



Craigclowan Prep School

Parents Handbook
2017 - 18



Their Future Looks Bright From Here

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INTRODUCTION

The Parents Handbook is intended to provide information about the School, its organisation and procedures. To be effective the guide needs to balance hard and fast arrangements with a degree of flexibility to help make life easier for all members of the School. Thus, the information contained in the following pages is a source of reference and reassurance. There may well be areas not addressed and areas which need to be included at a future date. Do please call if you have any queries whatsoever. The Information section of the School website contains more specific information in relation to particular year groups and is a very useful source of information.

The Governing Board

The Head is responsible to the Governing Board which comprises those people listed below:

Mr B Farrar (Chairman)
Mr E Anderson
Mr J Bax
Mr R Bullen
Mr A Collinson
Mrs H Harrison
Mrs M Hope
Mrs H Stephen

The principal functions of the Board of Governors are:

1. To appoint the Head.
2. To monitor and advise on the school's aims and objectives.
3. The election of the Members of the Board and its Chairman.
4. Control of school finances.

The Board meets at least once a term and no less than four times in the year.

School Management Team

John Gilmour	Headmaster
Patrick Borderie	Deputy Head Academic
Liz Henderson	Deputy Head Pastoral
Jill Moffat	Head of Pre-Prep
Iain MacDonald	Bursar and Clerk to the Governors

Non-Academic Staff

Jennifer Trueland	Head's PA, Admissions & Marketing
Mhairi Rolin	School Secretary
Angie Yellowlees	Receptionist
Corinne Hislop	Receptionist
Christine Quinn	HR & Finance Administrator

Academic Staff

Sean Adams	History
Katherine Bergin	Support for Learning Co-ordinator
Tracey Cashman	Form 2
Alice Clark	Form 1

Sue Clark	Music
Stephanie Cox	Classroom Assistant, Support for Learning
Elizabeth Denyer	Form 3
Carol Dibnah	I.C.T. / Latin / French
Mark Dibnah	Form 3
Jonathan Doak	Science / Games / Co-ordinator of Activities, Trips & Calendar
Flo Earl	Form 5 / Games
Ruth Grahame	Form 2
Fiona Grant	Head of Games / Fixtures Co-ordinator / P.E. / C.D.T.
Joanna Gray	Pre-school
Melanie Hill	Pre-school
Vicki Kelly	Classroom Assistant, Support for Learning
Charlotte Marjoribanks	Maths
Helen McKelvey	Form 5 (Maternity Leave)
Astmar Ólafsson	Director of Music
Judith Page	Art
Adam Pattinson	Form 4 / Games
Michaella Prince	Head of English
Alex Reynolds	Geography / Games
Charlie Reynolds	English / R.S. / P.S.E. / Drama / Games
Elsbeth Spence	Form 3
Fabienne Thompson	French
Elaine Weir	Pre-school
Hilary Whitaker	Form 5 (Maternity Cover)
Gillian Whitelaw	Form 4 / Games
Elizabeth Young	Form 1

Visiting Music Instructors

Ian Duncan	Chanter / Bagpipes / Pipe Band
David Henderson	Snare Drumming / Pipe Band
Elaine McPherson	Flute / Clarinet / Saxophone / Oboe
Maurice McPherson	Drumkit
Lindsay Martindale	Cello / Piano
Steven Murphy	Guitar
Tom Smith	Violin / Viola / Brass
Geoffrey Tanti	Piano

Domestic Staff

Vacant	Head Chef
Paul Drummond	Assistant Chef
Marc King	Groundsman
Ryan Jones	Assistant Groundsman

SCHOOL CONTACT DETAILS

School Telephone No: 01738 626 310

Website: www.craigclowan-school.co.uk

Office opening hours: 0745 – 1800

Headmaster: John Gilmour
head@craigclowan-school.co.uk

Headmaster's PA, Admissions & Marketing: Jennifer Trueland
headspa@craigclowan-school.co.uk

School Secretary: Mhairi Rolin
schoolsec@craigclowan-school.co.uk

School Receptionists: Corinne Hislop & Angie Yellowlees
office@craigclowan-school.co.uk

Deputy Head Academic: Patrick Borderie
deputy-head@craigclowan-school.co.uk

Deputy Head Pastoral: Liz Henderson
deputyheadpastoral@craigclowan-school.co.uk

Bursar: Iain MacDonald
bursar@craigclowan-school.co.uk

Head of Pre-Prep: Jill Moffat
staffjmmoffat@craigclowan-school.co.uk

Co-ordinator of Activities, Trips & Calendar: Jonathan Doak
staffjdoak@craigclowan-school.co.uk

Staff: staff+initial+surname@craigclowan-school.co.uk

Pupils: pupils@craigclowan-school.co.uk

When e-mailing pupils please indicate the pupil's name on the subject line.

DAILY ROUTINE

FORM	ARRIVAL TIME	COLLECTION TIME	PREP	EXAMS
8	0830	1600 *	1.5 hours	Dec, Mar & Jun
7	0830	1600 *	1 hour	Dec & Jun
6	0830	1600 *	1 hour	Dec & Jun
5	0830	1600 *	40 minutes	Class tests only
4	0830	1600	30 minutes	Class tests only
3	0830	1600	30 minutes	Class tests only
2	0830	1530 - 1600	20 minutes	
1	0830	1530 - 1600	10 minutes	

* Children in Forms 5 – 8 stay until 1700 on Thursdays until October half term and then again in the Summer Term.

Extra Curricular Activities

The school offers a wide variety of extra curricular activities. At the beginning of each term the schedule of extra curricular activities will be published on the school website. If you would like your child to become involved in any of the activities please contact the member of staff in charge of that activity as noted on the schedule. There are no extra curricular activities in the first or last week of each term.

Late Games & Saturday Skiing

Children in Forms 5 – 8 stay for Late Games on Thursdays until 1700. This takes place from the start of the Winter Term until the October Half Term holiday and then again in the Summer Term. During the Spring Term, there is optional skiing on Saturdays, normally at Glenshee. Our ski activities at Glenshee are under the supervision of Craigclowan members of staff, using fully qualified instructors on the slopes, with risk assessments and appropriate safety measures in place for all our pupils.

Absences

Absences from school during term time for holidays is discouraged and must be requested, in writing, from the Head.

If your child is absent from school for any reason, please contact the school office no later than 0900. If we do not hear from you and we do not know in advance that your child is to be absent, the school office will contact parents to check on the child's wellbeing.

Signing In and Out

Children must sign out/in at the School Office when leaving early or arriving late i.e. for medical appointments. This is important for fire safety regulations. Additionally, if a child is marked absent in the morning whilst they are at an appointment, they will continue to be marked absent for the whole day unless they sign in.

Late Prep

Late Prep provides an environment in which those children who cannot be collected at the end of the school day can complete their prep. We aim to make our after school care as flexible to the needs of our families as possible. For that reason, we no longer charge for after school care and the service is free to all our pupils from Pre-school to Form 8.

The arrangements are as follows:

Pre-school	1600 – 1800	Late Prep is in the Senior Corridor
Forms 1 & 2	1600 – 1800	Late Prep is in the Senior Corridor
Forms 3 – 5	1600 – 1800	Late Prep is in the Senior Corridor From 1600 the children spend 1 hour completing prep, reading a novel, colouring etc. At 1700 those who have completed their prep may start activities.
Forms 6 – 8	1600 – 1800	Late Prep is in the Senior Corridor From 1600 the children spend 1 hour - 1.5 hours (with a break in between) completing their prep. Beyond their prep time there will be activities on offer.

A register is taken at the beginning of Late Prep and parents should sign their child out once they arrive to collect them.

We would be grateful if parents could provide a snack for children to have between the end of the school day and the start of Late Prep.

Many children choose to attend some of the wide variety of extra-curricular activities which are on offer each day. As many of these finish earlier than 1800, children are welcome to attend Late Prep after their activity has finished.

All children should be picked up promptly by 1800. The school office also closes at 1800. In the event of a child not being picked up by 1800, and no contact having been made by the parent, the member of staff on duty will telephone emergency contact numbers. Parents must ensure that these emergency contact numbers are up-to-date and that the people they have nominated can, in fact, be contacted at that time of day and are in a position to pick up the child if necessary.

The staff on duty will check the presentation of the work and sign prep diaries to show that the child has indicated that the prep has been completed to the best of his/her ability but will not judge the quality of the work: pupils will be responsible for completing work to the required standard. Children will need to show written evidence of committing to memory for learning preps.

Breakfast Club

Our Breakfast Club is available for parents whose work commitments or morning arrangements require them to drop off their children, at school, earlier than 0810 when there is no guarantee that staff will be present in the classroom blocks.

Breakfast Club operates in the Conference Room in Main School and is available to children from Pre-school to Form 8. Children can attend from 0730 at the earliest and are sent over to classrooms in time for morning registration at 0830. A breakfast consisting of cereal, toast, fruit, fruit juice, milk and tea or coffee is provided.

Our aim is to make booking into the Breakfast Club as flexible to the needs of families as possible but, as popularity increases, it may be necessary to give priority to children who attend regularly. The following charges apply:

Children having breakfast - £3.50 per day (or £5.00 for two siblings)

Children not having breakfast - £2.00 per day

If children arrive in classroom blocks before 0810, they will be sent to Breakfast Club and charged at the appropriate rate.

Whilst we want the atmosphere at Breakfast Club to be as informal as possible, normal school rules apply. The children will be expected to co-operate with staff at all times. Any child whose behaviour is causing concern may be asked to leave the Club.

ACADEMIC INFORMATION - CURRICULUM

Children from aged three in the Pre-school to Form 5 in the Main School are taught in classes with a class teacher. The Curriculum for Excellence forms the basis of our school curriculum from Pre-school to Form 5. Extension work occurs at all levels for children of all abilities and therefore the teaching is differentiated according to pupil need. Specialist teaching in the early years will happen in games, music, IT and gym. French is introduced in Form 4. In Forms 6, 7 and 8 separate subject teaching is introduced. Latin is available in Form 6 and the basis of the curriculum is the English National Curriculum in preparation for the transfer examination known as Common Entrance. This is usually taken in the Summer Term prior to the end of Form 8.

Transfer to Senior School

Transfer to senior school normally takes place in the September following the thirteenth birthday. The choice of the senior school will ultimately be determined by the parents but usually there are formal and informal discussions with the Head about suitable choices of school and suitable modes of entry. Whilst some children have been entered for senior schools at birth, the majority now have that decision made for them during the course of their time in Forms 6 and 7, i.e., age 10, 11 and 12. The Head is always available for consultation on these issues and he keeps close contact with schools throughout the United Kingdom and abroad in order to foster links which will smooth the transfer of any child into senior school.

Support for Learning

Support for learning is available to children who may require extra help. That support is first of all delivered by the class or subject teachers, and then by a number of teachers in the school who contribute to the Support for Learning programme. When necessary, an assessment by an Educational Psychologist may be sought after consultation with parents.

Reports

Written reports are completed for parents at the end of the Winter and Summer Terms. Each member of staff who sees a child will submit a short report and, in addition, the Form Teacher/Tutor and the Head will write a report on each pupil. Parents Meetings take place in the Winter and Spring Terms in order to ensure that contact between home and school is as close as possible.

Mark Sheets

Mark Sheets go home once or twice a term for Forms 5 to 8. These are completed on the basis of marks achieved by the children over a four to five week period (using a scale of A* to D with A being the highest) and will also include a mark for effort and behavior based on a scale of 5 to 1 (with 5 being the best).

INFORMAL CONTACT

The school uses a system called Clarion Call to communicate with parents by email and text. We email regular notices but send a text message to parents' mobile phones in the event of a change to the school day. To try and ensure that we do not send you too many emails each week, we send out Headmaster's Weekly Notices each Friday which gives information about school activities, trips etc for the following week and beyond. We can also record a voice message for parents to dial in to in instances such as advising on the safe arrival of outings or tours.

- 1 Email notification of regular school notices may include an attachment to the email of a Word document. This replaces the traditional system of sending notes home in schoolbags so do please check your emails regularly.
- 2 Text messages are sent for changes to the school day or for urgent notification of information.
- 3 When a voice message has been recorded, a text message will be sent informing you of the appropriate action. When you ring the number provided, your mobile number will be recognised and you will be played the appropriate message.

The information you provided on your Admission Form will be input into Clarion Call. Unless otherwise confirmed, the primary contact will be the mother of the child. The secondary contact is usually the father of the child, but some parents request the secondary contact as a grandparent, nanny etc. Please don't hesitate to contact the School Office if you would like to request any specific contact arrangements for Clarion Call.

To ensure your email service provider does not treat the Clarion Call emails we send as spam, please visit the following website for guidelines on what you should do to 'whitelist' them: <http://www.clarioncall.co.uk/whitelist/>.

The Data Protection Act ensures that personal information will be stored on a secure computer that can only be accessed by Craigclowan staff and will only be used for parental and fundraising communications. If at any point you do not wish the school to use your contact information in this way, please let the school know and you will be removed from the system.

SCHOOL UNIFORM

A list of school uniform can be found in the Information section of the school website. The school's uniform supplier is Aitken and Niven, 21-23 High Street, Perth. In addition, the PTA runs a very popular second hand uniform shop from school and this is open on the second Tuesday of every month between 0830 and 0930 and the last Thursday of every month between 1530 and 1700. Every parent, almost without fail, agrees with the need for school uniform, but it is almost impossible equally to agree uniformly about the content of uniform. Thus the school sets a uniform policy and asks all parents to conform. The dress code for on duty occasions is the blazer, and the children are expected to wear their blazer to any function out of school whilst in school time, and any formal function within school, should that occasion arise. Parents are requested to ensure all items of school uniform are clearly marked with the child's name in accordance with guidance that can be found on the School Uniform page on the school website.

POLICY DOCUMENTS

A whole series of Policy Documents are available to all parents and members of staff which provide guidelines for the care of our children, both in and out of school. The key policies are available on the school website.

LOST PROPERTY

Items of lost property can be found in one of two places. All valuables that are lost will be handed into the school office and kept until claimed. Items of clothing will be found in the cupboard below the stairs in the bottom corridor of the main building. All lost property which remains at the end of term will be kept until half term of the following term and then disposed of if not claimed.

PARKING

In the mornings, parents wishing to take children to their classroom or talk to members of staff should park in the Main Car Park. Parents wishing to drop their children off should drive into the tennis court, turn immediately left and move around the edge as far as possible before stopping. Children should then get out of the car and head to the closest set of steps, staying on the edge of the tarmac area. This should create a constant flow of traffic through this area provided cars leaving the court are allowed priority.

In the afternoons, please park in either the Main Car Park or the Tennis Court. Children in Forms 1 and 2 may be collected from their classrooms or the square, but those in Form 3 upwards should ideally be met at the picnic table next to the Pre-school building. This will reduce the amount of

time for which cars are parked and so help free up parking spaces. Children not collected from the picnic table will be sent to Late Prep by the member of staff on duty at the picnic table.

Please do not walk up or down the main school drive with children. Instead, use the path next to Pre-school and the Games Hall and cross in front of the Main School building.

At all times, patience and care are required to ensure the safety of everyone's children.

Please do not use hand held mobile phones while driving in the school. Once children have been collected, the adult collecting the child is responsible for the child's safety in school grounds.

Please note that a one way system is in operation in the Main Car Park. All cars should turn left after entering the car park.

NUTS

Craigclowan is a nut-free school. Nuts of any sort, or products that may contain nuts, should not be brought into school.

APPENDIX 1 – SCHOOL RULES

The four basic school rules are simple and very straightforward:

1. Every child should stop, look and listen whenever an adult speaks.
2. Every child should do as they are asked first time.
3. Every child should keep their hands, feet and other objects to themselves.
4. Every child should call other people by their correct name.

If every person in the school community conforms to these simple rules, there is the basis for positive rewards for good behaviour and no need for long lists of do's and don'ts.

However, there is a set of "Golden Rules" which underpins life at Craigclowan and adherence to these will result in a tolerant, happy community.

GOLDEN RULES

DO:

BE GENTLE
BE KIND AND HELPFUL
WORK HARD
LOOK AFTER PROPERTY
LISTEN TO PEOPLE
BE HONEST

DO NOT:

HURT ANYBODY
HURT PEOPLE'S FEELINGS
WASTE TIME
WASTE OR DAMAGE THINGS
INTERRUPT
COVER UP THE TRUTH

Certain details of our day-to-day routines need to be clarified.

1. School Safety:

The children should:

- (i) not touch any fire fighting equipment.
- (ii) not run in any building.
- (iii) not walk down the drive beyond the Middle School building unless accompanied by an adult.
- (iv) not do anything that may cause harm or damage to people or property.
- (v) hand all medicines in to the School Office for safe keeping.
- (vi) sign out/in at the School Office when leaving or arriving outwith normal arrival or collection times i.e. for medical appointments. The School should receive written requests for absence.

2. Bullying:

Bullying of any kind is totally unacceptable and it is school policy to rule out any trace of bullying in our community. Staff, parents and children alike have a responsibility to act together to ensure that bullying does not take place, or that when it does occur the information is made available to the school to help its eradication.

3. Property:

- (a) Damage or loss of items should be reported immediately to a member of staff.
- (b) Electrical equipment, except computers, should not be touched.
- (c) Items belonging to teachers, or displays mounted by teachers must not be touched at any time.
- (d) Schoolbags should not be left in any circumstances in corridors or outside any building.
- (e) Money should not be brought to school without the Headmaster's permission.
- (f) Buying, selling or exchanging articles is forbidden.
- (g) Mobile phones and other electrical appliances (eg. Ipods) are not allowed in School except with the Headmaster's permission. If consent is granted mobile phones should be handed in to the School Office for safekeeping.

4. Uniform:

- (a) School uniform must be worn on the way to and from school at all occasions. It should be clean and tidy. Permission to leave school without uniform should be requested from the Headmaster.
- (b) Children should have with them either their blazer or red jacket every day in the Summer Term and their red jacket in the Winter and Spring Terms.
- (c) Shoes should be those on the annual shoe list.
- (d) Children should not use one another's clothes.
- (e) All clothing and footwear must be marked with the owner's name in the appropriate place.
- (f) Hair must be kept tidy and if tied, blue, white or red ties must be used. Hair should be its natural colour and free from wax or gel. Boys haircuts should be sensible with hair above the collar.
- (g) A child should not wear any jewellery apart from a watch and plain studs in ears that have been previously pierced. Newly pierced ears should be covered, as should studs during games and PE lessons. Make-up should not be worn.
- (h) Children must wear a gum shield for rugby and hockey.

5. Separate Regulations apply to the following individual areas in school:

- (a) The use of the minibuses.
- (b) The use of the Dining Room.
- (c) The use of the Games Hall.
- (d) The use of the Science Lab, ICT Room, Library and Art and Design Room.

APPENDIX 2 – CHILD PROTECTION GUIDELINES

Our Guideline on Child Protection is based on the SCIS Guidelines first published in 1995, subsequently revised until the most recent edition in June, 2011.

These notes should be read in conjunction with that most recent guideline both in terms in philosophy and in terms of actions.

The check list for staff remains the same i.e.

- 1) Observe,
- 2) Record and
- 3) Report.

Any reports should come to the Child Protection Officer who currently is the Headmaster, and as a result, an agreed action will be taken after consideration of all the information that we have available.

As previously all staff need to be mindful that teachers cannot rely upon their “good name” to protect them. We all need to be aware of the change of climate with regard to Child Protection and with that mind we have established excellent working relationships with the agencies in Perth including the Children’s Panel, the Child Protection Duty Team and Duty Social work team, Family Protection Unit, Social Services and the Health Service.

The school commends therefore the 2006 edition of the Scottish Council of Independent Schools’ Guidelines on Child Protection. These can be downloaded from the SCIS website or hard copies are available.

Useful telephone numbers are:

Child Protection Duty Team (Mon – Fri, 0900 – 1700)	01738 476768
(Out of hours)	01382 432270
Police	01738 621141
Childline	0800 1111
Child Protection Line	0800 022 3222