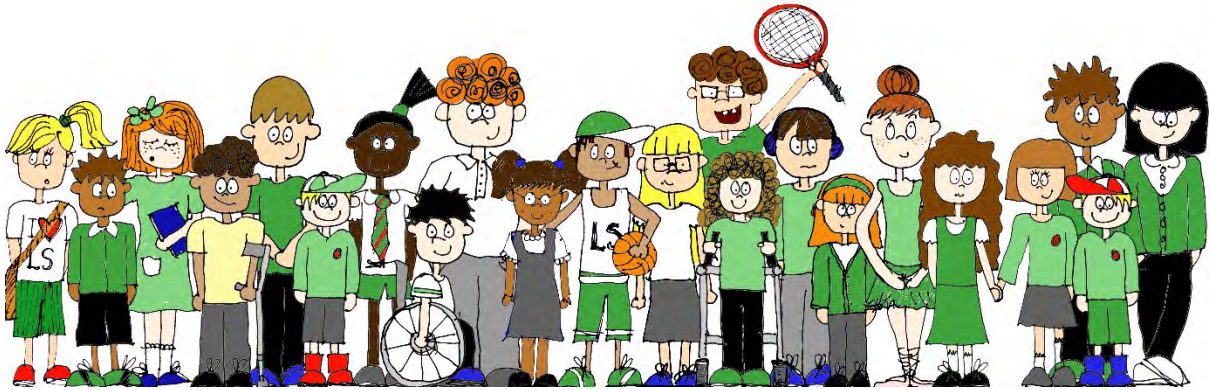




# Lochside School Handbook

*'Working together to make a difference and achieve success for all'*



We are a  
**Reading  
School**  
Silver



This document is available in alternative formats, on request  
(Please contact the Head Teacher)

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## CONTACT DETAILS

Angus Council Information

Angus Council People Directorate  
Angus House  
Orchardbank Business Park  
FORFAR  
Angus  
DD8 1AN

Tel: 01307 476337  
Fax: 01307 461 848  
Email: [People@angus.gov.uk](mailto:People@angus.gov.uk)

How can I find  
out more  
information about  
being part of  
Lochside?



**School Name**  
**Address**

Lochside Primary School  
Nursery Road,  
Montrose  
DD10 9AN

**Telephone**

**01674 907513**

**E mail**

[Lochside@angusschools.org.uk](mailto:Lochside@angusschools.org.uk)

**Website**

[www.lochsideschool.com](http://www.lochsideschool.com)

**X**

@lochsideps

**Head Teacher**

Mrs Lynette Mimiec



The Management Team at Lochside (at January 2024)

|                     |                    |
|---------------------|--------------------|
| Head Teacher        | Mrs Lynette Mimiec |
| Depute Head Teacher | Mr Martin Milloy   |
| Principal Teacher   | Mrs Louise Air     |
| Principal Teacher   | Mrs Fiona McIntosh |
| Lead ASN            | Mrs Naomi Siegert  |

**Classes at January 2024 (Please note some staff listed may be part-time):**

|   |   |
|---|---|
| Additional Support Needs Teachers   | Miss Shonagh Smith; Miss Louise Mclean; Miss Emily Christison; Dr Hazel Harrison; Mrs Christine Martin; Miss Lisa Duncan  |
| School and Pupil Support Assistants   | Mrs Pam Tidman; Mrs Susan Ingram; Miss Sharon Kelly; Mrs Diane Inglis; Mrs Audrey McGeogh; Mrs Kerry Douglas; Miss Sarah Gill; Miss Joanna Doig; Mrs Suzanne Jordan; Mrs Lucille Bird; Mrs Gemma Taylor; Miss Kesselle Wall; Mrs Olga Wallace; Mrs Claire Mochan; Mrs Morag Dalgarno; Mrs Karen Douglas; Mrs Katherine Batten; Mrs Gemma Carson; Mrs Alison Thomson; Miss Hayley Dempster; Mrs Kim Smith      |
| Senior Early Years Practitioner:<br>Early Years Practitioners:<br><br>Early Years Assistants:<br>Modern Apprentice:<br>Early Years Practitioner & Nurture | Miss Elaine Fowler; Mrs Rebecca Forbes<br>Miss Helen Seabrook; Mrs Shona Ewen; Miss Kirsty McLeish; Mrs Anne Thomson; Mrs Edith Farquhar; Mrs Carolann Brophy; Mrs Anna Watson; Mrs Debbie Charlton; Mr Callum Hutchison; Miss Caitlyn Smith; Mrs Gillian Hunter; Mrs Fiona Richards; Mrs Zoe Craig(P1)<br>Mrs Emma Pirie; Ms Anna Jankowska; Miss Karen Newlands<br>Miss Lydia Keane<br>Mrs Maria Christison |
| P1 Sparrow  | Miss Fiona Glen; Mrs Naomi Siegert  |
| P1 Wren   | Mrs Lindsey Soutar  |
| P2 Skylark  | Mrs Jennifer Boath; Mrs Stacey Connor   |
| P2 Teal   | Miss Necole Cabrelli; Mrs Anya Paton  |
| P3 Mallard  | Mrs Mairi Bell  |
| P3 Goldcrest  | Mrs Sarah Travis; Mrs Katie Donaldson   |
| P4 Hummingbird  | Mrs Jaimi MacSween  |
| P4 Robin  | Mrs Kirsty Graydon; Mrs Kyla Davidson   |
| P5 Woodpecker   | Miss Sari Johnson   |
| P5 Goldfinch  | Miss Holli Soutar   |
| P6 Swan   | Mr Lewis Edgar  |
| P6/7 Osprey   | Mrs Michelle Reeve; Mrs Claire Howe   |
| P7 Redwing  | Mrs Lisa Tavendale; Mrs Claire Davidson   |
| P7 Eagle  | Mrs Stephanie Robertson   |
| RCT Teacher   | Mrs Claire Davidson   |
| Review Meeting Secretary  | Mrs Helen Gove  |
| Office Staff  | Mrs Ashleigh West; Mrs Claire Simpson (part-time)   |

Currently the number of pupils on the roll of the school is **349 & 59** Pre-School places.  
(January 2024)

Lochside Voice (Lochside's Parent Council) Contact details:

Email – [lochsideparents@hotmail.com](mailto:lochsideparents@hotmail.com) or – Facebook Lochside Voice



Lochside Voice Chairperson: Mrs Lucille Bird

## The School Day at Lochside

### Nursery Pupils

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 09:00-14:50 and 09:10-15:00, 5 days a week.



### Primary Pupils:

|                           | <u>Primary 1, 2 &amp; 3 pupils</u> | <u>Primary 4,5,6&amp;7 pupils</u> |
|---------------------------|------------------------------------|-----------------------------------|
| Morning session           | <b>09.00</b> – 10.20               | <b>9.00</b> – 10.40               |
| Break time                | 10.20 – 10.40                      | 10.40 – 11.00                     |
| Morning session continues | 10.40 – 12.15                      | 11.00 – 12.45                     |
| <b>Lunch time</b>         | <b>12.15 – 13.15</b>               | <b>12.45 – 13.45</b>              |
| Afternoon session         | 13.15 - <b>15.20</b>               | 13:45 - <b>15.20</b>              |



## COVID-19

Covid continues to affect school life and may have an impact on some of the information contained within this handbook. Up to date information and advice from the Scottish Government about Covid and schools can be found online.

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/>

## VISITS OF PROSPECTIVE PARENTS – see link below

<http://www.gov.scot/Publications/2010/11/10093528/0>

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.

All parents are warmly invited to visit the school prior to the enrolment of their child. Informal meetings are held with parents of the new nursery and P1 classes in the summer term which allow parents to talk with senior staff and their child's class teacher.

Should you be wishing to enrol your child at another time e.g. due to moving home etc. please call to arrange an appointment with a member of the school management team who will be happy to show you around our school and answer any questions you may have.

Once your child has started school you are encouraged to visit and talk with the class teacher. There are formal parent/carer and child meetings twice during the school year but these do not preclude further meetings between parents/carers and staff. If there is any matter you wish to discuss please contact the school. Parents are always welcome and it is only by mutual co-operation between school and home that we can help our young people reach their full potential.



## SCHOOL UNIFORM

School policy is that a uniform which is suitable for outdoor PE is worn by pupils and parents are asked to assist us with this. The following items have been agreed for school wear:

- White Polo Shirt (with school Logo)
- Green Sweatshirt or Green Hoody (with school logo)
- Black Joggers / leggings
- Trainers – Plain in style to suit the season
- Wellies/Stout Outdoor Shoes



**(Please note: Denim, of any colour, and light coloured trainers should not be worn.)**

Taking into consideration the #costoftheschoolday, we also have a large selection of pre-loved school uniform available **FOR FREE** from the main school office. Please pop in anytime to take what you require.



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.

Thank you

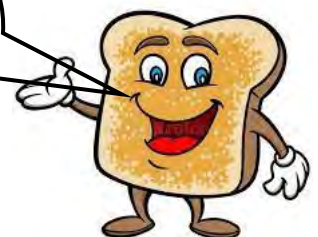


## BREAKFAST CLUB TAKE AWAY

Our **FREE** Breakfast Club runs daily inside our Gym Hall. It can be accessed via the P6 Gym Door at the back of the school. No need to book in advance, just turn up anytime between **08.30** and **08.55**. After pupils have eaten, they can go outside to play and queue up with their peers. Younger pupils will stay within the building and wait with staff at the P1/2 open area.



I'm ready to learn after a healthy breakfast.





## PARENTAL CONCERNS

Parents should contact the school **immediately** if they have any cause for concern. It is **always** our wish to deal with all matters as early as possible therefore preventing them from growing into significant concerns. Please contact your child's class teacher in the first instance or if you would prefer to discuss the issue with a member of the management team please contact:

- Mrs Louise Air                      Nursery, P1 and P2
- Mrs Fiona McIntosh              P3, P4 and Nurture
- Mr Martin Milloy                 P5 – P7
- Mrs Naomi Siegert                Additional Support Needs Classrooms
- Mrs Lynette Mimiec               Whole School

All staff will listen to your concern(s) and agree a way forward with you. They will endeavour to follow-up the initial conversation with a further telephone call to ensure all matters have been resolved satisfactorily.

## THE COMPLAINTS PROCEDURE – also see link below:

[https://www.angus.gov.uk/council\\_and\\_democracy/complaints\\_and\\_comments/making\\_a\\_complaint\\_or\\_comment\\_about\\_our\\_services](https://www.angus.gov.uk/council_and_democracy/complaints_and_comments/making_a_complaint_or_comment_about_our_services)

If parents have cause for complaint, they should contact the school and make an appointment to meet the Head Teacher, or member of the management team, where we can look together to resolve the issue in a respectful, calm and solution focused manner.



# PARENTAL INVOLVEMENT



## BECOMING INVOLVED IN SCHOOL

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

Opportunities for Parental Involvement:

During the school day:

- Helping in day to day school life
- Taking part in parent focus groups to evaluate and improve the work of the school
- Taking part in parent and child weekly groups including PEEP, Additional Support Needs Parent Forum, Bumps, Babies and Buddies Group, BookBug, Adult Wellbeing Group, Family Cooking Club.
- Adult Learning opportunities to gain recognised qualification, Adult Achievement Awards, Core Skills ICT.
- Helping with art/craft activities
- Sharing knowledge and expertise in some aspect of the curriculum, e.g. topic talk, history, science, health
- Practical activities in science, maths, social subjects, health education (e.g. first aid) or technology
- Reading stories to groups of children, playing reading/phonics games
- Supervising board games
- Helping with playground games
- Running, or assisting to run, an extra curricular Club
- Supporting educational visits/trips
- Helping to support sporting events
- School concerts – helping to make costumes, props, selling raffles
- Road safety – Cycle Training
- Librarians – supporting in school library
- Attendance & participation of our Sharing The Learning Events

Outwith the school day:

- Fundraising events
- Attending concerts etc.
- Trips e.g. sporting events, concerts
- Extra-curricular activities e.g. coaching, sports/art clubs/country dancing /in the school grounds by maintenance of garden/allotment areas

If you wish to be a regular parent helper, please contact Mrs Siegert to take part in our Parent/Carer Induction and complete a PVG (Protecting Vulnerable Groups) form that is necessary to help within the school. The office staff can also support you with this.

## **FAMILY LEARNING**

All events and groups are FREE! You do not need to book, just come to reception, ready to join in the fun!

### **Bumps, Babies and Buddies**

This group gives an opportunity for our babies and young children to develop their social skills, learn through role play and develop their emotional confidence. Parents and carers can meet other families over a cuppy and a biscuit in a relaxed environment.

### **PEEP Groups**

This group helps to value and extend the learning opportunities of our families and their children through a focusing on a range of subjects such as literacy, numeracy and health and wellbeing. You can find out more information from <https://www.peeple.org.uk/>.

### **Lochside Adult Achievement Award Group**

This group supports adults take the first step back into education through engaging in a small focussed and nurturing environment. It will help participants to build their confidence and help them to identify and value the skills they already possess. All participants will have the opportunity to achieve a nationally recognised award.

### **Lochside Core Skills ICT Group**

This Adult group will help participants to gain digital skills which are relevant to their lives and support them to widen their use of digital technology. The group is an opportunity to gain the digital skills needed to fully communicate with the school and engage with your child's learning. On completion of this course you will be awarded a level 3 or level 4 Nationally recognised ICT certification.

### **Adult Wellbeing Group**

This group is a supportive, nurturing group to help support Adults Wellbeing. Participants will take part in a wide range of activities to help support their own wellbeing and develop strategies to support them through difficult times.

### **BookBug Sessions**

This session provides stories, songs and rhymes for babies, toddlers, preschool children and their families.

### **ASN Family Forum**

This group provides parents and carers of children with additional needs, a calm and nurturing environment to support each other and learn about helpful strategies and multi-agency support which is available to them.

### **The Mindfulness Group**

Working in small groups to explore mindfulness exercise and relaxation techniques for adults.

### **Five to Thrive**

A parenting group to build on 5 core areas to develop understanding of how everything you do with your baby created and strengthens connections to their brain.

### **Everyday Numeracy Group**

Adult learning group to develop numeracy skills and a chance to gain a nationally recognised qualification.

Parents also have the opportunity to become involved in the life of the school through various events held throughout the year. Please see the regular school newsletters for information about these and, if you feel that you could assist in any way then please contact the school office to let us know.

### **Homework:**

The pupil's homework is distributed on a regular basis with tasks that complement the work taking place in class. Parents are encouraged to support their children to complete the work and get involved with their learning.

Homework is an excellent opportunity to be involved in your children's learning in a meaningful and supportive fashion.

Pupil's work is shared with home digitally on a weekly basis through your child's Seesaw Account.

The school X account (@lochsideps) is a source of considerable information, illustrating the work of all classes across the school.



### **Sharing the Learning**

Throughout the school year classes hold events in which their pupils are supported to showcase their learning to their families and the wider community. This may take the form of staging a class project or hosting an exhibition of work. During these events the pupils take charge of the discussion, promoting ownership of their learning, responsibility & engagement with their audience. Adults in attendance have the opportunity to offer feedback to the pupils and this in turn supports next steps in pupil learning.

## SCHOOL ETHOS

In our school 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.



In line with the Scottish Governments promise to uphold the United Nations Rights of The Child UNCRC, our school welcomes and encourages diversity and individuality. This starts from our 3 seeds of kindness, hard work and respect. 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.

The aim of our school is to work in partnership with pupils, staff, parents, the wider community and other agencies to ensure that everyone is **safe, healthy, active, nurtured, achieving, respected, responsible** and **included**. Our commitment to this is demonstrated in our mission to achieve Silver RRSA (Rights Respecting Schools Award).

We believe that **everyone** has a voice at our school and that **everyone's opinion matters**.

We regularly ask our pupils, parents/carers and staff some questions about life at Lochside and the results are used to shape our school improvement plans. We are currently looking at how we can improve our playground, outdoor learning opportunities and our digital skills. We value our whole school community and through working together we can achieve more.



Our Vision Statement:

**'Working together to make a difference  
and achieve success for all.'**



## Our Values and Aims:



Designed by our learners, we use the visual of seeds on an apple tree. We aim that everything we do starts with seeds of kindness, hard work and respect.

We want everyone to grow to be safe, healthy, achieving, nurtured, active, responsible, respected and included.

For our Values, the learners chose a rainbow logo and created a mnemonic to help us remember what is important to us.



We value:

**Learners** - we look for challenges.

**Openness** - we tell the truth.

**Caring** - we look after each other.

**Helpful** - we think of others first.

**Sharing** - we share our time, talents and friendship.

**Included** - we are all part of the same team.

**Determined** - we never give up.

**Encouraging** - we are proud of each other.



We hope that you approve of our school vision, values and aims and we would welcome any feedback that you would care to give.



## SCHOOL AND COMMUNITY LINKS

Lochside is an integral part of the community of Montrose. 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 organised by the churches, wider community and local businesses as well as participating in local visits, sporting and cultural events.

## POSITIVE BEHAVIOUR MANAGEMENT

[https://www.angus.gov.uk/schools\\_and\\_young\\_people/staying\\_safe/anti\\_bullying\\_policy](https://www.angus.gov.uk/schools_and_young_people/staying_safe/anti_bullying_policy)

### Ready to Learn Policy

Regulated behaviour is essential to effective 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. As part of our emotional literacy programme, all our learners learn about zones of regulation and the impact our emotional state has on our ability to learn and maintain positive relationships.

Lochside Primary School strives to be a centre for learning where all pupils have equal access to a stimulating, safe and effective learning environment that is free from disruption and is positive and inclusive, providing them with every opportunity to be successful in preparing them for life after they complete their education with us. We seek to celebrate those pupils who consistently demonstrate they are 'Ready to Learn' and provide support and guidance to pupils who may at times find this challenging.

At the heart of our school, is an ethos of kindness, hard work and respect. For a school culture to work, it must work for all learners. Some learners will require additional support to meet the high standard we should expect of them, and alongside being clear on expectations, we must offer support where it is identified and needed.

|        |          |          |       |          |
|--------|----------|----------|-------|----------|
| Polite | Prepared | Punctual | Proud | Positive |
|--------|----------|----------|-------|----------|

In addition to Zones of Regulation, Emotion Works is an educational **programme for emotional learning and literacy**. Based around a visually supportive framework for learning and talking about emotions, the goal is to build emotional language and understanding in children and young people to help develop emotional competence and resilience.





## **CELEBRATING ACHIEVEMENT**

Children work hardest when they know their work will be appreciated. All staff encourage pupils at all times, and in all activities to give their best. Their effort may be rewarded verbally by praise of their achievements and identification of their next steps to further extend and develop learning, or non-verbally by written comments to this effect, a smiley face, certificate, prize and/or sticker.

### **V.I.P Café**

The café is an opportunity for us to celebrate the success of our pupil's achievements with their wider family. On a weekly basis, class teachers will award members of their class with a V.I.P pupil invitation via seesaw. The invitation will welcome the pupil's whole family to join their child at the following week's café. At the café the family will have the opportunity to sit with their child and celebrate their achievements. They will also have the opportunity to look at some pieces of work their child would like to share with them.

### **Wider Achievement**

We know that there is so much more to our pupils than what we see at school. Our pupils are very active outside school hours and sometimes they receive awards and certificates from their clubs or groups. We have runners, swimmers, footballers, singers and all sorts! Our pupils can also achieve many things within their own home such as keeping their bedroom tidy, helping with the weekly food shop or by helping set the table for tea. It's always great to hear about the achievements of Lochside pupils so we regularly send out our wider achievement awards to allow families to highlight their children's achievements out with school. These successes are then shared at our weekly assemblies and displayed within our school.

## **EXTRA-CURRICULAR ACTIVITIES**

There is a vast array of extra-curricular activities available for your child to participate in, these include/have included:

- Football
- Athletics
- Basketball
- Rugby
- Sewing
- ASN Social Club
- Choir
- Guitar
- Arts and Crafts Clubs
- Chess Club
- Baking
- Origami Classes
- Cross Country
- Netball
- Dungeons & Dragons Club



The above opportunities are shared verbally with your child during at least one assembly and will also be sent home via a notification letter. If pupils are interested in attending they should complete an application form which they can get from either the school's active school's coordinator, class teacher or from the school office. This form should be completed and signed by a responsible adult in the family home and returned to school.

## **PUPIL LEARNING COUNCIL**

There is an active Pupil Learning Council at Lochside School led by P7 pupils. Throughout the year they will meet regularly with a member of the management team. They are involved in creating their own version of the School Improvement Plan and will take part in the evaluations of our school improvement priorities. They will be involved in deciding upon school fundraising ideas, raising awareness of Eco matters and addressing emerging issues as they occur. They will also help to determine our school priorities for next session.

### **Leadership Groups**

Every pupil within the school is linked to one of the Leadership groups. These change annually, allowing the pupils the opportunity to develop knowledge and understanding of a variety of different subjects. The pupils launch their group at the beginning of the school year through a whole school assembly. Following this, further assemblies are held to report back to the school, the progress the pupils are making with their agreed targets.

Through participating in the groups, the pupils learn and develop the following skills:

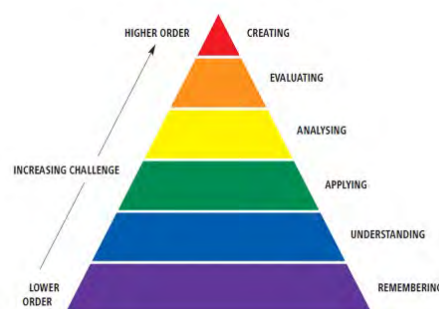
- A school is a community and pupil leadership groups help to make our community harmonious and good to live in.
- Our Pupil Leadership Groups enable pupils to make positive contributions to their school environment and its ethos.
- Every child learns to listen to others and to recognise themselves as a worthwhile individual with a right to be heard.
- Children learn self-confidence and social skills.
- Contributing to their class and school community allows children to grow in self-esteem.
- Every child learns from their own experience how to contribute to society as a whole and what it means to be an active citizen.

Our leadership groups are as follows:

- Outdoor Learning
- Sports Council
- UNCRC
- Reading
- Stem
- Community Learning

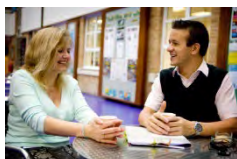
## LEARNING OPPORTUNITIES

Your child will learn in a variety of different contexts and groups including ability, cooperative and social.



## 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 e.g. World War 2 – The Battle of Britain. This will be shared with parents and parents will be invited to support the learning by sharing resources from home e.g. ration book or visit the school to share a talk.



Parents will be invited to share comments regarding the planned work for their child at various points throughout the year and are encouraged to feedback comments at anytime.

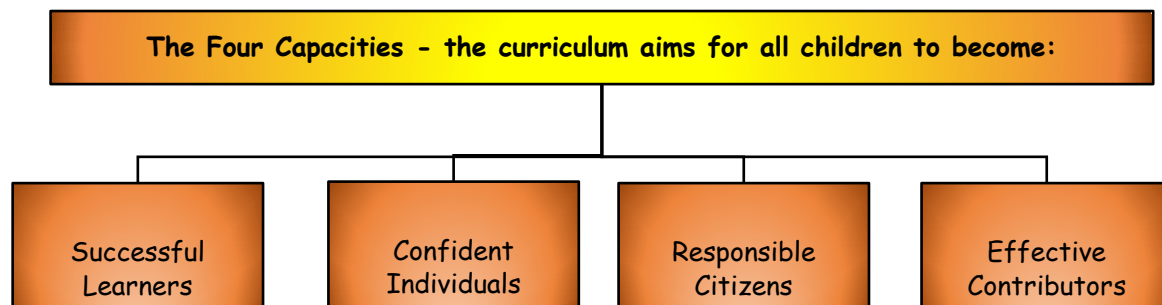
## THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

The school website provides information on upcoming events via our live calendar and also includes information of Lochside Voice and links to further national information. Parents can contact the school directly from the website by either submitting a contact form.

Additionally, sharing the learning events are held throughout the year, led predominately by the children. During these events the children will describe and share their first-hand experience of the curriculum in school.

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

Curriculum for Excellence (often shortened to CfE) is the curriculum in Scotland which applies to all children and young people age 3-18, wherever they are learning. It aims to raise achievement for all, enabling young people to develop the skills, knowledge and understanding they need to succeed in learning, life and work.



The Eight Curriculum areas are:

- **Expressive Arts** – including art and design, dance, drama and music
- **Health and Wellbeing** – mental, emotional, social and physical wellbeing, PE, food and health, substance misuse and relationships, sexual health and parenthood
- **Languages** – listening and talking, reading and writing in literacy and English and modern languages, plus classical languages and literacy and Gaidhlig/Gaelic learners (where available)
- **Mathematics** – including analysing information, solving problems and assessing risk
- **Religious and Moral Education** (denominational and non-denominational) learning about Christianity, other world religions, and developing values and beliefs
- **Sciences** – understanding important scientific concepts across planet Earth, forces, electricity and waves, biological systems, materials and topical science
- **Social Studies** – understanding people, place and society in the past and present including history, geography, modern studies and business education
- **Technologies** – including computing science, food, textiles, craft, design, engineering, graphics and applied technologies

Additional important themes across the curriculum are creativity, enterprise, and global citizenship, which include sustainable development, international education and citizenship.

The school X account (@lochsideps) is a source of considerable information, illustrating the work of all classes across the school.

## EARLY LEARNING AND CHILDCARE

In Scotland all three and four year olds, and some two year olds, are eligible for up to 1,140 hours a year of funded early learning and childcare (ELC). Our ELC class offers sessions between 9.00 am to 3pm, 5 days a week, over 35 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](http://www.angus.gov.uk/earlyyears)

## **Transition from ELC to Primary 1**

Tours of the school are offered to all incoming parents/carers, and children.

Transition review meetings are held in the last term of nursery for children with additional support needs. These are an opportunity for all professionals involved and parents/carers to share relevant information and plan for an effective transition for the child.

There is close liaison between Nursery/Preschool settings, and Primary 1 teachers. Primary 1 teachers visit local pre-schools in April to meet the children who will be part of the new intake in August. This is an opportunity for pre-school staff to share relevant information and Primary 1 staff can observe the children at play in familiar surroundings.

Visits are organised to ensure all relevant information about children's needs is communicated appropriately. Verbal/written reports, observations and personal information is shared. The Primary One teachers meet with the staff from the nursery/other preschool settings, to share relevant information. This enables the Primary 1 teaching staff to plan effectively and ensure the first weeks are not too overwhelming for new children.

Induction information for children starting in August, is distributed in May. It explains the settling in process and provides parents with start dates etc. A welcome letter with teacher's and support staff photographs is emailed to the parent/carer and child.

Parents/carers are invited to attend a P1 Induction meeting in June, prior to the child starting primary one in August. At this meeting the Principal Teacher for early level will talk through the transition process and what to expect in primary one.

Children starting Primary 1 are included in our Early Enhanced Transition. Initially there daily visits will be for 1 hour. This will be increased throughout the transition period.

### **Early Enhanced Transition.**

We carry out an Early Enhanced Transition throughout the school. When surveyed, over half of our parents/carers who responded shared that their child/children have been anxious about returning to school after the summer holidays, of these, 100% of parents/carers of children with additional support needs reported that their child had been anxious prior to returning to school. They shared that these anxieties were mainly due to the unknowns of a new class teacher and/or new learning environment. We aim to alleviate these anxieties and give children the best possible start to their new session.

Our transition involves all children moving to their new classroom with their new teacher prior to the summer break. During this time the children have the opportunity to get to know their new teacher and their new learning environment. Staff have the opportunity to get to know the learners within their new class, develop

relationships and set expectations for the new session. This also allows children to be more involved in the setup of their new learning environment.

Children know what to expect after the summer break as their classroom is already set up and they know their teacher and have formed relationships. This allows for an immediate start to the curriculum. Children are confident in their learning environment and know what and where to go in all areas of the school, from finding their new classroom door to their new playground areas.

For our nursery children, and children from outwith nurseries, moving into primary one we have daily visits to their new classrooms with their new teacher, supported by an EYP from nursery. We gradually increase the length of time of these visits and incorporate break and lunchtimes so that children have experience of this. During this time, we also give opportunities for children to be dropped off and collected from school, ensuring children and parents/carers are familiar with this routine.

For our Primary Sevens moving into First Year we try to mirror the secondary experience as much as possible. Offering opportunities to work with different staff members for different subject areas and have visits to Montrose Academy.

## **LIAISON WITH SECONDARY SCHOOL**

In Lochside, we work with our cluster schools and with Montrose Academy to make transition as smooth as possible for our pupils, and we try to improve this year on year. This is what transition currently looks like for Lochside pupils going to Montrose Academy:

### **For all pupils:**

Pupils from all stages attend various cluster activities organised by our Active School Coordinator, Louise McLeod. This has included, 'Fun in Athletics', Tennis, Rugby, Cricket, Scottish Dancing etc. This gives them the opportunity to meet and mix with children from the other Montrose Primary schools.

### **Transition and Liaison P7 – S1**

Throughout the session pupils have a series of visits to Montrose Academy. This includes working on literacy research skills with the librarian in the Academy library, maths puzzle day and the whole cluster Enterprise Challenge day. For all the events the class teacher works closely with the appropriate staff from Montrose Academy.

Early in the summer term P7 teachers pass on information to Montrose Academy staff about each pupil, taking account of academic performance, personal achievements, outside interests and hobbies, commitments to the school (e.g. House Captain, Pupils' Voice etc.) attitude to work, friendship groups etc.

Pupil Care and Support staff along with prior pupils, who are in first year, visit our pupils and answer any questions or worries the P7 pupils have.

In June, P7 pupils spend three days at Montrose Academy. During the days they spend some time with all P7 pupils from within the cluster 'building a learning community' and the rest of the time following their first year timetable. Their P7 teachers do not go with them.

At the end of June, P7 profiles and assessment folders are forwarded on to Montrose Academy.

**For some pupils:**

An enhanced transition programme is available for children with ASN or who are particularly shy or worried or who have difficulties making friends or who find it difficult to focus on their work. This programme is led by Montrose Academy staff and it provides extra opportunities for pupils and their parents to visit the Academy and meet with staff.

**For a very small number of pupils:**

For pupils who have an Individual Educational Programme due to specific learning or social needs a transition meeting will be held to plan ahead for the move to secondary school. Parents/carers and the pupil will be invited to attend a meeting with a member of the Senior Management Team in Lochside and a member of the secondary school's Additional Support Needs team. At this meeting we will plan appropriate support mechanisms to support your child with their transition.

## MAIN ACHIEVEMENTS

We are very proud of our pupils and of their recent achievements. We are also proud of the culture within school which encourages participation and success. There are a variety of extra-curricular activities in which pupils take part.

Further details of school achievements can be seen in the main foyer in our Golden VIP Folders and our Wider Achievement Awards Folders and also the School Standards and Quality Report.



## IMPROVING STANDARDS

The school has a very good ethos which is recognised by both our community and visitors. There has been a continued increase in both active and contextualised learning throughout the school. Feedback is effectively used to motivate the children and encourage them to aim higher. Pupils are regularly consulted on how they can improve their learning and there has been an increased effort to share this information with parents via the SEESAW App.

Lochside Voice has also helped with this process as they work closely with staff to foster an even better school/ home partnership.

The school continues to have high expectations for all pupils with their many successes and achievements regularly shared and highlighted with the local community. Transition arrangements both within and outwith the school continue to improve through ongoing consultation with the school community and cluster colleagues.

Professional discussions between the SLT and stage partners continue to be held regularly with an agenda that is both flexible and responsive to needs. Staff have the opportunity to discuss pupil learning at school level across the entire curriculum at all levels.



Lochside works closely with the Montrose Cluster of schools to jointly address a range of issues. Once again, this year's Improvement Plan has been devised to tackle both the school's individual requirements and the cluster's collaborative approach to CfE. The school continues to flourish with staff working well together ably supported by the school community and cluster colleagues.

All of the above allows literacy, numeracy and health and wellbeing development to be at the forefront of all school developments. This in turn allows standardisation of practice, challenge & enjoyment, progression, coherence, relevance, depth and personalisation & choice to be present for all pupils and therefore, raise standards of teaching and learning. Further information can be found in the school standards and quality report which can be requested through the school office.

## **SCHOOL IMPROVEMENT PLAN**

Each year we write a school improvement plan in order to take forward developments within the school. It is our plan that this document be written in full consultation with the parent council and student council so that they are fully involved in helping to shape the school's direction. A copy of this year's school improvement plan can be accessed from the main office and via our school website.

At present we work collaboratively with the parents and pupils to provide the most appropriate learning environment for the children. By working closely together the school and home are more likely to develop pupils who are successful learners, confident individuals, responsible citizens and effective contributors.

The focus for school improvement over the next few years will be to continue our trend of improving attainment in literacy and numeracy.



## School Improvement Plan 2023/2024 – Writing

**Situation:** Attainment in reading, writing, and listening and talking is good, however there is an identified gap in attainment between reading and writing across the school. Through moderation activities staff have identified the school would benefit from a consistent pedagogy throughout the school to ensure progression towards national benchmarks in writing and ensure challenge for a few learners. The school currently uses progression pathways and staff have identified the use of writing rubrics as a next step to equip learners to be assessment capable.

**Aim:** All teaching staff will have a shared understanding of Explicitly Teaching Writing through professional learning and moderation activities.

Learners are involved and evaluate evidence of progress and achievement in writing.

Parents and carers have a shared understanding of the language of learning in writing.

*“How can something so small be so important?” Quote Child P5*

## 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: <https://www.parentclub.scot> 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 <https://www.readingchallenge.scot/> [here](#) - <https://www.readingchallenge.scot/>

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 https://education.gov.scot/parentzone/](https://education.gov.scot/parentzone/) 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: -**

School Nurse:

Christina Forge

Links Health Centre

Frank Wood Way

Montrose

Angus

(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.

## **PARKING IN SCHOOL GROUNDS**

We have very limited parking available for staff and for transport for pupils with additional support needs. To ensure pupil safety please do not park in the school car park unless you have a Disabled Blue Badge or have been given a Lochside Parking Pass from the school office.

## USEFUL LINKS AND CONTACT DETAILS

Angus Council  
Angus House  
Orchardbank Business Park  
FORFAR  
DD8 1AN  
Tel: 03452 777 778  
Email: [ACCESSSchoolsLearnBSU@angus.gov.uk](mailto:ACCESSSchoolsLearnBSU@angus.gov.uk)

## ANGUS COUNCIL WEBSITE

Visit [https://www.angus.gov.uk/schools\\_and\\_young\\_people](https://www.angus.gov.uk/schools_and_young_people) 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

[https://www.angus.gov.uk/schools/free\\_school\\_meals\\_and\\_school\\_clothing\\_grants](https://www.angus.gov.uk/schools/free_school_meals_and_school_clothing_grants)

EMA (Secondary Schools)

[https://www.angus.gov.uk/schools\\_and\\_young\\_people/secondary\\_school/apply\\_for\\_an\\_education\\_maintenance\\_allowance](https://www.angus.gov.uk/schools_and_young_people/secondary_school/apply_for_an_education_maintenance_allowance)

Welfare Rights/Benefit Calculator

[https://www.angus.gov.uk/benefits\\_and\\_money\\_advice/help\\_with\\_benefits\\_and\\_debts?item\\_id=21](https://www.angus.gov.uk/benefits_and_money_advice/help_with_benefits_and_debts?item_id=21)

## OTHER WEBSITES

Find useful links to other websites at

[https://www.angus.gov.uk/schools\\_and\\_young\\_people/parents/links\\_for\\_parents](https://www.angus.gov.uk/schools_and_young_people/parents/links_for_parents)