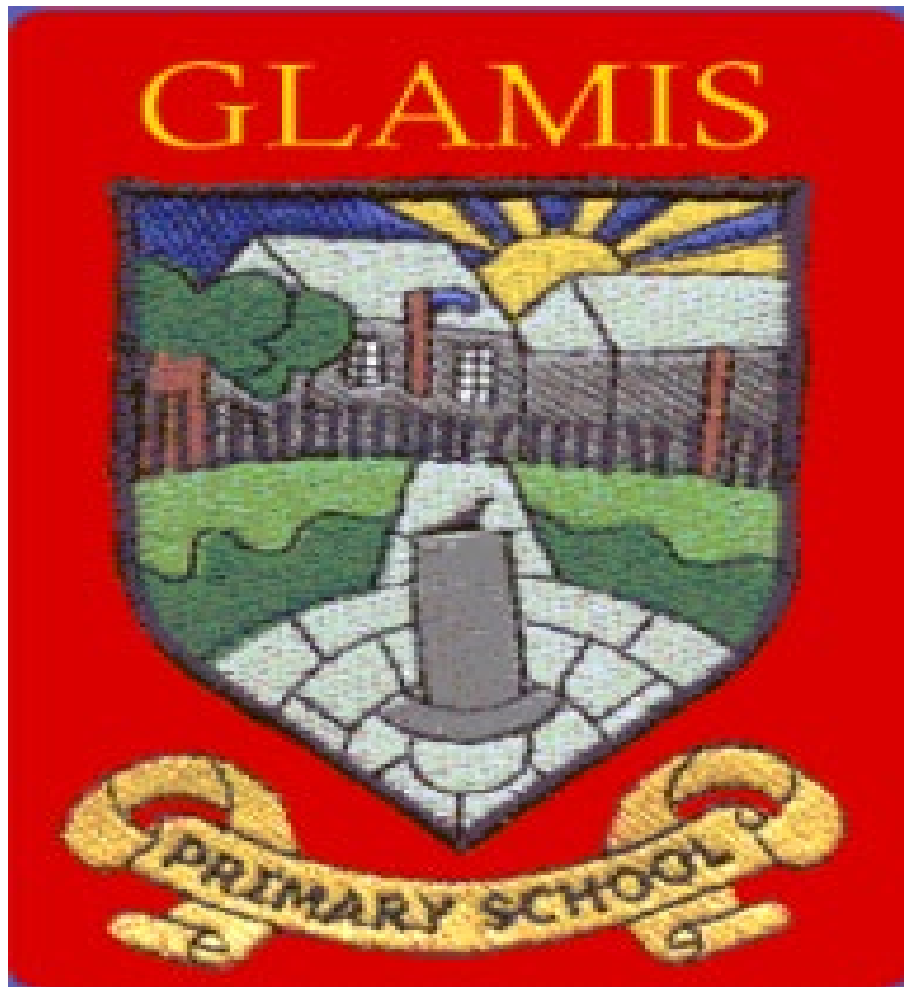


Glamis Primary School



HANDBOOK 2022/23

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

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CONTACT DETAILS

School Name : Glamis Primary School

Address: Dundee Road

Glamis

By Forfar

Angus DD8 1RJ

Telephone Number: 01307 494256

Email Address: glamis@angusschools.org.uk

Head Teacher's name: Mr Scott Gordon

Class Stages: Nursery 8 places; P1/2/3; P3/4/5; P5/6/7

Present Roll: 74

Denominational Status (if any): Glamis Primary School is non-denominational

Gaelic Language: Glamis Primary School does not teach by means of Gaelic

Parent Council Website: www.glamisparentcouncil.co.uk

School Hours :	9.00 am - 12.15 pm	Morning session (P1-2)
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	9.00 am - 12.30 pm	Morning session (P3-7)
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	10.40 am - 11.00 am	Morning interval
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	1.30 pm – 3.20 pm	Afternoon session
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WELCOME

Dear Parent/Carer

Welcome to Glamis Primary School. We are delighted to have your child join us and hope that your family enjoys working with us.

Whether your child is a first-time Primary One pupil or an older child changing schools, a new school can be a daunting experience for both pupil and parents. Please be assured that we are here to help you and that we take a special interest in the overall life of your child - both in and out of school.

Parents/carers of our children are always welcome in the school, not only on parent interview evenings and open days but also on more informal occasions. We encourage parents to take an active role through our Parent Council and welcome your support in any way you can offer.

This Handbook has been put together by a group of teachers, parents, and pupils. We hope it helps you understand more about Glamis Primary School and provides interesting and useful information.

If you require any further information or wish to visit our school, please contact the school office – 01307 494256.

Yours sincerely

Scott Gordon

Head Teacher

VISITS OF PROSPECTIVE PARENTS

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

Prospective parents are welcome to visit us in order to see the around the school and meet some of our staff. Please contact the school office to arrange a visit.

Parents wishing to enrol their children as entrants to P1 should contact the school before the end of January. Information regarding enrolments appears in the local press. If your child is scheduled to be starting in August, he/she will be invited at periods during the summer term to join in normal class activities. You will also be invited to school to meet your child's teacher and find out general information which will be helpful as you prepare for your child starting Primary 1.

SCHOOL UNIFORM

Girls: Grey skirt or pinafore, black or grey trousers or shorts or black leggings, white shirt/polo shirt, red sweatshirt/cardigan, black shoes and school tie if preferred.

Summer – red and white gingham dress or as above.

Boys: Grey or black trousers or shorts, white shirt/polo shirt, red sweatshirt, black shoes and school tie if preferred.

School sweatshirts, fleece jackets and polo shirts have an embroidered school badge.



Tie The Tie can be bought online at BeSchoolWear.

PE Kit - indoor

Red, Yellow or Blue t-shirt (depending on house)

Black shorts

Gym shoes

Please put labels on all items of clothing including gym shoes.

School uniform can be ordered online from BeSchoolWear or MyClothing.com. Uniform is also available from Thrums Print and Stitch in Kirriemuir.

Lost Property

Have you lost something?

- If it's something valuable, go to the school office
- If it's clothing, check the lost property box

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 in order to prevent them from growing into significant concerns.

- Contact the class teacher or head teacher using the Class Dojo system. Write a note to the class teacher using the Homework Diary or put a note in an envelope and give to your child to pass on.
- Phone the school office and arrange an appointment with the class teacher or Head Teacher.
- The Head Teacher or a class teacher (depending on the nature of the concern) will begin to deal with your concern within 24 hours.

THE COMPLAINTS PROCEDURE

If parents have cause for complaint they should contact the school and make an appointment to meet the Head Teacher.

Also, see link below:

[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 considers partnership with parents as an effective way of enhancing children's experiences and achievements, while also promoting the school ethos.

Supporting Learning at Home

- Parents are encouraged to be involved in home learning. Homework grids and other home learning tasks are often designed to encourage children to work with

parents to complete the activities.

- Home/School link activities through the Class Dojo system. Class teachers will share specific individual pupils' pieces of work with their parents/ carers each term. Feel free to comment on these.

Improving Home-School Partnerships

- Homework Diary – Parents are encouraged to look at their child's homework diary on a regular basis with their child, and support as appropriate the completion of homework tasks as advised by the school.
- Parent/Teacher meetings - in October/ November and April/May (drop-in less formal) each academic year, parents make an appointment to speak with the class teacher.

Supporting Learning in School

At Glamis we welcome and greatly appreciate the help of parents/ grandparents/ carers. There are a number of ways to get involved in the life of the school.

- Parent focus groups to help evaluate and develop the school improvement plan
- Fundraising Group - a group of parents whose primary concern is that of raising funds for the school.

Other ways parents can get involved:

- Being a part of working groups
- Sharing knowledge and expertise in some aspect of the curriculum, e.g. topic talk, history, science, health, careers.
- Helping out on open days or afternoons
- Volunteers to help with special school activities / days / trips
- Running or assisting to run clubs
- Road safety – Cycle Training
- Providing help in classrooms
- Making resources

If you would like to be involved in any of the above, or if you have a suggestion on how parents can be more involved in the life of the school, please contact the school office.

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' meetings 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, or to be shown around the class by their child in a less formal approach. These are also an opportunity for parents to hear how they can best support their child's learning. Parents are provided with a written report in May, detailing progress and next steps in learning.

SCHOOL ETHOS

At Glamis Primary School we would like all our learners to leave our school with an enduring love of learning. We want them to develop the skills, abilities and attitudes, confidence and ambition to help them be successful and flourish in life.

We have developed our school vision and aims with our middle stage and senior pupils. We know that 'learning can take you anywhere'. Our high expectations in terms of conduct and attitudes, and high hopes for the future help us to aspire towards high standards in school. Our school motto is 'Aim High', and we use our Glamis Gold Standards to help us understand how to be and do the best we can. Our Gold Standards reflect our shared values, they are: 'Be Kind', 'Be True', 'Take Care' and 'Work Hard'. (More information about our vision, aims and curriculum design can be found in our curriculum rationale and supporting documentation.) Our 'Aim High' awards are presented by the Head Teacher each week to deserving pupils across the school at assembly times. These awards recognise and celebrate pupils' achievements and personal development against the Gold Standards.

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 of the school 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 co-operation, and 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 have 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, disability or any other protected characteristic.

SCHOOL AND COMMUNITY LINKS

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

Who	Involvement
Supporting Local Events / Organisations	
Glamis Community	Working on any initiatives with Glamis community council (e.g Xmas Tree decoration designs, Xmas singing) Senior pupils read the names of the fallen soldiers at the Act of Remembrance at the WW1 memorial.

Strathmore Estates, Glamis Castle and grounds	Use of grounds for sports activities, and for weekly running club, and to support topic work. Competitions (e.g. annual pumpkin carving competition) Nursery use the grounds for outdoor activities and 'forest days'.
Kirriemuir Rotary Club	Senior pupils take part in annual Rotary Quiz and all pupils enter a story in the annual essay competition. Pupils take part in Scots Poetry competition.
Glamis Christmas Show/Concert	Local residents invited to attend services. Pupils take part in Christmas tree lights switch on and enter the tree decoration competition.
Community Business Partners (World of Work)	Agrico UK, local seed potato company to deliver interdisciplinary project 'Tattie Tastic' Scanstone, local agricultural engineering firm RHET Tesco Glamis Castle
Beech Hill Nursing Home, Forfar	Residents have been offered to attend concerts and senior pupils provide a café with their own baking.
Parents/ carers and friends	Careers Fayre - sharing knowledge, tools, artefacts, skills and facts about the different jobs they do.

POSITIVE BEHAVIOUR MANAGEMENT

[Angus Council anti-bullying policy](#)

We have a range of positive behaviour management strategies in school, ranging from classroom-specific motivators to Head Teacher Awards and letters home.

Our shared values, and commitment to doing the best we can are reflected in our Glamis Gold Standards:

- **Be Kind**
- **Be True**
- **Work Hard**
- **Take Care**

Additional Playground considerations

- Play safely and thoughtfully at all times
- Put your litter in the bin
- Always stay in the playground
- Listen to the playground supervisors and do what they ask of you.

CELEBRATING ACHIEVEMENT

The whole school celebrates achievement on a weekly basis by awarding certificates to pupils for good work, effort or kindness shown to others. Head Teacher Awards are given out at assembly and we record pupil's achievements and successes included in school newsfeed. Pupil successes in and out-with school are celebrated on our 'In the News' and 'Achievements' Notice Boards within the school.

Children are allocated to one of three houses, Oak, Ash or Pine. Pupils can gain points for their house by producing work of good quality in class, through sporting achievements, and through whole-school House-based activities. Prizes are awarded for sporting events, both team and individual and in P7 for effort and all round citizenship. There are literacy, music and innovation and achievement trophies. There is a House Shield for sport and for school work. Other ways we celebrate achievement include:

- Home/School link through *Class Dojo* – sharing specific pieces of work (language numeracy and one other subject area) with each pupil's parent/ carer each term.
- Class Dojo general – a web-based resource which allows communication between pupils, school and home, and the safe and closed posting of images and information pertinent to pupil progress/achievement and school or class events on a daily basis.
- Assemblies - children's achievements both in and out of school are acknowledged at assemblies.
- Certificates and trophies - at the end of the school year, children are awarded certificates for being on different groups, completing courses, being part of clubs, contributing to the life of the school etc. A number of trophies are awarded, including music, literacy, citizenship and innovation.
- Head Teacher 'Aim high' Awards. These are presented each week to pupils who have worked very hard in class, been very helpful or kind towards others, done something admirable out of school, or other instances of personal progress and development.
- Press – we are always on the lookout for achievements within the school to include in the local newspaper.

EXTRA-CURRICULAR ACTIVITIES

Our annual sports day is held in June and parents and friends of the school are invited to attend.

Below gives some indication of the clubs we run across the academic year. These are subject to change and development. Pupils also run lunchtime clubs, and these vary

depending on interest.

Which Activity?	Which Class?	Which Day?	Who leads the Activity?
Makaton (signing) club	P1-7	Thursday	Mrs Low
Running Club/ Football Training	P5 -7	Tuesday or Wednesday	Mr. Gordon
Chess Club	P1-7	Wednesday	Mrs Johnston (Rotary)
Book Club	P3-5	Wednesday	Mrs Gourlay
Mindfulness club	P1-4	Wednesday	Mrs. Lindley
Singing Club	P3-7	Friday	Mrs. Tanner
Dance club	P3-7	Tuesday	Mrs. Tanner

If your child is interested in attending Running and or Football Clubs they should request an application form from the school office. The form should be completed and signed by a responsible adult in the family home and returned to school.

PUPIL COUNCIL

There is an active Pupil Council at Glamis including representatives from classes P3 – P7. The Pupil Council members are elected through an application and interview process with Mr. Gordon. The pupils hold office for the duration of one year. Throughout the year they will meet regularly with Mr. Gordon. They will be involved in taking forward school improvement priorities and addressing emerging issues as they occur.

Children are either elected from their classes, or interviewed to be representatives on:

Pupil Council

House Captains and Vice Captains

SHANARRI champions

Reading Champions

Other responsibilities that children have include:

Various pupil-led clubs

P6/7 Buddies to younger children

Girls and Boys football/ sports team Captains

Daily Physical Activity leaders

Young Sports Leaders

Junior Young Ambassadors

LEARNING OPPORTUNITIES

Your child will learn in a variety of different contexts and groups including ability, co-operative and social. We are fortunate to have access to the grounds of Glamis Castle which provides a rich learning environment for the children and we use the outdoor learning environment to provide imaginative learning and teaching activities which are relevant, lively and motivating.

Planning the learning

Children from pre-school - primary 7 work with their teachers to plan enjoyable projects. Children have choice in what they want to learn, how they will share their learning and who they will share their learning with. Staff work together to plan coherent learning experiences, taking the children's contributions into account, while also looking for opportunities to include literacy, numeracy and health and wellbeing learning outcomes. We place emphasis on developing skills for learning, work and life. Children are familiar with the poster below and teachers often refer to it in their lessons.

This poster is on display in classrooms and around the school. It is used by teachers and pupils to identify the skills they are working on.

Skills for learning, skills for life and skills for work



THE PUPILS AND PARENTS VOICE

How do pupils contribute to planning their learning?

- During 'Move up Day' (see transition between classes) pupils let their teachers know which projects or areas they are interested in, and contribute to discussions around planning.
- Before teachers plan a new topic or interdisciplinary series of lessons, they work with pupils on a mind-map or series of questions to show what they would like to do / learn. Teachers can then plan the class project to include elements of the pupils' interests. We use the phrases 'I see, I think, I wonder...' as prompts.
- Pupils often have choice in how they learn. A selection of visual, auditory and kinaesthetic activities are usually planned for.
- Our rotational group system and play-based learning approach in the junior and middle classes allow a good degree of freedom for the pupils to determine how they meet certain learning criteria and targets.

How do parents get involved in planning?

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 often be shared with parents through the communication system, and parents will be invited to support the learning by sharing resources from home (e.g. ration book or other artefacts) or visit the school to share a talk or relevant expertise.

THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

Should you wish to find out more information about the curriculum at school, local and at national level please ask at the school office. Parents can also find out about the curriculum and teaching methodologies during:

- P1 parents' induction meeting
- Curriculum information invitations
- End of topic assemblies when parents are invited in to school to see what the class have been learning about and to share in the experience.

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 9.05am – 3.05pm, 5 days a week, term time only. 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

LIAISON WITH SECONDARY SCHOOL

Webster's High School address: Prosen Road
 Kirriemuir
 DD8 5BR

Telephone: 01575 576000

The school maintains close links with Websters' High School (WHS) and other Primary and Secondary 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

What do we want to achieve this year?

We have a number of improvement priorities this academic session. In brief, these mainly follow national priorities in improving attainment outcomes in numeracy and literacy across the school, and some other school-specific development work.

Over the past few years we have made a commitment to working hard on developing and improving attainment, especially in numeracy and literacy. To date, we have seen real improvements in both and have a range of relevant data which elucidates this progress. More information about attainment figures and pedagogical developments can be found in our annual Standards and Qualities reports, and in our refreshed curriculum brief and curriculum rationale documents.

We want to encourage the development of generic and transferable 'skills for learning, life and work', with a particular focus on critical thinking and creativity. We do this by supporting our pupils to learn and develop these skills through classroom learning activities, and more broadly through extra-curricular and cross-curricular activities. Our pedagogical approach and school ethos ensure that there is sufficient opportunity for pupils to make progress with these skills.

We have a particular focus on developing our ICT capacity in school this session and have made a commitment to this end in the purchase of a new set of chromebooks and charging trolley to support whole class ICT lessons, and also to offer improved access to digital learning in general across the school.

MAIN ACHIEVEMENTS

Further information about the school's main achievements for the previous year can be found in the **Glamis Primary School Standards and Qualities Report 2021/22**.

Developing Successful Learners

Pupils' next steps in learning are determined by combining results from standardised assessments, diagnostic tests, teacher judgments and pupils' self-assessments based on shared criteria. Our school continues to maintain high levels of attainment and achievement for all our pupils in literacy and numeracy. Pupils receive quality PE lessons and teachers are delivering up to 2 hrs of PE per week. We continue to offer French language across our classes and nursery, and most of our pupils have a positive attitude towards, and an enthusiasm for learning a new language and can take part in basic conversation.

For most lessons across the junior and middle classes, our pupils work in 'rotational' groups. This means that class teachers set up a variety of different learning 'stations' which the pupils visit in small groups. Co-operative learning is encouraged where appropriate. Each station will contain a different approach or resource to support learning (e.g. teacher station, I.C.T station, textbook station, concrete materials station etc.).

In our P1/2/3 and P3/4/5 classes, we use a 'play-based' learning approach to learning. This approach allows pupils to learn through different activities and resources, moving

around the stations in small groups. The pupils have specified 'must-do jobs' to complete at each station and are developing responsibility for their own learning. This approach leads well into the more formal system in the upper class.

Promoting Responsible Citizenship and Effective Contributors

Opportunities for pupils to take part in extracurricular activities have increased through the provision of lunchtime clubs and festivals organised by our active school's co-ordinator.

We have developed a partnership with a local care home, which has provided opportunities for intergenerational activities to take place.

Our P 5/6/7 pupils have, prior to the covid-19 restrictions, taken part in a joint project, 'Tattie Tastic' with Eassie School. We are looking to re-establish this link for session 23/24. Our partnership with local business, Agrico UK was a finalist at the COSLA 2015 awards, achieving Silver in the Achieving Better Outcomes category.

Our pupils regularly experience success in a large variety of local sporting and cultural events (e.g. football, dodgeball, basketball, athletics, curling, running, Scottish poetry recital competitions, essay-writing competitions). P7 pupils have access to a range of transition activities and visits to the feeder high school over their final year at primary.

We have introduced 'Co-operative days' with Eassie Primary School – where pupils from both schools mix and get involved in various collaborative learning activities, with house points and prizes being offered for effective teamwork and effort. Themes for these co-operative days often promote and/or underpin our school improvement priorities (e.g. '**Be Excited About Reading**' week, 'Careers Fayre', 'education around the world', UNCRC awareness day etc.)

Partnerships with parents

Parents are often directly involved in part-developing and offering input to the school improvement plan.

Evaluations from parents' perspectives have been valuable in monitoring the progress of the school and have helped to set next steps for development.

Open afternoons/evenings have been well-attended and have been delivered by pupils to inform parents / carers about e.g. restorative approaches. Parents also have the opportunity to attend informative seminars around initiatives in school such as 'The Daily 5' literacy strategy, 'Growth Mindset' and 'Bounce Back' resilience programme. Parents regularly help out in classes and on trips.

Parents have taken part in 'Co-operative afternoons' e.g. The careers fayre day – discussing their jobs/ careers and outlining the skills and qualifications required.

Parents offer support for initiatives like 'Book week' and come in to school to e.g. read to children or offer other educational input.

IMPROVING STANDARDS

We continue to have a strong focus on numeracy, literacy and health and well-being in school. In the last year or two, we have introduced new learning materials and resources for learning and teaching in numeracy and literacy, a refreshed pedagogy and a group-based learning approach across our classes. These developments are helping us to meet pupil needs more effectively and will assist us in improving attainment.

Our enhanced tracking and monitoring system, coupled with appropriate and robust assessment data ensures that we have a broad and reliable bank of attainment and achievement information with which to monitor progress.

Parents' evenings, pupil Home/school links through 'Class Dojo' and the annual and interim reports focus on learners' progress and next steps in learning. Report comments are based on standardized assessments, teacher judgments and self and peer assessment information.

SCHOOL IMPROVEMENT PLAN

Over the next two to three years we will continue to have a strong focus on literacy, numeracy and health and wellbeing – in line with National priorities. We will continue to promote reading and a love of literature through our existing activities and systems (e.g. The Daily 5, Head Teachers Story Time, songs and singing at assembly, book week, world book day etc.) We will continue to press on with our numeracy developments, following the full embedding of the 'abacus' learning programme. We have made improvements to outdoor play areas and continually work with the pupil council to identify and progress development priorities across the year.

We will continue to involve parents in our 'co-operative day' activities where possible, and individual class teachers will continue to ask parents to contribute to class learning objectives where practical and relevant.

HEALTH CARE

School staff attend to first aid and we have regular visits from the School Nurse and Dentist. Please tell us as soon as possible if your child has a specific medical condition.

The School Health Team, working in partnership with parents and teachers, carries out assessments to ensure the best level of health for all school children.

Primary 1

Parents are asked to return a completed health questionnaire. A Health Support Worker checks height and weight for all children and health interviews will be carried out by the School Nurse on selected children only. Hearing and vision are no longer checked in school.

Primary 7

All parents are asked to return a completed health questionnaire. An opportunity to

discuss health problems with the School Nurse is offered.

Children with an identified health need may be seen more frequently.

How can parents help?

1. Contact the school or School Health Service if you are worried about any aspect of your child's health, emotional well-being or learning.
2. Please fill in and return all questionnaires sent to you. This helps the School Nurse enormously.
3. If you are offered a health interview, please keep the appointment or request an alternative.
4. If you feel that a problem has not been solved, please let us know.

You can contact your school health staff at:

Name	Base Address	Telephone No	Email
Specialist Community public health nurse.	Whitehills Health and Community Care Centre	01307 475274	
Community registered nurse	Whitehills Health & Community Care Centre, Forfar	01307 475274	

Administration of Medicines

Many pupils will, at some time in their school careers, need to take medication. For the vast majority this will be a short-term requirement, with pupils simply finishing a course of medication which has been prescribed for them by their family doctor. Wherever possible parents are requested to ask for GP prescriptions which can be administered out-with the school day, ie in the morning and evening.

However, pupils may have medical conditions such as asthma or diabetes which may require long-term support and, if their conditions are not properly managed by taking regular medication in school, their access to education could be limited. In addition, some children have conditions which may require occasional staff intervention eg severe allergic conditions such as anaphylaxis. Pupils with such conditions are regarded as having health care needs but, notwithstanding these, the vast majority of children with such needs are able to attend school regularly and, with some support from the school staff, are able to take part in most normal school activities.

In any of these circumstances parents should discuss the matter with school staff and agree the arrangements which will be made to provide support for the pupil. A written request form **must be completed in advance** when any medication is to be administered or taken in school.

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