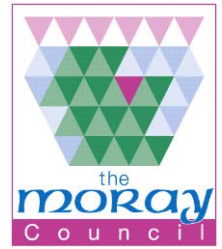


The Moray Council Education & Social Care



Portknockie Primary School Handbook

learning to live
living to learn



learning to live
living to learn

Aye Afloat

Date of Issue: 15 December 2011


Inspire



Include



Improve


EDUCATIONAL SERVICES

OUR MISSION

**learning to live
living to learn**

OUR VALUES


SERVICE
Delivering a service for the people of Moray

BALANCE
Maintaining balance in our lives

RESPECT
Treating each other as we expect to be treated

COMMITMENT
To ourselves, to each other and to our communities

TRUST
Being open and honest with each other


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**

PORTKNOCKIE PRIMARY SCHOOL
INFORMATION BOOKLET
2011



Portknockie Primary School
King Edward Terrace
Portknockie
Banffshire
AB56 4NX

Tel 01542 840244
Fax 01542 841512

Email admin.portknockiep@moray-edunet.gov.uk

INDEX

	Page
Welcome to Portknockie School	5
Staff List	6
Council Information	7
The School and its aims	8
Access to School	9
Achievement	9
Additional Support for Learning Act	9-10
Additional Support Needs	10
Associated Schools Group	10
Assessment	11
Attendance	11
Child Protection	12
Clothing Grant	12
Curriculum	12-13
Data Protection Act	14
Disability & Discrimination	14
Discipline, Sanctions	15
Emergency Arrangements	16
Enrolment/Transfer	16-17
Extra Curricular Activities	17
Free School Meals	17
Fire Drill	18
First Aid Staff	18
Health and Safety	18-19
Homework	19
Information Leaflets for Parents & Carers	20
Instrumental Tuition	20
Insurance	20
Meals and drinks	21
Medicines in Schools	21
Parent Council	22
Physical Intervention	22
Property	22
Pupil Use of Internet	22
Race Relations Act- Race Equality	23
Racist Incidents	23
School Opening and Closing Time	7
School Statement on Bullying	24
School Uniform	24
Support for Learning	25
The Freedom of Information Act	25
The Moray Council Website	25
Transfer of Educational Data	26-27
Transport	27

Appendices

- 1 Budgeted running costs and attendances (Moray)
- 2 Budgeted running costs and attendances (Portknockie Primary)
- 3 - 4 School Term and Holiday Dates

Welcome to Portknockie Primary School

Portknockie Primary School currently has a roll of 73 pupils organised into four classes. Our pupils benefit from small class sizes and a highly supportive, caring staff who know the children well.

We are committed to meeting the needs of all our pupils through high quality teaching and learning. We have a strong desire to provide our children with a broad range of experiences and opportunities which will enhance their education and also support their personal and social development. At Portknockie School we encourage all children to do their best, achieving satisfaction and happiness from doing a good job.

We have high expectations of our pupils. We expect all pupils to come to school ready to learn, with a positive attitude and a willingness to co-operate, work hard and show perseverance. We expect all our pupils to show respect and courtesy towards others, and to care for each other.

School and parents are partners in a child's education. We believe it is vital that strong relationships are formed between home and school and that there is good communication. We wish to encourage parents to be actively involved with the school.

This booklet is produced annually to inform you about our school. Please note that the information contained within this Handbook is correct at the time of publication, 15th December 2011, and is updated annually. This Handbook has been prepared by the Head Teacher, and follows guidelines set out by The Moray Council.

Please do not hesitate to get in touch with me at school if you need any further information.

Karen Murray
Head Teacher

School Staff List

The school staff list as at 15 December 2011 is as follows:

Head Teacher	Miss Karen Murray
Principal Teacher	Mrs Gloria McWhirter
Class Teachers	Mr Tom Hay Mrs Anne Scothern
Newly Qualified Teacher	Mrs Gillian Stevenson
Support for Learning Teacher	Mrs. Deidre Christenson-Main (2 and a half days per week)
Visiting Specialists	Miss Laura Tulloch (Music) Mr Troy Custodio (PE) Mrs Julie Green (Art) Mr Ed Friday (Recorder)
Classroom Assistants	Mrs Helen Dawson Mrs Valerie Donaldson Mrs Wendy McLean
Lunchtime Supervisor	Mrs Elaine Wood
Playground Supervisor	Mrs Diane Ferguson
School Administrator	Ms Rachel Di Mambro
Cook	Mrs Doreen Addison
Janitor	Mr Owen Cullen
Cleaners	Mrs Elaine Wood Mrs Linda Wood

School Information Line 0870 054 9999

PIN Number 031440

The Corporate Director of Education & Social Care, Mr. Sandy Riddell, may be contacted at

The Moray Council
Department of Education & Social Care
Council Offices
High Street
Elgin
Moray
IV30 IBX

Tel 01343 563374
Moray Council Website: www.moray.gov.uk

School Opening and Closing Times

Morning	Whole School	9.00am-12.30pm
Interval	Whole school	10.40am- 11.00am
Lunch	Whole school	12.30pm-1.30pm
Afternoon	P1, P2 and P3	1.30pm- 2.50pm
	P4, P5, P6 and P7	1.30pm- 3.20pm

Notes for Parents and Carers Booklet

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 & Social Care, or the Moray Council Internet site http://www.moray.gov.uk/moray_standard/page_47236.html

This booklet is also available in other languages.

Error! Number cannot be represented in specified format.

The School

Portknockie Primary School was first built in 1876 and is of traditional stone built design. It was originally a junior secondary but has been a primary school since a reorganisation of local government in 1976.

We are situated at the extreme eastern side of the village, on the A942. The school enjoys a close relationship with the local community as a focus for village life. The local public library is situated within the school, reinforcing the school's position at the heart of the community and allowing for a sharing of resources.

The school has a strong Parent Council whose members are committed to supporting the school in a variety of ways.

The school covers the stages from Primary 1 to Primary 7 and is currently arranged into four classes as follows:-

Primary 1, 2	14 pupils	Mrs McWhirter
Primary 3, 4	18 pupils	Mrs Scothern
Primary 5, 6	25 pupils	Mr Hay
Primary 7	16 pupils	Mrs Stevenson/Miss Murray

The school has a roll of 73 and is staffed in line with National standards.

Our Aims

Produce good citizens

Open doors of opportunity

Raise attainment

Treat everyone with equal fairness

Keep up to date with good educational change

Nurture teamwork and a pride in our school

Outlaw bullying, prejudice and social exclusion

Celebrate success

Know and respect the point of view of others

Improve learning and teaching

Encourage partnership with our parent body and our community

The school motto is the village motto "**Aye Afloat**"

Access to School

For safety reasons pupils should use the main entrance for access to and from the school grounds- the King Edward Terrace gate is for staff and visitors only. Parents dropping off or picking up pupils by car should park well away from the main school gate.

Achievement

Pupil achievement in all its forms is as important as academic attainment. The school encourages pupils to share achievements gained out of school, and these are celebrated at assembly with staff and peers. Whenever possible, the school sends teams to participate in local events.

Additional Support for Learning Act 2004

The Additional Support for Learning Act introduces 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.

The legal definition is:

'A child or young person has additional support needs for the purposes of this Act where for whatever reason, the child or young person is, or is likely to be, unable without the provision of additional support to benefit from school education provided or to be provided for the child or young person'.

Additional support is therefore a different and much broader concept than the former one of 'special educational needs' which it replaces. It does not define a small section of children as in some way being different or special. The concept takes full account of the social and educational context in which children grow and develop and applies to needs that are short term (e.g. a few weeks) as well as those that are more enduring. It is likely therefore that the majority of children and young people will need additional support at some point in their educational career.

Children and young people may require additional support for a variety of reasons which fall broadly into the following four themes or factors. Examples are provided under each factor but this is not an exhaustive list:

- **The Learning Environment**
For example: the ethos and relationships in the school; curriculum not suited to the Child's abilities and aptitudes; inappropriate approaches to teaching; problems with physical access; language used in school different from that used at home.

- **Family Circumstances**
For example: homelessness or poor housing conditions; disability or ill health of family members; excessive burdens of care placed on the child and/or the family; need for care and protection; disruptions caused by family moves or changes in care arrangements; family break up or bereavement; drug or alcohol misuse.
- **Disability and Health**
For example: motor or sensory impairment; learning difficulties; mental health problems; specific developmental disorders; ill health.
- **Social and Emotional**
For example: bullying; experience of discrimination; poor social skills and understanding; impulsive behaviour; difficult relationships with others in the school; poor school attendance; anxiety.

A number of leaflets are available either in school or on the Internet
http://www.moray.gov.uk/moray_standard/page_42567.html

Additional Support Needs

The Moray Council is committed to working in partnership with parents, young people and children. It is important that everyone feels able to have their say at meetings and to have their views fully discussed as part of the decision making process.

Procedures such as talking to Head Teachers or Guidance Staff (in Secondary schools) can help sort out the great majority of situations. To further help with this, you can contact Miss Karen Murray, who is the additional support needs co-ordinator in the school.

A.S.G. (Associated Schools Group)

Buckie Community High School is the designated school for our pupils to transfer to for their Secondary Education, so Portknockie Primary School is a member of the Buckie Community High School A.S.G. Other primary schools within the Group are Cullen, Findochty, Portessie, Portgordon, St. Peter's, Millbank and Cluny. Group representatives, usually the Head Teachers, meet regularly to discuss matters common to all schools, curriculum design, liaison and transfers.

Assessment and Reporting

Assessment is an intrinsic part of the teaching and learning process. Pupils are continually assessed in class, group and individual situations and teachers use these professional judgements to inform the next steps to be taken by pupils. Pupils are also regularly involved in self and peer assessment and encouraged to make judgements and set personal targets for their learning.

Parent-teacher meetings are held twice yearly, towards the end of term 1 and in May. A comprehensive written report is also sent home early in the Summer Term. Reports are currently being changed in line with the expectations of the Curriculum for Excellence. Parents will be kept up to date on developments. Parents can request a meeting with teachers any time they feel there is a need. Initial contact should be made with the Head Teacher.

Attendance

Section 30 of The Education (Scotland) Act 1980 requires parents to ensure that their children attend school regularly. Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment etc. Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised (e.g. approved by the local authority) or unauthorised (e.g. unexplained by the parent/guardian (truancy) or excluded from school).

Authorised absences include illness, bereavement and medical/dental appointments. Unauthorised absences include children taken out of school for family holidays during term time.

If a child is absent from school without prior notice, parents must contact the school as soon as possible on the morning of the absence, either by note or by telephone.

If pupils arrive late, parents should contact the school with an explanation, or provide a note. Any pattern of late/unexplained absence is always investigated.

We also appreciate a note if children are unable to participate in P.E. for any reason.

Child Protection

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

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

- Emotional abuse, physical abuse, sexual abuse, non-organic failure to thrive and neglect.

Where school staff have concerns about a pupil, which suggests 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. In these circumstances, parents will not normally be consulted first.

Clothing Grants

You can apply for a clothing grant for your child if you are receiving the following benefits:

Income Support

Income Based Jobseeker's Allowance

Child Tax Credit, but not Working Tax Credit, and your annual income is less than £15,860 (as assessed by the Inland Revenue).

You may also be eligible if you are an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999.

Application forms are available from the school, or from the Payments Section of the Council's Finance and ICT Services (Tel: 01343 563144).

Curriculum for Excellence at Portknockie Primary School

Through the Curriculum for Excellence at Portknockie Primary School we ensure that all our pupils are offered an appropriate curriculum which covers a wide breadth of subject knowledge, develops a range of important skills and offers a variety of learning experiences, enabling the pupils to become Responsible Citizens, Effective Contributors and Confident Individuals; and preparing them for the realities of a modern and ever changing world.

Literacy and **Numeracy** remain fundamental, and we aim to build strong foundations in these areas, both through direct teaching in the subject areas of **Mathematics** and **English** and by using opportunities that arise to consider numeracy and literacy skills within the context of other curricular areas and the wider life of the school. For example aspects of literacy might be worked on through report writing in **Science** and numeracy skills practised when working with money as part of an enterprise event.

Health and Well Being is another aspect of the curriculum which is taught as a discrete subject and permeates the life of the school where opportunities are taken to encourage pupils to make appropriate choices and decisions about their lifestyles.

Other curricular areas include: **Social Studies, Technology, Expressive Arts** and **Religious and Moral Education**.

When trained staff are available pupils in the upper classes will also have an opportunity to learn a **Modern Language**.

As far as possible, learning takes place within a meaningful context or “theme” and teachers try to provide learning experiences which are active and practical. At all times links are made between learning in different subjects and contexts to promote greater understanding for pupils and skills are developed which will allow pupils, wherever possible, to be independent taking responsibility for their own learning.

It is crucial that children learn how to work constructively with each other, and they are taught the essential skills for working together in a variety of contexts.

Religious Observance

A visiting chaplain is invited from time to time to lead school assemblies. The school also holds its Christmas and Easter services in Portknockie Church of Scotland.

Any parent who wishes to exercise their right to withdraw their child from Religious and Moral Education is invited to first consult the Head Teacher.

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 the information is collected fairly and lawfully, is accurate, adequate, up to date and not held for longer than necessary.

Disability Discrimination

Within Moray Council, Education & Social Care strategies to avoid discrimination on the basis of pupil disability are guided by legislation as contained in Part IV of the Disability Discrimination Act 1995, as amended 2001. This legislation makes it unlawful for a school to discriminate against a child for reasons related to his/her disability.

A 'disability' is defined as a condition which prevents or makes it unreasonably difficult for a child or young person to access:

- The school curriculum - e.g. are large print books available for children with visual impairment?
- The school environment - e.g. can a child who uses a wheelchair move readily, as required, from one area of the school to another?

Disability is also defined as a condition which may require the school to introduce appropriate alternative communications systems - e.g. supplying portable electrical vibrators to allow hearing impaired children to be aware of school bells and/or fire alarms.

Full guidance on disability access strategies are contained within The Moray Inclusion File - 'Accessibility for All'. Copies of this file are available to view in school, or on the internet www.moray.gov.uk/moray_standard/page43019.html.

'A Guide for Parents to part IV of the Disability Discrimination Act 1995 as amended by the Special Educational Needs and Disability Act 2001 - Schools' can be obtained free of charge via the Disability Commission helpline - telephone 08457 622633.

Discipline

For the vast majority of our pupils, praise, encouragement and incentive are enough to ensure good behaviour and co-operation. Seldom, if ever do these pupils give us any cause for concern and good relationships are built up and maintained throughout the child's school career. Children like to know the rules, and all staff are committed to explaining what is expected of them and why. Above all we try to be consistent in our approach.

We aim to promote positive behaviour and do not dwell on the negative aspects of behaviour. We operate a points system where all children are given personal points which add up over the session and rewards are given when certain thresholds are achieved.

Additionally, each child is allocated a house – Craig, Langet and Scaur – and children may earn house points which are totalled each week at assembly. At the end of the year, the winning house is awarded the house trophy.

If there are specific concerns about an individual child's behaviour, the school will always communicate this to parents as early as possible so that a joint effort may be made to remedy the situation.

Sanctions

Children are expected to follow the school rules. Generally, children are made aware that they are responsible for their own actions, and that breaking rules will bring consequences. Sanctions include:

- verbal warnings for persistent misbehaviour or
- being reported to the Head Teacher, or
- withdrawal of privileges, or
- parents/carers asked to discuss behaviour and agree future conditions, or
- exclusion from school.

You should also note that any incidents involving racial abuse, violence, verbal abuse towards staff, dangerous weapons, drugs or alcohol are reported immediately to Education & Social Care, and the police may also be involved.

Emergency Arrangements

Head Teachers have total discretion as to closure of schools when they anticipate storm conditions that could put children at risk.

If you are in any doubt whether to send your child to school in storm conditions - DON'T.

If conditions are bad in the early morning and there is a possibility of the school not opening, listen to Moray Firth Radio where such information will be broadcast. We have a dial-in service in the event of bad weather or school closure. To use this service, dial 087 054 9999 - you will be asked to punch in a Pin Number which for this school is 031440 and then offered a menu from which you can choose to hear the information you require. Further detailed information is available on a sheet available from the school office.

Information regarding school closure is also available from the Moray Council Website www.moray.gov.uk by following the link entitled **View School Closures**. If it is at all possible, someone will be on hand at school to receive children who do arrive.

You will be asked at regular intervals to provide the school with a "Storm Address" to which your child can be sent in the event of the school being closed due to storm conditions and our not being able to contact you. This address may or may not be the same as the "Emergency Address" you will be asked to provide in the event of your child being taken ill during school time when you cannot be contacted. If the school has to close and the children need to be sent home during the day due to bad weather, power failure, heating breakdown or any other reason, the procedure which will be followed is set out below:-

1. If it is safe to do so, children will be sent to their own/emergency/storm address.
 2. If this is not possible, children will be kept in school until it is safe.
 3. No child will be sent out of school until staff members are sure they have somewhere to go.
 4. Parents or someone nominated by them may collect children from school if they wish, but they must first contact a member of staff.
- Please be assured that risks with pupil safety will never be taken.

Enrolment/Transfer

Generally, if a parent wishes to enrol a child at Portknockie Primary School an approach should be made to the Head Teacher.

Where the annual intake is concerned, appropriate details will appear in the local press in early January. Through this source and our close links with the local Nursery, parents are advised of days and times when they may register their child for education.

Only children who will reach five years of age by the following February may be enrolled to start school in August. If a child is still under five in August, it is the parent's choice whether or not he/she starts school in August. Parents are advised to discuss with the child's nursery teacher, the P1 teacher and the Head

Teacher whether it would be in the child's best interests to start school or to wait for another year.

The designated secondary school for Portknockie is Buckie Community High School and there are well-established processes between the two schools which ensure that transfer from primary to secondary is as smooth as possible. Guidance staff from BCHS visit our P7 pupils several times and two days in the High School are organised for them when they follow a first year timetable. Meetings for parents are also arranged and other activities such as library visits may also be organised.

Extra Curricular Activities/After School Clubs

Due to parent and staff volunteers a variety of extra curricular activities take place at different times during the school session. During this session activities have included: netball, chess, cross country and drama. A children's ceramics group also runs within the school. We appreciate the time that is given by all our adult volunteers and in return we ask for a commitment and regular attendance from the pupils who opt to participate in these activities.

Joint sporting activities are arranged with our neighbouring schools by the Active Schools Co-ordinator, and these activities may take place outside the normal school day. Donations from the Parent Council and the local community have allowed school tracksuits to be purchased. These are lent to children who represent the school at sporting events.

During the last few years Portknockie Primary School has also participated in the Gordonstoun Challenge, Rotary Carol Concert, Rotary Quiz and the Moray Music Festival.

We encourage after school activities, and if any parents or members of the community wish to run a club, we would be delighted to hear from them.

Free School Meals

You can claim free school meals for your child if you are receiving the following benefits:

- Income Support
- Income Based Jobseeker's Allowance
- Child Tax Credit, but not Working Tax Credit, and your annual income is less than £15,860 (as assessed by the Inland Revenue).

If you are between 16 and 18 years old and receive any of these benefits in your own right, you can claim free school meals for yourself.

You may also be eligible if you are an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999.

Application forms are available from the school.

Fire Drill

The procedure to be followed by children, adults and visitors in the event of an outbreak of fire is pinned on the wall of every room in the school and staff are responsible for familiarising pupils with this procedure.

A Fire Drill takes place once a term.

First Aid

Mrs Wendy McLean and Mrs Elaine Wood have current first aid qualifications.

Health and Safety

The school's policy on health matters is governed by Moray Council Guidelines issued by the school Health Service which has its H.Q. in Elgin and may be contacted at Moray Health Service, Maryhill House, 317 High Street, Elgin IV30 1AJ. Tel. 01343 - 540834. This policy includes:- general examination of all P1 pupils; regular checking of eyesight including colour vision; screening of hearing at P1 & P5; provision of advice on speech and language therapy where required; regular checks on health and personal hygiene; immunisation programmes which include diphtheria, tetanus and poliomyelitis for any child not already treated and rubella for P7 girls.

A school dental service is also available and regular checks are carried out on children's teeth. Any treatment required is offered by the service but parents do have the choice of having the treatment carried out by their own dentist. In an emergency, the school dental service may be contacted through Buckie Community High School on 01542 832605.

Minor incidents requiring first aid are usually dealt with by staff as they arise. In more serious cases, it is the responsibility of the Head Teacher or her nominee to take the appropriate action. It is the responsibility of the parent to inform the school if a child suffers from any particular condition.

If a child is taken ill and needs to be sent home during the day, it is essential that we make contact with the parent or someone nominated by them.

Parents who feel they need the help or support of health specialists e.g. health visitors, educational psychologists, speech and language therapists, occupational therapists etc. may obtain the information they require through the school.

Head lice - When a pupil is found to have head lice, a letter with advice on what to do is sent home to the parent. Parents of other children in that class will also be informed and advice on what to do will be provided. The school expects any parent who finds head lice on their child to inform us so that the appropriate action may be taken.

Playground - The school has adults employed during lunch and break times whose tasks include playground safety supervision, keeping order and being on hand should a child require adult attention. Pupils are expected to behave responsibly whilst outside.

No pupil is allowed to leave the playground during break or lunch times without permission.

The grassed area of the playground is used as much as possible but there are times when it becomes too muddy and pupils are restricted to using the tarred area.

For safety reasons the play equipment referred to by the pupils as the “jungle gym” is used by different classes on a rota basis.

Homework

Homework is one of our school routines and will often take the form of regular reading, spelling and maths/ multiplication tables practice. In line with the Curriculum for Excellence pupils may sometimes be required to undertake some research or prepare information as a homework task. Where possible, pupils will be given some degree of choice in this type of homework activity.

Parents are asked to support their children by ensuring homework is completed, by hearing them read, discussing with them what they have read or found out about, and by encouraging good presentation of written work. While parental support for homework is important parents should never be in a position where they find themselves teaching a new concept. If a child is finding a task at home particularly difficult parents should contact the school to let staff know. In order that parents and staff can be seen to work together to ensure pupils complete homework tasks to the best of their ability we ask that all homework, including reading records, is signed by an adult when completed.

Besides set homework, it is very important that children are read to and encouraged to read as much as possible both on their own and with adult input as this forms an important part of language development. Children should also be encouraged to take an interest in current affairs and the environment, and to form their own opinions as well as listen to and respect those of others.

The self-discipline involved in carrying out homework regularly is important, but it is also important that children spend time outside school being involved in activities which develop their interests and talents.

Information for Parents & Carers Leaflets

A series of leaflets has been produced by Education & Social Care for parents and carers. These leaflets are available from the school or the Moray Council internet site http://www.moray.gov.uk/moray_standard/page_42708.html

Instrumental Tuition

This service, provided by the Authority, is for children who show ability when screened by a trained instructor. Any parents who think their child shows promise should, in the first instance, contact the Head Teacher. The tuition available is limited and this should be kept in mind when applying.

Mr Ed Friday gives instruction on the recorder to all Primary 5 pupils and also runs a group for Primary 6 and 7 pupils who wish to continue playing.

Insurance

No insurance cover is held by The Moray Council to provide automatic compensation to pupils in the event of a personal accident or death. It is your responsibility as a parent 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 of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. However, if there is not 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 parents only becoming aware of the insurance position after an accident has occurred, however remote this possibility.

Meals and Drinks

All schools in Moray provide menus with a wide range of healthy food. These meet the Scottish Nutrient Standards for School Lunches, and offer choice and variety. In addition the Moray Council has an on-going commitment to providing healthy options through its snack and vending provision.

The cost of a school meal is £2.00 payable to the catering staff.

Pupils may purchase fruit juice or milk to drink with their meal and water is available free of charge. To prevent coins being lost all money should be brought to school in a suitable purse, wallet or envelope.

Facilities are provided for those children who prefer to bring their own lunch to school. We ask children to take home any uneaten food as well as wrappings so that parents can check what their children have eaten. Packed lunches are also available for pupils when they go on trips, but a few days notice is required. The price is the same as a school meal. Packed lunches should not include glass bottles, chewing gum or plastic bags.

Parents of children with specific dietary problems should make these known to the school.

Free school meals are available to children of families on Income Support and application forms are available from the school office on request.

Children who stay in school over lunchtime are supervised but are also expected to conform to acceptable standards of good manners and behaviour.

Pupils are encouraged to take still bottled water to school and may drink it during class time. Fizzy drinks, squash or flavoured water are not allowed in class.

Medicines in School

Whilst school staff have a general duty regarding health and safety, it is NHS Grampian who have the legal responsibility regarding medical treatment of pupils.

Depending on their maturity, it may be appropriate for older children to carry their own medication and be responsible for its use. It is essential, nevertheless, that parents ensure the school is informed of this.

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.

A copy of the 'Supporting Pupils with Medical Needs in School including the 'Administration of Medicines' guidance document is available in school.

Parent Council

The school has an active Parent Council which meets regularly. Among its functions are: supporting the school; providing links between parents and the school; developing links with the wider community.

Parent helpers and anyone else who helps out in school must respect confidentiality at all times and be vetted by Disclosures Scotland.

Physical Intervention

All schools in Moray are aware that there is a need for teachers to physically interact with pupils. In this respect teachers are advised by the Moray Council document 'Physical Intervention Guidelines.' A copy of this document is available at the school.

Property

Pupils in school are expected to have respect for the property of their school and that which ultimately belongs to the Moray Council. Vandalism, in any form, will not be tolerated and the parents of any child involved in such activity will be informed and expected to make good the cost of any repair or replacement of damaged equipment or property.

Responsibility for personal property rests entirely with the pupil and parents should bear this in mind when considering items to be brought to school. It is strongly recommended that nothing of great personal or monetary value be taken to school and it should be clearly understood that the cost of damage or loss of such items will not be met by the school.

Pupil Use of Internet and Email

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. We ask parents to sign a permission form as part of the enrolment programme.

Race Relations Act- Race Equality

Education & Social Care has general and specific duties under the Race Relations Act section 71910. The Moray Council is opposed to racism. It is committed to taking all steps within its power to eliminate discrimination and racist incidents and to promote equal opportunities and good relationships amongst all communities. Education & Social Care is committed to an inclusive ethos based on respect for, and celebration of ethnic diversity. Education & Social Care strive to prepare all pupils for living in a multi-cultural and multi-ethnic society and will strive to promote race equality in all dimensions of its work amongst service users, staff and partners in the community.

The Moray Council has a Scheme for Race Equality and as part of that scheme Education & Social Care has a distinct Race Equality Policy. A copy of the policy is available to view in school, or on the internet
www.moray.gov.uk/downloads/file41628.doc

Full guidance on race equality strategies are contained within The Moray Inclusion File - 'Race Equality'. Copies of this file are available to view in school, or on the internet
[www.moray.gov.uk/moray standard/page 43109.html](http://www.moray.gov.uk/moray%20standard/page%2043109.html)

Racist Incidents

'A racist incident is any incident which is perceived to be racist by the victim or any other person observing or indirectly involved'.

The Moray Council is a partner in the Grampian Racial Incidents Multi-agency Strategy group. All racist incidents must be recorded as a racist incident using the appropriate form. Parents, pupils or staff can ask to report the incident using the Racist Incident Monitoring Form at the school. Parents, pupils or users of Education & Social Care can report a racist incident to any of the other agencies involved in the Partnership. Guidelines for using the form and details of the Racist Incidents Strategy are available in all schools and educational establishments.

School Statement on Bullying

Bullying may be defined as the repeated, intentional hurting of an individual by one person or a group of people.

As a school we have a zero tolerance towards bullying.

Alleged incidents of bullying will be treated seriously and investigated fully by an appropriate member of staff. Parental involvement will be sought if it is deemed necessary.

Further details of procedures relating to bullying are contained in the school's Behaviour and Discipline Policy.

School Uniform

The school strongly encourages children to wear school uniform.

All pupils should appear clean, neat and tidy. We do not encourage the wearing of jewellery at school for safety reasons. If any jewellery is worn it should be done so safely and discretely. During PE lessons pupils will be asked to remove or tape up earrings. Shoes should be chosen that allow pupils to move around safely during activity based learning. Denims are not allowed. Polo shirts, sweatshirts, v neck sweaters, and fleeces embroidered with the school logo are available through the Parent Council who order these for us once a year.

The main order is sent away towards the end of the summer term in preparation for the new session in autumn. A small stock of items is always held in school and a second order may be placed throughout the school year depending on demand.

The school does hold a supply of good quality second hand items which may be viewed on request and swapped or purchased in return for a donation to school funds.

Dress for P.E. should consist of plain shorts and T shirt.

All gym shoes and clothing should be labelled with the child's name.

Pupils do not routinely change out of their outdoor shoes when entering the school building. However, there will always be occasions when outdoor shoes become wet or soiled and for this reason each pupil is asked to provide an appropriate pair of indoor or gym shoes. These are kept in drawstring bags which are hung on pegs along with pupils' coats. Pupils may wish to keep a pair of casual trousers in school to wear over school clothing during breaks to avoid school clothes becoming marked by grass or mud.

Support for Learning

Support for Learning, as the term suggests, covers all areas of learning and should be available to all pupils who require it throughout their school life. The school will try, as far as it is able, to provide this support to all pupils. This may mean a child being withdrawn from class or the Support for Learning teacher working alongside the class teacher.

Specific problems will be identified initially by the class teacher who will discuss these with the Head Teacher and the teacher of Learning Support. Parents will be informed and if it is possible to allocate time to the pupils this will be done. Close contact will be maintained with home on development and progress. Sometimes the school Educational Psychologist may need to be consulted but, again, only with the approval of the parents.

If a child is believed to have Additional Support Needs it might be deemed appropriate to have a meeting of various staff where these needs would be identified, discussed and the best ways of supporting the pupil could be found. This meeting might involve professionals from out with the school staff.

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 aims to increase openness and accountability in the Public Sector by giving people a right of access to information held by Scottish public authorities. The Act applies to almost all public bodies in Scotland including local authorities, the NHS, colleges the Scottish Parliament and the Scottish Executive.

The Moray Council aims to make as much information as possible directly available to the public through its website and through its Publication Scheme. If you can't find what you are looking for then you can contact any department of the Council directly or complete an on-line form. The web site address is www.moray.gov.uk

The Moray Council Website

www.moray.gov.uk

Transferring Educational Data About Pupils

Education authorities and the Scottish Executive Education Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme. The following is an explanation by SEED on its rationale and procedures:

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. Pupil names and addresses are collected by their school and education authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED. It is used for statistical and research purposes only.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows SEED, education authorities and schools to:

- Plan and deliver better policies for the benefit of all pupils,
- Plan and deliver better policies for the benefit of specific groups of pupils,
- Better understand some of the factors that influence pupil attainment and achievement,
- Target resources better.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website www.scotxed.net.

SEED works with a range of partners including Her Majesty's Inspectorate of Education (HMIe) and the Scottish Qualifications Authority (SQA). On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing will be done under the strict control and prior agreement of the Data Sharing Panel in SEED, who will not publish or release any information that allows an individual pupil to be identified. Data will not be used to take any actions in respect of any individual pupils.

Further information

Further details about ScotXed data exchanges are available on the ScotXed website www.scotxed.net. The website also contains answers to commonly asked questions about ScotXed. If you have any concerns about the ScotXed data collections you can email the Senior Statistician at peter.whitehouse@scoland.gsi.gov.uk or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, LEITH, EH6 6QQ.

The ScotXed contact for Moray is Fiona McKay - telephone 01343 563113, email fiona.mckay@moray.gov.uk.

Transport

All primary and secondary pupils who live more than two 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 two miles, as appropriate.

Parents should note that if a child attends a school other than the designated one, no transport will automatically be provided. Parents who believe they are entitled to school transport should fill in the appropriate form (P.T.U. 100) available in school. Should transport be provided, pupils will be expected to obey the safety rules imposed by hirers.

No cycles are allowed, except at times when cycle training is going on at school. Pupils should only use the main entrance for access to and from the school grounds - the King Edward Terrace gate is for staff and visitors only.

Parents dropping off or picking up pupils by car should park well away from the main school gate and avoid designated crossing areas.

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 Attendances (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

School: Portknockie Primary School	Id No.: 300 - 5208327
---	------------------------------

Budgeted Running Costs For Financial Year 2011-2012

School Roll at September 2010	65
Total School Running Costs at April 2011 (£)	262,743
Cost per Pupil (£)	4,042

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)	2562	4004	**	4002	4368	5016	**	23808
Percentage Authorised Absences	5.7	3	**	2.3	1.8	3.7	**	2.9
Percentage Unauthorised Absences	1.1	1.4	**	1.2	0.7	1.2	**	1

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	12.6	14.5

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.

School Term and Holiday Dates

(all dates inclusive)

Session 2012/2013		
Autumn Term	Starts	In-service closure: Monday 20 August 2012 Tuesday 21 August 2012
	Ends	Friday 12 October 2012
<i>Autumn Holiday</i>	<i>Starts</i>	<i>Monday 15 October 2012</i>
	<i>Ends</i>	<i>Friday 26 October 2012</i>
Winter Term	Starts	Monday 29 October 2012
		In-service closures: Monday 19 November 2012 Tuesday 20 November 2012
	Ends	Friday 21 December 2012
<i>Christmas Holiday</i>	<i>Starts</i>	<i>Monday 24 December 2012</i>
	<i>Ends</i>	<i>Friday 4 January 2013</i>
Spring Term	Starts	Monday 7 January 2013
		Mid Term Holiday: Friday 15 February 2013 Mid Term Holiday: Monday 18 February 2013
	Ends	Thursday 28 March 2013
<i>Spring Holiday</i>	<i>Starts</i>	<i>Friday 29 March 2013 (Good Friday Holiday)</i>
	<i>Ends</i>	<i>Friday 12 April 2013</i>
Summer Term	Starts	Monday 15 April 2013
		May Day Holiday: Monday 6 May 2013 In-service closures: Thursday 16 May 2013 Friday 17 May 2013
	Ends	Friday 5 July 2013
<i>Plus one occasional day to be agreed by 30 March 2012</i>		

Session 2013/2014		
Autumn Term	Starts	In-service closure: Monday 19 August 2013 Tuesday 20 August 2013
	Ends	Friday 11 October 2013
<i>Autumn Holiday</i>	<i>Starts</i>	<i>Monday 14 October 2013</i>
	<i>Ends</i>	<i>Friday 25 October 2013</i>
Winter Term	Starts	Monday 28 October 2013
		In-service closures: Monday 18 November 2013 Tuesday 19 November 2013
	Ends	Friday 20 December 2013
<i>Christmas Holiday</i>	<i>Starts</i>	<i>Monday 23 December 2013</i>
	<i>Ends</i>	<i>Friday 3 January 2014</i>
Spring Term	Starts	Monday 6 January 2014
		Mid Term Holiday: Friday 14 February 2014 Mid Term Holiday: Monday 17 February 2014
	Ends	Friday 28 March 2014
<i>Spring Holiday</i>	<i>Starts</i>	<i>Monday 31 March 2014</i>
	<i>Ends</i>	<i>Friday 11 April 2014</i>
Summer Term	Starts	Monday 14 April 2014
		Good Friday Holiday: Friday 18 April 2014 May Day Holiday: Monday 5 May 2014 In-service closures: Thursday 22 May 2014 Friday 23 May 2014
	Ends	Friday 4 July 2014
<i>Plus one occasional day to be agreed by 30 March 2013</i>		