



Cortachy Primary School Handbook 2022/23



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

Contents

VISITS OF PROSPECTIVE PARENTS	3
SCHOOL UNIFORM.....	3
PARENTAL CONCERNS	4
THE COMPLAINTS PROCEDURE.....	4
PARENTAL INVOLVEMENT	4
BECOMING INVOLVED IN SCHOOL.....	4
SCHOOL ETHOS	5
SCHOOL AND COMMUNITY LINKS	6
POSITIVE BEHAVIOUR MANAGEMENT.....	6
CELEBRATING ACHIEVEMENT	6
EXTRA-CURRICULAR ACTIVITIES.....	7
PUPIL COUNCIL.....	7
LEARNING OPPORTUNITIES	7
THE PUPILS AND PARENTS VOICE.....	7
THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL.....	8
EARLY LEARNING AND CHILDCARE	8
LIAISON WITH SECONDARY SCHOOL	8
SCHOOL IMPROVEMENT (School Specific)	8
IMPROVING STANDARDS.....	8
SCHOOL IMPROVEMENT PLAN	8
HEALTH CARE	9
DOGS IN SCHOOL GROUNDS	9
USEFUL LINKS AND CONTACT DETAILS	100
ANGUS COUNCIL WEBSITE	100
OTHER WEBSITES	110

CONTACT DETAILS

School Name: Cortachy Primary School

Address: Cortachy, Kirriemuir, DD8 4LX

Telephone Number: 01575 526043

Website: <https://blogs.glowscotland.org.uk/an/cortachy/>

Email Address: cortachy@angusschools.org.uk

Head Teacher's name: Lynn Shellard

Class Stages: Nursery, P1/2 & P3-7

Present Roll: 38

Denominational Status (if any): Non-Denominational

Does the school teach by means of the Gaelic Language: No

Our Parent Council can be contacted through their What'sApp group which you will be invited to join when your child/children start Nursery/School.

Organisation of the school day:

School Starts 09:00, Interval 10:30-10:50, Lunch & Break P1/2 12:20 & P3-7 12:30-13:30,

School Finishes 15:20

VISITS OF PROSPECTIVE PARENTS

[Choosing a school: a guide for parents \(Scottish Government\)](#)

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: Navy sweatshirt with school logo and white polo shirt. Navy or grey trousers/shorts.

GIRLS: Navy sweatshirt or cardigan with school logo and white blouse. Navy or grey trousers/skirt/pinafore or blue summer dress.

PE KIT: White T-shirt, navy shorts and gym shoes in a bag with pupil's name.

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 they have a cause for concern. It is our wish to deal with all matters as early as possible preventing them from growing into significant concerns. Please contact your child's class teacher in the first instance or if you would prefer to discuss the issue with a member of the management team please contact Miss Shellard.

The staff will listen to your concern and agree a way forward with you. 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

[Angus Council complaints procedure](#)

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.

Opportunities for Parental Involvement:

During the school day:

- 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
- Supporting educational visits/trips
- School concerts – making costumes, props, supervision of children
- Road safety – Cycle Training

Out with the school day:

- Fundraising and community events
- Trips e.g. sporting events, concerts
- Extra-curricular activities e.g. coaching, sports/art clubs/country dancing/school grounds – maintenance of garden/outdoor 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 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 homework diary and support as appropriate the completion of homework tasks as advised by the school.

SCHOOL ETHOS

We want to work together to help our children become:

- Successful Learners
- Confident Individuals
- Effective Contributors and
- Responsible Citizens

We think that it is important for everyone to be:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respectful
- Responsible and included to achieve their potential.

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 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.

SCHOOL AND COMMUNITY LINKS

Cortachy Primary School is an integral part of the community in Cortachy. Children develop skills and learn to be better citizens as they engage with and support the work of the local community. Our pupils participate in community events and competitions organized by the churches, Inner Wheel and Rotary Club. They participate in sporting and cultural events.

POSITIVE BEHAVIOUR MANAGEMENT

[Angus Council anti-bullying policy](#)

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. We encourage restorative practice and the use of solution focused approaches.

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, sticker or stamp.

The whole school celebrates achievement by having a class goal that involves them contributing to, and building a bug, upon completion of their bug the class will receive a treat as chosen by the class. The collaborative and positive approach helps the pupils to work on Growth Mindset.

EXTRA-CURRICULAR ACTIVITIES

There is a vast array of extra-curricular activities available for your child to participate in which are organised by our Active Schools Co-ordinator Mr Moncrieff and through Webster's' High School Leisure Centre including basketball, curling, swimming and gymnastics. There are also local groups such as Brownies and Boys' Brigade. We aim to share any opportunities available with your child through information from our Active Schools co-ordinator and notes home in SeeSaw.

PUPIL COUNCIL

There is an active Pupil Council and Outdoor Group at Cortachy including representatives from both classes. The members are elected by their class peers at the beginning of session and they hold office for the duration of one year. Throughout the year they will meet regularly with the head teacher. 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.

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 creating a KWL (Know, Wonder, and Learn) grid. This will be shared with parents through SeeSaw and parents and other community members will be invited to support the learning by sharing resources from home and/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 comment at any time through their child's homework diary or by calling or emailing the school.

THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

Much of the children's work is shown to parents via SeeSaw. Additionally, open mornings or afternoons for parents exemplify the work that we do. During these events the children will describe and share their first-hand experiences of the curriculum in school.

Local information can be found on Angus Council's website www.angus.gov.uk and national information can be found on Education Scotland's website www.educationscotland.gov.uk and from the numerous sources listed at the back of this handbook.

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 08:30 – 16:00, 4 days a week (Monday-Thursday), term time.

Other attendance patterns are available in other Angus Council settings and in our wide range of partner nurseries, playgroups and child-minders. 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.

LIAISON WITH SECONDARY SCHOOL

The school maintains close links with Webster's High School and other Primary Schools within the Angus area. Our teachers and in some cases our pupils visit other schools and establishments and other teachers and pupils visit us. This process is necessary for the professional development of staff, reciprocal understanding and the establishment of curricular consistency.

SCHOOL IMPROVEMENT (School Specific)

IMPROVING STANDARDS

The ethos of our school is focused on the importance of developing visible learning with our children with staff identifying ways to demonstrate their achievements and progress. Staff and children regularly share progress and next steps in learning and are developing and using a shared language of learning.

We use our assessment data effectively to improve individual outcomes and drive school improvement.

SCHOOL IMPROVEMENT PLAN

In Cortachy we are working hard to respond to the ongoing challenges and effects of the pandemic on learning and teaching. We are striving to help children close any gaps in their learning whilst supporting their health and wellbeing. Effective strategies such as the introduction of relevant, additional resources and regular and consistent assessment, monitoring and tracking guide our planning and has allowed us to adapt our delivery of the curriculum as necessary to meet the needs of our children and families. With a clear focus on nurture and kindness we have rigorously supported positive mental health and

increased confidence and resilience as we ensured that any identified gaps in knowledge and skills as lessened through appropriate interventions, learning and teaching. As we continue to self-evaluate for self-improvement we continue to look inwards, outwards and forwards. Throughout 2022-23 our School Improvement Plans focus on:

- Developing progression through Art and Design for our children whilst embedding creativity in our Outdoor Learning. We will work closely with external outdoor learning providers and a local artist to improve our art and outdoor learning provision.
- Improving our moderation of writing by working with an author, collegiately with our Cluster and the introduction and use of a new Angus Database to record and track progress.

As always, our parents and families are integral to what we do and who we are as a school. Will restrictions removed we look forward to working more closely with our local community again!

HEALTH CARE

Our school nurse is responsible for providing a variety of services which can include health promotion, information, advice and education and immunisation.

You can contact our school health staff: -

Kirriemuir Health Centre
Tannage Brae
Kirriemuir
DD8 4ES
01575 573333

DOGS IN SCHOOL GROUNDS

We understand walking your child(ren) to and from school/nursery is an ideal opportunity to walk dogs. However, the safety and wellbeing of our pupils, families, staff and community is paramount. Also, some children feel intimidated or unsure of dogs.

So, please ensure dogs (except for service dogs) are not brought into school grounds.

And if you are walking your dog to and from school, please remain at a reasonable distance from the school gate.

This will enable children and adults to enter and exit safely.

We'd ask you to pass this information on to other adults who bring and/or collect your child(ren) from school.

USEFUL LINKS AND CONTACT DETAILS

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

ANGUS COUNCIL WEBSITE

Visit 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

OTHER WEBSITES

Find useful links to other websites at angus.gov.uk/linksforparents