



Growing Together Learning Forever

Carlogie Primary School Handbook 2023

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

Contents

VISITS OF PROSPECTIVE PARENTS	3
SCHOOL UNIFORM.....	4
PARENTAL CONCERNS	4
THE COMPLAINTS PROCEDURE.....	4
PARENTAL INVOLVEMENT	5
BECOMING INVOLVED IN SCHOOL.....	5
SCHOOL ETHOS	5
SCHOOL AND COMMUNITY LINKS	7
POSITIVE BEHAVIOUR MANAGEMENT.....	7
CELEBRATING ACHIEVEMENT	7
EXTRA-CURRICULAR ACTIVITIES.....	8
PUPIL COUNCIL.....	8
LEARNING OPPORTUNITIES	9
THE PUPILS AND PARENTS VOICE.....	9
THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL.....	9
EARLY LEARNING AND CHILDCARE	10
LIAISON WITH SECONDARY SCHOOL	10
SCHOOL IMPROVEMENT (School Specific)	10
MAIN ACHIEVEMENTS.....	10
IMPROVING STANDARDS.....	10
SCHOOL IMPROVEMENT PLAN	11
SCHOOL PERFORMANCE (Secondary schools only)	Error! Bookmark not defined.
HEALTH CARE.....	12
DOGS IN SCHOOL GROUNDS	12
USEFUL LINKS AND CONTACT DETAILS	13
ANGUS COUNCIL WEBSITE	13
OTHER WEBSITES	13

CONTACT DETAILS

- **School Name** Carlogie Primary School
- **Address** Caesar Avenue, Carnoustie, DD7 6DS
- **Telephone Number** 01241 465379
- **Website** <https://blogs.glowscotland.org.uk/an/carlogieprimaryschool/blog/>

- **Email Address** carlogie@angusschools.org.uk
- **Head Teacher** James Stewart
- **Class Stages** Nursery and P1-7
- **Present Roll** 322 (Nursery – 31, P1-7 – 291)
- **Denominational Status** Non-denominational
- **Does the school teach by means of the Gaelic Language** No

- **Parent Council** Your Logie Parent Council are available to contact via e-mail: yourlogie@gmail.com

Organisation of the school day:

STAGE	START	BREAK	LUNCH	CLOSE
Primary 1-2	9.00 am	10.30-10.50 am	12.20-1.20 pm	3.10 pm
Primary 3-7	9.00 am	10.30-10.50 am	12.30-1.20 pm	3.20 pm
Nursery	9.00am – 3.00pm			

VISITS OF PROSPECTIVE PARENTS

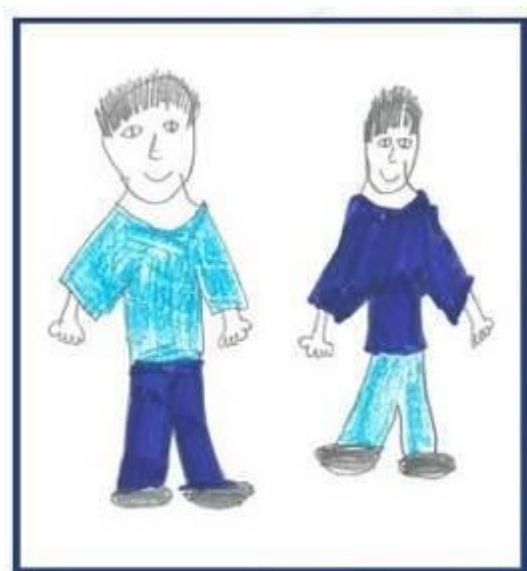
[Choosing a school: a guide for parents \(Scottish Government\)](#)

If your child is joining Carlogie Nursery or Primary 1 and has been allocated a place, we will invite you to the school to meet the staff and children. You will also find out more about the curriculum and the transition process, and we will provide an opportunity for you to share further information about your child.

If your child already attends another school and you are moving area or school, please contact the school office and we can arrange a visit for you.

It is important to share if your child has any Additional Support Needs so that we can plan appropriately for their transition when joining us. Sometimes we will hold Pre-Enrolment meetings so that we can hear more about your child and plan any interventions that are needed before your child starts with us.

SCHOOL UNIFORM



At Carlogie, all children attend school in uniform and this is supported by our parents and carers.

On PE days, children attend in their PE kit with a hoodie and leggings/joggers.

The school colours are navy blue and basic items include:

- Navy blue jersey or sweatshirt
- Sky blue shirt or sky blue polo shirt with school tie
- Navy blue trousers/skirt/summer dress
- Black shoes
- T-shirt, gym shoes and shorts should be worn for PE

Sweatshirts, with the school badge, are available for purchase on-line straight from our supplier.

All clothing brought to school should be named/labelled in some way as it can be difficult for children to distinguish their own clothing from items belonging to other children. This is really helpful so that we can help children find their own things.

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 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 senior leadership team (SLT) please do not hesitate to get in touch.

Mrs Helen Haigh (Depute Head Teacher) regarding children in Nursery and P1-3

Miss Vikki Brough (Principal Teacher) for P4-P6

Mr James Stewart (Head Teacher) for P7

Mrs Carolyn Cheape (Principal Teacher) for Additional Support Needs

Whilst the SLT are allocated to specific areas in the school, any member of the team will be able to work with you to resolve any concerns you may have as quickly as possible and to agree a way forward.

THE COMPLAINTS PROCEDURE

[Angus Council complaints procedure](#)

PARENTAL INVOLVEMENT

BECOMING INVOLVED IN SCHOOL

Parent Participation

At Carlogie we wish to work together with our families to ensure all our pupils fulfil their potential. We aim to achieve this by supporting learning at home, by building strong home-school partnerships and by involving parents in the life of the school to ensure their views are represented. The school values the important part that parents and carers play in their children's education and sees partnerships with families as an effective way of enhancing children's achievements and promoting better school ethos and communication.

We are always keen to involve parents and carers, and other members of the school community in the work that we do by inviting those who are willing to help or volunteer to contact the school office for further information.

We have a very active and supportive Parent Council (*Your Logie*) at the school which is parent led and school supported. Meetings are held throughout the year and if you would like to attend, please get in touch via e-mail: yourlogie@gmail.com

Opportunities for Parental Involvement include:

During the school day:

- Helping in the nursery class
- Art/Craft activities
- Sharing knowledge and expertise in some aspect of the curriculum, e.g. interdisciplinary learning, Developing the Young Workforce, health & wellbeing.
- 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 an extra-curricular club at lunchtime
- Supporting educational visits/trips
- School concerts – making costumes, props, support with the performance
- Road safety – Cycle Training

Out with the school day:

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

If you wish to be a regular parent helper, we require a PVG (Protecting Vulnerable Groups) check to be completed and our office staff will be able to help you with this.

Involvement with your child's learning

Class teachers and nursery staff share learning with parents and carers via Seesaw. They will send information about what the children are doing regularly and you can communicate with your child's teacher/key worker if you need to.

All parents and carers are invited to attend two Parents' Evenings throughout the year. This provides families with an opportunity to meet their child's class teacher for a 10-minute interview and to hear about their child's progress. Parents and carers will also be able to hear about how they can best support their child's learning at home. Individual learning targets are shared on a termly basis and teachers can offer advice and suggestions on how families can support their child to achieve their targets. We do not send home a lot of homework but we hope that what we do share is of value and helpful.

SCHOOL ETHOS

At Carlogie, our vision statement is '*Growing Together Learning Forever.*' As a school we believe that we all grow together not just physically but also emotionally and socially too. No matter what our differences, we commit to growing together as a team and supporting each other to become forever learners.

The values that we uphold are Safe, Healthy, Active, Nurtured, Responsible, Respected and Included. We use our school values to support learning and these are embedded into daily life at Carlogie.

Our 'school aims' or what we want for a Carlogie learner when they leave us in P7 are:

- Successful, independent and motivated learners
- Literate and numerate
- Responsible children who show compassion
- Confident and resilient
- Respectful children who care for others
- Proud and confident to be individual

The Vision, Values and Aims (VVA) were created in consultation with our school community during session 2016-17 and a refresh of our VVA is currently underway ahead of the 2023-24 school year.

We consider each child as an individual and appreciate that many children participate in learning opportunities out with school, for example; sports classes, clubs, music lessons etc. We encourage our children to share their achievements out of school and we recognise these through assemblies and achievement displays.

We are committed to developing pupils' spiritual, moral, social and cultural values. We do this through our school ethos, the curriculum we offer, and partnerships with parents and carers, taking account of their views and the individual needs of each child.

We welcome and encourage diversity and individuality, whilst emphasising our common commitment to moral values such as honesty, respect for others and compassion and justice. All who are involved in the life of our school have the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others. We implement council policy on equal opportunities and racial equality. All pupils have access to the full range of educational experiences available within the resources of the school. We are committed to eliminating discrimination on the grounds of race, religion, gender or disability.

SCHOOL AND COMMUNITY LINKS

Carlogie is an integral part of the Carnoustie community. 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 such as the Rotary Quiz, the annual Burns Federation Poems and the Leng Medal. They visit local nursing homes and sheltered housing at various times throughout the year to perform songs or to participate in activities such as reading, baking and gardening.

Other contributions include:

- Choir Community Concerts
- Christingle at Carnoustie Panbride Church
- Performing to local organisations such as Probus and Rotary Clubs
- Visits to and from the Police and Fire Brigade
- Partnership working with Dundee & Angus College to develop the school grounds
- Partnership working with SSE to develop the Millennium Forest
- Partnership with the Carnoustie Golf Links and various opportunities that arise from this involvement

Fairtrade is very much a focus on the community work Carlogie undertakes. Primary 6 run a co-operative enterprise called Fairlogie and this takes the form of a café held in a local church on the third Wednesday of every month. This has won local and national recognition for its work.

POSITIVE BEHAVIOUR MANAGEMENT

[Angus Council anti-bullying policy](#)

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. Our school expectations are of a common-sense nature, and

our staff will work together with the children to support restorative conversations and to ensure that we are:

- Ready
- Safe
- Respectful

CELEBRATING ACHIEVEMENT

Children give their best in their learning when they know their efforts will be appreciated and recognised. Staff always encourage our children to give their best in all learning activities, and their effort and progress may be recognised in a variety of ways.

The whole school celebrates achievement on a weekly basis by the giving of certificates to recognise a child's learning, effort, or an act of kindness shown to others. Assemblies also allow for individual or team successes to be recognised. This can range from sports teams to musical talent or individual personal achievements.

Displays are used to celebrate the life of the school. These include aspects of learning and school ethos, the Fairlogie Café, and school sports events. Each classroom also has a Recognition Board with a target children can work towards.

Children at all stages of the school are allocated to one of four houses- Dalhousie, Guthrie, Maule or Ramsay. Prizes are awarded for sporting events, both team and individual, and in P7 for effort and all round progress and achievement in learning. Links are made to curricular activities and whole school events. The most successful house team at the end of the school year is awarded the cup.

EXTRA-CURRICULAR ACTIVITIES

There are some extra-curricular activities available for your child to participate in, these include:

- Football
- Netball
- Athletics, Cross Country
- Basketball
- Glow Sports
- Golf

These opportunities require parental permission and forms should be completed, signed and then returned to the school for your child to be registered in the club.

We work in partnership with our Active Schools Co-ordinator each year they plan optional taster sessions for a variety of clubs from the locality. Active Schools also try to ensure that every year group is offered something at various points throughout the school year.

PUPIL COUNCIL

There are a range of opportunities open to the children where they can participate in the life of the school and we can listen to their ideas and suggestions. These include:

The Junior Leadership Team (JLT): This group of children are involved in decision-making around priorities identified in the school improvement plan.

The School Council: Throughout the year they will meet regularly with a member of the leadership team. They will be involved in emerging issues that occur and in considering charity fundraising that we would like to take part in.

Other opportunities for the children to be involved include:

- The Green Team (leading our Eco and Fairtrade work)
- Playground Buddies
- Digital Leaders
- Rights Ambassadors
- Carlogie Smiley Savers Bank Tellers
- Librarians
- Sports Leaders

LEARNING OPPORTUNITIES

In Carlogie we use a variety of learning and teaching approaches across different contexts to provide high-quality learning experiences for all children. We recognise that learning is a process and we work together to provide opportunities for learning which have an appropriate level of challenge so that children continually make good progress and achieve their targets.

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 contexts in which they learn and how they will approach the learning.

Teachers will discuss new learning with the children at the beginning of a new context and plan together the areas of specific focus. This will include identifying what the children already know, and what and how they would like to learn. New learning in literacy, numeracy and interdisciplinary learning is shared with parents and carers through the learning planners issued at the start of each new term, with feedback encouraged via Seesaw at any time.

THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

Curriculum evenings and 'Learning Celebrations' for parents and carers are held to share examples of learning and to keep parents informed. During these events, parents can visit classrooms where the children will describe their learning experiences and share examples of their progress.

Class teachers share information regularly with parents and carers via Seesaw, our online communication platform. Parents can see what their child will be learning each term and updates are shared weekly.

There are links to national information at www.angus.gov.uk/linksforparents.

EARLY LEARNING AND CHILDCARE

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 0900 and 1500, 5 days a week, over the school year. 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

The school maintains close links with Carnoustie 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.

Contact Details:

Carnoustie High School

Shanwell Road

Carnoustie

DD7 7SS

Telephone: 01241 465300

Email: CarnoustieHigh@angusschools.org.uk

SCHOOL IMPROVEMENT

MAIN ACHIEVEMENTS

Consistent use of our school progression pathways has helped to ensure that children continue to experience learning episodes which are at the appropriate level of challenge for each individual. As a result, improvements in attainment across literacy and numeracy have been evident.

There has been a clear focus on the initial stages of incorporating the United Nations Convention on the Rights of the Child (UNCRC) within our school ethos and culture, and this has led to the creation of a Rights Respecting Schools Award (RRSA) steering group, involving key stakeholders. We achieved the Bronze RRSA during session 2021-22 by demonstrating our commitment to learning about children's rights, with progress towards the Silver Award currently ongoing.

IMPROVING STANDARDS

Our data, which includes teacher professional judgement, has shown that almost all our learners are on track to achieve their predicted levels across the school, with a few children exceeding expected levels in numeracy. A numeracy professional learning activity provided an opportunity for teachers to share examples of good practice from their own classroom and to improve confidence in the use of new numeracy teaching resources the school has invested in.

We have seen improvements in reading across the school through the implementation of several reading initiatives. Sound Reading System (SRS) was introduced to Primary 1-3/4 classes and, as a result, children have improved confidence and attitudes towards reading in the early years. Children have known strategies that they use to have a go at spelling and this is having a positive impact on their written work.

Target booklets are used in classes to set individual literacy and numeracy targets each term. These are reviewed at the end of the term and opportunities are given weekly to reflect and recognise progress and achievements.

The use of the Glasgow Wellbeing Profiles has significantly improved the quality and quantity of data gathered linked to the wellbeing indicators. Check-ins take place daily with some children and most classrooms have an established 'cosy space' for any children who may require it.

SCHOOL IMPROVEMENT PLAN

We are in the process of consulting key stakeholders with the intention of updating our school Vision, Values and Aims. This will be followed next session by a review and update of our Curriculum Rationale. We are making progress towards achieving our Silver Rights Respecting Schools Award and the children are very much involved in this process.

We continue to pursue consistent, high-quality learning and teaching throughout the school and this will include more opportunities for staff to collaborate and to share examples of good practice. We aim to build a reading culture across the school and we will also explore methods to improve confidence and skill in writing. We will increase our range of moderation activities at both school and cluster level. We also recognise the importance of calm and inclusive learning environments and we will create an agreed standard and expectation for what this will look like in our school.

The Standards and Qualities Report is updated in June and can be supplied on request.

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.

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: -

School Nurse
Parkview Primary Care Centre
Barry Road
Carnoustie
DD7 7RB

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

FINANCIAL ENTITLEMENT DIRECT LINKS

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

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