

# Colliston Primary School Handbook

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

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**Welcome to Colliston  
Primary School!**



Dear Parent/Carer

It gives me great pleasure to welcome you to Colliston Primary School, where we put the wellbeing of our pupils at the heart of everything we do. Our main aim is to make sure every child feels connected and engaged at school and experiences a range of achievements in their time with us.

This handbook will provide you with information about the school, introducing you to our staff, routines and expectations as well as information about our curriculum, improvement priorities and how we work with families and our wider community.

We work hard to provide a safe, happy and secure learning environment for all children so that they will look forward to coming to school and will be able to achieve and make progress throughout the school day. We promote excellent behaviour and pride ourselves on maintaining a positive ethos so that all children feel valued and respected and develop high self-esteem.

We recognise and value the important role you play in your child's education. It is our goal to develop, support and maintain a strong and positive connection between home and school throughout your child's time at Colliston Primary School. If you have any questions or concerns about any aspect of your child's education or wellbeing, please don't hesitate to contact me or any member of school staff. We will work with you to support your child and family in any way we can.

We very much look forward to working with you and your family.

Kind regards,

Mrs Siobhan Brown

(Head Teacher)

## CONTACT DETAILS

Colliston Primary School

Station Road,  
Colliston,  
Arbroath.  
DD11 3RR.

Telephone number: 01241 465390

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

### School Staff

Mrs Siobhan Brown	Head Teacher
Miss Maxine Corbitt	Senior Early Years Practitioner
Miss Chloe Ferrar	Early Years Practitioner
Miss Susan Menmuir	Early Years Assistant
Mrs Valerie McIntosh	Class Teacher (Primary 1-4)
Mrs Gillian Louden	Class Teacher (Primary 1-4)
Mrs Susan McEwan	Class Teacher (Primary 5-7)
Mrs Katy Finlay	School and Pupil Support Assistant
Mrs Tracey Morrow	Clerical/ School and Pupil Support Assistant
Mrs Rose Russell	Cleaner
Mrs Caroline Bailey	Catering Assistant
Mr Iain Stewart	Active School's Co-ordinator
Mr Ronnie McLean	Janitor
Rev Peter Phillips	School Chaplain

The school roll at present is 39 which is split as follows:

Nursery	-	7
Primary 1/2/3/4	-	18
Primary 5/6/7 -		14

Non-Denominational

This school does **not** teach by means of the Gaelic Language

### Parent Council

The Parent Council may be contacted through the school office.

## The School Day

Our school day is organised as follows:-

**School Hours** 9am-3.20pm

### Usual School Day (P1-7)

9.00 am	Morning school session begins
10.30 – 10.50 am	Morning Playtime
12.30 pm	Lunchtime
1.30 pm	Afternoon school session begins
3.05pm	School finishes for Primaries 1-2
3.20 pm	School finishes for Primaries 3-7

### Nursery Sessions

Pupils can be dropped off from 8:45 am and picked up by 2:45pm.

## VISITS OF PROSPECTIVE PARENTS

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

Please contact the school office if you are thinking about placing your child at Colliston Primary School. An initial visit to the school can then be arranged, giving parents the chance to meet the Head Teacher and view the school and grounds. 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

Please make sure all items of clothing are clearly marked with your child's name and check regularly to make sure it has not faded during washing.

The parents of children at Colliston Primary School support the wearing of school uniform and all of our children attend school in uniform. This develops a positive sense of belonging and identity with the school.

School polo shirts, sweatshirts jackets and ties can be bought through [www.beschoolwear.co.uk](http://www.beschoolwear.co.uk) or <https://www.schooltrends.co.uk/pages/home>

We aim to develop children's independence skills. Please help by dressing your child in clothes which they can easily manage - elasticated trousers, "Velcro" fastening shoes etc. until they are able to cope with zips, buttons and laces on their own.

## Preschool Uniform



Preschool children should wear:

Clothes that are easy to put on and take off independently. Layers are best as the children will spend a substantial amount of time outside every day and layers allow them to adjust between outdoor and indoor temperatures.

Named Wellies for outdoor experiences can be kept in the cloakroom area.

Red Colliston sweatshirts are available to buy using the links above.

In pre-school aprons are provided for the 'messier' indoor activities but bringing a spare set of pants, trousers and socks in your child's rucksack will ensure that they are kept comfortable in case of accidents, spills or wet and messy outdoor play.

## PE Kit

Children should come in non-restrictive clothes that they can move easily in on PE days and a pair of indoor sports shoes can be kept in school for indoor PE lessons in the village hall.



## Primary 1-7 uniform

Primary 1 – 7 children wear:

Navy or black trousers or skirt

Navy school sweatshirt/cardigan

Black shoes

Red tie

Blue cotton dresses may be worn in the summer.

Please make sure your child brings a waterproof jacket and shoes every day as the weather can be changeable and we go outdoors for playtimes as often as possible, even if it is drizzling.

## PE Kit

On PE days children should come to school dressed in gym kit suitable for the weather conditions. Class teachers will inform parents/children on which days PE will take place.

## Painting Overall

Please send in a named painting overall (old adult's shirt or T-shirt is fine) to be used to cover your child's clothes during art-work.

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.

## PARENTAL CONCERNS

Please contact the school as soon as you have a concern. We want to deal with all matters as early as possible. It is best to contact your child's class teacher in the first instance. You can contact the class teacher on Class Dojo or through the school office. If you would prefer to discuss the issue with the Head Teacher please telephone the school to arrange an appointment for a chat.

The staff will listen to your concern and agree a way forward with you. Staff will check that the concern has been resolved with a follow-up call, conversation or message on Class Dojo.

## THE COMPLAINTS PROCEDURE

[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.

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
- Practical activities in science, maths, social subjects, health education (e.g. first aid) or technology
- Reading stories to groups of children, playing reading/phonics/maths games
- Supervising board games
- Teaching playground games
- Personal learning activities (e.g. "messy" art, football, cooking)
- Running or assisting to run a Lunch Club (e.g. Choir, Art)
- Supporting educational visits/trips
- School concerts – making costumes, props, supervision of children
- Road safety – Cycle Training
- Supporting our Junior Librarians to lend and return books to the shelves
- Membership of Colliston Parents' Group who plan and provide learning activities to support the curriculum and School Improvement Plan

Outwith the school day:

- Supporting Parent Council Events
- 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 invited to attend a “Meet the Teacher” evening during the first term and a further three Parents Evenings (termly) throughout the year. At these meetings parents will have the opportunity to discuss their child’s progress with the class teacher. These meetings take 10 minutes but a longer meeting can be arranged at another time if necessary. This is also an opportunity for parents to hear how they can best support their child’s learning. Class Dojo is used for a home/school communication and shares regular photos, videos and updates on learning as it takes place.

## **SCHOOL ETHOS**

We are committed to developing pupils’ spiritual, moral, social and cultural values. We do this through the agreed school ethos and the curriculum. We do this in partnership with parents and take account of the needs of pupils and the views of the whole school community.

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.

### **Sustainability**

We are committed to ensuring that our learners are aware of and participate in, their role in the community to look after the environment. We have an active Eco Council who raise awareness of the importance of recycling and take responsibility for weekly recycling in school. The councillors also lead sustainability projects within school. In previous years, our school has won an award from Zero Waste Scotland for a very successful project organised by the pupils to cut down food waste at lunchtimes.

### **School Vision, Values and Aims**

Our school vision, values and aims were refreshed in 2021, in consultation with pupils, parent/carers and staff. Pupils decided on a space theme to illustrate our shared purpose here at Colliston Primary School.





## SCHOOL AND COMMUNITY LINKS

Colliston Primary School is an integral part of the community. Children develop skills and learn to be better citizens as they engage with and support the work of the local community.

Members of the community support project work and Rev. Peter Phillips supports our weekly assembly, the children's understanding of Christianity and end of term services. We are supported by the local church congregation who encourage us to use the church building for end of term services. We also have strong links with Partner Agencies (e.g. Police, Fire Service, Country Park Rangers, NHS staff, etc.) who visit the school to support the children's learning and their health and wellbeing. We work closely with cluster schools to take part in a variety of learning opportunities such as Scottish Opera, author visits, P7 Celebration Events and health and wellbeing workshops.

We are also lucky to have very supportive parents who volunteer to help in a variety of ways.

## POSITIVE BEHAVIOUR MANAGEMENT

[Angus Council anti-bullying policy](#)

Good behaviour is essential to good learning. All staff work together in school is to provide an atmosphere of mutual respect and collective responsibility and our Relationships policy is based on the work of Paul Dix (When the Adults Change, Everything Changes). Pupils, parents and staff all have an important part to play in this.

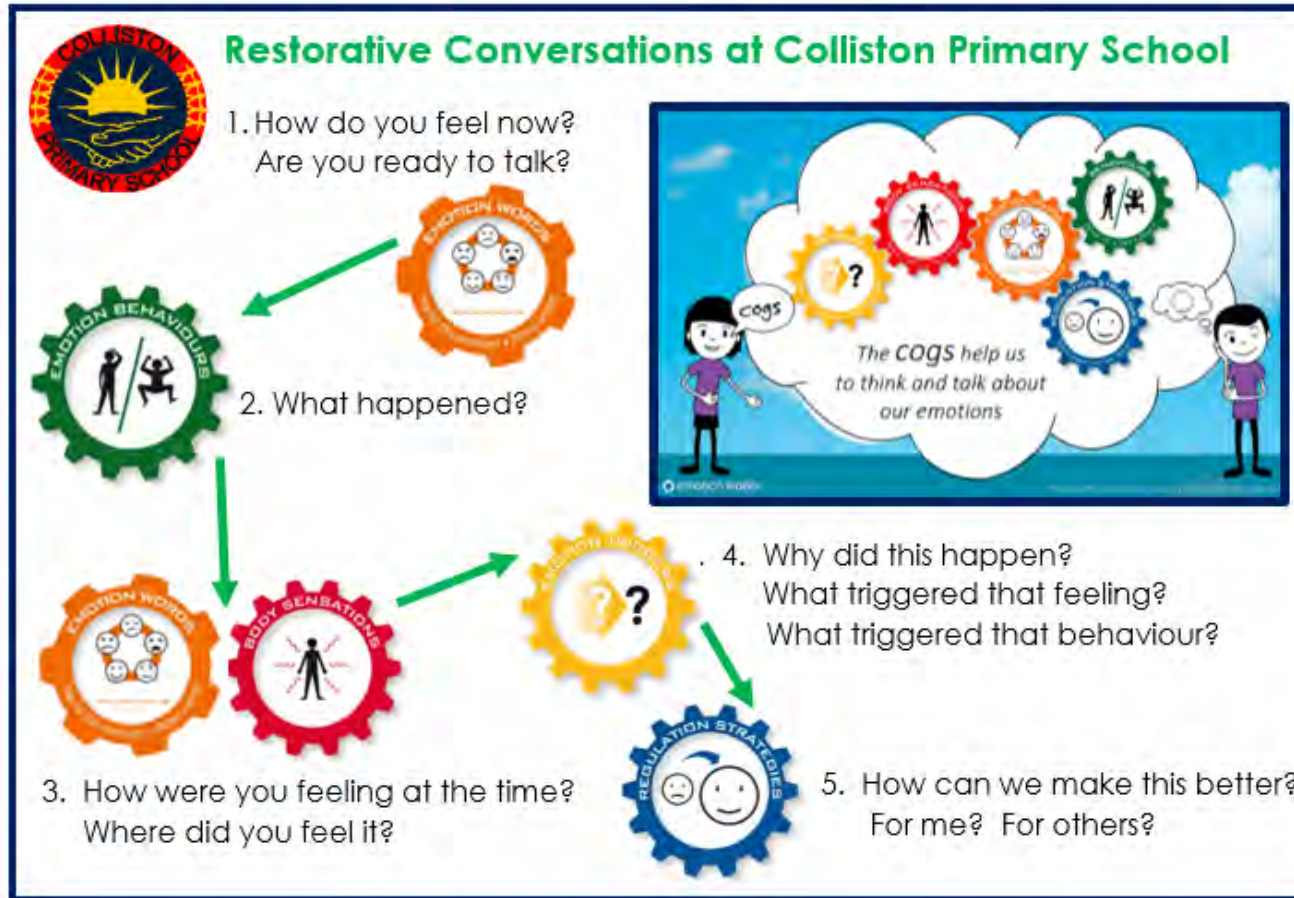
Our school values are:-

- Respect
- Kindness
- Responsibility
- Trust
- Friendship
- Hope

And the school rules reflect these shared values. Lots of discussion has taken place with the pupils about our rules – Ready, Respectful, Safe – and their ideas contributed to whole school posters which support pupils in making positive and safe choices.

All staff model our values and ensure clear and consistent positive reinforcement is given to children who are showing the school values. If pupils require support to follow the rules and values, this support is given quietly and out of earshot of others as far as possible.

Restorative practice is used through-out the school when there are disagreements or unsafe actions. The views of all involved are considered and an agreement on the way forward agreed to avoid a repeat of that situation. We use 'Emotion Works' across the school, an emotional literacy programme which help pupils to recognise emotions, behaviour and triggers. We use Emotion Works alongside Restorative Practice to structure restorative conversations when necessary.



Sometimes pupils may be asked to make verbal or written apologies or use some time at playtime to take part in restorative actions. In more serious situations parents may be informed or asked to come into school to meet with staff.

As well as the whole school relationships policy there are class incentives agreed between the children and their teacher to promote focused values in class. For example, Primary 1-4 use the 'Make Ten' approach to recognise and celebrate excellent behaviour.

## **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 by praise or by a smiley face or sticker.

Children who have put a lot of effort into their work or have produced a particularly good piece of work also bring them along to show the Head Teacher. They will receive a sticker, certificate and have their work shared on our 'Wonderful Work' display. Staff also share praise and examples of work on Class Dojo.

The whole school celebrates achievement on a weekly basis with children sharing at assembly what they have achieved out-with school and through Class Dojo stories and portfolio entries. Pupils are awarded 'Above and Beyond' certificates in Assembly, to recognise achievements where pupils have put special effort into their learning or living our values.

School Captains are elected at the beginning of the school year and represent the school e.g. by greeting parents and families at End of Term Services and thanking visitors, on behalf of the school, for supporting the school through-out the year.

## **EXTRA-CURRICULAR ACTIVITIES**

There are a variety of extra-curricular activities available for your child to participate in. We act on the children's interests and suggestions for extra-curricular activities and encourage children to widen their interests/physical activities through arranging "taster sessions" by a range of local clubs arranged through Mrs Moonlight, our Active Schools Co-ordinator.

Due to the rural location of our school, our extra-curricular clubs tend to take place during the school day, rather than after school e.g. lunch clubs.

The opportunities will be shared with your child as they arise and if they are interested in attending information will be sent home. Tear off slips for activities out with the school day should be completed and signed by a responsible adult and returned to school.

## **PUPIL COUNCIL**

There are active Pupil and Eco Councils at Colliston Primary School which include representatives from all Primary 1 to 7 stages. In addition, there is a Reading Council and a Wellbeing Council. All these groups have an opportunity to lead improvement in the school community.

The Council members are selected through an application process, linked to the world of work and the skills and experience required for each role. Throughout the year they will meet regularly with the Head Teacher and consult their year group on a variety of issues. They are involved in taking forward school improvement priorities and addressing emerging issues and encouraging pupil suggestions. They report back to the rest of the school about what has been discussed at their meetings and regularly give updates at assemblies.



## LEARNING OPPORTUNITIES

Your child will learn in a variety of different contexts and groups including ability, cooperative and social. Pupils will have planned opportunities to work with children across a number of age stages. Class Teachers know our pupils very well and are responsive to pupil interests and needs when planning learning. We are very proud of our extensive grounds and the pupils benefit from outdoor learning, loose parts play and gardening across the school. Pupils are supported and encouraged to apply their skills and learning in lots of different contexts to help them become confident, successful learners.

## 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 e.g. Arbroath in the Past – Arbroath Abbey.

This will be discussed with the children and the teacher will establish what the children already know, what they would like to find out and how they will demonstrate what they've learned. The class teacher will use this information along with curriculum guidelines to plan for that learning block. Planned and completed learning is shared regularly with all parents via our online platform, Class Dojo.

Parents will be invited to support the learning by sharing resources from home or visiting the school to share a talk. Parents will be invited to comment on the planned work for their child at various points throughout the year, and all feedback is welcomed through Class Dojo or via the school office.

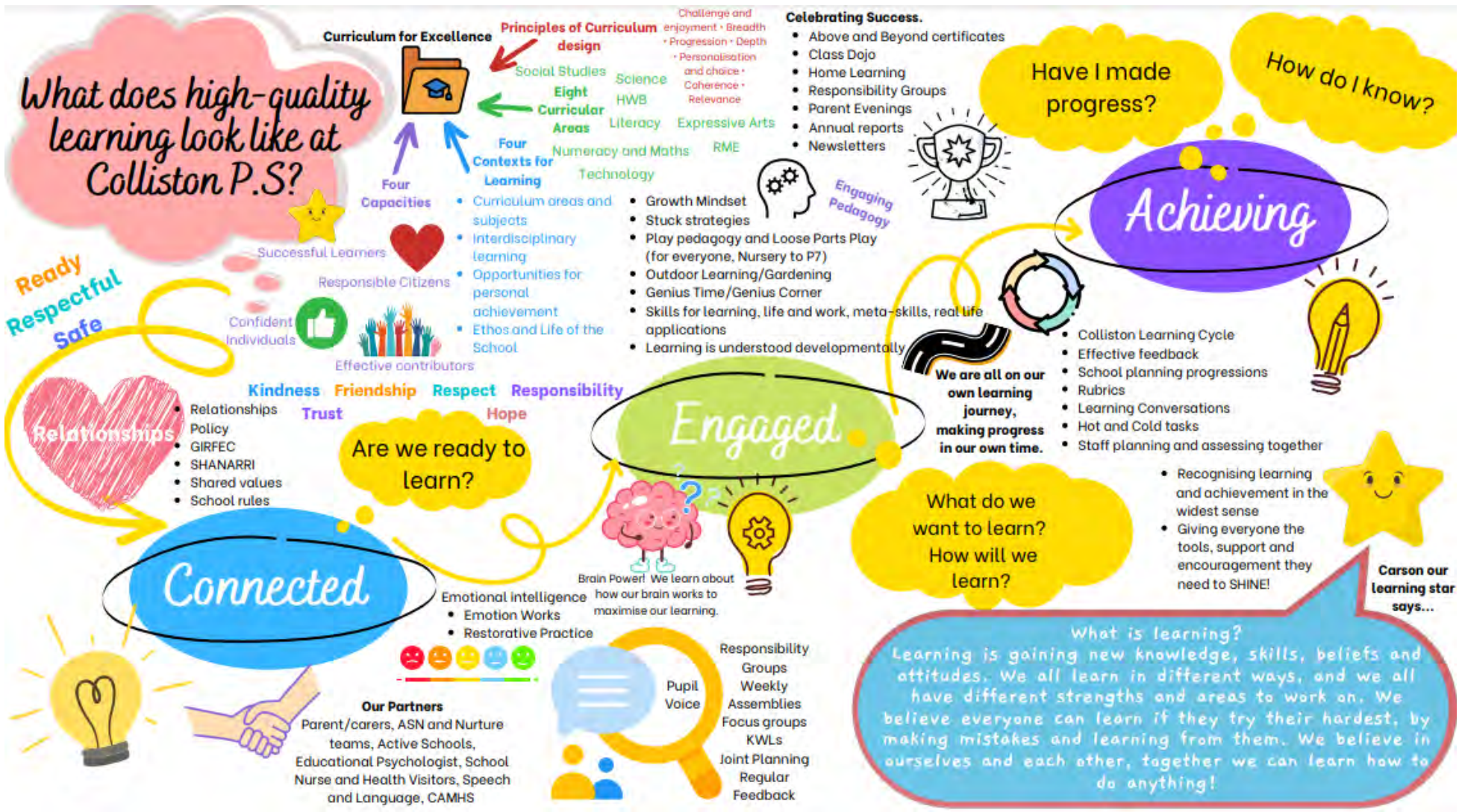
## THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL



In session 2021/22, we consulted our school community about our curriculum. This led to the creation of a curriculum rationale, which details how we follow local authority and national guidance on curriculum as well as how we tailor the curriculum for the needs of our pupils. We plan to further improve our curriculum offer in session 24/25.

We share regular information about our curriculum on Class Dojo and at termly parent events such as Parents' Evening.

There are links to national information at [www.angus.gov.uk/linksforparents](http://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 8:45am and 2:45pm, 5 days a week, during 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](http://www.angus.gov.uk/earlyyears)

## **LIAISON WITH SECONDARY SCHOOL**

Arbroath High School,  
Keptie Road,  
Arbroath,  
DD11 3BN  
01241 465100/arbroadhigh@angusschools.org.uk

The school maintains close links with Arbroath High School and other Primary Schools within the Angus area. Our teachers and in some cases our pupils visit other schools and establishments and other teachers and pupils visit us. This process is necessary for the professional development of staff, reciprocal understanding and the establishment of curricular consistency.

P7 pupils will transfer to S1 in the August which follows the completion of their P7 year. Primary school staff will make sure all P7 parents have the information needed to enrol their child in secondary school.

## **SCHOOL IMPROVEMENT (School Specific)**

### **MAIN ACHIEVEMENTS**

- Class teachers have undertaken training in SRS and worked with local authority colleagues to develop new approaches to the teaching of reading and writing specifically. This has led to improvements in reading attainment in session 22/23.
- The UNCRC has been introduced to all pupils and families. The Pupil Council achieved the Bronze Award of the Rights Respecting Schools programme in session 22/23.
- A concrete-pictorial-abstract approach has been developed across the school in numeracy and maths. In addition, pupil friendly learning progressions have been developed to help pupil's self-assess their progress and set themselves targets for future learning. Feedback from staff and pupils in session 22/23 shows this is improving pupils' confidence in maths and helping everyone to assess and measure progress more visibly and consistently.



## **IMPROVING STANDARDS**

A copy of our Standards and Quality report can be obtained from the school office and a parent friendly version is available [here](#).

All pupils are part of a Responsibility Group, in session 23/24 there is a Pupil Council, Reading Council, Eco Council and a Digital Leaders group.

Our Reading Council has worked hard to promote and support reading for enjoyment. They achieved the 'Reading Schools Scotland' award in session 22/23 and are working towards a Silver award in session 23/24.

Our Pupil Council are working towards a Silver Rights Respecting Schools award in session 23/24 as well as planning school learning and ethos events such as fundraising for Red Nose Day.

Our Eco Council held a successful learning café, showcasing the work they had undertaken around carbon footprints and food waste in the school community. They were awarded another Green Flag in November 2023, the fifth flag earned by the school.

Our Digital Leaders have led learning in assembly on internet safety and are working towards a Digital Schools award in session 23/24.

Class teachers have undertaken extensive professional learning in SRS (Sound Reading System). This is an evidence-based approach which advocates the teaching of reading and spelling together and looks deeply into the complexities of the English alphabet code. The impact has been more pupil confidence when decoding in reading and has led to improvements in reading attainment. Staff are now looking to improve writing attainment in session 23/24, completing more SRS training and moderation in addition to further professional reading on the teaching of writing.

A copy of our school improvement plan can be found [here](#).

## **HEALTH CARE**

You can contact your school health staff at: - Abbey Health Centre, East Abbey Street, Arbroath, DD11 1EN.

Our school nurse is currently Barry Devlin.

Telephone number: 01382 66011 Ext. 54032

## **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.

## **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: Siobhan Brown (Head Teacher) and Susan McEwan (Class Teacher)**

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](https://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](https://angus.gov.uk/linksforparents)