



The Moray Council
Education and Social Care
Tomintoul Primary School

Handbook

Date of Issue: 15th December 2011

This hand book has been prepared by the Head Teacher and Staff of Tomintoul Primary School and follows the guidelines set out by The Moray Council. The information included is correct at the time of publication, and is updated annually.

**learning to live
living to learn**

Inspire ■

Include ■

Improve

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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 Educational Services, or the Moray Council internet site <http://www.moray.gov.uk/moraystandard/page47236.html>

This booklet is also available in other languages



EDUCATION AND SOCIAL CARE

Tomintoul Primary School

Tomintoul

Ballindalloch

AB37 9DA

Tel: 01807 580271 Fax: 01807 590332

E-mail: admin.tomintoulp@moray-edunet.gov.uk

Website: www.moray.gov.uk

Sandy Riddell
Corporate Director (Education and Social Care)

15.12.11

Dear Parents and Pupils

Welcome to Tomintoul Primary School. This is the school which serves the parishes of Tomintoul and Kirkmichael within Moray District. Our catchment area extends northwards to Croftbain on the Aberlour Road, north west towards Avonside, north east towards the Braes of Glenlivet and south into Glen Avon.

Our present roll is 44 with a Nursery class of 14. The primary year groups are arranged into two composite classes, Primaries and 1/2/3/4 and Primaries 5/6/7. These groupings may change in August 2012.

Tomintoul is a very happy school where staff members are committed to supporting the needs of individual pupils. Parents and the wider community are also encouraged to play an active role within the school.

This handbook, along with the enclosed "Notes for Parents and Carers" booklet, is designed to help in welcoming you to the Tomintoul Primary School Community. However, whilst I hope these are informative and useful, they should not be seen as an alternative to personal communication and, if you have any additional enquiries, please contact the school and I will be happy to arrange an appointment to meet with you.

Yours sincerely

Nancy Fraser
Head Teacher



Inspire

▪

Include

▪

Improve

Contacting Tomintoul Primary School

Postal Address	Tomintoul Primary School Cults Drive Tomintoul Ballindalloch Moray AB37 9DA
Telephone number	01807 580271
Fax number	01807 580464
Email address	admin.tomintoulp@moray-edunet.gov.uk

Contacting The Moray Council's Education and Social Care Department

Postal Address	The Moray Council Educational and Social Care High Street Elgin Moray IV30 1BX
Telephone number	01343 563374
The Moray Council Web Site	www.moray.gov.uk
Director of Education and Social Care	Mr Sandy Riddell

Contacting Our Associated High School

Postal Address	Speyside High School Mary Avenue Aberlour Moray AB38 9PN
Telephone Number	01340 871522
Email	admin.speysidehigh@moray-edunet.gov.uk
Head Teacher	Mr Nigel Engstrand

Members of Staff at Tomintoul Primary School

Head Teacher	Mrs Nancy Fraser
Principal Teacher	Mrs Philippa Mitchell
P1-4 Class Teacher	Mrs Philippa Mitchell
P5-7 Class Teacher	Miss Louise Davidson
Support for Learning Teacher	Mrs Lorna Walker
Visiting Specialist Teacher of:-	
Art	Vacancy
Physical Education	Mrs Eluned Mitchell
Music	Mrs Alison Cook
Classroom Assistants	Mrs Michele Fraser Mrs Sonia Sinclair Mrs Lesley Bongard
Play/Lunchtime Auxiliary	Mrs Lesley Bongard
Education Auxiliary	Mrs Michele Birnie Ms Kim Hooper
School Administrator	Mrs Linda Walne
School Cook	Mrs Sheila MacKinnon
Catering Assistant	Mrs Lorraine Lawson
School Cleaner	Mrs Lorraine Lawson
Janitor	Mr Ian Ross
Transport Providers	Mrs Joan Milne Mr Steve Menmuir Mr Ian Ross

School Times

School opens	9.00
Morning Interval	10.35 - 10.50
Lunchtime	12.30 - 13.15
School closes P1-3	14.30
School closes P4 -7	15.00

Term Dates

2012/13

Autumn Term	
Term begins	Tuesday 21st August 2012
October break	Monday 15th October - Friday 26th October 2012
Winter Term	
Term begins	Monday 29 th October 2012
In-service closure	Monday 19 th November & Tuesday 20 th November 2012
Term ends	Friday 21 st December 2012
Spring Term	
Term starts	Monday 7 th January 2013
Mid Term holiday	Friday 15 th February & Monday 18 th February 2013
Term ends	Thursday 28 th March 2013
Spring Holiday 2013	Friday 29 th March (Good Friday) – Friday 12 th April
Summer Term	
Term begins	Monday 15 th April 2013
May Day holiday	Monday 6 th May 2013
In-service closure	Thursday 16 th May 2013 & Friday 17 th May 2013
Term ends	Friday 5 th July 2013

Vision

Our whole school agreed vision is:

Tomintoul school is a school where partnership where all are encouraged to achieve their full potential in an inspiring and creative environment which is fun, safe and secure and healthy.

School Aims

Our school Aims have recently been reviewed and now reflect the values and capacities of Curriculum for Excellence.

Our aims form the foundations of our practice and through them we strive to develop the capacity of each child to be:

A Successful Learner by

- providing a happy, secure and stimulating environment in which to learn
- encouraging enthusiasm and motivation for learning so that each child can fulfil his or her potential
- providing an effective curriculum which facilitates good literacy, numeracy, communication and technological skills and presents effective learning opportunities
- taking each child's needs into account



A Confident Individual who

- has self respect and a belief in their own abilities
- leads a healthy and active lifestyle
- can relate and mix with others positively
- has secure values and beliefs

A Responsible Citizen who is able to

- respect others
- understand different beliefs and cultures
- play a part in the local and wider community
- develop his or her own informed views on topical issues
- take responsibility for his or her own actions



An Effective Contributor to society who has

- an enterprising attitude
- good and effective communication skills
- a flexible attitude to working with others
- initiative and resilience
- the ability to solve problems and work with new concepts



Enrolment

Any child whose 5th birthday falls between 01.03.12 and 28.02.13 will be of enrolment age for Primary 1 in August 2012. Children enrolling at Tomintoul Primary School will usually be resident within its catchment area. However, when registering their child, parents have the right to make a placing request so that their child may attend a school other than the one within the area in which they live. On request, a copy of the leaflet "Placing Requests – A Guide to Parents" is available from the school.

Induction from Nursery to Primary 1

After the Easter Holidays we begin the process of induction for new entrants to Primary 1. The Primary 1 teacher will visit Tomintoul Nursery to meet the children in their usual working environment. In addition to this, the children will be invited to the P1 classroom on several occasions. Parents will be invited to an individual parent/teacher meeting to discuss their child's entry to P.1.

Induction from Primary 7 to High School

Pupils progressing from Tomintoul Primary School are within the catchment area for Speyside High School, Aberlour. However, parents have the right to make a placing request so that their child may attend a school other than the one within the area in which they live. On request, a copy of the leaflet "Placing Requests – A Guide to Parents" is available from the school.

We have very close links with Speyside High School and work together with them to ensure that transition for all of our pupils is as smooth as possible.

The Curriculum

Teaching and learning are planned in accordance with the Curriculum for Excellence. Through our delivery of the Curriculum for Excellence learners can expect to:

- know they are valued and will be supported to become a successful learner, an effective contributor, a confident individual and a responsible citizen
- experience a traditionally broad Scottish curriculum that develops skills for learning, skills for life and skills for work, with a sustained focus on literacy and numeracy, that encourages an active, healthy and environmentally sustainable lifestyle and builds an appreciation of Scotland and its place in the world
- benefit from learning and teaching that strikes a better balance between equipping them with the skills for passing exams and skills for learning, skills for life and skills for work. There should be no need for groups of young people to take examinations before the end of S3
- have the benefits of an assessment system that supports the curriculum rather than leads it and ensures that their transition into qualifications is smooth

With these aims in mind, Tomintoul Primary School provides engaging and active learning experiences within the following curricular areas:

- Expressive Arts
- Languages and Literacy
- Health and Wellbeing
- Mathematics and Numeracy
- Religious and Moral Education

- Sciences
- Social Studies
- Technologies

When planning how each of these areas is taught, we have carefully considered how to make activities challenging and enjoyable and how to ensure that all areas are covered in such a way as to provide breath, balance and progression. We also seek, where appropriate, to incorporate different areas of learning into the same learning experiences. For example, if children are learning about functional writing and are also studying their local area then they might be asked to produce a leaflet for tourists or a recount of a visit to a local business. In this way learning will be more enjoyable, relevant and purposeful.

More information about the Curriculum for Excellence can be found on

www.ltscotland.org.uk/parentzone/cfe/index.asp

Additional Support Needs

The Support for Learning teacher helps us to provide relevant education for all pupils in our care. She works with individuals or groups of children and also provides advice for class teachers. At present Tomintoul Primary has an allocation of two days per week when the Support for Learning teacher comes into the school.

Religious Observance

The school gathers together every second Friday afternoon for assembly. Twice each month we are joined by clergy from our local Church of Scotland and Roman Catholic churches. Parents have a right to withdraw their child if they wish by sending written confirmation of this to the school.

Homework

Homework provides a valuable opportunity for parents to work in partnership with the school. Your involvement gives children the reassurance of a consistent, positive attitude from both home and school.

Homework will normally consist of mathematics, reading and spelling but may also include work related to specific projects. We will try to ensure that children have access to all necessary materials in order to complete homework exercises.

On some occasions children will be asked to complete unfinished class work at home. In this case a note from the teacher will accompany the work explaining why this is necessary.

Assessment, Achievement and Attainment

Opportunities for assessment are identified within the class teacher's forward plans and generally take the form of teacher observation, end of unit assessments and self or peer evaluations. The purpose of such assessments are to check individual pupil's understanding of work undertaken, to identify next steps for teaching and for use as a basis when informing parents/guardians of their child's progress.

Our pupils achieve in many, many ways and are encouraged to become caring, confident and responsible in everything they do. Use of the TOMINTOUL SMARTS recognises every form of achievement. All of their

achievements are recorded, acknowledged and reported through newsletters, photographs and assemblies.

Children's progress is reported to parents on two occasions in the year. During the second term this report is verbal and during the fourth term it is preceded by a written report.

Parents and carers are; of course, welcome to contact the school at any time to arrange an appointment to meet with the Head or Class Teacher.

School Rules and Discipline

Good standards of behaviour within any school enhance every child's learning opportunities. Less time spent keeping good discipline means there is more time for teaching and learning. To encourage a caring and responsible atmosphere in the school we have implemented the Golden Rules. These can be found on appendix 2. If a pupil keeps all the Golden Rules for a whole week he or she will be entitled to 45 minutes of Golden Time when he/she can choose from a number of enjoyable activities. Failure to keep the Golden Rules results in a warning card. If a pupil persists with inappropriate behaviour after receiving a warning card the result is the loss of 5 minutes of "Golden Time". If a pupil loses Golden Time parents will be notified through the child's learning log or homework jotter. When faced with challenging behaviour from an individual pupil, the school will always work with the child and his or her family and within school and local authority guidelines to maintain good discipline. However, it should be noted that on some occasions, after all other measures have been tried, the Head Teacher may consider exclusion from school

Parents should also note that any incidents involving violence, dangerous weapons, drugs or alcohol are reported immediately to The Moray Council's Education and Social Care department, and the Police may also be involved.

House Teams

As part of our programme to promote positive behaviour and to encourage pupils to take some personal responsibility for their own learning; we have three Houses within the school. Each one is named after a local geographical feature - Conglass, Strathavon and Tomnabat. Children can earn house points for trying hard at their school work, improving upon aspects of school work, showing kindness to others and for good behaviour. House points are totalled fortnightly.

Extra Curricular Activities

Due to the cost of transport it is difficult for us to take part in a wide range of extra curricular activities. However, during the past year we have run a successful after school Art Club.

Communication and Consultation with Parents

The main written communication with parents is a monthly newsletter and diary. This gives details of dates, forthcoming events activities and general school news. The newsletter also provides a means of sharing pupils' success with parents and the wider community.

The Parent Council is consulted regarding the school's Improvement Plan and developments in policy and procedure. Once agreed, new developments are generally communicated to parents during open evenings.

To ensure that parents can communicate with the school at any time we have a "School Information Line" which can be accessed in the following way:

1. Dial 0870 054 9999
2. Enter the school's PIN Number - 031520
3. You will get a confirmation message - "Selected Tomintoul Primary"
4. You will then enter a menu system:
 - Press 1 - to hear severe weather information
 - Press 2 - to leave a non urgent message
 - Press 3 - to hear general school information
 - Press 4 - to enter a different school PIN number
 - Press hash key - to end the call

Please note that should parents wish to leave an urgent message they should speak directly to someone at the school.

Further Information for Parents

A series of leaflets has been produced by Educational Services for parents and carers. These leaflets are available from the school or the Moray Council internet site: <http://www.moray.gov.uk/moraystandard/page42708.html>

Leaflets include:

Bullying	Education at Home
Exclusions	Grants and Bursaries
School Health Services	Music Instructors (Music Centre)
Placing Requests	Admission to Primary School
School Transport	Provision of Special Educational Needs

Central Services (Support for Learning)

Parent Council

There is a very active Parent Council which represents the wider Parent Forum. At present their main role is to encourage wider parental involvement, aid consultation for new development and to raise money for the school fund.

Pupil Council

The Pupil Council is made up of three primary 7 pupils, one each from primaries 5-6 and two from primaries 1-4. The Pupil Council constitution identifies that it will represent the views of all pupils, raise funds, help choose charities which the school will support and help the head teacher to make sure the school is a safe environment for everyone.

Absences

If your child is to be absent from school it is essential that you contact the school in the morning to let us know. If for any reason you are unable to contact a member of staff, please leave a message using the School Information Line. If we do not hear from you by 9.15am, we will attempt to contact you or your child's emergency contact.

We report levels of and reasons for absence within the school. This information is processed and returned to us as percentage figures relating Tomintoul to both the regional and national norm for absences within the primary sector.

Emergency Closures

On some occasions it is necessary to close the school at very short notice. In this case it is important that the school can contact parents or their nominated

emergency contact. A letter requesting emergency contact information is sent to all parents each year at the beginning of the first term.

When emergency closure is due to adverse weather conditions, the Head Teacher will use the School Information Line to keep parents informed.

Community Links

Each Christmas we stage a Carol Service for parents and friends. We also put on a morning performance to which we invite local pensioners.

During the year we host a number of events which not only raise funds for the school but also allow us to welcome parents and friends into the school. These events vary but are usually along the lines of coffee mornings, summer or winter fayres, an Easter Bunny Drive and a performance by the children.

School Uniform

There is a formal school uniform which all pupils are encouraged to wear and which consists of the following:-

- Grey or black skirt or trousers
- White or pale blue polo shirts
- Navy sweatshirt with Tomintoul logo
- Navy zipped fleece with Tomintoul logo (optional)

Sweatshirts and fleeces can be bought from the school office. At present sweatshirts are priced from £8.50 and fleeces from £12.00 (December 2011)

We encourage children to have a change of shoes for indoors. For PE each child requires shorts, a T-shirt and gym shoes or trainers.

Details about entitlement to school clothing grants are available in the "Notes for Parents and Carers 2011" booklet.

School Meals

There is a kitchen where Mrs McKinnon prepares and serves excellent meals each day. The children have books of tickets that act as vouchers. There are 10 tickets in each book. At the time of writing, school meals cost £2 per day. (December 2011)

Most children in the school have a school lunch. Any child wishing to bring a packed lunch will sit with the other children in the dining room and will be supervised by our lunchtime auxiliary.

During the morning playtime Mrs McKinnon provides healthy snacks and fruit juice which children may buy if they wish.

Details about entitlement to free school meals are available in the "Notes for Parents and Carers 2011" booklet.

School Trips

The number and variety of school trips undertaken each year depends upon which subjects are being studied, what opportunities are available and how much money is available for transport. No trips are undertaken without the permission of parents or guardians and transport providers will be suitably licensed and insured.

Child Protection

At Tomintoul Primary School we are committed, not only to educating our pupils, but also to doing our utmost to ensure their safety and happiness.

The Moray Council is guided by the North East of Scotland Child Protection Committee in Child Protection matters. The following statement applies to all Moray schools:

“It is the duty of the Moray Council and all its staff to ensure, as far as possible, that all children are protected from the danger of child abuse in all its forms:

Emotional Abuse, Physical Abuse, Sexual Abuse, Non organic failure to thrive and Neglect.

Where school staff have concerns about a pupil which suggest the possibility of abuse, then these concerns will be discussed with a member of the Social Work Department to determine what, if any, action needs to be taken.

Insurance

No insurance cover is held by The Moray Council to provide automatic compensation to children in the event of personal accident or death. It is your responsibility to insure your child for personal accident or death if you feel this is appropriate.

The Moray Council does hold third party liability insurance which indemnifies the Council for claims from third parties (e.g. parents or pupils) who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. However, if there is no negligence, no claim would be accepted by the Council.

This information is brought to your attention at this time in order that you may take whatever action you feel appropriate. We are also particularly anxious to avoid the potentially distressing situation of staff only becoming aware of the insurance position after an accident has occurred, however remote this possibility.

Bullying

Bullying at school can have a profound effect on children’s lives and can have a lasting effect on them into adulthood. It can undermine their self esteem and self confidence and often result in them becoming bullies themselves. At Tomintoul Primary School we deal with bullying in the following ways; we accept that bullying can occur within our school and always take allegations of bullying seriously. Following procedures set out in the school's anti-bullying policy, incidents are investigated, recorded, discussed and hopefully resolved. We try, whenever possible, to work in partnership with parents and carers.

Health Care

We work with partnership health agencies such as the Health Visitor, the school doctor and nurse, the dental service and the Speech and Language Therapy department. Part of this work involves regular routine screening and part is with reference to individual pupil need. In each case parents will be fully consulted.

We are equipped to deal with minor cuts and bruises in the school and a number of members of staff hold a current first aid certificate. For anything more serious we would immediately contact the nearest available doctor, and in such an event we would notify the parents at once.

We rely on parents or guardians to keep us fully informed of any medical conditions which require medication to be taken in school and must insist that no medication should come into school without our knowledge. With this in mind and, in line with policy agreed by the Senior Clinical Medical Officer, schools 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.

Copies of "Supporting Pupils with Medical Needs in Schools including the Administration of Medicines" guidance document is available from the school office.

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.

Running Costs

The budgeted running costs (2011 - 2012) for the school are contained in appendix 4-6 of this booklet.

Conclusion

It is hoped that this school booklet has provided you with a great deal of useful information. However, please remember that the school's staff is always available and willing to help with individual enquiries.



the moray council

EDUCATIONAL SERVICES

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**
- Build the confidence of individuals to become **responsible citizens**

IMPROVE

- Develop **enhanced life chances** for the people of Moray
- Work with others to develop **high quality services**
- Commit to **on-going improvement**

INCLUDE

- Enable access to **quality learning experiences for all**, in safe and supported environments
- Involve the people of Moray in **shaping the future**

Tomintoul Primary School's Golden Rules

- 😊 We are gentle
- 😊 We are kind and helpful
- 😊 We work hard
- 😊 We look after property
- 😊 We listen to people
- 😊 We are honest

INFORMATION FOR PARENTS 2011 PRIMARY SCHOOLS

School: Tomintoul Primary School	Id No.: 300 - 5209234
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Budgeted Running Costs For Financial Year 2011-2012

School Roll at September 2010	44
Total School Running Costs at April 2011 (£)	226,594
Cost per Pupil (£)	5,150

Key to symbols: The symbol ## indicates that the data are not available.

Attendance And Absence For School Year 2010/2011

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances (Pupil Half Days)	2164	2520	**	**	2520	3638	2518	15880
Percentage Authorised Absences	5.1	2.5	**	**	2.1	3.1	2.4	3
Percentage Unauthorised Absences	0.7	0.2	**	**	0.5	1.8	1	0.9

Key to Symbols:

Asterisks (**) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

Minimising Overall Absence

	Absence recorded (2009/2010) Average number of half days absence per pupil	Absence recorded (2010/2011) Average number of half days absence per pupil
Absence	14.1	14.8

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

Key to Symbols: The symbol (##) indicates that the data are not available or comparable with other years.

INFORMATION FOR PARENTS 2011 PRIMARY SCHOOLS

Education Authority: Moray

Budgeted Running Costs For Financial Year 2011-2012

School Roll at September 2010	6,342
Total School Running Costs at April 2011 (£)	21,147,009
Cost per Pupil (£)	3,334

Key to symbols: The symbol ## indicates that the data are not available.

Attendance And Absence For School Year 2010/2011

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendance s(Pupil Half Days)	328403	320205	316299	335570	316989	349458	359021	2325945
Percentage Authorised Absences	4.2	4	3.6	4	3.7	4	3.9	3.9
Percentage Unauthorised Absences	0.7	0.9	0.8	0.8	0.7	0.8	0.7	0.8

Key to symbols:

Asterisks (**) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

Minimising Overall Absence

	Absence recorded (2009/2010) Average number of half days absence per pupil	Absence recorded (2010/2011) Average number of half days absence per pupil
Absence	18.2	17.8

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

Key to symbols: The symbol (##) indicates that the data are not available or comparable with other years.

INFORMATION FOR PARENTS 2011 PRIMARY SCHOOLS

National Data

Budgeted Running Costs For Financial Year 2011-2012

School Roll at September 2010	364,284
Total School Running Costs at April 2011 (£)	1,490,002,771
Cost per Pupil (£)	4,090

Key to symbols: The symbol ## indicates that the data are not available.

Attendance And Absence For School Year 2010/2011

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendance (Pupil Half Days)	18951308	19116971	18672816	18136151	18404407	18748517	19075039	131105209
Percentage Authorised Absences	4.2	4.1	3.9	3.8	3.8	3.9	3.9	4
Percentage Unauthorised Absences	1.2	1.2	1.3	1.3	1.2	1.3	1.2	1.2

Key to symbols:

Asterisks (**) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

Minimising Overall Absence

	Absence recorded (2009/2010) Average number of half days absence per pupil	Absence recorded (2010/2011) Average number of half days absence per pupil
Absence	19.4	19.8

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

Key to symbols: The symbol (##) indicates that the data are not available or comparable with other years.