on our school website, school app, social media and our online portfolios.

## **School Values**

We are committed at St. Ninian's Episcopal Primary, both through the ethos and the curriculum, to provide appropriate opportunities for the development of a child's moral, social and cultural values. This is undertaken in partnership with parents and takes account of the individual needs of the children.

The school welcomes and encourages diversity and individuality, whilst emphasising the common commitment to moral values such as honesty, respect for others, compassion and justice.

It is a fundamental principle of our school, that all who are involved in the life of our school, both have the right to be respected as an individual and carry the responsibility to act in a considerate and respectful manner towards others. We therefore expect that every child will take responsibility for his or her own behaviour.

House points are awarded for effort, success and wider achievement. Individual effort and progress is also celebrated at Assembly through the award of certificates. House points are collected weekly, and the results are announced at Assembly.

As part of our relationships policy a Restorative Approach is used. A Restorative Approach enables our school to reflect on existing effective practice and identify possible areas for development to continue to ensure a receptive, positive culture.

## **Positive Behaviour and Relationships**

We aim to make our school a warm, friendly place where children feel secure and supported in their learning. Our school rules are Ready, Respected and Safe.

Each class develops their own class charter promising a rights respecting approach for all and respect for property, with every child taking responsibility for his or her behaviour. We are confident that parents will continue to support the school in this in order that all children benefit from an over-all high standard of behaviour.

St. Ninian's 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. We strive to create a partnership approach to managing behaviour and clear interventions that support staff and learners.

## **School and Community Links**

St. Ninian's Episcopal Primary School has strong links with St. Ninian's Episcopal Cathedral in Perth. The links with the Cathedral offer us opportunities to use their facilities for learning and celebrating. Reverend Stephen Holmes provides a vital link between church and school and regularly visits our school.

Our learners are currently building links with a range of groups in our community to develop intergenerational projects.

We actively support local organisations and charities by organising fundraising activities throughout the year and by welcoming visitors/guest speakers to our assemblies.

We work with Dundee University, Aberdeen University and Perth College UHI to provide student teacher placements and with Perth College to provide NC and HNC placements for students. We also give secondary pupils the opportunity to come to St. Ninian's for work experience.

We work closely with our Active Schools Co-ordinator to forge links with local sporting clubs and to support senior pupils in leadership programmes. We regularly use the facilities at Perth Grammar School to enhance our physical education provision.

## **Pupil Involvement**

Our Pupil Council members are chosen from P1 – P7 and meet regularly to discuss ideas and work closely with the Headteacher to guide and support school improvement.

Pupils from across the school are members of the Rights Respecting Schools Group and are involved in leading our aspiration by becoming recognised as a Rights Respecting School.

Our senior pupils have whole school responsibilities such as House Captains and committee leads. Primary 3 to 7 pupils are involved in a school leadership committee which helps to drive change in our school. We encourage all our children to participate in the life of the school and after school activities.

## **Outdoor Education**

Through working with our Play Practitioner and others, we are developing opportunities for our pupils to engage in outdoor learning.

## **Extra-Curricular Activities**

St. Ninian's offers the children a variety of activities: -

- Swimming and music instruction.
- After school clubs are also offered during the year in partnership with Active Schools, the Bike Station and senior pupils from Perth Grammar School.
- Children also participate in opportunities provided by local clubs/organisations to try "new sports" such as curling, rugby, judo, tennis and athletics.

## **Parental Involvement**

At St. Ninian's we are keen to work in partnership with our parents to support our children in meeting their potential and as such we encourage parents to contact us if they have a concern or query about their child's progress. We also provide parents with opportunities to engage with their child's learning by inviting them to open afternoons, open evenings and school performances. We also communicate using online portfolios.

Further information about Perth and Kinross' Parental Involvement Strategy is available at this link:

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

## Parent Council

Our current Parent Council continues to run as an informal group (Friends of St. Ninian's) to allow more family members to participate and contribute to events and fundraising for our school. Friends of St. Ninian's are always looking for parents to join and support them. Should you wish to make contact with our Parent Council, please speak to our school office.

## Transitions

### Nursery to P1 transition

In the summer term, our Early Years staff liaise with local nurseries, Community Link Workers and Health Visitors to ensure appropriate transition arrangements are in place for the children coming into our P1 class who are not currently in our Nursery. In May, we also host a P1 information evening, which is an opportunity for parents to meet the staff team at St. Ninian's and learn about entry into primary school.

### P7 to S1 transition

Throughout the session, our P7 children work with and meet staff from the secondary schools in the area. It is usual for children to attend their local catchment area school determined by your home address - <https://www.pkc.gov.uk/article/17291/Find-my-school-catchment-area>

You have the right to make a placing request asking that your child be placed in a school other than your local catchment area school.

We have links with the Community Link Workers from all Perth & Kinross secondary schools in the area to provide enhanced transition opportunities for children with additional support needs should this be required and make sure that all our P7 children are able to access appropriate transition opportunities.

We also ensure that attainment and assessment information is collated and shared with our secondary colleagues to ensure continuity and progression from P7 to S1.

St Ninian's Episcopal Primary School is part of the Local Management Group for Perth Grammar School.

## The Curriculum

"Scotland's curriculum – Curriculum for Excellence (CfE) – helps our children and young people gain the knowledge, skills and attributes needed for life in the 21st century."

Scottish Government, 2019

The curriculum encapsulates the four capacities - to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor. There are eight curriculum areas within CfE. Literacy, numeracy and health and wellbeing as well as; Expressive Arts, Social Studies, RME, Technologies, Sciences.

Curriculum for Excellence brings real life into the classroom and takes lessons beyond it. It is soundly based on seven principles which mean that learning is broad, active, experiential, challenging, enjoyable, progressive and relevant. Our children are included in the planning of the learning allowing them to have certain elements of personalisation and choice in what and how they study.

Curriculum for Excellence is divided into Levels. The levels we will focus on in primary are:

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

Class teachers plan using the Experiences and Outcome of CfE to offer a wide and varied curriculum for all children.

Information about our learning contexts and other information regarding the curriculum at both school and national level can be found on our school website:

[www.stniniansprimaryperth.org.uk](http://www.stniniansprimaryperth.org.uk)

## **Literacy**

This includes English Language: Listening, talking, reading and writing. Curriculum for Excellence also ensures that Literacy skills are developed across all other areas of the curriculum. The development of literacy is of vital importance in the school with activities leading to Reading and Writing beginning within Nursery and Primary 1.

The four outcomes Listening, Talking, Reading and Writing all cover a variety of skills and practices. When teaching and learning are taking place, the activities associated with these outcomes of language are very closely connected. All four will interact but with different weightings for particular stages and needs. Through these outcomes we aim to teach pupils to express themselves fluently and well in speech and writing both factually and imaginatively. We support them to read critically and with understanding. In order to achieve this we use a wide variety of material throughout the school.

Our children are all learning French through the Government initiative 1+2 which aims to have all children in primary school learning an additional language (French in Perth and Kinross) and experience of a further language by the time they move to secondary school.

## **Numeracy and Mathematics**

Mathematics is important in our everyday life, allowing us to make sense of the world around us and to manage our lives. Using mathematics enables us to model real life situations and make connections and informed predictions. It equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions. Mathematics equips us with many of the skills required for life, learning and work. Understanding the part that mathematics plays in all aspects of life is crucial.

## **Health and Wellbeing**

Learning in health and wellbeing ensures that our children develop the knowledge and understanding, skills, capabilities and attributes which they will need for mental, emotional, social and physical wellbeing now and in the future.

Our children have many opportunities to experience a range of PE activities e.g. swimming, rugby, football, athletics, gymnastics, cycling, dance, cross country to name a few.

Parents are informed about the sensitive aspects of learning e.g. relationships, sexual health, parenthood, drugs awareness through workshops that we offer in school every session.

## **Expressive Arts**

The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

All children in our school experience a wide range of experiences in

- Art and Design
- Dance
- Drama
- Music

## **Technologies**

This area of the curriculum offers a rich context for developing life skills that are recognised as being important for success in the world of work. This includes activities involving research, problem solving exploration of new concepts, skills and materials. The learning experiences provide pupils with opportunities to create products which have real applications allowing for creativity and entrepreneurial skills. Technologies are organised under the following headings

The technologies curriculum area includes the study of digital literacy; food and textile technology; technological developments in society and business; craft, design, engineering and graphics; and computing science.

To help provide motivating learning experience, iPads are used in classes with the children.

## **Social Studies**

In this area children develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they also develop their understanding of their environment and how it has been shaped. We also aim to promote positive attitudes and values to other peoples and their cultures, to the achievements of famous people in the past, to being Scottish, European and a member of a world community. The main areas of Social Studies are:

- People, past events and societies
- People, place and environment
- People in society, economy and business

## **Sciences**

Through learning in the sciences, children develop their interest in, and understanding of, the living, material and physical world. Teaching approaches allow children to collaborate and investigate and develop skills to become more creative, inventive and enterprising.

The main areas of Sciences are:

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science

## **Religious/Moral Education**

Religious and moral education (non-denominational) involves exploring Beliefs, Values and Issues and Practices and Traditions through the context of Christianity, World Religions selected for study and belief groups independent of religion. It supports children and young people in the development of their own beliefs and values.

## **Religious Observance**

We have a weekly assembly in the school hall and classes are actively involved in leading these throughout the school session. We invite other religious organisations to come and address the school through assembly.

Services are held in the Cathedral three times a year, parents and friends are always welcome to join us at these times.

## **Homework**

A small but regular amount of homework is given to children to do at home. In the early stages this will consist mainly of reading and revision of phonics. Homework for older children will vary in both the amount given and the level of difficulty. Parents are asked to work with the school in making sure that homework is completed and returned to school on time. Homework is not given to children who are absent through illness or on holiday.

## **Assessment & Reporting**

Each child's learning is tracked from P1-7 to ensure that their learning opportunities are appropriate to their needs. Children will take part in learning conversations with their teacher to discuss learning and next steps. This information informs future planning for children's learning.

At each stage, your child's progress is continually assessed through teacher observations and assessments, peer and self-assessments. Children's achievements are also recognised. Our Head Teacher and Principal Teacher regularly visit classes to quality assure learning and teaching and teachers also visit each other's classes to share good practice.

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 evaluate a child's progress and achievement so that the next stage of learning can be planned.

Each class teacher makes a continuous assessment of progress on a day to day basis and will use that assessment to plan further work. At transition points, information is shared with the new class teacher. Written reports are sent out to parents once a year in the Spring Term. In addition, there are two opportunities of contact with the Class Teacher during the school year. If, however, any parent wishes to discuss their child's progress outwith these opportunities, we will be pleased to arrange a convenient time for a discussion to take place.

## **Scottish National Standardised Assessments**

The Scottish National Standardised Assessments (NSAs) are used by the Scottish Government, to assess pupils, in line with nationally developed expectations. These assessments provide an additional source of nationally consistent evidence for teachers to use when assessing your child's progress in P1, P4 and P7. If you have any questions or concerns specific to your child, please contact your child's class teacher or member of the Senior Leadership Team via the school office.

Please find below the link to Parents and Carers Information which provides an overview of the assessments and how they are carried out.

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

## Support for Pupils

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 or Pupil Support Teacher. There may also be support available from other agencies e.g. Educational Psychologist, Community Link Workers, etc.

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

### Additional Support Needs

Children with additional support needs are catered for in the school within the terms of Education Department policy on "Additional Support Needs". This policy sets out the procedure by which an individual child's needs are identified and addressed, the central element of the process being a meeting involving parents, child, school staff and, where appropriate, other specialist agencies. Decisions and recommendations for opening up either an Individual Education Plan, or Co-ordinated Support Plan are then agreed and taken forward. Perth and Kinross Council take the final decision. For all of these cases there is a minimum requirement to meet once a year to ensure that the appropriate support is in place from all agencies.

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. Liaison also takes place with other agencies e.g. educational psychologist, speech and language therapy, occupational therapy as appropriate.

[www.pkc.gov.uk/article/17278/Schools-additional-support-](http://www.pkc.gov.uk/article/17278/Schools-additional-support-)

The following organisations can provide further information and advice for parents of children and young people with ASN:

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

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

Telephone Helpline: 0345 123 2303

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

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

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

- b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741."

## School Improvement

For information on how well we have been doing over the past academic year and our plans for continuing improvement this academic session, please enquire in the school office. Our Standards and Quality Report and an overview of our School Improvement Plan will also be available on the school website.

School website address: [www.stniniansprimaryperth.org.uk](http://www.stniniansprimaryperth.org.uk)

For other information about our school go to:

[www.pkc.gov.uk/article/17553/St-Ninian-s-Episcopal-Primary-School](http://www.pkc.gov.uk/article/17553/St-Ninian-s-Episcopal-Primary-School)

For details of the most up-to-date HMI inspection reports, follow the link below:

[https://www.pkc.gov.uk/media/32347/St-Ninians-Primary-HM-Follow-Through-Inspection-Report-2023/pdf/04\\_Perth\\_Kinross\\_Council\\_-\\_St\\_Ninians\\_Episcopal\\_PSN\\_-\\_5347726\\_-\\_Publication\\_-\\_Final\\_Letter.pdf?m=638121607010070000](https://www.pkc.gov.uk/media/32347/St-Ninians-Primary-HM-Follow-Through-Inspection-Report-2023/pdf/04_Perth_Kinross_Council_-_St_Ninians_Episcopal_PSN_-_5347726_-_Publication_-_Final_Letter.pdf?m=638121607010070000)

## School Policies & Practical Information

### Children's Possessions

Children are advised that they must take responsibility for their own possessions, including money. 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.**

Mobile Technologies- Acceptable Use Policy

- Pupils may bring phones to school if parents feel this is necessary.
- Mobile phones can be handed to the class teacher at the start of the day and collected at the end of the day.
- When in school, phones must be switched off.
- The school is not responsible for loss or damage.
- Pupils found to be in possession/using phones during school hours will have the phones taken from them for the day and their parents/carers informed.
- Any messages to pupils from their parents/carers or necessary communication between pupils and parents/carers can be made through the school.

### Jewellery, Hair Accessories & Make-up

The wearing of jewellery to school should be kept to an absolute minimum. Under the Health and Safety at Work Act, all jewellery must be removed for games and gym; ***all earrings must be covered with tape provided by your child if they cannot be safely removed.*** Long hair should be tied back with a hair bobble.

### Lunchtime

Children who remain at school during lunchtime are not allowed to leave the playground.

### Poor Weather Conditions

Children are expected to be outside in almost all weathers and should be provided with suitable clothing and footwear. In exceptional circumstances, children will remain indoors at break times and lunchtimes.

## Breakfast Club

We have a Breakfast Club, which runs from 8:00-9:00am. The Breakfast Club is open to all children at a cost of £2 per child per day. **Monies must be paid in advance via ParentPay.** Parents who have been granted free school meals will receive this service at no cost. Places will be granted on a first come, first served basis. At Breakfast Club the children have a range of cereals to choose from, milk, toast with cheese or jam and following their breakfast they play games and take part in a variety of other activities. Please contact the school office on 01738 477587 if you would like more information.

## Authority policies

For details on free school meals, clothing grants and other practical information, Perth and Kinross Education and Learning policies can be found at the following web address:

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

## Arrangements for Emergency Closures

In extreme or adverse weather conditions, there will be notification on Radio Tay (AM 1584 or 1161 and FM 96.4 or 102.8) if the school is closed. You can also call Tay Direct on 01382 457457 followed by 4051 which links to an answer-phone message updated every 15 minutes.

You can access school closures information through the Perth and Kinross website:

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

Or phone PKC Customer Service Centre & Parents Helpline 01738 475000

Children will not be sent home during the day without prior notification.

Due to our wide catchment area, we also ask parents to give an up to date emergency contact number in the event of an emergency closure.

## Organisation of the School Day

School Hours: Nursery and Primary 1-7

There is no supervision in the playground prior to school starting at 9am or after 3pm. Children who attend breakfast club are supervised in that setting before school starts at 9am.

Morning	9.00am – 12.15pm
---------	------------------

Afternoon	1.00pm – 3.00pm
-----------	-----------------

## Uniform/Clothing

Our uniform supplier is Border Embroideries, please follow the link to the online shop

<https://www.border-embroideries.co.uk/schools/st-ninian-s-episcopal-primary-school.html>

St. Ninian's encourages all children to wear school uniform as noted below.

- School Tie
- Black or grey trousers or skirt
- Blue school sweatshirt
- White polo-shirt
- Weatherproof coat

#### Gym Kit

- Plain white, short-sleeved t-shirt
- Plain black/navy shorts
- Gym shoes
- Black/navy tracksuit bottoms
- Black/navy tracksuit top
- Trainers

**All items of clothing should be clearly marked with your child's name. This includes gym shoes and wellingtons.**

## School Term Dates and Holidays

For the most up-to-date information about school term dates and holidays please follow the link below to Perth and Kinross' website:

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

## Health Care

Under the Dental Inspection Scheme Primary 1 and Primary 7 pupils will be inspected. If treatment is necessary, parents will receive a card giving the option of their child attending the School Dental Clinic or the family's own Dentist.

Parents should check the family's hair, adults and children alike, on a weekly basis in order to greatly reduce the spread of infection. Leaflets containing further information are available from school.

Parents should inform the school of any medical condition so staff are aware of any actions required. No child should carry any form of medication to school, for obvious health and safety reasons. Medicines should be handed into the school office and the relevant medical form completed. Inhalers can be kept under safe storage, in class at the request of parents.

## ACCIDENT/ILLNESS OF PUPIL

First Aid boxes are available in 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.

## 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 entrance and the Nursery doors. 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 to a known adult.

**Health and Safety Officer** – Mrs Joanne Philp

## **Name of Child Protection Officer**

### **Child Protection Officers**

At St. Ninian's our Child Protection Officers are: Mrs Joanne Philp & Mr Smith-McKnight (Designated Officers– Child Protection).

Should you wish to talk further about child protection and the safety of children, please contact the school.

## **GIRFEC**

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

Safe	Healthy	Achieving	Nurtured	Active	Respected
Responsible	Included				

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

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

The Child or Young Person's Plan is one single plan which coordinates all the services and agencies involved in supporting a child/young person, will help ensure that everyone works together to deliver better outcomes for the child or young person who needs additional support and their family.

## **Nursery**

Details regarding nursery provision in Perth & Kinross Council are available in the booklet "Nursery Policy & Guidelines". Each nursery provision will have a defined locality which may not be the same as the primary school catchment area. Localities are agreed and registered with the Education Services within Education & Children's Services. Parents of children attending nursery should be aware that a place in a local authority managed nursery class does not give children priority in gaining a place in the same school when enrolling for primary school.

Further details of nursery provision in Perth and Kinross can be accessed on the Council's website at the following address:

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

Social Care & Social Work Improvement Scotland (known as the Care Inspectorate) has a responsibility to inspect all nursery schools and classes on a regular basis. These inspections are part of the Regulation of Care Standards within Early Education & Childcare. Further information on Care Inspectorate inspections is available from the Headteacher or by contacting Care Inspectorate (telephone 0345 600 9527) or [www.careinspectorate.com](http://www.careinspectorate.com).

## **Nursery Inspection Process**

All providers of early learning and childcare for 2, 3 and 4 year-olds are currently inspected by the Social Care & Social Work Improvement Scotland (known as the Care Inspectorate) and Her Majesty's Inspectorate (HMI), part of Education Scotland. Staff follow national guidelines for the early learning and childcare of children aged 2-5 years that encourage learning through play and the service must meet standards laid down by HMI. Further information on inspections is available from the Headteacher.