



Carmyllie Primary School



**This document is available in alternative formats, on request
(Please contact the Head Teacher)**

CONTENTS

CONTENTS

- Angus Council Information:
 - Contact Details:

Angus Council People Directorate
Angus House
Orchardbank Business Park
FORFAR
DD8 1AN
Tel: 01307 476337
Fax: 01307 461848
Email: People@angus.gov.uk
 - [Early Learning and Childcare Provision](#) (primary schools only)
 - [School Clothing Grants](#)
 - [Education Maintenance Allowance](#) (secondary schools only)
 - Pupil Absence Procedures ([Attendance and Absence](#))
 - [The Complaints Procedure](#)
 - [Parental Involvement / Parent Councils](#)
 - [Curriculum for Excellence](#)
 - Curriculum Levels
 - The Senior Phase
 - Skills for Learning, Life and Work
 - Careers Guidance and Financial Advice
 - [Sex Education](#)
 - Drugs Education ([Drugs and alcohol misuse](#))
 - [Religious and Moral Education](#)
 - [Assessment and Reporting](#)
 - Transitions
 - [Starting Nursery](#)
 - [Enrolling in Primary School](#)
 - [Transfer to Secondary School](#)
 - [Leaving School](#)
 - [Post School](#)
 - [Support for Pupils](#)
 - [GIRFEC](#) (getting it right for every child)
 - [Gaelic Education](#)
 - [School Meals](#)
 - Special Dietary Requirements
 - Snack Provision in Nursery
 - [Applying for Free School Meals](#)
 - [Administration of Medicines](#)
 - [Transport](#)
 - [Insurance](#)
 - [Music Services](#)
 - [Parental Access to Records](#)
 - [Child Protection](#)
 - [Holding and Storing Pupil and Staff Data](#)
 - [Emergency Closures & Transport Updates](#)
 - [School Holiday Dates](#)
 - [Useful Links & Contact Details](#)



Miss Michelle Mackay
Head Teacher
Carmyllie Primary School
Arbroath
DD11 2RD
T: (01241) 465387
carmyllie@angusschools.org.uk

Dear Parents/Carers,

Welcome to Carmyllie Primary School where we put the children at the heart of all that we do. We recognise how extremely important the partnership between home and school is so that your child gets the best from his/her education. We encourage a shared understanding between school and home.

The basic aim of our school is to provide the best education possible to all children and to inspire children to be lifelong learners. We feel it important to establish an environment which is secure, trusting, and happy and where learning experiences are made as enjoyable as possible. In this way all aspects of the curriculum can contribute towards producing a well-balanced education for your child. We also recognise the importance of developing those qualities necessary for children to cope and indeed thrive in an ever-changing world.

In this handbook you will find information covering various aspects about Carmyllie School. This information refers mainly to the current session and while it was correct at the time of writing it may be subject to change. However, if you require any further information about the school or you would like to clarify something please do not hesitate to contact the school either by telephone or in person.

All that remains for me to say is welcome to Carmyllie School and we hope your involvement with us will be both interesting and enjoyable. We look forward to working with you and your family.

Yours sincerely,

Michelle Mackay
Head Teacher

CONTACT DETAILS

School Name-	Carmyllie Primary School
Address-	Redford, Arbroath, Angus, DD11 2RD
Telephone number-	01241 46538
School website-	https://blogs.glowscotland.org.uk/an/carmyllieps/about-us/
Email address-	carmyllie@angusschools.org.uk
Head Teacher	Miss Michelle Mackay
Class Stages	Nursery to Primary 7
Present Roll	Nursery - 4 Primary 1 to 7- 28
Denominational Status	Non-denominational
Does the school teach by means of the Gaelic Language	No

P1-7 School Day

9.00am Morning session begins
10.40am – 11.00am Morning break
12.30pm – 1.30pm Lunch
1.30pm Afternoon session begins
3.20pm End of school day

Nursery

12:20pm- 3:30pm

VISITS OF PROSPECTIVE PARENTS – see link below:

<http://www.gov.scot/Publications/2010/11/10093528/0>

If you would like to visit Carmyllie please contact the school. Arrangements will be made for you to meet with our Head Teacher who will give you a short tour. This will give you the opportunity to ask any questions related to your child and what we can offer.

Once your child has been allocated a place you will be invited along to meet the staff and children, to find out more about the curriculum and to share information about your child.

SCHOOL UNIFORM

Boys black or grey trousers
 white polo shirt or shirt with red and navy school tie
 red school sweatshirt

Girls black or grey skirt/trousers
 white polo shirt or shirt with red and navy school tie
 red school sweatshirt

Footwear School shoes to wear indoors are essential
 Old trainers/boots are required to change into for playtimes
 Welly boots are required for outdoor learning

Coats All children must wear appropriate outdoor coats through the winter

 We do have a stock of outdoor coats which children will be expected to wear if we are taking part in outdoor learning activities. This will ensure their own coats are not damaged or dirty.

School ties These will be available from the school office. The pupils are currently selecting the new colours.

PE Kit Indoor: T shirt, shorts, gym shoes
 Outdoor: T shirt, shorts, track suit bottoms, sweatshirt, trainers

All clothing brought to school should be named or marked in some way, as it is difficult for children to distinguish their own clothing from others.

PARENTAL CONCERNS

Parents should contact the school immediately if they have a cause for concern. It is our wish to deal with all matters as early as possible preventing them from growing into more significant concerns. Please contact your child's class teacher in the first instance or if you would prefer to discuss the issue with Miss Mackay, please contact the school office. The staff will listen to your concern and agree a way forward with you

THE COMPLAINTS PROCEDURE – also see link below:

https://www.angus.gov.uk/council_and_democracy/complaints_and_comments/making_a_complaint_or_comment_about_our_services

PARENTAL INVOLVEMENT BECOMING INVOLVED IN SCHOOL

The school values the important part that parents play in their children's education and sees partnership with parents as an effective way of enhancing children's achievements and promoting better school ethos and communication.

At Carnyllie, we are committed to creating positive relationships with parents and the wider community. We believe it is crucial to have a mutual respect and regular communication between school and home. Your children are important to us and in

order for us to give them the best experiences during their time at primary school, we need a positive partnership with parents.

We have an open door policy at Carmyllie which means that you can contact us at any point about anything that is concerning you or worrying you about your child's education. Also, if you have any information or ideas that will help us to improve the experiences we are giving your child, please let us know.

Opportunities for Parental Involvement:

During the school day:

- Helping in the pre-school class- stay and play sessions
- Art/Craft activities
- Sharing knowledge and expertise in some aspect of the curriculum, e.g. topic talk, history, science, health
- Practical activities in science, maths, social subjects, health education (e.g. first aid) or technology
- Reading stories to groups of children, playing reading/phonics games
- Supervising board games
- Teaching playground games
- Running or assisting to run a Lunch Club
- Supporting educational visits/trips
- School concerts – making costumes, props, supervision of children
- Outdoor learning and eco activities
- Helping with transporting children to events and school trips

Outwith the school day:

- Fundraising events
- Trips e.g. sporting events, concerts
- Extra-curricular activities e.g. coaching, sports/art clubs/country dancing/school grounds – maintenance of garden/allotment areas

If you wish to be a regular parent helper, PVG (Protecting Vulnerable Groups) checks have to be completed. Please discuss this with staff.

All parents are welcome to attend Parent Council meetings where staff work with parents to discuss current school developments and fundraising activities are planned.

All parents are invited to attend two Parents Evenings throughout the year. At these meetings parents will have the opportunity to meet their child's class teacher for a 10 minute interview and hear about their child's progress. This is also an opportunity for parents to hear how they can best support their child's learning. Parents are also encouraged to look at their child's learning log on a termly basis with their child and support, as appropriate, with the completion of homework tasks as advised by the school.

SCHOOL ETHOS

Our ethos is at the heart of all that we do and this ensures that the children are ready and able to learn.

Carmyllie is a small, friendly, village school with a strong open ethos. Our inclusive character values the excellent relationships between the school, parents and the community where each child is treated and valued as an individual. We encourage children to work and socialise together valuing relationships they make as lifelong learners.

Our school welcomes and encourages diversity and individuality, while emphasising our common commitment to moral values such as honesty, respect for others, compassion and justice. It is a fundamental principle of our school that all who are involved in the life of our school both has the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others. We implement the Council policy for Equal Opportunities and Racial equality and ensure that all pupils have access to the full range of educational experiences available within the resources of the school. We are firmly committed to the elimination of any form of discrimination on the grounds of race, religion, gender or disability. We celebrate achievements linked to activities in school and out of school interests.

SCHOOL AND COMMUNITY LINKS

Carmyllie Primary School is an integral part of the local community. Children develop skills and learn to be better citizens as they engage with and support the work of the local community.

When planning learning activities the class will consider what opportunities are available in our local community and school trips are planned to extend learning further.

Every year we collect old clothes and bedding for and put it in special bags 'Bags 2 School'. These bags then get weighed and we are given money depending on how much they weigh. The bags of clothes then go to charity.

The school has many links with the local community including the local parish church and we are supported by the minister during school services and he is on hand to extend our Religious and Moral Education. Police Scotland, the local Fire Brigade, the WRI and the Carmyllie Heritage Group all work to support us with our learning.

POSITIVE ATTITUDES

Good behaviour is essential to good learning. The general aim of the school is to provide an atmosphere of mutual respect and collective responsibility. Pupils, parents and staff all have an important part to play in producing and sustaining this positive ethos. The rules of the school are of a common sense nature, bearing in mind the interest and safety of all concerned.

Our rules are as follows:-

- Ready
- Respectful
- Safe

At Carmyllie, we aim to develop in each child a sense of self-discipline and responsibility towards the wider community. The personal and social development of the child is the responsibility of every member of staff working in the school. The school ethos created by staff, pupils and parents working together to establish good, caring relationships is a major factor affecting the behaviour and achievement of the children. It is our aim to make the children aware of the school rules, and of the need to have such rules. School rules are kept to a minimum and reflect a good standard of manners, behaviour and safety.

The children take responsibility for setting class rules. A system of clear, consistent and reasonable rules operate in each classroom. This links with the United Nations Rights of the Child.

Restorative conversations and consequences are in place to resolve breaches of the rules.

At all times emphasis is on the positive aspects of a child's behaviour. Children are praised regularly by all adults and each other for behaving well in a responsible and respectful way.

CELEBRATING ACHIEVEMENT

Children work hardest when they know their work will be appreciated and praised. All staff encourage pupils at all times and in all activities to give their best.

EXTRA-CURRICULAR ACTIVITIES

Through the course of the school year we work with community partners to offer a range of extra- curricular activities. Recently these have included dancing, Yoga and Curling. Our Active Schools Co-coordinator, Kelly Moonlight, also provides opportunities through the year for after schools club.

We have Young Leaders who plan and lead lunchtime activities for the whole school. Some of the things they enjoy include obstacle games, Jungles on Fire, 40/40 in and pirate fig.

PUPIL COUNCIL

Due to the nature of our small school all children are involved in the Pupil Council. Through the year the children will meet with the Head Teacher to discuss school improvement priorities and address emerging issues as they occur. We are very lucky to be able to work in this way as all children are involved.

LEARNING OPPORTUNITIES

At the moment we are very lucky to have a small number of pupils who work together in two classrooms. Through the course of a day there are various activities planned to ensure that all children's individual needs are met and the children are challenged at their appropriate level.

Your child will learn in a variety of different contexts and groups including ability, co-operative and social. Children at Carmyllie have a great advantage working in our family environment in that they are able to teach what they know to younger children and this reinforces their own knowledge and develops valuable skills for life. The older children are given additional responsibilities which help them develop social and life skills. All the children are given opportunities to work with their teacher as well as independently which promotes self-organisation and management of tasks.

We like to invite visitors into school to talk to the children about their specialist subjects or experiences. Recently, these have ranged from park rangers to visiting teachers from Arbroath High School and SSPCA representatives.

We work closely with the staff and children at Arbirlot Primary School.

THE PUPILS AND PARENTS VOICE

Personalisation and choice is one of the seven principles of curriculum design and children and young people throughout their education will have the opportunity to discuss with their teacher the context in which they learn and how they will approach the learning.

Staff will discuss new learning with the children at the beginning of a new topic and plan together the areas of specific focus e.g. World War 2 – The Battle of Britain. This will be shared with parents through the Learning Log at the start and end of every topic. Parents will be invited to support the learning by sharing resources from home e.g. ration book or visit the school to share a talk. Parents will be invited to share comment regarding the planned work for their child at various points throughout the year and are encouraged to feedback at any time through their child's homework diary and folio.

THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

Learning at Carmyllie is very personalised towards individuals. Every child is supported and challenged to ensure they make progress and their needs are targeted.

Our Folios are a valuable source of information for parents. They provide a detailed plan for the term which states what their child will be learning. During the topic the teacher and child will identify items of work that will go into the folio so that by the end of the topic there is a bank of evidence for the parent to see how the child is progressing.

In addition, curriculum events for parents are held to showcase learning and these are led predominately by the children. During these events the children will describe and share their first-hand experience of the curriculum in school, what they have learned, things they have created and what they have enjoyed.

LIAISON WITH SECONDARY SCHOOL

The cluster secondary school is Arbroath High School, Keptie Road, Arbroath. We have close links with the High School and their transition teacher works through the P7 year with the children to ensure that she gets to know the children and their needs are met when they move on from us. A number of visits to Arbroath High School are also planned to assist with this.

We work closely with Arbirlot Primary School (another small primary school) to ensure that our teachers work as part of a larger team. This is essential for professional development, collegiate activities and shared school improvement priorities. The teachers also plan partnership working for the children to increase their social opportunities in preparation for going to high school.

SCHOOL IMPROVEMENT

MAIN ACHIEVEMENTS

- Children are engaged in high quality learning experiences and are motivated
- Children can talk capably about their learning and use self and peer assessment.
- Children are confident and, articulate and happy. They take pride in their work and their school.
- Restorative approaches to behaviour are used by the children and staff to resolve conflict resolutions.
- Our Pre School is open and is positively received by our community. Our recent Care Inspection graded us as Good for all aspects of the inspection. Please see <http://www.careinspectorate.com/index.php/care-services> for details.

IMPROVING STANDARDS

- Staff plan tasks and lessons that allow children to be active and engaged in their learning
- Targets are set regularly by the children. They know their learning targets and success criteria
- Behaviour is of a very high standard through the school
- Children across all stages work well together and this impacts positively on all learners
- Children are involved in planning their learning and discussing their next steps for progression.

SCHOOL IMPROVEMENT

Main Achievements

We have been working towards our Digital Leaders Award and Eco Green Flag award, we will hopefully secure these this session.

Improving Standards

- All children have experienced improved outcomes in all or most of the curricular areas
- All of the children in P1,P4 and P7 are above the cluster, local and national levels for achieving early, first and second level.
- Attainment in numeracy has stayed the same over the past year at 100%, this is showing a two year positive trend and is above the Scottish Governments stretch aim of 85%
- All teachers participate in attainment/progress meetings informing the flexible deployment of support for learning staff, SPSAs and partners in appropriate interventions for learners

School Improvement Plan

- To further develop reading ability
- To continue to plan opportunities for collaborative working between staff and pupils at Arbirlot and Carmyllie.
- To plan our curriculum ensuring breadth, challenge and application at all levels ensuring the needs of all children are targeted.
- To further develop Parental engagement.

HEALTH CARE

You can contact your school health staff at: -

The Abbey Health Centre, Arbroath 01241 430303

USEFUL LINKS & CONTACT DETAILS

Education Scotland's Communication Toolkit for engaging with parents –

https://education.gov.scot/improvement/Documents/Parental%20involvement/PAR2_EngagingParentsandFamiliesToolkit/par2-engaging-parents-toolkit-section3-060416.pdf

The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities –

<http://www.scotland.gov.uk/Publications/2011/09/14082209/0>

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system –

<http://www.gov.scot/Publications/2010/11/10093528/0>

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school –

<http://www.scotland.gov.uk/Publications/2009/12/04134640/0>

Parental Involvement

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others –

<http://www.scotland.gov.uk/Publications/2006/09/08094112/0>

Parentzone provide information and resource for parents and Parent Councils –

<https://education.gov.scot/parentzone/>

School Ethos

Supporting Learners - guidance on the identification, planning and provision of support –

<https://education.gov.scot/scottish-education-system/Support%20for%20all>

Health and wellbeing guidance on healthy living for local authorities and schools -

<http://www.scotland.gov.uk/Topics/Education/Schools/HLivi>

Building Curriculum for Excellence Through Positive Behaviour and Relationships outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support –

<http://www.scotland.gov.uk/Publications/2010/06/25112828/0>

Scottish Catholic Education Service's resource 'This is Our Faith' which supports the teaching and learning of Catholic religious education –
<http://www.sces.uk.com/this-is-our-faith.html>

Curriculum

Information about how the curriculum is structured and curriculum planning –
<https://education.gov.scot/parentzone/learning-in-scotland>

Information about the outcomes a learner can expect to experience and achieve across literacy, numeracy and health and wellbeing, as well as the 8 curricular areas –
<https://education.gov.scot/parentzone/learning-in-scotland/About%20the%203-18%20curriculum>

Advice, practice and resources to support the experiences and outcomes on literary, numeracy and health and wellbeing –
<https://www.education.gov.scot/Documents/btc3.pdf>

Broad General Education in the Secondary School – A Guide for Parents and Carers –
<https://education.gov.scot/scottish-education-system/Broad%20general%20education>

Information on the Senior Phase –
<https://education.gov.scot/scottish-education-system/senior-phase-and-beyond/Senior%20phase>

Information around the Scottish Government's 'Opportunities for All' programme –
<https://www.skillsdevelopmentscotland.co.uk/what-we-do/partnerships/16plus-data-hub/>

Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services –
<https://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/career-management-skills/>

The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning –
<http://www.skillsdevelopmentscotland.co.uk/>

Assessment and Reporting

Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework –
[https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-\(building-from-the-statement-appendix-incl-btc1-5\)/Building%20the%20Curriculum](https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/Building%20the%20Curriculum)

Information about Curriculum for Excellence levels and how progress is assessed –
<https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement/What%20is%20assessment,%20and%20when%20and%20how%20does%20it%20take%20place?>

Curriculum for Excellence –

[https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-\(building-from-the-statement-appendix-incl-btc1-5\)](https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5))

Transitions

Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond –

<https://education.gov.scot/parentzone/additional-support/how%20schools%20plan%20support/Planning%20for%20transitions>

Developing creativity, employability and skills -

<https://education.gov.scot/what-we-do/Developing%20employability%20and%20skills>

Choices and changes provides information about choices made at various stages of learning –

<https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-%28building-from-the-statement-appendix-incl-btc1-5%29/Experiences%20and%20outcomes>

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs –

<http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

Supporting Children's Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition –

<http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

Enquire is the Scottish advice service for additional support for learning –

<http://enquire.org.uk/>

Parenting across Scotland offers support to children and families in Scotland –

<http://www.parentingacrossscotland.org/>

Support for Pupils

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs –

<http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

Information about the universal entitlement to support that underpins Curriculum for Excellence –

<https://education.gov.scot/scottish-education-system/Support%20for%20all>

Supporting Children's Learning Code of Practice (Revised edition) - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended –

<http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

Getting It Right For Every Child and Young Person, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers –

<http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

School Improvement

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, and inspection reports –

<https://education.gov.scot/parentzone/find-a-school>

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy –

<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education/SSLN>

Scottish Credit and Qualifications Framework (SCQF) –

<http://www.scqf.org.uk/>

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications –

<http://www.sqa.org.uk/>

Amazing Things - information about youth awards in Scotland –

<http://www.awardsnetwork.org/index.php>

Information on how to access statistics relating to School Education –

<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education>

School Policies and Practical Information

Schools and local authorities should consider the most relevant school, local and national policies and include details or links for parents to sources of further information.

National policies, information and guidance can be accessed through the following sites -

<http://www.scotland.gov.uk/Topics/Education>

<http://www.scotland.gov.uk/Topics/Health>

<http://www.scotland.gov.uk/Topics/People/Young-People>

Children (Scotland) Act 1995 –

<http://www.legislation.gov.uk/ukpga/1995/36/contents>

Standards in Scotland's Schools (Scotland) Act 2000 –

<http://www.legislation.gov.uk/asp/2000/6/contents>