

*Parents Handbook*  
*2024 - 2025*



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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 community. 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 Nursery and Prep School sections of the school website contain more specific information in relation to particular year groups and are very useful sources of information.

## The Governing Board

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

Mr B Farrar (Chairman)  
Mr J Bax  
Mr M Beale  
Mr M Bell  
Mr R Bullen  
Mr A Collinson  
Mrs G Gordon  
Mr C McCarthy  
Mrs H Stephen  
Mr J Weatherby

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

Liz Henderson	Head
Jill Moffat	Deputy Head
Brian Dickson	Bursar and Clerk to the Governors

## Non-Academic Staff

Jennifer Trueland	Registrar, Head's PA & Marketing
Mhairi Rolin	School Secretary
Corinne Hislop	Receptionist
Christine Quinn	Assistant to the Bursar

## Academic Staff

Sean Adams	Head of English & History
Sophie Beamish	Pre-school / Late Prep
Ross Borthwick	Form 3
Alice Clark	Form 1
Sue Clark	Director of Music
Elizabeth Denyer	Form 3 / Forest School

Hayley Doyle	Head of Support for Learning
Jonathan Doak	Head of Science / Games / Co-ordinator of Activities & Calendar
Brian Duncan	Minibus Driver
Fiona Ellis	Classroom Assistant
Claire Fairlie	Pre-school
Ruth Grahame	Form 2
Fiona Grant	Head of Pastoral Care / Head of Games / Fixtures Co-ordinator / P.E
Joanna Gray	Pre-school Lead Practitioner / Late Prep Co-ordinator
Rosalyn Hall	Form 1
Katie Hallam	Head of Art
Melanie Hill	Pre-school / Late Prep
Matt Jenns	Head of Maths / Head of Rugby / Form 5
Carolyne Lawlor	Classroom Assistant
Helen McKelvey	Form 5
Joanne Neilson	Pre-school
Alex Reynolds	Head of Geography / Games
Rebecca Robb	Form 3
Alex Smith	Pre-school
Elsbeth Spence	Form 1 & Support for Learning
Pauline Stott	Head of Hockey / Co-ordinator of Trips
Fabienne Thompson	Head of French
Kirsty Thomson	Pre-school
Elaine Weir	Pre-school
Emily White	Pre-school
Gillian Whitelaw	Form 4 / Games
Andy Wilson	Minibus Driver

### **Visiting Music Instructors**

Sandy Bayne	Snare Drumming / Pipe Band
Douglas Clark	Piano
Ian Duncan	Chanter / Bagpipes / Pipe Band
Catriona Melville-Mason	Flute
Steven Murphy	Guitar
Astmar Olafsson	Voice / Piano
Bryan Sinclair	Chanter / Bagpipes / Pipe Band
Ivan Sveda	Drumkit
Claire Telford	Violin

### **Grounds Staff**

Donnie Morran	Head Groundsman & Minibus Driver
Billy Beattie	Groundsman & Minibus Driver

## TERM DATES

Winter Term 2024 Half Term	Wednesday 28 August - Friday 13 December Monday 14 October - Friday 25 October
Spring Term 2025 Half Term	Monday 06 January - Friday 21 March Monday 10 February - Friday 14 February
Summer Term 2025 Easter Weekend Closed Half Term	Monday 14 April - Friday 04 July Friday 18 April - Monday 21 April Monday 26 May - Friday 30 May
Winter Term 2025 Half Term	Wednesday 27 August - Friday 12 December Monday 13 October - Friday 24 October
Spring Term 2026 Half Term	Tuesday 06 January - Friday 20 March Monday 09 February - Friday 13 Februar

### School Calendar

The school calendar is published on the parents portal and school app at the beginning of each term explaining the events taking place during that term. It is updated very regularly so do keep checking it.

Instructions for accessing the portal and app are issued to parents as their child starts school.

## SCHOOL CONTACT DETAILS

School Telephone No: 01738 230 555  
Website: [www.craigclowan-school.co.uk](http://www.craigclowan-school.co.uk)  
Office opening hours: 0800 – 1800

**Head:** Liz Henderson

[head@craigclowan-school.co.uk](mailto:head@craigclowan-school.co.uk)

**Deputy Head:** Jill Moffat

[staffjmoffat@craigclowan-school.co.uk](mailto:staffjmoffat@craigclowan-school.co.uk)

**Bursar:** Brian Dickson

[bursar@craigclowan-school.co.uk](mailto:bursar@craigclowan-school.co.uk)

**Admissions, Marketing & Head's PA:** Jennifer Trueland

[registrar@craigclowan-school.co.uk](mailto:registrar@craigclowan-school.co.uk)

**School Secretary:** Mhairi Rolin

[schoolsec@craigclowan-school.co.uk](mailto:schoolsec@craigclowan-school.co.uk)

**School Receptionist:** Corinne Hislop

[office@craigclowan-school.co.uk](mailto:office@craigclowan-school.co.uk)

**Academic Staff:**

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

## DAILY ROUTINE

FORM	ARRIVAL TIME	COLLECTION TIME	PREP	ASSESSMENTS
8	0830	1600 *	1.5 hours	Dec, Mar & Jun
7	0830	1600 *	1 hour	Dec & Jun
6	0830	1600 *	1 hour	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 for Late Games until October half term and then again in the Summer Term.

### Extra Curricular Activities

The school offers a wide variety of extra curricular activities. Towards 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 Craighclowan 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.

## School Entry System

The school has an entry system which is controlled by the use of a fob. All children will be issued with a fob contained within a wristband when they join the school. During the school day, all doors will remain locked and can only be opened by those wearing a wristband. If a band is lost, children should seek parental permission to have a new one and this will be issued by the office at a cost of £5, which will be added to the end of term bill.

## 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 for children in Forms 1 – 8. Pre-school Late Prep is charged at a rate of £10 per hour, or part hour thereof, if pre-booked on the admission form and £15 per hour, or part hour thereof, if not pre-booked on the admission form.

Late Prep takes place in the following locations:

Pupils in Pre-school:	The Hedgehog House
Pupils in Forms 1 - 8:	The senior corridor

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 or after school activities.

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.

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.

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.

## **Catering at Craigclowan**

Ask any of the children, or staff, about their favourite things at Craigclowan and school lunches will regularly appear at the top of their list! Craigclowan has appointed Thomas Franks as our catering partners. Thomas Franks is a market-leading, privately owned caterer in the independent schools market. Over the last 20 years, their family-owned business has built a reputation for providing amazing quality, nutritious and fresh food to staff and students. Their genuine passion for great food, locally sourced ingredients and exceptional service is at the core of everything they do.

## **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 Dining Room 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. Pre-school pupils in Breakfast Club will be taken to Pre-school. A breakfast consisting of cereal, toast, fruit, fruit juice, milk and tea or coffee is provided.

Our aim is to make use of 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. There is no requirement at present to pre-book. 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 art, games, PE, music, IT, gym, French and Forest School. Science is introduced in Form 4. In Forms 6, 7 and 8 separate subject teaching is introduced. Latin and Spanish are available beginning in Form 6 and the basis of the curriculum is the English National Curriculum in preparation for the transfer examination known as Common Entrance. Depending on the senior school chosen, children will either sit the Craigclowan Exit Exam or Common Entrance 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 we are very happy to assist with the decision making process and 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 she 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

The Support for Learning Department is made up of a number of teaching and assisting staff, who deliver support in a variety of different ways including 1:1, small group and in-class support across the school. The allocation of support is assessed on an individual basis.

Additional support is available for a variety of circumstances including academic support, social and emotional support, specific learning differences, speech and language support, specific physical or medical conditions and the gifted and talented.

### Reports

Full 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 Class Teacher/Form Tutor and the Head will write a report on each pupil.

Mid Term Reviews are completed for pupils in Forms 6 - 8 in the Spring and Summer terms. These are completed on the basis of work undertaken by the children over a four to five week period

(using a colour coded system) for Effort, Organisation, Progress and Attainment.

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.

## REWARDS

The following summary will give you an overview of the Rewards that the children can receive and how we track and celebrate their achievements.

### **House Points**

One, two or three House Points are given to pupils by whichever member of staff observes the effort, event, work, behaviour, sport, citizenship or trait being rewarded. All House Points are recorded in iSAMS (our school management system) and this allows us to easily access this information and therefore use it to track pupil achievements. To enable pupils to retain a physical record of their house points, staff sign or stamp a House Point card for them each time one is given. Children collect a pencil, bearing the school values, each time a house point card is completed.

### **Show Ups**

Show Ups can be awarded for any aspect of school life and are used when the effort, event, work, behaviour, sport, citizenship or trait being rewarded is considered to be of a sufficiently high standard, relative to the ability of a particular pupil, to justify a reward of four House Points. If this is for a piece of physical work, it will be 'shown up' to the Head on the following Monday lunchtime and if it is for behaviour or an event then the pupil will meet the Head to be congratulated.

We are always keen to hear of any successes the children have outside of school and they may bring in any medals, certificates or achievements and hand these in at Reception, along with an outline of what they have been up to. The Head will announce these during Friday assemblies so that we may celebrate children's successes together.

## INFORMAL CONTACT

The school uses a system called Clarion Call to communicate with parents by email and text. This replaces the traditional system of sending notes home in schoolbags so do please check your emails regularly. Please do not reply to a Clarion Call email as the reply will not be delivered to the person who's name is at the bottom of the Clarion Call but will end up in a centralised mailbox. To contact a member of staff, please send them an email as usual.

We email regular notices but send a text message to parents' mobile phones in the event of a change to the school day or anything urgent. To try and ensure that we do not send you too many emails each week, we send out Head's Weekly Notices each Friday which gives information about school activities, trips etc for the following week and beyond. These include notices for Pre-school parents too, who should also read the Weekly Notices.

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.

## SOCIAL MEDIA

Social media is a great way to see what we are up to each day and we encourage parents to follow our social media channels:

Facebook: <https://www.facebook.com/Craigclowan/>

Twitter: <https://twitter.com/craigclowan>

Instagram: <https://www.instagram.com/craigclowan>

Please do share our posts and stories widely if you can.

## SCHOOL UNIFORM

A list of school uniform can be found on the school website. The school's uniform supplier is Stevensons, 85 Scott Street, Perth ([www.stevensons.co.uk](http://www.stevensons.co.uk)). In addition our parent association, Friends of Craigclowan, runs a very popular second hand uniform shop from school. 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. Pupils wear their blazers each day. 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 and depart as quickly as possible 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 not collected from the picnic table outside Pre-school will be sent to Late Prep by the member of staff on duty at the picnic table.

For safety reasons, 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 do not allow children to roam unsupervised in the car park or on the tennis courts. With the growing number of electric vehicles, children do not always hear when a vehicle is approaching.

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 and we do have children with severe nut allergies. Nuts of any sort, or products that may contain nuts, should not be brought into school. Please note that Nutella products should not be provided as snacks.



## 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.
- (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 Head'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 Head's permission. If consent is granted mobile phones should be handed in to the School Office for safekeeping during the school day.

### **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 Head.
- (b) Children should have their blazer every day and their school jacket in the Winter and Spring Terms depending on the weather.
- (c) Shoes should be plain and black leather. Girls shoes should either have laces or a strap over the foot rather than being of the ballet flat style.
- (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 girls should have their hair tied back in a ponytail if long enough to do so. If tied back, a plain blue, white or red band 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 an inexpensive 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. Please do not wear expensive watches to school.
- (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, 2021.

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 Head, 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