

Inverkeilor Primary School



2023 - 2024

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

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CONTACT DETAILS

Inverkeilor Primary School

22 Station Road, Inverkeilor, Arbroath, DD11 5RY

01241 465413

inverkeilor@angusschools.org.uk

SCHOOL STAFF:

Mrs Debbie Dallas	Head Teacher
Mrs Susan Smith	Clerical Officer
Miss Susan Crawford	P1/2 Teacher
Mrs Louise Harris	P1/2 Teacher
Mrs Mary Armstrong	P2/3 Teacher
Mr Colin Sangster	P4/5 Teacher
Mrs Jen Duncan	P5/6/7 Teacher
Miss Lesley Sturrock	School and Pupil Support Assistant
Miss Kirsty Clarke	Senior Nursery Early Years Practitioner
Miss Megan Ritchie	Nursery Early Years Practitioner
Mrs Jo McEwan	Nursery Early Years Practitioner
Mrs Hannah Gray	Nursery Early Years Practitioner
Mrs Michelle Grant	Nursery Early Years Assistant

THE SCHOOL DAY:

Stage	Start	Break	Lunch	Close
Primaries 1 and 2	9.00am	10.30-11.00am	12.30-1.40pm	3.20pm
Primaries 3 to 7	9.00am	10.30-10.50am	12.30-1.30pm	3.20pm
Nursery	9.00am		12.00-12.30pm	3.00pm

CLASS ROLL:

Nursery:	16
P1/2:	15
P2/3:	15
P4/5:	21
P5/6/7:	21

VISITS OF PROSPECTIVE PARENTS

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

Before a place is allocated, Mrs Dallas will meet with parents and their children to ensure that all are in agreement that Inverkeilor can meet the needs of the new pupils.

Once your child has been allocated a place you will be invited along to meet the staff and pupils, to find out more about the curriculum, to look around our school and to share further information about your child. Mrs Dallas, Head teacher, and all staff will be very pleased to answer your questions and to help your child feel welcome. When your child joins Inverkeilor school all pupils and staff will help your child to make friends and to feel happy.

SCHOOL UNIFORM

School uniform is not obligatory, but pupils are encouraged to wear it as school uniform will enhance the appearance and the reputation of our school. It also puts each child on a more equal footing with other children and encourages a sense of belonging.

Navy skirt/pinafore / Navy trousers

Black shoes

Inverkeilor Red Polo shirt / White shirt

Inverkeilor Navy Sweatshirt with/without school logo

School tie (optional)

Inverkeilor jacket

Inverkeilor indoor gym kit (navy shorts, T shirt and black gym shoes)

Inverkeilor outdoor gym kit (outdoor trainers, joggers and warm fleece)

Gym shoes

Inverkeilor gym bag

Inverkeilor book bags

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.

As a safety precaution, all jewellery must be removed before practical activities, such as physical education

School uniform can all be purchased from our partner provider 'BE Schoolwear', please use the link below and search for Inverkeilor

www.beschoolwear.co.uk

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 the Head teacher, Mrs Dallas will be pleased to listen to you and to help find a solution to the problem. Following the initial meeting, Mrs Dallas or the class teacher will contact you again to review the situation and 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:

- Art/Craft activities
- 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
- Reading stories to groups of children, playing reading/phonics games
- Supervising board games
- Teaching playground games
- Running or assisting to run a Lunch Club
- Supporting educational visits/trips
- Road safety – Cycle Training

Outwith the school day:

- Being part of the Inverkeilor Parent Council
- 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 staff.

All parents are welcome to meet with the class teacher at any time they want to, please contact the office to arrange a mutually convenient time. We use Seesaw, an online platform, to share regular updates on pupil progress in learning with parents/carers throughout the year and send a summative report home in June. In addition, we hold 'Open Jotter' events three times during the year where parents/carers can see and share their child(ren)'s work. During the year classes may also invite parents in to see what the children have been learning linked to specific events or opportunities.

Parents/carers and children are encouraged to discuss homework so as to be aware of both any difficulties and of progress. You are encouraged to write comments to help teachers plan for further learning and to encourage your children to do their best with tasks set.

SCHOOL ETHOS

At Inverkeilor, 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 the wider community and will take account the individual needs of pupils and the views of parents/carers.

Our school ethos is built on respecting, including and valuing everybody. We see our school as friendly and welcoming. We believe that positive relationships are important in building a productive school community. We actively work on a 'Restorative Approach' where all views and feelings are taken into account and a way forward is agreed upon. We help young people take responsibility for their actions and involve them in identifying ways of making changes and improvements to find solutions to difficulties. It is important that everyone feels included and supported.

We welcome and encourage diversity and individuality, while emphasizing 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.

Inverkeilor children have a 'voice'. We encourage them to contribute and implement their ideas. We like our children to be reflective and evaluative and to be active in making improvements and decisions. Our P7 House Captains have led a lesson with the pupils to refresh our school values which are now agreed as: Kindness, Honesty, Respect, Responsibility and Effort. Our Pupil Council, Eco Council and Rights Respecting School Group meet on a regular basis to share their thoughts, ideas and opinions about how to improve the school.

The Inverkeilor Parent Council is active and is committed to making Inverkeilor school an excellent centre of learning which will provide happy memories for the children of the school.

SCHOOL AND COMMUNITY LINKS

Inverkeilor School is an integral part of the wider community of Inverkeilor and Auchmithie. We work closely with the minister of Inverkeilor church, Mr Peter Phillips. He regularly attends assemblies and also comes into classes to support the curriculum, develop skills and to encourage children to be responsible citizens as they engage with and support the work of the local community.

Being part of the community is important to us and children learn to be caring citizens. We have strong partnerships with everybody collaborating and promoting their skills for learning, life and work, essential components to achieve the best outcomes for our children

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.

Our Behaviour Management reflects the 'Community' ethos we strive to create :-

- Each member feels cared about
- Members are encouraged to care about each other
- Experience a sense of being valued and respected – the children matter to one another and to the adults
- Differences are accepted and supported
- Help is given to each other (not for external rewards or recognition but because it's the right thing to do)
- Each child feels competent (academically and socially)
- Demonstrates personal and collective responsibility
- Has an understanding of values and social justice

Restorative Approaches underpins our interactions and we are proactive in developing communication and skills necessary to make this achievable. This means that:-

- All members of staff will listen and respond appropriately to any incidents (social and academic)
- Staff will not make judgements or take sides
- Staff will endeavour to support all pupils involved in any incidents
- Consequences are reflective of the seriousness of the situation and consideration is given to individual needs
- The children are aware of non- negotiable breeches. We use restorative approaches to oust the behaviour whilst at the same time looking after 'all' the children involved. We work together to repair any damage caused.
 - We deal with conflict and disruption in a timely manner

- We repair harm in the aftermath of wrong doing
 - We address issues with all involved
 - We work with those involved to find the best solution for what has happened
 - We embrace a diversity of solutions by understanding that there may be many ways to solve a problem
 - We focus on what needs to happen to repair harm
 - We look at what needs to happen to prevent further harm
- Whenever possible the children are encouraged to reflect on their own and the behaviours of others and be involved in decision making processes around making things better.

At present we are using a House Point system across the school to encourage children to work together towards a shared reward. P1 pupils also use the 'make 10' system where the goal is to have your peg on 10 at the end of the week.

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 efforts may be rewarded verbally by praise, or non-verbally by stickers and house points.

The whole school celebrates achievement on a weekly basis by giving special 'star of the week' certificates to award pupils for good work, effort or kindness shown to others. Children who have achieved outside school are encouraged to share their successes in assembly times and often bring in their medals.

Children are allocated to one of three houses, Lunan, Corbie, or Ethie. Pupils can gain points for their House by producing work of good quality or contributing to the school in some way. There are 2 House Captains, elected by the pupils in school, for each House who join together to organise events and celebrations for pupils.

Prizes are awarded for sporting events, both team and individual. P7 pupils compete for the Sport's Champion.

A big event of the year is our Scottish celebrations. All children learn a Scottish poem and this is judged to decide who the winners are for the year. We are financially supported to give prizes for this by Montrose Burns Club.

EXTRA-CURRICULAR ACTIVITIES

Due to many children travelling by bus, we try to hold extra-curricular activities at lunchtimes as well as after school. We welcome parent helpers and the activities will change depending on the interests of the children and helpers. Achievements outside school are very important to us. We discuss the skills they are developing as pupils access a variety of activities beyond the school day. David McLeish is our Active School Co-ordinator and he arranges a range of sporting based events. It is hoped that children will join local after school clubs.

PUPIL COUNCIL / ECO COUNCIL / RIGHTS RESPECTING SCHOOL GROUP

There are a number of 'working groups' at Inverkeilor, Pupil Council, Eco-Council and a Rights Respecting School Group, with representatives from all 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 a member of staff. 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 mixed ability, co-operative and social. Sometimes children work in vertical groups such as house groups on a whole school topic. Opportunities are given to learn both outdoors and indoors.

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 their learning. Staff will discuss new learning with the children at the beginning of a new topic and plan together the areas of specific focus. This will be shared with parents/carers via Seesaw and you are invited to support the learning by sharing resources from home. Parents will be invited to share their views regarding the planned work for their children at various points throughout the year and are encouraged to feedback comments at any time. Feedback is also regularly sought following school events so that we can adapt and improve the service that we offer.

THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

Curriculum information sessions for parents are held and led predominately by the children. During these events the children will describe and share their first-hand experience of the curriculum in school. You may find the links below useful:

More local information can be found through the link: www.angus.gov.uk/linksforparents

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, over 38 weeks of the 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 Arbroath Academy and other Primary Schools within the Angus area. Our children take part in transition days where children attend Arbroath Academy for a variety of lessons. Teachers from Arbroath Academy visit Inverkeilor to see children in their primary surroundings. 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)

MAIN ACHIEVEMENTS

- The school has made improvements in the standard of reading across the curriculum. There is in place a robust system for monitoring and measuring progress
- The school continues to gather very favourable feedback from parents/carers regarding our after school 'open jotter' events. These give pupils in P1-P7 an opportunity to share their work with their parents/carers in the classroom setting
- The nursery has had equally favourable feedback following their introduction of 'Stay, Play and Learn' sessions for parents/carers. These times are also used to update the 'My World' books for nursery pupils and so our staff are confident that they have up-to-date information on all children in their care
- We have revisited our curriculum map and streamlined our planning processes so that the main focus becomes the delivery of high quality teaching experiences for all pupils
- The allocation of Pupil Equity Fund money enabled the school to update and extend our access to digital learning with the purchase of new Chromebooks which has meant that all pupils have regular and easy access to digital devices to support and enhance classroom learning

IMPROVING STANDARDS

We improve our standards by:

- being reflective practitioners, evaluating by using Angus 'How Good is our School?' quality indicators. We decide where we are at and what we have to do to get better at in our collegiate discussions.
- holding termly class visits where there is a focus set by staff and the Head teacher joins lessons which are discussed with staff afterwards.
- staff holding high expectations of pupils and give all pupils challenge, breadth and depth in the curriculum.
- involving pupils in setting learning targets and also in assessing their work against given success criteria and then identifying their next steps for improving learning.
- identifying children who would benefit from extra support and setting targets for them

- seeking feedback, views and contributions from pupils, parents/carers and staff
- improving literacy by giving more time to reading independently. The mobile library van now visits the nursery class which has led greater choice.
- high focus is given to conceptual understanding in maths using different exploratory methods.
- we are aware of the importance of pupil wellbeing and strive to make our school an inclusive environment for all.

SCHOOL IMPROVEMENT PLAN

The main priorities for the current session are:

- Develop our systems for measuring pupil progress in reading to support identification of specific and focussed next steps in learning
- Implement the Sound Reading System, SRS, pedagogical approach to our teaching of phonics, reading and spelling in all classes
- Utilise opportunities for staff professional learning to impact positively on pupil learning and classroom experience
- Update our school values in consultation with staff, pupils and parents/carers
- Continue to work and further enhance our processes and practices for self-evaluation

HEALTH CARE

You can contact your school health staff at: -

Abbey Health Centre
 East Abbey Street
 Arbroath
 DD11 1EN

01241 430 303

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