



Hayshead Primary School School Handbook 2022/23

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

Dear Hayshead families,

I wish to extend to you a warm welcome and offer you some information about our school which will be helpful either as a new family or for those who wish to find out more about Hayshead. We hope that your time spent at Hayshead is an enjoyable and successful one.

Our aim is to create a caring and safe environment where each pupil feels happy, confident, and valued as an individual. Each pupil will be encouraged through a well-balanced, thoughtful, and creative curriculum to realise their full potential.

If you require any further information, please do not hesitate to contact the school office on 01241 465396.

Yours sincerely

Scott Haxton

Head Teacher

CONTACT DETAILS

School Name	Hayshead Primary School
Address	Abbey View Campus Arbroath, DD11 5FE
Telephone	01241 465396
E-mail	Hayshead@angusschools.org.uk
Headteacher	Mr Scott Haxton
Class Stages	Nursery to P7
Present Roll	471 children plus 80 children in Nursery

ORGANISATION OF THE SCHOOL DAY

Morning Session	9.00am to 12.30pm
Morning Interval	10.30am to 10.50am
Lunchtime	12.30pm to 1.30pm
Afternoon Session	1.30pm to 3.20pm

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VISITS OF PROSPECTIVE PARENTS

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

Parents considering enrolling their child at Hayshead are welcome to contact the Head Teacher through the school office. Once your child has been allocated a place we will invite you to see around the school, meet staff and classes and have the opportunity to share information about your child with a member of the school's senior leadership team.

SCHOOL UNIFORM

On a day-to-day basis children can either wear traditional school uniform OR a more relaxed uniform of Hayshead hoodie/sweatshirt/cardigan, black/grey bottoms (leggings or trackies) and black trainers. To avoid additional costs the hoodie/sweatshirt/cardigan can be plain maroon if preferred. A t-shirt can be worn underneath. It should be plain but any colour.

The relaxed uniform should be worn on PE days. This replaces the previous PE kit that used to be provided and will help to make everyone 'uniform'.

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

We strongly encourage parents to contact the school immediately they have any cause for concern about any aspect of their child's learning or school life. We recognise the high value of working in partnership with our parents and families. We would prefer to deal with parental concerns as early as possible to prevent them from growing into significant issues.

Parents are welcome to contact their child's class teacher via Seesaw about any aspect of your child's learning.

If you would prefer to speak to a member of the School Leadership Team then please contact:

- Mrs Julie Fox (DHT) for Nursery and Primary One
- Miss Kirsty Thompson (PT) for Primary 2- Primary 4
- Mr Allan Grogan (PT) for Primary 5- Primary 7
- Mr Haxton (HT) for whole school concerns

We will listen to your concerns and work together with you to agree a way forward. A further telephone call or meeting will be arranged to follow up the initial conversation and ensure matters have been resolved satisfactorily.

THE COMPLAINTS PROCEDURE

While we would hope that any issues raised can be sorted out in discussions with school, there is a formal Angus Council complaints procedure that parents can follow if they feel that their concerns have not been satisfactorily resolved. This can be accessed by clicking on this link: [Angus Council complaints procedure](#)

PARENTAL INVOLVEMENT

In Hayshead we value the role of parents and carers in their child's learning and development. We understand that effective partnership benefits children, parents, our school and its community. We actively promote parental involvement across many aspects of school life. We aim to communicate effectively with families and strive to provide opportunities to ensure that your voices are heard.

PARENT COUNCIL

Parents can support the school by becoming part of the Parent Council, a group of parents/carers who regularly meet with the Head Teacher and other school staff to discuss relevant issues and work together. These meetings are open to all and are the easiest way to ensure we can work together on related school matters, as well as providing opportunities to plan community events and develop fundraising ideas. This does not have to be 'tying' and you are welcome to give whatever time you can.

Our Parent Council can be contacted via Twitter: @HaysiePCouncil and Facebook page: <https://www.facebook.com/groups/1488194151431191/>

BECOMING INVOLVED IN SCHOOL

We see partnerships with parents as a way of enhancing the enjoyment and achievement of pupils and understand that parents and carers often bring experience and skills which complement teachers' expertise. There are opportunities available in school for willing volunteers, both as a 'one-off' or as a regular helper. Here are some examples of how you might help if you wish to give your time, though other ideas are always welcome.

During the school day:

- Art/Craft activities
- Sharing knowledge and expertise in some aspect of the curriculum, e.g. topic talk, history, science, health.
- Running or assisting to run a Lunch Club
- Supporting educational visits/trips
- School concerts – making costumes, props, supervision of children
- Road safety – Cycle Training

Out with the school day:

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

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

All parents are invited to attend a Parents Evening throughout the year. At these meetings parents will have the opportunity to meet their child's class teacher 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. Open afternoons are also planned throughout the year and we encourage all to attend.

Across the school, children's learning, progress and achievement is shared with parents/carers through Seesaw, a free educational app which can be downloaded to any device. You will see examples of your child's learning across the curriculum, including teacher feedback, self-assessment and peer-assessment. Your child will be supported to use Seesaw to share with you where they are in their learning, where they are going and how they will get there.

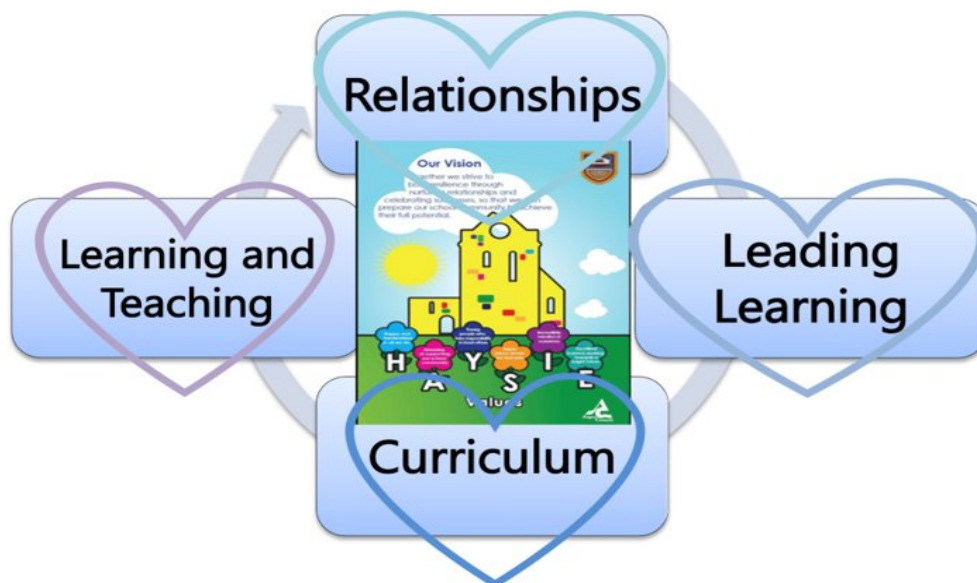
SCHOOL ETHOS

At Hayshead Primary School, we are working towards a collective called our "Haysie Hearts". It places our children at the heart of what we do and promotes an education which helps them gain the knowledge, skills and attributes needed for life in the 21st century. At its centre, is a shared aspiration for all children to achieve the four capacities of CfE.

To achieve this aspiration, we are committed to:

- positive **relationships**
- highly effective **leadership of learning**
- developing a dynamic **curriculum**
- excellent **learning and teaching**

...with our Haysie values at the centre of all we do.



SCHOOL AND COMMUNITY LINKS

Hayshead School is an integral part of the Arbroath community. We value opportunities for children to develop skills and learn to be effective citizens through engaging with and supporting the work of the local community. Our pupils participate in community events and competitions organized by the local charities and voluntary groups. Partners such as Police Scotland, health services, local charities and Fire Service are regular visitors. Organisations such as NSPCC, SSPCA and Barnardo's deliver assemblies and workshops in classes. Members of the local community are also invited into school to support learning in the classroom and projects. We take part in many fund raising charity events and in recent years have supported Angus Foodbank, Fairtrade, Angus Toy Appeal, Poppy Scotland, Children in Need and Comic Relief.

POSITIVE BEHAVIOUR MANAGEMENT

[Angus Council anti-bullying policy](#)

Positive behaviour and positive relationships are essential to effective learning. The shared aim across the school community is to provide an atmosphere of mutual respect and collective responsibility - fostering a positive culture within each classroom. Pupils, parents and staff all have an important part to play in producing and sustaining this ethos.

Our Relationships Policy places emphasis on developing positive relationships whilst maintaining our high expectations of pupils. We have consistent expectations across staff and children, and aim to recognise and celebrate the predominantly excellent behaviour we see across the school.

We have 3 school rules Ready, Respectful and Safe, which simplifies the dialogue needed when recognising, celebrating and discussing behaviour. When things go wrong, children are supported to understand the impact and consequences of inappropriate behaviour.

Children are supported to reflect on what has happened, consider the impact of their behaviour on others, and identify what needs to happen to move forward positively. This is known as restorative approaches.

The school is currently updating its Relationships and Positive Behaviour Policy which is due to be finalised by April 2023.

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

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 with praise.

Our children's achievements in school, at home or in the community are shared and celebrated across school. Achievements are celebrated on wall displays, in jotters, on the school Twitter feed, and within Seesaw as whole school announcements and in personal learning profiles. Weekly assemblies recognise our children's achievements to promote the successes within our school community. We encourage children and parents to share any good news and wider achievements from outside school.

EXTRA-CURRICULAR ACTIVITIES

Hayshead prides itself on the range of extra-curricular clubs which are held on a weekly basis e.g. Glee, Lego, Football, Netball and Cooking. We have developed close links with sports clubs including Arbroath FC Community Trust and Strathmore Rugby Club. Our Active Schools Coordinator regularly organises blocks of training or taster sessions delivered by a wide range of external sports organisations either before or after school, and for different stages.

SCHOOL COUNCIL

There is an active School Council within Hayshead. It includes representatives from all classes. The School Council members are elected by their class peers at the beginning of session. They hold office for 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 issues as they occur.

LEARNING OPPORTUNITIES

Your child will learn in a variety of different contexts and groups including ability, co-operative and social. Across Hayshead we have a number of learning opportunities for our children to lead learning, take responsibility and make decisions. This takes the form of our School Council, Haysie Explorers, Digital Leaders, Rights Respecting School Group, P7 Buddies and House Captains.

THE PUPILS AND PARENTS VOICE

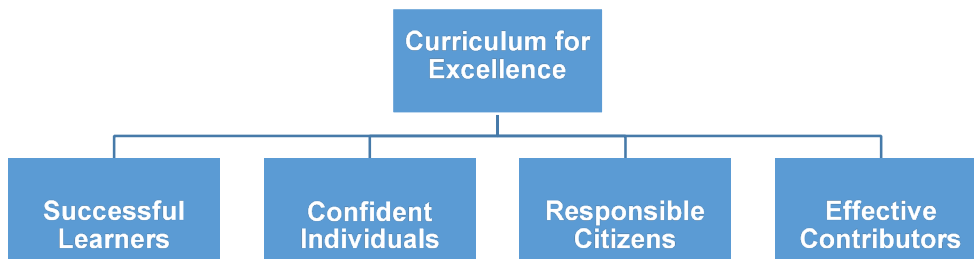
Staff discuss new learning with the children at the beginning of a new topic and plan together what they will learn, the ways in which they will learn and how they will share their learning.

This will be shared with parents through Seesaw a termly and parents may be invited to support the planning process by helping their children to identify what they already know and ways in which they can support learning at home.

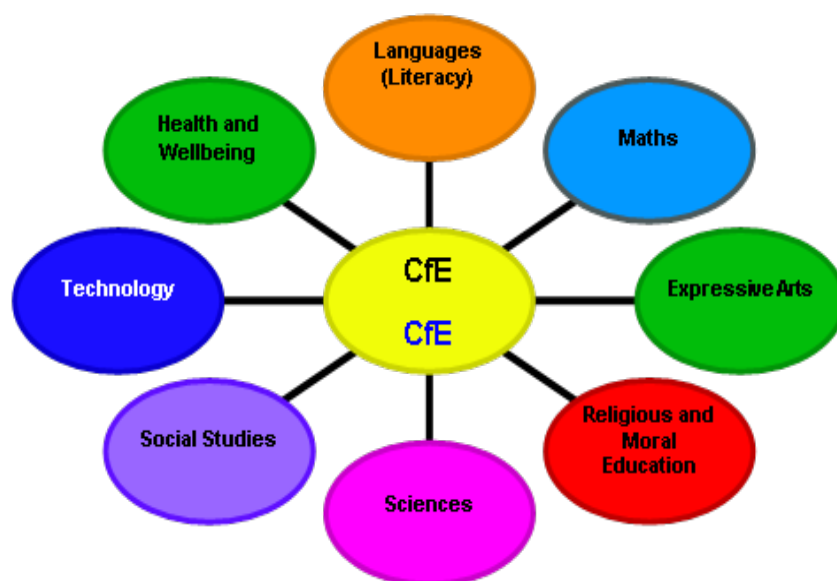
Parents are invited to share comments regarding their child's progress via Seesaw.

THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

Curriculum for Excellence (sometimes called CfE) is how the curriculum in Scotland is known and it applies to all children and young people from the age of 3 to 18 wherever they are learning. The curriculum aims to raise achievement for all, enabling young people to develop the skills, knowledge and understanding they need to succeed in learning.



The eight areas of the curriculum are:



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 9.00am-3.00pm, 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

The school maintains close links with Arbroath Academy 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

Arbroath Academy

Glenisla Drive,

Arbroath,

DD11 5JD

Tel: 01241 465200

Website: <https://www.arbroathacademy.angus.sch.uk/>

Head Teacher: Mrs Judith Mohamed

SCHOOL IMPROVEMENT

MAIN ACHIEVEMENTS

Across the school, we have re-focused our approaches on the monitoring and tracking of pupil progress. This was of particular importance given the varied experiences of our children during periods of lockdown and remote learning. Therefore, as part of renewed approach to moderation, we have engaged all staff in termly progress and achievement discussions linked to benchmarks and have captured this in a refreshed tracking system. As a result, we have more confidence around teacher professional judgements and more robust data.

There has been a significant need to support almost all our children with social skills, positive behaviour, and relationships this session as they returned to school and the associated routines and behaviour expectations. Outdoor spaces and resources have been timetabled for all classes to engage learners and to reinforce key social skills.

A focus on STEM, partnership with Alba Explorers and skills focussed outdoor learning has been planned and delivered across the school.

Learner focus group feedback indicates almost all children enjoyed outdoor learning. Almost all P7 pupils were awarded the John Muir Award because of the partnership with Alba. We are now able to make more strategic use of Education Scotland's Learning for Sustainability Framework and promote the UN's Sustainable Development Goals.

We also recognise that to ensure the best possible outcomes for our children, our staff need to make use of a wide variety of innovative and creative resources and teaching approaches. In Hayshead we engage with How Good is Our School (4th Edition) through learning visits, self-evaluation activities and collegiate discussion of HGIOS4 and HGIOELC challenge questions. We believe that all staff should discover the most effective ways to teach based on reflective practice.

IMPROVING STANDARDS

Overall, across the school, children's attainment in literacy and numeracy remains good. Attainment data shows that the most Primary 1 children achieved Early Level reading (86%), listening and talking (80%), writing (86%) and numeracy (80%).

In Primary 4, most children have achieved First Level in reading (82%) and listening and talking (84%). In writing (72%) and numeracy (71%), the majority of children achieved First Level by the end of Primary 4.

In Primary 7, the majority of children achieved Second Level reading (74%), writing (72%), listening and talking (74%) and numeracy (68%).

Participation in our pupil leadership groups, which ensure that pupils have opportunities to take on extra responsibilities and to be involved in some of the decision-making processes within our school, have continued to be impactful.

Our House Captains have been involved in leading a new whole school House Points system and Digital Leaders have organised a Digital Learning event for parents. Each of these leadership activities have helped develop a range of interpersonal skills as well as contributing to the life and ethos of our school.

The ethos of our school is very much about shared involvement, shared leadership and shared responsibility. This is achieved through audits and self-evaluations involving staff, pupils and parents which help measure the school's performance and identify areas for improvement.

SCHOOL IMPROVEMENT PLAN

We have high expectations of our learners and have adapted our approaches to learning, teaching and assessment to ensure we provide an enriched curriculum with personalisation and choice and appropriate challenge.

As a result of our self-evaluation the following priorities for improvement have been identified.

- Develop a new relationships policy which promotes higher expectations for all children, clearer routines/structures and increased staff confidence toward inclusive practices.
- Further develop opportunities for staff and pupil leadership.
- Develop a more focused approach to planning, direct observations of learning and tracking discussions to raise attainment, improve moderation and enrich our curriculum.

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: <https://education.gov.scot/parentzone/>. 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:
Abbey Health Centre
East Abbey Street
Arbroath
DD11 1EN
Tel: 01241 430303

DOGS IN SCHOOL GROUNDS

We understand walking your child 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 from school.

USEFUL LINKS AND CONTACT DETAILS

Angus Council
Angus House
Orchardbank Business Park
FORFAR
DD8 1AN
Tel: 03452 777 778
Email: ACCESSchoolsLearnBSU@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