



**Airlie Primary School  
and  
Airlie Preschool**

**School Handbook 2021-2022**

This document is available in alternative formats, on request  
(Please contact the school office)

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## CONTACT DETAILS

<b>School Name:</b>	Airlie Primary School
<b>Address</b>	Airlie Primary School Airlie Kirriemuir DD8 5NP
<b>Telephone Number</b>	01575 526149
<b>E-mail</b>	<a href="mailto:airlie@angusschools.org.uk">airlie@angusschools.org.uk</a>
<b>Head Teacher</b>	Mr P Kinney
<b>Class Stages</b>	Nursery to P7
<b>Present Roll</b>	Primary Pupils: 46 Nursery Pupils: 6

The school is non-denominational and Gaelic is not taught.

Airlie Parent Council have a closed Facebook page.

### **Organisation of School Day**

Primary School Hours	9.10am - 12.30pm 1.20pm - 3.20pm
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There is an interval of twenty minutes in the morning from 10.40am.

Preschool Hours	9.00am - 10.00am – drop off time 1.36pm – 3.00pm – collection time
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## **IMPACT OF COVID**

Covid continues to affect school life and may have an impact on some of the information contained within this handbook. [Up to date information and advice from the Scottish Government about Covid and schools can be found online.](#)

## **VISITS OF PROSPECTIVE PARENTS**

Should you wish your child to attend Airlie Primary School please contact us by email or telephone to arrange a visit with the Head Teacher. Should you live outside the Airlie Primary School catchment area you will be required to fill out a Placing Request Form. This form can be obtained from our school office or accessed from here [https://www.angus.gov.uk/schools and young people/schools/making a placing request](https://www.angus.gov.uk/schools_and_young_people/schools/making_a_placing_request)

Further information regarding choosing the correct school for your child can be found at [Choosing a school: a guide for parents \(Scottish Government\)](#)

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

## SCHOOL UNIFORM

School uniform is not compulsory but pupils are encouraged to wear it, as it promotes a sense of belonging to Airlie Primary School and puts each child on a more equal footing. It also enhances the appearance and reputation of our school. We also like to make the most of our wonderful school grounds and children are encouraged to wear or bring in footwear and a coat that are suitable for wearing outside in all weathers.

**Girls:** White shirt and school tie  
Navy/black/Grey skirt, pinafore or trousers  
Royal blue school jersey/cardigan

**Boys:** White shirt and school tie  
Navy/black/Grey trousers  
Royal blue school jersey

Both Boys and Girls have the option of wearing a blue or white polo shirt and school sweatshirt which are available from Fingerprint in Kirriemuir, and Border Embroideries: <https://www.border-embroideries.co.uk/schools/airlie-primary-school.html>

School bags: A sturdy satchel or rucksack is essential for school books. Schoolbags are also available from Border Embroideries.

**P.E. Kit:** Navy or black shorts  
White T-shirt/polo shirt  
Gym shoes/trainers  
Spare pair of socks (essential for girls wearing tights)

Please send P.E. kit in a bag with pupil's name.

Children should wear indoor shoes when in the school building, gym shoes are suitable for this or you may wish to provide additional shoes. We do not encourage football/ sports shoes or trainers.

It has become fashionable for boys and girls to wear earrings, however, as a safety precaution all jewellery **must be** removed before practical activities, such as physical education.

Pupils who have long hair **must** tie it back for P.E. This ensures that the child has good all round vision in the gym hall in the interests of their own and other pupil's safety.

It should also be noted that in the general rough and tumble of the playground, children wearing jewellery may well be injured or injure others and no consequent liability can be attached to the school.

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

## **PARENTAL CONCERNS**

Contact the school immediately if you have a concern. We want to deal with all matters as early as possible.

If at any time throughout the year a parent is worried about their child's progress a meeting can quickly be arranged. The school is the first point of contact should you require advice, information or wish to raise a concern. If you have any concerns regarding your child's experience within school, a note, phone-call or informal chat with the class teacher can often settle this. Please contact your child's class teacher in the first instance: Mrs Law regarding our nursery children, Mrs MacGregor regarding children in P1-P3 and Mr Anderson regarding children in P4-P7.

If it is a more complicated issue a phone-call, letter or e-mail to the Head Teacher will elicit a quick response. We work very closely with our parents at Airlie Primary School to ensure that all pupils are happy and successful. Most parental concerns can be dealt with within the school and it is our wish to deal with all matters as early as possible preventing them from growing into significant concerns.

The staff will listen to your concern and agree a way forward with you. If necessary, they will follow-up the initial conversation with a telephone call approximately one week later to ensure all matters have been resolved satisfactorily.

## **THE COMPLAINTS PROCEDURE**

If, after working through the procedure above, parents still have cause for complaint they should contact the school and make an appointment to meet the Head Teacher or a member of the management team. Please see below for details of Angus Council's complaint procedure.

[Angus Council complaints procedure](#)

## **PARENTAL INVOLVEMENT**

### **BECOMING INVOLVED IN SCHOOL**

At Airlie Primary School we strive to establish and maintain strong partnerships with all parents/families. Such partnerships are crucial in creating positive learning experiences for pupils.

We already enjoy a high level of parental support and continue to value the importance of this level of participation in all aspects of school life. Throughout the academic year several parents support curricular activities e.g. baking, cooking, craft, art, careers information, sport and outdoor learning. Parents also play a vital role supporting a range of outings, visits, making scenery, costumes etc. We are always keen to enable parents to volunteer their time and talents to the benefit of all.

Parents are always welcome to visit the school, however we have found from experience that informal chats with class teachers are most often better at the end of the day when more time can be provided.

A wide range of methods are used to communicate with parents. In addition to informal feedback and contact evenings, parents' views may be sought by using questionnaires, through the Parent Council and at open meetings. There is a monthly newsletter from the Head Teacher. We have two Parent Contact Evenings in November and March when oral reports on children's progress is given. In June parents are given written reports with opportunity for parental feedback.

This year we have introduced Seesaw Learning Journals for each child and parents are encouraged to view their child's profile on a weekly basis. Parents can use this platform to engage with their child's learning, provide feedback on their learning and communicate with class teachers.

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

Some parents opt to become members of our Parent Council. Airlie Parent Council has taken on, as one of its functions, a capacity to help raise funds for the benefit of the school. They normally organise fund-raising events during the school year, as well as other social functions. They have helped the school obtain a variety of materials for use by pupils, as well as supporting school activities e.g. transport to the pantomime and covered the cost of transport and admission for class trips. The Parent Council has a closed Facebook group and the current Chairperson of our Parent Council is Mrs Carnegie.

## **SCHOOL ETHOS**

In our school we are committed to providing appropriate opportunities for the development of pupils' spiritual, moral, social and cultural values through both the ethos and the curriculum. This will be undertaken in partnership with parents and will take account of the individual needs of pupils and the views of parents.

Our school welcomes and encourages diversity and individuality, while emphasizing 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.

## SCHOOL AND COMMUNITY LINKS

Airlie Primary School enjoys the strong support of its local community and this is regarded as being of great importance. Not only is the school viewed as being an important part of the community but we also consider that the community should be an integral part of the school. Encouragement is given to the community to take an interest in the school, to make use of its facilities and to become involved in the life of the school in a similar way to parental involvement above.

## POSITIVE BEHAVIOUR MANAGEMENT

[Angus Council anti-bullying policy](#)

Positive 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. It is important for children to see that school staff and those at home are working together and they agree on a common approach to dealing with any behavioural issues.

The rules of the school are of a common sense nature, bearing in mind the interest and safety of all concerned. There are a number of sanctions, detailed in the School's Behaviour Policy, which we can use in less serious cases of misbehaviour. In cases of repeated indiscipline a pupil may be placed on daily, weekly or monthly report, which involves direct parental contact. Should any problems occur the co-operation of parents is sought at an early stage.

At Airlie Primary School, we believe in a restorative approach which allows us to work with pupils to build positive relationships with their peers and to build an inclusive and friendly school climate for both pupils and staff. It is important that pupils are aware of our school rules and the expectations we have in and out of school. Pupils are encouraged to reflect on the situation and work with a member of staff to resolve the issue. The key element within restorative practices is to ensure the children can see things from another's point of view and to accept why someone has behaved in such a way.

The success of this policy is shown in the fact that Airlie Primary School pupils are often complimented on their behaviour out with the school.

The rules we currently have at school are:

- Walking in the school corridor
- Stay within the school grounds during school hours
- Treat school property respectfully and enjoy the school outdoor spaces with consideration for others
- Pupils' are encouraged at all times to act sensibly and to show courtesy and respect for others

## **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. Their effort may be rewarded verbally by praise, or non-verbally by a smiley face or sticker.

The whole school celebrates achievement using newsletters, wall displays and at assemblies on a weekly basis.

Children are allocated to one of three houses, Clova, Isla or Prosen. At our end of year celebration, prizes are awarded for a variety of school and sports events, both team and individual. There is a year group poetry prize for Scots poetry. All P7 pupils' work is recognised and they receive a Certificate of Achievement which marks their own contribution and effort within the school. There is a House prize for sport.

## **EXTRA-CURRICULAR ACTIVITIES**

We are always grateful to those who volunteer to help out with activities and are always looking out for new volunteers within the community.

Airlie Primary School have a number of clubs that run throughout the week including our popular Sports Club where children have an opportunity to try out a variety of games. This is run by one of our parents and supported the Head Teacher.

A school ski trip is organised each year for P6 and P7 pupils to participate in. This activity is organised by our Parent Council and provides children with initial tuition and experience that they can choose to develop further in the future.

Primary 7 pupils attend Dalguise, a residential adventure centre in Perthshire, in September with other children in the Kirriemuir cluster.

Bikeability Level 2 training is also provided for Primary 7 pupils. This is run with the support of parent helpers. There is regular instructor training available for parents/carers if anyone would like to become a helper.

## **PUPIL COUNCIL**

There is an active Pupil Council at Airlie Primary School including representatives from all classes. The Pupil Council members are elected by their class peers at the beginning of the session and they hold office for the duration of one year. Throughout the year they will meet regularly with a member of the management team. They will be involved in taking forward school improvement priorities and addressing emerging issues as they occur.

## **LEARNING OPPORTUNITIES**

Your child will learn in a variety of different contexts and groups including ability, co-operative and social.

We also have a wonderful outside space at Airlie Primary School and enjoy finding ways to



incorporate outdoor learning into our daily routines.

There are opportunities for children to learn from experiences throughout the curriculum. Alongside the differentiated curriculum that teachers provide for pupils, there will be opportunities for specialists and visiting speakers to talk about professions and skills. This helps to increase pupil understanding of the world of life and work, and the role they will have in it in the future. Furthermore there are also opportunities for trips linked to learning contexts in order to enrich experiences further.

## **THE PUPILS' AND PARENTS' VOICES**

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 Seesaw in the form of a termly learning letter. 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 comments regarding the planned work for their child at various points throughout the year through Seesaw and are encouraged to feedback comments at any time.

## **THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL**

At Airlie Primary School, we follow national and local curricular guidance based upon the Curriculum for Excellence.

Under Curriculum for Excellence every child is entitled to a broad general education with opportunities to acquire depth of knowledge in some areas and to develop skills for learning, skills for life and skills for work. In addition, we encourage every child to become skilled learners by helping pupils to develop skills and attitudes that will help them take full advantage of all the learning opportunities presented to them in life, in our school and beyond. The learning experiences we deliver will offer learners the opportunity for personalisation and choice.

Learning activities will be structured to ensure children work at a pace they can cope with and with the challenge they will thrive on. Plans and tasks will link knowledge in one curriculum area to that in another, helping children to understand the world and to make connections, to enhance learning in one area using skills developed in other areas. Children will think for themselves, make sound judgements, challenge opinions, enquire and find solutions.

Curriculum for Excellence empowers our teachers to make professional judgements about what and how they teach. It encourages creative approaches and promotes cooperative strategies as we seek to engage, motivate and inspire our learners. We use our wonderful school grounds to support learning, and we take the advantage of educational trips and visitors to the school to enhance the quality of the learning experiences for our pupils.

Our aim at Airlie Primary School is to provide pupils with a stimulating and interesting

curriculum which is appropriate to each pupil's needs and abilities, where Literacy, Numeracy and Health and Wellbeing are at the centre and there is progressive development of key skills.

We also run curriculum evenings where children have an opportunity to showcase their learning for parents and carers and give first-hand experience of the curriculum they access in school.

## EARLY LEARNING AND CHILDCARE

In Scotland all three and four year olds, and some two year olds, are eligible for up to 1,140 hours a year of funded early learning and childcare (ELC). Our ELC class offers sessions between 9am and 3pm, 5 days a week, term time. Other attendance patterns are available in other Angus Council settings and in our wide range of partner nurseries, playgroups and childminders. To find out more about the benefits of ELC and the options available, visit our dedicated ELC web pages at [www.angus.gov.uk/earlyyears](http://www.angus.gov.uk/earlyyears).

## LIAISON WITH SECONDARY SCHOOL

On completing their primary education at Airlie Primary School, most pupils transfer to secondary school education at:

School Name:	Webster's High School
Address:	Prosen Road, Kiriemuir DD8 5AT
Telephone:	01575 526000
Email:	<a href="mailto:WebstersHigh@angusschools.org.uk">WebstersHigh@angusschools.org.uk</a>
Website:	<a href="https://www.webstershigh.co.uk/">https://www.webstershigh.co.uk/</a>
Headteacher:	Jane Esson

There is close liaison between Primary and Secondary Schools, and within the associated Cluster Primary Schools. Primary 7 pupils receive various visits from Webster's High School Senior Management Team and subject teachers during their final year at primary. These help to ease the transition process. Primary 7 pupils also Cluster Wide Transition Days where they meet P7's from the other Cluster Primary Schools. This helps to forge new friendships.

Prior to transfer, visits are arranged for both pupils and parents to visit the secondary school they will be attending, where they will meet the Head Teacher and staff. In addition, pupils spend 2 days in their secondary school, following their S1 timetable and obtaining a taste of secondary life. This is designed to encourage a smooth transfer for the pupils, and to give the staff an opportunity to meet their prospective students.

Further enhanced transitions are organised for those pupils who may need additional support at this time. Transition meetings are organised with primary and secondary school staff, parents and other appropriate agencies. These normally take place in November / December of the Autumn Term but can happen as early as P6.

Parents of pupils wishing to transfer to a secondary school other than their catchment school must make a placing request in favour of the school of their choice. Parents are usually informed in January that placing request forms may be obtained from the Head Teacher of this establishment and should be sent to the Education Department.

## SCHOOL IMPROVEMENT (School Specific)

The school publishes an annual **Standards and Quality Report** which is circulated to parents and can be obtained from the school office. The report includes attainment information, details of achievements over the last 12 months and identifies the school's priorities for improvement over the next session.

Every year the school devises a **School Improvement Plan** which details the school development priorities for the upcoming year. Our plan is shared with parents via the Parent Council and is also available in the school office on request. Once we have achieved our priorities at the end of the year, our progress is shared with all parents through our annual Standard and Quality Report. Our improvement priorities for 2020-21 are:

- All learners and families will be supported in the return to school to enable children to develop emotional resilience and to achieve their individual academic targets and make expected progress in Literacy and Numeracy
- Outdoor Learning will become consistently embedded in our practice with a clear pedagogy and progression framework from Nursery to Primary 7

A summary of the School Improvement Plan is also available to parents. Both these documents help to ensure that parents are kept fully informed of the school's performance. We are always keen to listen to parents view and ideas on how our school can continue to improve. Please feel free to get in touch with the Head Teacher if you would like to discuss any aspect further.

## READ, WRITE, COUNT

The Read, Write, Count programme aims to support parental engagement in literacy and numeracy. Gift bags are distributed annually to all P2 and P3 pupils in Scotland by Scottish Book Trust. The gift bags contain essential literacy and numeracy materials to support children's learning, as well as advice and support to parents.

Studies show a direct link between a strong family learning environment and progress in reading, writing and counting. In addition to the parent guide included in the gift bags, the Parent Club [website](#) offers a range of hints, tips and advice to help parents engage in their child's learning.

## FIRST MINISTER'S READING CHALLENGE

The First Minister's Reading Challenge is an inclusive, exciting programme for all children – fostering a love of reading for pleasure. Research shows that reading for pleasure is crucially important for children's development.

The Challenge is open to all local authority and independent primary and secondary schools across Scotland, as well as, libraries and community groups. You can

find out more information on the Challenge and also how schools can register to take part [here](#).

A reading app called Bookzilla, aimed at S1-S3 pupils, helps them find and recommend books and to set themselves reading challenges.

## **PARENTZONE SCOTLAND**

Parentzone Scotland is a one-stop shop website for information and advice on education and learning in Scotland. The website continues to be updated and improved and can be accessed [here](#). Why not check out the website for ideas on how you can support your child's learning.

## **HEALTH CARE**

**You can contact your school health staff at: -**

Routine medical and dental inspections are held in the school and parents are notified in advance of these in order that they may be present if they wish.

Should your child become ill or have an accident while at school that requires medical treatment the following action will be taken:

- (a) We will try to contact you or your emergency contact by telephone if this is possible.
- (b) We will telephone your doctor or the hospital if necessary and arrange to have your child taken there accompanied whenever possible by you or someone else nominated by you.

Where a child becomes ill in school and we feel he/she should return home we will contact you or your nominated emergency contact and ask that your child be collected from school.

**It is important that parental and emergency contacts are accurate, and I would ask you to notify the school immediately of any changes in these.**

If your child suffers from any specific medical condition (e.g. an allergy to Elastoplasts, nuts, dairy products, is asthmatic or diabetic) the school should be informed. If your child is taking a course of medication, the school should be informed in writing on the appropriate form, which is available from the school. All such information will be treated in the strictest confidence.

We have staff trained in First Aid and when your child requires First Aid administered by them you will be informed by means of a note home. Where a child has experienced a bump to the head this will always be logged in school and a note sent home.

Please remember that if your child is absent with sickness and/or diarrhoea the Health Protection Agency recommends that your child should be kept away from school for at least **48 hours** after the last episode of diarrhoea or vomiting.

From time to time, and in common with all schools, we may find that a pupil has an infestation of head lice. When that is the case the Headteacher will notify the parent of

that child directly. The Scottish Government recommendation is that alert letters are NOT sent home in the management of head lice infection. See the link below re advice: [www.gov.scot/publications/national-guidance-managing-head-lice-infection-children](http://www.gov.scot/publications/national-guidance-managing-head-lice-infection-children)

**You can contact your school health staff at: -**

School Nurse: Sheena Downie: 01382 660111, ext 61274

## **USEFUL LINKS AND CONTACT DETAILS**

Angus Council  
Angus House  
Orchardbank Business Park  
FORFAR  
DD8 1AN  
Tel: 03452 777 778  
Email: [ACCESSSchoolsLearnBSU@angus.gov.uk](mailto:ACCESSSchoolsLearnBSU@angus.gov.uk)

## **ANGUS COUNCIL WEBSITE**

Visit [angus.gov.uk/schools](http://angus.gov.uk/schools) for information that applies to schools across Angus on topics including:

- holidays
- meals
- school payments
- attendance and absence
- assessment and reporting
- transport
- drugs education
- religious and moral education
- transitions
- ...and more

## **FINANCIAL ENTITLEMENT DIRECT LINKS**

- [Free School Meals and Clothing Grant](#)
- [EMA \(Secondary Schools\)](#)
- [Welfare Rights/Benefit Calculator](#)

## **OTHER WEBSITES**

Find useful links to other websites at [angus.gov.uk/linksforparents](http://angus.gov.uk/linksforparents)

