



FRIOCKHEIM PRIMARY SCHOOL

INFORMATION BOOK



Friockheim Primary School
Farnell Road
Friockheim
Angus
DD11 4XB

Tel: 01241 465393

Email: friockheim@angusschools.org.uk

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



Welcome to Friockheim Primary School

Dear Parents/Carers

It is with great pleasure that we welcome you and your child to our school.

As a staff team, we work closely to ensure that your child enjoys a wide and varied curriculum during his/her time at Friockheim. We are confident that your child will feel happy and secure in our care.

We hope that all our children will become successful learners, who are confident and responsible. We value our pupils' views and encourage them to develop their own opinions, think for themselves by taking the initiative in their own learning and responsibility for their own behaviour.

At Friockheim Primary School, we value our close links with our parents/carers and the community and try to foster links throughout the school year. We use Seesaw as our on-line sharing tool and this has improved our communication with parents.

This handbook provides parents/carers with information about our school, its organisation and the curriculum we offer your child. If you wish further information or would like to visit our school, please do not hesitate to contact the school office.

Should you, at any time, wish to discuss a matter directly with myself, I shall be only too pleased to arrange a meeting.

L. Robertson.

Mrs Lorraine Robertson, Head Teacher



Contents

VISITS OF PROSPECTIVE PARENTS	Error! Bookmark not defined.
SCHOOL UNIFORM.....	Error! Bookmark not defined.
PARENTAL CONCERNS	Error! Bookmark not defined.
THE COMPLAINTS PROCEDURE.....	Error! Bookmark not defined.
PARENTAL INVOLVEMENT	Error! Bookmark not defined.
BECOMING INVOLVED IN SCHOOL.....	Error! Bookmark not defined.
SCHOOL ETHOS	Error! Bookmark not defined.
SCHOOL AND COMMUNITY LINKS	Error! Bookmark not defined.
POSITIVE BEHAVIOUR MANAGEMENT.....	Error! Bookmark not defined.
CELEBRATING ACHIEVEMENT	Error! Bookmark not defined.
EXTRA-CURRICULAR ACTIVITIES.....	Error! Bookmark not defined.
LEARNING OPPORTUNITIES	Error! Bookmark not defined.
THE PUPILS AND PARENTS VOICE.....	Error! Bookmark not defined.
THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL.....	Error! Bookmark not defined.
EARLY LEARNING AND CHILDCARE	Error! Bookmark not defined.
LIAISON WITH SECONDARY SCHOOL	Error! Bookmark not defined.
SCHOOL IMPROVEMENT (School Specific)	Error! Bookmark not defined.
MAIN ACHIEVEMENTS.....	Error! Bookmark not defined.
IMPROVING STANDARDS.....	Error! Bookmark not defined.
SCHOOL IMPROVEMENT PLAN	Error! Bookmark not defined.
SCHOOL PERFORMANCE (Secondary schools only)	Error! Bookmark not defined.
HEALTH CARE.....	Error! Bookmark not defined.
DOGS IN SCHOOL GROUNDS	Error! Bookmark not defined.
USEFUL LINKS AND CONTACT DETAILS.....	Error! Bookmark not defined.
ANGUS COUNCIL WEBSITE.....	Error! Bookmark not defined.
OTHER WEBSITES	Error! Bookmark not defined.



CONTACT DETAILS

School Name:	Friockheim Primary School
School Address:	Farnell Road Friockheim By Arbroath DD11 4XB
Telephone:	01241 465393
E-Mail:	Friockheim@angusschools.org.uk
Head Teacher:	Mrs Lorraine Robertson
Class Stages:	Nursery, P1, P2/3, P3/4, P5, P6, P7
Present Roll:	116 and 18 children in Nursery
Denominational Status:	Non-denominational

Organisation of the School Day

The hours remain the same all year round:

Mornings - 9.00 am - 12.30 pm

(Interval 10.30 – 10.50am)

Afternoons - 1.30pm - 3.20 pm

Our Nursery

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 8:30 am and 4:00 pm, 4 days a week, over 40 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. There is a playground attached to our school. 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



Our School Staff (as of March'23)

Head Teacher	-	Mrs L Robertson
Principal Teachers	-	Mrs J Hampton / Mrs C McIntyre (Job Share)
Class Teachers:		
P1	-	Miss C French
P2/3	-	Mrs P Grant / Mrs C McIntyre
P3/4	-	Miss J Wright
P5	-	Mrs M Dines / Mrs L Tindal
P6	-	Mrs P Hurst
P7	-	Mrs F Lodge
Senior Early Years Practitioner	-	Miss A McIntosh
Early Years Practitioners	-	Miss S Hutcheon, Mrs S Donaldson, Mrs K Adam
School and Pupil Support Assistants	-	Mrs G Smith/ Mrs L Collie (Job share), Mrs A Diplexcito, Mrs K Brown
Janitor	-	Mrs V Russell
Senior Clerical Officer	-	Miss K Scotland
Kitchen Staff	-	Mrs N Heenan
	-	Mrs N Tait



VISITS OF PROSPECTIVE PARENTS

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

Parents/carers seeking a place for their child are most welcome to visit our school. Arrangements can be made by phoning the School Office.

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

SCHOOL UNIFORM

To encourage a sense of belonging to our school community, we encourage all our pupils to wear school uniform, at the same time being mindful of the cost to parents.

- **Boys** are encouraged to wear – grey or black trousers, white shirt or polo shirt, green pullover and school tie.
- Girls are encouraged to wear – grey skirt or pinafore, white blouse or polo shirt, green cardigan or pullover and school tie.

School sweatshirts or cardigans may be worn instead of pullovers. These are green with an embroidered school badge and details of availability are obtained from the school office. You do not have to purchase items with the school badge, you can purchase bottle green jumpers and cardigans from most of the main retailers at a more reasonable cost. If you want to purchase a school tie (it's not compulsory!) they are also available from the school office.

PE Kit

Children now come to school wearing their PE kit. We do both indoor and outdoor PE. Your child's class teacher will let you know when your child will do PE.

- **Indoor Kit**
Each child needs navy/black shorts, gym shoes and a white T-shirt.
- **Outdoor PE Kit**
Warm fleece, jogging trousers (preferably black or navy) and outdoor trainers.

Please write your child's name on any item of clothing they will take off. Lost property is a huge problem in our school. We cannot return lost items to you unless they are named.

PARENTAL CONCERNS

Parents/carers should contact the school as soon as possible if they are worried about something. We want to address your concerns quickly to support both you and your child to have a positive experience with us. Please contact your child's class teacher, on Seesaw, via the school email address or via telephone, in the first instance. The staff will listen to your concern and agree a way forward with you.



THE COMPLAINTS PROCEDURE

[Angus Council complaints procedure](#)

PARENTAL INVOLVEMENT

BECOMING INVOLVED IN SCHOOL

The school values the important part that parents/carers play in their children's education and sees partnership with parents/carers as an effective way of enhancing children's achievements and promoting better school ethos and communication.

Opportunities for Parental/Carer/Voluntary Involvement:

- **During the school day:**
 - Helping with learning in the class
 - Art/Craft activities
 - Sharing knowledge and expertise in some aspect of the curriculum, e.g. topic talk, history, science, health
 - Reading stories to groups of children, playing reading/phonics games
 - Supporting educational visits/trips
 - Road safety – Cycle Training
 - Gardening

- **Outwith the school day:**
 - Fundraising events
 - 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.

Annually, all parents/carers are invited to attend a parents/carers evening in November. At this meeting parents/carers will have the opportunity to meet their child's class teacher for a 10 minute interview and hear about their child's progress. This is also an opportunity for parent/carers to hear how they can best support their child's learning. We also share information about children's progress and achievements regularly on Seesaw. Parents/Carers receive a weekly timetable on Monday and a class weekly round up on Friday. Children regularly share their own achievements on Seesaw.

SCHOOL ETHOS

Our school ethos is built on respect and kindness (Just be nice!). We believe that positive relationships are key to building a productive school community that serves the needs of all its members. We promote 'Restorative Approaches' in the school where all views are taken into account and solutions to problems or difficulties discussed. We encourage our young people to think about others and take responsibility for their actions. We use 'Decider Skills' to help children manage their emotions and make positive changes.

<https://www.thedecider.org.uk/>

We are committed to working in partnership with parents and the wider community. We have a fantastic Parent Teacher Partnership (PTP) who ensure parents' views, opinions and ideas are shared with the school. There is a real sense of community spirit and belonging.

Our school welcomes and encourages diversity and individuality, while emphasising our common commitment to moral values such as honesty, respect for others, 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 the Council policy for Equal Opportunities and Racial equality and ensure that all pupils have access to the full range of educational experiences available within the resources of the school. We are firmly committed to the elimination of any form of discrimination on the grounds of race, religion, gender or disability.

OUR VISION, VALUES & AIMS

We reviewed our Vision, Values and Aims in session 23/24, after an extensive stakeholder and community consultation. They are based on promoting a positive mental health, inclusion and curiosity. We want our children to ask questions and lead their own learning.





SCHOOL AND COMMUNITY LINKS

A 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. Our pupils participate in community events and competitions. Mr Phillips, the local Minister pops in weekly to see us.

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, linked to our Vision, Values and Aims. Pupils, parents and staff all have an important part to play in producing and sustaining this positive ethos. We updated our Anti-bullying policy with our school community in June'24.

CELEBRATING ACHIEVEMENT

We regularly share children's achievements and successes on Seesaw, in class or at whole school assemblies.

EXTRA-CURRICULAR ACTIVITIES

Active Schools Co-ordinators support our Primary 7 children to run after school clubs for some of our younger children. This promotes leadership in our senior children and also offers fun sessions for the younger ones. We have a very active football team who attend local competitions – and are very successful! This year we participated in the national Glee Club competition performing in the Caird Hall. We may not have won but the children had a blast and we were very proud of them!

LEARNING OPPORTUNITIES

Your child will learn in a variety of different contexts, settings and groups including ability, cooperative and social. We promote play throughout the school from Nursery to Primary 7 and observe good application of skills taught and excellent engagement in creative pursuits. Our children very much like learning outdoors. We believe that children should have the opportunity to be children! We let them play in the forest, roll down the hill, play in the mud – our children regularly go home dirty but happy!!

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 questions they would like to explore further. This will be shared with parents on Seesaw.

THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

We have recently reviewed our curriculum offer with our stakeholders and local community. We asked everyone, including the children, what they wanted to know more about, linked to current themes in society and across the world. We are developing a three-year plan based on the responses gathered. This ensures the contexts for learning



are relevant and engaging for our children. It also ensures sustainability, global citizenship and children's rights are central to our work.

More local information and national information can be found from the numerous sources listed at the back of the handbook.

LIAISON WITH SECONDARY SCHOOL

Our school is part of the Arbroath Academy Cluster. During the session regular opportunities are planned to allow P7 pupils and staff to liaise in effective and innovative ways. In June, our P7 pupils visit their chosen secondary schools for a two-day induction programme.

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

SCHOOL IMPROVEMENT

MAIN ACHIEVEMENTS

This session we reviewed our vision, values and aims, almost all staff undertook a leadership role with named staff focusing on SRS, numeracy and digital technologies. These staff members created clear school improvement action plans which were tracked, evaluated, and reviewed.

Our aim in numeracy was to create a uniformed approach to maths assessment across the school, ensuring all learners build on prior knowledge and are appropriately challenged. This action plan focused on using clear assessment methodologies to identify gaps in learning and plan future learning. It also ensured that clear mathematical language is shared and used across the whole school and that maths resources were streamlined and consistent at all stages. Good practice was shared at staff meetings and high-quality moderation inputs were implemented. Staff had opportunities to share teaching pedagogy from P1-P7.

Moderation of data encouraged staff to be confident in their professional judgements, sharing a clear understanding of what a year's progress looks like. New online planning formats have been introduced and staff are becoming more confident using these. This will help to ensure high quality planning for learning, where pace and challenge are a priority and gaps are easily identified.

Learning visits indicated that improvements have been made to pedagogy and practice, with most planning being of a high quality within numeracy. Self-evaluation activities and processes acknowledge that using streamlined assessment grids do ensure progress in numeracy is tracked more robustly and that reporting is informative. Staff engaged in attainment meetings and showed increased confidence in assessing numeracy; most were able to correlate this with data and benchmarks confidently.

Within literacy the focus has been on continuing to build staff confidence to embed Sound Reading System (SRS) across all stages. This included high-quality moderation,



opportunities to refresh SRS training for Support Staff, and opportunities given to teachers to team teach. Systematic use of the mastery approach from SRS has led to an improvement in reading attainment across the school.

Learning visits indicate an improvement and increased confidence in delivering SRS and staff have worked hard to maintain progress. SRS interventions and case studies show an improvement for individual, targeted learners. The work to embed SRS across the whole curriculum has been started. Most staff have observed that almost all children are applying the SRS alphabet code in other areas of the curriculum and that the weekly focus on SRS has led to improvement in reading and spelling, with children becoming more confident, spelling more independently and consistently.

A further aim in our literacy journey was to ensure that all staff have knowledge and understanding of our learners' speech, language and communication barriers so that learners are well supported to make good progress in their literacy learning. Most teaching staff have completed the high quality CLPL of Elkan training. This included ELC staff completing 3-5 years training to a level 3 accreditation and teaching staff and SPSA staff completing the 5-11 years training at either Level 2 or 3. Next year the focus will be on implementing the strategies and tools to improve both universal and individual provision.

IMPROVING STANDARDS

During the year 2022/23, most children have made progress within literacy and numeracy and those who have not, have been identified for targeted interventions. Most children in P1 have achieved expected levels in literacy with almost all achieving in numeracy. Most children in P4 and P7 have achieved expected levels in reading and numeracy with only writing being an area for improvement. This reflects the significant work planned and achieved this session, which focused on reading and the consistent improvement in pedagogy using Sound Reading System (SRS) and our focus on numeracy within our school improvement plan and improved learning and teaching, assessment and moderation. Writing will be a focus for next session.

SCHOOL IMPROVEMENT PLAN 2023/24

This year we are:

- Embedding our vision, values and aims across the curriculum.
- Creating innovative approaches to modernising our curriculum, networking with educational partners and community members, ensuring sustainability, learner voice and children's rights are a thread that runs through it.
- Achieving our bronze UNCR award.
- Improving our profiling for P4-7, in line with our increased understanding of children's speech, language and communication. Moderating our profiles with Speech and Language, School Nurse and Health Visitor.
- Improving parent/ carer role in targeted support/ homework
- Training 2 more support staff in Elklan
- Enlisting some parent volunteers to help with learning in class.
- Carrying out a forensic analysis of our writing data, moderating learning visits and writing jotters. We will visit other schools and use our peer visits for a writing focus.



Embed the use of talking frames and skeletons to support writing across the school.

- Increasing opportunities for staff to lead learning across the school.
- Developing our whole school play pedagogical curriculum approach by visiting Masondieu Primary's Primary 1 space, working with Sue Palmer who wrote 'Talk into Writing' and visiting Michelle Simpson in Dundee. Michelle wrote 'Play by any other name.' We will also develop staff leadership through developing the Elklan strategies at universal level and leading SRS in school and in other SRS schools.

Financial Support for Families

The links below provide support to children, young people and families experiencing financial difficulties. They include Free School Meals/Clothing Grant, EMA and Trusts Funds. Weblinks can be added to your school website, handbook or sent out through your school app where appropriate.

1. **Angus Council - Free School Meals and Clothing Grant**
https://www.angus.gov.uk/schools_and_young_people/free_school_meals_and_school_clothing_grants
2. **Angus Council - Educational Maintenance Allowance** - for 16-18 year olds from lower income families.
https://www.angus.gov.uk/schools_and_young_people/secondary_school/apply_for_an_education_maintenance_allowance
3. **Social Security Scotland - Best Start Grants and Best Start Food** - includes
Pregnancy and Baby Payment
Early Learning Payment
School Age Payment
Best Start Food Payment/Card
<https://www.mygov.scot/best-start-grant-best-start-foods/>
4. **Social Security Scotland - Scottish Child Payment** - is a weekly payment of £10 that families can get for every child that they look after who is under 6 years of age
<https://www.mygov.scot/scottish-child-payment/how-it-works/> or phone, Social Security Scotland 0800 182 2222
5. **Young Carers Grant** - is a yearly payment of £305.10 for young carers aged between 16-18 years old in Scotland <https://www.mygov.scot/young-carer-grant/>
6. **Job Start Payment** – supports 16-24 year olds, who have been out of work and receiving one or more qualifying benefits for at least 6 months.
<https://www.gov.scot/policies/social-security/job-start-payment/>
7. **Aberlour - Urgent Assistance Fund** - provide grants to help families with children (aged 21 and under) who are suffering extreme hardship, including the impact of the Coronavirus. Usual grant is £50.00 per child.



<https://www.aberlour.org.uk/urgentassistancefund/>

8. **Angus Educational Trust - Morgan Trust Bursaries**-There are three small grants. One to support young people experiencing financial difficulties and to access further education at HNC/HND level, one to support young people access university and the Morgan Trust -Maintenance Grant to support pupils to attend or about to attend any school in Angus.
https://www.angus.gov.uk/directories/document_category/apply_for_an_education_grant
9. **Crises Grants and Community Care Grants** - supports families and young people over the age of 16 in emergencies, including settling into life outside of care.
https://www.angus.gov.uk/benefits_and_money_advice/apply_for_a_grant_from_the_scottish_welfare_fund
10. **Coronavirus (COVID-19): Test and Protect** - information for people who are asked to self-isolate because of COVID-19 and the Support Grant (£500).
<https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/pages/support-grants/>
11. **Angus Council Welfare Rights Service** - welfare rights advisors offering free and confidential support. Their website includes a Benefit Calculator to identify benefits for individuals and families.
https://www.angus.gov.uk/benefits_and_money_advice/help_with_benefits_and_or_de_bts?item_id=21 Tel: ACCESSLine 03452 777 778
12. **Universal Credit** – to claim Universal Credit.
https://www.angus.gov.uk/benefits_and_money_advice/universal_credit?item_id=102
13. **Citizen Advice** - provides financial support <https://www.anguscab.org.uk/> Tel: (Arbroath) 01241 870661 (Montrose) 01674 673263 (Forfar) 01307 467096
14. **The Money Advice Service** - advice and guidance to help improve finances.
<https://www.moneyadviceservice.org.uk/en>
15. **Angus Trussell Trust** - emergency food for three days. <https://www.trusselltrust.org/get-help/find-a-foodbank/angus/> Email - info@angus.foodbank.org.uk , Tel: 01307 466841 - Mob 07964 292349
16. **Angus Social Supermarket** - provide affordable food that would have otherwise gone to waste <https://www.s-martscot.com/> Tel: 01307 466841
17. **Angus Council Housing** - can help families to find a home and provide information around housing <https://www.angus.gov.uk/housing>
18. **HEAT**- helps Angus residents to stay warm and save money - Tel: 0808 129 0888
19. **Angus Council Housing - Save energy in the home** - web page provides information on how to reduce energy in the home.



https://www.angus.gov.uk/housing/council_and_social_housing/advice_and_support_for_social_housing_tenants/save_energy_in_the_home

20. **Scarf** - helps Angus residence to live warmer and reduce bills (includes funding link)
<https://www.scarf.org.uk/householder/>

CARE

You can contact the school health staff at:

Abbey Health Centre

East Abbey Street

ARBROATH

DD11 1EN

Tel: 01241 430303

DOGS IN SCHOOL GROUNDS

We understand walking your child(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.

PARKING IN SCHOOL GROUNDS

To improve the safety of our children parking in the school grounds is for disabled users and school staff only.



USEFUL LINKS AND CONTACT DETAILS

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

ANGUS COUNCIL WEBSITE

Visit angus.gov.uk/schools for information that applies to schools across Angus on topics including:

- holidays
- meals
- school payments
- attendance and absence
- assessment and reporting
- transport
- drugs education
- religious and moral education
- transitions
- ...and more

OTHER WEBSITES

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