



CRAIGCLOWAN PREPARATORY SCHOOL
PARENTS HANDBOOK

September 2011

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 Parents page of the School website, www.craigclowan-school.co.uk will contain more specific information in relation to particular year groups and is a very useful source of information.

GOVERNING BOARD

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

Mr J Bax (Chairman), Mrs E Hay, Mrs A Curtis, Mr J Brett, Mr W Farrar, Mr S Brown, Mrs H Stephen and Mr K Thomson.

The principal functions of the Board of Governors are:

1. To appoint the Headmaster.
2. To monitor and advise on the schools 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.

Teaching Staff:

Andy Rathborne	Headmaster
Patrick Borderie	Deputy Headmaster / French / Spanish
Jimmy Cox	Director of Studies/Maths/G.S./Games
Louisa Wood	Head of Junior and Middle Schools / Form 2
Irene Hay	Head of Pre-School

Nikki Arkwright	Pre-School
Elizabeth Blair	Learning Support
Tracey Cashman	Form 1
Sue Clark	Music
Lesley Court	History
Carol Dibnah	I.C.T./Latin/French
Mark Dibnah	Form 3
Jonathan Doak	Science/Games
Wendy Duncan	Form 3
Veronica Elder	Form 4
Rae Farrow	Country Dancing
Laura Garlick	Form 1
Ruth Grahame	Form 3
Fiona Grant	Head of Girls Games/P.E./C.D.T.
Joanna Gray	Pre-School
Morag Green	Support for Learning
Liz Henderson	Maths/Games
Melanie Hill	Pre-School
Lorna Innes	Pre-School
Vicki Kelly	Classroom Assistant, Support for Learning
Stephanie McDermott	Classroom Assistant
Sheila McMorrine	Form 5
Astmar Olafsson	Director of Music
Judith Page	Art
Florence Proctor	Science/Maths
Alex Rathborne	Headmaster's wife
Alex Reynolds	Geography/Games
Charlie Reynolds	R.S./P.S.E./Drama/Games
Ines Reynolds	Classroom Assistant/Late Prep

Iain Simpson	English/Head of Boys' Games
Lynn Stronach	Form 2
Fabienne Thompson	French
Karen Thomson	Form 5
Elaine Weir	Pre-school
Gillian Whitelaw	Form 4/Games
Maureen Wright	Latin/English

Visiting Music Teachers:

Joseph Fleetwood	Music, peripatetic
David Henderson	Music, peripatetic
Liam Lynch	Music, peripatetic
Elaine McPherson	Music, peripatetic
Maurice McPherson	Music, peripatetic
Julie Martin-Carter	Music, peripatetic
Lindsay Martindale	Music, peripatetic
Stephen Murphy	Music, peripatetic
Lynsey Payne	Music, peripatetic
Gordon Rogers	Music, peripatetic

Administration:

Armored Robinson	Bursar and Clerk to the Governors
Mhairi Rolin	School Secretary
Jennifer Trueland	Headmaster's PA
Angie Yellowlees	Receptionist

Domestic Staff:

Jean Beveridge	Head Chef
Paul Drummond	Assistant Chef

Jennifer Penhale	Housekeeper
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Gardener:	Donald Morran
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Gap Assistant:	Olly Bosworth
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TERM DATES:

Summer Term 2011 Tue 26 Apr – Wed 6 Jul
Half Term: Mon 30 May – Wed 1 Jun

Winter Term 2011 Thu 1 Sep – Wed 14 Dec
Half Term: Mon 24 Oct – Fri 28 Oct

Spring Term 2012 Thu 5 Jan – Fri 23 Mar
Half Term: Mon 13 Feb – Fri 17 Feb

Summer Term 2012 Thu 19 Apr – Thu 5 Jul
Half Term: Mon 4 Jun – Wed 6 Jun

SCHOOL CALENDAR

The school calendar and extra-curricular activities are published at the beginning of each term explaining the events taking place during that term.

TELEPHONE, FAX & EMAIL

School Telephone No: 01738 626310

School Fax No: 01738 440349

Headmaster: Andy Rathborne
headmaster@craigclowan-school.co.uk

Headmaster's PA: Jennifer Trueland
reception02@craigclowan-school.co.uk

School Secretary: Mhairi Rolin
reception01@craigclowan-school.co.uk

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

Bursar: Armored Robinson
bursar@craigclowan-school.co.uk

Director of Studies: Jimmy Cox
dos@craigclowan-school.co.uk

Head of Junior and Middle Schools: Louisa Wood
stafflwood@craigclowan-school.co.uk

Pre-school: Irene Hay
preschool@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.

Website: www.craigclowan-school.co.uk

Office opening hours: 07:45 – 18:00

DAILY ROUTINE

FORM	ARRIVAL TIME	COLLECTION TIME	PREP	ASSEMBLIES	EXAMS
8	8.30	15.30	1.5 hours	Friday at 13.25	Dec, Mar & Jun
7	8.30	15.30	1 hour	Friday at 13.25	Dec & Jun
6	8.30	15.30	1 hour	Friday at 13.25	Dec & Jun
5	8.30	15.30	40 minutes	Friday at 13.25	Tests only
4	8.30	15.30	30 minutes	Friday at 13.25	Tests only
3	8.30	15.30	30 minutes	Tue, Thu & Fri at 8.50	Tests only
2	8.30	14.50	20 minutes	Tue, Thu & Fri at 8.50	
1	8.30	14.50	10 minutes	Tue, Thu & Fri at 8.50	

EXTRA CURRICULAR ACTIVITIES:

The school operates a wide variety of extra curricular activities which includes music, games, dance, drama, debating, horse riding, tennis, skiing and scripture union amongst others. If you would like your child involved in any of the activities then either refer to a member of staff or make contact with the office. At the beginning of each year the class teacher will tell the children of the sorts of activities that are available on a day to day basis.

Games for Forms 5 - 8 take place on Thursdays after school from 3.30 until 5.00pm but 4.45 after October half term. Again on Saturday mornings in the Christmas term and in the Summer term there will be games for children from Forms 5 - 8 from 10.00 until 12 noon. During the Spring term, there is optional skiing on Saturdays, normally at Glenshee.

LATE PREP

We constantly seek to improve the level of service we provide at the school and although changes to the way Late Prep worked were introduced in the summer of 2007, it is an area in which I feel we could still do better. Our aim is that, in the first instance, Late Prep should provide an environment in which those children who cannot be collected at the end of the school day can complete their prep. Thus, from the start of this term the focus for all children in Forms 3-8 who stay for Late Prep will be silent work activities from 3.50-4.50 pm; the Form 3 - 5 children will be able to draw, do puzzles, read etc. once formal prep has been finished. Children in Forms 1 and 2 will continue to go to the Main School Library to hear stories, draw and use construction toys until 4.50pm. Before embarking on their prep, the School will provide children with a drink and a biscuit. Those staying beyond 5pm should bring in another snack to have at 5 o'clock.

The pupils in Forms 6-8 will be supervised by a member of the teaching staff until 4.50pm and those in Forms 1-5 by a member of the Late Prep team. Beyond 4.50pm children will either continue working or may join the usual Late Prep activities sessions.

If your child is going to stay for Late Prep on any day, please ensure that he/she is aware that completing prep is the priority and that he/she has all the equipment required: pens, pencils, rulers etc. He/she must also have a book to read for when prep is completed. Forms 6 and 7 are engaged in

their Reading Passport programme and so should always have a novel that can be used for this purpose.

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.

It is anticipated that, in the interest of all concerned, children will conform to certain expectations during the silent part of Late Prep; these are shown on the attached "Guidelines" document. Should anyone decide to disturb the quiet work of others they may be issued with a docket which will be handed to the collecting adult and which will detail what has been amiss. A copy will be passed to the Form Tutor. Ultimately, Disciplinary Detention may also be enforced for those who persist in disturbing others. I very much hope that this will not be necessary.

LATE PREP GUIDELINES FOR CHILDREN IN FORMS 3-8

IF YOU ARE STAYING FOR LATE PREP YOU SHOULD:

- Sign in with your Form Tutor at registration.
- Take your school bag to your Late Prep room at 3.30 (F3-5: Room 2, F6-8: Room 4).
- Then go to the Middle School to queue for a drink and a biscuit – the Late Prep staff will be there to supervise you.
- Go to the lavatory.
- Return to your Late Prep room and be ready to start prep at 3.50pm.
- Have a snack with you if you expect to stay beyond 5pm.

IF YOU ARE STAYING FOR LATE PREP YOU WILL BE EXPECTED TO:

- Have your prep tasks written clearly in your prep diary.
- Have all the books you will need to complete your preps.
- Have all the equipment (pens, pencils, rulers etc.) that you need to complete your prep.
- Have a book to read for when you finish your prep or something else that you can do silently.
- Show your finished work to the teacher in charge of your room. He/she will sign your prep diary to show that you have said you have done the prep to the best of your ability.
- Show written evidence that you have completed learning preps in the appropriate jotter (Eg. look, cover, write, check): you will **not** be allowed to test each other.
- Work in silence from 3.50 until 4.50pm or read etc. if your preps are finished.
- Stay in your Late Prep room until 4.50pm. Permission to use the ICT Room will only be given after that time, with the approval of Mrs Proctor, Mrs Dibnah or Mr Borderie.

We hope that you will follow these guidelines and show respect for others in order that they can complete their work, but if you disturb others or do not work at completing your prep, the member of staff in charge of you may:

1) give your collecting adult a docket explaining what you have not done properly: a copy of this will be given to your Form Tutor, or

2) put you in Disciplinary Detention if you continue not to respect others.

After 5pm, you will be able to continue working if you would like or need to, or get involved in the usual Late Prep activities in Rooms 2 and 3.

ACADEMIC INFORMATION - CURRICULUM

Children from aged 3 in the Pre-school to Form 5 in the Main School are taught in classes with a class teacher. The basis of the curriculum is the Scottish National Curriculum, known as 5-14. Increasingly, elements from Curriculum for Excellence are incorporated into the syllabus. 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 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 Headmaster 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 Headmaster 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 each term. Each member of staff who sees a child will complete a single sheet and in addition the Form Teacher/Tutor and the Headmaster will write a report on each pupil. Throughout the school year there are regular Parent/Teacher meetings in order to ensure that contact between home and school will be 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 and will also include a mark for effort and behavior based on a scale of A+ to C.

INFORMAL CONTACT

The main means of informal contact with the school uses an electronic email and text messaging service called ClarionCall. The service is used to email regular notices, send a text message to parents' mobile phones in the event of a change to the school day and to record a voice message for parents to dial in to in instances such as advising on the safe arrival for outings or tours.

1. Email notification of regular school notices may include an attachment to the email of a document in pdf format.
2. A simple TEXT MESSAGE might read something like this:

Hockey this afternoon is cancelled as the Astroturf is frozen. Please collect your child at 3.30pm or let us know if Late Prep is an option.

3. When a VOICE MESSAGE has been recorded a text message such as this will be sent informing you of the appropriate action:

Message from Craigclowan re Ski Trip to Call
01315146111.

When you ring the number, your mobile number will be recognised and you will be played the appropriate message. For example:

[Tour leader] We've arrived safely. Really cold but lots of lovely snow around. We can't wait to take to the slopes in the morning.

The fact that you have dialled in and listened to the message is registered on our system, enabling us to re-target directly only those parents who have not received the message. This obviously includes parents who do not regularly use or carry a mobile phone.

The system has proved a very useful tool when there are significant changes to the normal school day but, more importantly, an invaluable and efficient method of contacting parents quickly in the case of a real school emergency. A list of Frequently Asked Questions can be found on the ClarionCall website at www.ClarionCall.co.uk.

To ensure parents receive emails sent via ClarionCall, and that they not treated as spam due to the number of recipients, please add the following email address to your list of contacts in your email address book: no-reply@schools.myclarioncall.co.uk

Parent contact information is taken from Application Forms. In each case we will use mobile numbers as the first point of contact for changes to the school day and, unless otherwise confirmed,

the priority number will be the mother of the child. Please ensure that any changes to email addresses and/or mobile numbers are communicated to the school office.

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 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 on the parents page on the school website. New uniform is available from Aitken and Niven while the PTA runs second hand sales on the last Friday of each month. 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 Parents page on the School website.

POLICY DOCUMENTS

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

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 red chest of drawers 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 3 upwards should 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.

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

displaying registered disabled stickers should use the disabled parking spaces near the Pre-school.

Please do not use hand held mobile phones while driving in the school.

NUTS

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



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, 2006.

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 Unit and Duty Social work team, Family Protection Unit, Social Services and the Health Service. In addition, we also have access to Betty Bott who we know will be very happy to listen formally and informally should a need arise.

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

Revised October 2010

Next due for revision September 2011

If you have any queries regarding the information contained in this handbook please call the School Office.