



Parents Handbook
2025 – 2026



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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 Craighlowan Advisory Board

Mr H Carruthers (Chair)
Mr M Beale
Mr M Bell
Mrs J Davey
Mr R Garnish
Mrs G Gordon

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

| | |
|-------------|-------------|
| Dougal Lyon | Head |
| Jill Moffat | Deputy Head |

Non-Academic Staff

| | |
|-------------------|----------------------------------|
| Jennifer Trueland | Registrar, Head's PA & Marketing |
| Mhairi Rolin | School Secretary |
| Corinne Hislop | Receptionist |
| Karen Stather | Finance Manager |

Academic Staff

| | |
|-------------------|--|
| Sean Adams | Form 7 Tutor, Head of English & History |
| Sophie Beamish | Nursery – Room Leader, Squirrels / Late Prep |
| Alice Clark | Form 1 |
| Sonny Conlon | Bus Driver |
| Tatiana Correia | Nursery |
| Elizabeth Denyer | Form 3 / Form 2 / Forest School |
| Jonathan Doak | Head of Science / Form 2 / Co-ordinator of Activities & Calendar |
| Hayley Doyle | Head of Support for Learning |
| Sara Duthie | Nursery |
| Fiona Ellis | Classroom Assistant |
| Claire Fairlie | Nursery / Breakfast Club |
| Karol Fitzpatrick | Head of Music |
| Rachel Flint | Drama |

| | |
|-------------------|--|
| Ruth Grahame | Form 2 |
| Fiona Grant | Form 8 Tutor / Head of Pastoral Care / Head of Games / P.E |
| Joanna Gray | Nursery Lead Practitioner / Late Prep Co-ordinator |
| Rosalyn Hall | Form 1 |
| Katie Hallam | Form 6 Tutor / Head of Art |
| Melanie Hill | Nursery / Late Prep |
| Matt Jenns | Form 6 Tutor / Head of Maths / Head of Rugby |
| Carolyne Lawlor | Classroom Assistant |
| Sharon Lindsay | Nursery |
| Helen McKelvey | Form 5 / Games |
| Eli McNeil | Latin |
| Joanne Neilson | Nursery |
| Emily Paterson | Nursery |
| Alex Reynolds | Form 8 Tutor / Head of Geography / Games |
| Rebecca Robb | Form 3 |
| Elsbeth Spence | Form 1 & Support for Learning |
| Pauline Stott | Form 6 Tutor / Head of Hockey / Co-ordinator of Trips |
| Fabienne Thompson | Head of French / Spanish |
| Kirsty Thomson | Nursery |
| Elaine Weir | Nursery |
| Emily White | Nursery |
| Gillian Whitelaw | Form 4 / Games |
| Andy Wilson | Minibus Driver |
| Caro Wilson | Classroom Assistant |

Visiting Music Instructors

| | |
|-------------------------|--------------------------------|
| Lynn Anderson | Voice |
| Sandy Bayne | Snare Drumming / Pipe Band |
| Cameron Buchanan | Guitar |
| Ian Duncan | Chanter / Bagpipes / Pipe Band |
| Robert Duncan | Piano |
| Catriona Melville-Mason | Wind / Brass |
| Donald Mackay | Bagpipes / Chanter |
| Elias Rooney | Cello |
| Toni Russell | Harp |
| Rosemary Stanford | Voice |
| Ivan Sveda | Drumkit |
| Claire Telford | Violin |
| Eliza Ward | Piano |

Grounds Staff

| | |
|---------------|-----------------------------|
| Joe Thomson | Head Groundsman |
| Billy Beattie | Groundsman & Minibus Driver |

TERM DATES

| | |
|------------------|--|
| Winter Term 2025 | Wednesday 27 August - Friday 12 December |
| Half Term | Monday 13 October - Friday 24 October |
| Spring Term 2026 | Tuesday 06 January - Friday 20 March |
| Half Term | Monday 09 February - Friday 13 February |
| Summer Term 2026 | Monday 13 April – Friday 03 July |
| Half Term | Monday 25 May – Friday 29 May |

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
Office opening hours: 0800 – 1600

Head: Dougal Lyon
head@craigclowan-school.co.uk

Deputy Head: Jill Moffat
staffjimmoffat@craigclowan-school.co.uk

Finance Manager: Karen Stather
staffkstather@craigclowan-school.co.uk

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

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

School Receptionist: Corinne Hislop
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 | November & May |
| 7 | 0830 | 1600 * | 1 hour | November & May |
| 6 | 0830 | 1600 * | 1 hour | November & May |
| 5 | 0830 | 1600 * | 40 minutes | Class assessments only |
| 4 | 0830 | 1600 | 30 minutes | Class assessments only |
| 3 | 0830 | 1600 | 30 minutes | Class assessments 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 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 authorisation 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.

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. Nursery 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 Nursery: | The Hedgehog House |
| Pupils in Forms 1 - 8: | The senior corridor |

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.

Pupils staying after 1700 will have an afternoon snack (similar to Breakfast Club). Pupils with us after 1710 will be taken across to the Dining Room where they will snack together. Parents will be charged £5 per day.

All children should be picked up promptly by 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

Craigclowan has 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 pupils. We are always looking to improve our provision so please feed back any thoughts. To this end, Mr Lyon would be delighted to host you for lunch. Please get in touch with registrar@craigclowan-school.co.uk to arrange a date.

Morning Snacks - In response to feedback, we will be providing the morning snacks for pupils and all dietary requirements will be catered for. To that end, pupils should not bring food into school. The daily cost of morning snack, £1.05, will be added to your school bill.

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 Nursery to Form 8. Children can attend from 0730 at the earliest and are sent over to classrooms in time for morning registration at 0830. Nursery pupils in Breakfast Club will be taken to Nursery. 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.

ACADEMIC INFORMATION - CURRICULUM

Children from aged three in the Nursery 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 Nursery 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. 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 Assessment 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 each February. 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.

Reviews 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 provide an opportunity to discuss children's progress and ensure that contact between home and school is as close as possible.

The full assessment and reporting schedule is as follows:

| | Forms 6 - 8 | | Forms 1 - 5 |
|-----|--------------------|---------------------------------------|-----------------|
| | Formal Assessments | Reporting | Reporting |
| Sep | | | |
| Oct | | Review | Review |
| Nov | ✓ | Assessment Results Parents Evening | Parents Evening |
| Dec | | | Review |
| Jan | | | |
| Feb | | Full Report | Full Report |
| Mar | | | |
| Apr | | | |
| May | ✓ | Assessment Results | Parents Evening |
| Jun | | Parents Evening | |
| Jul | | Review | Review |

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 our school management system, iSAMS, to communicate with parents by email. This replaces the traditional system of sending notes home in schoolbags so do please check your emails regularly. Please do not reply to these emails as iSAMS is a one-way communication method. To contact a member of staff, please send them an email in the normal way.

To try and ensure that we do not send you too many emails each week, we send out a Letter From the Head each Friday which gives information about school activities, trips etc for the following week and beyond. These include notices for Nursery parents too.

The information you provided on your Admission Form will be input into iSAMS.

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>
LinkedIn: <https://uk.linkedin.com/company/craigclowan-school>

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). 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 Nursery 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 Nursery 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 be guided above all else by kindness.

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 kind, happy community.

Golden rules:

- Be gentle
- Be kind and helpful
- Be interested in others
- Be resilient
- Be honest
- Look after the fabric of our school

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 Head should receive written requests for absence longer than a day.

2. **Bullying:**

Bullying of any kind is totally unacceptable and is a serious breach of the school's rules. 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.

All school rules and expectations apply when off site representing the school, for example, in matches and on school trips.

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 |