

Parent Council



Transition information
For Parents and Pupils

Pride
Respect
Ambition

Perth Grammar School
perthgrammar@pkc.gov.uk

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Parental Involvement/ Parent Councils

The Scottish Schools (Parental Involvement) Act 2006 became legislation in September 2006. This Act proposed changes which were implemented in August 2007 to abolish School Boards and replace with Parent Councils.

All parents and pupils attending Perth Grammar School are automatically members of the Parent Forum, and will be entitled to have a say in what happens in the school.

The Parent Involvement Act aims to do several things:

- It aims to help parents become more involved in their child's education and in schools.
- It places duties on Scottish Ministers and education authorities to promote parental involvement, and a duty on each education authority to produce a strategy for parental involvement.
- It introduces a new system of Parent Councils to replace School Boards, aiming to make it easier for parents to express their views.

The role of the Parent Council is to:

- Support the school in its work with parents
- Represent the views of all parents
- Encourage links between the school, parents, pupils and the wider community.
- Report back to the Parent Forum.

Who we are and what we do

The Parent Council is open to all parents/guardians of children who attend Perth Grammar School. At present we have 12 parent members and various co-opted members who represent different areas within the local community.

We meet approximately twice each term for an informal meeting at 1830hrs, lasting approximately one and a half hours, to discuss various matters such as.

- Curriculum for Excellence
- Links with Perth College/ University
- Children with additional support needs
- Refurbishment of the school
- Sports Trust
- Transition from P7 to Secondary School Education
- Partnership with Perth City Campus
- Travel plans
- Outside school line marking
- Eco friendly development within the school
- Cycle plans / Lockers
- Supporting the Senior Management Team of the school
- School uniform
- Head Teachers Report - every meeting, very enlightening to parents
- Two members of the Parent Council are on the Senior Recruitment Panel

Please come along

We would like more parents to come along and join us. If you would like to be part of the Parent Council and have your say on the issues that affect your child during their education look out for details of the next AGM on the Perth Grammar School website or on newsletters

Parent Council Members

Parent Council Members

Perth Grammar School has had an active and supportive Parent Council. In 2007/2008 there was change to the National Legislation and Parent Councils were formed. An AGM will be held every September which every parent has the right to attend.

The Chairperson of the Parent Council is Mr R Wilson. The Head Teacher is the professional adviser to the Board

Parent Members

Mr G Harbut (Vice-Chair)
Mrs H McRitchie
Mrs S Gourlay
Mrs N Farquhar
Mrs L Middleton
Mr A Cummins
Mrs A McIntyre-Miller
Mrs Y Paterson
Mrs C Menmuir

Staff Members

Miss E Connon

Councillors

Councillor Chris Ahern
Councillor Andrew Parrott

Parent Council Constitution

1. The objectives of the Parent Council are:

- ✓ To work in partnership with the school to create a welcoming school which is inclusive for all parents
- ✓ To promote partnership between the school, its pupils and all its parents
- ✓ To develop and engage in activities which support the education and welfare of the pupils
- ✓ To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

2. The membership will be a minimum of four parents of children attending the school.

3. The Parent Council will be selected for a period of one year after which they will put themselves forward for re-selection if they wish. All parents of children at the school can take part in the selection at the Annual General Meeting.

4. The Parent Council may co-opt additional members to assist it with carrying out its functions as required. The number of parent members on the Parent council must always be greater than the co-opted members but will be a maximum of twelve. Co- opted members will be invited to serve as required and agreed by the Parent Council

5. The office bearers of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be reelected by the Parent Council on an annual basis.

The Parent Council will be chaired by a parent of a child at Perth Grammar School. If the child ceases to be a pupil, the role of the chair will be rotated around the parent members of the Parent Council until a new Chair is appointed at the annual meeting.

6. The Parent Council is accountable to the Parent Forum of Perth Grammar School and will make a report to it at least once each year on its activities on behalf of all parents.

If twenty members of the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least two weeks' notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

7. The Annual Meeting will be held in September of each year. A notice the meeting including date, time and place will be sent to all members of the Forum at least two weeks in advance. The meeting will include:

- ✓ A report on the work on the Parent Council and its committees
- ✓ Selection of the new Parent Council
- ✓ Discussion of issues raised by members of the Parent Forum
- ✓ Approval of the accounts and appointment of the auditor

The parent council will meet at least once in every school term. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Any two members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least one week's notice of the date, time and place of the meeting.

If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

8. Copies of the minutes of all meetings will be available to all parents of children at Perth Grammar School and to all teachers at the school. Copies will be made available from the Secretary of the Parent Council, from the school office and posted on the website.

9. Meetings of the Parent Council shall be open to the Public, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher, or his representative, can attend.

What information is available and where?

We aim to provide you here with a quick reference guide to the main aspects of transition information we feel we would be of most use to you, as well as letting you know about the work of the parent council. There are other places you can find answers to any questions or worries you may have:

- § Perth Grammar School 2018 Handbook - this can be found [here](#).
- § Booklet to be given to pupils in May when Support teachers visit the feeder primaries
- § Welcome information pack given to P7 parents in October when they visit the school
- § www.parentzone.co.uk - includes a section on understanding Curriculum for Excellence
- § www.Safekids.co.uk
- § SQA website - www.sqa.org.uk
- § Perth Grammar School website - www.perthgrammar.org.uk
- § School Twitter Feed - @PerthGrammar
- § Contact the school office - 01738 472800
- § Speak to the Parent Council
- § Come along to a Parent Council meeting

Basic School Information

School Address

Perth Grammar School

Gowans Terrace

Perth

PH1 5AZ

Tel: 01738 472800

email
perthgrammar@pkc.gov.uk

Website
www.perthgrammar.org.uk

Twitter
[@PerthGrammar](https://twitter.com/PerthGrammar)



Staffing Structure

The school is led by the Headteacher, supported by Deputy Heads and a team of Support staff. Subject departments are led by a Principal Teacher and there is a Support Faculty that includes Classroom Assistants, Support for Learning Teachers and Assistants working in close collaboration with Support, Heads of House and class teachers.

Miss F Robertson	Head Teacher
Mr M Farrell	Depute Head Teacher - Lomond House
Mr M Reid	Depute Head Teacher - Almond House
Mrs C Scott	Depute Head Teacher - Earn House & Support for Pupils
Mr A Clark	Business Manager

The school has three houses, each containing around 340 pupils. There is a Depute Head Teacher who is Head of each house:

Guidance Teachers are:

Almond House	Miss E Connon (Acting)
Earn House	Miss S Auld
Lomond House	Mr S Cameron

The Transition Process

From Primary to Perth Grammar School

A child's transition from primary to secondary school may have an effect on the whole family. This is an exhilarating step in a child's education, but at the same time it can be a very frightening and frustrating time for any child, so parents should recognise that their child may require extra support and understanding during this transition time. Taking a child to visit the school, discussing how to make new friends, helping the child to understand and get used to a varied schedule, being there for the child to assist with homework and projects that are given, can all help in this transition period.

Visiting Perth Grammar School

During January to April teachers from Perth Grammar School will visit all primary schools to get to know the pupils. They will also discuss each pupil with primary teachers and head teachers to gain insight into each child's needs for the transition process.

During May and June the school makes up the S1 classes, Many factors are taken into account in doing this, the school tries to put at least two children from the same primary school onto each class.

On June 6th June there will be a P7 contact evening in the school where parents can meet their Support Teacher and Head of House. Parents also have the opportunity to meet parents from the Parent Council and discuss anything that as a parent of a child already in the school can help them with.

There are two induction days for P7 pupils on the 7th and 8th June. On these days the pupils follow their future S1 timetables and meet their teachers. Prefects are assigned to each class to show them around the school. Pupils will wear their Primary School uniform and will be provided with free lunches and transport.

On the first day of term in August pupils start their S1 courses and the same prefects are present as their guides.

There are two senior pupils - one boy and one girl - known as buddies that go into each registration class for ten minutes every day for the first two weeks to help pupils settle into the school. This process is gradually reduced by Christmas and by this time the pupil is hopefully more comfortable in the way of procedures in the school. The buddies remain always available to the pupil throughout first year.

Making New Friends

There are some pupils who may be apprehensive coming up to Perth Grammar School; they may have not had much contact with other children out with their own school or village. To help with this process parents may want to enrol their child in summer activities where they may meet other children who may be going to the Grammar School for the first time.

A transition day is held in May where all P7s coming to Perth Grammar School meet in the school and this is a great way to meet other pupils by interacting in sports activities and having fun.

At the start of the session particular care is taken to help new First Year pupils settle in safely and find their way about the school. This involves both pupils and staff in supporting our new First Years.

Getting Used to a Varied Schedule

Primary schools are very structured environments with the pupils staying in the one class all day. In contrast secondary schools run according to a varied schedule that requires children to move classes, change teachers and adjust to different groups of children on average every fifty minutes.

Staying On Top of Homework and Projects

We are excited to be launching Show My Homework, an online tool to help support your child's homework. Show My Homework will allow you to see the details of the tasks your child has been set, all their deadlines and their submission status and grades. We have decided to work with this system to improve the way we communicate with parents and give you greater visibility into the homework we set.

You will be provided with login details to your personal account which is linked to your child's homework calendar where you will be able to see your child's 'To-do' list.

In the meantime we have set up a link to Show My Homework from the schools homepage where you will be able see your child's homework prior to receiving login details:
<http://www.perthgrammar.org.uk>

Joining Clubs and Teams

Children can be reluctant to join clubs and teams in secondary school as it may mean that they will have to interact with older and bigger pupils. Parents should encourage their child to join a club or team if the child wants to, as it allows the child to interact with other pupils and enjoy themselves. Perth Grammar school provides a wide variety of clubs and groups:

Badminton, basketball, football, science club, hockey, athletics, cheer leading, scripture union, netball, gymnastics, debating, screen club, book club, chess, sign language, Spanish, climbing. Musical activities include rehearsals for choirs and instrumental groups.

We are keen to support fundraising activities and have regular concerts and other events to raise money for charity. Trips to theatre productions are offered by the English and Music departments.

Perth Young Performers is a music and drama group consisting of P 6/7 and S1/S2 pupils who are nominated by their schools. It meets weekly.

In addition we have our own school Sports Trust which is a registered charity.

Through the Trust we will offer “sport for all” to pupils within our catchment from Primary 5 upwards. We will also aim to identify talented individuals and develop their skills.



Sports Comprehensive

Perth Grammar School and St John's Academy

What I need for starting Perth Grammar School

Uniform

White or Black shirt / White for formal occasions

School Tie

Black V-neck jumper or cardigan

Black Trousers or Skirt

Black Shoes - no trainers

Black Jacket - School Blazer worn by S5/S6

School clothing grants are available online at the PKC website or through the school office and can help with fast growing children in this current financial climate.

PE kit

Black shorts, White T-shirt, Training shoes (indoor), Football/Hockey boots, Tracksuit (outdoor only) Additional Gum shields/shin guard for contact sports may be required if your child participates.

PE Department Safety Policy

- ✓ Take off all jewellery including earrings, watches and rings
- ✓ Tie laces properly
- ✓ Tie long hair back
- ✓ Wear studded boots outside

Equipment you provide

Pencils, Pens, Rubber, Ruler and Pencil sharpener

The school provides

Homework diary/planner, Timetable and Teachers!!!!

Like any workmen or workwoman, it is important to keep all your equipment in good working order, ready to work.

First Day Checklist

Pupils will start on August 15th and will no doubt be full of a mixture of excitement and trepidation. Parents will likely feel exactly the same way, sending their sons and daughter to the “Big School”.

So what will you need to get off to a good start? Well, you’ll need all of the following:

- School uniform
- Schoolbag with pens and pencils etc
- Letter from the bus company to use for school transport until bus passes are issued on day 1
- Young Scot card and any cash to put on it for lunch and snacks
- A positive attitude and a willingness to enjoy your time at Perth Grammar



Organisation of the School Day

The school dining centre is open from 8.35am each day

MONDAY, WEDNESDAY & THURSDAY	TUESDAY & FRIDAY
Period 1 08:50 – 09:37	Period 1 08:50 – 09:40
Period 2 09:37 – 10:24	Period 2 09:40 – 10:30
Period 3 10:24 – 11:11	Period 3 10:30 – 11:00 Personal Support
INTERVAL 11:11 – 11:26	INTERVAL 11:00 – 11:15
Period 4 11:26 – 12:13	Period 4 11:15 – 12:05
Period 5 12:13 – 13:00	Period 5 12:05 – 12:55
LUNCH 13:00 – 14:00	LUNCH 12:55 – 13:55
Period 6 14:00 – 14:48	Period 6 13:55 – 14:45
Period 7 14:48 – 15:35	Period 7 14:45 – 15:35

We ask all parents to ensure that pupils arrive in good time for the start of morning and afternoon classes.

NB Pupils are not allowed out with the school grounds at morning interval or periods unless they have written permission from a member of the senior management team or the Support team.

Timetable

Once your child receives his/her timetable you may want to copy it into here. Pupils have been known to lose their own copy very quickly after starting at the Grammar school!!

Monday	1 08:50-9:37	2 09:37-10:24	3 10:24-11:11	11:11-11:26	4 11:26-12:13	5 12:13-13:00	Lunch 13:00- 14:00	6 14:00-14:48	7 14:48-15:35
				Interval			Lunch		
Tuesday	1 8:50-9:40	2 9:40-10:30	3 10:30-11:00	11:00- 11:15	4 11:15-12:05	5 12:05-12:55	12:55-13:55	6 13:55-14:45	7 14:45-15:35
			Personal Support	Interval			Lunch		
Wednesday	1 8:50-9:37	2 9:37-10:24	3 10:24-11:11	11:11-11:26	4 11:26-12:13	5 12:13-13:00	13:00- 14:00	6 14:00-14:48	7 14:48-15:35
				Interval			Lunch		
Thursday	1 8:50-9:37	2 9:37-10:24	3 10:24-11:11	11:11-11:26	4 11:26-12:13	5 12:13-13:00	13:00- 14:00	6 14:00-14:48	7 14:48-15:35
				Interval			Lunch		
Friday	1 8:50-9:40	2 9:40-10:30	3 10:30-11:00	11:00- 11:15	4 11:15-12:05	5 12:05-12:55	12:55-13:55	6 13:55-14:45	7 14:45-15:35
			Personal Support	Interval			Lunch		

School Term and Holiday Dates 2016/2017

	Start Date	End Date	Number of days
Autumn Term	Mon 13 August 2018 (Staff) Tue 14 August 2018 (Pupils)	Fri 5 October 2018	39
Autumn Holiday	Mon 8 October 2018	Fri 18 October 2018	10
Winter Term	Mon 22 October 2018	Fri 21 December 2018	43
Christmas Holiday	Mon 24 December 2018	Fri 4 January 2019	10
Spring Term	Mon 7 January 2019	Fri 29 March 2019	57
Spring Holiday	Mon 1 April 2019	Fri 12 April 2019	10
Summer Term	Mon 15 April 2019	Fri 28 June 2019	51

In – service days	Easter/May Day	Occasional Holidays
Mon 13 August 2018 Thurs 15 November 2018 Fri 16 November 2018 Wed 13 February 2019 Tues 23 April 2019	Fri 19 April 2019 (Good Friday) Mon 22 Apr 2019 (Easter Monday) Monday 6 May 2019 (May Day)	Thu 14 February 2019 Fri 15 February 2019

At Perth Grammar School we also use the banner line of **Pride, Respect and Ambition**.

We aim to meet the needs of all our school community. To do this we will work in partnership with pupils, parents and carers, our community and professional agencies.

To do this we will

Develop **Pride** in Self, School and Community

Promote **Respect** for Self and others, the environment and the wider community

Promote **Ambition** by Raising levels of attainment, Giving opportunities for achievement and celebrating success, and offering a breadth and depth of curriculum which will enrich and enhance learning.



Support for Pupils

It can be seen from the school aims that we think of the school as a caring community. At the heart of this principle is the belief that everyone in the school should feel valued and encouraged to be all he/she can be. Support, in its widest sense, involves all teachers in the school, but it is focused by a team of teachers who have special Support responsibilities, the main one being getting to know all the pupils in his/her group and making sure each pupil knows that there is someone who is concerned for his/her all-round development.

The support system is structured in a horizontal house system. Pupils from S1 to S6 are placed in one of three houses- Almond, Earn and Lomond. When possible, family members will be placed in the same house.

Each house has a team of Support teachers and a Depute Head Teacher who are supported at daily Personal Support time by a Personal Support Teacher. They will work together in the following areas:

- v Day- to- day contact with pupils
- v Attendance
- v Behaviour/discipline
- v Checking academic progress
- v Course choice
- v Learning conversation
- v Communicating with parents
- v Links with other agencies
- v Writing reports
- v Links with associated primary schools.

Personal support

As part of Curriculum for Excellence, all young people should have frequent and regular opportunities to discuss their learning with an adult who knows them well and can act as a mentor. In Perth Grammar School we want to address this universal entitlement to Personal Support by providing every young person with a twice weekly 30 minute personal support session which has a clear purpose and structure.

The aim is to raise attainment by giving every pupil an individual personal support interview with their mentor every 4-5 weeks. The focus is progress, target-setting, attendance and overall well-being. Personal support activities are provided for the rest of the class while the learning conversation is taking place.

These include Achievement Booklets for S1-3, working on Pupil Profiles, Study Skills sessions, Buddying activities, Citizenship activities, Private reading, Assemblies and World News.

Transfer from primary to secondary school

Every May the Support staff work to ensure a smooth transition from primary to secondary school.

They:

- v Visit every associated primary school organise the two- day visit to Perth Grammar School in June.
- v Supervise the timetable for these two days
- v Give out a handbook especially for S1 pupils
- v Answer any questions that may be causing anxiety

NB Parents can help by telling Support staff about any problems (health, behaviour, emotional) that may affect a child's school performance

Two parents' evenings are also arranged during the P7 year.

Meetings with Support staff can be arranged by phoning the school office.

Your Personal Support Teacher and your Support teacher are there to help you at

all times. They are available during Personal Support Time. You will also see them in your PSE classes.

You should go and see either of these teachers if:

- v You have any problems
- v You need any help
- v You are worried about anything
- v You need permission to be out of school
- v You have forgotten a note if you have been absent
- v Your parent wants to take you on holiday during term time

NB Parents can help by telling Support staff about any problems (health, behaviour, emotional) that may affect a child's school performance.

What to do for HELP!!!

What if I feel unwell?

Ask your teacher to send you to Matron; her office is above the hall near B14.

What if I get lost?

Look at the school plan you have been given or ask a teacher or senior pupil to help you.

What if I have to go to the Doctor or visit the Dentist during school?

Bring your appointment card or a note to your Support teacher before Period 1 class or during Personal Support time and ask for a permission slip.

What if I am worried about class work?

Tell your teacher or ask for extra help.

Support for Learning Department

The support for learning department at Perth Grammar School is run by Mrs Hale with Mrs Scott acting as Depute for Pupil and Staff support. There are also 9 learning support teachers and 14 Pupil Support Assistants.

The support department helps a wide variety of children, not just children who need additional educational help. There can be many reasons for short or long term additional support such as: a bereavement in the family, child carers, English as an additional language, dyslexia, drug and alcohol abuse, unsuitable living condition and gifted children to name just a few.

When your child is in primary seven either speak to the Support for Learning department at the parents' information evening in October or if you can contact the school directly with any concerns you have about your child's education. The sooner you let the school know the better they can be prepared for the arrival of your child.

Mrs Hale or Mrs Scott will follow up any concerns and with the help from primary school teachers and parents if it is felt there is a need for extra input or special arrangements a child would be assigned a key worker.

The key worker is someone who will work closely with the child and parents to make the transition as smooth as possible and will remain working with them until there is no longer a need, for however long that takes.

If you need any more information please do not hesitate to contact the school or check the school website.

Partnership & Responsibilities

In fulfilling our aims, we seek to involve pupils, parents, school staff, the local community, the local Authorities and the wider world in the life of the school.

The sections below set out some of the responsibilities of pupils, parents and staff.

Responsibilities of Pupils

- v attend school regularly, on time and ready to take part in school activities
- v produce the best possible class work and homework
- v aim at the highest standards in all aspects of school life
- v cooperate with staff and accept the authority and rules of conduct of the school
- v consider and respect the feelings and property of other people both in school and in the wider community
- v care for the grounds, buildings, furniture, equipment and books provided for by the school

Responsibilities of Parents

- v show that they support the school in setting the highest standards
- v make sure their children come to school regularly, on time, alert and ready to work
- v take an active supportive interest in all aspects of their children's work
- v support the authority and discipline of the school, helping their children to achieve maturity, self-discipline and self-control
- v encourage their children to make constructive and enjoyable use of both their study time and leisure time

Responsibilities of School Staff

Members of staff must strive to:

- v teach effectively and set the highest standards in work and behaviour
- v set and correct homework which encourages all pupils to attain the highest standards
- v care for each child when at school as a good parent of a large family
- v help pupils to leave school able and anxious to make the best possible contribution to the community at large
- v develop each individual pupil's talents as fully possible

Action against Bullying

There is a risk of bullying in every school. Perth Grammar School anti-bullying policy is based on the views of parents, pupils and staff.

In Perth Grammar School we aim to create a safe and purposeful environment which encourages successful learning and allows pupils and staff to feel free from fear and good about themselves as individuals.

Our expectations are that:

- v All members of the school community will work together to develop positive relationships.
- v Pupils will be encouraged to speak out about bullying whether a victim or witness.
- v Parents will have the opportunity to discuss any worries about bullying.
- v Any incident or concern will be reported to any adult and will be dealt with promptly and appropriately.
- v Parents, pupils and school staff will be kept informed about action taken.

Religious and Moral Education

Pupils follow “core” Religious Education courses from S1 to S4. In first and second year these courses follow the guidelines laid down in the national Curriculum for Excellence programme for Religious and Moral Education. The school also holds assemblies conducted by our Chaplain or visiting guest speakers. In addition, moral issues are discussed as part of pupils’ social education classes Parents have the right to withdraw their child from attending Religious Education.

Those who wish to exercise this right should write to the Head Teacher explaining both their wishes and the reason for these wishes. Alternative arrangements will then be made.

Contact between School and Home

Contacting the school - 01738 472800

Parents can contact the school at any time. In an emergency call the school office.

Parents can ask for an appointment to see the Head of House by sending in a note with the pupil, if another teacher is to be seen by a parent this can be arranged.

Often matters arising can be dealt with by the head of house or Support teacher.

If in doubt about what to do, contact the school office.

Group Call - Text Messages for Parents

Perth Grammar School has a system called Group Call. It is a system which allows the school to contact Parents/Carers quickly by text message to mobile phones. It will only be used in appropriate situations such as:

- ✓ Unreported absence from school
- ✓ Lateness to school
- ✓ Parents Nights
- ✓ School closures of any kind
- ✓ Reminders of notes when pupils are absent
- ✓ If a punishment exercise has to be given to your child

Weekly Parent Bulletins

Every Monday we will email out a bulletin giving parents information on what is happening in the school over the next few weeks and any good news stories.

The school will also contact the Parent/Carer by post or telephone about any particular concerns.

Transport

Free school transport is only available to pupils attending their catchment school and living more than three miles from the school measured by the shortest available walking route.

The cost of a replacement bus pass is now £5.00. This amount should be paid by cheque or postal order and made payable to Perth and Kinross Council.

Transport will be provided from a suitable point on the public highway. Please note that this can be up to three miles from the pupil's home.

Parents of pupils who are refused school transport have the right to appeal to the Review Sub-Committee, only on the grounds of safety or if transport is withdrawn.

Parents who have made successful placing requests for their children at other schools of their choice have to make their own transport arrangements and meet the costs thereof.

Application forms may be obtained from Head teachers or Education & Children's Services, Pullar House, 35 Kinnoull Street, Perth. PH1 5GD

They are also downloadable at the following link:

<http://www.pkc.gov.uk/article/1848/Schools---travel-and-trips>

Arrangements for Emergency Closures

If weather conditions deteriorate rapidly, we will close the school. We will arrange for pupils using school transport to depart early.

Parents of pupils in outlying areas who think that school transport may not reach them should try to make arrangements for their child to be uplifted directly from school. If possible, telephone the school beforehand.

When conditions are bad, especially in the outlying areas, parents should not send their child to school if they are in doubt. Please inform us if that is the situation.

If the school transport does not reach you due to road conditions, do not send your child to school unless you are prepared to arrange transport to school and home again.

For information about whether the school is to be closed or, if closed, when it is to re-open, the most reliable method of communication is for you to phone the school during working hours. (01738 472800). The best time would be early afternoon. We will usually have updated the school website also.

Radio Tay FM96.4/AM1584 (AM1584 often gives more information) may be used to broadcast information from time to time, particularly between 07:00hrs and 08:00hrs

Tay Connect - telephone information 08700 500 232 Option 4

Heartland FM - FM 97.5

· **Perth & Kinross Council Information Line-**

01738 475000, but this may not be operational before 08:45 hrs.

This is also charged at local rate.

School Catering

School lunches are catered for in the school dining hall, which uses a cafeteria system. Packed lunches can also be taken into the dining hall.

If a child requires a special diet, parents/carers should notify the Support teacher.

A cashless system is used in the dining hall; each pupil is given a swipe card to buy food. Pupils top up their cards by putting money in the Credit Machines within the school. **Pupils can pre-order food at the electronic pre-order kiosk and have their choice of food items bagged and ready for collection.**

Perth Grammar School also has an outdoor catering facility called “The House of Munch” which sells sandwiches, rolls (hot and cold) and drinks. This facility only takes cash.

Our catering services offers:

- A wide variety of filled rolls, baked potatoes and sandwiches
- A range of salads
- Tasty and nutritious homemade soup
- A range of main meal options
- A range of fruit, drinks and other items

Snacks are also available for sale at morning interval.

Free school meals are provided for many pupils. Money is automatically added to their card each day which offers a discrete way of supporting parents with their weekly budget, which in times of austerity many parents greatly appreciate. Parents can pick up an application form from the school office or from

<http://www.pkc.gov.uk/article/2645/Free-School-Meals>

Insurance & Personal Property

Perth & Kinross Council insures against its legal liability for (a) accidental personal injury or (b) loss or damage to property of third parties. Parents are advised that no insurance cover is maintained for circumstances in which the Council does not have legal liability. Parents are advised to establish whether they are entitled to some compensation through their own House or Contents Insurance.

The school can take no responsibility for personal property.



- v All personal property should be named. We advise pupils not to bring valuable personal property, such as electronic equipment to school Enquiries about lost property should be pursued with the Janitor or the office.
- v Pupils are expected to provide their own pens, pencils, rubbers and rulers (and bring them to school every day)
- v Pupils should not leave any valuable possessions unattended in PE changing rooms.
- v We understand that mobile phones and tablets are now commonplace. If they are brought to school they must be used in accordance with the schools “Acceptable Use” policy for ICT. The general rule in classrooms is that mobile phones are “off and away”.

Pupils who disrupt learning and teaching with their mobile phone can expect to have their phones temporarily confiscated.

Catchment Area

Perth Grammar School is one of three non-denominational schools in Perth City, delivering a 6 year comprehensive education.

Perth City

- ✓ Balhousie Primary School
- ✓ North Muirton Primary School
- ✓ Tulloch Primary School
- ✓ St Ninians Primary School #

Rural Area

- ✓ Luncarty Primary School
- ✓ Stanley Primary School
- ✓ Murthly Primary School
- ✓ Glendelvine Primary School+
- ✓ Royal School of Dunkeld+
- ✓ Methven Primary School - BP
- ✓ Logiealmond Primary School - BP
- ✓ Ruthvenfield Primary School - BP
- ✓ Pitcairn Primary School - BP
- ✓ Auchtergaven Primary School - BP

For those pupils who live on the catchment area of associated schools of Perth Grammar School

+ For those pupils for whom it is more convenient to travel to Perth
BP- Pupils from these primary schools will move to Bertha Park High School in August 2019

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 49814

Council Services can offer a telephone translation facility.

www.pkc.gov.uk