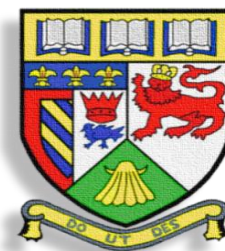


Keith Primary School



Handbook



December 2022

ASPIRATIONAL RESPECTFUL RESILIENT INCLUSIVE NURTURING

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SECTION 1: WELCOME TO KEITH PRIMARY SCHOOL

Introduction

Keith Primary School is a non-denominational, co-educational school providing education from Primary 1 to Primary 7. It is the largest primary school in the area, with 14 classrooms, an Art & Science Room, a Music & Drama Room as well as an enhanced provision space and a nurture room so we can support pupils with a range of additional support needs. We have an extensive playground area which includes a multi-use games area (MUGA) and an 'Imagination Station' to foster creativity skills in the outdoors.

The current roll stands at 325.

The school is situated in the town of Keith, in Banffshire. The present building, which opened in February 2012, shares its campus with Keith Grammar School.

General Information

Head Teacher:	Ms Susan Buchan
Depute Head Teacher:	Mrs Suzanne Ross
Principal Teacher (Additional Support Needs):	Mrs Sam Simpson

Address:	Keith Primary School School Road KEITH AB55 5GS
Telephone:	01542 882802
Email:	admin.keithp@moray-edunet.gov.uk
Web Site:	www.keithprimary.co.uk

Contacting the School

Parents/carers who have concerns or enquiries of any kind are welcome to contact the school in person, by phone or via e-mail during the following hours. Our office hours are:

Monday – Friday 8:00 am – 3:45 pm

Uniform

At Keith, we strongly encourage pupils to wear our school sweatshirts and/or polo shirts. These should be worn with trousers or skirts in plain, dark colours. Jeans and football tops are not permitted.

School sweatshirts and polo shirts are sold via the Moray Council's online iPayImpact system.

Indoor shoes are also required (which can also be their gym shoes) as we need to change on wet day or to go to the hall.

Children should have a **PE kit** in school at all times consisting of:

- Shorts
- T-shirt – a different one to that worn to school
- Non-marking trainers or gym shoes

Our School Day

	Start	Break	Lunch	End
All classes	8:50 am	10:40 am – 11:00 am	12:20 pm – 1:10 pm	3:00 pm

Registration and School Enrolment

The main intake of P1 children is in August of each year. Registration week for P1 takes place in the January before your child is due to start school. The whole registration process, including placing requests, can now be completed online. Scanned copies of your child's birth certificate and proof of address are required to upload and submit. If parents prefer to complete a paper copy, forms can also be completed at school during registration week.

Those pupils enrolling for Keith Primary will then be invited to take part in a comprehensive induction programme, including opportunities for parents and pupils to visit the school and meet the children and staff with whom they will be working. There will be information evenings for parents/carers so that the move from nursery to school can be smooth, enjoyable and beneficial for all involved.

Children may join us at other times of the school year. Prospective parents should contact the school office and arrangements will be made for child and parents to visit the school, meet staff and pupils and discuss any support needs. A starting date will be agreed and we will liaise with the child's previous school in order that the transfer will be as smooth as possible in terms of both pastoral and academic needs.

School Lunches

School lunches are cooked on the premises and menus operate on a rota basis. Copies of menus are available on the Xpressions App and at this link - [School Meals - Primary - Moray Council](#)

All pupils in Primary 1-5 are entitled to a free school meal. Your child may also be entitled to free school meals and other benefits such as clothing grants, if you meet certain criteria in terms of benefits and income. Further information is [here](#).

Payments for other school lunches are made online via Moray Council's iPayImpact, site. You will automatically be registered once your child enrolls in school.

Lunchtime assistants are available to help and supervise those who bring packed lunches to school. Those going home for lunch should leave and return via the front reception area.

Getting to School

By car: Although there is generous parking, the car park does get busy around drop off and pick up times. For those who have to come by car, please consider 'parking and striding' - so parking a little way from the school and walking the rest.

Please do not park in front of the school as this is to be kept clear for deliveries, disabled access and emergency vehicles. We also ask that you do not park in the 'drop off' area at the side of the school.

By bike or scooter: The school has ample storage for cycles although is unable to accept responsibility for their safety. We advise against pupils P1-P3 cycling to school unaccompanied. Pupils should, of course, wear helmets.

By bus: Any child living more than two miles from the school is entitled to transport if the family live in the school's catchment area. Children living out with the catchment area are not entitled to transport. Please check [here](#) (Moray Council website) for entitlement.

SECTION 2: OUR VISION AND VALUES

We are proud of our community ethos at Keith Primary School. We believe that a happy child is a successful one. We are committed to providing a welcoming, safe and stimulating environment for children to learn, where all are valued and **nurtured**. We believe that education should take place in a fully **inclusive** environment with equal opportunities and **respect** for all. We intend that all children should enjoy their learning, be **resilient**, be **aspirational** and become independent life-long learners. This vision gives rise to our school values:

ASPIRATIONAL RESPECTFUL RESILIENT INCLUSIVE
NURTURING

Our School Rules

Our school rules of **Ready, Respectful and Safe** are simple and easy to remember

We expect our pupils to:

Be **READY** to learn

Be **RESPECTFUL** to people and property

Behave in a **SAFE** manner

READY, SAFE



RESPECTFUL

Celebrating our Achievements

As a school, we like to reward pupils for demonstrating the school values and following the school rules. This is done in a number of ways:

Frog Points: Teachers and other members of staff can award Frog Points to add to Frog Cards. Over time, pupils earn certificates.



School Value Stickers: Pupils can be awarded special stickers to celebrate times when they have demonstrated our school values.



Head Teacher Certificates (Gold, Silver and Bronze): Awarded to celebrate the most commendable of achievements.



Achievements

As a school, we enjoy hearing about special achievements that have taken place out of school (e.g. learning a new skill; doing well in a competition; helping others; raising money for good causes). You can share these in various ways:

- Writing about an achievement on the special stickers sent home with your home learning pack
- E-mail the school on admin.keithp@moray-edunet.gov.uk with the detail and a photo if you can manage
- Ask your child to share with their class teacher

We will then do our best to share your child's achievements at assemblies and in Newsletters where possible.

SECTION 3: OUR CURRICULUM

Curriculum for Excellence (CfE) is the curriculum delivered to all children and young people in Scotland aged 3-18. A fundamental aim of CfE is to enable young people to develop the skills, knowledge and understanding they need to succeed in learning, life and work and prepare them for the jobs of tomorrow in a fast-changing world.

Curriculum for Excellence is not a '*one size fits all*' curriculum. It provides greater personalisation and choice so that learning is relevant to each child's needs, strengths and interests.

You can access further information about the curriculum and supporting your child at:

<http://www.LTScotland.org.uk/Parentzone>

<http://www.educationscotland.gov.uk/parentzone/cfe/index.asp>

<http://www.educationscotland.gov.uk/parentzone/resources/index.asp>

Our Curriculum Rationale

Every school is unique and, at Keith, we tailor our curriculum to suit the context of our school.

Our curriculum emphasises the importance of health and well-being, inclusion and diversity and skills for life, learning and work - including highly developed digital skills. Keith is rich in culture in terms of language, history and music (among other things) so our curriculum also promote learning using our local environment, working in partnership with different organisations within the Keith community.

Language/Literacy

The skills required for communication are fundamental to the curriculum and to the life chances of our pupils. The curriculum focuses on 3 key elements:

- 1. Listening & Talking**
- 2. Reading**
- 3. Writing**

Languages

We offer German to all pupils across the school. Additionally, the Doric dialect is core to the Keith identity so we actively encourage the use of Doric in the school and have key events to celebrate both Doric and Scots language.

Mathematics/Numeracy

At Keith Primary School, we aim to develop confident mathematicians who are able to talk about the relevance of their learning to solving real world problems – including in the world of work. The development of mental maths and arithmetic skills is fundamental to this, but so too are the skills of problem solving and applying maths skills to a range of contexts.

Expressive Arts

- Art and Design
- Drama
- Music
- Dance

Through the expressive arts we allow children to explore, express and create aesthetically in ways that are satisfying to the individual.

An art specialist teaches pupils from P3 – P7 on a weekly basis giving pupils rich opportunities to try different techniques and express their creativity.

Technologies

- Technological development in society
- Information and Communications Technology
- Business
- Computing science

- Food and textiles
- Craft, design, engineering and graphics

Increasing numbers of jobs rely on highly developed digital skills and developing these skills is fundamental to a 21st Century curriculum. Learning in the technologies enables children and young people to be informed, skilled, thoughtful, adaptable and enterprising citizens.

Health & Well-being

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. Our primary aim is to support our learners to:

- Make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- Experience positive aspects of healthy living and activity for themselves
- Establish a pattern of health and wellbeing which will be sustained into adult life and which will help to promote the next generation of healthy children.

Learning & Teaching Methods

There are a variety of ways in which learning opportunities may be presented to children. Varying teaching approaches leads to greater engagement and motivation and is intended to help learners develop skills, knowledge and understanding in more depth.

- **Using Technologies** (e.g. laptops or tablets): to find, research, communicate, create and present.
- **Active Learning:** Being actively engaged in the learning task by making or doing

- ## Personalisation & Choice

- With their teacher, what topics they might like to learn about or how they might like to learn about a topic
- How they might present their learning (e.g. on a poster; as a comic strip; as a PowerPoint)
- What level of challenge to attempt during a task
- What their next steps are in their learning

At Keith Primary, we are focused on enabling pupils to develop skills for life, learning and work. We use the Moray Skills Framework to guide our teaching and the conversations we have with pupils.



Additional Support for Learning

All our learners are different and at different times, many children will need a little extra support with their learning.

Our class teachers adapt learning in a variety of ways to ensure all our learners access work and learning appropriate for their age and academic journey.

We also have a dedicated and experienced Learning Support Team, led by a Principal Teacher of Support for Learning. The team works closely with class teachers and support staff so that targeted support may be provided in a timely manner. Staff also work in close partnership with other agencies, such as Speech & Language Therapy, Occupational Therapy and Educational Psychology to get it right for every child.

For some pupils, their learning journey is different from the majority of others. For these pupils, their curriculum is adapted to suit their needs and learning styles. The Beeches and the Oak Room provide these pupils with a range of activities designed to meet academic, sensory and emotional needs.

The Beeches

Whilst our aim is for all our pupils to be fully included in classes, our Beeches provision provides enhanced curriculum experiences for our pupils with more complex learning, sensory, physical and health needs. The Beeches consists of teaching spaces, a life skills room and soft play and sensory room.

The Oak Room

The Oak Room is funded by Pupil Equity Funding which the school receives from the government. It is first and foremost a nurturing space where pupils who experience different barriers to their learning can get support. These barriers might include self-regulation (anger) issues, family problems; social difficulties; low school attendance; limited life experiences.

The Oak Room offers a range of interventions including nurture group sessions for those most in need.

The Oak Room staff also offer a wider range of supports for families. We are supported by Moray Foodbank to operate a food larder from the school. Where families are finding things a little tight financially, we deliver food parcels every two weeks and also in emergency situations.

For those who like to recycle and upcycle, we also have a rail of donated clothes including school uniform, shoes party clothes and winter jackets.

We also participate in the Mission Christmas programme with Moray Firth Radio so we are in a position to make referrals for families where Christmas is difficult financially. Details are again, on the Xpressions App.

Wider Curriculum Opportunities

Keith Primary works with a range of partners to offer alternative opportunities for achievement. This includes Active Schools delivering activities such as netball and rugby and Outfit Moray offering Bikeability and a residential experience for P7s. As part of our curriculum, we also offer a Scottish Opera performance for P6 pupils and the Youth Music Initiative for P5s.

Home Learning

The support of parents is vital to the attainment and achievement of individual pupils. Home learning tasks are set on a Tuesday and carry on to the following Friday to allow families as much flexibility as possible. Home learning will consist of reading and spelling tasks as well as tasks set online mainly using Active Learn or Sumdog.

Each fortnight, your child will also get a task card. This will normally contain a maths task which helps them to use skills learned in class in a different context. Homework tasks are not set on the first or last weeks of term.

Transitions

Change can be both exciting and a worry for many pupils so supporting pupils through key transitions is an important part of the provision we offer at Keith Primary.

	Universal (for all pupils)	Targeted (for those requiring some extra support at transition time)	Enhanced (for pupils with more complex needs)
From Nursery to P1	Information evening for new parents Visits to school	Planning meetings where necessary Additional visits	Multi-agency planning meetings Additional visits
From class to class (e.g. moving from P4 to P5)	'Growing up day' – a chance to visit their new teacher and be with new classmates	Transition meetings between teachers Extra visits as necessary	Transition meetings between teachers Extra visits as necessary
P7 to S1	3 transition visits to complete induction activities and follow S1 timetable Opportunity to join Loft activities after Easter holidays	Planning meetings where necessary Additional visits	Multi-agency planning meetings Additional visits

SECTION 4: ASSESSMENT & REPORTING

Teachers routinely collect assessment information so they are able to form a clear picture of pupils' progress in relation to curricular benchmarks. Teachers are asked to use that assessment information in various ways:

- To help our learners identify next steps in their learning
- To adapt and improve their learning and teaching to ensure it matches the needs of individuals and of the class
- To track progress to identify which pupils are on track to achieve expected levels
- To identify who might need additional support with their learning

Additionally, an assessment of reading readiness takes place for Primary 1 pupils at the start and end of the school year.

Learners are actively involved in the assessment process with teachers using a range of techniques:

- Self-assessment - what has been successful and what needs improvement
- Peer assessment - help others appreciate what is good about their work and what needs developing
- Personal learning planning - pupils, teachers and parents will work together to develop planning for the child's next steps in learning.

Reporting

As parents, it is important that you know what your child is doing in school and know how they are progressing in relation to curricular benchmarks.

As a school, we report to parents in a variety of ways. This includes through Newsletters, Head Teacher letters, Twitter and through our assemblies.

The cornerstone of our Reporting policy is our **Learning and Achievement Profiles**.
Contained within the profile is:

1. A termly overview of the key areas that will be taught in that coming term.
Over that term, teachers highlight these areas as either 'tickled pink' (something that has been achieved) or 'green for growth' (still working on it) so you can see how your child is progressing
2. A chronology which records all achievements for the year (e.g. Star Writer; home achievements; certificates achieved)
3. Examples of work with 'celebration' stickers so you, as a parent, know what makes that work a success
4. Celebration stickers for when your child demonstrates our school values
5. Celebration stickers marking achievements at home.

These profiles will be shared at 6 different points in the school year either at parents' appointments, open afternoons or by sending them home (to then be returned).

Summative Assessment

At the end of the year, parents receive a brief end of session report which gives details on exactly where your child is at in relation to nationally expected milestones (i.e. whether they are ahead of milestones, on track or need further time and support).

SECTION 5: PARTNERSHIP WITH PARENTS

Communication

At Keith Primary, we communicate with parents in a range of ways.

	Purpose	How
Newsletters	To celebrate the learning and achievements of our pupils. The articles are often written by our pupils	Shared via e-mail and Xpressions app
Head Teacher Letters & E-mails	To communicate important messages and communications to parents.	Shared via e-mail and Xpressions app
Twitter	To celebrate the learning and achievements of our pupils	Follow us at @Keith_Primary
Groupcall / Xpressions Messages	To communicate more urgent messages and for reminders of key events. Please download app.	Old messages shown on Xpressions app.
Parent Portal	For completion of documents online (e.g. to give consent for trips and to book parents evening appointments). Parents can also update their contact details here	https://parentsportal.scot/home/

To optimise communication, we encourage parents to download the Xpressions app and follow the instructions and create an account for the Parent Portal.

The Frog Squad

Keith Primary School has a parent group which incorporates the role of a Parent Council along with the role of fundraising and general support. The group is open to

parents, carers and members of the wider community, although the statutory aspects of the Parent Council can only be carried out by parent members. The “Frog Squad” – named with reference to our school mascot - has its own distinctive role in supporting the work of the school. The group meets regularly, throughout the school year. Meetings are open and all are welcome to attend. Notice of meetings is generally given via a newsletter or via the Xpressions App. The Frog Squad also has an active Facebook page for parents and friends of the school to join.

Parents, carers and members of the community are more than welcome to come along to every meeting or just to be involved in one aspect of the group’s work, as a one-off.

School Improvement

At Keith Primary School, we are committed to making improvements to enhance the learning experiences for all our school community. The school produces an annual School Improvement Plan, outlining the areas of focus. This document is available on the Xpressions App for parents and others to view. Likewise, we produce an annual Standards and Quality Report to summarise our successes in any academic session. The School was last visited by Inspectors from Education Scotland in September 2015. Reports can be found on the Education Scotland website.

Often, the school will invite parents, carers or members of the community to be part of focus groups to help us evaluate and develop an aspect of our work and contribute to our improvement agenda.

A series of leaflets has been produced by Education Communities & Organisational Development for parents and carers. These leaflets are available from the school reception or from the Moray Council Internet site. The “Information for Parents and Carers” leaflet is available in other languages. Please see **Appendix A** at the rear of this handbook for information on links to The Moray Council’s internet site web pages.

SECTION 6: HEALTH & SAFETY / SAFEGUARDING

The health and safety of all our school community is of vital importance to us and we have a number of processes designed to keep everyone safe and well. Staff are trained in the use of first aid, the safe handling of food and follow policies and procedures which promote good health and hygiene.

Please ensure you send us any updated contact details as soon as is practical such as:

- Change of address or telephone number (for home and for work)
- Emergency contact address and telephone number
- New e-mail mail address

Pastoral Arrangements

If you have any concerns at all, please do not hesitate to contact the school. Our office team will do their best to respond to your query appropriately. Where they are not able to answer your question, you will be directed to either your child's class teacher, Mrs Ross (in the case of P1-P3 pupils), Ms Buchan (in the case of P4-7 pupils) or Mrs Simpson (where pupils have more complex additional support needs).

Absence

For safety and other reasons, we ask that if your child is absent from school for any reason, it is really important that you let the school know as soon as possible and, ideally before the start of the school day. You can report absence in a number of ways:

- Via the parent portal
- Via e-mail
- Over the phone

Details for each of these processes are contained elsewhere in the handbook.

If we are not certain why your child is off, we will try to get in touch with you via text and over the phone. In certain circumstances, we may also undertake a home visit or contact the police if we cannot ascertain your child's whereabouts.

First Aid & Medical: Frequently Asked Questions

Question	Answer
What if my child has been sick/diarrhoea at home?	You must allow 48 hours to pass after their last episode of vomiting/diarrhoea before bringing him/her back to school
What if my child becomes sick in school?	We will telephone you. If we cannot reach you, we will use your emergency contact number(s).
What if my child is injured in school?	<ul style="list-style-type: none"> • Minor first aid checks may not be reported to you. • We will inform you of other first aid checks via a series of messages • If there is any doubt about your child's health, we will contact you via phone / message
What if my child has a bump to the head?	<ul style="list-style-type: none"> • Our first aid team will treat this appropriately • In more minor situations, class teachers are informed so an injury can be monitored and a standard message is sent home so you can monitor after school or for you to visit the school if you wish • If the situation seems more serious (e.g. a cut or bruise or if the child appears unsettled or upset) parents are telephoned • If the bump has resulted in the child being knocked unconscious or they are obviously seriously injured, an ambulance will be called

Health Conditions

The school should always be kept informed about any health problems (e.g. allergies, need for inhalers or other medication).

It can be necessary for children to receive medication during the school day. Please note the following:

- Prescribed medication should be brought, by a parent or carer, to reception where we can arrange completion of the relevant permissions.
- In some instances, individual protocols and staff training may be required and this may take time to put in place.
- Over-the-counter medication, of any sort (cough sweets, Calpol sachets etc.) **should not be** sent to school. If in doubt, please contact us.
- Parents or carers will be asked to collect medication if it is out of date or no longer required. We will not send it home in schoolbags.
- Prescription medicine expiry dates are the responsibility of the parent/carer, please ensure we always have 'in-date' medications.

Mobile Phones

We do not permit the use of mobile devices in school for reasons of security and data protection. Unauthorised uploading of photographs to the Internet can be very damaging and upsetting. Mobiles should be kept in bags or trays during the school day,

Child Protection

It is everyone's job to ensure that children are kept safe. Schools in Moray follow the [National Guidance for Child Protection \(2014\)](#) and are required to report any suspected child abuse to Police or Social Work.

If you have concern for a child, call duty Social Work on 01343 563900 (08457 565 656 out of office hours) and/or the Police on 101. Pass on your concern and all the information you have available to you. This is not a process that intrudes on families and their children but a process that is inclusive and supportive to achieve the best outcomes for children.

The categories of abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

If you are unsure, ask for the Child Protection Co-ordinator in the School. This is Ms Buchan who has received the latest training in Child Protection so that they are confident, well informed and supported to promote the protection of children. You can discuss your concern with them. Social Work and/or Police can also be consulted out with school hours if required.

More information can be found on the Moray Child Protection webpage here: http://www.moray.gov.uk/moray_standard/page_55497.html

Dealing with Child Protection issues is a significant part of a school's job. If there is any reason to suspect a child is at risk, we have to err on the side of caution and report these concerns to social work.

Severe Weather

During severe weather, or another emergency situation, it may be necessary to close the school. The decision to close will always be taken as early as possible. However, due to changing circumstances, this decision could be taken at any time of the day.

The two main scenarios are:

- Closure out of school hours and
- Closure during the school day.

Procedures for both scenarios may be found at the back of this booklet.

Disclaimer Statement: The information contained within this handbook is correct at the time of publication, and is updated annually. The School Handbook has been prepared by the Head Teacher, and follows guidelines set out by Moray Council.

Keith Primary School Possible Closure – Outside School Hours

Severe weather or other **emergency situation becomes evident**, outside school hours.

PARENTS/CARERS SHOULD NOT EXPECT A TEXT MESSAGE TO ALERT THEM TO A SCHOOL CLOSURE, OUTSIDE SCHOOL HOURS.

Those who have registered at **mygovscot** <https://online.moray.gov.uk/site/wss/home> will receive an email message.

The Moray Council's **Twitter** feed and **Facebook** page will also be updated.

The "School Closures" page at: <https://secure.moray.gov.uk/mcalerts/portal>

Please do not phone the school to check if it is open or closed.

School closed

- You should keep your child/ren at home or make arrangements for their care.

Information sources should be checked regularly, to alert you to decisions about the following day.

School open

You must make the final decision as to whether or not it is safe for your child/ren to travel.

Your decision is...

No

- You should inform the school of your decision by phoning on **01542 882802**, leaving a message on the Information Line on **08700549999** PIN: **031290** or emailing: admin.keithp@moray-edunet.gov.uk.

You should keep your child/ren at home or make arrangements for their care. **Information sources should be checked regularly**, to alert you to decisions about the following day.

Yes

Is the child/ren's journey to school normally via **School Transport**?

Yes

No

Is School Transport running?

No

- Children should be conveyed to school, safely. You should **be alert to changing weather conditions** throughout the day, check mobile phones regularly and collect children if you are at all worried about travelling conditions. **Information sources should be checked regularly**, to alert you to decisions about the following day.

- You should keep your child/ren at home or make arrangements for their care. **Information sources should be checked regularly**, to alert you to decisions about following day.
- If you decide to transport your child/ren to school, **you must also collect them** at the end of the school day, or **in the event of an early closure**. You should **be alert to changing weather conditions** throughout the day, check mobile phones regularly and collect children, at any time of the day, if you are at all concerned. **Information sources should be checked regularly**, to alert you to decisions about the following day.

Yes

Children should wait at their normal pick-up point **for no more than 15 min. Do not leave children to wait unaccompanied.**

- If children are picked up by school transport, as usual, you should **be alert to changing weather conditions** throughout the day, check mobile phones regularly and collect children if you are at all worried about travelling conditions. You should **check information sources, regularly**, to alert you to decisions about the following day.

If the bus/taxi has not arrived within 15 min, you should:

- Keep child/ren at home or make arrangements for their care. Contact the school by phoning **01542 882802** or emailing admin.keithp@moray-edunet.gov.uk to confirm that the child/ren will not be in. **Information sources should be checked, regularly**, to alert you to decisions about the following day.
- If you decide to transport your child/ren to school, **you must also collect them at the end of the school day, or in the event of an early closure**. You should also be alert to changing weather conditions, check mobile phones regularly and collect children if you are at all worried about travel. **Information sources should be checked regularly**, to alert you to decisions about the following day.

Keith Primary School Closure - During the School Day

Severe weather or another emergency situation arises, during the school day, which requires children to be sent home and the school closed.

You will receive a **message or email alert** if you are registered for this service. Those who are not registered to receive messages will be contacted by **telephone**.

If you receive a **text**, you should seek further details from either the Information Line: **08700549999** PIN: **031290**, (Calls charged at 2p per minute plus provider's rate) The Moray Council website: <https://secure.moray.gov.uk/mcalerts/portal> or the Council's **Twitter** feed or **Facebook** page.

This is an important step to check details, the severity of conditions and also whether or not School Transport is running. This will allow you to make decisions and arrangements for your child/ren, before contacting the school.

Is your child's journey to and from school normally via School Transport?

No

Yes

Is School Transport running?

No

Yes

Do you wish your child to travel by School Transport, on this occasion?

No

Yes

- **Collect your child/ren** from school, as soon as possible. If you are nominated as an emergency address, for children other than your own, you might expect contact from the parents of those children and be prepared to collect them from school. Please **report to reception**, on arrival.

- **If you are unable to collect your child/ren**, please contact your emergency address to confirm that they should collect them or expect them. Also, contact the school on **01542 882802**, or email admin.keithp@moray-edunet.gov.uk giving the name of the person who will collect them or giving permission for children to be released to walk to that address.

YOU MUST CONTACT THE SCHOOL AS SOON AS POSSIBLE, on **01542 882802**, or email admin.keithp@moray-edunet.gov.uk to let us know your decision and arrangements:

- **Collect your child/ren** from school, as soon as possible. If you are nominated as an emergency address, for children other than your own, you might expect contact from the parents of those children and be prepared to collect them from school. You should **report to reception**, on arrival at school.

- **If you are unable to pick up your child/ren**, please contact your emergency address to confirm that they should collect them or expect them. Give school the name of the person who will collect your children or give permission for children to be released to walk to that address.

YOU MUST CONTACT THE SCHOOL AS SOON AS POSSIBLE, on **01542 882802** or email admin.keithp@moray-edunet.gov.uk to let us know your decision and arrangements. **Please remember, we will not put children on buses if we have not had contact with you. Should this be the case, we may need to let buses go and keep your child in school, for collection.**

- Let us know if your child/ren should go **straight home or to an emergency address**, when they are dropped off.
- Contact your emergency address, to alert them to expect your child/ren or meet them at the drop-off point.

PLEASE NOTE THAT IN THE EVENT THAT SCHOOL MUST BE CLOSED AND WE HAVE BEEN UNABLE TO MAKE CONTACT WITH PARENTS/CARERS, CHILDREN WILL BE SENT TO THEIR REGISTERED EMERGENCY ADDRESS, IN KEITH. IN EXTREME CIRCUMSTANCES, WHERE THE EMERGENCY CONTACT IS UNAVAILABLE, THE HEAD TEACHER MAY SEND CHILDREN HOME WITH AN ADULT WHO IS TRUSTED BY THE SCHOOL. THIS ADULT WILL UNDERTAKE TO CONTACT PARENTS.

Appendix A

Contact: The Moray Council, Education and Social Care

Address: Council Office, High Street, Elgin IV30 1BX

Website: www.moray.gov.uk

Telephone: 01343 563374

Fax: 01343 563990

Email: educationandsocialcare@moray.gov.uk

Hours: 8.45am - 5.00pm Monday to Friday

Moray Council A-Z	Telephone:	Web page address:
Active Schools	01343 563890	http://www.moray.gov.uk/moray_standard/page_42597.html
Additional Support for Learning	01343 563374	http://www.moray.gov.uk/moray_standard/page_42567.html
Admission to Primary School	01343 563374	http://www.moray.gov.uk/moray_standard/page_52987.html
Adverse Weather Procedures	Local school or 01343 563374	http://www.moray.gov.uk/moray_standard/page_53021.html http://schoolclosures.moray.gov.uk/ http://www.moray.gov.uk/moray_standard/page_40560.html
After School Clubs	01343 563374	http://www.moray.gov.uk/moray_services/page_44889.html

Armed Forces Families Information	01343 563374	http://www.moray.gov.uk/moray_standard/page_100164.html
Attendance and Absence	01343 563374	http://www.moray.gov.uk/moray_standard/page_55580.html
Bullying	01343 563374	http://www.moray.gov.uk/moray_standard/page_52988.html
Childcare	01343 563374	https://www.scottishfamilies.gov.uk/
Children and Families Social Work	01343 563374	http://www.moray.gov.uk/moray_standard/page_47606.html
Child Protection	01343 563900 03457 565656 (out of hours) 101 (Police Scotland)	http://www.moray.gov.uk/moray_standard/page_55497.html
Clothing Grants	01343 563144	http://www.moray.gov.uk/moray_standard/page_55486.html
Community Care	01343 563999	http://www.moray.gov.uk/moray_standard/page_77362.html
Community Learning & Development	01343 563374	http://www.moray.gov.uk/moray_standard/page_39860.html
Curriculum for Excellence	01343 563374	http://www.moray.gov.uk/moray_standard/page_76320.html
Data Protection	01343 563374	http://www.moray.gov.uk/moray_standard/page_75569.html

Deferred Entry to Primary School	01343 563374	http://www.moray.gov.uk/moray_standard/page_52991.html
Disability Discrimination	01343 563374	http://www.moray.gov.uk/moray_standard/page_43019.html
Early Entry to Primary School	01343 563374	http://www.moray.gov.uk/moray_standard/page_56925.html
Early Learning & Childcare	01343 563374	http://www.moray.gov.uk/moray_standard/page_42682.html
Education and Social Care	01343 563374	http://www.moray.gov.uk/moray_standard/page_43612.html http://www.moray.gov.uk/moray_standard/page_2069.html
Education Maintenance Allowance	01343 563338	http://www.moray.gov.uk/moray_standard/page_40540.html
Exclusion from School	01343 563374	http://www.moray.gov.uk/moray_standard/page_53001.html
Free School Meals	Local school	http://www.moray.gov.uk/moray_standard/page_55486.html
Grants and Bursaries	01343 563374	http://www.moray.gov.uk/moray_standard/page_43903.html
Home Education	01343 563374	http://www.moray.gov.uk/moray_standard/page_76320.html
Information for Parents and Carers Leaflets	01343 563374	http://www.moray.gov.uk/moray_standard/page_42708.html http://www.moray.gov.uk/moray_standard/page_47236.html
Instrumental Instruction	01343 563374	http://www.moray.gov.uk/moray_standard/page_53005.html

Notes for Parents and Carers booklet	01343 563374	http://www.moray.gov.uk/moray_standard/page_42708.html http://www.moray.gov.uk/moray_standard/page_47236.html
Learning and Education	01343 563374	http://www.moray.gov.uk/moray_standard/page_44028.html http://www.moray.gov.uk/moray_standard/page_76320.html
Libraries & Information Services	01343 562600	http://www.moray.gov.uk/moray_standard/page_1472.html
Museums Service	01309 673701	http://www.moray.gov.uk/moray_standard/page_572.html
Parental Involvement & Parent Councils	01343 563374	http://www.moray.gov.uk/moray_standard/page_55068.html
Placing Requests	01343 563374	http://www.moray.gov.uk/moray_standard/page_49601.html
Pre-School Education	01343 563374	http://www.moray.gov.uk/moray_standard/page_42682.html
Racial Equality	01343 563374	http://www.moray.gov.uk/moray_standard/page_43019.html
School Catchment Areas	01343 563374	http://findmynearest.moray.gov.uk/my_moray.php?pcode
School Contact Details	01343 563374	http://www.moray.gov.uk/moray_standard/page_55590.html
School Information Line	0870 054 9999 *Calls to this number will be charged at a 2p per minute service charge plus your call provider's access charge	http://www.moray.gov.uk/moray_standard/page_40560.html

School Meals	01343 557086	http://www.moray.gov.uk/moray_standard/page_55540.html
School Term and Holiday Dates	01343 563374	http://www.moray.gov.uk/moray_standard/page_55829.html
Sports Facilities	01343 563374	http://www.moray.gov.uk/moray_standard/page_2237.html
Swimming Pools	01542 882222	http://www.moray.gov.uk/moray_standard/page_74674.html
Transport (Pupils)	0300 123 4565	http://www.moray.gov.uk/moray_standard/page_1680.html http://www.moray.gov.uk/moray_standard/page_47797.html http://www.moray.gov.uk/moray_standard/page_56922.html
Travelling People	0300 123 4566	http://www.moray.gov.uk/moray_services/page_40313.html