

# **SOUTHMUIR PRIMARY SCHOOL**

## **SCHOOL HANDBOOK**

**2023-2024**



This document is available in alternative formats, on request.

(Please contact the school office)

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## CONTACT DETAILS

<b>School Name</b>	Southmuir Primary School	
<b>Address</b>	Prosen Road, Kirriemuir, Angus. DD8 5AT	
<b>Telephone Number</b>	01575 526060	
<b>Website</b>	<a href="https://blogs.glowscotland.org.uk/an/SouthmuirPrimary">https://blogs.glowscotland.org.uk/an/SouthmuirPrimary</a>	
<b>Email Address</b>	Southmuirps@angusschools.org.uk	
<b>Head Teacher's name</b>	Mrs Jane Esson	
<b>Class Stages</b>	Nursery	Primaries 1-7
<b>Present Roll</b>	Nursery	46
	P1-7	167
<b>Parent Council</b>	Chairperson: Alison Nicoll	
<b>School Hours:</b>	Nursery	09.00am – 15.00pm
	P1-7	09.00am – 15.20pm
<b>Intervals:</b>	P1-3	10.40am – 11.00am
	P4-7	10.20am – 10.40am
<b>Lunch:</b>	P1-3	12.20pm – 13.20am
	P4 -7	12.10pm – 13.10am

It is advised that pupils should not arrive in school more than 10 minutes before a session begins.

We offer a FREE Breakfast Club every morning. Children are collected by school staff from the foyer at the main office door at 8.20 am. There is no need to pre-book a place at our breakfast club.



## VISITS OF PROSPECTIVE PARENTS

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

Once your child has been allocated a place you and your child will be invited along to meet the staff and some of the children, to find out more about the curriculum and to share information about your own child. Please telephone the school office beforehand to arrange a suitable time for your visit. When you arrive at school you will be asked to sign in at the school office for security reasons.

## SCHOOL UNIFORM

There is little differentiation between boys and girls in respect of school uniform. The school uniform consists of the following items of clothing:

- navy blue school sweatshirt with school logo. (Please note we do not accept hoodies).
- school tie (optional)
- blue shirt, blouse, polo shirt, cardigan, or pullover
- navy blue trousers, skirt, shorts, pinafore.

Items designed with Southmuir Primary identity may be purchased from myclothing.com. Other stockists may be available. Please check with the school office for information.

You are also requested to equip your child with shorts, a T-shirt and gym shoes to allow the safe participation in gym lessons. Long hair must be tied back and micropore tape supplied by parent/carer in order to protect ears that have been newly pierced, preventing the removal of earrings.

A large overall should also be supplied to avoid spoiled clothing when your child is engaged in art activities.

**All** items, including clothing, brought to school should be named, as it can be difficult for children to distinguish their own clothing from others. Lost property is kept in school for a month in a specified area for pupils and parents/carers to check. Any valuables found e.g., watches & jewellery are held in the school office. Children should check immediately if they have lost any clothing or other property. You can help by encouraging your child to be responsible for looking after their belongings.

## PARENTAL CONCERNS

We encourage all parents/carers to contact the school immediately if they have a cause for concern or complaint. It is our wish to deal with all matters as early as possible to prevent 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 the school office and someone will get back to you to arrange a suitable time for a meeting. If it is more convenient the matter can be discussed by telephone.

The staff will listen to your concern and agree a way forward with you. They will follow up the initial conversation with a telephone call, if required, approximately one week later to ensure all matters have been resolved satisfactorily.

## THE COMPLAINTS PROCEDURE

[Angus Council complaints procedure](#)



## PARENTAL INVOLVEMENT AND BECOMING INVOLVED IN SCHOOL

Southmuir Primary School values the important part that parents play in their children's education. Partnership with parents is seen as an effective way of enhancing children's achievements and promoting better school ethos and communication.

### Opportunities for Parental Involvement.

During the school day:

- Assisting with practical activities, e.g., art/craft, science, technology
- Sharing knowledge and expertise in some aspect of the curriculum, e.g., topic talk, history, science, health, careers
- Reading stories to groups of children
- Supervising board games
- Teaching playground games
- Developing school resources
- Running or assisting with lunch club activities
- Supporting educational visits/trips
- School concerts – making costumes, props, supervision of children

After the school day:

- Attendance at Parents' Evenings
- Supporting homework
- Fundraising events
- Supporting clubs and after school activities

All parents are invited to attend two Parents' Evenings throughout the year. At these meetings, parents will have the opportunity to talk to their child's class teacher for a 10-minute interview and hear about their child's progress. This is also an opportunity for parents to hear how they can best support their child's learning. In addition to planned interviews, school staff will respond to any request to meet with a parent to discuss their child's progress. It is expected that this would be a reciprocal arrangement.

Parents/carers are also encouraged to look at their child's Learning Journal with their child on a regular basis and support as appropriate the completion of homework tasks as advised by the school.

Parents/carers of children in the nursery classes are given several planned opportunities over the session to discuss their child's progress and development. Information about children's learning activities can also be found on the nursery display board and in regular newsletters.

The parents/carers of pupils requiring extra support, who have their education delivered through an Individual Education Plan (IEP), are offered regular meetings with teaching staff to agree suitable learning targets.

We also have a very active Parent Voice which:

- Represents the views of all parents/carers
- Encourages links between the school, parents/carers, pupils, pre-school groups and the wider community
- Helps to raise funds through social events for children and families
- Supports the school in its work with pupils
- Plays a role in the appointment of head teachers and depute head teachers

Donations from our Parent Voice have supported a wide range of school activities and resources in the past including school trips and playground equipment.

Our current Chairperson is Alison Nicoll. If you wish to contact her, this can be arranged through the school office. Parents/carers are always welcome to any Parent Voice meetings.

**If you wish to be a regular parent helper, PVG (Protecting Vulnerable Groups) checks have to be completed. Please discuss this with our Head Teacher, Mrs Esson.**



## SCHOOL ETHOS

At Southmuir Primary 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.

Our school welcomes and encourages diversity and individuality while emphasizing our common commitment to moral values such as honesty, respect for others, compassion and justice. The fundamental principle of our school are that 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 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.



## SCHOOL AND COMMUNITY LINKS

Southmuir Primary School is an integral part of the community of Kirriemuir. Children develop skills and learn to be better citizens as they engage with and support the work of the local community. We continue to develop close links with Sustainable Kirriemuir who have been supporting us in the development of our Urban Farm, which will allow children to look at growing, sustainability and the environment. Other links between the school and its community include:

- Participating in Rotary Club competitions
- Entertaining care home residents
- Hosting work experience for secondary school pupils
- Advertising community events
- Regular contact with community police and school nurse to support the development of pupils' environmental awareness, to build positive relationships and to contribute to the health and wellbeing of all.
- Visits to local businesses as part of social development and careers events
- Attendance at the Glens and Kirriemuir United Parish Church and programme of inviting ministers into school.
- Liaison with local library services, e.g., library club, visits to classes, World Book Day
- Opportunities for local organisations and businesses to participate in school events.



Recent Charity Fund Raising:

- National appeals such as Poppy Appeal and Children in Need
- Christmas/Summer Fayre
- Supporting our local food hub through donations.

## POSITIVE BEHAVIOUR MANAGEMENT

[Angus Council anti-bullying policy](#)

Good behaviour is essential to good learning. The general aim of the school is to provide an atmosphere of mutual respect and collective responsibility. Pupils, parents and staff all have an important part to play in producing and sustaining this positive ethos. The rules of the school are of a common-sense nature, bearing in mind the interest and safety of all concerned.

Children are required to be respectful to others in school including fellow pupils, to display good manners and to ensure that work and behaviour are such as to allow the teacher time to work with all children. We believe that everyone has the right to be safe and happy within Southmuir Primary School.

Research carried out by and for the Scottish Government indicates that Restorative Approaches help schools to create peaceful learning environments in which children are Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. Southmuir Primary School uses Restorative Approaches to improve relationships and promote positive behaviour. We encourage individuals to take responsibility for their actions and, when an action has caused harm, for those involved to have a responsibility to put things right. As a restorative school, we place emphasis on making things better and moving forward rather than the traditional approaches to discipline such as blame and punishment. On occasion, we may draw your attention to a problem concerning your child's behaviour in school in order that we can work together to improve the matter.

Each class and teacher discuss and agree their specific set of rules at the beginning of the session, as these can be tailored to the age and stage of pupils. These are displayed on the classroom wall as a reminder of the agreement. The pupils then have a clear understanding of expectations and the reasoning behind these.





## CELEBRATING ACHIEVEMENT

Children work hardest when they know their work will be appreciated and praised. All staff encourage pupils at all times and in all activities to give their best.

Pupils' personal achievements and contributions to society are celebrated during weekly assemblies. Every week, pupils try to become a Southmuir Primary Superstar. Staff can nominate any pupil for this award – for working especially hard, for exemplifying our values, for achievements outside of school etc.

Within individual classes, pupils are strongly encouraged to recognise and respect the achievements of their peers on a daily basis. We believe these actions play a vital role in acknowledging the diversity of individual strengths and the promotion of self-esteem.

Prizes for Maths, Language, Sports, Service Award, Expressive Arts, Southmuir Primary Ambassador and Overall Achievement are awarded every summer. The William Beaton Memorial award is also presented to a pupil in primary 6 for topic work. All P7 pupils receive a gift to wish them well in the next stage of their education.

## EXTRA-CURRICULAR ACTIVITIES

At Southmuir Primary, we always strive to have a very full programme of clubs and are very ably supported in these by our Active Schools Co-ordinator, parents and by senior pupils from Webster's High School.



Pupils have opportunities to be involved in a number of groups that enhance the school experience for all children. These include:

- Pupil Voice
- Paired Reading
- Library Group
- Sports Clubs including Dodgeball, Football, Basketball and Netball
- Gardening Club
- Choir
- STEM/coding club

Opportunities and details about clubs will be shared with your child during any assemblies and by their class teachers. If they are interested in joining any of our clubs, they should ask for an application form from the school office. The form should be completed and signed by a responsible adult in the family home and returned to school.

## **PUPIL COUNCIL**

There is an active Pupil Council at Southmuir Primary which is known as the Pupil Voice. This comprises of one representative from each class, currently from P2-P7, who are voted for by their peers.

Throughout the year Pupil Voice will be involved in taking forward school improvement priorities, fundraising activities and addressing emerging issues as they occur. The children meet regularly with a member of the management team to represent their peers' concerns and ideas for school improvement. Members also report back to their classes on decisions made and actions determined by the Pupil Voice. Meetings are open and fair, with all having the opportunity to speak and have their ideas or concerns valued and considered responsibly.

## **LEARNING OPPORTUNITIES**

Your child will learn in a variety of different contexts and groups including ability, co-operative and social. Teachers will share information about your child's learning and progress through newsletters, class information sheets, pupil reports and Class Dojo. Learning Journals are sent home termly and we would encourage you to discuss these with your child and add comments. Different events are organised during the school year to allow you to see the work your child has been involved in, including open mornings/afternoons, which you are always welcome to attend.

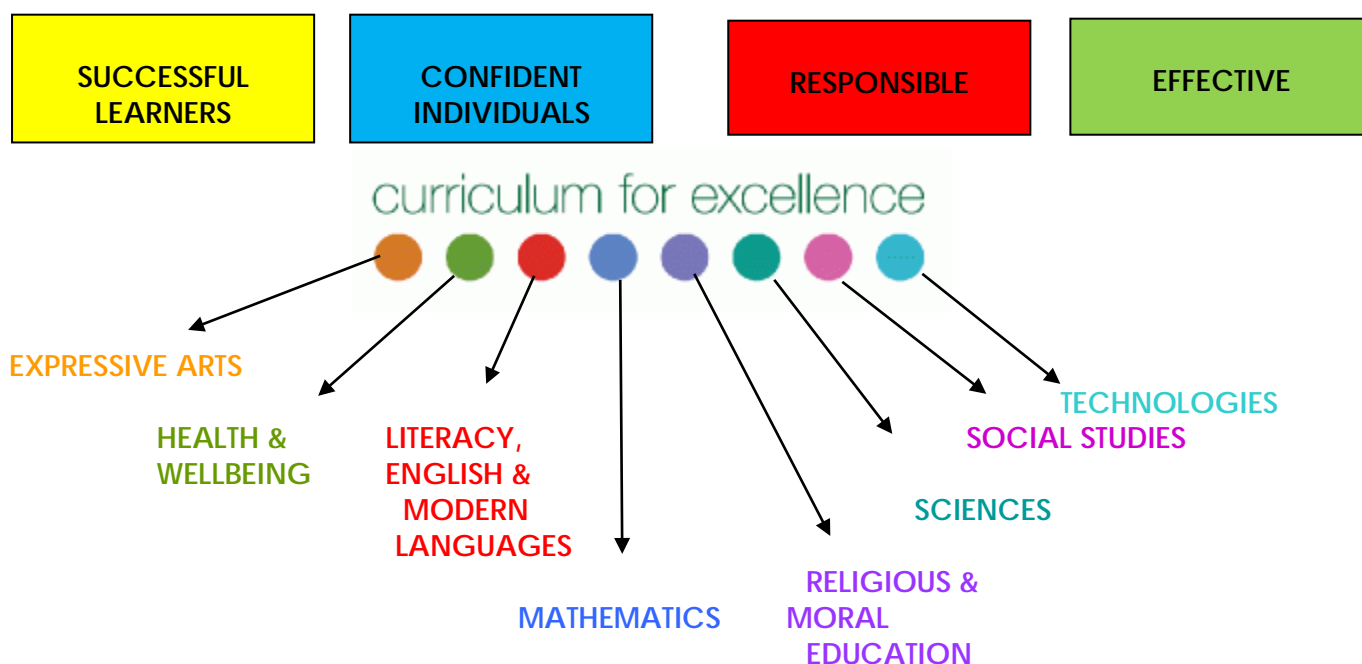
## **THE PUPILS AND PARENTS VOICE**

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., Scottish history – Wallace and Bruce. This will be shared with parents and 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 share a comment regarding the planned work for their child at various points throughout the year and are encouraged to feedback comments at any time via Class Dojo.



## THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

The Scottish government's primary school curriculum aims for all children to become:



Every session each class will present an assembly to parents and carers. The children also regularly share more of their learning in open mornings/afternoons in their classrooms. We plan to have a variety of curricular information evenings and afternoons over each session. During these times, staff and pupils will demonstrate some of the learning experiences we have at Southmuir Primary.

Teachers will share information about your child's learning and progress through learning logs, newsletters, class information sheets and pupil reports. Open afternoons, curricular evenings and in-person parents' nights are organised to allow you to see the work your child has been involved in. The school website, Twitter site and Class Dojo are also sources of information, illustrating the work of all classes across the school.

More local information can be found out from the school or local Council and national information from the numerous sources listed towards the end of this handbook.

## EARLY LEARNING AND CHILDCARE

In Scotland, all three- and four-year-olds, and some two-year-olds, are eligible for up to 1,140 hours a year of funded early learning and childcare (ELC). Our ELC class offers sessions between 8.45 and 14.45, 5 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. To find out more about the benefits of ELC and the options available, visit our dedicated ELC web pages at:

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

## LIAISON WITH SECONDARY SCHOOL



The school maintains close links with Webster's High School and other Primary Schools within the Angus area. A programme of activities is arranged to ensure a smooth transition from primary to secondary. 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. Webster's High School Academy may be contacted by telephoning 01575 526000 or via email ([webstershigh@angusschools.org.uk](mailto:webstershigh@angusschools.org.uk))

## SCHOOL IMPROVEMENT

### MAIN ACHIEVEMENTS

Every May the school produces a SIP (School Improvement Plan) for the coming session. A SQ (Standards and Quality Report) is also completed. Both of these documents are available from the school office upon request.

- Staff and pupil digital leader groups roles have been developed further to support the use of digital technology and develop a Digital Strategy for the whole school with a view to starting the journey to Digital Schools Award status.
- The Angus Council Self-evaluation framework was used to develop the moderation action plan. The moderation working group has been set up and have started using the moderation hub to identify professional learning to be delivered as part of next session's action plan
- Developed Outdoor Learning across the school and invested some PEF funding and a grant awarded to our parent Council to further develop our school grounds and resources to facilitate Outdoor Play & Learning within a variety of environments within the nursery and school. All staff took part in sessions to develop out door learning skills and confidence so that they could embed outdoor learning in their curriculum planning
- Children in P6 and P7 were offered the opportunity to take part in the John Muir award, with high rates of success.



## IMPROVING STANDARDS

Over the last session, the following were identified as key factors in improving standards for all our learners.

- All classes have embedded their use of main curricular progression pathways.
- SNSA data and InCas data are used to inform teacher judgement and planning.
- We have further developed our outdoor curriculum through partnership with Sustainable Kirriemuir. Planned and purposeful outdoor learning activity is included in class plans and evidence folders.
- The gardening club supports inclusion and family learning.
- Wellbeing Web and indicators are used twice yearly by class teachers and the information is used to target support, both by the school and, where appropriate, in partnership with external agencies.

## SCHOOL IMPROVEMENT PLAN

The key areas for our longer-term school development and improvement plan have been identified as follows:

- Opportunities for staff to undertake professional dialogues and systems, such as learning visits, and moderation to support robust professional judgements.
- Staff and partners working together to develop a shared understanding of well-being with a strong focus on mental health and well-being of all.
- Implementation of the Angus Pupil Tracking tool for all learners from nursery to P7.

This session, we are also focussing on the following as our school priorities:

- Opportunities for staff learning and input around computational thinking and digital curriculum planning through the use of school-specific digital pathways..
- School to continue along the journey for Digital Schools Award.
- With QAMSO support, continue to evaluate schools' current position/journey regarding moderation using Angus Council's Moderation Self-Evaluation Framework, and Staff Self-Evaluation Survey.
- Develop a writing framework to increase attainment in literacy across the school.
- Use Pupil Tracking to triangulate data to inform professional conversations and identify needs.
- Review of ASN provision and inclusion.

## READ, WRITE, COUNT

The Read, Write, Count programme aims to support parental engagement in literacy and numeracy. Gift bags are distributed annually to all P2 and P3 pupils in Scotland by Scottish Book Trust. The gift bags contain essential literacy and numeracy materials to support children's learning, as well as advice and support to parents.

Studies show a direct link between a strong family learning environment and progress in reading, writing and counting. In addition to the parent guide included in the gift bags, the Parent Club website offers a range of hints, tips and advice to help parents engage in their child's learning. For more information, please see:

<https://www.parentclub.scot/>

## HEALTH CARE

You can contact your school health staff, including the school nurse, at: -



Kirriemuir Health Centre

Tannage Brae

Kirriemuir DD8 4ES

## 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 well-being 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.

## 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:

[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)