

MATTOCKS PRIMARY SCHOOL

HANDBOOK 2023/24



Tel: 01382 768112

Email: mattocks@angusschools.org.uk

Mattocks Primary School
13 School Road, Wellbank, Angus, DD5 3PL

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

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Dear Parents/Carers,



Welcome to Mattocks Primary School and Early Learning and Childcare (ELC). Everyone at Mattocks works hard to make our school a **safe** and **happy** place, where everybody is continually **learning!**

We hope that you find the information in our handbook helpful, but if after reading it you are still unsure about anything, then please do not hesitate to contact myself or the school office.

The staff at Mattocks Primary aim to develop a positive learning atmosphere where your child will be encouraged to participate in the life of the school and to strive to keep improving their best. We place a high value on effort and we have high expectations for all our pupils.

When your child joins us at Mattocks we are all entering a new partnership with the aim of providing the highest quality of learning experience for your child. We also take account of your child's wellbeing and consider the development of healthy lifestyles and his/her social and emotional health. This is a very important aspect of education for Scotland's citizens of tomorrow. We will do our best to inform you of work planned with your child, as well as whole school issues through our regular newsletters, email, texts, Digital App and X account- **@Mattocks_ps**.

I would encourage you to contact and inform us of any information we may need to know to support your child in their learning and to become involved in their learning through the various opportunities that arise for parents to participate in the life of the school.

We at Mattocks Primary School and Nursery, try very hard to work as a team to support you and your child. We do hope both you and your child will quickly settle and enjoy the routines, learning opportunities and ethos established in our little community.

We look forward to working with you and your child in the near future.

Yours sincerely
Greg Robertson



Head Teacher

CONTACT DETAILS

You will find our school at:

**Mattocks Primary School and Early Learning and
Childcare Setting (ELC)**
13 School Road, Wellbank, Angus, DD5 3PL

Head Teacher -Mr Greg Robertson

Tel: 01382 768112

Email: mattocks@angusschools.org.uk



SCHOOL INFORMATION

Class stages Primary 1-2
 Primary 3-4
 Primary 4-5
 Primary 6-7
Early Learning & Childcare- Up to 32 children full days Mon/Thurs

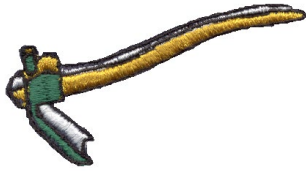
Present Roll: 73 primary pupils
 24 Early Learning and Childcare Children

ORGANISATION OF SCHOOL DAY

School Hours Morning Session – 9.00 am to 12.15 pm
 Morning Interval – 10.35 am to 10.55 am
 Afternoon Session – 1.15 pm – 3.20 pm

Early Learning and Childcare Hours Monday-Thursday – 8.30 am to 4.00 pm
Drop off/collection between 8.30-10:00 am and 2.30-4.00 pm

MATTOCKS – Our History



We are often asked about our school name and logo. The name 'Mattocks' comes from the farming implement which was used for digging and loosening the soil. There are lots of farms round about the village so we can assume this was a common tool in the area. If you visit the village hall you will see a mattock mounted on a plinth.

The school was built in 1875 and up until 1950 still had coal fires and paraffin lamps in the classrooms. It has been renovated and extended over the years, most recently in 2000 when two new classrooms were added and the current nursery building was refurbished. Although much of the original building still remains it would be unrecognisable to those first pupils who attended almost 140 years ago.



VISITS OF PROSPECTIVE PARENTS

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

Parents are welcome to come to the school, meet with staff and look around the classrooms. Please contact the Head Teacher to arrange a mutually convenient time.

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

SCHOOL UNIFORM

What you will need in the Nursery

Your child will need comfortable, practical clothing that they can manage for themselves. As we encourage independence please avoid clothing with tricky fastenings, if possible. We ask that you provide your child with a change of clothes in case any 'mishaps' should occur. Aprons are provided for the "messier" activities in the classroom, but accidents can happen, so best clothes should still be avoided. Please expect your child to get messy, learning is a messy process.



Children should also have a pair of gym shoes with Velcro fastenings for indoor wear and a pair of "wellies" for outdoors. An important part of the early years' experience is outdoor play so please ensure that your child brings suitable clothing for the season; like cosy jackets, hats and gloves for winter and sun-hats and sun cream for summer.

Please label all items of clothing and footwear as it is difficult for children to distinguish their own clothing from others....even our older children find this challenging at times.

In School

School sweatshirt
Sweater or cardigan
Trousers/Skirts
School Shirt/Polo Shirt
School Shoes or Boots

Navy with school motif
Navy
Navy, black or grey
Blue or white
Black shoes (not trainers)



Mattocks school sweatshirts are available for purchase, contact the school for up to date details.

Please note: Pupils should have their indoor PE kit in school every day.

Kit consists of shorts and t-shirt of any colour, which should be kept in a named bag. Gym shoes are the preferred footwear, but if trainers are worn these should be kept for indoor use only. Please note that trainers and 'fashion' styles of shorts are not suitable for gymnastics. **All jewellery must be removed for P.E. and swimming, if they are unable to do this themselves, then jewellery should be left at home that day.** Long hair should be tied back.



Protective clothing for Art/Craft is available in all classrooms, however some children may prefer to bring in an old oversized shirt or apron to wear.

All clothing brought to school should be named or marked in some way, as it is difficult for children to distinguish their own clothing from others.

PARENTAL CONCERNS

Parents should contact the school or ELC immediately if they have a cause for concern. It is our wish to deal with all matters as early as possible 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 the Head Teacher then please ask for Mr Robertson.

Your concern will be listened to and a way forward agreed with you. The key points and any agreed actions will be recorded and a copy given to all those concerned. A follow up call will be made within a week to ensure the matter has been resolved to everyone's satisfaction.

Mattocks Primary has an open door policy in place for concerns, questions or queries. Please contact the Head Teacher and they will make every effort to be available to address your query without an appointment being necessary.

THE COMPLAINTS PROCEDURE

[Angus Council complaints procedure](#)

PARENTAL INVOLVEMENT

BECOMING INVOLVED IN SCHOOL

The 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.

In the Nursery (Early Learning and Childcare, ELC)

We would like to think of our ELC class as a little community helping to prepare our children to become our future citizens. Our doors are always open to families to come in and join us in our play. Making nursery a successful and fun place to be, takes a lot of work and preparation. We need your help and co-operation and would appreciate any support that you can provide, whether it is on a regular or occasional basis.

Helping in our nursery class is not a compulsory part of your child having a place nor does it mean that you are tied to helping if you volunteer. We also understand that you may want to spend the time that your child is in our nursery class playing with other children, catching up on house work or just having a bit of time to yourself, which we understand is very important too. Please do not feel under pressure to volunteer or worry that it will be difficult, the pre-school staff will talk you through things and give advice on all of the tasks and activities, should you volunteer. A staff member will always be on hand to help. To become a regular helper in the nursery class, The Care Inspectorate requires that you are disclosure checked to safeguard the children. Disclosure information is confidential and staff members do not see any of the information you provide. If you would like to help in any way please speak to nursery staff or the Head Teacher.

In School

Parents/carers can become involved in a wide range of ways, both at home and at school. Parental help is welcomed in the classroom and elsewhere, subject to PVG checks being completed.

Examples of ways in which people have become involved include organising social events for pupils, giving feedback through our Learning Journals, accompanying children on outings, completing questionnaires and interviews to aid our school self-evaluation process and helping with extra-curricular clubs. Parents regularly attend school events such as school shows, end-of-term services, curriculum evenings and open days. We are keen to develop and extend parental involvement and would welcome any suggestions you may have.

Opportunities for parental involvement might include:

During the school day:

- Helping in the nursery class
- Art/Craft activities
- Sharing knowledge and expertise in some aspect of the curriculum, e.g. topic talk, history, science, health, coding, guitar, outdoor learning



- 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
- Teaching playground games
- Golden Time activities e.g. board games, art and craft in small groups
- Running or assisting to run a Lunch Club
- Supporting educational visits/trips
- School concerts – making costumes, props, supervision of children
- Road safety – Cycle Training

Out with the school day:

- Fundraising events
- Trips e.g. sporting events, concerts
- Extra-curricular activities e.g. coaching, sports/art clubs/country dancing/school grounds – maintenance of garden areas.

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

Early each session we hold a **Meet the Teacher** where pupils bring their parents along to the school, chat informally to staff and explore all the areas of the school. Information about many aspects of school life and education in general is also on display at this event and a representative from the Parent Council is on hand.

All parents are invited to attend further **Parents Evenings** (or Learner Led Conferences) throughout the year. At these meetings parents will have the opportunity to meet their child's class teacher for a 10 minute interview and hear about their child's progress. This is also an opportunity for parents to hear how they can best support their child's learning. Parents are also encouraged to look at and comment on their child's learning through different means e.g. targeted homework tasks and through our digital app etc.

Parent Council

Mattocks Primary School has a well-established parent council with both parents and school working together to the benefit of the pupils. The Parent Council provides a positive link with the school and can make suggestions and influence decisions. They organise fundraising activities, organise fun events such as end of term discos and represent the parent forum at Angus Council meetings.

The recent focus of fundraising has been to improve the outdoor area and building our ICT capabilities. Working together we have seen huge benefits in our learning environment.



You can help raise funds every time you shop online by logging on to:
<http://www.easyfundraising.org.uk/causes/mattocksprimarypc/>

Regular Parent Council meetings are held in school and online, these are also a great way for parents to meet and support one another. The council is friendly and the meetings are informal.

The aims of the Parent Council have recently been revised and are:

- to provide a positive link with the school and nursery and can make suggestions and influence decisions
- to encourage parents and school to collaborate together to benefit the pupils
- to meet other parents to provide good support network within the school and wider community
- to frequently update the Parent Forum of our input and activities

You can find out more about your Parent Council by contacting the Head Teacher or Parent Council Chair.

SCHOOL ETHOS

In Mattocks, we are committed to providing appropriate opportunities for the development of pupils' 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 and nursery welcomes and encourages diversity and individuality, while emphasising our common commitment to moral values such as honesty, respect for others, compassion and justice. It is a fundamental principle of our school that all who are involved in the life of our school have the right to be respected as an individual 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.

**Successful
Learners**

**Confident
Individuals**

**Responsible
Citizens**

**Effective
Contributors**

SCHOOL AND COMMUNITY LINKS

Good links exist with other local schools and our pupils take part in a variety of joint activities. Examples of these include the Cluster Learning Council, joint sports activities, football and athletics tournaments and the rural schools swimming gala.

Information evenings and strong links exist with Monifieth High School. High School staff visit the primaries to work with our pupils, especially at times of transition.

Parents and staff arrange a variety of events throughout the course of the school year. The school supports a number of charities and fund-raising activities which are well supported by parents and pupils.

We hold concerts and fundraising events in the Community Hall and work closely with the committee there to support each other in local events.

Strong links exist with outside agencies, such as police and fire service and we are currently developing links with local businesses.

POSITIVE BEHAVIOUR MANAGEMENT

[Angus Council anti-bullying policy](#)

A copy of Mattocks Positive Behaviour Policy is available in the school and is being reviewed with learners, parent/carers and staff.

Appropriate behaviour is a vital part of good learning. We want our school to be a place where pupils feel safe, secure and happy and staff can do their jobs successfully.

As a school, we have established a basic set of ground rules which will be the foundations of the expected behaviour of the Mattocks community – pupils, staff and parents.



These rules have been kept simple with the expectation that they will be easily understood and interpreted into a meaningful set of principles that we can all abide by. For example, in your class you may discuss what 'showing respect' looks and sounds like, what it

translates into in everyday life. These will become our personalised class rules appropriate to age and stage.

Rewards and Consequences

As part of our ongoing self-evaluation processes, our School and Setting Improvement Plan and work with our community, we have revisited the use of rewards and consequences, to bring them in line with current pedagogy and research in the area.

Areas being considered by the community include:

- Rights Respecting School
- Nurturing Principles
- Promoting Resilience
- Solution Focused and Restorative Approaches
- Inclusive Ethos and Support
- Everyday Expectations
- Celebrating Successes and Recognising Positive Behaviours

CELEBRATING ACHIEVEMENT

In addition to the rewards detailed in the previous section – we regularly celebrate our pupils' successes in other ways. On the notice board in the corridor you will find certificates and news cuttings detailing events and activities we have been involved in. Alongside classroom discussions on a regular basis, each week at assembly we take time to mention any achievements by individuals, groups or classes and store past celebrations of achievements in our Mattocks Memory Book. Our growing use of online platforms such as our digital app and X allow families to share any information with us about achievements their child has accomplished out with school, which we may not otherwise have heard about. We also set challenges for everybody to get involved in and share the fun.



[#mattocks2cool4school](https://twitter.com/mattocks2cool4school)

EXTRA-CURRICULAR ACTIVITIES

Through consultation with pupils and parents we have increased the number and types of clubs we are able to offer. There is a choice of extra-curricular activities available for your child to participate in. At various times over the session we may offer:

- guitar
- coding
- Glee
- playground games
- chess and board games
- animation
- art and craft
- choir
- football boys and girls
- Scottish Country Dancing
- current interest clubs e.g. loom bands
- enterprise / charity group
- engineering
- ice skating
- netball
- touch rugby



These opportunities will be shared with your child and if they are interested in attending they should request a form from the school office. The form should be completed and signed by a responsible adult in the family home and returned to school. Please note these activities may change as staff and helpers offer different activities.



Learning Voice and Leadership



There is an active Learning Council at Mattocks school, including representatives from across the school and nursery. The **Learning Council** members are elected by their class peers at the beginning of session and they hold office for the duration of one year. Throughout the year they meet regularly with the Head Teacher and are involved in taking forward school improvement priorities and addressing emerging issues as they occur. Representatives from the Parent Council also join some of our meetings. Our senior Learner Councillors have also worked with the Cluster Learning Council to improve Monifieth cluster yet further.

Mattocks Primary has a very hard working **Eco/Health Council** who take decisions about how to make our school more environmentally friendly and our pupils healthier. Our senior

pupils may also apply to be a **Prefect** who will help to organise and look after the school and its learners.

New to our school and setting community are our **Digital Leaders** who support the use of digital learning across the school including running a very popular Coding Club.

LEARNING OPPORTUNITIES

Your child will learn in a variety of different contexts and groups including ability, co-operative and social. We have high expectations for all our pupils and encourage them to foster independent learning skills and personal responsibility this includes learning outdoors and developing risk management skills.



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 through our online learning journals/stories/folios, 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 feedback regarding the planned work for their child at various points throughout the year and are encouraged to give feedback at any time. Various methods of linking learning with home are in place in the school e.g. digital app which becomes our learner's journal/folio of learning.

THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

Our school X account and Digital App are becoming a source of considerable information, illustrating the work of all classes across the school. Additionally, curriculum evenings are held annually e.g. Meet the Teacher, Learner and Parent/Carer Conferences with the learner having a leading role in sharing their learning and achievements. During this event the children may describe and share their first-hand experience of the curriculum in 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 8:30am – 4:00pm, Monday-Thursday, during term time only. Other attendance patterns are available in other Angus Council settings and in our wide range

of partner nurseries, playgroups and childminders. To find out more about the benefits of ELC and the options available, visit our dedicated ELC web pages at www.angus.gov.uk/earlyyears.

LIAISON WITH SECONDARY SCHOOL

Our school maintains close links with Monifieth High School and other Primary Schools within the area. Our teachers and 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.

Secondary schools have their own arrangements for meetings with prospective parents, and you will be given details of these meetings.

Secondary staff will visit P7 pupils to discuss aspects of their transfer with them throughout the year, and in February and June the children may spend time at their chosen secondary school (arrangements vary from session to session).

For several years P7 pupils from Mattocks have joined with P7s from other cluster schools in a residential excursion to Dalguise outdoor learning centre. This allows them to form friendships with pupils they will meet again in first year at High School.

SCHOOL IMPROVEMENT

Our Standards and Quality Report for 2022-23 was shared with parents in August 2023. Further copies are available from the school on request.

MAIN ACHIEVEMENTS

Some recent achievements which we are extremely proud of include:

- Have gained Bronze Award in Rights Respecting Schools
- Achieved a Silver Award in Schools Sports Awards
- Creating our Action Plan towards regaining our Green Flag with Eco-Schools
- Are further development of our Outdoor Learning space
- Our P7s organising and fundraising for their Leaving trips enjoying a range of activities including Escape Rooms and water based fun at Foxlake.
- We have continued to offer a wide variety of extra-curricular clubs and activities for pupils including Glee, Young Leaders, Chess, Coding and Guitars (run by parent helpers)
- All staff are using data from learning and teaching feedback to improve learning opportunities in line with our Visible Learning Dispositions
- Our girls and boys teams regularly compete in competitions and festivals where they represent Mattocks marvellously through good sportsmanship and determination
- We are developing the use of our Digital App and ICT in class through Digital leaders to share learning and feedback with home through a shared language of learning
- The whole school and nursery performed for our massively popular Christmas Concert live at the village hall.

IMPROVING STANDARDS

All pupils experience very good quality learning activities which are well planned to support and challenge them. Staff implement co-operative and active learning strategies in the classroom and pupils' work is attractively displayed and their achievements are regularly celebrated. Early years staff have worked together to develop active learning / play contexts in nursery and P1/2 through "A Place to Play" which also enhances our already highly regarded transition processes. Additional support, if required, is detailed in Individual Education Programmes (IEPs) which are shared with parents and pupils. We have delivered in partnership with our ASN Team a range of Professional Development activities which have led to improved outcomes for learners. Parents/carers receive informative reports and termly home-school books providing examples of current learning and feedback. The school welcomes parental involvement at all levels and has a strong, supportive Parent Council.

SCHOOL IMPROVEMENT PLAN

In consultation with staff, pupils and parents the main priorities for developments to improve the life and work of Mattocks have been identified and are summarised below:

- Review our **Vision, Values and Aims** to support an updated **Curriculum Rationale and 3 Year Strategic Plan** involving all stakeholders.
- **Learning and Teaching Policy** to be reviewed and updated to reflect increased role of: Visible Learning, Digital Learning, the development of Assessment Capable Learners, Outdoor Learning and Play Pedagogy.
- **Develop leadership at all levels** through curriculum development processes e.g. Learning Council, Eco-Council, Literacy, Numeracy and HWB champions networks as well as Angus's "Collaborative leadership Policy"
- **Strategically develop consistency in our analysis of data** around children's progress in order to meet needs and raise attainment, including using **developmental milestones** and **pathways** to inform planning e.g. use of Learner Friendly Pathways in literacy.
- With the support of our community and Additional Support Team, develop our "**Positive Relationships and Inclusion Policy**" to audit, evaluate and improve our holistic approach to meeting learners' needs and support our aims of improving attainment and closing the poverty related attainment gap.

HEALTH CARE

You can contact your school health staff at: -

Name	Base Address	Telephone	Email	School Allocation
<u>Purple Team</u> School nurses- see list below	Whitfield Clinic, 123 Whitfield Drive, Dundee	Tel: 01382 501189 Fax: 01382 513107		Monifieth High Seaview PS Grange PS Mattocks PS Murroes PS Tealing PS Birkhill PS
Laura Wilde		01382 432345	laurawilde@nhs.net	Liff PS Auchterhouse PS Strathmartine PS
Leanne Oliphant		01307 475274	l.oliphant@nhs.net	
Michelle Hogg		01382 432079	michellehogg@nhs.net	
Gill Pankhurst		01382 432078	gill.pankhurst@nhs.net	
Sarah Fortune		01382 432083	sfortune@nhs.net	

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.

Child Protection Coordinator

If we think a child has come to harm as a consequence of possible abuse, we need to report it. At least one member of staff in each school is responsible for child protection matters. They will have had special training in this area.

In our school the Child Protection Coordinator(s) are: Greg Robertson, Gillian Kettles and Katrina Johnston

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 for information that applies to schools across Angus on topics including:

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

OTHER WEBSITES

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