

ST. CATHERINES



# St. Catherine's R.C. Primary School



## SCHOOL INDUCTION BOOKLET

[www.st-catherines.edin.ch.uk](http://www.st-catherines.edin.ch.uk)

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*LEARN. INSPIRE. GROW.*

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CHILDREN AND FAMILIES

ST. CATHERINES



LEARN. INSPIRE. GROW.

**St. Catherine's RC Primary School**

**Gracemount Drive**

**Edinburgh**

**EH16 6RN    Tel: 0131 664 4257    Fax: 0131 672 2919**

**[www.st-catherines.edin.sch.uk](http://www.st-catherines.edin.sch.uk)**

**Dear Family,**

**Thank you for choosing to enrol your child here at St. Catherine's R.C. Primary School. We realise that, as a family, you are the most important educators of your child. We look forward to working closely with you to ensure that your child will have excellent learning experiences in our warm and caring environment.**

**If you feel that we can support you in any way, please phone the school's administration office or use the school's website address above to e-mail us so that an appointment can be made with a member of the management team.**

**We look forward to your child joining our school community.**

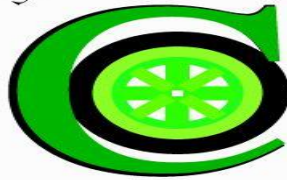
**Yours sincerely,**

**Paul A. Hunter  
Head Teacher  
St. Catherine's R.C. Primary School**

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CHILDREN AND FAMILIES

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## **OUR SCHOOL VISION:**

At St. Catherine's R.C. Primary School, we create a safe Catholic Community where everyone feels included and has a voice. Our children learn as they grow alongside the Gospel Values. Where friendships are formed, and fun is encouraged.

## **OUR SCHOOL AIMS:**

- ✓ We come together with our families and community to provide high quality learning and teaching experiences for our pupils.
  
- ✓ To support our children to have a healthy body and mind.
  
- ✓ To encourage respect for ourselves and the views of others around us.
  
- ✓ We know we are responsible for caring about the environment and world around us.
  
- ✓ We are resilient, confident, working to achieve our goals and ambitions.



# Charter for Catholic Schools in Scotland



The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.



**All Catholic schools in Scotland**, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:



- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.



**All staff appointed to a Catholic school** are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.





# It takes a village to raise a child

As a Catholic school we are committed to:

1

**PUTTING THE HUMAN PERSON AT THE CENTRE** of every educational programme, in order to foster their distinctiveness and their capacity for relationship with others against the spread of the throwaway culture.



2

**LISTENING TO THE VOICES OF CHILDREN AND YOUNG PEOPLE** in order to build together a future of justice, peace and a dignified life for every person.



3

**PROMOTING THE ROLE OF WOMEN AND GIRLS** to encourage the full participation in education.



4

**EMPOWERING THE FAMILY** as the first and most essential place of education.



5

**BEING A WELCOMING SCHOOL** where we educate and are educated on the need for acceptance, in particular, openness to the most vulnerable and marginalised.



6

**FINDING NEW WAYS OF UNDERSTANDING ECONOMY AND POLITICS** through growth and progress that can truly stand at the service of the human person and the entire human family, within the context of an integral ecology.



7

**SAFEGUARDING OUR COMMON HOME** by cultivating and protecting it from the exploitation of its resources and to adopt a more sober lifestyle marked by the use of renewable energy sources and respect for the natural and human environment.



SCOTTISH CATHOLIC  
EDUCATION SERVICE

*educating is an  
act of hope*

Francis 2013



GLOBAL  
COMPACT  
ON EDUCATION

## SCOTTISH CATHOLIC EDUCATION SERVICE

Published by the Scottish Catholic Education Service on behalf of the Bishops' Conference of Scotland

This page is an extract from the document '*Shining the Light of Christ*'. It was developed to help to support Catholic Schools in their efforts to reflect their distinctive nature. This shows how the curriculum delivered in St. Catherine's R.C. Primary School aims to develop all of our pupils to their fullest potential and **shine the light of Christ outwards**.

| Q.I. 5.1                                   | The Curriculum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Theme                                      | Key Feature of Catholic school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| The rationale and design of the curriculum | <p>The rationale embodies the vision of the Catholic school as a community of faith and learning, as described in the <i>Charter for Catholic Schools</i>.</p> <p>The design of the curriculum is dynamic and reacts to change to ensure the integrated education and formation of the whole person.</p>                                                                                                                                                                                                                                                                                                                                                                                                                          |
| The development of the curriculum          | <p>The school regularly reviews and develops the curriculum taking into account school values, research and Church documents.</p> <hr/> <p>The school develops the curriculum in partnership with families as the 'first educators of their children'.</p> <p>The curriculum is developed and refreshed taking account of the views of learners and staff.</p> <p>The Catholic vision of education permeates all programmes and courses.</p>                                                                                                                                                                                                                                                                                      |
| Programmes and courses                     | <p>Programmes and courses promote an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God.</p> <p>The school provides high quality programmes of Religious Education and Relationships education to enable learner to develop their understanding of Gospel values and to develop all their capacities for life.</p> <p>Programme and courses promote learners' development as citizens/disciples ready to take on their role within the Church and society.</p> <p>The curriculum promotes education in the media to help learners understand and critically evaluate what they hear, see and read.</p> <p>Programmes and courses are linked closely to prior learning.</p> |
| Transitions                                | <p>The school ensures that learners who transfer to the school, or who are on a part-time placement with another establishment, are guaranteed continuity and progression in their learning and faith development.</p> <p>The school ensures that learners are provided with opportunities to be creative and enterprising with a Gospel-inspired view of humanity and the world.</p>                                                                                                                                                                                                                                                                                                                                             |

## **OUR CURRENT MEMBERS OF STAFF**

|                                                    |                                                                                                                                                                                                            |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Head Teacher</b>                                | <i>Mr. P. Hunter</i>                                                                                                                                                                                       |
| <b>Depute Head Teacher</b>                         | <i>Ms. C. Murphy</i>                                                                                                                                                                                       |
| <b>Principal Teacher/<br/>Support for Learning</b> | <i>Mrs. S. Wright</i>                                                                                                                                                                                      |
| <b>Business Manager</b>                            | <i>Mr. A. Reynolds</i>                                                                                                                                                                                     |
| <b>School Administrator</b>                        | <i>Mrs. A. Robertson</i>                                                                                                                                                                                   |
| <b>School Support Assistant</b>                    | <i>Mrs. K. Sutherland</i>                                                                                                                                                                                  |
| <b>Class Teachers</b>                              | <i>Mrs. F. O'Farrell<br/>Mrs. G. Pelosi-Hernandez<br/>Mrs. G. McAllister<br/>Miss. M. McGregor<br/>Miss. S. McCaughey<br/>Mrs. K. Horberry<br/>Mrs. E. Ofori<br/>Mrs. N. Holligan<br/>Mrs. R. Drummond</i> |
| <b>Early Years Officer</b>                         | <i>Mrs. D. Cunningham</i>                                                                                                                                                                                  |
| <b>Nursery Nurse</b>                               | <i>Miss. J. Innes</i>                                                                                                                                                                                      |
| <b>Early Years Practitioner</b>                    | <i>Mr G. Deakin</i>                                                                                                                                                                                        |
| <b>Early Years Assistant</b>                       | <i>Mrs. S. Simpson</i>                                                                                                                                                                                     |
| <b>Place 2 Be School Manager</b>                   | <i>Mrs. Sarah Wiltshire</i>                                                                                                                                                                                |
| <b>P. E. Specialist Teacher</b>                    | <i>Mrs. D. Millar</i>                                                                                                                                                                                      |
| <b>Service Support Officer</b>                     | <i>Mrs. G. Clark</i>                                                                                                                                                                                       |
| <b>Support Staff</b>                               | <i>Mrs. L. Brock<br/>Mrs. C. Hill<br/>Mrs. C. McPherson<br/>Miss. L. Travers<br/>Mrs. I. Purves<br/>Miss. K. Robertson<br/>Miss. I. Stavrou<br/>Mrs. J. Haba<br/>Mr. A. Gimenez<br/>Miss E. Hogg</i>       |

## **Communicating with the School**

This section provides you with some background information on our school and nursery. It tells you how our school day and school year are made up and how to contact the school if, for example, your child is ill.

| <b>Contact Details</b>                       |                                                                                             |
|----------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Head Teacher</b>                          | <b>Mr. Paul Hunter</b>                                                                      |
| <b>Depute Head Teacher/s</b>                 | <b>Ms. Catherine Murphy</b>                                                                 |
| <b>Principal Teacher</b>                     | <b>Mrs. Susan Wright</b>                                                                    |
| <b>Business Manager</b>                      | <b>Mr. Anthony Reynolds</b>                                                                 |
| <b>Administrator</b>                         | <b>Mrs. Arlaine Robertson</b>                                                               |
| <b>School Support Assistant</b>              | <b>Mrs. Kayleigh Sutherland</b>                                                             |
| <b>School Address</b>                        | <b>30 Gracemount Drive<br/>EDINBURGH<br/>EH16 6RN</b>                                       |
| <b>Telephone Number</b>                      | <b>0131 664 4257</b>                                                                        |
| <b>Website</b>                               | <b><a href="http://www.st-catherines.edin.sch.uk">www.st-catherines.edin.sch.uk</a></b>     |
| <b>E-mail Address</b>                        | <b><a href="mailto:admin@st-catherines.edin.sch.uk">admin@st-catherines.edin.sch.uk</a></b> |
| <b>Twitter</b>                               | <b>@stcathsedin</b>                                                                         |
| <b>About the School</b>                      |                                                                                             |
| <b>Stages of Education provided for</b>      | <b>Primary P1 – P7</b>                                                                      |
| <b>Present Roll</b>                          | <b>207</b>                                                                                  |
| <b>Denominational status of the school</b>   | <b>Roman Catholic</b>                                                                       |
| <b>Gaelic Medium Education (if relevant)</b> | <b>N/A</b>                                                                                  |



## *Organisation of the School Day*

|                      | <i>Mondays – Thursdays</i> | <i>Fridays</i> |
|----------------------|----------------------------|----------------|
| Start Time           | <b>8:45am</b>              | <b>8:45am</b>  |
| Morning Break        | <b>10:30am</b>             | <b>10:30am</b> |
| Lunch Time           | <b>12:10pm – 13:00pm</b>   | <b>N/A</b>     |
| P3 to P7 Finish Time | <b>3:15pm</b>              | <b>12:20pm</b> |
| P1 & P2 Finish Time  | <b>3:00pm</b>              | <b>12.10pm</b> |

P.E. days for pupils are varied depending on class. Information will be given to families

**Whole school assembly takes place on a Friday at 10.50am.**



### School Session Dates 2023/24

|                |                |           |              |      |
|----------------|----------------|-----------|--------------|------|
| Staff resume   |                | Monday    | 14 August *  | 2023 |
| Staff only     |                | Tuesday   | 15 August *  | 2023 |
| Pupils resume  |                | Wednesday | 16 August    | 2023 |
| Autumn Holiday | Schools closed | Monday    | 18 September | 2023 |
| All resume     |                | Tuesday   | 19 September | 2023 |
| Mid-term       | All break      | Friday    | 13 October   | 2023 |
| Staff resume   |                | Monday    | 23 October*  | 2023 |
| Pupils resume  |                | Tuesday   | 24 October   | 2023 |
| Term ends      |                | Friday    | 22 December  | 2023 |

|               |           |          |             |      |
|---------------|-----------|----------|-------------|------|
| Staff resume  |           | Monday   | 8 January*  | 2024 |
| Pupils resume |           | Tuesday  | 9 January   | 2024 |
| Mid-term      | All break | Friday   | 9 February  | 2024 |
| All resume    |           | Monday   | 19 February | 2024 |
| Term ends     |           | Thursday | 28 March    | 2024 |

*The Easter break incorporates the following two holidays*

|               |                |        |          |      |
|---------------|----------------|--------|----------|------|
| Good Friday   | Schools closed | Friday | 29 March | 2024 |
| Easter Monday | Schools closed | Monday | 1 April  | 2024 |

|               |                |           |          |      |
|---------------|----------------|-----------|----------|------|
| All Resume    |                | Tuesday   | 16 April | 2024 |
| May Holiday   |                | Monday    | 6 May    | 2024 |
| Staff only    |                | Tuesday   | 7 May*   | 2024 |
| Pupils resume |                | Wednesday | 8 May    | 2024 |
| Victoria Day  | Schools closed | Monday    | 20 May   | 2024 |
| All resume    |                | Tuesday   | 21 May   | 2024 |
| Term ends     |                | Friday    | 28 June  | 2024 |

\* Five In-Service days for all schools.

The above timetable allows for staff and pupil attendance as follows;

|              | Pupils     | Staff      |
|--------------|------------|------------|
| Term 1       | 86         | 89         |
| Term 2       | 53         | 54         |
| Term 3       | 51         | 52         |
| <b>Total</b> | <b>190</b> | <b>195</b> |

## **REGISTRATION AND ENROLMENT**

The date for registration of new school entrants is advertised in all local nurseries, in the local press and on the council's website [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk). Registration for P1 and S1 takes place in November each year. Pupils should be registered in only one school for their catchment area. Families will be provided with information about the school, when they register their child.

Families who want to send their child to a school other than the catchment school must make a placing request. Families of pupils who have moved into the catchment area or, who wish their child to transfer to the school, should contact the school office for information.

## **SCHOOL IMPROVEMENT**

How is the school doing? There are many ways in which any family or carer of a child at St. Catherine's can gain information on how the school is doing and information on its set targets for that academic year.

Each academic year every school in Edinburgh is required to produce a School Quality Improvement Plan (SQIP). Each school is also required to produce a Family Summary of this SQIP.

A copy of the SQIP in full and its associated summary are available free of charge from the school office.

The school's management team are more than happy to discuss any aspects of the school's progress and hear the views of our families and carers.

Please contact the school office if you wish to make an appointment to see any members of the Senior Management Team.

Many other aspects of the school's development, school news and key school documents can be accessed online at the school's website. The address of which is on the front cover of this booklet.

## **SCHOOL POLICIES AND PRACTICAL INFORMATION**

A full list of all School Policies and a wide range of Family Information Leaflets can be downloaded from our school website.

## **WHAT WILL MY CHILD LEARN?**

Our school offers pupils a broad and balanced curriculum helping them to develop their skills, knowledge and understanding across a wide range of subject areas, to prepare them for today's society. An overview of Curriculum for Excellence can be found at the end of this handbook.

### **These are:**

Literacy & English  
Mathematics & Numeracy  
Religious Education in Catholic Schools  
Social Studies  
Expressive Arts  
Health & Well - Being  
Modern Languages  
Sciences  
Technologies

## **LITERACY & ENGLISH**

There are 3 key features of language which are concentrated on.

These are:

Listening & Talking  
Reading  
Writing

## **MATHEMATICS & NUMERACY**

There are 3 key features of our Mathematics programme.

These are:

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

## **RELIGIOUS EDUCATION (R.E.)**

As we are a Catholic School, we strive to create a caring and Christian atmosphere. All our staff are committed to the Charter for Catholic Schools in Scotland. The Catholic children will be involved in Sacramental Preparation. We also value and make the children aware of Other World Religions. We are fortunate that we have St. Catherine's as our local Parish church. Father Alex, our Parish Priest visits the school and supports us in creating and fostering a caring community.

## **SOCIAL STUDIES**

Each class follows a set programme for this curricular area. Social Studies consists of learning experiences in the following areas:

People, Past Events & Societies  
People, Place & Environment  
People in Society, Economy & Business

## **EXPRESSIVE ARTS**

The key features within Expressive Arts are:

Music  
Dance  
Art & Design  
Drama

All these areas help to give the children a knowledge and enjoyment of their aesthetic surroundings.

## **HEALTH & WELL-BEING**

Learning in Health & Well-Being (Including Physical Education) ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes, which they need for mental, emotional, social and physical well-being now and in the future.

## **MODERN LANGUAGES**

Learning other languages enables children and young people to make connections with different people and their cultures and to play a fuller part as global citizens. At St. Catherine's, the teaching of Modern Languages is carried out in our middle and upper stage classes. At present French and Italian are offered to the children on a rotational basis.

## **SCIENCES**

Through learning in the Sciences, children and young people develop their interest in, and understanding of, the living, material and physical world. The teaching of sciences is divided into 5 key areas.

### **These are:**

- Planet Earth
- Biological Systems
- Forces, Electricity & Waves
- Materials
- Topical Science

## **TECHNOLOGIES**

The teaching of Technologies offers our children activities which involve research, problem solving, exploration of new and unfamiliar concepts, skills and materials. The Technologies curriculum is split into 6 organisers:

- Technological developments in society
- ICT to enhance learning.
- Business
- Computing Science
- Food & Textiles
- Craft, Design, engineering and graphics

## **GAELIC**

At present the school does not offer formal teaching of the Gaelic language. Aig an àm seo, chan eil au sgoil a teagaisg an cànan Gàidhlig ann an doigh foirmeil.

## **LEVELS OF ACHIEVEMENT**

In all curricular areas, Curriculum for Excellence stages of assessment and progression will be used. For this reason, we have included details of both below.

### **Curriculum for Excellence Stages of Progression**

|                               |                                                  |
|-------------------------------|--------------------------------------------------|
| <b>Early Stage</b>            | The pre-school years and P1, or later for some.  |
| <b>First Stage</b>            | To the end of P4, but earlier or later for some. |
| <b>Second Stage</b>           | To the end of P7, but earlier or later for some. |
| <b>Third and Fourth Stage</b> | S1 to S3, but earlier for some.                  |

## **OUR NURSERY**

We are fortunate to have a Nursery class attached to the school offering 20 full-time places. We have an Early Years Officer who oversees our Nursery along with a Senior Early Years Officer, Nursery Nurse, Early Years Practitioner and an Early Years Assistant. The Nursery staff work very closely with the infant staff and management team to ensure a smooth transition from Nursery to primary one. A separate handbook and leaflet detailing nursery information and its curriculum as well as how to enrol your child can be obtained from our school nursery itself or by contacting our school office on 0131-664-4257.

## **LEARNING AT HOME**

Home has a very important part to play in supporting in-school learning. We also value the importance of pupils' wider interests and family life too. As a result of this our homework prioritises things which pupils need lots of repeated practice to learn.

**Reading:** This is the most important homework. The amount of reading expected will vary depending on stage and it may be an eBook or a paper book. As pupils get older it is still very important, they read with an adult (even a very small section of the text) so they can practice adding expression when reading aloud. In addition to the reading set by the teacher, please encourage your child to read as widely as possible e.g., football programme, magazine, comic. It doesn't matter what, all reading will develop their skills!

**Phonics:** In the Early Years teachers will send home a mixture of sounds flashcards and trick words reading and writing.

There are family guides available about how to pronounce these sounds and ideas for practice activities which can be found on the school website here:

<https://stcatherinesedinburgh.wordpress.com/supporting-your-child-with-literacy/>. Families with English as an additional language can find more information in their home language here:

<https://stcatherinesedinburgh.wordpress.com/p1-p2-eal-resources/>

**Spelling:** This will be a focus in the middle and upper school. This will build on their knowledge of sound patterns. The more a child sees and works with the spelling words the better they will know them. Teachers will ask pupils to complete practice activities from a spelling grid or use the words in sentences.

**Maths:** Maths homework will focus on Numeracy. This is everyday maths, such as telling the time and using money. Practice of these at home and seeing them used in real life situations is invaluable for pupils. Learning times tables is another thing which is essential, these facts underpin so many other maths concepts and can't be practised enough!

## **ASSESSMENT, RECORDING AND REPORTING**

There are 2 stages in a child's primary school education where they are formally assessed. These assessments focus on the standard of that child's Literacy and Numeracy.

A child will be formally assessed in Primary 1; Primary 4 and Primary 7.

(i) **Primary 1** – Complete Learning Logs which contain evidence of progression of work and pupil's thoughts about their learning and next steps.

**Primary 2 – 7** – Three times during the school year, pupils are involved in target setting in the key areas of mathematics, reading and writing. These targets are reviewed by pupils and teachers and their next steps identified. Families are also encouraged to comment. This process is recorded in Personal Learning Diary (PLD).

(ii) There will be two occasions during the school session (Usually November & March) when you will be invited to discuss your child's progress with his / her class teacher.

As well as these formal assessments each child in P1 – P7 is tracked on how they are achieving by the Senior Management Team and Class teachers.

Families can also discuss their child's progress during Learning Consultation days/evenings or by making an appointment with the Senior Management Team.

## **PUPILS WITH SPECIAL EDUCATIONAL NEEDS**

Pupils with Special Educational Needs are welcomed at St. Catherine's R.C. Primary School where appropriate auxiliary help can be provided to support these needs. We have a Support for Learning Teacher (SFL) who can work with the needs of these children, so they can best be assessed and helped.

We encourage families to liaise with management and the SFL Teacher so that an Individual Education Plan (I.E.P) can be drawn up and families kept informed of their child's progress.

### **Further Support for Pupils**

St. Catherine's RC Primary School is one of the schools in the City of Edinburgh Council to have Place2Be.

Place2Be offers counselling and support to pupils and families on a wide variety of issues. This service is available Monday to Wednesday during school time.

Full details about Place2Be, its provisions and a link to its national website are available on the school's own website.

Our School's Place2Be School Project Manager, Sarah Wiltshire is also available via appointment to discuss any matters families may have about this valuable service.

### **SCHOOL UNIFORM**

St. Catherine's is proud of its identity within the community, and we encourage all our children to promote this by wearing school uniform. It would be greatly appreciated if **all families** could ensure their child wears school uniform. Although not compulsory, the provision of a change of shoes for indoor wear is encouraged. The suggested school uniform for St. Catherine's is:

**Green or White Polo Shirt (with school logo)**

**Green Sweatshirt / Cardigan (with school logo)**

**Green / Grey / Black Jogging bottoms / Trousers / Skirt**

**Green / White T - Shirts and shorts will also be available for P.E. lessons.**

Order forms for a wide variety of school clothing with the school logo on it are available from reception. There is no 'mark-up' on the price the school charge to families for these items. Order forms are available from the office.

Families are advised that they can and are welcome to purchase school uniform from any stores outwith the school if they wish. Families are still free to choose other stores to purchase schoolwear of similar colours and styles to the above.



## **ASSISTANCE FOR PROVISION OF CLOTHING AND FOOTWEAR**

Grants for footwear and clothing for children are available to families receiving:

- Child Tax Credit, but not working tax credit.
- income support
- jobseekers' allowance[income-based]
- support under Par V1of the Immigration & Asylum Act 1999
- Income related element of Employment and Support Allowance

Information on free school meals and clothing grants is available on the [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk) website. Applications for free school meals and clothing grants can be made by contacting Grants, Awards and Placements, Business Centre 1:1 Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG.

## **WELFARE & BENEFITS ADVICE**

The school offers free and confidential welfare and benefits advice sessions. These run on the morning of the last Friday of each month. A time slot with the advisor can be booked through the school office.

## **TRANSPORT**



It is the Authority's policy to pay the travelling expenses of those pupils attending the district school who live more than two miles from that school.

Bus passes are issued where public transport exists, and contract transport is arranged where there is no suitable public transport.

Travelling expenses are also met in the case of any pupil whom the authority requires to attend a school other than the district school if that pupil meets the distance qualification. Where appropriate, free travel is provided for pupils receiving special education. Consideration may also be given to requests for assistance with travel in exceptional circumstances e.g. Where the road between home and school is deemed dangerous by the authority, and where there is no public transport available.

Families who choose to send their children to a school other than the district school will not receive assistance in relation to travel to and from school. However, the Education Committee has agreed several exceptions to this rule and further details are available from The Transport Section, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG or by ringing the school transport service direct on 0131 - 469 - 2950.

## MEALS AND MILK

The Scottish Government introduced a policy in January 2015 whereby all P1 – P5 pupils are entitled to a daily Free School Meal during term time.



Under the Education Committee policy, P6 to P7 children in attendance at schools under the management of the authority are entitled to free school meals if their family / carer is in receipt of Income Support, Income Based Job - Seekers Allowance, Child Tax Credit, Employment & Support Allowance or families receiving support under part VI of the Immigration and Asylum Act 1999. Children attending certain special schools where eating skills and the Midday meal are part of the educational programme also receive free meals.

Families must ensure the appropriate forms have been completed and sent to the Local Authority; otherwise, your child will not receive a meal. These forms must be filled in on a yearly basis. An application form to apply for free meals is available from the school office or online.

Further Information and an application form can be obtained from the school or from The Free Meals & Clothing Grant Section, Waverley Court, Level 1.1, 4 East Market Street, Edinburgh, EH8 8BG.

Free milk will be available to all children in nursery education and to children of Primary School age at Primary and Special Schools whose families are in receipt of the benefits listed for receipt of free school meals. Any other child of Primary School age at Primary and Special Schools may be provided with milk at reduced cost.

School meals are available each day at a cost of £2.35 per child. Milk is also available to your child at a cost of £41.80 for the school year. All meals must be booked and paid for in advance through ParentPay, the online payment system used by schools.

Menus offer healthy and tasty meal options while reflecting the Scottish Government food and drink legal requirements for school lunches. Special diets and allergies are accommodated for subject to consultation with family/guardian and catering services.

Meal prices are reviewed annually. Please contact the school to be advised of the current price.

For children who wish to bring their own packed lunches, tables are set up in the dining hall and they can eat their lunch under the same supervision as the other children.

**No child is allowed out of school at any time to buy food.**

## **STANDARDS OF BEHAVIOUR**

All children have the right to feel safe and secure at school but also need to understand that this applies to others as well as themselves. It is important that they realise everyone is a person of value. The management team and school staff have developed a positive behaviour management policy.

## **SCHOOL SECURITY**

The safety and security of pupils and staff when attending or working in a school is very important to us. We use various security measures including a visitors' book, badges and escorts, while visitors are within the school building. Normally, anyone calling at a school for any reason will be asked to report to the school office. The school staff then make the necessary arrangements for the visit.

## **WET WEATHER ARRANGEMENTS**

In wet weather pupils are allowed into school during breaks and at lunchtime. However, as supervision during these periods is limited, it is especially important that they exercise good behaviour.

## **UNEXPECTED CLOSURES and EMERGENCY ARRANGEMENTS**

In the event of an emergency, such as a power cut or severe weather, that prevents schools from opening in the morning or results in an early closure a range of communications channels are used to let families know. It is therefore extremely important that families provide the school with up-to-date information on persons to be contacted in emergencies. The school has the facility for a phone text service and families may receive messages in this manner.

In addition, announcements will be made on Radio Forth (Forth 1 and Forth 2) and via the Council's corporate Twitter account [www.twitter.com/Edinburgh\\_CC](http://www.twitter.com/Edinburgh_CC) and Facebook page [www.facebook.com/edinburghcouncil](http://www.facebook.com/edinburghcouncil). If many schools are affected, or the situation is likely to be prolonged, then the Council's website [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk) will also be used.

## **MOBILE PHONES**

The benefits of mobile phones are recognised. Many young people and their families regard them as an essential means of communication. Mobile phones can continue to be brought into schools however we ask that they remain **SWITCHED OFF** during class time.

## **EQUALITY**

Council has published an Equality Framework, which can be viewed on the council's website. This outlines the duties which the Council is required to undertake to tackle discrimination, prevent harassment and ensure our work promotes equality. The Council is committed to eliminating discrimination on the grounds of race, gender, disability, sexual orientation, religion/belief, age, marriage or civil partnership or pregnancy/maternity. The school has its own Equality Team and Equality Policy. This policy can be viewed on request.

## **ENGLISH as an ADDITIONAL LANGUAGE**

The Children & Families Department provides a support service of teachers of English as an additional language. The teachers visit schools to work with those bilingual pupils who require assistance in developing English language skills.

## **ATTENDANCE**

Families are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the head teacher will ask an Education Welfare Officer to visit the home and discuss the problem with the families. If such unsatisfactory attendance persists, school management, following discussions with the Education Welfare Officer and other agencies, will decide whether the case should be referred to the local Area Attendance Advisory Group. This group has been formed to make recommendations to the Director on the statutory responsibilities of the Authority regarding defaulting families.

Absence from school is recorded as authorised, that is approved by the Children and Families Department, or as unauthorised, that is unexplained by the family (truancy).

Please let the school know by letter or phone if your child is likely to be absent for some time and give your child a note on his or her return to school, confirming the reason for absence. If there is no explanation from a child's families, the absence will be regarded as unauthorised.

Please make every effort to avoid family holidays during term time as this will disrupt your child's education and reduces learning time. I can approve absence from school for a family holiday in certain extreme situations, for example, in traumatic domestic circumstances where the holiday would improve the cohesion and wellbeing of the family. Please discuss your plans with me before the holiday. If I cannot give permission before the holiday, it will be recorded as unauthorised absence. I can authorise a holiday if you can prove that work commitments make a family holiday impossible during school holiday times. Normally, your employer will need to provide evidence of your work

commitments. Absence approved by me on this basis is regarded as authorised absence.

Any requests for extended absence over two weeks will be referred to the Senior Education Manager: Inclusion who will decide if it will be recorded as authorised or unauthorised leave.

Families from minority ethnic religious communities may request that their children be permitted to be absent from school to celebrate recognised religious events. Absence approved on this basis is regarded as authorised absence. Extended leave can also be granted on request for families returning to their country of origin for cultural or care reasons.

A supportive approach is taken to unexplained absence. However, the Children and Families Department has legal powers to write to, interview or prosecute families, or refer pupils to the Reporter to the Children's Panel, if necessary.

It is essential that not only do children attend school regularly but also that they come to school punctually as late coming not only interrupts the class, class teacher and the flow of teaching but seriously hinders the children's educational development.

Families should telephone the school if their child is unable to attend school for reasons of illness or other permissible cause. We have a dedicated line for families to leave a message. Families should subsequently send a letter of explanation into school via the pupil.

Wherever possible, families should take holidays outwith term times and a guidance leaflet on this is available from our school reception.

Family's cooperation with the school on our Positive Behaviour and Attendance policy is necessary for the smooth running of the school. The school carries out an attendance audit on a termly basis and will inform families in writing of any concerns.

### **MEDICAL CARE**

(i) If your child is sick during school time, he / she are taken to sit down outside the main office for a short time, whilst we contact you to come and take them home.

Therefore, an emergency telephone contact number is essential in case of illness or accident.

If your child has any special medical needs or requirements, families must inform the school and complete the necessary forms detailing these needs.

(ii) **The School Health Service**

Throughout your child's years at Primary and Secondary School, a team of specialist Health Service and Education Dept. Staff will be seeing him / her from time to time to make sure that he / she benefits as much as possible from all that the school has to offer, and to help prepare him / her for life after leaving school. The School Health Service is part of The Community Child Health Service and has direct links with those who carry out health checks on children before they start school.

Many different services are provided. The staff involved make every effort to work closely with families and others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, eg. Testing for Vision or Speech are provided to all children on a routine basis to discover which children may need further tests or treatment. Families are not notified of these screening tests and any family who does not want their child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required the child's families will be informed and consent requested.

The children's Hearing Testing Service will not be routinely testing every child in the Primary 1 year. If you are sure concerned about your child's hearing, a test can be arranged by contacting your GP or your child's school. An appointment will then be sent to you by post, to attend a clinic in your area.

**Some of the staff concerned and the parts they play are as follows:**

The Health Visitor or School Nurse carries out regular inspections of groups of children, gives advice on health and hygiene, tests eye - sight from time to time and works with the school doctor. The attention of the doctor is drawn to any possible problems, and families and the family doctor are informed if any further action is considered necessary.

The health visitor or school nurse may be helped by a health assistant. The health visitor and school nurse also act as an important link between home and school.

Families are also asked to complete a health questionnaire about their child at these ages and asked if they would like their child to have a full medical examination. In addition, the doctor may ask for your permission to examine your child if his or her medical records are incomplete or if the doctor particularly wishes to check on his or her progress. You will be invited to be present at any medical examination and kept informed if the school doctor wishes to see your child again or thinks that he or she should be seen by your family doctor or specialist. You can, if you wish, arrange for your family doctor

to undertake the examinations instead of the school doctor but you may be charged a fee for this. ~~In secondary school the school doctor may consider~~

whether any special information should be provided for the Careers Advisory Service.

**Age 4-5:**

Immunisation against diphtheria, tetanus, polio, and MMR (measles, mumps and rubella), if these have not been given before starting school.

**Age 12-14:**

Testing for resistance to tuberculosis and immunisations (B.C.G.) where required. Girls only-testing for resistance to rubella (German Measles), and immunisations if necessary.

The audiometric team checks children's hearing on several occasions before the age of 13/14 years. The school doctor will be told if your child seems to have a hearing problem. The doctor will then examine the child and let your own doctor know the result.

The speech therapist can provide assessment and if necessary, treatment if you, a teacher, or a school doctor feels that your child may have a speech or language problem.

Any enquiries concerning the provision of dental services should be made to the Director of the Community Dental Service, Lothian Trust, 16 Duncan Street, Edinburgh, EH9 1SR or (Tel.) 0131-667 7114

Children under the age of 16 who need urgent dental care and are not registered with a dentist should attend the Children's Department of the Edinburgh Dental Service, Level 3, Lauriston Building, Lauriston Place, Edinburgh, Monday to Friday from 9.00am - 11.00am & 2.00pm - 3.00pm.

We hope that the School Health Service can, together with ourselves, contribute to your child's overall well-being and development. Please do not hesitate to arrange through the Head Teacher to see the School Doctor, School Nurse or the Health Visitor if you want any information.

**HEAD LICE**

Head lice are spread through head-to-head contact at home, while playing or in school.

Regular wet combing of your child's hair using a head lice detection comb is the best way to catch this possible problem at an early stage.

The only way to be sure that your child has head lice is to find a live louse. If you find live lice, get the correct lotion from your doctor, health visitor or pharmacist. Shampoos and other treatments are not effective.

One treatment is two applications of the treatment lotion, seven days apart. If this is not followed, then re-infection is likely.

Advise family members and close friends that your child has head lice and that they should check their own hair. Only treat if live lice are found. Don't be shy about advising others of this possible problem because you would likely tell family and friends about other infections which might affect them.

Regular wet combing of your child's hair with the head lice detector comb is the best protection as it allows you to detect the condition and treat it speedily.

### **LEARNING DISCUSSIONS**

We offer opportunities for you to discuss your child's progress with teachers through arranged meetings. You will be advised when these meetings take place. Over and above these set meetings, families are welcome to contact the school at any time to ask for information or for an interview.

### **PUPIL COMMITTEES**

The school has pupil representation on a Pupil Council (P4-7) and Equality Team (P4 – P7; We have also now started up a P7 group of Play Champions. These groups provide valuable input and information to the school community on these very important issues.

### **ACTIVITIES, GROUPS AND CLUBS**

St Catherine's is proud to offer its pupils opportunities for out of school learning and physical activity.

All out of school activities based at St Catherine's are **FREE OF CHARGE**.

The nature and provision of these activities changes each term. As a family, you will be given information on how your child can access these clubs and activities by the school.

### **OUR SCHOOL SUPPORT COMMITTEE**

The Parental Involvement Act, Scotland (2006) has meant the establishment of Parent Forums and Parent Councils to replace what were previously called School Boards. Every family with a child at St. Catherine's, from Nursery – P7, is entitled to become a member of either body. Parent Forum meetings will be held on an annual basis while our School Support Committee will meet more regularly.

### **FAMILIES as PARTNERS – THE PURPOSE AND ROLE OF FAMILIE COUNCILS**

*Families make a real difference.*

Families and carers are the most important influence throughout a child's education and family involvement in learning makes a real difference to children's achievements.

Everyone benefits (children, families and teachers) when families and schools work effectively together to support learning.



### ***What is our School Support Committee for?***

This group can help families and carers to become more actively and effectively involved in their children's learning. They were established under the Scottish Schools (Parental Involvement) Act 2006 in recognition of the important role that families can play, both in their own children's learning, and in the life of a school.

Parent Forum is the collective name for every family, carer or guardian at a school. The Act gives each school's Parent Forum the right to set up a Parent Council.

Both Act and Guidance can be found on the Families' page of the Scottish Government website: [www.scotland.gov.uk/Families](http://www.scotland.gov.uk/Families).

### ***What does the Parent Council do?***

Under the 2006 legislation the role of the Parent Council is to:

- Support the school in its work with pupils.
- Represent the views of families and carers.
- Encourage links between the school, families and carers, pupils, pre-school groups and the wider community.

Parent Councils are designed to be flexible – to ensure they can effectively represent their own school community and interests. It is for families to decide what is most important for their Parent Council to work on.

Parent Councils can:

- Provide a voice for families in schools and in their local authority on issues that are important to them and their children.
- Help the school to understand how to most effectively involve families in their children's learning and in the life of the school.
- Support the school and Headteacher in developing strong home/school partnerships.
- Support the school in its development and improvement, and in understanding and making links with the wider community.
- Capture the unique and varied skills, interests, knowledge and experience that families can offer.

Parent Councils provide an opportunity for families to get involved in ways that suit them, and to support their school in getting the best education for all the pupils.

A leaflet detailing the functions, membership and regulations governing Parent Councils & Forums is available from the school reception. The school has also

published a guidance leaflet for families, and this is also available. Minutes of all School Support Committee Meetings are posted on their notice board.

If you would like more information on meetings or membership of our School Support Committee, please contact the school administrator or e mail the school direct on: [Parent.Council@st-catherines.edin.sch.uk](mailto:Parent.Council@st-catherines.edin.sch.uk)

### **TRANSITION FROM HOME TO NURSERY**

St. Catherine's R.C. Primary School Nursery Class offers 20 full-time places for children aged 3 – 5 years. To enquire about the availability of these places and to obtain a leaflet and our school policy on this matter, please contact our school office on 0131- 664 - 4257. Our nursery staff will also be happy to help with your enquiry and answer any questions you may have.

Nursery class provision is non-denominational. This means that all nurseries are open to children and families of all religions and beliefs. Placement in the nursery does not guarantee a place in the primary school.

### **TRANSITION FROM NURSERY to PRIMARY 1**

Families of children who attend St. Catherine's Primary School Nursery Class should be aware that this does not guarantee their child a place in our Primary 1 and your child's name must still be put forward for enrolment.

Before leaving Nursery, a transfer of information record for each child will be prepared by Nursery staff to ensure a smooth transition and continuity of education for the child transferring to Primary.

The school also has an Early Years Practitioner, who's role it is to facilitate smooth and supported transition of our pupils into P1 at St. Catherine's or their destination Primary School.

If you wish a tour of our school or an appointment with the Senior Management Team to discuss any matters or queries you may have about your child starting at St. Catherine's, the school will be happy to make these arrangements for you. Families of children who have been offered a place for the new academic year in P1 will be given personal information on the start date and transition activities for their children.

## **PRIMARY SCHOOL ADMISSIONS**

Starting school is a very important milestone for both children and their families. Most of our families choose their local, catchment school and we plan our education provision to ensure we can provide places for new pupils at their catchment school.

In the run-up to November's registration week for the new Primary 1 intake each school will offer an opportunity for you to visit them. You can speak to staff to find out more about the school first-hand. You can see how the school runs; discuss the curriculum and their priorities as well as seeing recent examples of pupils' work on display. In many cases you may also have the chance to meet other families who already have children there. All of this will help you understand the school's unique character and give you an insight into the learning environment that your child could enjoy there. All our schools do offer a quality educational experience.

## **TRANSITION FROM PRIMARY SCHOOL to SECONDARY SCHOOL**

Visits to our local secondary school are organised before the summer holidays and children from other catchment schools who will be attending the same secondary school will have the opportunity to meet and get to know each other and their teachers. While the children are participating in classroom activities and meeting their class teacher, families will have an opportunity to view the school and are given a brief explanation of school life.

If you wish your child to attend a secondary school other than the catchment denominational or non-denominational secondary school for your home address, you will be required to make a Placing Request as detailed in the Placing Request section below.

You do not need to submit a Placing Request if you want your child to transfer from a non-denominational secondary school or vice-versa at the primary to secondary transfer stage if the intended secondary school is still the catchment school for your home address. Families of children who are planning to change from denominational to non-denominational or vice-versa between primary and secondary school should ensure that both the primary school and the intended secondary school know what is to happen.

The normal transfer to Secondary School from St. Catherine's will be to Holy Rood High School, Duddingston Road West, Edinburgh, EH15 1ST, (Tel) 0131 661 5871 or Gracemount High School, Lasswade Road, Edinburgh EH16 6TZ (Tel) 0131 664-7440.

Families will be informed of transfer arrangements by December of the pupils last year at Primary School.

## **PLACING REQUESTS**

As a family, you have the right to make a Placing Request for your child(ren) to be educated in a school other than the local school.

If you would prefer that your child start P1 or S1 at another school instead of one of the catchment schools, you must make a placing request. You can apply online or at any nursery or primary school in the city from mid-November. Forms must be returned to: Grants, Awards and Placements, The City of Edinburgh Council, Level 1.1 Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG by 24<sup>th</sup> December. If you apply for a place after 28 February, there is no guarantee that a catchment place will be available.

All families have the right to make a request for a place for their child in another school. The Council must grant these requests where possible. When there are more places available in a school than there are placing requests for that school, then all the requests are usually granted. If the school you specify has more requests than available places, then each case is examined individually. Whatever you write on your application form is considered, so it is important that you include relevant details on the form.

For Primary Schools - In recent years, as the primary school rolls have increased there has been a decrease in the number of places available for children living outside the catchment area and this has resulted in high numbers of placing request being refused.

You should also note that a successful Placing Request for one child does not guarantee a successful one for another child. It may be, therefore, that a family could end up with children at different schools.

All children must also be enrolled at the catchment area school on the appropriate Enrolment Form whilst awaiting the outcome of their Placing Request Application.

## **TRANSPORT FOR PLACING REQUESTS**

If a Placing Request is successful, families will be responsible for the safety and transportation costs of their child to and from their chosen school.

## **SCHOOL IMPROVEMENT**

The section gives you an overview of the main achievements of the school within the last 12 months and performance information relating to literacy, numeracy and health and wellbeing.

## **RAISING ATTAINMENT**

Monitoring performance and using the resulting information to secure improvement is an important part of the work of head teachers, school staff and officers within Children and Families.

## **STANDARDS AND QUALITY REPORT & SCHOOL IMPROVEMENT PLAN**

Every year each school publishes a Standards and Quality report which highlights the school's major achievements.

Summaries of these documents are sent out annually to all families. Additional full copies can be requested at the school office.

## **HEALTH & SAFETY**

Within the general policy laid down by the City of Edinburgh Council, the Education Department has prepared and has continuing development of, safety policy statements for all area of its responsibility in accordance with the Health and Safety at Work Act (1974). School Staffs are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life both on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of families in promoting good practice in health and safety matters is of importance to the school.

## **PLAYGROUND SUPERVISION**

When pupils are at school, the responsibility for their safety rests with the Authority. The school management and staff (including playground supervisors) undertake this responsibility as the Authority's representatives. This means that reasonable steps should be taken to prevent any pupils suffering injury and to ensure that accidents or difficulties can be reported to a responsible adult and appropriate action taken.

## **IMPORTANT ADDRESSES**

Jackie Reid  
Head of Schools  
Waverley Court  
4 East Market Street  
Edinburgh, EH8 8BG  
0131- 469 - 3066

Pupil Support Services Division  
Waverley Court,  
Level 1.1  
4 East Market Street,  
Edinburgh,  
EH8 8BG  
0131 - 469 – 3388

### **HOW TO MAKE A COMPLAINT:**

Many complaints are resolved quickly and locally.

If you wish to raise a concern with the Education Service, the first person to approach will normally be the Head Teacher of the school. Many problems can be sorted quickly with early intervention, and we would encourage all our families to try this before taking a complaint further. Our school management team will be happy to see concerned families if an appointment is made.

The school has a full procedure for dealing with complaints. A leaflet entitled 'How to Make A Complaint' is available from school reception, by email request or by calling our school administrator.

### **ACCURACY OF INFORMATION**

While we have made every effort to ensure all information included in this handbook is accurate at the time of compilation, changes in roll, staffing and resources are updated as often as is practicable. Changes in Education Department Personnel and phone contact numbers are changed as soon as the school is made aware of these. We apologise in advance if you have found this to be the case.

If you have any comments about the helpfulness, or otherwise of this booklet, please contact the school. We are always happy to take on board and act upon suggestions we are given. If you are still not clear on any matters mentioned or wish to speak to someone, please contact our school administrator on 0131-664-4257, who will be happy to assist you.

The school's reception area has a suggestions box for families / carers to inform the school of things they would like to see in school or to make suggestions as to change. These can be made anonymously or in person. We are happy to take on board the thoughts and suggestions of our school community. An email address is also available for the same purpose.

You can log on to the school's own website or Twitter account and view what's happening in each of our classes. Here you can also download newsletters and policies. An email or call to the the school office or Parent Council can often answer many questions families may have.

[www.st-catherines.edin.sch.uk](http://www.st-catherines.edin.sch.uk)

@stcathsed

## Curriculum for Excellence

### Bringing learning to life & life to learning

Curriculum for Excellence has now been introduced across Scotland for all 3-18-year-olds – wherever they learn. It aims to **raise standards**; prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast-changing world. Curriculum for excellence was introduced in 2016.

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

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

Curriculum for Excellence balances the importance of **knowledge** and **skills**.

Every child is entitled to a **broad and deep** general education, whatever their level and ability. Every single teacher and practitioner will be responsible for the development of **literacy and numeracy** from Early Level through to Senior Phase.

It develops **skills** for learning, life and work bringing real life into the classroom, making learning relevant and helping young people apply lessons to their life beyond the classroom. It links **knowledge** in one subject area to another helping make connections in their learning. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There will be new ways of **assessing progress** and ensuring children achieve their potential. There will be new **qualifications** for literacy and numeracy from 2012 /2013. New qualifications at National 4 and 5 will be available from 2013 / 2014. Our well-regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

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

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

You can find out more details and look at the full layout and stages of Curriculum for Excellence at the website dedicated to it at:

[www.ltscotland.org.uk/curriculumforexcellence/index.asp](http://www.ltscotland.org.uk/curriculumforexcellence/index.asp)

## **ACTIVE LEARNING**

Curriculum for Excellence emphasises the value of an active learning approach. In the early years, children will have a range of learning experiences that include planned and purposeful play and stimulating learning which engages and challenges children's thinking using real life and imaginary situations. As children progress through school, they continue to be involved in active learning experiences which are engaging and give them ownership of their own learning.

## **PLANNING CHILDREN'S and YOUNG PEOPLE'S LEARNING**

Teachers in nursery, primary and secondary schools share their learning intentions with pupils, families and carers. This takes place on a day-to-day basis, by agreeing the aims of an individual piece of work. Longer-term planning also takes place in a variety of forms.

## **ACTIVE SCHOOLS**

The fundamental aim of Active Schools is to give school-aged children the tools, motivation and the opportunities to be more active throughout their school years and into adulthood. These opportunities are available before, during and after school, as well as in the wider community. For further information contact the Active Schools Coordinator Amy McClenaghan on 07885208160.

## **ASSESSMENT**

As pupils progress through our school, teachers use a range of assessment strategies, including Assessment for Learning strategies as well as setting tests. Pupils are also involved in assessing their own progress and developing their next steps.

We recognise that all pupils do not develop and progress at the same rate and, therefore, we use both group and individual methods to ensure that all pupils are given appropriate instruction and the opportunity to succeed. Please contact the school as soon as possible if you have any concerns about your child's progress.



## **GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)**

Taking care of our children's well-being and making sure they are alright - even before they are born - helps us ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society. Our school adopts the Getting it Right for Every Child in Edinburgh approach to give the right help to children, young people and families, when they need it from a joined up multi agency team.

Getting it right for every child aims to improve outcomes for all children and young people. It promotes a shared approach that:

- builds solutions with and around children and families.
- enables children to get the help they need when they need it.
- **supports a positive shift in culture, systems and practice.**
- **involves working together to make things better.**

**Getting it right for every child is the foundation for work with all children and young people, including adult services where families are involved. It builds on universal health and education services and is embedded in the developing early years and youth frameworks. Developments in the universal services of health and education, such as Better Health Better Care and Curriculum for Excellence, are identifying what needs to be done in those areas to improve outcomes for children.**

## **PROTECTING CHILDREN AND YOUNG PEOPLE**

We place a high priority on the well-being and safety of our pupils. To this end we have in place a personal safety programme to give pupils knowledge and life skills to keep them safe from all form of abuse. Where we have concerns that a child about the possible abuse of pupils, we are required to follow the Edinburgh and the Lothian's Inter-Agency Child Protection Procedures which set out the specific duties and responsibilities towards the child and their families/carers. If you see or suspect any child in our school is at risk, you **MUST** report this to the school's designated Child Protection Officer, which is our Head Teacher, or Social Care Direct on 0131 – 200 – 2327.

## **ADDITIONAL SUPPORT NEEDS**

As with all local authority schools in Scotland, this school operates under the terms of the Additional Support for Learning Act (2009) and its accompanying Code of Practice. Further details of the policies and procedures can be found on Edinburgh Council website at [www.edinburgh.gov.uk/InOnTheAct](http://www.edinburgh.gov.uk/InOnTheAct)

In on the Act - Supporting children and young people with additional support needs provides the following information:

specified by the Education (additional Support for Learning) (Scotland) Act 2009 which includes –

- (a) the authority's policy in relation to provision for additional support needs,
- (b) the arrangements made by the authority in making appropriate arrangement for keeping under consideration the additional support needs of each such child and young person and the additional support needs of the children and young person so identified.
- c) the other opportunities available under this Act for the identification of children and young persons who -
  - a) have additional support needs,
  - b) require, or would require, a co-ordinated support plan,
  - c) the role of families, children and young person in the arrangements referred to in paragraph (b),
  - d) the mediation services provided
  - e) the officer or officers of the authority from whom families of children having additional support needs, and young person having such needs, can obtain advice and further information about provision for such needs.

We work with other agencies and professionals – for example, Social Work Services, Educational Psychology Service, National Health Service and you the family to make decisions with regards to the best possible education to meet the needs of your child within the resources available.

Families, carers and children with additional support needs can also seek independent advice and support through:

Enquire: [www.enquire.org.uk](http://www.enquire.org.uk), 0845 123 2303

Scottish Independent Advocacy Alliance, [www.siaa.org.uk](http://www.siaa.org.uk), 0131 260 5380

Take Note: National Advocacy Service for Additional Support Needs

(Barnardos in association with the Scottish Child Law Centre) [www.sclc.org.uk](http://www.sclc.org.uk), 0131 - 667 - 6633.

## **TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS**

The Scottish Government – Education and Training has asked that the undernoted advice be included in our school brochures.

Education authorities and the Scottish Government collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the Scotxed programme. Thus, the Scottish Government has two functions: acting as a ‘hub’ for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Government itself.

### **What pupil data is collected and transferred?**

Data on each pupil is collected by schools, local authorities, and the Scottish Government.

The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to the Scottish Government. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify ‘localities’ rather than specific addresses. Data is held securely and no information on individual pupils can or would be published by the Scottish Government.

Providing national identity and ethnic background data is entirely voluntary. You can choose the ‘not disclosed’ option if you do not want to provide this data. However, we hope that the explanations contained in this message and on the Scotxed website will help you understand the importance of providing the data.

## **Why do we need your data?**

To make the best decisions about how to improve our education service, the Scottish Government, education authorities and other partners such as the Scottish Qualifications Authority and Skills Development Scotland 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 examination results. Accurate and up-to-date data allows us 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 which influence pupil attainment and achievement.
- share good practice.
- 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 use of pupil data can be found on the Scotxed website ([www.scotxed.net](http://www.scotxed.net)).

The Scottish Government works with a range of partners including Education Scotland and the SQA. On occasion, we will make individual data available to partners and academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need to fulfil their official responsibilities. Any sharing of data will be done under the strict control of the Scottish Government, which will ensure that no individual level data will be made public as a result of data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with colleagues within and outwith the Scottish Government.

### **Concerns**

If you have any concerns about the Scotxed data collections you can email the Senior Statistician, [scotxed@scotland.gsi.gov.uk](mailto:scotxed@scotland.gsi.gov.uk) or write to The Scotxed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the Scotxed Support Office, in other languages, CD and braille.

You may find the following websites useful.

- [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)- contains information for families and information on Edinburgh schools.
- <http://www.familiezonescotland.gov.uk>- families can find out about everything from school term dates to exam results. This site also offers information for pre-5 and post school. It also lists relevant publications for families and provides hyper-links to other useful organisations.
- [www.hmie.gov.uk](http://www.hmie.gov.uk) - families can access school and local authority inspection reports and find out more about the work of Education Scotland.
- <http://www.scottishschoolsonline.gov.uk> - families can find out about individual schools. They can choose a school and select what type of information they need such as Education Scotland reports, exam results, stay on rates and free school meal entitlement.
- <http://www.childline.org.uk/Explore/Bullying/Pages/Bullyinginfo.aspx> - contains information for families and children on varying forms of bullying and provides help for families and children who are affected by bullying.
- <http://www.respectme.org.uk/> - Scotland's anti-bullying service. Contains information for families and children on varying forms of bullying and provides help for families and children who are affected by bullying.
- <http://www.educationscotland.org.uk/> - provides information and advice for families as well as support and resources for education in Scotland.
- <http://www.equalityhumanrights.com/> - contains information for everyone on equality laws within the government and local authorities.

**Throughout this handbook the term ‘family’ has the meaning attributed in the Standards in Scotland's Schools Act 2000 and the Scottish Schools (Parental Involvement) Act 2006. This includes grandparents, carers or anyone else who has responsibility for the child.**

**I hope you find all the above information helpful and self-explanatory. If you have any queries about any of the information contained in this handbook, or indeed about any aspect of our school, please do not hesitate to contact me.**

**Paul A. Hunter  
Head Teacher  
St. Catherine’s R.C. Primary School**

**The information in this school handbook is correct at the time of publication, however, it is possible that there may be some inaccuracy by the start of the school term in August 2023.**



## **Family Feedback**

Please take a few minutes to fill in and return the questionnaire on this page. Your feedback will help us improve the handbook next year. Tell us what you think.

Your feedback will help us to improve our handbook.

Did you find?

Please tick

- |                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| 1. the handbook useful?          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. the information you expected. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. the handbook easy to use?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please tell us how we can improve the handbook next year.

Name of school: ST CATHERINE'S RC PRIMARY SCHOOL

Thank you for filling in the questionnaire. Your views are appreciated. Please return this questionnaire to:

**ST. CATHERINE'S RC PRIMARY SCHOOL  
30 Gracemount Drive, Edinburgh EH16 6RN**