



# TIMMERGREENS PRIMARY SCHOOL



## Information for Parents and Carers 2023 / 2024

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

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## **CONTACT DETAILS**

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Emislaw Drive  
Arbroath  
DD11 2HJ

Telephone: 01241 465434  
Email: [Timmergreens@angusschools.org.uk](mailto:Timmergreens@angusschools.org.uk)

Timmergreens Primary School opened in 1969 and originally was a large 2 streamed school. We moved into our new build school in August 2016 and are now a single stream school with 7 classes currently.

The school roll for 2023/24 is 181 in Primaries 1-7 and 31 in nursery.

In session 2023/2024 members of staff are:

Head Teacher	Mrs J Smith
Depute Head Teacher	Mrs S Biesok
P7A	Miss K Gibson
P6A	Mrs G Fenwick
P5A	Mr C Douris
P4A	Mrs J Stott
P3A	Miss L Ferrie / Mrs C McMillan
P2A	Miss C Percy / Miss L Ferrie
P1A	Mrs K Smith
ELCC Staff	Mrs J Moore (Senior EYP), Mrs L Milne (EYP), Mrs J Cieslik (EYP), Mrs S Morrison (EYP), Mrs F McCrae (EYP), Mrs J Smith (EYA), Ms L Webster (EYA)
School & Pupil Support Assistants	Mrs M Croall, Miss A Gibson, Mr P Valentine, Mrs S Carnegie
Senior Clerical Officers	Mrs E Turner, Mrs E Saunderson

## **THE SCHOOL DAY**

<b>Stage</b>	<b>Start</b>	<b>Break</b>	<b>Lunch</b>	<b>Finish</b>
Nursery *Open Monday- Thursday only*	<b>8.30am</b>			<b>4.00pm</b>
Primaries 1 - 7	<b>9.00am</b>	<b>10.30 to 10.50am</b>	<b>12.30 to 1.30pm</b>	<b>3.20pm</b>

## VISITS OF PROSPECTIVE PARENTS

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

If you are thinking about sending your child to Timmergreens and would like to look round please contact the school to make arrangements for a visit and to talk to the Head Teacher.

## SCHOOL UNIFORM

All pupils are encouraged to wear our school uniform:

- Timmergreens' grey sweatshirt
- Timmergreens' gold polo shirt
- Grey trousers or skirts
- Grey jumper or cardigan
- White shirt
- Timmergreens' tie - brown and gold stripes



The Timmergreens' sweatshirts and polo shirts and gym kits are available to buy online all year from School Trends <https://www.schooltrends.co.uk> and Border Embroideries <https://www.border-embroideries.co.uk>

### GYM KIT

T-shirt  
Shorts  
Gym shoes

### OUTDOOR KIT

Jogging trousers  
Warm top  
Trainers

### FOREST KIT

Waterproof/old trousers  
Waterproof jacket  
Waterproof shoes/wellies

Please ensure all belongings are clearly labelled with your child's name.

## PARENTAL CONCERNS

Experience shows that a close liaison between staff and parents brings numerous benefits to a child's education. For this reason, in addition to the parents' evenings, we encourage parents to call or visit the school whenever they are aware of a problem.

## **THE COMPLAINTS PROCEDURE**

[Angus Council complaints procedure](#)

Whilst we use the Class Dojo App for communication, we prefer when parents have a concern or complaint for them to contact the school office and request an appointment with the class teacher, Depute Head Teacher, Mrs Biesok, or Head Teacher, Mrs Smith. We aim to resolve an issue as quickly and to the best of our ability, however, should you feel the need take the complaint further the following link will explain Angus Council's procedures for doing this.

## **PARENTAL INVOLVEMENT**

### **BECOMING INVOLVED IN SCHOOL**

Central to our school philosophy is the creation of a Home/School partnership. All parents are welcome to visit the school to speak with class teachers, or any member of the management team, subject to a prior appointment having been made. One of the most valuable things you can do to help your child's progress at school is to encourage the development of a positive attitude towards school and learning and to support us in maintaining high standards of behaviour.

We ask that parents ensure children attend regularly and arrive at school on time.

Throughout the year, by means of Parent Contact Evenings in November and February and the annual written school report in June you will be kept informed of your child's progress.

We also invite parents, annually, to attend different Learning events, when parents can observe and participate in the learning and teaching.

All parents are members of the Parent Forum and as such can express their views through the P.T.A.

Parents are also welcomed in school as helpers and supporters in class, the library and on educational visits. Many parents have also supported their children's learning by supporting or even coaching in the many extra-curricular activities offered by the school.

If you wish to be a regular parent helper, PVG (Protecting Vulnerable Groups) checks have to be completed. Please discuss this with Mrs S Biesok (DHT).

## **PARENT TEACHER ASSOCIATION**

At Timmergreens the Parent Council has opted to be known as the Parent Teacher Association.

The school has an enthusiastic and hardworking P.T.A. which seeks to support the school through a variety of social and fund raising activities. Its assistance in these and other matters is much appreciated.

There are regular P.T.A. meetings throughout the year to which all parents are invited. All parents will be informed of the date of the termly meetings at least two weeks in advance. The Head Teacher or the Head Teacher's representative also attends these meetings.

The P.T.A. committee is made up of a maximum of sixteen parent members and four staff members. The P.T.A. committee membership will be reviewed annually at the time of the A.G.M. in the first term of the school year. Office bearers of the P.T.A. at present are:

Mrs Spence - Chairperson

Position Open - Vice Chairperson

Mrs Madge - Treasurer

Mrs Graham - Secretary

Any involvement you can offer is very welcome.

## SCHOOL ETHOS



### Timmergreens Primary School Vision, Values and Aims

#### Vision Statement

Our vision is to have a happy, healthy school, where everyone works hard to achieve and learn together.

We value and aim to:

**T**ry Hard

**I**nclude everyone

**M**istakes help us learn

**M**ake great memories

**E**veryone matters

**R**esponsible and respectful

**S**uccessful in our learning

**Work Together! Achieve Together!**

These aims were developed in consultation with staff, pupils and parents during the session 2016/17 and reviewed with the children in 2020.

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.

Our school welcomes and encourages diversity and individuality. It is a fundamental principle of our school 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.

### Pupil Comments on Life at Timmergreens

We are encouraged to do our best and feel proud.....

We enjoy working together and doing things in our cooperative

We are encouraged to try hard to be good at sports....

We use Class Dojo to share with our parents and community.



We enjoy singing in the school and learning how to play a musical

We have groups where we can improve our school.

We go on lots of interesting trips for our topic

Everyone is happy, polite and kind ...just like a big family!

We celebrate achievement with Dojo points, Good News stories, Weekly Assemblies and prize giving.

We raise money for charities like Children in Need and McMillan





And the parents say:

**What do you feel works very well at Timmergreens Primary School?**

Many of the teachers clearly work very hard and show genuine commitment to pupils learning in class and in supporting clubs etc. Any shows or concerts etc are always fantastic and well attended by parents and carers. I know they are a lot of work but give the kids such a sense of achievement it has to be worthwhile.

We feel the teachers have a lovely relationship with the parents and keep us very well informed about what's going on around the school.

We think the teaching is of a very high quality. There are also excellent sporting and music opportunities for older pupils. There is a very strong caring ethos and we have always felt that our children's best interests are at the heart of what goes on. Timmergreens is always keen to take part in a wide variety of initiatives e.g. music festival, rock challenge etc. and we appreciate the effort put in by many of the staff.

The children are all encouraged to be helpful, polite and friendly to one another, reducing the chances of any bullying. They are taught to respect others and I think this is very important.

Keeping parents informed about their child's learning via home school jotters, homework and parent evenings. Support provided for those children who need it is also very good.

Teacher's commitments to extra curricular activities.

Happy/welcoming friendly Nursery environment and wide variety of activities.

When the whole school take part in activities e.g: school shows, picnics, etc. The children seem to really enjoy these.

Children are encouraged to do well through the use of certificates, Dojo points etc.

Parent Teacher evenings are regular and parents are encouraged to approach the teachers to discuss concerns.

The children enjoy ownership of the school. They are offered a wide range of chances to represent their school in sport, music etc. After school clubs are good. I also think that parents coming in to watch a class is a good idea and very informative.

## **SCHOOL AND COMMUNITY LINKS**

At Timmergreens we encourage our pupils to see themselves as part of the wider community in the town. This attitude is fostered by activities such as visiting local care homes to play games with the residents. Recent activities have included raising money for MacMillan and Children in Need. We have close links with Hospitalfield House and make regular visits to engage with local and national artists. We have a very positive link to West Kirk and our chaplain Chris Hay visits all classes including the nursery regularly. The children have been working with the church community to run a community café at the church this session and this has been a real success for all involved. The P6 and class recently visited St Andrews Church to participate in an Easter Code workshop and our P5's participated in a similar workshop called Bubblegum and Fluff at Christmas. We have a P4 & P5 tennis club that visit Arbroath Tennis Club and the members of Arbroath Country Dancing Club visit regularly and run an evening club from our school.

At all stages we make maximum use of various aspects of the community as part of our school Social Studies programme e.g. recycling, fishing, pond work, the seashore, local shops, etc.

## **POSITIVE BEHAVIOUR MANAGEMENT**

[Angus Council anti-bullying policy](#)

The discipline policy is firmly based on promoting positive behaviour strategies. We believe that children achieve and behave to the best of their ability when working in an environment rich in encouragement and positive reinforcement.

## **Positive Behaviour Award Scheme**

Timmergreens is a Rights Respecting School, we have achieved our Bronze award and are working towards our Silver this session. We are committed to ensuring that the children know and understand their rights and can apply these to their lives at school and home.

Our staff are trained in Restorative Approaches and use solution focussed discussions to resolve any issues within the classroom or the playground.

Each class has an agreed classroom charter which is created annually by the class and is in essence their code of conduct for the session ahead. This ensures children are clear as to what is expected of them. They have worked together as a school to create a school and playground charter as well.

Our 'Timmers' Values' underpin all we do with the children and are the focus for behaviour and conduct expectations in our school.

The Positive Behaviour Award Scheme aims to encourage children to take responsibility and to reward their efforts, behaviour and achievements and all classes use Class Dojo app to support this.

Parents can register to be on Class Dojo, each class teacher sends home a unique code for each child and parents/carers can download an app which allows them to see how their child is achieving at school. The app also has a Class Story section which class teachers complete on a weekly basis, this allows them to share the learning taking place in the classroom with home. Feedback has been very positive from parents, staff and children.

## **CELEBRATING ACHIEVEMENT**

Children are encouraged to be the best they can be across all aspects of school life. This is supported by our Positive Behaviour Policy, including the awarding of Dojo Points and weekly star of the week certificates. Achievement is celebrated in a number of ways:

Assemblies – children's achievements are always celebrated at weekly assemblies.

Media – school achievements are often reported in the local papers.

School Newsletter – regular newsletters are sent home detailing key school achievements.

School Foyer – displays, albums, newspaper cuttings and trophies are proudly displayed in the foyer.

Achievement Walls – each class has created a display area which allows the children to display personal achievements.

## **Prize Giving Ceremony**

At the end of the school session in June we hold our end of term service and prize giving in West Kirk. Cups, medals, trophies and certificates are presented to pupils for their efforts during the school year.

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an important aspect of school life and we do our best to ensure we provide a wide range of activities throughout the school session. These change termly but here is an example of the clubs that will be offered for blocks of time during the school year.

Children are encouraged to participate in extra-curricular activities, these often then lead to opportunities for our children to represent their school at local competitions.

Club	Example Times –(These change every year)	Example of Stages
Football	Friday 3.15 – 4.00pm	P5 - 7 (selected dates)
Netball	Friday 8.20am – 9am	P6 & 7(selected dates)
Story Club	Friday lunch time	P1-2
P3 Dance Club	Monday lunch time	P3
Athletics (Jan)	Thursday 3.20 -4.00pm	P6 & 7
P3 Craft Club	Tuesday 3.20 – 4.00pm	P3
Tennis Club	Wednesday lunch time	P4 & 5
Scottish Country Dancing	Friday 6.00 – 6.45pm	All pupils and families
Table Tennis	Thursday 8.20 – 8.50am	P7
Bowling	Thursday 3.20 – 4.00pm	P5
Basketball	Monday 3.20 – 4.00pm	P6 & 7
Scrabble Club	Thursday 12.45 – 1.30pm	P4,5,6,& 7
Literacy Club	Thursday 3.15 – 4.00pm	P2 & 3

Library Club	Wednesday & Friday 8.30 – 8.50am	All pupils (as and when spaces arise)
Infant Fun Club	Wednesday 3.20-4pm	P2

A busy week at Timmergreens!

## **PUPIL COUNCIL**

There is an active Rights Respecting Schools Council at Timmergreens this session. It includes representatives from P3-7 classes. The Council members are elected by their class peers at the beginning of session. They hold office for one year. Throughout the year they will meet regularly with a member of the management team. They will be involved in taking forward school improvement priorities, leading our Rights Respecting work across the school and addressing issues as they occur.

## **LEARNING OPPORTUNITIES**

Your child will learn in a variety of different contexts and groups including ability, cooperative and social. They will be provided with opportunities to learn in their classrooms, the outdoor environment, in the local community and at home.

## **THE PUPILS' AND PARENTS' VOICES**

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.

Learning is shared with parents through the use of the Class Dojo school app. Parents are encouraged to support this link with home by adding their own comments. Children can complete homework through the app and add videos and pictures of their in class learning on a day to day basis.

Reading homework tasks are regularly set and all parents are encouraged to take an active interest in these and to support their children.

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

Curriculum evenings are held annually and led predominately by the children. During these events the children will describe and share their first-hand experience of the curriculum in school.

## **Reporting To Parents**

Parents can be informed of progress in a number of ways:

- End of year reports.
- Homework jotters.
- Parents' evenings.
- Interviews (formal and informal)
- Learning Events.
- Documentation (nursery).

## **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 for three to four year olds between 8.30am and 4.00pm, 4 Days per week term time – closed every Friday. 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**

Strong links have been developed with Arbroath High School, especially during and up to the time of transition. The Transition Teacher, Guidance and A.S.N. staff all visit the school. This enables staff to get to know pupils, identify strengths and weaknesses and address concerns.

An enhanced transition process is put in place for pupils with identified needs, sometimes as early as P6. Primary seven pupils visit the High School several times prior to induction visits in June. This session we are participating in a test of change transition project which will mean the children will attend the High School for 8 full days in June and will experience almost their full timetable before the summer break. On these visits the children get an opportunity to work with pupils from other schools and High School pupils.

The standard of work is shared with Arbroath High School staff through Moderation visits, whereby primary staff visit the High School and vice versa and the Jotters they complete in P7 will be sent to the High School to inform staff about the standard of work and learning they have participated in already at primary school. In April the children are informed on the content of and how to access the Arbroath High School GLOW page.

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

### **MAIN ACHIEVEMENTS**

- We achieved our second Gold School Sports Award from Sport Scotland in 2018. Covid significantly disrupted the award system and the work we have to do around this but we are now working hard to ensure that we keep this award as it needs updated every three years.
- Achieved our Rights Respecting School Bronze Award and are working towards our Silver this session.
- We achieved our Digital School Award this session which we are very proud of. We now use digital in all aspects of our learning across the school more consistently.
- Continued to develop citizenship and skills for learning, life and work - Children in Need and MacMillan Coffee Mornings all involving parents and pupils.
- Curricular focus weeks e.g. Scottish week involved all pupils working together.
- Recognising and encouraging achievement e.g. photographs displayed in foyer and kept in chronological albums.
- Stars of the week and achievements at assemblies, use of media and Young Achievers Awards.
- Our many talented musicians encouraged to play at school events such as e.g. end of term services.
- Children encouraged to take on leadership roles e.g. Lunchtime Leaders, Library Monitors, Pupil Council Representatives and Buddies in the playground – Peer Mediators.
- High levels of teams at a local and, sometimes, national level.
- Participation in a variety of competitions e.g. Rotary Quiz.
- Wider community helped promote learning and teaching e.g. partnership with Hospitalfield House, Keptie Friends and links with West Kirk etc.
- Pupil participation and leadership is being developed through our House assemblies.
- Family engagement continues with curricular open afternoon, information events for parents, sports day, family picnics etc.

### **IMPROVING STANDARDS**

- We continue to grow and improve on an annual basis.
- Formative assessment strategies are embedded in all classes and pupils are encouraged to engage in discussions with their teachers, parents and peers about their learning
- Abacus our number approach being used effectively to improve mathematical understanding for all pupils. We can see improvement in attainment in most stages across the school in numeracy and maths.
- We have introduced an approach called Sound Reading System (SRS) to improve knowledge and understanding of the English language and thus improve reading and spelling across the school.
- Pathways for learning are identified for all levels of the curriculum and our staff use these to inform their planning
- National Benchmarks are used by staff as a tool for planning and assessment and they help us ensure there is moderation within a curriculum level
- Through assemblies we have continued to build on our learners' knowledge of SHANARRI and the UNCRC Charter for the Rights of the Child in order to help build resilience and well-being.

- We continue to work with our partners e.g. Arbroath Tennis Club, West Kirk, SSPCA, Hospitalfield House, Tesco etc.
- We use Talk into Writing approaches to improve attainment in non-fiction writing skills and are moderating learning and achievement across the school to ensure we have high expectations for all learners.
- We continue to develop our knowledge and skills in taking learning outdoors and are developing our forest area as a school.
- We have staff in our ELCC, P1 and P2 class undertaking training with Elklan in order to better understand and develop communication skills in the early years.
- We continue to develop our Learning and Teaching to ensure learning is visible for our pupils and they understand their next steps in order to progress.

## **SCHOOL IMPROVEMENT PLAN**

Core aims –

- 100% of Learners will experience a well-balanced, wide curriculum that ensures they have the knowledge, skills and attributes needed to life in the 21<sup>st</sup> Century.
- 100% of learners will have the digital skills, knowledge and experiences to enhance their progress and attainment in literacy.

Key actions and learning for staff, pupils and parents will be:

- All staff to engage in professional learning in digital apps, technology and teaching and learning.
- Create and complete an action plan to achieve a Digital Schools Award for Timmergreens.
- Digital learning opportunities will become more embedded in all areas of the curriculum for all learners.
- All staff will engage in professional learning in learning for sustainability and learning outdoors.

### **Use of Data:**

Data and resources are used effectively to enhance and improve learning and teaching for all learners

Key actions and learning for staff will be –

- Data analysis by staff to improve classroom practice and learners' experiences.
- Valid proportionate and reliable assessment in place.
- Work with cluster schools to moderate teacher judgements and improve reliability of data.

### **Partnership with Parents and the Wider Community:**

- Continue to review and revise our school policies.
- Link with PTA in fund raising and school improvement.
- Rebuild family engagement and community self-evaluation across the school community.

### **Consultation and Involvement of Pupils:**



- RRS (Rights respecting schools) award – to achieve Silver award.
- Continue to build pupil engagement and leadership across the school.

## **HEALTH CARE**

You can contact your school health staff at: -

School Nurse – Jacqui Robertson  
Abbey Health Centre  
East Abbey Street  
ARBROATH  
Email: Jacqui.Robertson2@nhs.scot  
Telephone: 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 would ask you to pass this information on to other adults who bring and/or collect your child(ren) from school.

## **CHILD PROTECTION COORDINATOR**

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

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

In our school the Child Protection Coordinator is: Sylvia Biesok.

If you want to know more about child protection and the safety of children, contact the school. There is also information about child protection on the Angus Council website. As a school we have good contacts with health professionals, social workers and the police. Any or all of them may offer support, or become involved, if concerns of abuse arise.

## USEFUL LINKS AND CONTACT DETAILS

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

## ANGUS COUNCIL WEBSITE

Visit [angus.gov.uk/schools](https://angus.gov.uk/schools) for information that applies to schools across Angus on topics including:

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

## FINANCIAL ENTITLEMENT DIRECT LINKS

- [Free School Meals and Clothing Grant](#)
- [EMA \(Secondary Schools\)](#)
- [Welfare Rights/Benefit Calculator](#)

## OTHER WEBSITES

Find useful links to other websites at [angus.gov.uk/linksforparents](https://angus.gov.uk/linksforparents)

