



ABERLEMNO PRIMARY SCHOOL HANDBOOK 2024

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

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CONTACT DETAILS

School Name: Aberlemno Primary School

Address: School Road, Aberlemno, Forfar, Angus, DD8 3PE

Telephone Number: (School Office) 01307 494250

Email Address: aberlemno@angusschools.org.uk

Head Teacher's name: Mon – Wed, Mrs Cirst Rajcoomar (Acting) Thurs – Friday, Nicola Yarr

P2-7 Teachers: Mrs Katy Smith and Mrs Jill Brown

School SPISA / School Clerical Officer: Mrs Caroline O'Neill

Dinner Lady: Miss Karen Paton

Janitor: Mr Alan Jack

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

Present Roll: Nursery – 0, P2-7 - 15

Nursery Hours: 9am-3pm Monday-Friday School

Hours:

Morning Session 9.00am – 12.30pm
(Primary 1 and Primary 2, 9.00am – 12.20pm)
Morning Interval 10.30am – 10.50am Afternoon
Session 1.30pm – 3.20pm

VISITS OF PROSPECTIVE PARENTS

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

Any parent who wishes to enrol their child at Aberlemno School/Nursery is very welcome to visit us. Please make an appointment to see the Head Teacher. At this meeting arrangements will be made to let your child see round the setting and meet his/her new teacher, and parents will be given relevant information regarding the child's class, arrangements for the first day, details of the curriculum etc.

Once your child has been allocated a place we will invite you to meet the staff and children, to find out more about the curriculum and to share information about your child.

SCHOOL UNIFORM

In order to develop a feeling of belonging and pride in the school we encourage pupils to wear the Aberlemno School uniform. School sweatshirts are available to order at any point throughout the year from www.myclothing.com. This service is competitively priced with free delivery and returns, plus the school receives 5% cash back on all purchases. Uniform

can also be ordered at Fingerprints in Kirriemuir (WWW.fpkirrie.com). School Trends are an alternative supplier for our school – www.schooltrends.co.uk

White shirt/ blouse/ polo shirt, black/grey/navy skirt or trousers.
Royal blue sweatshirt with school emblem OR royal blue cardigan
Black/Grey/navy tights or grey/white socks
School Bags - a sturdy bag or rucksack is essential for school books.

PE Kit

Your child's PE kit can also be purchased via Tesco Embroidery.

Footwear - Indoor - Black/white gym shoes or trainers; Outdoor – Trainers

- Spare pair of socks (essential for when girls are wearing tights)
- White t-Shirt with dark coloured (preferably black) shorts

Outdoor Learning Kit

We regularly take our lessons outside and request that pupils keep a pair of wellies in school.

Pupils should leave any kit in a named bag in school, which will be sent home at the end of each term.

All clothing brought to school should be named as it is difficult for children to distinguish their own clothing from others.

PE – Health & Safety

- Long hair should be tied back for ALL PE activities
- Shoe laces must be tied
- Any jewellery must be removed for P.E. and swimming
- All personal effects (such as ear studs, watches etc.) should be removed
- If personal effects cannot be removed, the adult in charge will take action to make the situation safe (e.g. adjust the activity for the individual pupil or group)
- Taping over ear studs is sometimes used to make the situation safe. However, the adult in charge must be confident that this strategy will be safe and effective
- If the situation cannot be made safe, the individual pupil will not be allowed to actively participate.

PARENTAL CONCERNS

Parents should contact the school immediately if you have a concern. We want to deal with all matters as early as possible. Contact your child's class teacher in the first instance. If you would prefer to discuss the issue the Headteacher, contact:

- Mrs Rajcoomar – Acting Head Teacher or Nicola Yarr – Head Teacher

The staff will listen to your concern and agree a way forward with you. They will follow-up with a telephone call approximately one week later. This is to ensure all matters have been resolved.

THE COMPLAINTS PROCEDURE

[Angus Council complaints procedure](#)

PARENTAL INVOLVEMENT

BECOMING INVOLVED IN SCHOOL

Aberlemno is very much a community school. Parents and community members are closely involved in the day-to-day life and work of the school. We operate an open-door policy, and parents and carers are openly encouraged to get involved with the school.

We value the important part parents play in their children's education. We see partnership with parents as a way to enhance children's achievements and promote better school ethos and communication.

Opportunities for Parental Involvement:

During the school day:

- Parent focus groups
- Parent Council Meetings
- Open afternoons
- Helping in the nursery class
- Art/Craft activities
- Sharing knowledge and expertise in some aspects 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
- Golden Time activities e.g. board games, art and craft in small groups
- Running or assisting to run a Lunch Club
- Supporting educational visits/trips
- School concerts – making costumes, props, supervision of children
- Road safety – Cycle Training
- Pupils as Teachers and Parents as Learners (PatPal)

Outwith 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 staff.

Parent/Teacher contact meetings

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 appointment and hear about their child's progress. This is also an opportunity for parents to hear how they can best support their child's learning. Parents are also encouraged to look at the weekly home learning activities with their child and support as appropriate the completion of homework tasks as advised by the school.

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

We would encourage you to look at your child's learning log with them on a daily or weekly basis.

Support as appropriate the completion of homework as advised by the school.

SCHOOL ETHOS

Aberlemno Primary School is committed to providing a positive and nurturing ethos for pupils and families. Our work is very much child centred. All staff are committed to pupil care and to providing the best opportunities in all areas of the curriculum. We aim to develop a common commitment to moral values such as mutual respect, honesty, compassion and fairness. We foster independence, creativity and a sense of responsibility. We work together to be the best we can be and provide a safe, friendly and inclusive environment. We aim to provide motivating and challenging learning experiences to develop our pupils as successful learners, confident individuals, effective contributors and responsible citizens.

At Aberlemno Primary School we have an agreed **shared vision**:

“Nurturing all for progress and success”

Our Values

- At Aberlemno all stakeholders are honest, compassionate to others and passionate about their own learning.
- We are encouraged to be creative, critical and reflective.
- We want to be self-confident and empowered to question the world and have a joy of learning.

Our Children's Entitlements

Our children are entitled to a coherent curriculum. This must offer a broad general education that demonstrates well planned learning, develops skills for learning, life and the workplace and offers equity for all to achieve within school and beyond.

To ensure our children's entitlements are consistent across our learning community we have developed the use of the six principles which underpin the Nurture Schools Approaches. Our community aims to improve our resilience when faced with challenges through

developing the mental health and wellbeing of (learners) all which in turn increases engagement with learning, achievements and progress for each individual.

Nurture Principles

1. Children's learning is understood developmentally
2. The classroom offers a safe base
3. The importance of nurture for the development of wellbeing
4. Language is a vital means of communication
5. All behaviour is communication
6. The importance of transition in children's lives

We follow our school motto of:



'Be safe, be kind and aim high'.

SCHOOL AND COMMUNITY LINKS

Partnership with parents and the local community are highly valued and we try to encourage the involvement of the whole community in a variety of ways:

- Our school, village hall and local church are utilised for celebrations, festivals, events, concerts and productions
- We have regular visits from Mrs Heather Gourlay, a representative for Church of Scotland Aberlemno, Guthrie and Rescobie Parish District, who works with our classes supporting teachers in the delivery of the RME curriculum. We also have visits from Reverend John Green of Forfar Community Church.
- Our Parent Council support fundraisers to which the local community are invited
- Parents help with activities in the classrooms and with transport to extra-curricular events
- We have close links with all schools in the Forfar and Brechin clusters and take part in many cluster events
- Classes visit local shops, farms and the library to enhance the curriculum
- We support our local Craft Fayre annually
- We visit the mobile library van every fortnight to borrow books

- We work with local groups and clubs to broaden the experiences of our children such as: Forfar Academy Pupil Led Sports Coaching, Skilz GLOW Sports, Forfar Community Trust and Strathmore Rugby Club.

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. We do not have school rules but live by following our shared values and school motto.

The children have developed a simple school motto, **'Be safe, be kind and aim high'** which is regularly revisited and reinforced. The school motto is shared with parents and displayed around the school.

We operate a Positive Relationships Policy, which is consistently applied across the school. Pupils have a high level of ownership of the policy, being involved in designing the framework. Our relationships policy involves a restorative approach to behaviour management within the school. Pupils, staff and parents have engaged in this approach which involves encouraging positive dialogue and agreed actions by all parties to solve any issues or concern. We share these ideals through the GIRFEC model during teaching activities and assembly times. This will develop a deeper understanding for pupils and staff concerning the whole child and encourage trust, responsibility and resilience.

The children are learning to develop awareness of their feelings through our work with The Zones of Regulation™. This approach helps the children be in better control of their own emotions and recognise the feelings of others.

We follow Angus Council's bullying policy and place respect and inclusion at the heart of our ethos.

CELEBRATING ACHIEVEMENT

We believe in celebrating the success achieved by our pupils in school, at home and in the community. We strongly encourage pupils and parents to share wider achievements with us in school, during weekly assemblies. Pupils are encouraged to bring awards, certificates and photos in to school. Achievements can range from helping out at home or looking after a pet, to recognised sports awards. These achievements sit side by side with children's achievements in school, both academic and non-academic. Celebrating the whole child is central to our school learning environment.



EXTRA-CURRICULAR ACTIVITIES

During recent years the school has been well represented at basketball, football, athletics, cross country and Scottish country dancing. Our pupils have done extremely well, taken part enthusiastically and have been a credit to Aberlemno. Children in the upper stages have also taken part in cycle training. All pupils have

performed in school productions and concerts for the community, and we Burns' every year with a Scots Poetry competition and a

Burns lunch. Aberlemno pupils work hard to raise money for various charities, such as Children in Need, Poppy Scotland and Comic Relief. The children are involved in deciding which charities are supported and how best to do this, through Citizenship activities and the Pupil Council.



Pupil Groups

Pupils have the opportunity to be involved with a range of extra-curricular activities, such as the art and craft club, technology club and the Lego club all led by fellow pupils. Some of the children also enjoy leading team games during playtime and lunchtimes. Pupils are involved in gardening activities, baking, science clubs and nurturing the wellbeing of our hens. Our learners help create displays in our school, celebrating their own wider achievements.



Rights Respecting Schools

We have recently achieved our Silver Award whilst on our journey towards becoming a Rights Respecting School. As part of the Pupil Leadership Group, the children are currently deciding our goals as part of our Gold Award Action Plan. Together the children learn about their rights, putting them into practice every day. In Rights Respecting Schools children's rights are promoted and realised, adults and children work towards this goal together. The four key areas of impact for children at a Rights Respecting school are; wellbeing, participation, relationships and self-esteem.

The Eco Committee

Aberlemno Primary School aims to be a 'green' school, and 'Eco Schools' work is a regular and popular aspect of learning and teaching across all stages. All children are encouraged to care for their environment, both immediate and that of the wider world. Our means of taking positive action include developing the wildlife garden to the rear of the school, in partnership with parents and community members. We also recycle a range of materials, including paper, plastic bottles, food cans, glass, batteries and printer ink cartridges. The Rag Bag collection bin for the community is placed at the bottom of the playground. In 2009 we achieved the 'Eco-Schools' Green Flag Award, and this is reviewed every 2 years.



We are proud to continue to hold Green Flag status which was most recently renewed in September 2020. All children learn about sustainability through aspects of the curriculum.



LEARNER COUNCIL

There is an active Learner Council at Aberlemno Primary including representatives from all stages. Throughout the year they will meet regularly with the Head Teacher. They are involved in taking forward school improvement priorities, developing the playground, identifying fundraising opportunities and organising social events. They address any emerging issues as they occur.



LEARNING OPPORTUNITIES



Your child will learn in a variety of different contexts. We promote the use of outdoor learning and opportunities for pupils to develop skills for learning, life and work. One of our parents

has recently led a programme of Outdoor Learning looking at survival skills, first aid, fire building and cooking safely outdoors.





THE PUPILS AND PARENTS VOICE

Personalisation and choice is one of the seven principles of curriculum design and children and young people throughout their education will have the opportunity to discuss with their teacher the context in which they learn and how they will approach the learning. Staff will discuss new learning with the children at the beginning of a new topic and plan together the areas of specific focus. This will be shared with parents through the online Learning Journal system. Parents will be invited to share a comment regarding the planned work for their child at various points throughout the year and are encouraged to feedback comment at any time through their child's homework diary or on Learning Journals.

THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL



At Aberlemno we plan curriculum evenings for parents to highlight new learning and showcase new resources and ideas. These are led predominately by the children. A development that we recently shared was the '1+2 languages approach' by organising our second French café.

Regular PatPal events take place for the children to share their learning with their parents, highlighting the quality learning experiences taking place during events such as Maths Week

Scotland. We also asked parents to share how they use maths in their daily lives to show

What the pupils say about learning at Aberlemno...



"Amazing because we learn so much at school, such as Literacy, Numeracy, Science and French."

"I like singing songs to help me learn my letters."

"I love the fact we have daily planners in our classroom; we follow our own learning paths"

"PE is really fun. It helps keep us fit."

"Really fun, I have lots of friends and I love going outside."

"I like drawing things and seeing my work on the walls."

" Our teachers find ways to make learning fun. "

We nurture and care for the chickens, they are our responsibility. We also lead lunchtime groups for our friends.

**"I think learning at
Aberlemno Primary School is
....."**

Health and Wellbeing

Health and Wellbeing is always a focus at Aberlemno Primary School. Aspects of Health and Wellbeing are addressed throughout the life of the school; teacher's planning, extracurricular activities, sporting events and Active School activities, partnerships with NHS professionals, Police and other community links.

As a health promoting school, we encourage our pupils to drink plenty of water. Children should bring in their own water bottles which they may fill at a water drinking fountain. Children are not permitted to bring fizzy juice to school with them for consumption at playtime or as part of their packed lunch. Children are also encouraged to bring a healthy snack with them for playtime.



We believe that outdoor learning is a method to increase emotional and physical wellbeing and the children have regular sessions outdoors to learn and play.



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 9am and 3pm, 5 days a week, over 39 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 both Forfar Academy and Brechin High School and with 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. There are also planned transition activities for prospective S1 pupils throughout their last year in Primary School, forming links with local schools to start to build friendships before they move to Secondary.

SCHOOL IMPROVEMENT

MAIN ACHIEVEMENTS

- Implemented Emotion Works to support children to discuss their emotions and develop their ability to self-regulate. Children understand Zones of Regulation and are able to use the 4 zones to further help them manage their own emotions and recognise those of others.
- We have successfully renewed our Eco Schools Green Flag.
- Our children understand articles within the United Nations Convention on the Rights of the Child as part of our work achieving our Silver Rights Respecting Schools Award.
- The Learning Journals system allows parents/carers to have online access to information about what their child has been learning at any time of day. This system also allows parents to share information with staff about achievements from out with school.
- We are successfully implementing the 1+2 Languages Initiative throughout the school with French being included into daily routines and now beginning to introduce Spanish, British Sign Language and other languages linked to lessons.

IMPROVING STANDARDS

- Our teaching staff regularly take part in CLPL opportunities to develop their teaching pedagogy.
- Staff use progression pathways to plan and track children's learning and progress.
- Termly attainment meetings evaluate pupil progress, set next steps and incorporate appropriate differentiation.
- Pupils have opportunities to discuss their learning. Second level pupils track their progress and next steps in literacy and numeracy.
- Data gathered is used effectively to target support and learning.
- Our children are supported to discuss data identifying where they are in their learning and what their Next Steps should be. Pupils are involved in sharing their own evaluations during Parent Evenings and the end of year report.
- We are raising pupil awareness of skills for learning, life and work through learning for sustainability. Meta skills are developed through links with Skills Development Scotland and Developing the Young Workforce.

SCHOOL IMPROVEMENT PLAN

There are two school improvement priorities for session 2023/2024. These focus on Learning for Sustainability and raising attainment within Literacy. We will:

- Develop knowledge, skills and understand the values of Learning for Sustainability which promote the UN's Sustainable Development Goals

- Implementation of rich and stimulating contexts, both indoors and outdoors, to develop the children's understanding of Learning for Sustainability which can be developed into opportunities for family and community learning events to encourage sustainable developments in our local community/home
- Demonstrate effective pedagogy and practice in literacy, with particular focus of raising attainment in writing.
- Implement high quality reading and writing activities in the classroom and outdoors to increase pupil enjoyment and ability.

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.

FIRST MINISTER'S READING CHALLENGE

The First Minister's Reading Challenge is an inclusive, exciting programme for all children – fostering a love of reading for pleasure. Research shows that reading for pleasure is crucially important for children's development.

The Challenge is open to all local authority and independent primary and secondary schools across Scotland, as well as, libraries and community groups. You can find out more information on the Challenge and also how schools can register to take part [here](#).

A reading app called Bookzilla, aimed at S1-S3 pupils, helps them find and recommend books and to set themselves reading challenges.

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: -

You can contact Anne McLachlan, our school nurse.

Whitehills Health and Community Care Centre

Station Road, Forfar, DD8 3DY Phone number: 01307 475274

Sickness

If your child is not well, please do not send them to school even if he/she wants to come. We do our best to protect your child from infection by firmly encouraging hygienic practice. It is particularly important in cases of **sickness and diarrhoea that a child should not return to school for 48hrs following any sickness or diarrhoea.**

Your support in these matters is appreciated.

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 assistance 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

FINANCIAL ENTITLEMENT DIRECT LINKS

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

OTHER WEBSITES

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