

# Muirfield Primary School

## Handbook 2023-24



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

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## **WELCOME LETTER FROM Mrs McLean, HEADTEACHER**

Dear Parents / Carers,

I would like to take this opportunity to extend a warm welcome to you and your child on behalf of the children, staff and wider school community. We look forward to working closely with you to deliver an excellent education and primary school experience for your child.

At Muirfield Primary School we work together to provide a positive and motivating ethos in which all children are encouraged to aspire to be the best they can be and strive for continuous improvement in all that they do.

We aim to provide the best opportunities for all of the children in our care to develop as effective contributors, confident individuals, responsible citizens and successful learners. To achieve this we are building on the many ways in which we can encourage, value and celebrate learning and achievement. We do this in a nurturing and caring environment where children, staff and all partners in the school community value and respect themselves and others.

The following handbook supplies you with a variety of general information about the school. Should there be any points about which you wish further details, please do not hesitate to contact me here at school.

Yours sincerely,

*S McLean*

Sally McLean  
Head Teacher

## CONTACT DETAILS

Muirfield Primary School  
School Road  
Arbroath  
DD11 2LU

01241 465422  
Twitter: @MuirfieldPS  
Email: [muirfield@angusschools.org.uk](mailto:muirfield@angusschools.org.uk)

School Roll: 247 (P1-7)

Head Teacher	Mrs McLean
Depute Head	Mrs M Keles
Principal Teacher	Mrs Macdonald

Class Teachers	P1	Mrs Hammond & Miss Richards
	P2	Mrs Parke
	P3	Mrs Watson and Mrs Hegarty
	P3/4	Mrs Wyatt
	P4	Miss Wall
	P5/6	Mrs Hamilton
	P5	Miss Smith
	P6	Mrs Edwards
	P7	Miss Blackie
	RCT	Mrs Ross

ASN Teacher: Mrs MacLean

Nursery Team:

Miss Martin (Lead Senior Early Years Practitioner)	
Mrs J Shepherd	Mrs N Geddes
Miss N Welsh	Mrs P Petrie
Mrs A Fraser	Mrs A Zanre
Mrs D Brown	Mrs A Fraser
Miss C Wade	Mr O Jacques

School & Pupil Support Assistants: Mrs C Eaton  
Mrs A McConnachie  
Mr O' Bryce (PEF Funded)  
Miss G Goodrum

Music Tuition: Mrs H Miranda (Upper strings)  
Miss C Wilton (Bagpipes)

Clerical Staff: Mrs A Findlay  
Ms N Christie (Cluster Admin Assistant)

Janitor: Mr R McLean

## ORGANISATION OF THE SCHOOL DAY

Stage	Start	Break	Lunch	Close
Primaries 1 to 4	9:00am	10:30 – 10:50am	12:30 – 1:30pm (P1&2 only)	3:15pm
Primaries 5 to 7	8.55am	10:30 – 10:50am	12:45 – 1:45pm	3:20pm
Primaries 3 to 7		Lunch 12.45 – 1.45pm		

### Correspondence home

Almost all correspondence from the school will be by email as this not only saves the school money on paper and ink but also helps with our sustainability goals. Please see Mrs Findlay in the school office if we do not have your current email address. Only notes with a return slips will be sent home with the eldest child of each family. Please check school bags nightly as sometimes children forget! Our main platform for day to day communication is on the Class Dojo app. Please see the separate guidance for this and enquire at the school office if you need assistance with Dojo.

### Breakfast Club

We operate a successful breakfast club which is open every morning from 8:15am to 8:45am. Pupils can come and enjoy a wide range of different breakfast options. This is a free service for all pupils and is staffed by Tayside Contracts staff and our SPSA staff, from our PEF fund.

### Playground and lining up

In our school we encourage parents not to be in the playground in the mornings and at the end of the day. Children need a safe place to play without lots of adults standing in the playgrounds. Our SPSAs are in the playground every morning from 8.45am to supervise children and encourage independence in the playground. At the end of the school day we encourage parents to meet their children **outside** the school gates so all pupils can exit the building easily and safely.

## **VISITS OF PROSPECTIVE PARENTS** – see link below:

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

Please contact the school office if you are interested in visiting our school. A member of the senior management team will be happy to meet with you and show you around our school. Once your child has been allocated a place we will invite you to meet the staff and children, find out more about the curriculum and share information about your child.

## **SCHOOL UNIFORM**

To develop a sense of belonging and identity, pupils are encouraged to wear school uniform which is available locally and consists of:

- Blue and Silver Tie
- White Shirt/Blouse/Polo Shirt
- Grey or Black Trousers
- Black Shoes
- Blue Sweatshirt/Cardigan

\* Orders for school sweatshirts, polo shirts, ties, fleece jackets and reversible jackets can be made at any time using the School Trends' website ([www.schooltrends.com](http://www.schooltrends.com)). We also hold a limited stock of these items; please contact the school office for more information. We also have a free uniform area where you can take uniforms for your child if you need them. Please just pop in and help yourself.

Here are some examples of our school uniform:



## **PE KIT**

In Muirfield Primary School we ask that children come to school dressed in sports wear on PE days. We do not specify exact colours for this but do not permit football tops/strips to be worn. Since Covid 19 we have not returned to using our changing rooms as this allows for more freedom of clothing and more time for teaching and learning.

Pupils should wear an outdoor gym kit in school, as they often undertake PE lessons outdoors, which should consist of:

- Jogging trousers/leggings
- White T-shirt
- Fleece / warm top
- Outdoor trainers
- Indoor trainers would be helpful

**All clothing brought to school should be labelled with your child's name, as it is difficult for children to distinguish their own clothing from others.**

## **PARENTAL CONCERNS**

Parents should contact the school as soon as possible if they have any cause for concern. It is our wish to deal with all matters as early as possible to support your child and family to come to a resolution.

Please contact the school office to request a time to speak to either your class teacher or a member of the SLT team. We have an open door policy and are always happy to help and discuss things with you. It may be that someone is not available right away but we will always endeavour to call you back as soon as is possible.

You may also contact your child's class teacher via the Class dojo app and they will respond as quickly as possible, within school working hours. The staff will always listen to your concern and agree a way forward with you. We will arrange a follow up call approximately one week later. This is to ensure all matters have been resolved.

**THE COMPLAINTS PROCEDURE** – also see link below:

[Angus Council complaints procedure](#)

## **PARENTAL INVOLVEMENT**

The school values the important part that parents/carers play in their children's education and we know that our partnership with parents/carers is an effective way of enhancing children's achievements and promoting a good school ethos with strong communication.

Opportunities for Parental Involvement:

During the school day:

- Sharing knowledge and expertise in some aspect of the curriculum, e.g. topic talk, history, science, health and so on
- Practical activities in science, maths, social subjects, health education (e.g. first aid) or technology
- Supporting educational visits/trips
- School concerts – making costumes, props, supervision of children
- Road safety – Bikeability Training
- Helping in the school library
- Reading stories to groups of children or playing reading games
- Supervising maths games



- Teaching playground games

Out with the school day:

- Fundraising events – school discos and sports days
- Trips e.g. sporting events, concerts
- Extra-curricular activities, such as, coaching, sports clubs, library and homework clubs. There are more opportunities to be involved in clubs which are detailed in the regular newsletters and on class dojo.

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

Parents are invited to attend two Parents Evenings throughout the year. At these meetings parents will have the opportunity to meet their child's class teacher for a 10-minute consultation 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 their child's journal on dojo, follow the class and whole school story to keep up to date with what is happening in school. Our children will also post images of their own work to share with you. Please comment and click on and like posts from your child and child's class. You may individually message your class teacher within working hours to ask any questions or request a call. Please do not use dojo to inform us of absences or changes to pick up arrangements, these should always be through our school office.

Additionally, pupils will compile a learning journal on Dojo which will include pieces of work from throughout the curriculum. This is an ideal opportunity for parents to discuss how the pupils feel they are progressing in school and what their next steps should be. We encourage parents to share their views on the work sent home and share with us any achievements that your child has accomplished out with school so that we can celebrate these within our school community. Additionally, every Friday parents will receive a comment from your child's class about their learning that week. Photographs of significant events will also be shared on the Class story in Dojo.

Throughout the school year there will also be several opportunities to visit the school to see how new initiatives and resources are being used and for parents to share what the pupils have been learning. We value your participation in these events and welcome feedback about how we can improve.

## **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.

Our school welcomes and encourages diversity and individuality, while emphasising our common commitment to moral values such as honesty, respect for others, compassion and justice. We believe that it is fundamental that all who are involved in the life of our school both 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.

We have links with the West Kirk and visit the church to celebrate Christmas, Easter and an end of term service.

## **SCHOOL AND COMMUNITY LINKS**

Muirfield Primary is an integral part of the community of Arbroath. 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 and the Rotary Club. They visit the elderly at Christmas time to entertain and take part in intergenerational activities. We also have close links with Hospitalfield which help enhance our school curriculum and experiences for every child.

We also participate in a wide range of sporting festivals, leagues and competitions. We often have visits and sessions with local sports clubs. This session we have had an after-school club run by Abbey Bowling Club. We also have links with Arbroath Cricket Club and Arbroath Tennis Club. Many of our lunchtime and after school clubs are run by a range of volunteers, some of whom come from Dundee and Angus College.

## **POSITIVE BEHAVIOUR MANAGEMENT**

[Angus Council anti-bullying policy](#)

Our approaches to managing behaviour are rooted in wellbeing and relationships

At Muirfield we want to work together to build positive relationships and recognise individual strengths and needs. We seek to provide exciting and rich learning opportunities to enable all learners to experience individual and collective achievement and inspire a life-long desire to learn.

Good behaviour and positive relationships are instrumental to good learning. At Muirfield Primary we aim to create 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. We focus on our values that we all live by every day. These values are:

- **Relationships & Teamwork**
- **Resilience & Determination**
- **Creativity & Motivation**
- **Responsibility & Effort**
- **Fairness & Respect**

In school we have a focus on the '4Rs' within our values, these are referred very often in our school day and are key part of 'The way we do things here'. The 4 Rs are Respect, Resilience, Responsibility and Relationships.

We recognise that children work harder when they know their work will be appreciated and praised. All staff encourage pupils to give their best in every activity they undertake. Their effort is recognised on our class 'Recognition Boards' which are focused on promoting the school values and acknowledging children who achieve these whilst emphasising the

behaviour we expect to see, we are always encouraging children to go 'above and beyond' and exceed expectation.

More details on our positive behaviour approach can be found in our "Wellbeing and Relationships Policy" which is available at the school office.



## **CELEBRATING ACHIEVEMENT**

At Muirfield we are committed to celebrating the achievements of all our pupils within and out with school. Here are some of the ways we do this;

- Assemblies - children's achievements are often acknowledged at assemblies and shared with the whole school community.
- Pupils can also be awarded gold stickers for a wide range of achievements, including being a good role model, showing good manners, improvements in learning, being supportive to others and other positive characteristics.
- Whole classes can also be awarded "Class of the Week" for a wide range of achievements. Each class has a 'Class 50 star chart' to recognise and reward achievements. Children select an appropriate reward for gaining 50 stars during the term.
- Children are also awarded postcards to take home which detail where they have gone 'Over and Above'.

## **EXTRA-CURRICULAR ACTIVITIES**

There is a variety of extra-curricular activities available in which your child can participate. These include:

- Basketball (Thursday 3:20 – 4:30pm)
- Football (Wednesday 3.20 – 4.30pm)
- Netball (Monday 3.20 – 4.30pm)
- Cricket (Thursday 3:20 – 4:30pm)
- Performers Club (Friday 3:20 – 4:30pm)

We are also lucky to have several lunch time clubs which are led by our senior pupils and supervised by a member of staff. Other clubs which run intermittently and are supported for short blocks of time by Dundee and Angus College students.

Senior Pupils have recently undertaken Young Leader Training and running these clubs allows them to put into practice the skills they have learned.

## **PUPIL COUNCIL (including pupil leadership)**

At Muirfield, we believe that we all have a role to play in making sure our school is the best it can be. All pupils from P2 to P7 therefore take part in Pupil Leadership Groups. Each group works with a member of staff to set and meet their group's targets over the year, and to plan events for the whole school. This year, we have nine leadership groups working on various themes. These are linked to school, local, national or global priorities.

They are:

Fairtrade – maintaining our Fairtrade accreditation

Sports Council – working towards Gold Sports Scotland award

Digital Leaders – exploring ways we can use technology more effectively

Biodiversity Group – promoting sustainability and global citizenship

Reading Council – developing our library and events to celebrate reading

Health – Food in the Environment, Bounceback and Anti-bullying

Eco – Energy, Water and Waste minimisation, including litter  
STEM – Science, technology, Engineering and Maths  
Right Respecting School group – focused on UNCRC

If you feel you can contribute to the work of any of the groups, please contact the school office.

We have an active Pupil Council which includes representatives from P2 – P7. The Pupil Council members are selected from each of our Pupil Leadership groups so that there is a variety of representation and they hold office for the duration of one year. Throughout the year they will meet regularly with the school's leadership team. They will be involved in taking forward school improvement priorities and addressing emerging issues as they occur, as well as feeding back on the work of their leadership group.

The Pupil Council also take on aspect of self-evaluation and have been involved in looking at HIGIOS 4 and adapting our SIP to be shared with our learners. They also are our tour guides to help us 'know our school' well.

We also have School Captains who lead the school in various events and represent the school during key points in the year.

### **LEARNING OPPORTUNITIES**

Your child will learn in a variety of different contexts using a variety of strategies including co-operative and active learning. P6 and P7 pupils take on the roles of Young Leaders and buddies to further develop their leadership skills. Classes throughout the school are encouraged to share their learning with others.

### **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 photographs on Dojo 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 their comments regarding the planned work for their child at various points throughout the year and are encouraged to feedback comment at any time through the class dojo app.

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

Open afternoons are an excellent opportunity for parents to learn about the curriculum we offer at Muirfield Primary. During these events the children will describe and share their first-hand experience of the curriculum in school. National information can be found from the numerous sources listed at the back of the handbook.

More local information can be found through the link above. There are links to national information at [www.angus.gov.uk/linksforparents](http://www.angus.gov.uk/linksforparents)

## **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 8.50am and 2.50pm, 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 Arbroath High School and other Primary Schools within the Angus area. Our teachers and in some cases our pupils visit other schools and establishments and other teachers and pupils visit us. This process is necessary for the professional development of staff, reciprocal understanding and the establishment of curricular consistency.

## **SCHOOL IMPROVEMENT**

### **MAIN ACHIEVEMENTS**

**Our SIP 2023-24 is robust and measurable. Copies can be requested at the school office.**

In session 2023-24, we:

- Embedded use of key values across the school community: Muirfield's 4R's (Relationships, Respect, Resilience & Responsibility) are known to everyone in the school community and are visible in the daily life of the school through restorative approaches and a nurturing ethos. Parents/Carers have a good understanding of why 'this is the way we do it in MPS'.
- All staff and pupils can articulate a sound understanding of sustainable development, including the Sustainable Development Goals, and the UNC Rights of the Child working towards RRS Silver Award.
- Continued to develop our outdoor spaces for play through clear action planning, so all pupils can engage with the outdoors through well-linked core learning regularly. We engaged all staff training for developing our understanding of Outdoor Learning and Sustainability.
- Continued to review our curriculum so that curriculum rationale reflects both the 'what' (knowledge and skills) and the 'why' (relevance) of learning, is underpinned by excellent pedagogy (the 'how') and supported by high quality resources, including the outdoors. Develop relevant guidance for consistent practice, 'This is the Way we do it here in MPS' to provide high quality consistent teaching and learning.
- Engaged in moderation of planning, teaching and assessment of writing across the cluster, including with secondary colleagues in order to develop consistent and coherent approaches and support learning at transitions.
- Continued to develop teacher leadership and efficacy through robust moderation of 2.3 rubric, Eklan Strategies and consistent practice, high-quality play, STEM and Digital Literacy.
- Gained our Digital School Award which highlights our excellent integration of digital technologies into learning and teaching.

- Gained our Right Respecting Schools Bronze Award and are well on our way to gaining our Silver Award.

## **IMPROVING STANDARDS**

We improve our standards by:

- Using data to verify judgments and direct additional support where necessary
- listening and responding to the views of our Parent Council
- gathering comments and feedback from parents about their children's learning through learning journals, informal conversations and surveys
- reviewing pupil progress regularly and identifying where additional challenge or support is required
- reviewing our practice using the quality indicators from "How good is our school"
- undertake high quality moderation processes to ensure the best standards for our learners
- undertaking learning visits and speaking to children about their learning
- gathering feedback from relevant CPD undertaken

## **SCHOOL IMPROVEMENT PLAN**

**In 2024-25 we hope to:**

- Ensure all children are competent talking about UNCRC and have a developing understanding of Learning for Sustainability
- We hope to be accredited the Silver Rights Respecting School Award showing all children are confident about their own rights
- Embed our curriculum rationale and review our curriculum in line with national developments
- Continue to develop staff knowledge and understanding of trauma and explore how nurturing principles can support children
- Develop our approaches to outdoor learning and sustainability including our use of play-based learning
- Develop staff skills to support children's development of language and communication skills and gain the Communication Friendly Setting Award
- Continue to develop teacher efficacy to ensure high-quality learning and teaching provision as part of our universal offer
- Continue to develop our approaches to parental involvement in the life and work of the school including school improvement

## **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

## **HEALTH CARE**

You can contact your school health staff at: -

Abbey Health Centre (01241) 430303. Amanda Simpson or Diane Keith.

### **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 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.

### **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: Mrs McLean HT, Mrs Keles, DHT, Mrs Macdonald ADHT and Miss Martin Lead SEYP**

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 & 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://www.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)