

learning to live
living to learn

LHANBRYDE PRIMARY SCHOOL HANDBOOK January 2012



MORAY COUNCIL EDUCATION & SOCIAL CARE

Inspire

Include

Improve

INTRODUCTION

This handbook has been produced for the parents of pupils and prospective pupils of Lhanbryde Primary School.

We hope you will find the information useful and informative. We have an open door policy here at Lhanbryde, so please do not hesitate to contact us if you have any further questions.

School Times:

Opening time:	8.45am for P1-7
Finishing times:	2.30pm P1-3 3.00pm P4-7
Morning Interval:	10.30am - 10.50am for P1-7
Lunch Interval:	12.20pm - 1.15pm for P1-7

Contact Details:

School Address:	Lhanbryde Primary School Garmouth Road Lhanbryde Moray IV30 8PD
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E-Mail:	admin.lhanbrydep@moray-edunet.gov.uk
Moray Council:	www.moray.gov.uk
School Website:	www.lhanbrydeprimaryschool.uk.org
Head Teacher:	Mrs Gillian Ross

Date of Publication January 2012

CURRENT STAFF LIST

Mrs G Ross	Head Teacher
Mrs J Grant	Principal Teacher - Support for Learning
Mrs F Milne	Principal Teacher
Mrs A Forbes	Principal Teacher
Miss S Dean	Teacher
Mrs M Burns	Teacher
Mrs K Milne	Teacher
Mrs J Milligan	Teacher
Mrs H Shand	Temporary Class Teacher
Mrs D Jackson	Teacher - Class Teacher/McRone Cover
Mrs L Morris	Teacher - Support for Learning - Job Share
Mrs J Wallen	Teacher - Support for Learning - Job Share/McRone Cover
Mrs S Smith	Acting Senior Nursery Nurse
Mrs B Deeming	Acting Senior Nursery Nurse
Mrs C Gardiner	Primary School Administrator
Mrs A Anderson	ASN Auxiliary
Mrs R Collie	ASN Auxiliary
Mrs S Boyne	ASN Auxiliary
Mrs H Joyner	ASN Auxiliary
Mrs K Lawson	ASN Auxiliary
Mrs L Graham	ASN Auxiliary
Ms J Paton	ASN Auxiliary
Mrs C Simpson	Auxiliary/Canteen Supervisor
Mrs J Baillie	Auxiliary/Canteen Supervisor
Mrs M Anderson	Classroom Assistant
Mrs G Arands	Classroom Assistant/Playground Supervisor
Mr R Scothern	Janitor
Mr I Hackman	Evening Caretaker (Temporary)
Ms R Sweetman	Visiting Teacher - Art
Mrs M Park	Visiting Teacher - Music
Mrs M Smith	Visiting Teacher - P.E.
Mrs H Strachen	Catering Supervisor
Mrs A Fraser	Cleaning Supervisor

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WELCOME

Dear Parents/Carers

On behalf of pupils, parents and staff, I would like to welcome you to Lhanbryde Primary School.

Lhanbryde is a semi-rural community, situated 3 miles from the large town of Elgin. You will find Lhanbryde School in the centre of the village. We are a non-denominational school which currently provides education for 170 pupils.

The current school was built 12 years ago on the site of the previous 1960's building. It is an open plan school which has room for 10 class teaching areas. Within the school, there is also enhanced provision for children with Additional Support Needs.

We have a very well equipped Nursery that offers places to three and four year old children who live within the Milne's Associated School group catchment area. Lhanbryde Primary School Nursery is situated within the main school building, next to our infant class areas. At present we offer 20 morning and 35 afternoon places.

The large circular gym hall doubles up for the school dining hall at lunch time. In addition to this we have 2 spacious multi-purpose rooms. Pupils learn ICT skills in the Computer Suite and our Support for Learning team benefit from a work base too.

We value our partnership with parents and we look forward to working with you and your child/children as you begin an exciting journey with us at Lhanbryde Primary.

I hope this booklet provides you with everything that you will need to know about our school. However if you have any further queries, no matter how small, please do not hesitate to contact me.

Yours sincerely

Gillian Ross
Head Teacher

WHAT WE AIM TO DO

Our *General* aim for the children of this school is to provide a secure, happy and stimulating environment within which effective learning and teaching can take place. In order to achieve this we aim to provide a curriculum which is varied in its learning experiences, provides a balance of content and allows and ensures that each child progresses at a rate appropriate to his/her age, aptitude and ability, but achieves his/her highest potential.

We hope that by continued discussion of local and national documents and by evaluation of what we do, we will take account of the ever changing society in which our children will take their place.

This means that we are constantly trying to provide a curriculum which caters for all our children's needs, not merely intellectual but also spiritual, physical, moral and emotional. We frequently use the environment in which we live to provide our children with meaningful situations.

Our curriculum requires constant review. As part of the review process all schools have a School Improvement Plan which sets out their priorities for the coming year. This year we are working on Raising Attainment in Language and Maths, Promoting Positive Behaviour and Assessment.

VISION AND AIMS

EDUCATION AND SOCIAL CARE

Our mission: Learning to Live, Living to Learn

Our aims:

Inspire

Motivate all to have high expectations and a desire for excellence.

Encourage an enthusiasm for active, healthy lifestyles.

Include

Enable access to quality learning experiences for all, in safe and supported environments.

Involve the people of Moray in shaping the future.

Improve

Develop enhanced life changes for the people in Moray.

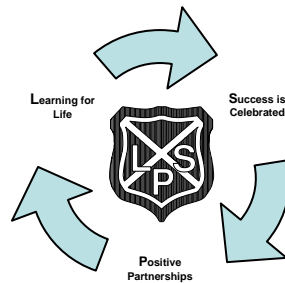
Work with others to develop high quality services.

Commit to on-going improvements.



SCHOOL AIMS AND VISION

Our whole school community was involved in creating our school vision.



We have a clear vision for the school: where all members will effectively learn the skills that prepare them for life, develop positive partnerships with the school and wider community and regularly celebrate success.

AIMS

We are very grateful in particular to our Pupil Parliament, who put forward some helpful and valuable suggestions for our Aims and Values. These are in line with the four purposes of The Curriculum for Excellence: successful learners, confident individuals, responsible citizens and effective contributors.

- DO OUR BEST
- CARE FOR OUR COMMUNITY
- KEEP LEARNING AND IMPROVING
- RESPECT EVERYONE AND EVERYTHING
- BELIEVE IN OURSELVES
- TAKE PART AND HAVE A SAY IN THE LIFE OF OUR SCHOOL
- CONTRIBUTE TO TEAM WORK
- BE HEALTHY, HAPPY AND SAFE

ENROLMENT

The 1981 Education (Scotland) Act gives parents rights in choosing the school at which they wish their child to be educated. Information can be obtained from the Head Teacher.

Each year during the 3rd week of January parents are requested to **REGISTER** their child for education **AT THEIR LOCAL PRIMARY SCHOOL**. At the same time as registering, parents can **ENROL** their child for a place in their local school or receive information about making a request for a place in another school of their choice.

Parents should bring the child's birth certificate with them at the time of registration.

Once we have all the information about the children who will be joining Primary 1, we will send out an information leaflet for parents and children about our transition programme.

CLASSES

Children are grouped in classes according to age and numbers of children. Your child may be placed in a single stage class with a maximum of 33 pupils (25 in P1, P2 & P3) or in a composite class with a maximum of 25 pupils. Pupils are allocated to composite classes as sympathetically as possible to provide the best educational opportunities, social harmony and emotional stability.

In forming new classes, full account will be taken of existing successful groupings of pupils. Language and /or mathematics groupings are used as the basis for decision as to which class pupils are allocated.

SCHOOL UNIFORM

The wearing of school uniform is recommended. We encourage pupils to dress smartly and to look their best. Please ensure that clothing is named, especially sweatshirts.

The school uniform comprises:

Bright blue, V-necked pullover/cardigan/sweatshirt with badge.

White shirt/polo shirt/blouse

Black/grey trousers

Black/grey skirt

A fleece is optional

Jeans, denim or leather jackets and sports team kit are not considered to be suitable school clothing. School sweatshirts and sleeves are available to buy from the school office.

Naturally when children are representing the school in any way, we expect full uniform to be worn.

CLOTHING GRANT

These are available to families who receive some kinds of income support. Information about these can be found in the Moray Council Notes for Parents & Carers which accompany this Handbook. Application forms are available from the school.

TRANSITIONS

Starting Primary 1

We aim to make the entry of pre-school pupils to full-time education as smooth as possible. We recognise the important role parents in this process and aim to develop a close home/school partnership for the benefit of your child.

In term 4, there is a full induction programme for parents and children entering P1 that includes a wide range of activities and visits. Each P1 pupil is given a 'P7 P.A.L' i.e. a pupil from P6 who becomes the child's friend after the Summer break.

There is an evening for parents in May/June followed by a Reading Evening in September.

Children attending nurseries/pre school centres outside of Lhanbryde Nursery will be fully included in this transition process and P1 teachers will also visit/liaise with staff at these centres.

Transfer to Secondary School

The majority of pupils in P7 transfer to Milne's High School in Fochabers in August of each year. Those children who live on or to the west of the B1903 Lossiemouth Road usually attend Elgin Academy, as do the pupils in the Cranloch, Teinland and Clackmarras areas, However, if parents wish, they may choose to send their child to any secondary school in the area provided they make their own travel arrangements.

The addresses and telephone numbers of the secondary schools are as follows:-

Milne's High School, Fochabers	Tel: 01343 820611
Elgin Academy, Morriston Road, Elgin	Tel: 01343 543485
Elgin High School, High School Drive, Elgin	Tel: 01343 545782

Arrangements for transfer to Milne's High School are well established and there is close liaison between staff. Parents also attend an evening to meet staff.

ABSENCE

Attendance

It is a legal requirement under the Education (Scotland) Act, 1980, that parents ensure regular attendance at school.

Illness

If a child is absent through illness, parents/carers must contact the school as soon as possible on the morning of any absence. If we have not received notification of a child's absence by 9.00am, we will telephone parents/carers. This is done with the best of intentions as when a child fails to turn up for school, we wish to know that he/she is safe at home and has not gone missing on the way to school.

Hospital/Clinic Appointments

Again, we ask that advance notice of an appointment should be passed on to the school. In the interest of safety we do not allow pupils to leave school to meet a parent for an appointment so during school hours, the pupil must be collected from school.

Holidays

In Scotland, parents do not have the legal right to keep pupils off school to accompany them on holiday. Such holidays will be classified as unauthorised absences from school,

Where parents have no control over the dates of their annual leave, children can be granted up to a fortnight of authorised absence, within any 12 consecutive months. In all cases, parents must request the permission of the Head Teacher to remove a child from school during term time to go on holiday.

It is not the policy of this school to provide children with work to complete while they are on holiday during term time.

In taking children out of school in term time, parents should be aware of the potential impact on their children regarding teaching time in key subjects that is lost.

Lateness

Lateness causes disruption of the school routine for other pupils as well as the child who is late, resulting in a loss of learning and teaching time. This can amount to a considerable time over the course of the school year.

Our electronic management system will automatically alert us to high absence or lateness levels and we will contact you to discuss these and ways that we can support attendance.

CURRICULUM FOR EXCELLENCE

Bringing Learning To Life and life To learning

Curriculum for Excellence has now been introduced across Scotland for all 3-18 year olds, wherever they learn. It aims to **raise standards**, prepare children for a future they do not yet know and equip them for the jobs of tomorrow in a fast and changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to **work together** across the school and with others schools, to share **best practice** and explore learning together. Glow, Scotland's unique, world-leading, online network will support learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of **Knowledge and Skills**.

Every child is entitled to a **broad and deep** general education, whatever their level of ability. Every single teacher and practitioner will be responsible for **literacy and numeracy** - the language and numbers skills unlock other subjects and are vital to everyday life.

Curriculum for Excellence develops **skills** for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom.

It links **Knowledge** in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There are various ways of **assessing progress** and ensuring children achieve their potential.

There will be new qualifications for literacy and numeracy from 2012/13 and new National 4 and 5 qualifications from 2012/13 and new national 4 and 5 qualifications from 2013/14. Our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

There is personal **support** to help young people fulfil their potential and make the most of their opportunities with **additional support** if that's needed. there will be a new emphasis by all staff on looking after our children's **health and wellbeing** - to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for excellence aims to improve our children's life chances, to nurture **successful learners, confident individuals, effective contributors and responsible citizens**, building on Scotland's reputation for great education.

CURRICULAR AREAS

There are 8 curricular areas that children will study under a Curriculum for Excellence: Language, Mathematics, School Subjects, Science, Expressive Arts, Religious and Moral Education, Health and Wellbeing and Technologies.

English Language

This consists of listening, talking, reading and writing.

Listening and Talking

We provide children with a range of opportunities to discuss and listen to others. They are encouraged to convey messages and talk clearly to adults and other children. Pupils will listen to a wide variety of media including T.V., radio, C.D. and stories read by teachers and pupils.

Reading

Oxford Reading Tree, Dandelion Readers and Ginn provide the core reading experiences for our pupils. We also have a selection of extension and supplementary readers which provide support and consolidate vocabulary and comprehension. Pupils will read a wide range of fiction and non fiction materials. Reading for pleasure is encouraged through our school library and computerised Accelerated Reader system.

Children will learn about the skills and predicting, clarifying, summarising and questioning, through our Reciprocal Reading approach.

It is important for parents to show interest by hearing their child's reading and encouraging them to read for pleasure at home too.

Spelling

We are following the "Spelling made Easy" programme which provides a set of progressive spelling words and activities. When they are ready for spelling groups, pupils will be placed accordingly and words will be studied in class as well as in tasks which may be included as homework.

Writing

Children are taught technical skills of handwriting, spelling, punctuation and grammar. They also learn about the 6 genres in writing: Report writing, Recount, procedure (instructions), Narrative, Persuasion and Explanation.

Pupils learn to write across the curriculum and for a variety of purposes. Success in writing is celebrated regularly in class. Writing is taught in ability groups in P4-7.

Modern Languages

During the course of P6 and P7, pupils are introduced to either French or German. The main aims are to offer them the opportunity to sample a foreign language and to learn about and use everyday French or German in a relaxed, informal atmosphere.

MATHEMATICS

Topics include Number, Money, Measurement, Shape Information Handling and Position and Movement,

Pupils are also given the opportunity to solve problems, use calculators, computers and handle information in different ways.

We use a wide range of resources for Maths lessons such as textbooks, worksheets, interactive whiteboard, computers, programmable toys and the outdoors.

Practical, real life experiences are provided wherever possible and we place a strong emphasis on developing mental calculations/strategies.

Maths is taught in ability groups in P4-7.

SOCIAL SUBJECTS

Children acquire knowledge and understanding of the world and learn skills that will enable them to interact effectively with it.

Pupils may take part in trips/visits to enhance their learning. We are very lucky to have several wooded areas nearby which we make full use of for children's learning.

SCIENCE

Pupils will experience lessons about living things, energy and forces and earth and space. They will also develop a range of skills through problem solving, practical experiments, research and reading information.

EXPRESIVE ARTS

Music, Art, Drama and Creative Dance make up the Expressive Arts. They are taught in school through topic work by class teachers and visiting specialists. Pupils are required to have a painting apron/shirt for art work.

All P5 pupils receive recorder lessons from a visiting teacher once a week.

Instrumental tuition is offered to pupils who are interested and who show the necessary aptitude. This tuition can be given when a vacancy arises in the time allocated to the school. At the moment violin, cello and brass tuition is provided.

RELIGIOUS AND MORAL EDUCATION

In R.M.E., children learn about Christianity, Other World Religions and Personal Research. Children develop an understanding of respect and care for others as well as looking at Moral education and the study of rules, right and responsibilities.

There are regular assemblies led by the Head Teacher, Senior Management Team, Local Minister or pupils themselves. Assemblies take the form of a service and are linked to the principles of Christianity.

All religious observance is non-denominational. Parents have the right to withdraw their child from our Religious Worship Programme and they must let the school know in writing if they wish to do so.

HEALTH AND WELLBEING

Lhanbryde Primary is a Health promoting School and we encourage pupils to make healthy choices.

Our health education programme covers physical, emotional, spiritual and social aspects of health. We work closely with health professionals and other agencies to deliver these themes.

We have a healthy tuck shop which is organised by the Helm Group and pupils visit classes each morning with trolleys offering a range of healthy snacks and drinks. Any profit made is put back into organising health events/activities.

Pupils receive 2 hours of Physical Education. They should wear loose fitting shorts, a T-shirt and gym shoes. Gym shoes should be checked regularly to ensure they are fitting properly. Football tops are not permitted. Children should have clothes to change into after P.E. lessons. For hygiene reasons wearing a P.E. kit afterwards is not acceptable.

Pupils should not wear jewellery to school for P.E. as it could cause them an injury. They will be asked to remove or cover up anything which could cause harm to themselves or others. The school will not take responsibility for jewellery that is lost or damaged.

TECHNOLOGIES

Information and Communication Technology (ICT) is growing at a rapid pace, with new technologies being invented continuously. Our school is well equipped to integrate ICT within classroom practice.

As well as each class having a networked lap-top and PC, pupils are timetabled weekly for our computer suite which hosts 8 PC's.

Interactive whiteboards are used in all class areas and pupils also have the opportunity to use cameras and video-cameras to record events and areas of their learning.

Moray school networks are provided for pupils to do school related work, including research and communication with others. For internet access, parental permission is required.

Pupils in P6 plan and organise Technology sessions with programmable robots/toys for P1 and 2 pupils.

INTERDISCIPLINARY LEARNING

Children will have experience in all these curricular areas during the course of a session. Many lessons/activities will cover several of these areas as we build in cross-curricular themes and interdisciplinary learning into our work.

SCHOOL VISITS

Visits are usually related to topic/theme work. We appreciate the help of parents on all visits, both from the safety angle and the sharing that we do with you during the outing. We are always looking for helpers.

We adhere very strictly to our policy of seeking parental permission for all out of school activities and we need your help with this.

P6 and P7 pupils have the opportunity to attend a residential stay at the Abernethy Trust Centre at Nethybridge near Aviemore, every year.

Any payment for costly school trips can be made by instalments over a period of time.

AT THE HELM

Pupils in P4-7 have experience to take on leadership roles within their class on 4 different areas. This gives them an opportunity to plan, organise and make decisions about the life and work of the school

The 4 areas are:- Health, Eco Work, Enterprise and Magic Moments.

HOMEWORK

Homework is given to pupils for a number of reasons:

- To provide more practice in a topic introduced in school;
- To encourage pupils to become more independent learners;
- To make parents more aware of their child's work in school;
- To provide parents with an opportunity to share in their child's learning.

Homework can only be of help to children if parents support us by encouraging their child to complete it to the best of their ability. It can include reading practice, other language activities and activities linked with topic work.

Pupils are expected to be responsible for their homework. They should know what the class teacher has given them to do and know the timescale set. It is helpful if parents can initial work completed at home by the child, as this gives the class teacher an indication of whether the parent is aware of what has been set and supervised and completion of work, with support as needed.

ADDITIONAL SUPPORT FOR LEARNING

The Additional Support for learning (ASFL) Act 2004

The Additional Support for learning Act introduced a new statutory framework for supporting children and young people in their school education, and their families based on the idea of additional support needs. This new term will apply to children and young people who, for whatever reason, require additional support, long or short term, in order to help them make the most of their school education.

It is likely therefore that the majority of children and young people will need additional support at some point in their educational career.

SUPPORT FOR PUPILS

The main role of support for learning is to assist pupils within identified groups in the classroom situation with specific, identified educational needs. Sometimes pupils will be withdrawn from class work, if it is felt that more individualised support is needed. Support for Learning is available to all pupils.

Parents will be informed if support for learning is deemed appropriate for their child. They will be offered the chance to come to school to discuss any concerns they may have with the Class teacher. Mrs Jean Grant, our Principal Teacher for Support for Learning and Mrs Ross, Head Teacher, are available to discuss any concerns.

ASSESSMENT

Assessment is used to help plan next steps as well as to inform parents of their child's progress.

Formal and informal methods are used throughout the year by teachers and pupils. This can be achieved through discussion, questioning, written work, pupil/peer self assessment, observation and examining finished products, as well as a more formal test to confirm a teachers judgement.

Primary Schools in Moray also carry out assessments for all children at the beginning and end of P1 and in P3 and P6. these are computerised.

CELEBRATING ACHIEVEMENT

We encourage children to share their successes and achievements with us. This includes those achieved outside of school i.e. at clubs or activities attended.

Children have the opportunity to share these experiences at our "Magic Moments" time, during assemblies. Our Magic Moments Group collects and records details of these by camera/video and they are displayed on the plasma screen in reception or on the Magic Moments Boards outside the hall.

AFTER SCHOOL CLUBS

We have a wide variety of extra curricular activities on offer after school: Football, Quest Club (Scripture Union) and Drama.

We are always on the look out for parents/members of the community will to help/run with these activities. If you would like to get involved, please let us know.

Ethos and Behaviour

ETHOS

Our school ethos is based on a climate of openness and honesty in all that we do.

We want Lhanbryde Primary School to provide a place of learning which is safe, happy, stimulating and welcoming for all learners, teachers and visitors.

Each member of our community is valued as an individual and supported to develop to his/her full potential according to their personal, social, emotional, as well as academic needs.

We encourage each member of our school community to treat each other with respect. We promote an ethos of achievement where success is celebrated and positive behaviour is recognised.

O.S.C.A.R.

This is our system of rewarding positive behaviour and stands for "**Our School Can Achieve Results**".

Children are given challenges that they aim for and collect O.S.C.A.R. stamps in a notebook. They are then rewarded with small prizes and certificates for achieving 10, 20, 30, 40 and 50 stamps O.S.C.A.R. assemblies are held once a month.

Full details are available in our O.S.C.A.R. leaflet, should you be interested.

SANCTIONS

Children are expected to follow the school rules but sometimes, there will be times when they break them. Having done so, they must also accept the consequences for breaking them.

Misbehaviour will be dealt with initially by loss of Golden Time or loss of break times (Grounding). Damage to school property or damage or loss of books etc. will result in a request for payment to repair or replace such items.

Our procedures for dealing with misbehaviour is as follows:

- verbal warning for misbehaviour
- grounding issued (parents informed of each grounding)
- report to Head Teacher after third grounding
- parents contacted after third grounding
- parents asked to come and discuss behaviour and agree future support/conditions
- Head Teacher will contact Education Officer to discuss next steps which could result in exclusion from school

You should also note that any incidents involving violence, dangerous weapons, drugs or alcohol are reported immediately to Educational and Social Care, and the Police may also be involved.

SOLUTION ORIENTATED SCHOOLS

We have staff trained in the Solution Orientated Schools Approach.

This involves working with parents, pupils and staff in a variety of situations with a view to reaching positive outcomes.

This approach is also used in School Improvement Planning and multi agency meetings (LIAP)

BULLYING

ACTION AGAINST BULLYING

We at Lhanbryde hope to provide a happy, safe environment where all individuals are encouraged to do their best. Like all schools, we do from time to time, face and deal with, situations which threaten a person's right to feel secure and happy within the school. Like all schools, these situations sometimes involve a child bullying or being bullied.

We are totally opposed to bullying and do our utmost to prevent it happening and stop it whenever it does occur.

We do have a policy which provides advice to parents, pupils and teachers on:-

How to recognise bullying

How to deal with bullying effectively

How to promote positive anti-bullying behaviour

For our policy to work, we require and count on the support of our parents and of our community. Our school cannot work in isolation in any aspect of school life, but particularly in the sensitive area of prevention, monitoring, recognition and dealing with incidents of bullying.

Our fuller policy "Action Against Bullying" is available at school. Should you wish to receive a copy, feel free to ask.

HEALTH AND SAFETY

EMERGENCY CONTACTS

We need to have a contact number for you, should we require to contact you during the school day for any reason. This can be a friend or relative but obviously a telephone number is **essential**, so that, should your child require to come home, then we can do this as quickly as possible.

SCHOOL SECURITY

We have CCTV cameras as part of the school security system and all council employees have Photo ID badges. All visitors are required to sign in and out of the school and wear a visitor's badge. All adults including parents should report to the school office, if seeking an appointment or wishing to pass on information to staff or children.

No pupils may leave the school grounds to visit the shop or the park during break or lunch time unless of course, have gone home for lunch, their parents give them explicit permission to do this.

FIRE DRILLS

Fire Drills are held once a term (am and pm). There are fire notices in every area. The main assembly point is at the back of the school on the large patio area, next to the main field. We have a designated area for each class.

CAR PARKING

We encourage the children to walk or cycle (ideally if they have passed their bikeability test)

PLEASE DO NOT DROP YOUR CHILDREN OFF IN THE STAFF CAR PARK. THIS AREA IS TOTALLY OUT OF BOUNDS TO EVERY CHILD.

SUPERVISION IN THE PLAYGROUND

Mrs Baillie is on duty in the morning from 8.25am. All our Support Staff are in the playground at breaks and lunchtimes.

Each day, Mrs Ross/Mrs Grant will be 'on duty' over playtimes and lunchtimes as our children and adults need to know where to go for help. Each Support Team member has a walkie talkie so she can communicate with the management.

CHILD PROTECTION

In child protection matters The Moray Council is guided by the North East of Scotland Child Protection Committee. More information about this can be found in the Moray Council Notes for Parents & Carers which accompany this Handbook.

Mrs Ross and Mrs Grant are the Child Protection Officers within the school.

MEDICAL CARE

Day to day minor ailments and accidents are dealt with by Pupil Support Staff. (These staff have been trained in First Aid). Sometimes this results in a phone call home and a request that you come to school, if you can, to take your child home. Please understand that we only ever do this if your child is in need of you.

An accident record book is kept for any accidents which occur during the school day. We also have a recording book for toileting accidents.

MEDICINES IN SCHOOL

Information about these can be found in the Moray Council Notes for Parents & Carers which accompany this Handbook. Application forms are available from the school.

In line with policy agreed by the Senior Clinical medical Officer, school will only administer medicines with the written approval of a medical practitioner. Painkillers such as aspirin and paracetamol fall into this category, and will therefore not be administered on pupil request.

"Supporting Pupils with medical Needs in Schools including The Administration of Medicines" guidance document is available at the school.

A small information note is sent home when any child has used their asthma inhaler.

LIVING AND GROWING

P6 and 7 children are given the option of sex education. Parents are contacted and permission is sought before the programme is started. We try to ensure that this is handled as sensitively as we can. Our School Nurse, Rhona McRone, supports staff with this topic.

SCHOOL MEALS

All schools in Moray provide a wide range of healthy, balanced meals in their menus which meet the Scottish Government standards, set as part of the Hungry for Success programme. In addition the Moray Council has an on-going commitment to providing healthy options through its snack provision. Mrs Strachan, our school cook, works with her assistants, Mrs Grant and Mrs Allan to give us tasty and nutritious food each day.

Meals cost £2.00 each or £20.00 for a book of 10 tickets available from the kitchen. We ask that pupils buy their tickets **before 8.45am or at break time - but not at lunch time please**, as the ladies are very busy serving and handling the food at that time. Cheques for tickets should be made payable to "The Moray Council".

If you prefer to provide your child with a packed lunch, these can also be eaten in the canteen. We would encourage you to make these as healthy as you can and to avoid sweets, chocolate and fizzy drinks. **We do not allow chewing gum, cans or glass bottles in school for safety reasons.**

FREE SCHOOL MEALS

Information about these can be found in the Moray Council Notes for Parents & Carers which accompany this Handbook. Application Forms are available from the school office.

PARENTAL INVOLVEMENT

We encourage a wide range of parental involvement in school. Class teachers may ask parents to help with excursions, management of an activity in the class or support in other aspects of the child's development at school.

We also have a rota for parents helping with our Active Learning Session in P1-3. If you would like to be involved in this, or any other activity, please let us know.

All staff are available to meet parents during the course of the week. Unfortunately, due to the teaching commitments, this cannot be done on a drop-in basis. We would ask you to make an appointment with the class teacher, Head Teacher or school office.

We invite parents/carers into the school to share in your child's progress in the autumn and spring terms. We issue our 'Settling In' reports in October, where pupils are involved in commenting on their progress and an end of year report is sent home in June.

Over recent years, the children have seen the benefit of money raised by our parent group (most recently, sound systems, staging, computers, sports and playground equipment and money to meet transport costs).

P.A.T.T. is open to parents and teachers and a committee is elected at our annual general meeting.

PARENT COUNCIL

As part of the Scottish Schools (Parental Involvement) act 2006 we have established a **Parent Council** consisting of a maximum of 15 parents who are representatives of our Parent Forum.

"All parents who have a child attending a public school are automatically members of the Parent Forum for that school".

The main functions of the PATT are to:

- support the school
- represent views of parents
- promote a good relationship between the school, parents, providers of nursery education and community
- report to the Parent forum
- fund raise and plan school events

Our Parent Council is called P.A.T.T. - Parent and Teachers Together.

You can view details of the meetings and members on the PATT Information Board which is situated in the school's entrance area.

GENERAL INFORMATION

INFORMATION FOR PARENTS AND CARERS LEAFLETS

A series of leaflets has been produced by Education and Social Care for parents and carers. These leaflets are available from the school or Moray Council Internet site:

http://www.moray.gov.uk/moray_standards/page_42708.html

DATA PROTECTION ACT

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information gathered complies with the principles of the Data Protection Act 1998 and may only be disclosed in accordance with the Codes of Practice. The Data Protection Act 1998 ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, and not held for longer than necessary.

SCHOOL TRANSPORT

All primary and secondary pupils who live more than 2 miles from their school will be provided with free transport if that is their local catchment school. Door-to-door transport is not guaranteed. In certain instances, children may be required to walk up to 2 miles as appropriate.

Application forms are held in the school and can be completed as required. Placing request applications can also be made for the school of your choice and we will be happy to explain this to you.

In the interests of safety we expect responsible behaviour from children on the bus as repeated dangerous behaviour can mean that the offending child will be put off the bus to make his/her own way to school (this may mean that parents may have to transport any such child).

Once bus/taxi pupils arrive at school, they are under the responsibility of school staff, and are therefore not permitted to leave the school grounds.

PUPIL PARLIAMENT

The Pupil Parliament are elected by their class mates after completing application forms and talking to their peers. They meet twice a term to make decisions and drive forward school improvements.

The Pupil Parliament also update the school website which is: www.lhanbrydeprimaryschool.uk.org

EMERGENCY CLOSURE

Parents of all children in school are requested to provide us with emergency contacts each school year. Should it be necessary to close the school suddenly every effort is made to contact parents but it is of the utmost importance that the school has a telephone number which can be used if necessary and that the child knows whose number we have.

Should the weather be very bad in the morning, parents should tune to Moray Firth Radio who have undertaken to broadcast details of schools closed. Parents are also encouraged to phone the school information line for the most up-to-date details.

School Information Line - 0870 054 9999 Pin No - 031320

Please do not send your child to school if it looks like, or is forecast that a deterioration in the weather is due.

"Head Teachers have total discretion as to the closure of schools when they anticipate storm conditions which would put children at risk"

COMMUNICATION

We communicate with parents through regular newsletters and other information leaflets.

Teaching staff/Head Teacher may also telephone parents to chat about pupils and discuss any issues.

Communication is of course two way, so we encourage parents to pass on any information with us via a note, telephone or by arranging an appointment.

We are very lucky to have a Home/School Link Worker, Mrs Gail Buckley, who is assigned to Milne's High and its feeder primaries. She gives support and advice on a referral basis and has worked successfully with a large number of our children and families.

AREA SCHOOL GROUP

We take every opportunity we can to help our children meet and liaise with the pupils from the other schools within our Area School Group. The schools involved are Mosstodloch Primary, Milne's Primary and Milne's High School. In addition the head teachers and staff of these schools meet on a regular basis to plan development work and In-Service which will be of shared value. As a number of our children transfer to Elgin Academy, we try to implement the same liaison arrangements with that school.

CONCLUSION

We hope that you have found this booklet to be useful and informative.

The information contained within this handbook is correct at the time of publication, and updated annually. It is prepared by the Head Teacher and follows guidelines set out by the Moray Council.

Finally, we want to see our children develop as happy, responsible, caring people, ready to apply their learning to life and take their place in society. We continue to be proud of the children who attend this school and make it what it is.

If you have any questions about the school or would like to arrange a visit, please contact Mrs Ross, Head Teacher, at the school - **01343 842649**

The Moray Council Education and Social Care may be contacted on - **01343 563374**

The website is: <http://www.moray.gov.uk>

The Moray Council has produced a "Notes for Parents and Carers" booklet which is designed to provide basic information about the education system in Moray and also to detail specific areas of government legislation which may relate to your child's experience at school.

This booklet is available from the school, from Education and Social Care or the Moray Council Internet site.

<http://www.moray.gov.uk/moraystandard/page47236.html>

This booklet is also available in other languages.