

# Kinross Primary School



## School Handbook

### Academic Session 2026-2027

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



## Introduction

Dear Parent/Carer

Welcome to Kinross Primary School. Some of you are already familiar with our school, others we welcome for the first time.

In accordance with the Education (Scotland) Act 1980 and the Education (School and Placing Information) (Scotland) Regulations 2012, Perth and Kinross Council's 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.

As parents/carers, we have the right to expect that all of our children will be provided with the highest quality of education in a climate where they are safe, valued and treated with dignity and respect.

We believe that in Kinross Primary School we have created a caring and nurturing community where children can fulfil their potential in a state-of-the-art, purpose-built building.

As a school community, we strive to ensure that our children have the opportunity to maximise their attainment and achievement. We endeavour to help our children develop into mature, health-conscious, fit and well-adjusted young people who are fully equipped with the necessary skills and knowledge to enable them to successfully continue with their education within the Secondary sector and beyond.

Our partnership with parents/carers is of vital importance to us and we believe that working together and communicating openly ensures best outcomes for all.

Please keep in touch with our school through our monthly newsletters, school website, app alerts and our very supportive Parent Council.

Welcome to our school.

Mrs Pauline Smith

Headteacher

December 2025

## Delineated area

A map of the school's delineated area is available from the Headteacher on request. Briefly, the school serves the town of Kinross and the surrounding districts of Balado, Hatchbank and Gairneybridge.

## Contact details

Address:	Kinross Primary School Station Road Kinross KY13 8TG
Telephone	01577 867272
Email	<a href="mailto:KinrossPrimary@pkc.gov.uk">KinrossPrimary@pkc.gov.uk</a>
Website	<a href="http://www.kinrossprimary.org.uk">www.kinrossprimary.org.uk</a>
X	<a href="https://www.facebook.com/KinrossPrimaryS">@KinrossPrimaryS</a>
Present roll	452 plus 70 nursery places

## Staffing

Headteacher	Mrs Pauline Smith
Depute Head (Nursery to P1)	Mrs Amanda Brown
Depute Head (P2 to P4)	Mrs Julie Hynd
Depute Head (P5 to P7)	Miss Amy Bruce
Pupil Support teachers	Mrs Lydia Smith, Mrs Jenni Milroy
Office staff	Mrs Claire Baillie, Mrs Karen Leckie

## Class teachers

Nursery	Ms Ashleigh Bryce (Acting Nursery Teacher)
P1a	Mrs Dawn Miller
P1b	Nicci Wyllie
P1c	Mrs Lorna McGee
P2a	Miss Anna Robertson
P2b	Mrs Katy Wynne

P3a	Miss Jac Ritchie
P3b	Miss Dawn Hendry
P4a	Mrs Nicola Scrimgeour/Ms Sandra McColgan
P4b	Miss Claire Miller
P4/5	Miss Laura Soutar/Ms Shona Sinclair
P5a	Mrs Alison Hamilton
P5b	Miss Amy McGee
P6a	Mrs Lucy Taylor/Mrs Sharon O’Kane
P6b	Mrs Fiona Jeffrey
P7a	Mrs Lucie Wolf
P7b	Mrs Marie O’Brien
P7c	Mrs Kate Blake/Ms Ashleigh Bryce
PE	Mr Ross Graham
Drama	Mrs Noleen Ogg
Outdoor Learning RCCT	Miss Sally McNicoll
<b>Support staff</b>	
Principal ECP	Mrs Fiona McCrudden
Senior ECP	Mrs Holly Brand, Mrs Jodie Dossett (Mrs Jeannie Anderson, Acting)
Early Childhood Practitioners	Mrs Morven Grace, Mrs Kirsty Ritchie, Mrs Julia Slater, Miss Anna Jones, Mrs Lisa Kenny, Ms Erin Quinn, Ms Alysha Kelly, Ms Rebeca Dryburgh, Miss Anna Skarbo, Mrs Jen Shearer (Supply ECP)
Play Assistants	Mrs Emma MacLeod, Ms Aimee Smith, Mrs Adele Hicks
Family Liaison Worker	Mrs Emma Louise Beeson
Pupil Support Assistants	Mrs Kath Davis, Mrs Karen Dunlop, Mrs Debbie Williams, Mrs Penny Hepburn, Mrs Alison Pool, Mrs Debbie Drysdale, Mrs Sam Wilson, Miss Tamlin Pattenden, Miss

Maria Lowe, Ms Fiona Drummond, Mrs Laura Johnson  
Lace, Mrs Nicola Greenhill, Mrs Jac Haugh

Janitor Mr Eddie Murray

Other helpful information/visitors:

School Nurse	Miss Catharine Jones
Community Link Worker	Mrs Pam Pass
Community Link Worker assistant	Ms Sabine Geissler
Educational Psychologist	Ms Aimee Watt
Occupational Therapist	Mrs Kat Hodgkinson
Speech and Language Therapist	Ms Kira Tubbs
Strategic Lead – Education and Learning	Mr David MacLuskey
Head of School Education Services (Primary)	Mr Neil Craik-Collins
School Service Manager	Mrs Gillian Knox

### **Concerns, complaints or ...compliments!**

It is always lovely to hear if we are doing something well. Often parents only contact us when there is an issue so...

If you have any concerns or complaints about the service we are providing, please contact the Headteacher in the first instance. All complaints will be recorded, acknowledged and dealt with in a sensitive manner in accordance with Perth and Kinross Council policy. Every effort will be made to deal with your concern/query as soon as possible.

Any action taken will also be reported back to the complainant and a summary of the concern/query will be retained in the pupil records file.

### **We value your views, and we take seriously any concerns you may have.**

If the matter cannot be resolved at this stage, then you will be advised to write to the relevant Quality Improvement Officer at Education and Learning, Perth and Kinross Council, Council Building, 2 High Street, Perth, PH1 5PH.

Perth and Kinross Council information about [making a formal complaint is available online](#).

## **Attendance**

Parents/Carers are required by law to ensure that their children attend school regularly. Parents/Carers should contact the school office on the first day of absence to report the reason for non-attendance.

In cases of unsatisfactory attendance, an explanation will be sought for every absence. Significant or repeated unexplained absences which have a detrimental effect on the child's education will be referred to the Educational-Social Work Service/Attendance Section for further investigation. Perth and Kinross Council appeals to parents/carers to ensure children attend school throughout the year. They do not condone absences from school for family holidays and these will be recorded as unauthorised. Parents/Carers should inform the school by letter should they require their child to be taken out of school during term time.

Parents/Carers please note that if your child is absent from school due to illness, you should inform the school by telephone on the morning of the child's absence. If a child is not returning to school after lunchtime, please inform the school office. The school would actively try to contact parents/carers of the whereabouts of a child if they are absent, for example through siblings, text messaging or by telephone.

At Kinross Primary School, we monitor attendance through termly meetings. If a learner's attendance drops below 90%, we will contact you to see if support needs to be put in place.

View more information on the Council's ['School attendance' webpage](#).

## **Communications**

There is a 'Dates for your diary' section in every newsletter and at the start of every academic year with details of key annual events (such as Meet the Teacher, Parent Contact, Sports Day, term start and end dates, INSETs, shared learning events, parent information sessions), however opportunities arise during a school year (as well as changes) and we aim to keep you informed by issuing 'Dates for your diary' in the electronic school newsletter and the school app. School and nursery newsletters are compiled and distributed normally on a regular basis. There is a nursery focus group for nursery parents/carers, and we offer a number of options for parents to become involved throughout the year in the school.

We strive to keep our nursery information display and information on our [school website](#) up to date. Our [X page](#) is used as a communication medium to post information about learning, events, reminders and successes.

We hold a 'Meet the Teacher' session early in the first term and Parent Contact appointments in the Autumn and Spring terms each year. We have a programme of events

for nursery parents/carers. We contact 'home' whenever there is a concern – by phone, email, text or letter.

In the online Learning Journeys, the targets the children are working on are sent home at the start of a teaching block and serve to report on intended Experiences and Outcomes being covered. All classes use an online platform called Seesaw to profile learning. Home learning activities, Open Afternoons and similar communications inform of teaching and learning being covered and progress in specific curricular areas as well as the more formal end of session summative reporting format.

We hold curricular specific sessions for Parents/Carers such as Digital Learning, curriculum developments and Primary 1 information evenings but we are always open to suggestions of other ways in which we can help skill up Parents/Carers to support in their child's learning.

We are also very aware that often Parents and Carers have information which will help us do a better job in meeting their child's needs. So, we are always happy to offer appointments at suitable times for Parents/Carers to exchange relevant information with class teachers or the school leadership team.

## **School ethos**

The ethos of our school is very much about shared involvement, shared leadership and shared responsibility. We have several groups which continue to ensure that pupils have opportunities to take on extra responsibilities and to be involved in many of the decision-making processes within our school, such as WOW group, Lunchtime Buddies, Digital Leaders, House Captains and Rights Knights.

### **Our shared vision**

- To provide high-quality learning opportunities for all our pupils so that they can reach their full potential in all aspects of their lives and enjoy themselves while doing so.

### **Our shared values**

- We value each other and strive to be open and honest.
- We respect each other and strive to show care and concern.
- We value learning and teamwork and strive to work as hard as we can.

### **Our shared aims**

- To provide a happy, supportive place for children to develop the knowledge and skills to learn for life.

- To foster in our children awareness of the responsibilities they have as members of their community through the encouragement and practice of good manners, a good attitude to work, initiative and resilience.
- To work with parents/carers and the local community to support each child to be ambitious for success and to help our children be the best they can be.
- To raise achievement by making learning enjoyable and exciting, encouraging each child to become a successful, independent learner.

## **Achievement**

Kinross Primary School provides a wide range of opportunities, both within and outwith the school day to help develop pupils' responsibility, independence, confidence and enterprising attitude.

A small selection is included below:

- All children are given opportunities in art and culture throughout school Arts and Culture Group, funded by the Parent Council. All children also take part in STEM activities.
- A wide variety of events, such as Scottish Poetry competitions, Show Racism the Red Card, Christmas pantomime, online safety sessions.
- Football, cricket, rugby, swimming and judo workshops amongst others are provided to encourage an active and healthy lifestyle.
- Preschool sports club for senior pupils.
- Lunchtime clubs for sports, reading club, Lego and Art amongst others.
- After-school clubs for sports, running, and choir.
- Pupils share information with parents/carers about their learning through Open Afternoons, Learning Journeys and Shared Learning events.
- P7 pupils participate in Stirling University's annual Maths Challenge.
- Many pupils learn a musical instrument including drumming, chanter, strings, woodwind and brass. A few pupils participate in Perform in Perth.
- Pupils perform to parents/carers and local community in Nativities, Christmas shows and an annual P7 production.
- Pupils grow produce in the Potager garden and participate in the Trout in the Classroom programme.
- The school is a digital school, a Sports Scotland Gold School, a silver Rights Respecting School and an Eco School.

In Kinross Primary School we currently celebrate Achievements in our online Learning Journals. Skills for Learning, Life and Work are celebrated using our Kinross Coins reward system. House Points are also awarded for particular focus areas.

Kinross Primary School has been successful over many years in pupils' achievements both in school and the wider community. We welcome news from former pupils of their successes.

## **Promoting positive behaviour in Kinross Primary School**

We pride ourselves on the high standards of behaviour shown by our school children. Pupils are required to show a proper regard for their own safety and the safety of others. Our school ethos is rooted in our school aims and values and we continually promote positive behaviour through: class lessons, weekly assemblies, our quality teaching and effective class management, pupil-staff relationships which are based on mutual trust and respect and the support of our parents/carers.

All staff are nurturing and explore restorative approaches, where appropriate, to help pupils to explore and discuss the behaviour which occurs in difficult situations. This can allow pupils to appreciate how their actions may have affected others, explore their feelings, repair any harm and hopefully plan ahead to ensure a similar situation is less likely to happen again.

## **School rules**

- Ready
- Respectful
- Safe

## **Parental involvement**

The school has a very effective partnership with the Parent Council (KPPC) and we are always keen to encourage parents/carers to visit and become actively involved in the life of the school.

We arrange Sharing Learning Open Afternoons throughout the year. Help is always needed for visits and trips. The school is grateful to any parents/carers who may wish to help on a regular basis in the following areas:

- sharing skills with the learners, for example, craft and employment
- supporting the class teachers with, for example, artwork, cutting paper, photocopying and filing
- supporting with our school leadership committees

- encouraging children to enjoy books, for example, reading stories to children, helping them to use the school library

Parent/Carer helpers will not work with children in an unsupervised situation. Risk assessments will be completed where appropriate. Parents/Carers interested in helping in school should, in the first instance, speak to the Headteacher. PVG checks may be required in some circumstances.

The school is keen that parents/carers feel welcome in school especially when they are supporting class activities. We try to include grandparents and older members of the community in some of our school events and often find that they can contribute useful information and memories for some of the class topics.

View the Council's webpage regarding [parental involvement](#) to support effective partnership working between school and home.

## Transitions

Traditional transition points are preschool to primary, stage to stage and P7 to secondary education. The transition process involves pastoral arrangements and effective continuity and progression of pupils learning. At Kinross 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 secondary colleagues) at points of transition, the sharing of evidence of progress in learning and pastoral issues, 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.

On completion of your child's primary education, the normal arrangement is for children to transfer to your catchment secondary school of Kinross High School at Loch Leven Community Campus. Please note that if you are not in the catchment for Kinross High School, a placing request would need to be submitted. There is no guarantee that a place at the High School will be granted on the basis of attending Kinross Primary School.

Name: Kinross High School

Headteacher: Jillian Shaw

Address: Loch Leven Community Campus, Muirs, Kinross, KY13 8FQ

Telephone: 01577 867100

Website: [www.kinrosshighschool.org.uk/](http://www.kinrosshighschool.org.uk/)

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

## The Curriculum

The curriculum is, in short, all the learning experiences which your child will encounter during his/her time at school. Young people are learning through a carefully planned range of broad experiences to meet a wide range of set outcomes. The progressive development of key skills also aims to provide our younger generation with the toolkit they need to reach their full potential and face the challenges of a constantly changing society.

At Kinross we implement the CfE experiences and outcomes in the 8 key curricular areas.

### Language

The development of literacy skills plays an important role in all learning. Children will have opportunities to read, write and listen to a range of stories and poems presented in a variety of ways. The purpose of this is to demonstrate the power of language as a means of expression and communication and to give opportunities of responding to it. At Kinross Primary School, the pupils in Primary 1 to Primary 7 are engaged in the 'Active Literacy' programme, which is for spelling and reading, and the 'Big Write' programme for writing.

Reading is approached through a wide variety of materials. Children from early stages will be encouraged to select books which they may bring home to share, those in the upper school choose books for their own recreation purpose.

In addition to this we use a structured reading scheme through which we hope to aid children's understanding of what they have read and provide them with a range of author and writing style. Group novels are also used in class. The school has a good supply of children's fiction and a well-stocked, well-used library. Reading for information is taught through a wide range of factual text, often placed in context within the class topic.

### Numeracy and mathematics

Children must have knowledge and understanding of number, measurement, shape, space, pattern and the handling of data. Basic number facts are important. Initially, much of this work will be tackled through the child being involved with concrete materials, such as numicon, gradually moving to written results. In order to promote ready recall of number facts, work will be done mentally as well as on paper.

Maths work will be tackled in a variety of ways: through the maths textbooks used, in topic work and in environmental work. Problem-solving can result from a study of shopping patterns or a traffic census. It is necessary that children become aware of the importance of mathematics in real situations and therefore the application of mental calculations will

be a key focus. Calculators and computers will be used to contribute towards the development of the children's mathematical skills where appropriate.

## **Health and wellbeing**

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. Children will be encouraged to express themselves through PE and develop an understanding of the importance of exercise in the promotion of a healthy lifestyle. Kinross Primary School uses the resource Relationships, Sexual Health and Parenthood for a progressing programme across the school.

## **Social studies**

Through social studies, children and young people 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 of how it has been shaped. To begin with, children will investigate their immediate surroundings themselves – their home, their school – gradually progressing to comparing their lives and surroundings with those of children in other countries and cultures.

As children progress through the school they will learn to apply techniques of observation, investigation and recording to the home, local, man-made and natural environments. They will be encouraged to consider the effect people have on their environment.

During any study of the environment, past or present, children will have opportunities to use and develop skills which may seem to belong to other subject areas. Maths and Language are two major areas which benefit from the real situation learnt in social studies. 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 part of the Kinross community, being Scottish, European and a member of a world community.

## **Expressive arts**

### **Art and design**

The importance of art in creating an exciting and stimulating school environment is obvious. Children will work with a variety of media: pencil, charcoal, crayon, ink, paint, modelling and craft materials.

### **Drama**

Through drama children are encouraged to develop their communication skills. In role-play they experience different life situations which help them develop a greater understanding of their own and other cultures.

On occasions, opportunities are provided so that children may present exhibitions, shows, plays and concerts to a variety of audiences. We also seek to expose children to professional performances at least once a year. At Kinross Primary School we are fortunate to have a drama teacher one day a week.

## **Religious observance**

Religious and moral education has an important part in the development of pupils personal and social growth as it is concerned with the development of self-awareness, relationships with others as well as beliefs and values.

Our RME curriculum is designed to provide opportunities for children to express their own views and feelings and to listen with respect to the views and feelings of others. The role of Christianity as the main religious tradition for this country is recognised and pupils are also encouraged to develop an informed understanding of the religious beliefs of others as well as of people who have a non-religious view of life.

Assemblies take place on a weekly basis.

Guidance issued by the [Scottish Government clarifies the current position regarding provision of religious observance in Scottish schools](#) and sets out action for local authorities in planning this provision.

Under the terms of the Education (Scotland) Act 1980, parents/carers have the right to ask for their child to be withdrawn from religious observance. In the past the school has dealt with such requests with sensitivity and understanding and this approach will continue.

The Headteacher will offer to meet with any parent wishing to withdraw their child to ensure that they are clear about the school policy on religious observance.

In particular, parents/carers should be reassured that the Religious Observance planned by the school adopts an open and respectful approach and does not seek to compromise the beliefs of any pupils or their families.

Where a child is withdrawn from religious observance, suitable arrangements will be made for the pupil to participate in a worthwhile alternative activity.

## **Technologies**

The technologies area of the curriculum provides a range of different contexts for learning that draw on important aspects of everyday life and work. This will involve the children taking part in creative, practical and work-related experiences from the world of business and enterprise. Children will also use up-to-date information technology to support and enhance their learning and will be encouraged to investigate the design and creation of textiles and food, as well as find out about the world of engineering.

## Assessment and reporting

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

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

Parents/Carers are provided with opportunities to share in the learning and progress through attending Shared Learning events, Assemblies, School Shows and by seeing examples of progress through Learning Journeys as well as in the form of the end of session Summative Report document.

Pupils will progress through Levels, typically over a three-year period with scope for breadth and depth of learning opportunities. Nursery to P1 is a typical Early Level duration, P2 to P4 is a typical First Level 1 duration, and P5 to P7 for Second Level.

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

Scottish National Standardised Assessments are carried out at P1, P4, and P7. These are diagnostic tests to support teacher judgement.

Summative end of session reports are issued to parents/carers following Perth and Kinross Council Education and Learning guidelines.

## Support for pupils

View information on the Council's policy in relation to [provision for additional support needs](#).

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

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

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

- telephone helpline: 0845 123 2303
- email enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk)
- view advice and information on [provision for additional support needs](#)

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
- c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741

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

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

Sometimes a child will be part of a small group receiving extra help from the class teacher or a Pupil Support Assistant. At times, the child may work outwith class in a small group; normally support will be given within the classroom situation. The role of Pupil Support

Teacher is to provide consultation, advice and support to Class Teachers on how best to support those children who need it, within the mainstream setting, and to deliver support for learning where appropriate. Some pupils have an Individual Education Programme (IEP) to meet their particular needs. Others who have ongoing involvement with Social Work, Health services or other agencies may have a Co-ordinated Support Plan (CSP).

### **Kinross Cluster Integrated Team Meetings (ITM)**

An Integrated Team Meeting brings together professional representatives of services working to support children, young people and their families in a locality.

The meeting is convened by a school, and held on a termly basis, with the intention of identifying how best to improve outcomes in relation to a specific child or young person, agreeing who will do what and by when, and reviewing progress made in achieving the planned improvements.

The Kinross Cluster ITM offers support for individuals and families who may have a range of needs that can be best supported by a multi-agency approach. Parents/Carers will be kept informed of any discussions and decisions made at an ITM meeting.

## **School improvement**

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

Our Nursery and Primary provision was inspected by Education Scotland in November 2018. The nursery and school was graded as very good across all performance indicators. A link to the reports can be found here:

These reports can be viewed on the [Kinross Primary School information page on the Council website](#).

## **School policies and practical information**

### **School policies**

These can be accessed via the school website, and paper copies are available upon request.

### **Authority education policies and services**

The authority website provides information on the following:

- [school enrolment](#) including primary, placing requests and composite classes
- [school grants and benefits](#) including free school meal entitlement, clothing grants, transport and music tuition
- [Educational Psychology Services](#)
- [primary school meals and free fruit](#)

### **Early closures, such as severe weather conditions: heavy snow, wind, floods**

If the school has to close during the school day, parents/carers or emergency contacts will be informed via a text service to mobile phones: please ensure that the school office has an up-to-date mobile phone number for you. Our school website will also be updated.

### **Closures outwith school hours, such as severe weather conditions**

Information about school closures will be available to view on the Council's [school closures webpage](#).

### **Health care**

#### Emergency arrangements

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

#### What if my child becomes ill?

If a child becomes unwell at school, we will contact parents/carers. If we cannot make this contact, we shall call the emergency contact number in the pupil's records. It is therefore very important that we have up-to-date parental/carer contact numbers and up-to-date emergency contact numbers in order to get your child home as soon as possible.

#### Taking medicines into school

No medicine of any kind will normally be administered to your child in school. If your child requires prescribed medicine, you should ask your doctor to prescribe a dosage which can be taken before or after school time. If your child requires to have medicine administered because they have an ongoing condition such as asthma, epilepsy, diabetes or nut allergy, this must be negotiated formally with the school and the appropriate forms and procedures signed and agreed beforehand. Kinross Primary School is an allergy-aware school.

Pupils are not allowed to bring medicines of any kind to school. This is part of our safe use of drugs policy, and these guidelines are strictly adhered to. If your child is asthmatic and requires to use an inhaler, please arrange for a spare reliever (blue one) to be kept in school for emergency purposes.

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

## **Safety**

We have staff trained in First Aid and if your child is required to have First Aid administered by them, you will be informed by means of a note home. Where a child has experienced a bump to the head this will always be logged in school and a note sent home. Playground staff carry First Aid kits with them at all times to deal with minor grazes and scrapes which need a plaster and/or antiseptic wipe.

From time to time, and in common with all schools, we may find that a pupil has an infestation of head lice. When that is the case the Headteacher or Depute will notify the parent of that child direct. The Scottish Government recommendation is that alert letters are **not** sent home in the management of head lice infection. View [NHS advice on head lice and nits](#).

The Health and Safety at Work Act requires staff to ensure that the school is a safe place for children, and we would request your support in ensuring that your children are safety conscious. Fire drills are held at the start of each term and the need for taking care on the roads especially when cycling is regularly stressed at assembly.

In Kinross Primary School, we encourage our children to change into gym shoes when they arrive in school. Particularly in winter, outdoor footwear can be muddy or wet and as such our corridors could become slippery for children to walk on. In the interest of safety, children should not walk about in socks.

## **Organisation of school day**

P1s to P4s	9am to midday	12:45pm to 3pm
P5s to P7s	9am to 12.30pm	13:15pm to 3pm

Parents/Carers are informed in advance of any alterations to these hours.

## **Uniform/Clothing**

In Kinross Primary School we place great importance on the wearing of school uniform. This is for several reasons. Firstly, we believe that school uniform gives pupils a sense of

pride and a feeling of belonging to their school. It also enhances the standing of a school in the local community as well as being cheaper to buy for parents and carers.

The school uniform for Kinross is flexible to allow parents/carers a choice of retailers and take account of the cost of the school day. Pupils can wear grey or black trousers/skirts and grey or black cardigans/jumpers. The school colour is purple so many pupils wear purple sweatshirts and/or polo shirts. These can be bought from many supermarkets. The supplier for our logoed school uniforms is [Schoolwear Made Easy and you can order online](#). Kinross Primary School House T-shirts are available to buy from the school office at £6 each and payment should be made through ParentPay.

Please note that the school does not allow the wearing of football tops and scarves as that could encourage rivalry. Make up should not be worn. Jewellery, in particular dangly earrings, should not be worn and the school will not accept responsibility for any items of jewellery that are lost or damaged.

## **PE kit**

This consists of a white or House T-shirt, dark shorts, socks and gym shoes. Trainers and tracksuit bottoms may be worn for outdoor work only. Please note all jewellery including earrings should be removed for PE and long hair should be tied back. PE lessons are normally held at set times throughout the week but can vary. Children can come dressed for PE on their allocated days.

## **Homework**

We believe that homework is an important part of school. It allows us to form a partnership with parents/carers and opens a channel of communication through the content of the homework. For the pupils, independent study skills are fostered. Homework will be regular and cover such items as reading reinforcement in the early years or preparation at the later stages, sounds/spelling, maths tasks, and topic research. Homework may be the completion of work set after a lesson in school.

Your co-operation is sought in ensuring that homework is completed in time and to a reasonable standard, though as independently as possible.

Most homework is set online and a jotter is provided for completion of tasks. If you feel your child is spending too long completing homework, please contact the school. We would wish children to experience a range of after-school activities including homework. In the early years, 5 to 10 minutes an evening would be appropriate. By P7 this could amount to 20 to 30 minutes. Reading for pleasure or information, fact or fiction, is always encouraged.

## School registration

Parents/Carers are asked to register new intake P1 pupils in January of the year they are due to start school. Parents/Carers moving into the area who wish to enrol their children at the school should contact the school office. Parents/Carers living outwith our catchment area can make a [placing request](#) to request to have their child granted a place in Kinross Primary School.

Nursery pupils are usually invited to register in January/February each year. View more information on [funded early learning and childcare for 3- to 5-year-olds](#).

## Instrumental tuition

There will be opportunity annually for those interested to apply for instrumental tuition through the local authority at a subsidised cost; families in receipt of benefits will be offered reduced fees. Currently we are offering string, woodwind and brass tuition.

View information on [grants/benefits in relation to musical tuition costs](#).

## Name of Child Protection Officer

### GIRFEC

We take our duty of care to our pupils most seriously; in Kinross Primary School that is everyone's job. We follow the principles of GIRFEC (Getting it Right for Every Child) to ensure that pupils' wellbeing is a key focus for all staff.

**The Child Protection Officers are currently Headteacher Mrs Pauline Smith, DHT Miss Amy Bruce, DHT Mrs Julie Hynd and DHT Mrs Amanda Brown. For the Nursery, Mrs Fiona McCrudden, Mrs Jodie Dossett, Mrs Jeannie Anderson and Mrs Holly Brand.**

All staff are trained annually in Child Protection Procedures. Where we have any concerns about the welfare of a child, perhaps resulting from what a child says, how she/he behaves, or obvious physical injury which cannot be reasonably explained, then the Child Protection Officer will collate recorded concerns. We will then act on them and liaise with Parents/Carers or other professionals as appropriate. We act responsibly to protect the child and to keep Parents/Carers fully informed at all times.

## Nursery

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 Education Services within Education and Learning. Parents/Carers 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. Entitlement to primary school is determined by the child's home address. The designated nursery provision for this school is Kinross Primary School Nursery.

Further details of nursery provision in Perth and Kinross are available on the Council's [Early learning and childcare for parents and carers webpage](#).