



# **Borrowfield Primary: School Handbook**

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

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## CONTACT DETAILS

**School Name:** Borrowfield Primary

**Address:** Schoolhouse, 62 Newhame Rd, Montrose DD10 9EZ

**Telephone Number:** 01674 907505

**Website:** [www.borrowfieldprimary.co.uk](http://www.borrowfieldprimary.co.uk)

**Email Address:** [borrowfield@angusschools.org.uk](mailto:borrowfield@angusschools.org.uk)

**Head Teacher's name:** Mrs Milloy

**Class Stages:** P1, P2/3a, P2/3b, P3/4, P4/5, P5, P6, P6/7 & P7

**Present Roll: 247** (221 in school + 26 in nursery)

**Email address for the Parent Council:**

**Organisation of the school day:**

9:00-10:30, 10:50-12:30, Lunch 12:30-1:30, 1:30 – 3:20

**Email address and website (if any) for the Parent Council:**

[borrowfieldparentcouncil@gmail.com](mailto:borrowfieldparentcouncil@gmail.com)

## VISITS OF PROSPECTIVE PARENTS

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

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

## SCHOOL UNIFORM

All pupils are encouraged to wear our school uniform if possible:

- Black skirt/trousers and a blue Borrowfield jumper or cardigan
- Primary 7s have the option to order and wear Leavers hoodies
- On a PE day, we ask children to come dressed in appropriate sports clothing. This should be suitable for the weather that day, as PE can take place indoors or outdoors.

**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

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 using Seesaw, in the first instance or, if you would prefer to discuss the issue with a member of the management team contact:

- Mrs Milloy (Head Teacher)
- Mr Bluman (Depute Head Teacher)

The staff will listen to your concern and agree a way forward with you. Where relevant, this may involve follow-up telephone calls. This is to ensure all matters have been resolved satisfactorily.

## **THE COMPLAINTS PROCEDURE**

Please see the link below:

[Angus Council complaints procedure](#)

## **PARENTAL INVOLVEMENT**

### **BECOMING INVOLVED IN SCHOOL**

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

All parents are welcome to visit the school to speak with class teachers, or any member of the management team, subject to a prior appointment having been made. One of the most valuable things you can do to help your child's progress at school is to encourage the development of a positive attitude towards school and learning and to support us in maintaining high standards of behaviour. We ask that parents ensure children attend regularly and arrive at school on time.

Parents are invited to attend two Parents Evenings during the school year. There you will meet your child's class teacher for a ten minute interview and hear about your child's progress. It's also an opportunity to hear how you can best support your child's learning.

In addition to Parents Evenings, the school provide an annual written report at the end of the session to provide information of your child's successes throughout the year and their academic progress.

As a school, we use Seesaw to communicate with parents and carers. Please check this regularly to remain updated on any class specific news, as well as viewing activities and learning that your child has engaged in during the school day.

Open afternoons are also planned throughout the year and we encourage all to attend.

At Borrowfield, we have a hardworking Parent Council who seek to support the school through a variety of social and fundraising activities. There are regular Parent Council meetings throughout the year to which all parents and carers are invited. Speak to the school office if you wish any information about upcoming Parent Council meetings or

about joining the Borrowfield Parent Council Facebook page.

Parents are also welcomed in school as helpers and supporters in class.

Opportunities for parental involvement during the school day:

- Helping in the nursery class
- Art/Craft activities
- Sharing knowledge and expertise in some aspect of the curriculum, e.g. topic talk, history, science, health, RME
- Sharing knowledge and expertise about skills for learning, life and work
- Practical activities in science, maths, social subjects, health education (e.g. first aid) or technology
- Supporting individual children with Literacy and Numeracy activities
- 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
- School concerts – making costumes, props, supervision of children
- Road safety – Cycle Training
- Peer mediators
- Digital Leaders

Opportunities for parental involvement 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.**

## **SCHOOL ETHOS**

At Borrowfield, 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 will take account of the individual needs of pupils and the views of parents.

We welcome and encourage diversity and individuality, while emphasising our common commitment to moral values such as honesty, respect for others and compassion and justice. It is a fundamental principle of our school that all who are involved in the life of our school both has 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.

At Borrowfield we offer the children a wide range of experiences and have high expectations of effort and behaviour. We encourage parental involvement and value all major stakeholders in order to meet the needs of all our children. Our shared Vision,

Values and Aims deliver a consistent message across the whole school community. Nurture and social skills are key in ensuring our children are given the support they need in order to achieve their full potential.

In recent years, Borrowfield have been working hard to incorporate nurture principles into all areas of our school. This includes creating 'Calm Corners' in each of our classrooms and making focus tools, standing desks and wobble chairs available to all of our children. In addition to this, we have also created our 'Treehouse'. The Treehouse is a multi-functional space, providing exercise breaks, quiet spaces and sensory areas for those who require them.

At Borrowfield, we are very lucky to have a lot of grass and woodland area. Not only does this provide play and learning opportunities for our classes, but also has allowed us to run successful Outdoor Learning groups. Within our Community Corner, we have an outdoor space dedicated to providing for our school community. This includes supplying uniform, essential food and hygiene items that are free to take, as well as offering space for families to spend time reading or playing games together.

## **SCHOOL AND COMMUNITY LINKS**

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

In recent times at Borrowfield, we have forged links within the community in a variety of ways, including:-

- Glee performances throughout the community
- Beach cleans
- Working with New Solutions who support many of our children and families
- Taking part in local sporting events and welcoming visitors from local sporting agencies
- Supporting local businesses and ventures, for example annual trips to the local cinema
- Montrose Port Authority took on a sponsorship of our school football strip
- Skillz come in to do DJing with groups of pupils
- P6 children attend Montrose Leisure Centre each week for swimming lessons
- 

Borrowfield have links with Borrowfield Baptist Church and will occasionally travel to their building for special school services or invite the Minister to join us at assemblies. Borrowfield work with the local Church Youth Worker for Montrose to support and enhance RME links to the Scottish curriculum.

### **New Solutions**

As a school, Borrowfield work closely with New Solutions, a community interest company who aim to support and provide early intervention to those experiencing poor mental health. New Solutions workers provide consultation for families and school staff, therapeutic interventions for members of our school community, as well as training, workshops and advice for parents, carers and school staff.

If you are interested in meeting with a member of the New Solutions team, or would be

interested in how they could support your child or family, get in touch with your child's teacher via seesaw, or phone the school office.

More information about New Solutions can be found at the following link:-  
<https://www.new-solutions.co.uk/>

## **POSITIVE BEHAVIOUR MANAGEMENT**

The link below provides information on Angus Council's Anti-Bullying Policy:

[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 this.

At Borrowfield, our three school values deliver a consistent expectation of behaviour in all areas of the school.

Our school values are to be:-

- **Ready**
- **Respectful**
- **Safe**

All staff within Borrowfield promote positive choices through our Visible Consistencies and Relentless Routines, including Legendary Lines when travelling in and around the school, Bubble Time allowing time for child-led conversations and Positive Acknowledgements.

Within each classroom we have a Recognition Board to recognise individuals who have gone Over and Above the expectations we have at Borrowfield. During assemblies on a Friday, Class Teachers will nominate a pupil who has shown Over and Above qualities throughout the week to receive a Hot Chocolate Friday.

Discussions held with pupils regarding their behaviour are handled sensitively, respectfully and are underpinned by nurturing principles.

## **CELEBRATING ACHIEVEMENT**

Children work hardest when they know their work will be appreciated and praised. Staff encourage pupils at all times and in all activities to give their best. Their effort may be rewarded verbally by praise, or non-verbally by a smiley face or sticker.

The whole school celebrates the achievements of our pupils at our weekly assemblies, where parents and class teachers can nominate children for a BAFTA (Borrowfield Award for Terrific Achievement) for successes in and outwith school. This can range from moving up a group at their swimming club to learning to ride a bike without stabilisers. Children are awarded a BAFTA certificate to take home and there is also a certificate displayed within



our school foyer.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities at Borrowfield include:

- Glee
- Netball
- Basketball
- Lego Animation (organised by New Solutions)
- Borrowfield Bites
- Football

The above opportunities will be shared with your child during an assembly. If they are interested they should ask for 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**

At Borrowfield, we have an active Pupil Council which includes representatives from all classes. The Pupil 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. They will be provided with opportunities to learn in their classrooms, the outdoor environment, in the local community and at home.

## **THE PUPILS AND PARENTS VOICE**

Personalisation and choice is one of the seven principles of curriculum design. 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. Together they plan the areas of specific focus. This will be shared with parents through Seesaw. Where possible and relevant, parents will be invited to support the learning by sharing resources from home or visiting the school to share a talk.

## **THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL**

The Seesaw app is a source of considerable information about your child's learning

journey. In addition to this, Borrowfield also host Parents' evening, one-to-one meetings (both formal and informal), open afternoons and evenings and end of year reports to share learners' progress, as well as information about the curriculum within our school. There are links to local information at the following link:

[www.angus.gov.uk/linksforparents](http://www.angus.gov.uk/linksforparents)

National information is available from the numerous sources listed at the back of the handbook.

## **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.

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](http://www.angus.gov.uk/earlyyears).

## **LIAISON WITH SECONDARY SCHOOL**

The school maintains close links with Montrose Academy and other Primary Schools within the Montrose cluster. 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**

In June 2023, a team of inspectors from Education Scotland visited Borrowfield Primary School and Nursery Class. During their visit, they talked to parents/carers and children and worked closely with the headteacher and staff.

The inspection team found the following strengths in the school's work.

The effective teamwork of all staff across the school and nursery. Led well by the headteacher, they are developing consistent approaches to learning and teaching which result in rich and varied experiences for children.

The impact of 'The Borrowfield Way' in the school and nursery in promoting nurturing, respectful relationships between staff, children and their peers, families and partners. This is supporting children well to become resilient learners who embrace challenge.

The well-judged and creative use of indoor and outdoor spaces across the school and nursery. This provides an inclusive learning environment where all children are happy to

learn and making good progress.

The school's highly-effective partnership working with a range of organisations and agencies to develop flexible approaches to learning. This is having a positive impact on children's attendance, wellbeing, motivation and engagement in learning.

## **IMPROVING STANDARDS**

All Staff are more confident in consistently using Progression Pathways to ensure there are no gaps or unplanned repetition within a level. The use of Benchmarks inform teacher judgements and identify next steps in learning.

Agreed and proportionate evidence of key learning is gathered by all teachers across all levels. This evidences breadth, challenge and application.

Learners' evidence is collated in Assessment Folders and on Teams. Most children can talk about their own progress, next steps and these banks of evidence will be passed on to class teachers and secondary school for next session

## **SCHOOL IMPROVEMENT PLAN**

### **Moderation**

**Aims** - A shared understanding of standards against the Es & Os and benchmarks is evident throughout long and medium-term planning, feeding into short-term planning, and ongoing and periodic assessment.

A shared understanding of standards against the Es & Os and benchmarks informs both teachers' ongoing judgements, and the formal moderation and evaluation of learner evidence for achievement of and progress through a level annually in core curricular areas.

Appropriate, manageable and proportionate evidence of key learning is considered at planning stage, to support evaluation of progress through and achievement of a level, and evidence breadth, challenge and application.

**Rationale** - Following self-evaluation exercises, we have identified that currently staff do not consistently use the Es & Os and Benchmarks to accurately evaluate and monitor learners' progress. We also found that staff do not feel confident in gathering a wide range of appropriate evidence which demonstrates breadth, challenge and application. We would like to rectify this, ensuring that a shared understanding of standards against the Es & Os and benchmarks is evident throughout all long and medium-term planning. This, in turn, will feed into our ongoing and periodic assessment. This will help to inform teachers' on-going judgements and the formal moderation and evaluation of learner evidence for progress through a level.

We would also like to ensure that assessment is considered at the planning stage, and that appropriate, manageable and proportionate evidence of key learning is gathered, which demonstrates breadth, challenge and application. To support understanding of standards and expectations, progression pathways linked to Es & Os and benchmarks will be introduced to articulate a clear progression through and between levels.

### **Change Ideas –**

- Writing moderation activities will improve staff confidence in evaluating learner

evidence for achievement of and progress through a level.

- Progression pathways linked to Benchmarks will be used consistently throughout the school to inform teacher judgements and identify next steps in learning.
- Appropriate and proportionate evidence of key learning will be gathered by all teachers across all levels. This will evidence breadth, challenge and application.
- Learner evidence will be collated in assessment folders and MS Teams will be used to collate assessment overviews for every class.
- An overview of planning will ensure no major gaps or unplanned repetition within a level.
- Assessment of key learning will be planned for, and feed into teacher's judgement of progress through and achievement of a level.

### **Measures –**

- Staff Surveys
- Moderation Feedback
- Regular Learning Visits
- Regular Jotter Monitoring
- Monitoring of Assessment Folders
- Monitoring of Assessment Data (Teams)
- Monitoring of Planning

### **Family Learning and Engagement**

**Aims** - Almost all stakeholders will collaborate to review and refresh family engagement and partnerships, post pandemic.

**Rationale** - Following strict guidelines during the pandemic, parents have been unable to come into school and be part of school life. We want to rectify this, but also to provide a service that is needed and is reciprocated, resulting in better relationships especially with harder to reach parents. With our efforts we aim to increase attainment throughout the school, as families have increased support and we have a better understanding of our demographic needs.

### **Change Ideas –**

- School improvement from richer feedback from parents
- To reach a wider network of parents and carers in our community
- Family Learning & Engagement room to be used for groups: NEWSolutions, Sunshine Group, Baby Massage, Family Nurture Team Incredible Years, Cooking demonstrations (Borrowfield Bites), Lego, Digital Learning, helping your child with reading and numeracy.
- Parents to get together informally at the café and get opportunity to talk with other professionals about their children.
- Parents to explore what their children have been learning and the children to lead on this, talking about their learning
- Seesaw posts to include next steps and invite comments back from parents/carers
- More parents/carers using Seesaw
- Wider achievement to be recognised throughout the school and displayed in the main office area
- School community news shared in an up-to-date format easily accessible to all
- Parents to be given the opportunity to come in and talk about school improvement ideas with HT
- Robust self-evaluation to lead to school improvement
- School to support the community who have shared financial hardship since the pandemic

### **Measures –**

- More parents in school for specific groups but also informally at café and community corner
- More parent helpers in school
- Attendance of groups and feedback
- Attendance at café
- Attendance at Learn & Share sessions
- Likes and comments from parents/carers
- Increase in parental engagement with Seesaw
- Track achievement at all stages and correlate with attainment
- Views of Blog monitored and recorded. Blog updated weekly
- Number of parents and attendance at meetings
- Number of responses from Glow Forms
- Number of visitors to Community Corner and inventory of what is used/taken

## **HEALTH CARE**

You can contact your school health staff at: - *Health centre contact number – 01674 675115*

## **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.

## **Child Protection Coordinator**

If we think a child has come to harm as a consequence of possible abuse, we need to report it.

At least one member of staff in each school is responsible for child protection matters. They will have had special training in this area.

**In our school the Child Protection Coordinator(s) are: Lesley Milloy, Darren Bluman, Becky Lawson, Jennie Christie.**

If you want to know more about child protection and the safety of children, contact the school. There is also information about child protection on the Angus Council website.

As a school we have good contacts with health professionals, social workers and the police. Any or all of them may offer support, or become involved, if concerns of abuse arise.

## 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](http://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](http://angus.gov.uk/linksforparents)