

Park Primary School

Handbook

2011

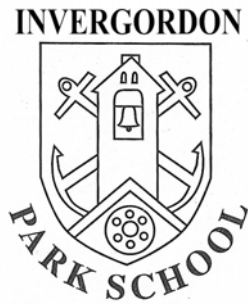
Head Teacher - Tania Mackie

MISSION STATEMENT

Park Primary School endeavours to provide an appropriate, high quality education in a secure and caring environment, enabling all pupils to attain their full potential and take their place in society as well-balanced individuals.

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Welcome to Park School. We very much hope that you and your child will enjoy your time with us.

Our aims:

- To foster positive partnerships between the home and the school, raising awareness of the importance of parents' involvement in their children's welfare and education.
- To provide a high quality education that will promote raising standards of achievement, celebrate success and ensure equality of opportunity for all, in line with A Curriculum for Excellence.
- To value all people equally and promote acceptance and respect for ourselves, others, the local community and the environment.
- To develop self-confidence and independence in our pupils in a pleasant, friendly and supportive environment that promotes mutual respect and responsibility.
- To promote good behaviour, self discipline and high standards in an atmosphere of praise and encouragement.
- To encourage continued professional development for all staff.

We aim, at Park School, to value all people equally and are opposed to all forms of prejudice or discrimination against children and their families. The school operates within Highland Council multi-cultural and anti-racist guidelines.

Park Primary School
Albany Road
Invergordon
IV18 0HA

Tel: 01349 852037

Fax: 01349 854424

Promoting Positive Behaviour

The school's behaviour and discipline policy is based on praise and encouragement and in acknowledging good behaviour. Points, stickers and other rewards are used to promote this. Sanctions for unacceptable behaviour include time out for younger pupils, name on the board (three times leads to a punishment exercise) detention and involvement of parents or outside agencies. A full copy of the policy can be seen at the school.

Pupils are encouraged to follow The Golden Rules and the school Code of Conduct.

CODE OF CONDUCT

In our school we:

- follow The Golden Rules and other rules.*
- show respect to everyone.*
- do our best to keep ourselves safe.*
- keep up high standards in all that we do.*
- help look after our school, our local community and the environment.*
- do our best to make our school pleasant and friendly.*

GOLDEN RULES

- | | |
|--------------------------------|---|
| We are gentle | - We don't hurt others |
| We are kind and helpful | - We don't hurt anybody's feelings |
| We listen | - We don't interrupt |
| We are honest | - We don't cover up the truth |
| We work hard | - We don't waste our own or others' time |
| We look after property | - We don't waste or damage things |

Plan of Park Primary School



The School

Park School is situated in the centre of Invergordon. Originally Invergordon Academy, the present school was opened as a primary school in 1976.

The school comprises four areas: the administration and Infant departments, the upper school area which houses Primary 4 - Primary 7, the school kitchen and canteen, the Nursery and the gymnasium.

The roll of the mainstream of the School is usually around 200 pupils, with a further 60 children attending the Nursery.

The school takes children from the ages of four and a half to twelve and a half in Primary 1 to Primary 7. It is non-denominational.

The catchment area for the school is the seaward area of Invergordon, (the area from the railway line to the shore), Inverbreakie Estate, Saltburn, Birchwood, Seaforth Crescent, Bermuda Road and Rosskeen.

Nowadays parents can choose which school they wish their children to attend. Placing requests mean that we can take children from other areas and lose children from our area to other schools. Any parent wishing to enrol their child should contact the school to arrange a visit; the Head Teacher will be happy to discuss placements and provide further information.

Most Park pupils, on completion of their primary education, go on to Invergordon Academy. A few go to Alness Academy. There are close links with Invergordon Academy and the Rector visits the school from time to time, as do other members of his staff. Staff from the Academy visit the school and work with the Primary 7 pupils to prepare for transition.

Staff

Head Teacher

Mrs Eleanor Neil

Depute Head

Mrs Tania Mackie

Nursery Staff

Mrs Moira MacKenzie (Nursery Co-ordinator Teacher)

Miss Dee Keys (Nursery Assistant)

Mrs Linda Douglas (Nursery Auxiliary)

Mrs Jacquie Collins (Nursery Auxiliary)

Mrs Kate O'Brien (Learning Support Auxiliary)

Infant Teachers

Mrs Lynn Haynes

Mrs Nicola Milne

Mrs Shuna Webster

Mrs Roslyn Keyes

Middle/Upper School Teachers

Mrs Ann MacCulloch

Mrs Tania Mackie/Mrs Shuna Webster

Mrs Roisin Newell

Miss Lorraine Nicol

Miss Louise Kennedy

Learning Support Teachers

Mrs Morag MacAskill

Visiting Specialist Teachers

Physical Education

CCR

Mrs Lynda Thompson

Mrs Laura Christie

Children's Service Worker

Mrs Allison MacKinnon

Instrumental Instructors

Strings

Piping

Miss Rhona Sutherland

Mr Neil Matheson

School Secretary

Miss Eilidh MacLeod

Mrs Maureen Sutherland

Janitor

Ms Helena Majewski

Learning Support Auxiliaries

Mrs Jackie Matheson

Ms Carol O'Brien

Mrs Karen MacRae

Mrs Heather O'Donnell

Classroom Assistants

Mrs Fiona Dobson

Mrs Diane Semple

Ms Marian Fraser

Mrs Lesley Brown (p/t)

The number of pupils at each year level is as follows:

P1 30

P2 21

P3 26

P4 26

P5 31

P6 30

P7 30

Classes

P1 24

P1/2 22

P2/3 25

P3/4 23

P4/5 22

P5/6 24

P6 24

P7 30

Total number of pupils = 194

The Curriculum

The curriculum comprises Numeracy, Literacy, Health & Wellbeing, Expressive Arts, Religious and Moral Education, Social Studies, Sciences, Technologies and Modern Languages (P6 & P7).

In line with national guidelines, the school curriculum has changed to 'A Curriculum for Excellence' which aims to develop our pupils as responsible citizens, effective contributors, successful learners and confident individuals. This involves a more integrated approach to learning and teaching, i.e. a topic based curriculum including Enterprise and Problem Solving.



A wide range of language programmes are used including Passwords, Oxford Reading Tree, Literacy World, Treetops and Ginn Models for Writing.

It is not uncommon to find groups of pupils, all at the same year level, but on different levels in their work. Staff teach according to the pupil's ability and work is prepared to suit their capabilities.

The mathematical programmes in use in the school are Scottish Heinemann Maths, TJ Maths and New Heinemann Maths and, as in the language programme, the work is suited to the needs and ability of the pupil.

Curriculum for Excellence promotes active learning, with pupils learning co-operatively through a variety of topics. Most classes will do around four topics a year and each year level has a choice of topics which will integrate, where appropriate, other curricular areas.

Assessment

In line with Curriculum for Excellence, evaluating pupils' progress will take the form of both more formal and less formal assessment. This will be based on the four capacities - responsible citizen, successful learners, confident individuals and effective contributors e.g. thinking creatively and independently, working in partnership and teams, making decisions, and so on. The new levels are:

Early Level - Pre-school and P1

First Level - P2, P3 and P4

Second Level - P5, P6 and P7

Health & Wellbeing

Health & Wellbeing now consists of mental, emotional, social and physical wellbeing as well as physical activity and sport, food, relationships and so on. A broad based curriculum is operated in the school, encompassing a full range of class and extra-curricular activities to promote these areas and ensure that our pupils participate in positive lifestyle choices.

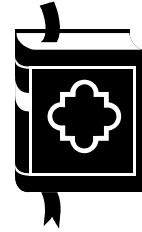
The school has a large gym and access to Invergordon Academy playing fields and participates in football, netball, rugby, swimming, athletics and cross-country running events organised by the Ross-shire Primary Schools Sports Association. The assistance of parents in any of these is greatly appreciated. Swimming is taught from P1 onwards depending on the availability of the Invergordon Swimming Pool. Many of the above are also extra-curricular activities although these depend on the availability of helpers.

Park Primary is a health promoting school and we count on your support to help our pupils make healthy choices in aspects of diet, exercise and keeping safe.



Religious and Moral Education

Our programme deals with the development of the pupil's understanding of religion as a significant area of human experience while promoting the child's sense of moral responsibility. The presentation of RME is structured under the headings of Christianity, World Religions and Beliefs and Values.



The school chaplains are Rev. K. D. MacLeod of Invergordon Church of Scotland, Rev. I. MacAskill of Rosskeen Free Church and Father R. Reece of St Joseph's Catholic Church. Throughout the year, the chaplains and a variety of guests conduct the weekly assemblies. A Christmas Service is held in Invergordon Church of Scotland. Parents are free to withdraw their children from religious education if it conflicts with their personal views.

Music

Music is taken by class teachers and, at Primary 4 level, pupils are given the opportunity to have instruction, during school hours, in bagpipes and violin. Selection is made by administering a musical aptitude test.



Art

Pupils are given experience of a wide range of art, craft and design techniques.



Pupil Council

A Pupil Council, with members selected by pupils from every stage of the school meets monthly with the Head Teacher to discuss various issues. This has proved very successful in representing pupils' views and making a variety of improvements.

Learning Support

The role of the Learning Support Teacher is to assist pupils who require support in achieving a level of attainment indicated by their abilities. The assistance required may be short term and relate to a specific area of curriculum, or over a longer period, if necessary. Pupils requiring Learning Support are identified by the class teacher who notifies the Learning Support Teacher. A plan is drawn up in consultation with the Head Teacher to allocate support.



The school currently caters for a range of special educational needs.

Nursery

The Nursery is attached to Park School and operates on a full-time basis. It is in operation from 9.00 a.m. until 11.30 a.m. each morning and 12.15p.m. until 2.45p.m. each afternoon and is staffed by a Nursery Teacher, Nursery Assistant and Nursery and Learning Support Auxiliaries. The children are divided into two groups who attend for five morning or five afternoon sessions each week.



The Nursery is well equipped, colourful and stimulating, and the staff follow a programme designed to prepare the pupils for their admission into Primary 1 in school. (See separate Nursery Prospectus.)

Uniform

The school colours are **royal blue** and **pale blue**. School sweatshirts in royal blue, with the school badge on them are available from the school office. Also available are fleeces (optional) and pale blue polo shirts with the school badge. The wearing of the school uniform is encouraged as it helps the children to identify with, and feel proud of the school. Badges are available to purchase separately. **We prefer that pupils and staff do not wear denims to school.**

Sweatshirt Cardigan	£11	
Royal blue sweatshirt	£8	<u>P.E. Kit</u>
Pale blue polo shirt	£7	
T-Shirts	£3.55	t-shirt/polo shirt
Charcoal grey or navy skirt/trousers		shorts
Grey/white socks		black gym shoes
Royal blue fleece (optional)	£13	
Reversible fleece jacket	£15.50	
Hooded top	£10.00	

All clothing **MUST** be clearly labelled with the pupil's name.

Health Care

A health visitor makes regular visits to the school to monitor the overall well-being of the pupils. In addition, the school doctor carries out sight and hearing tests, administers vaccinations, etc, when necessary. Parents can contact the School Nurse, Val Edgar, or Health Visitor, Maggie Fraser, at the Health Centre on 853131 with any queries or concerns regarding health issues.



Should any pupil require to have medication administered to them for any reason, clear and precise instructions must be given **in writing** to the school office. The school should also be informed of any allergies.

In the case of an accident, or a child being taken ill in the school, parents are telephoned and in an emergency a doctor is called. To assist us, parents are requested to provide an emergency contact who may be called when they are unavailable.

School Meals

A cooked meal is available from the school canteen at lunchtime at a cost of £1.70 and provision is made for packed lunches to be eaten in the Canteen. Breakable flasks and glass bottles are not allowed in school. Breakfast Club is available to all pupils at a cost of 50P per day. We request that parents ensure packed lunches are well balanced and healthy please!



Primary 7 pupils are allowed to leave the school to go to the local shops for their lunch when written permission has been received from parents. Pupils who stay in school for lunch do **NOT** leave the school grounds.

Some pupils are eligible for free school meals and/or clothing grants. Parents wishing to apply should ask for the appropriate form at the school office.

Absences/Attendances

In the event of a pupil being absent from school, it is essential that parents either phone the school or forward a note to the class teacher explaining the absence. The school will contact home if a child is absent without prior notice.



Attendance at school is a legal requirement. If attendance is unsatisfactory, parents will be contacted. Continued poor attendance will be referred to the Area Education Office and ultimately to the Children's Panel. The school is now required to inform the police after 2 day's absence without contact from the home.

It is important children arrive on time for school. Persistent lateness will be recorded and reported.

Parents should put any requests for leave of absence, such as holidays during term time, to the Head Teacher in writing.

Homework

Children are given homework at the discretion of their class teacher. This can be reading, spelling, mathematics, a piece of research or the completion of unfinished work and is given regularly. Parents are asked to support their child with homework and sign the Home/School Diary when the work is completed.



Reports

Continuous assessment is carried out to monitor the children's progress and a written report is sent home in June. There are Parent Contact Meetings in the Autumn and Spring terms. Parents are always welcome to visit the school to discuss their child's progress.

Complaints

Complaints in the first instance should be brought to the attention of the class teacher, Head Teacher or any member of the Management Team.

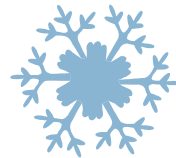
If any parent feels the complaint has not been dealt with satisfactorily, the matter can be raised with the School Board or ultimately with the Area Education Manager:



Mr Graham Nichols
Area Education Manager
Area Education Office
Drummuie
Golspie
KW10 6TA

Complaints will be investigated and any recommendations or requirements will be communicated to the Head Teacher.

Emergency/Early Closure Procedure



Before the onset of winter, parents will receive a letter from the school detailing the early closure procedure.

During periods of heavy snow, when school is to be closed, parents should listen to Moray Firth Radio, which will be informed of closures or phone the school telephone messaging service on 0870 054 6999 pin no. 04 2770. Website information can be accessed on www.winter.highlandschools.org.uk

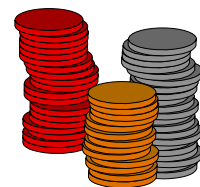
If in any doubt, do not send your child to school during periods of heavy snow.

In the event of the school requiring to be evacuated in an emergency, pupils will be taken to Invergordon Leisure Centre.

Fire drills are held at regular intervals.

School Fund

Throughout the year various events, such as sales of work, discos, concerts etc., will be held to help raise money for the school. This money is used to buy educational materials, books, subsidise class outings and transport for swimming and other activities etc.



The account books are open for inspection by any parent or teacher at any time.

School Opening Times

P1 - P3 9.00 a.m. - 12.15p.m. and 1.00 p.m. - 2.30 p.m.
P4 - P7 9.00 a.m. - 12.30 p.m. and 1.15 p.m. - 3.00 p.m.



School Holidays

School opens

Monday 10th January 2011

Tuesday 26th April 2011

Tuesday 16th August 2011

Monday 24th October 2011

School closes

Friday 8th April 2011

Friday 1st July 2011

Friday 7th October 2011

Thursday 22nd December 2011

Casual Holidays - Monday 14th and Tuesday 15th February 2011

May Holiday - Monday 2nd May 2011

In-set Days

Wednesday 16th February 2011

Friday 18th February 2011

Thursday 17th February 2011

Monday 15th August 2011

Child Protection

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering some form of abuse.

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff.

More information about Child Protection Procedures within Highland can be obtained from the *Child Protection Development Officer, Mrs Pene Rowe, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN - Telephone (01463) 703483 - Fax (01463) 713237*.

Park Parents' Association

The P.P.A. operates under the umbrella of the Parent Council and organises fund raising and social events for the school. Committee meetings are held each month. If you have any matter you would like to bring to the attention of the P.P.A., or if you would be willing to help in any way, please contact the school.



Park Primary Parent Council

Parent Representatives

Sally Northern - Acting Chairperson

Karen MacKay - Treasurer

Marian Fraser - Clerk

Laura MacKay

Nicola Mitchell

Clare Murray

Aileen MacKay

Marie Anne Mackenzie

Jackie Collins

Dougie Bennion

Karen Macleod

Helena Majewski - Co-opted

