

Welcome to Kinloss Primary School

Administered by Moray Council
Educational Services

Handbook 2008/2009

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[Updated December 2008]

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Introduction

Kinloss Primary School

The school is a co-educational, non-denominational, establishment providing education for children in Nursery to Primary 7. The school also has capacity for children with autistic spectrum disorder within its current resources. There are 8 classes in the school at the present moment plus the nursery class.

The school is situated between the camp quarters and the camp itself and is surrounded by a large grass playing field and tarmac playground. There is therefore ample play accommodation available.

The present school was built in 1966 after being transferred from what is now the Stables Inn on the Findhorn Road.

The present building accommodated around 700 children at one time but the ceiling accommodation is 429. The school merged with Abbeylands School in 1997 and this resulted in an increase in pupil numbers. Over the years the roll has fallen with children being re-distributed through out other areas in Moray as well as postings further afield through RAF requirements

Most of the pupils from Primary 7 follow on to Forres Academy and we are one of the Associated Schools Group to Forres Academy. With the other primary schools, we work very closely with them following the 5-14 Curriculum (which is our equivalent of The National Curriculum).

This is currently being superseded with the phased implementation of Curriculum for Excellence which is more about active learning, skills for life and process rather than product. Attainment and achievement continue to be a prime factor in all aspects of learning and teaching.

Many of the policies we use are agreed common policies to all the schools associated with Forres Academy. The catchment area for the school includes the village of Findhorn and the surrounding Kinloss rural district.

We are part of the Local Community Network. This is a scheme that focuses on social inclusion where we work in a multi agency support way with other professional colleagues.

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 Educational Services, or the Moray Council intranet site http://www.moray.gov.uk/moray_standard/page_47236.html. This booklet is also available in other languages.

INFORMATION SHEET

Head Teacher	Mr R Hair
Depute Head Teacher	Mr M Collins
Principal Teacher	Mrs S Whittaker
Principal Teacher	Mrs S Riddell
School Child Protection Co-ordinator	Mr R Hair

Class Teachers:	Mrs A Simpson	Miss R Cameron
	Mrs M Watson	Mrs M Brelsford
	Mrs J Davidson	Mrs S Whittaker
	Mrs S Riddell	Mr M Collins

Support For Learning:	Mrs C Cowie	Mrs A.Allan
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Visiting Specialists:	Mrs D Raymont	Mrs Williams (Art)
	Mrs S Leddingham	(Music)
	Mrs K Cameron	(Home Economics)
	Mrs J Bichan	(Physical Education)
	Ms Susan Rose	(Inclusion & Support)

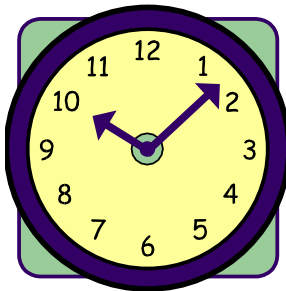
Additional Support Needs:	Mr Robert Hair	
Education Auxiliaries:	Miss J Pass & Mrs J Millar	
(Additional Support Needs)	Mrs E Harper	Mrs D Pratt Mrs W Welsh
	Mrs J MacIntosh	Mrs P Hall
Education Auxiliaries	Mrs J Stewart (Inclusion and Support)	

Nursery Staff:	Mrs S MacKay & Mrs C Jardine (Nursery Nurses)
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Classroom Assistants:	Mrs J Sinclair,
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School Administration:	Mrs J Holder
General Assistant:	Mrs S Hotson
Children's Supervisor:	Mrs J Bielinski
Lunchtime Auxiliary:	
Cleaning Supervisor:	Mrs M Stevenson
Catering Supervisor:	Mrs F Sutherland
Janitor:	Mr M Anderson
School Crossing Patrol:	Mrs T Hughes

SCHOOL TIMES & DATES



School Starts: 08.55am

School Finishes: 2.45pm Primary 1,2 & 3
School Finishes: 3.15pm Primary 4,5,6 &7

Morning Interval 10.30am - 10.50am

Lunchtime Interval Primary 1– 7 12.15pm - 1.15pm

Term Dates for Session 2009 – 2010

Autumn Term

Starts: Tuesday 18th August 2009 (Staff only 17th August)

Ends: Friday 9th October 2009

Winter Term

Starts: Monday 26th October 2009

In-Service Closure Monday 16th and Tuesday 17th November 2009

Ends: Tuesday 22nd December 2009

Spring Term

Starts: Thursday 7th January 2010

Occasional Days Holiday: Thursday 11th & Friday 12th February 2010

Mid-term Holiday: Monday 15th February 2010

Ends; Friday 26 March 2010

Summer Term

Begins: Monday 12th April 2010

Mayday Holiday 3rd May 2010

In-Service Closure: Thursday May 20th & Friday 21st May 2010

Ends: Friday 2nd July 2010

Term Dates for Session 2010-2011

Autumn Term

Starts: Tuesday 17th August 2010 (Staff only 16th August)

Ends: Friday 8th October 2010

Winter Term: Monday 25th October 2010 to Wednesday 22nd December 2010 (inclusive)

School Aims

For pupils to be educated
in a secure, happy, caring
and friendly environment
which provides opportunities
for them to attain their full
potential - socially,
emotionally and intellectually.



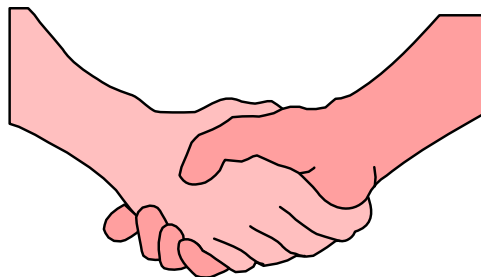
For parents to be secure in
the knowledge that their
child is being educated in
partnership with them, and
that the best interests of
their child are being catered
for in all aspects of
school life.



For staff to work together
as a team with shared
aims and values within a
supportive working environment
whilst encouraging opportunities
for professional development.



To foster links within the
local environment and
develop positive attitudes
towards citizenship and
the wider community.



ENROLMENT OF PUPILS

Admission to Primary 1

An advertisement will appear in the local paper, usually in January each year before enrolment is due, inviting parents to contact the school of their choice with a view to enrolling their child.

All children must have reached the age of 5 by the last day of February in the next year following their August start.

Parents wishing to enrol their children at Kinloss School are welcome to visit the school at any time. It is advisable to contact the school Administrator who will arrange an appointment with a senior member of staff. There is a full induction programme both for parents and children entering Primary 1, which includes a variety of meetings.

The only enrolment formalities are: -

- **The completion of an admission form**
- **A birth certificate for new entrants**

Other admissions

Normally, children of primary school age are admitted immediately upon request of their parents. Children transferring to Kinloss from another school are usually placed in classes according to their age.

Examples of work from previous schools are greatly appreciated by the class teacher who will use this information to place the child in correct ability groups.

It is essential for the school to have an emergency contact number for each child. Please notify the school immediately of any changes.

Transfer to Secondary School

Primary 7 pupils transferring to Secondary 1 at Forres Academy will attend classes for two days in June. During this induction time, pupils will meet staff and pupils from the other associated primary schools to Forres Academy and will begin to form friendships with them.

There is close liaison between the two schools to ensure a smooth and happy transition for the pupils from primary education to secondary education. Throughout the year, there are several link projects which are curriculum based and are designed to let various departments at the Academy know of the skills and aptitudes of the pupils they will receive in the new session. There are also regular visits by Academy staff to the primary school during their Primary 7 year.

School Uniform



Children are strongly encouraged to wear school uniform.

bottle green pullover or sweatshirt
white shirt or blouse
or polo shirt (red or white)

We Prefer Not To Allow:

The wearing of denim

Jewellery or ornamentation

Items of clothing likely to discredit the good reputation of the school

Football and rugby tops & football scarves

School sweatshirts and polo shirts, which sport the school logo, are available from the school.

Order forms may be obtained from the school Administrator.



We encourage children to dress smartly and look their best.

We urge parents to **mark children's clothing with their name**, or at least some distinguishing mark, to identify them.

Physical Education

Every pupil should have a complete P.E. kit in school at all times - **indoor gym shoes**, shorts and t-shirt or polo shirt in school colours. They also need **outdoor trainers** so that their indoor gym shoes do not get ruined, the gym floor is kept as clean as possible and they are wearing footwear more appropriate and safe for outdoor activities. No football or rugby team colours are permitted. All jewellery should be removed prior to P.E. by the pupil for Health & Safety reasons.

A **painting shirt** is required for art to protect ordinary clothing. There are a few available in school, but it is best for each child to have their own. An old adult shirt, cut down and sleeves shortened is just the thing to wear.



Travelling to and from School

By Bus:

All primary 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 however is not guaranteed. In certain instances, children may be required to walk up to 2 miles as appropriate.

Transport is provided to children living close to the village of Findhorn. The conditions under which children, living on or close to the bus route are entitled to free transport are obtainable from the school. Free transport is not generally provided to children who live outside the school's catchment area.

Application forms for bus passes are obtainable from the school Administrator. Bus drivers are instructed to drop children on their own side of the road.

By Taxi: Taxis serve the country areas south, east and west of the school. Entitlement to this service depends on the distance between home and school. Details and application forms may be sought from the school's administrators.

By Car: Children travelling to school and transported by car should be dropped off at the gate by the front playground. **This is clearly marked.** There is no designated area for parent parking within the school grounds. For safety reasons, parents are requested not to block the school entrance.



By Bicycle: It is at the parent's discretion whether they allow their children to cycle to and from school. Children needing to cross the road from South Site should wheel their cycles across the road at the patrol crossing. **Once inside the premises they should not ride their bikes.** The school has a cycle storage shed which is used at the owner's discretion and no liability can be accepted if any bike is damaged. It is at the owner's risk that they take their cycle to school.

Parents are reminded that children **must not cycle on the pavement.**

Cycling is **not advised** for the pupils from primary 1-3. **Please note cycling is not permitted in the school grounds.**

By Foot : As we are anxious to keep children well away from moving traffic within the school, children walking to school should use either the pedestrian gate on the main road or the gate along from the Defence Housing Executive Office, but not the vehicle entrance from the main road. ***Children should always follow the Yellow Brick Road to access and exit from the playground if approaching from the south road area and must not cut across the car park at any time.***

Children who have to cross the road to and from South Site must cross at the School Crossing Patrol.

Parents are welcome to accompany their children to school and to meet them at the end of the day at the rear of the building in the playground.



Lunchtimes

At lunchtime, children are free either to go home for lunch, to take a school meal, or to bring a packed lunch.



School meals:

A variety of hot and cold main and dessert dishes is served daily. Children have a choice of menu. The cost of the school meals is given on the enclosed information sheet. Special dietary considerations may be accommodated. Please contact the catering supervisor, Mrs Sutherland.

School meals are provided in exchange for a meal ticket. Tickets can either be bought singly or in books of ten. Tickets are valid for the school year. They can be bought direct from the cook between 8.35am and 8.55am daily. Teachers will look after meal tickets for children until lunchtime if requested.

The school will not accept responsibility for lost tickets.

Occasionally lost tickets will not prevent children from being served with meals, but persistent non-production of tickets will be referred to parents. The children's name is marked in a book for payment later.

Neither teachers nor the school administrators handle school meals accounts (except for free school meal entitlements) any enquiries should be made to the cook/supervisor.

Free school meal tickets are available to children whose parents receive Income Support. Full details and application forms are available from the school administrators in the school office.

Packed lunches

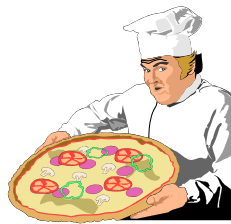
These are eaten in the dining hall simultaneously with the service of school lunches. Children who bring packed lunches are expected to finish what they bring to eat.

The school auxiliaries are there to ensure that the children eat sensibly and are gently reminded not to waste any of their food.

Under no circumstances should children bring drinks to school in glass flasks or bottles.

Mid-morning snacks: Children are welcome to bring a mid-morning snack or 'play piece' to school with them. As a Health Promoting School we encourage parents to seek healthy options for snack and pack lunch time.

Primary 1&2 Fruit: Primary pupils in 1&2 get a free fruit snack at the end of the school day. This is part of a Scottish Government initiative to introduce the eating of fruit towards a healthy diet for children of that age group.



Miscellaneous Information

Leaving/Moving House

Parents leaving the area are asked to inform the office in writing detailing the leaving dates etc. This allows the administration procedures to progress quickly.



Dental/Hospital/Doctor's Appointments

If possible could all medical/dental appointments be made out with school times? In any instance parents should inform the class teacher of the absence in writing and parents must collect their child from the reception area. We do not encourage children going home on their own during the normal school day. Parents are asked to collect their children from the school.

Wet Weather

In very wet weather parents are asked to send their children to school with a pair of dry indoor shoes to change into. Slippers are quite acceptable. ***During inclement weather, children will not normally be admitted to the school until 10 minutes before the bell.***

Teachers In-Service Closures

During the year the school closes on a number of days shared by other schools in the area, to allow in-service training to take place. Parents are notified of dates at the beginning of each session.

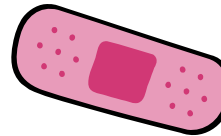
Emergency Closure

Information about emergency closures is available in the school's Emergency Closure Handbook.



School Medical Services

All children receive a medical inspection by the School Medical Officer some time after their arrival in Primary 1. At various stages in the primary years the pupils are screened for possible eyesight and hearing impairments. The parents will be contacted by the Health Authorities about this service.



First Aid

Minor cuts and grazes etc are treated on the premises.
There is a rest room at the school for the children who feel unwell to lie down in.

More serious injuries are referred to the Forres Health Centre. If this were the case, parents would be notified as soon as possible. Occasionally children are taken there anyway if the parents cannot be contacted.

When children become ill at school and require to go home, parents are contacted. If parents are unavailable, we try to reach the person nominated by the parents as their child's emergency contact. Children are never sent home ill on their own.

In the event of any head injury parents are contacted by telephone in the first instance and by letter thereafter.

**Please ensure that the school has up-to-date
emergency contact numbers**

The school has designated first aiders who are as follows:
Mrs Millar, Mr Collins, Mrs Sinclair, Mrs Bielinski, Mrs Jardine



School Dental Service

The services of the school Dental Services are available to all the children on request. Parents are free to make their own private arrangements as necessary.

Speech Therapy

Speech therapists visit the school as required, to which children with speech difficulties may be referred.


Social Work Department


In conjunction with the Social Work Department, the Educational Services have grants available for the purchase of clothing if needed. Details are available upon request from the school. Where certain families are referred to the Social Work Department for support we, where needed, work very closely with this service.

Points to remember

- ☺ Every morning the children are expected to join the class line and wait to be brought in by the teaching staff.

- ☹ It is advisable not to send pupils to school **more than 10 minutes before** the start of their school day.

-  If the weather is very bad, children will be allowed, if circumstances allow, to go indoors, 10 minutes before the bell and wait until it rings.

-  After school, children are expected to go home immediately, unless they are due to stay for an after-school activity.



Only children who have written permission will be allowed home for lunch.



Children must not bring to school articles liable to cause injury or damage - knives, darts, etc. Nor should they bring valuable items to school e.g. expensive jewellery, personal stereos, electronic games, mobile phones etc.



Smoking is not allowed on the school or anywhere in the school grounds – including car parks, playing fields, shelters etc.



Dogs are not allowed on school premises or school grounds unless they are registered Guide Dogs accompanied by their owner.

Lost Property

In order to reduce the quite considerable amount and value of lost property, parents are urged to mark clothing with the owner's name. Lost property is stored centrally and if unclaimed is kept only until the end of the session.

The 5-14 Curriculum

This covers the academic aspects of education. All the work is based on the published 5 -14 Curricular Guidelines which are currently operating. As Curriculum for Excellence embeds itself in the school then changes in line with Scottish Government guidance will be progressed.

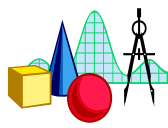
Language

Talking
Listening & Watching
Reading
Writing

Mathematics

Number, Money & Measurement
Problem Solving
Shape, Position & Movement

Information Handling



Expressive Arts

Art
Music
Drama
Physical Education

Religious & Moral Education

Christianity
Other World religions
Personal Search

Environmental Studies

Science

Social Subjects
Health Education
Information Technology
Technology

Religious and Moral Education

This deals with the social development of pupils at the school. There is more to school than academic disciplines, and our aims reflect our awareness of children's needs as developing adults.

This aspect of education permeates everything that we do in school and most of our work in this area is reflected in the Scottish Governments Health Education. This deals with:

Physical Health Emotional Health Social Health

Religious Education is non denominational and carried out by the class teacher. Children are encouraged to develop an understanding of and respect for people of other faiths and people who adopt a non-religious stance in their lives.

The main aims of our Religious and Moral Education programme are to:

- Identify important characteristics of Christianity and other World Religions and recognise religion as an important expression of human experience
- Appreciate well held beliefs and moral values e.g. honesty, liberty, justice, fairness and concern for others
- Investigate and try to understand the questions and answers that religions can offer about the nature and meaning of life
- Develop own beliefs, attitudes, moral values and practices by encouraging personal search.

Pupil Use of Internet and E-mail

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.

Homework

Homework is set throughout the school at all stages. Parents are expected to sign homework to signify that they have seen and supported the child with the homework.

Pupil Reports and Parents Evenings

Throughout the session regular meetings are held for parents to meet with class teachers to discuss pupils' progress. An annual report is sent to parents in the spring / summer term.

The Associated School Group

The Associated Schools Groups are primary schools which feed in to Forres Academy. We liaise closely with other colleagues, to discuss school policies and developments. This makes up the local community network.

Religious Observance

Religious observance takes the form of a weekly assembly usually led by the Senior Management Team or visiting ministers in which the basic principles of Christianity and other main religions provide the content. Classes will present their own assemblies, which may be linked to a religious or moral topic. Parents have the right to withdraw their child from religious observance. Any such request must be made in writing to the head teacher in the first instance and will be followed up with a meeting to discuss the request.

Class Organisation

Children are grouped in classes according to age. In the first year of school, children are known as Primary 1, in their second year as Primary 2 and so on - up to Primary 7, at which stage they would usually transfer to Forres Academy.

Scottish State Secondary Education is generally comprehensive so there is no selection examination.

Under staffing arrangements nationally the staff/pupil ratio means that there may be composite classes. This is a feature of the majority of primary schools. Whilst considering the nature of primary education in Scotland almost all the classes are composite in so far as the classes are taught in a group situation most of the time and depending on the needs of the individual child.

The maximum class size for a single year group is 25 for primaries 1, 2, 30 for primary 3 and 33 for primaries 4-7 and for a composite class 25 is the maximum.

The following points are essential in the successful organisation of pupils' learning:

- ✚ The work should be appropriate to the child's stage of development.
- ✚ The personal experiences and interests should be considered for the development of knowledge and understanding.
- ✚ The curriculum developed, should be broadly based to show a balance in the 5-14 Development Programme. This is to become a 3-18 curriculum, "A Curriculum for Excellence" which is in the early stages of development within Scottish Education
- ✚ All members of the school community should set the standards of a caring, respectful environment.
- ✚ To achieve work of real quality, children need time, encouragement and appropriate resources.
- ✚ Children should be encouraged to ask questions and tackle problems, to help develop an enquiring mind.

Communications

The school has always enjoyed a close and friendly relationship with parents knowing that we function more efficiently with your co-operation, involvement and goodwill.

Parents are welcome to visit the school at any time although making an appointment beforehand ensures individual attention. Throughout the year parents are invited to discuss their child's progress with the class teacher. This usually takes place in the first term and towards the end of the session after the yearly reports have been issued.

Children & Assessment

There are several types of assessment, none of which set the children up against one another in unequal competition. All children are of different abilities. We accept that and consequently do not administer tests, which involve children being placed in rank order.

Staff regularly assess children's progress to ascertain whether the pupil is learning successfully. This is done in a variety of ways and we also keep records on our assessment of children's progress.

National Assessment procedures including Baseline Assessments and Pips¹ Tests are used to measure pupils' progress against national standards. This is done in a way to cause minimal concern to pupils. Where appropriate, your child's attainment on national standards will be reported in the annual report to parents.

Support for Learning

The school currently has two Support for Learning teachers working throughout the school. Their main role is in assisting the class teacher with the identification of individual pupils and groups who would benefit from short or long-term specialist input.



¹ Performance Indicators In Primary Schools

Behaviour

Although we recognise that for the most part pupils' behaviour is of a satisfactory standard and few problems arise, pupil misbehaviour will occur from time to time and has to be dealt with.

Where there are cases of persistent misbehaviour, parents are always consulted and the procedures of the Behavioural Management Policy take effect. Serious misconduct is rare, but where a child's conduct seriously threatens the educational well-being and security of other children, exclusion from school may result.

Parents are expected to make good any damage caused to items of school equipment (books, instruments etc.) whilst the item is in the child's care. The cost of deliberate breakage of school property may be passed onto parents.

Bullying

The school has an anti bullying policy and several supportive leaflets, which are regularly updated. Pupils and staff are actively encouraged to report any alleged incidents of bullying to the senior management team and all such reports are acted upon.

Sanctions

All pupils are expected to follow the rules within the school. Pupils are reminded about the rules throughout the year in class, in assembly and at other times. Pupils are reminded that they are responsible for their actions and that sanctions will be applied for breaking the rules or persistent misbehaviour. Sanctions may include;

Verbal or visual warning, yellow cards, sad face etc

Escalated warning - red card

Period of inside reflective thinking

Withdrawal of privileges - council, prefect, captaincy, team member etc

Notification to parents/guardians

Exclusion from school

School Rules

The ten school rules are highlighted at different times of the year in school assemblies and the school newsletter for example. They are as follows:

1. Please walk around the school quietly
2. Treat each other kindly
3. Respect school property and other people's belongings

4. Keep the school tidy
5. Enter assembly quietly and in an orderly manner
6. Line up quickly and quietly after the bell rings
7. Stay out of the school during morning break and lunchtime (unless otherwise stated)
8. Always speak to an adult if you are worried and need help
9. Respond to accepted hand signal i.e. silence is requested
10. Don't play around the bicycles during school times

Golden Rules

The school also operates Golden Rules which are explained in the accompanying leaflet or available from the admin office.

Reporting Incidents

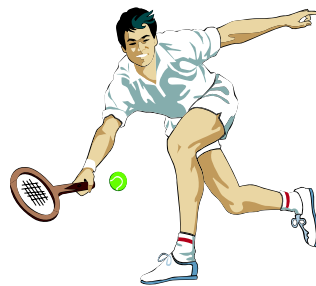
Parents/guardians should also note that any incidents involving violence, dangerous weapons, drugs or alcohol are reported immediately to Educational Services, and the Police may also be involved.

Parent and Carers Leaflets

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 at http://www.moray.gov.uk/moray_standard/page_42708.html

Extra Curricular Activities and Out Of School Activities

The range of extra-curricular activities varies according to the interests and other professional commitments of teaching staff and parent helpers.



There are after-school activities for children in P4-7 and parents receive written information about these.

This year's activities are as follows: Basketball, Volleyball, Cross Country Running & Gardening Club, Badminton, Warriors and Jewellery

Some of these groups benefit from the use of the Sports Gym, which is available with kind permission of RAF Kinloss. The school greatly appreciates the use of this marvellous facility.

Sports Fixtures, excursions and visits (except in the immediate areas) are notified in writing to parents.

The school asks for written consent from parents for their children to take part in activities which take place out with the normal school day or which involve potentially hazardous activities such as skiing etc.

Football, badminton & hockey matches are organised with other local schools.



Houses & Pupil's Council

All children are assigned to a 'House'. Throughout the year a series of House Competitions are held. These consist of several events spread over the year, culminating in the School Sports held in June. Other events include the usual team games, cross-country running, a quiz, models art competitions etc., some involving teams and others the entire house.

The four houses are called Aigan (Blue), Morven (Red), Rinnes (Green) and Wyvis (Yellow). The houses are named after mountains found to the north, south and east of Kinloss.

House Captains

House Captains (Primary 7 pupils) are chosen each year by completing an application form and undergoing selection by members of The Senior Management Team after successful interview.

Duties of those chosen will vary throughout the year.

Pupils' Council Representatives

Fourteen children represent pupils from primary 4-7. Any child from these classes may stand for selection to represent the Pupil's Council. The Council holds regular meetings with staff and make decisions, which benefit the rest of the pupils and promote the well being of the whole school. Recent initiatives have included the provision of goal posts for the football team; log benches, a green house, window boxes and floral tubs around the school.

The New Community Schools initiative has 2 student council members from Primary 6 & 7 who meet at Forres Academy on a regular basis.



Organised Trips

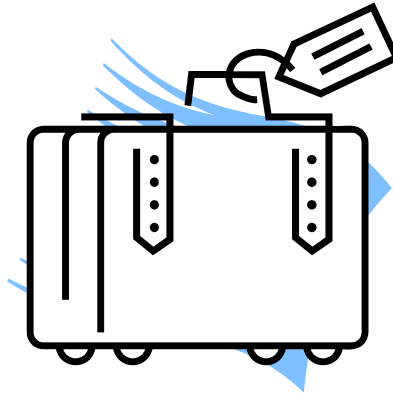


Skiing

A week's residential skiing course is held in the second term (January to March) at Abernethy Outdoor Centre, close to the Cairngorm and Lecht Ski slopes. The course is open to Primary 6 children, who are taught to ski to a level of basic competence and beyond by the centres own staff. The course costs in the region of £260.

Primary Seven Trip

Each year children in Primary 7 take part in a residential trip organised by the school. The trip will relate to some aspect of Environmental Studies



The Kinloss Parent Council concerns itself with: -

- School finances - keeping an overview of the general running and management of the school.
- Its educational development and maintenance of standards.
- The fabric and resources.
- Parent-school relations.
- Senior staff appointments.

It consists of ten parent members, one teacher member and two members co-opted to represent local interests. The Head Teacher acts as an adviser to the Council. The Council meets monthly during term time. All meetings are public, unless otherwise stated. The minutes are available at school on request and are always posted on the parents' notice board. The usual point of contact with the Council is through the Clerk to the Council. Members list of the Parent Council is available from school office.

PSG (Parent Support Group) formally PTA

The PSG is a progressive and vigorous organisation whose activities add very much to the life of the school. All parents are automatically members and there is no fee. Through our executive committee elected at the Annual General Meeting each March, the PSG organises educational, social and fund raising events. Without the funds raised by the PSG the school's facilities and equipment would be much poorer. Parents can contribute materially to the welfare of the school by supporting PSG activities.

**The Moray Council
Moray Council Educational Services**

STATEMENT OF Mission and Aims

Mission

"learning to live, living to learn"

Aims

Inspire

- Motivate all to have a high expectation 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

Child Protection

Where school staff have concerns about a pupil which suggests the possibility of abuse, then these concerns will be communicated to the Senior Management Team and/or The Child Protection Co-ordinator who at this moment in time is Mr Hair the Head Teacher at the school, and in his absence Mrs Riddell, and then discussed with the Social Work department to determine what, if any, action needs to be taken. **Under these circumstances, “parents will not normally be consulted first.”**

Care & Welfare (Breakfast & After School Club)

The school has access to a breakfast and after school club. Information can be had from the school office upon request. This is an independent organisation and not administered by the school although we fully support the work done by this organisation and commend it to you.

EMERGENCY PROCEDURES FOR THE CLOSURE OF SCHOOL

Kinloss School now has dial in service if there is a risk of closure due to adverse weather. This allows parents to listen to a recorded message from the school.

When severe weather warnings are received the school will endeavour to keep the system updated. It is an enhancement to the present service and does not replace existing procedures of giving out information, such as radio broadcasts and the tannoy system in the Royal Air Force camp.

There are other features of the service, which is available for this school. These are described below. Please note that this is a 0870 service and charges are slightly higher than normal. However there is no queuing and an adverse weather call should last less than 1 minute.

This service offers the following facilities:

- Up to 10 general (non urgent) announcements (option 3 below)
- Parents can leave non-urgent messages, which are forwarded to the school e-mail address in due course (option 2 below)
- If you have pupils at two schools Option 4 below allow you to enter the PIN for the next school without re-dialling.

Instructions for Use

1. Dial **0870 054 9999**
2. Enter the Kinloss Primary School PIN number, which is **031300**
3. You will get a confirmation message: "**Selected Kinloss Primary School**".

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 #** - to end call

CLOSURE A: INCLEMENT WEATHER

- 1.0 This procedure will be in operation in the event of the school being in attendance at the time of the closure order. Guidance on the forecast of inclement weather will be available on the school telephone information line.
- 1.1 If parents have not collected their children through the telephone information service then as many parents/guardians or emergency contacts as possible will be called by telephone to ensure that all the children are accounted for in the event of a return home. These adults will be asked to collect their children from school. Children will be allowed to leave school with an adult authorised to collect him/her.
- 1.2 Those children, whose parents/guardians cannot be contacted, will remain in school with staff until such time as parents/guardians are contacted.
- 1.3 No child will be allowed to leave the school unaccompanied.
- 1.4 Children should not be taken by well meaning adults unless permission has been sought from the child's parent/guardian.
- 1.5 A communication network with The Royal Air Force is in operation where they kindly relay the message of closure to personnel via internal tannoy systems.
- 1.6 Moray Firth Radio will also be contacted and will broadcast our intention of closure. Telephone: 01463 224433.

- 1.7 Staff will not leave the school until all the children are safely catered for or the Head Teacher/Depute has granted permission for them to leave.

CLOSURE B: INCLEMENT WEATHER

- 2.0 This closure will be in operation if the school closes before the official starting time.
- 2.1 If the decision is made not to open the school in the normal way by the Head Teacher or designated person then the following procedure will apply.
- 2.2 Notification will be on **The School Telephone Information Line**.
- 2.3 Moray Firth Radio will be contacted and Closure A will come into operation.
- 2.4 Children who arrive at the school will be taken in and their names registered so that the procedure for Closure A may be put into operation. If children's parents/guardians or emergency contacts cannot be found then the children will be kept in school until the situation changes.
- 2.5 Parents will be encouraged to use **The School Telephone Information Line** before their child leaves home if they have any reason to suspect that the school may be closed.
- 2.6 The safety of the children is paramount and these procedures must be followed in the first instance. If certain unforeseen anomalies arise then the principle of the safety of the children first and foremost must be adopted.
- 2.7 Class teachers who cannot travel from their home to school should report to the school nearest to their home (where possible in the prevailing conditions) to offer their teaching services to that school.
- 2.8 It is the duty of the Head Teacher or designated person to ascertain whether or not staff will be sent home. Situations will vary according to the prevailing conditions at the time.

CLOSURE C: CLOSURE IN THE EVENT OF UNFORESEEN CIRCUMSTANCES

- 3.0 This might be a situation other than inclement weather. For example, heating or water failure or advice of an emergency situation from Royal Air Force Kinloss.

- 3.1 The same procedures set out in closures A & B will apply although the situation of staff being sent home will vary according to circumstances.
- 3.2 Copies of these guidelines will be made available to all parents; new parents will receive a copy when they enrol their child at school.

CONCLUSION

At all times, the safety of the children is the main concern and if parents are in any way uncertain about any of these procedures they should always err on the side of caution. **We would ask parents to inform us of any changes of telephone number or address plus any alteration in emergency contact or emergency closure arrangements as soon as possible.**











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