



**CRAIGCLOWAN PREPARATORY SCHOOL**  
**PARENTS HANDBOOK**

**January 2010**

## 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](http://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), Mr D Yellowlees, Mrs E Hay, Mrs A Curtis, Mr J Brett, Mrs F Doig, Mr B Farrar, and Mr S Brown.

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
Nikki Arkwright	Pre-School
Irene Irving	Music, peripatetic
Elizabeth Blair	Learning Support
Sue Clark	Music
Alistair Collins	Music, peripatetic
Lesley Court	History
Carol Dibnah	I.C.T./Latin/French
Mark Dibnah	Maths/G.S./English
Jonathan Doak	Science/Games
Wendy Duncan	Form 4/Middle School Curriculum Co-ordinator
Veronica Elder	Form 5
Joseph Fleetwood	Music, peripatetic
Ruth Graham	Form 4
Fiona Grant	Head of Girls Games/P.E./C.D.T.
Morag Green	Support for Learning
Arianne Harvey	Late Prep
Irene Hay	Pre-school Head
Liz Henderson	ICT / Maths / Games
Melanie Hill	Pre-School
Marie James	Form 4
Vicki Kelly	Classroom Assistant, Support for Learning
Andrew Lees	Music, peripatetic
Elizabeth McCrae	Form 1
Stephanie McDermott	Pre-School
Sheila McMorrine	Classroom Assistant
Maurice McPherson	Music, peripatetic
Sue MacLean	Games
Julie Martin-Carter	Music, peripatetic
Lindsay Martindale	Music, peripatetic

Stephen Murphy	Music, peripatetic
Steven Nelson	Music, peripatetic
Astmar Olafsson	Director of Music
Judith Page	Art
Vivien Pringle	Form 3
Florence Proctor	Science / Maths
Alex Rathborne	Headmaster's wife
Alex Reynolds	Geography / Games
Charlie Reynolds	R.S. / P.S.E. / Drama
Gordon Rogers	Music, peripatetic
Iain Simpson	English / Head of Boys' Games
Tracey Stamp	Form 1
Lynn Stronach	Form 3
Pauline Trench	Form 2
Fabienne Thompson	French
Karen Thomson	Form 5
Elaine Weir	Pre-school
Gillian Whitelaw	Junior School, Classroom Assistant, Games
Louisa Wood	Form 2 /Junior School Curriculum Co-ordinator
Maureen Wright	Latin / English

**Administration:**

Armored Robinson	Bursar
Pat Bennink	Headmaster's Secretary
Wendy Stewart	School Secretary
Angie Yellowlees	Receptionist

**Domestic Staff:**

Jean Beveridge	Head Chef
Paul Drummond	Assistant Chef
Ola Rosolek	Kitchen Assistant

Chris Rix	Housekeeper
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<b>Gardener:</b>	Donald Morran
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External Instructor:	Pamela Allam, Ballet
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<b>Gap Assistant:</b>	Nick Mannering
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## TERM DATES:

<u>Winter Term 2009</u> Half Term:	Wed. Sept. 2 <sup>nd</sup> – Wed. Dec. 16 <sup>th</sup> Mon. Oct. 26 <sup>th</sup> – Fri. 30 <sup>th</sup>
<u>Spring Term 2010</u> Half Term:	Wed. Jan. 6 <sup>th</sup> – Fri. Mar. 26 <sup>th</sup> Mon. Feb. 15 <sup>th</sup> – Fri. 19 <sup>th</sup>
<u>Summer Term 2010</u> Half Term:	Wed. Apr. 21 <sup>st</sup> – Wed. Jul. 7 <sup>th</sup> Mon. May 31 <sup>st</sup> – Wed. Jun. 2 <sup>nd</sup>
<u>Winter Term 2010</u> Half Term:	Thur. Sept. 2 <sup>nd</sup> – Thur. Dec. 16 <sup>th</sup> ) Mon. Oct. 25 <sup>th</sup> – Fri. 29 <sup>th</sup> ) <i>PROVISIONAL</i>

## 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

E-mail:

Andy Rathborne	: <a href="mailto:headmaster@craigclowan-school.co.uk">headmaster@craigclowan-school.co.uk</a>
Armored Robinson	: <a href="mailto:bursar@craigclowan-school.co.uk">bursar@craigclowan-school.co.uk</a>
Patrick Borderie	: <a href="mailto:deputy-head@craigclowan-school.co.uk">deputy-head@craigclowan-school.co.uk</a>
Pat Bennink	: <a href="mailto:reception02@craigclowan-school.co.uk">reception02@craigclowan-school.co.uk</a>
Wendy Stewart	: <a href="mailto:reception01@craigclowan-school.co.uk">reception01@craigclowan-school.co.uk</a>
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](http://www.craigclowan-school.co.uk)

Office opening hours: 07:45 – 18:00

## DAILY ROUTINE

FORM	ARRIVAL TIME	PREP	COLLECTION TIME	ASSEMBLIES	EXAMS
8	8.30	1.5hours	3.30	Fri. at 1.25	Dec./Mar./June
7	8.30	1 hour	3.30	Fri. at 1.25	Dec./June
6	8.30	1 hour	3.30	Fri. at 1.25	Dec./June
5	8.30	40 mins.	3.30	Fri. at 1.25	Tests only
4	8.30	30 mins.	3.30	Fri. at 1.25	Tests only
3	8.30	30 mins.	3.30	Tues./Thurs./	Tests only
2	8.30	20 mins.	2.50	Fri. at	
1	8.30	10 mins.	2.50	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 6, 7 and 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 6, 7 and 8 from 10.00 until 12 noon. During the Spring term there is optional skiing on Saturdays, normally at Glenshee.

## LATE PREP

Children can be cared for after school from 3.30pm until 5.30pm by three members of staff appointed purely for that purpose.

Children should inform their Form Registration Teacher in the morning if they will be staying to Late Prep that afternoon.

The arrangements are that any child who is left after school will be looked after by the member of staff on duty until 3.50pm, and between 3.30pm and 3.50pm those children will be picked up by one or either of the Late Prep teachers and taken to one or other of the Late Prep classrooms. Currently those classrooms are Rooms 2, 3 and 4.

On release from class at 3.30pm, the children in Forms 1 and 2 will stay in their classroom or be taken to Late Prep, whilst other children will wait in either the porch of the junior school or the middle school, or they should go directly to their parents car. No other place is acceptable except where an official school activity is being undertaken in which case the child should go directly to the site of that activity.

Pre-School children staying after school will remain in the Pre-School building.

If a child has sustained an injury or been ill during the day but has not gone home then the member of staff responsible for that child should pass on the information to the Late Prep staff.

## **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. 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 5.

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 smoothe the transfer of any child into senior school.

## **SUPPORT FOR LEARNING**

Learning support 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](http://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](mailto: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.



## 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 2009

Next due for revision September 2010

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