



# Mosstodloch Primary School



## Information Booklet

**December 2021**

(The information contained within this handbook is correct at the time of publication and is updated annually.)

# INTRODUCTION

Head Teacher

Miss Donna Mackay

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E-mail

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School Address

Mosstodloch Primary School  
Garmouth Road  
Mosstodloch  
IV32 7JB

Opening Times:

Primary 1 – 4	08.45 – 10.20	10.40 – 12.20	1.15 – 3.00
Primary 5 – 7	08.45 – 10.40	11.00 – 12.20	1.15 – 3.00

## MOSSTODLOCH CATCHMENT AREA



## COVID-19 IMPACT ON SCHOOLS

If you have concerns about sending your child to school during Covid-19 you should refer to the National Parent Forum of Scotland [back to school guidance](#) which has helpful advice. To find out more information about Covid-19 from a health perspective you will find more information from the [NHS](#).

All Moray schools have restrictions in place which have been risk assessed. There are enhanced health and safety protocols, limited visitors and enhanced cleaning regimes. All measures have been put in place in order to reduce the risk of outbreak and transmission in schools.

Copies of the following guides are available to support you and your children/young people at this time and may answer questions you may have.

- Parent/carer Information: <http://www.moray.gov.uk/downloads/file133650.pdf>
- Parent/carer Guide: <http://www.moray.gov.uk/downloads/file133651.pdf>
- Top Tips for Learners: <http://www.moray.gov.uk/downloads/file133652.pdf>

# **WELCOME TO MOSSTODLOCH PRIMARY SCHOOL**

Mosstodloch Primary School provides an educational service from Primary 1 through to Primary 7. We are a non denominational primary school with a current roll of 175 Primary school children.

The school was opened in 1968 and extended in 1978. It is a single storey building, with comfortable classrooms and accommodation for its 175 pupils. It has 8 traditional classrooms, a small computer suite, a music room, a general purpose room and a multi-purpose hall. Mosstodloch Early Learning & Childcare, a partnership group, also has permanent accommodation within the school.

There are extensive grounds around the school including a tarred playground, generous playing fields and a car parking area.

Pupils are in mixed ability classes, as far as possible, according to their ages. Schools in Scotland are staffed to a formula that relates to the school roll. At the moment we have seven single stream classes.

At the start of each session parents are given a list of holiday dates and the names and roles of all staff in the school.

A newsletter is sent home regularly with the children, or by e-mail, to ensure that parents/carers are kept informed about all school activities. In line with other Moray Schools, we use Twitter and Facebook to share information about the life and work of the School.

## **ENROLMENT AND TRANSFERRING**

The intake of Primary 1 children takes place in August each year and children who will be five years of age on or before the last day of February of the following year are eligible for admission.

Registration and enrolment of Nursery and P1 pupils takes place in January, when a notice is placed in the local newspapers, which informs parents about the enrolment dates.

Parents wishing to enrol their children at Mosstodloch Primary School are most welcome to visit the school prior to enrolment. We are always willing to show parents round and answer any questions and queries. Forms of registration, enrolment, transport etc can be accessed online.

We work very closely with our "in house" Early Years Centre as well as our other Playgroup in Garmouth and ensure that the pupils and staff are involved throughout the year in school activities or events. There is a full induction programme for parents and children entering P1 at the beginning of the Summer Term. Each P1 pupil is given a 'Buddy', i.e. a pupil from P7 who becomes the child's friend and guide, particularly in the early stages of their school life. The induction programme consists of parent meetings (approx 30 minutes each), while the children spend time with the class teacher and their 'Buddies'.

## NEW PUPILS

We are very happy to welcome new pupils and their families. Anyone considering placing their child at Mosstodloch Primary School should telephone the school office, or call in to the school reception, to request an appointment to visit the school. You will be shown around the school building so that you are familiar with the layout. You will have the opportunity to visit classes at work and also meet some of the teachers, adult helpers and other staff members who work at Mosstodloch.

## TRANSFER FROM OTHER SCHOOLS

It is helpful if records and work from previous schools are available for your child's new teacher so that we can try to ensure that continuity of learning takes place. We also advise that children should be allowed to settle over a few weeks, unless there are major concerns, and then parents should arrange to meet the teacher to discuss how the transfer has gone.

## PLAY

Play is acknowledged as an essential part of the primary curriculum, particularly at the early stages where it could be described as a child's 'work'. It provides a focus for children to explore, and to learn about sharing materials and ideas. Encouraging children to be curious helps them to gain an understanding of their world, and through play this is none threatening. The ways in which children learn through play are discussed more fully at the nursery and P1 induction meetings.



## MOVING ONTO SECONDARY EDUCATION

Through our P7 – S1 transition programme, it is our aim that the pupils will find the changes to their lives as smooth and as supportive as possible. We offer a full programme of events for P7 pupils, which include several opportunities to meet with their peers from the other 2 primary schools within the area as well as allowing the pupils to spend 2 days at Milne's High School in May/June of each year. We also offer an *enhanced transition* for pupils who require some extra support at this time.

Children from Mosstodloch Primary School normally transfer after P7 to **Milne's High School** in the nearby village of **Fochabers**. Throughout the year, we work very closely with the staff of the High School and with the other 2 feeder primary schools in the area, Milne's Primary and Lhanbryde Primary, in order to ensure continuity, progression and a smooth transition for all pupils and parents.

The contact details for Milne's High School are:

Head Teacher: Mrs Gemma Playfair

Address: Milne's High School

West Street

Fochabers,

IV32 7DJ

Tel: 01343 820611 Fax: 01343 820306

E-Mail: [admin.milneshigh@moray-edunet.gov.uk](mailto:admin.milneshigh@moray-edunet.gov.uk)

## **PROCEDURES FOR CONTACTING OUR SCHOOL**

Parents can contact Mrs Duff, the School Administrator, on 01343 820476 for any enquiries, or to advise the school of your child's absence. Alternatively, send an email to - admin.mosstodlochp@moray-edunet.gov.uk

You can use the school telephone information line to hear about any school announcements e.g. in the event of severe weather closing the school. Additionally you can use the school information line to leave any non-urgent message when the school is not open. (Calls to this number will be charged a 2p per minute service charge plus your call providers access charge)

### **ABSENCE**

If your child is unable to attend school, please contact the school by 9.30am in the morning to report any absences, or send a brief note to the class teacher with siblings; otherwise we are obliged to contact parents to determine where the child is.

### **FAMILY HOLIDAYS DURING TERM TIME**

Advice from the Scottish Executive is that holidays taken during the school session, other than in exceptional circumstances, should be considered as *unauthorised absences*. Parents need to inform the school about such holidays, and each case will be considered on its merits.

### **SCHOOL TELEPHONE INFORMATION LINE**

Parents can access the information line for the school

- Dial 0870 054 6222
- Enter school PIN 031370
- You will get confirmation message "Selected Mosstodloch Primary School"
- Enter the menu system

Press 1 – severe weather information

Press 2 – to leave a non urgent message

Press 3 – to hear general school information

Press 4 – to enter a different school PIN

Press 5 – to end call

(Calls to this number will be charged a 2p per minute service charge plus your call providers access charge)

### **CONCERNS AND COMPLAINTS**

Mosstodloch has an open door policy, which means that parents are welcome in the school at any time, signing in at reception first. If however parents wish to discuss something in depth it is better to make an appointment for a time when the teacher is free from class commitment. If issues remain unresolved then an appointment can be made with the Head Teacher. However if you are dissatisfied with the way we deal with your concern, you have the right to complain formally. Under these circumstances you should ask for a copy of The Moray Council Complaints Procedure 'How to Lodge a Complaint.'

### **PARENTAL INVOLVEMENT OPPORTUNITIES**

Opportunities for Parents to discuss their child's progress with the class teacher are made available throughout the school year. Reports are undertaken in the following ways – a

written report, parents' interview evenings and when necessary, regular meetings. We wish to fully involve parents in their child's education.

In November we have teacher/parent appointments with the purpose of reporting on the progress your child is making and setting targets throughout the school year. An Interim Profile is completed and shared with parents/carers at this time.

Written reports are sent home in March, with an Open Evening in April. We would ask that you keep us informed of anything that might affect your child at school, particularly if something is upsetting your child. Teachers will also make direct contact with parents throughout the session if they have concerns or issues about particular pupils. A short 'Transition Profile' is sent home in June. We aim to work in close partnership with our parents and ensure that an effective two-way communication system is in place.

Parents and friends are welcome helpers around the school. This enables us to foster the home and school link and to broaden the curriculum. We aim to communicate effectively with parents, and to work in partnership with them.



Parents, teachers, and friends of the school share their interests and expertise with the children in a variety of extra curricular activities. We believe that it is important for children to participate in school concerts, educational trips, and local activities and inter school competitions etc. We appreciate the help we receive from our parent volunteers.

We ask you, as parents, to take an active interest in all that your child does and support us in maintaining the high standards set by the school.

Please continue to support your child's learning at home. Allow time to complete reading and other homework in an environment that is free from distractions. Discuss their learning with them, and do not hesitate to add any comments you have about their learning when you sign their Learning Logs, or reading records.

## PARENT CONSULTATIONS

At Mosstodloch, we value the opinion of our parents and members of the community. We consult with a sample of people before making important changes and putting new policies in place.

## PARENT ORGANISATIONS

Mosstodloch Primary School has a Parent Council. We are fortunate in being well supported by a great team of parent representatives on our Parent Council. The objectives of the Parent Council are:

- *To work in partnership with our school to maintain the welcoming ethos and to promote the existing partnership between our school, its pupils and all its parents.*
- *To develop and engage in activities which support the education and welfare of the pupils.*
- *To identify and respect the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.*
- *To fundraise for school activities and equipment.*

**The Friends of Mosstodloch Primary School (FOMPS)** is our parent group incorporated within the Parent Council which is responsible for fund raising. The fund raising aspect is very important to the school as it helps us to pay transport costs for school outings, social

occasions and any additional resources as required. We are grateful for the on-going support which we receive from parents, families and community members.

## **INFORMATION FOR PARENTS AND CARERS**

The Moray Council has produced a “Notes for Parents and Carers” booklet which is designed to provide basic information about the education system in Moray and also to detail specific areas of government legislation which may relate to your child’s experience at school. This booklet is available from the school, from Education & Social Care or the Moray Council Internet site: [www.moray.gov.uk/moray\\_standard/page\\_47236.html](http://www.moray.gov.uk/moray_standard/page_47236.html)  
This booklet is also available in other languages

## **SCHOOL INFORMATION**

Parents can have access to the School Improvement Plan and annual Standards and Quality Report at the school office. A range of information leaflets and parent guides to the curriculum are available in the reception area.

If you wish further information, please do not hesitate to contact the school personally, or by telephone.

## **SCHOOL IMPROVEMENT PLAN**

Full details are available in the school’s full ‘**School Improvement Plan**’. (Refer to **Appendix B**)

At Mosstodloch Primary, we aim to improve educational experiences for all our pupils. We have identified a number of improvement priorities. These are:

- *To look at leadership and partnership.*
- *To evaluate and continue to improve learning, teaching and assessment.*
- *To raise achievement and attainment.*

## **THE SCHOOL’S SUCCESSES OVER THE YEAR**

Full details of the school’s successes and achievements are available in ‘**Standards and Quality Report**’ – Mosstodloch Primary School (refer to **Appendix C**)

Achievements continue to be celebrated regularly where possible through weekly assemblies, presentation of certificates and stickers, and celebrations of events in local newspapers. This year we have continued to experience many successes and achievements including;

- Our Glee Club entering the National Competition.
- Taking part in a Scottish Country Dance Festival.
- The Cross-Country Team participating in local competitions.
- Primary 6 and 7 participating in the Youth Music Festival Initiative

Information on Mosstodloch’s (and other schools) performance can be obtained at <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/index.asp>

## **SCHOOL ETHOS**

We aim to ‘engage, enrich and encourage’ our pupils to build confidence and self esteem by supporting and encouraging all pupils to achieve as individuals and team members.



To ensure that the school is a happy, secure and successful place for our children we need the support, understanding and interest of parents. The purpose of the school handbook is to give an overview of the school and the education it seeks to provide.

## AIMS

At Mosstodloch Primary we are all valued, encouraged and motivated to reach our full potential; demonstrating our success as confident, effective and responsible learners and individuals. We do this in a variety of ways.

Successful Learners	Confident Individuals
<ul style="list-style-type: none"> <li>• Plan a structured and balanced 'Curriculum for Excellence'.</li> <li>• Varied teaching methods and activities. e.g. 'active learning'</li> <li>• Encourage pupil responsibility for self/per assessment and target setting.</li> <li>• Monitor progress, record achievement and attainment to ensure each child reaches their potential.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the emotional, physical and social needs of pupils and help them develop positive attitudes, personal and social skills.</li> <li>• Provide appropriate support for children with additional needs.</li> <li>• Celebrating success in the classroom, the school and in 'out of school' life.</li> <li>• Encourage a healthy and active lifestyle.</li> <li>• Create within the school a warm, caring and supportive atmosphere in which children, staff and parents feel secure and valued.</li> </ul>
Responsible Citizens	Effective Contributors
<ul style="list-style-type: none"> <li>• Encourage children to enrich the school and its community by acting responsibly and by valuing the unique culture and traditions of its past.</li> <li>• Ensure that individual differences of race, culture and belief will be respected and celebrated as an enriching factor in the school community. Equal opportunities will exist for all.</li> <li>• Enable children to take part in decision making in the school throughout the pupil council and class circle time activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote attitudes of enterprise and self reliance</li> <li>• Encourage pupils to work on their own, and in teams to apply their thinking skills, to create and develop ideas, and to solve problems.</li> </ul>

Children are consistently and actively encouraged and supported to develop qualities of self-discipline, respect and good conduct in and around the school. The school operates by a set of straightforward rules that aim to look after the interests of everyone in the school community. Each class determines their reward and praise system, which is based on the overall school aims and values. Politeness, respect and concern for others, care for the environment, honesty and reliability are highly valued and commended. Children's rights as individuals are recognised and they are encouraged to express their views, in the knowledge that adults in the school will listen.

## SCHOOL AND THE WIDER COMMUNITY

We value our active links with the wider communities in which our pupils live. Children are encouraged to care for, and appreciate the countryside and villages in our area. We are in close contact with Early Years Groups and Senior Citizen in Garmouth and Mosstodloch and opportunities are created to allow us to liaise with each other as well as local companies with whom we have forged links. We believe it is particularly important to encourage a happy and respectful relationship between the younger and older members of

the community. We are delighted to have a number of volunteers who support the work of the school

## **ASSEMBLIES**

Unfortunately due to the current Covid-19 restrictions, our usual weekly assemblies are unable to take place at the moment. However usually our whole school assemblies are held every Friday at 9.00am and parents and visitors are most welcome. The Head Teacher, occasional visitors and classes, present these assemblies weekly, with input from our school music groups.

These assemblies are not only for religious observance, but also to promote sound moral values, success in school and achievements out with school, as well as birthdays and other matters of whole school business.

## **RELIGIOUS AND MORAL EDUCATION**

Christianity and Other World Religions are taught so that the pupils learn about

- Beliefs
- Values
- Practices and Traditions

Where parents exercise their legal rights to withdraw their children from RME Observance, their wishes will be respected and the children will be treated sensitively. To make these arrangements, please forward a letter to the head teacher stating your reasons for this request.

## **FUNDRAISING**

Fundraising activities take place throughout the year, and include pupils raising funds for various Charities, usually with some relevance or connection to the school community or the learning which is taking place.



This year Primary 7 organised a whole-school calendar featuring art work from all classes in the school which was sponsored by local businesses.

## **COMPETITION**

We believe that competition, properly handled is a good way of promoting and enhancing appropriate standards of behaviour and attitude. It is also a good representation for the real world!

Over the years, 'friends of the school' have presented us with a number of cups, trophies and shields which are competed for on an inter house and individual basis.

## **INTERHOUSE COMPETITION**

Every child in Mosstodloch Primary School is allocated a house, Garmouth, Balnacoul or Inchberry. They all have opportunities to contribute towards the house points system.

# BEHAVIOUR AT MOSSTODLOCH

We want our school to be a community in which children feel welcome, supported and able to give of their best. We encourage children to treat others as they would like to be treated themselves. We choose to be positive and encouraging in our approach. We believe that acceptable standards will be achieved more readily by praising and rewarding good behaviour. Our whole school behaviour policy is known as:

## **OWL Respectful Relationships Policy – Promoting Respectful Relationships**

The policy aims to be a fair and consistent way of establishing a safe, orderly, positive environment in which learning and teaching is the focus and priority for all – teachers and pupils alike. It makes clear the behaviour which is expected from pupils; what the pupils can expect in return from the teachers/staff and what will occur if the pupils choose not to follow or comply with those expectations.

The policy consists of three parts:

- **Rules** that the pupils must follow at all times
- **Rewards** that the pupils will receive for following the rules
- **Consequences** that result when pupils choose not to follow the rules

### **Rules**

#### **Whole School Rules**

We care for our school and its environment  
We always walk calmly and quietly  
We wear sensible and safe clothing and footwear  
We use everyone's proper name and show respect for people and property  
We keep our hands, feet and other objects to ourselves

#### **Class Rules**

We always follow instructions  
We begin work quickly and stay on task  
We raise our hand to talk and share ideas  
There is only one person at a time talking  
We always help and support each other

#### **Carpet Rules**

Sit on your bottom  
Legs crossed, legs still  
Arms folded or in your lap  
Eyes to the front  
Sit where you can see

#### **Rewards**

A smile and a "Well Done!"  
OWL points  
An OWL Certificate  
An OWL recognition award

Marbles in the Jar and free time  
 A class raffle ticket weekly draw  
 Whole School termly raffle draw

### Consequences

Verbal Warning

2 minutes 'Time Out' in class

5 minutes 'Time Out' in class + note home

10 minutes 'Time Out' in another class and letter to parents  
 (on third letter home – parental meeting)

Report to Head Teacher

SEVERE CLAUSE: Report to Head Teacher

**A fresh start each day is encouraged**

We are continuing to work towards the Silver Award of the Rights Respecting School Awards Programme. This includes a full review of our current OWL Positive Behaviour Programme and also our Playground Policy.

Further information will be shared in due course.

Safe	Healthy	Achieving	Nurtured	Active	Engaged	Respected	Included
<b>Article 10</b> You have the right to be safe in school. You have the right to be protected from being hurt or badly treated.	<b>Article 24</b> You have the right to be healthy. You have the right to be safe and to be protected from being hurt or badly treated. You have the right to be safe and to be protected from being hurt or badly treated.	<b>Article 25</b> You have the right to be healthy. You have the right to be safe and to be protected from being hurt or badly treated. You have the right to be safe and to be protected from being hurt or badly treated.	<b>Article 27</b> You have the right to be healthy. You have the right to be safe and to be protected from being hurt or badly treated. You have the right to be safe and to be protected from being hurt or badly treated.	<b>Article 31</b> You have the right to be healthy. You have the right to be safe and to be protected from being hurt or badly treated. You have the right to be safe and to be protected from being hurt or badly treated.	<b>Article 32</b> You have the right to be healthy. You have the right to be safe and to be protected from being hurt or badly treated. You have the right to be safe and to be protected from being hurt or badly treated.	<b>Article 42</b> You have the right to be healthy. You have the right to be safe and to be protected from being hurt or badly treated. You have the right to be safe and to be protected from being hurt or badly treated.	<b>Article 33</b> You have the right to be healthy. You have the right to be safe and to be protected from being hurt or badly treated. You have the right to be safe and to be protected from being hurt or badly treated.
We are safe.	We try to have a healthy diet and watch.	We try our best and encourage others.	We are kind and helpful.	We remember our P.E. kit.	We respect people and property.	We are honest.	We include everyone.

## ANTI- BULLYING

In our Behaviour Policy, we make clear that we do not tolerate or accept bullying and we work very hard to eradicate any incidents at an early stage. Our pupils are very much encouraged to talk openly to all adults in school about any unacceptable behaviour or incidents which happen to them, or which they witness. Bullying is often carried out discreetly and the school can only respond if incidents are brought to our attention either by pupils or parents. We will try to help children to resolve any issues which arise. Please contact us if there is a matter causing your child concern.



Leaflets and fuller information on Bullying, Disability Discrimination and Race Relations is available from The Moray Council by telephoning the respective number, e-mailing or accessing the web page on the council website. (See **Appendix A** for these contact details.)

## CURRICULUM FOR EXCELLENCE

Curriculum for Excellence (often shortened to CfE) is the curriculum in Scotland which applies to all children and young people aged 3 – 18, wherever they are learning. It aims to raise achievement for all, enabling young people to develop the skills, knowledge and understanding they need to succeed in learning, life and work. It aims to raise standards, prepare our children for a future they do not know and equip them for jobs of tomorrow in a fast changing world. All children and young people have an entitlement to provision of an excellent education so that they develop **skills for learning, life and work.**

Curriculum for Excellence is **not** a 'one size fits all' curriculum. It provides greater personalisation and choice so that learning is more challenging, enjoyable and relevant to each child's needs, strengths and interests. Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network will support learners and teachers in this and there are plans already in place for parents across the country to have access to Glow in due time.

A fact file about the 'Curriculum for Excellence' for parents/carers which provides a more comprehensive overview of CfE (and an explanation of the terms used) is available from the office.

Curriculum for Excellence develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another, helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.



## Curriculum Levels

These describe the progression in learning and development of children and young people from age 3 – 18 years. In brief these are:

- **Early Level** – Pre-school through to end of Primary 1
- **First Level** – through to the end of Primary 4
- **Second Level** – through to the end of Primary 7
- **Third and Fourth Levels** – Secondary 1 - 3
- **Senior Phase** – Secondary 4 – 6

As a very general guide, children are expected to be at Second Level, and beginning to learn and develop at Third Level, as they make the transition from Primary into Secondary Education. Children and young people progress through these levels at their own pace; and naturally some do so more quickly or a little later than expected, dependent on individual circumstances and needs.

## Experiences and Outcomes (Es and Os)

Each learning experience will provide the opportunity for children to learn a number of outcomes throughout a range of curriculum areas. We use detailed planning to deliver inter-disciplinary learning opportunities using a wide variety of topics. Not only do children learn more about the topic, but they are continuously developing their literacy, numeracy and team working skills.

The ability to transfer knowledge and skills over a wide range of learning experiences from the different curriculum areas is desired.

### Key areas of Education

**Literacy** across learning

**Numeracy** across learning

**Health and Wellbeing** across learning

**Experience** – describes the **learning activity** taking place.

**Outcome** – describes what the learning will achieve.

e.g. Knowledge, understanding, skills awareness and attitudes.

Curriculum for Excellence is about bringing real life learning into the classroom and taking lessons beyond it. Learning and teaching will focus on subjects and knowledge in addition to developing skills and understanding. The following website page has more information on other subjects and knowledge covered by the curriculum:

<http://www.educationscotland.gov.uk/parentzone/cfe/subjectsandknowledge/index.asp>

The Seven <b>Principles</b>	The Eight <b>Curriculum Areas</b>
<p>All learning must take account of these principles:</p> <ul style="list-style-type: none"> <li>• <b>Challenge and Enjoyment</b></li> <li>• <b>Breadth</b></li> <li>• <b>Progression</b></li> <li>• <b>Depth</b></li> <li>• <b>Personalisation and Choice</b></li> <li>• <b>Coherence</b></li> <li>• <b>Relevance</b></li> </ul> <p>This is to ensure children’s development is useful and meaningful</p>	<p>Containing a range of subjects:</p> <ul style="list-style-type: none"> <li>• <b>Expressive Arts</b> Art, Drama, Music and Dance</li> <li>• <b>Health &amp; Wellbeing</b> Personal, social and emotional health. also PE</li> <li>• <b>Literacy and English</b> Communicating with others. Reading, Writing and Modern Languages</li> <li>• <b>Numeracy and Mathematics</b> Number work, Problem Solving</li> <li>• <b>Religious and Moral Education</b> Religions, values and beliefs</li> <li>• <b>Sciences</b> Understanding our Planet</li> <li>• <b>Social Studies</b> Scotland and the World, past, present and future</li> <li>• <b>Technologies</b> Food, design and computing</li> </ul>

## Further Information about Literacy and Numeracy

### LANGUAGE

The skills required for communication are fundamental to the curriculum and to the needs of our society. The best teaching and learning results from the integration of the four elements of the language curriculum.

1. **Listening** – Children need to be taught to listen well, especially to the opinions of others if they are to fit in socially. We help children to increase their concentration span.
2. **Reading** – The ability to read is one of the basic requirements of an education for life. There is a high emphasis placed on developing good reading and comprehension skills.
3. **Writing** – The conventions of written language – punctuation, spelling, handwriting – are best taught from the children’s own work so that the mistakes they make become the teaching points. It is also important for children to produce written work that is relevant, effective, functional and imaginative. This will come through theme work in the class and will be from first hand, imagined or created experiences.
4. **Talking** – We aim to encourage good articulation skills so that the children have the ability and confidence to express appropriately their ideas, opinions, questions and answers in any situation or company.

## MATHEMATICS

Mathematics is about solving problems, not just doing sums. The ability to calculate quickly is essential. Children need to develop a high level of competence in addition, subtraction, multiplication and division so that they can apply these skills in real life situations.



In Mosstodloch the practical activities, necessary for children to fully understand computation, will come first. Children need to practise orally and in written form to ensure that they can access mathematical facts quickly and accurately. Mental maths is given a high priority in our school. We are currently using the 'Big Maths' programme which is a fun and interactive methodology for engaging pupils in Numeracy.

## EXPRESSIVE ARTS

- Art and Design
- Drama
- Music
- Dance

Through the expressive arts we allow children to explore, express and create aesthetically in ways that are satisfying to the individual.

We encourage children to achieve high standards by displaying work around the school and by holding public performances, which allow the children to demonstrate their skills, abilities and talents. We have visiting specialists of Art, Physical Education and Music who come to Mosstodloch Primary School regularly.

## MODERN LANGUAGES

From August 2016, *all pupils* have been experiencing learning in a Modern Language as part of Education Scotland's 'Languages 1+2' programme. The language learned in all of the Milne's ASG schools will be French. By 2020, pupils in Second level of Curriculum for Excellence will begin learning an additional language again.

## TECHNOLOGIES

Learning in the technologies enables children and young people to be informed, skilled, thoughtful, adaptable and enterprising citizens. The technologies framework has been organised to offer opportunities for personalisation and choice using diverse contexts for learning. There are:



- ICT to enhance learning
- Business
- Computing Science
- Food and Textiles

- Craft, Design, Engineering and Graphics

## **HEALTH AND WELLBEING**

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. Learning through health and wellbeing enables children and young people to:

- Make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- Experience challenge and enjoyment
- Experience positive aspects of healthy living and activity for themselves
- Apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- Make a successful move to the next stage of education or work
- Establish a pattern of health and wellbeing which will be sustained into adult life, and which will help to promote the next generation of healthy children,

## **Varied Learning Methods**

There are a variety of ways in which learning opportunities may be presented to children. The CfE represents a different approach to learning in schools intended to help learners develop skills, knowledge and understanding in more depth. Examples of how children will learn differently are:

- **Using technologies**  
Find, research, communicate, create and present
- **Active Learning**  
Being actively engaged in the learning task, whether mentally or physically
- **Cooperative Learning**  
Encouraging thinking and talking together to discuss ideas and solve problems. Learning from each other.
- **Interdisciplinary Learning**  
Making use of the outdoor environment and surrounding area

## **Personalisation, Choice and Achievement**

Planning of learning contexts and methods may be personalised according to an individual's learning and development priorities. Thus, there may be different expectations of learning achieved for different children.

It is not only the academic achievements of children that are recognised. We celebrate a range of achievements reached by children in and out of the school community, e.g. progress in personal developments, participation in events, extra-curricular and personal interest activities.

## **SKILLS**

The CfE emphasises the development of skills for learning, life and work. These are wide ranging and include:

- Critical thinking skills – making judgements and decisions, communicating, co-operating with others, self organisation.



- Higher order skills – thinking about complex issues, problem solving, analysis and evaluation and creativity.

Important themes are Enterprise, Global Citizenship and Sustainable Development

## **ASSESSMENT**

Assessment is the cornerstone of good teaching practice and it is important that information about children's progress is collected systematically and used for appropriate action. There are many ways of gathering evidence of a pupil's understanding of learning and teaching and it is this combination of evidence which helps teachers to identify where the pupil is working at within the Levels of Curriculum for Excellence. We regularly assess where a pupil is working at within reading, writing, listening and talking and maths and numeracy. Scottish National Standardised Assessments (SNSA) have been introduced for pupils in P1, P4 and P7.

Diagnostic assessments are used as an internal tool in the school to confirm the teacher's assessment of the children's learning needs. It also checks the child's progress over the year.

Assessment is crucial to tracking progress and planning of next steps to enable quality learning to take place. Learners are greatly involved in this process so that they can take ownership of learning progression.

- Self assessment – what has been successful and what needs improvement
- Peer assessment – help others appreciate what is good about their work and what needs developing
- Personal learning planning – pupils, teachers and parents will work together to develop planning for the child's next steps in learning.

## **REPORTING**

Reporting informs parents/carers of their child's progress. This can be in the form of written reports and parent appointments. An 'Interim Profile' is completed in November and a further written report in March will advise how much progress has been made against targets set earlier in the year. Learning and achievements are also reported more informally through learning logs, or learning wall displays. A third 'Transition Profile' is sent home in June where pupils are encouraged to identify their strengths and areas for development – in other words - what their new teacher will need to know about them as they progress into the start of a new term.

The Head Teacher or Teaching staff may get in touch with parents/carers to discuss any learning, personal or behavioural matter as issues arise.

## **SUPPORT FOR LEARNING/ADDITIONAL SUPPORT NEEDS**

Children do not all progress at the same rate and provision is made within the school for children, who, for a variety of reasons, are experiencing difficulties. When a child has been identified as requiring additional support, parents will be notified and may be invited to come in to school to discuss the matter with the class teacher and/or the Support for Learning teacher.

A programme of work may be initiated to help to overcome the difficulties being experienced by the child and this programme may involve a request for additional home support. Some children will have an IEP (Individualised Educational Programme) devised for them. This will be devised by the class teacher and support for learning staff. The IEP will be shared with parents and the programme will be monitored and updated on a regular basis. Staff also work in partnership with other agencies, e.g. Speech and Language Therapy, Educational Psychology Department.

Support for learning teachers, or support staff may work with a child, or group of children, in the classroom and sometimes children are withdrawn for specific tasks. Some children may only need additional help for a short period of time whereas others may have a longer term requirement. Extra help can be provided for literacy, numeracy, personal, social and emotional, and behavioural needs.

Parents who have concerns about their child's progress should make an appointment to discuss the matter with the class teacher in the first instance.

The Education (Additional Support for Learning) (Scotland) Act 2009 came into force on 14 November 2012. More information can be found on The Moray Council website regarding this and the council's provision for additional support needs in Moray. There are also internet links to other potentially useful organisations via The Moray Council's website. Please refer to [Appendix A](#) for how to access this.

### **GIRFEC (Getting It Right For Every Child)**

Information for GIRFEC ("Getting it Right for Every Child") is available at: <http://www.scotland.gov.uk/Topics/People?young-people/gettingitright>

### **Named Person**

As part of the national **Getting it right for every child** (GIRFEC) approach children and young people from birth to 18, or beyond if still in school, and their parents will have access to a **Named Person** to help them get the support they need. In primary schools the Head Teacher is usually the **Named Person** and will remain throughout their time at primary school. On transition to Secondary School, Principal Guidance Teachers usually become the **Named Person**. The **Named Person** will be the single point of contact for children and young people, their parents/carers and the professionals who work with the child or young person.

The **GIRFEC** approach (which includes the Named Person Service) aims to improve outcomes for children and their families based on a shared understanding of wellbeing. Most children receive the support they need from their own families and their community, in partnership with universal services such as health and education. Where extra support is needed the GIRFEC approach aims to make that support easy to access with the child or young person at the centre. It looks at a child or young person's overall wellbeing to establish how *safe, healthy, achieving, nurtured, active, respected, responsible and included* (SHANARRI – wellbeing indicators) they are, to ensure that each and every child gets the right support, at the right time, from the right people.

The **Named Person Service** supports this approach, offering a single point of contact for children and their families at a time when support may be needed. It also serves as a way to coordinate multi-agency support (eg from health, social work, police etc) if required.

Should you have anything you would like to discuss regarding a child's wellbeing, please do not hesitate to contact your **Named Person** by phone, email or alternatively a letter marked for the attention of your Named Person.

## **Child Protection**

It is everyone's job to ensure that children are kept safe. Schools in Moray follow the National Guidance for Child Protection (2014) and are required to report any suspected child abuse to Police or Social Work.

If you have concern for a child, call duty Social Work on 01343 563900 (08457 565656 out of office hours) and/or the Police on 101. Pass on your concern and all the information you have available to you. This is not a process that intrudes on families and their children, but a process that is inclusive and supportive to achieve the best outcomes for children.

The categories of abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

If you are unsure, ask for the Child Protection Co-ordinator in the School. They have received the latest training in Child Protection so that they are confident, well informed and supported to promote the protection of children. You can discuss your concern with them. Social Work and/or Police can be consulted out with School hours if required.

More information can be found on the Moray Child Protection webpage here:

<http://www.moray.gov.uk/moraystandard/page 55497.html>

## **PRACTICAL INFORMATION**

Access for visitors to the school is beside the school office. All visitors to school must report to the school reception and sign in before proceeding further into the building. In the absence of the secretary or the Head teacher, please ring the bell and someone will attend to you. All volunteer helpers in the school are required to complete a PVG (Protection of Vulnerable Groups Scheme) form.

No child is allowed to leave the playground without permission. If your child is going to be absent please inform the school as soon as possible so that safety is assured.

## **SCHOOL LUNCHES**

The school has its own kitchen, which produces 2 course lunches daily. Each daily menu offers a choice of two or three dishes for each course, including home made soup and a vegetarian choice. Menus are available on request from the canteen or school office. Lunch tickets should be purchased whenever possible first thing in the morning. If the tickets are paid for by cheque, then please make them payable to 'The Moray Council. For information on free school meals, please refer to Appendix A to access information and a claim form from The Moray Council. From January 2015, all pupils in Primaries 1 – 3 will be entitled to a free school meal.

All children eat in the same dining area, supervised by our lunchtime auxiliaries.

## **UNIFORM**

With the support of parents, we strongly recommend the wearing of school uniform to lessen the pressure of children competing to wear the latest fashions. Children should wear red school sweatshirts/cardigans/jumpers, with white or red polo shirts with grey or black skirts or trousers.

For PE plain t-shirts and shorts (not football strips), indoor shoes and outdoor trainers are required. Younger children are encouraged to leave their bags on their pegs. We recommend that the more senior children bring their PE kit to change into. It is helpful if PE equipment, school bags and jackets have the child's name marked on them. Please leave jewellery and valuables at home, this should prevent the stress caused by items being lost.

**Uniforms can be purchased from our online shop at: [www.logoxpres-schoolwear.co.uk](http://www.logoxpres-schoolwear.co.uk)**

Some households may be entitled to clothing grants. Please refer to Appendix A for access to information and application forms.

## **TRANSPORT**

The school is unable to accept responsibility for bicycles, and we advise that only children from P4 up should be cycling to school, and that all cyclists must wear a helmet.

Any child living more than two miles from the school is entitled to transport if the family live in the school catchment area. School transport can only be used by children issued with bus passes. If for any reason your child is not travelling as usual by bus, please inform the school, by letter or telephone. School sanctions apply to pupils misbehaving on school transport. Serious misconduct will result in the withdrawal of school transport entitlement. Children living out with the zone are not entitled to transport. To claim entitlement, please refer to Appendix A for information on how to request an application form.

## **WATER BOTTLES**

In the interests of health and wellbeing, pupils have access to drinking water throughout the school day. There are two water coolers available to top up bottles. Please bring a named water bottle to school.

## NOTES

School term dates are available on the internet at The Moray Council at school term and holiday dates.

[http://www.moray.gov.uk/moray\\_standard/page\\_55829.html](http://www.moray.gov.uk/moray_standard/page_55829.html)

<b>Session 2022/2023</b>		
<b>Autumn Term</b>	<b>Starts</b> <b>Ends</b>	<i>In-Service Closure: Monday 15 Aug 2022</i> <b>Tuesday 16 August 2022</b> <b>Friday 7 October 2022</b>
<i>Autumn Holiday</i>	<i>Starts</i> <i>Ends</i>	<i>Monday 10 October 2022</i> <i>Friday 21 October 2022</i>
<b>Winter Term</b>	<b>Starts</b> <b>Ends</b>	<b>Monday 24 October 2022</b> <i>In-Service Closure: Monday 14 Nov 2022</i> <i>In-Service Closure: Tuesday 15 Nov 2022</i> <b>Thursday 22 December 2022</b>
<i>Christmas Holiday</i>	<i>Starts</i> <i>Ends</i>	<i>Friday 23 December 2022</i> <i>Friday 6 January 2023</i>
<b>Spring Term</b>	<b>Starts</b> <b>Ends</b>	<b>Monday 9 January 2023</b> <i>Mid Term Holiday:</i> <i>Friday 10 &amp; Monday 13 February 2023</i> <b>Friday 31 March 2023</b>
<i>Spring Holiday</i>	<i>Starts</i> <i>Ends</i>	<i>Monday 3 April 2023</i> <i>Good Friday Holiday: Friday 7 April 2023</i> <i>Friday 14 April 2023</i>
<b>Summer Term</b>	<b>Starts</b> <b>Ends</b>	<b>Monday 17 April 2023</b> <i>May Day Holiday: Monday 1 May 2023</i> <i>In-Service Closure: Thursday 11 May 2023</i> <i>In-Service Closure: Friday 12 May 2023</i> <b>Friday 30 June 2023</b>
<i>Plus 1 occasional day holiday when the following schools will be closed:</i>		
<b>Buckie High ASG</b>	<b>Elgin Academy ASG</b>	
Tuesday 2 May 2023	Thursday 9 February 2023	
<b>Elgin High ASG</b>	<b>Forres Academy ASG</b>	
Thursday 9 February 2023	Tuesday 14 February 2023	
<b>Keith Grammar ASG</b>	<b>Lossiemouth High ASG</b>	
Monday 5 June 2023	Thursday 9 February 2023	
<b>Milne's High ASG</b>	<b>Speyside High ASG</b>	
Thursday 22 December 2022	Monday 5 June 2023	

## APPENDIX A

## The Moray Council, Education and Social Care

Address: Council Office, High Street, Elgin IV30 1BX

Telephone: 01343 563374

Hours: 8.45am - 5.00pm Monday to Friday

Email: [educationandsocialcare@moray.gov.uk](mailto:educationandsocialcare@moray.gov.uk)Website: [www.moray.gov.uk](http://www.moray.gov.uk)

Updated 26/06/18

Moray Council A-Z	
Active Schools	Telephone: 01343 563890
	Email: <a href="mailto:Active.schools@moray.gov.uk">Active.schools@moray.gov.uk</a>
	Website: <a href="http://www.moray.gov.uk/moray_standard/page_42597.html">www.moray.gov.uk/moray_standard/page_42597.html</a>
Additional Support for Learning	Telephone: 01343 563374
	Email: <a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website: <a href="http://www.moray.gov.uk/moray_standard/page_42567.html">www.moray.gov.uk/moray_standard/page_42567.html</a>
Adverse Weather Procedures	Telephone: 0870 054 9999 (school information line) Calls to this number will be charged at a 2p per minute service charge plus your call providers access charge Local school or 01343 563374
	Email: Local school or <a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website: <a href="http://schoolclosures.moray.gov.uk/">http://schoolclosures.moray.gov.uk/</a> <a href="http://www.moray.gov.uk/moray_standard/page_53021.html">www.moray.gov.uk/moray_standard/page_53021.html</a>
After School Clubs	Telephone: 01343 563374
	Email: <a href="mailto:Childcare.info@moray.gov.uk">Childcare.info@moray.gov.uk</a>
	Website: <a href="http://www.moray.gov.uk/moray_services/page_44889.html">www.moray.gov.uk/moray_services/page_44889.html</a>
Armed Forces Families Information	Telephone: 01980 618244 (Children's Education Advisory Service)
	Email: <a href="mailto:enquiries@ceas.uk.com">enquiries@ceas.uk.com</a> (Children's Education Advisory Service)
	Website: <a href="http://www.moray.gov.uk/moray_standard/page_100164.html">www.moray.gov.uk/moray_standard/page_100164.html</a>
Attendance and Absence	Telephone: 01343 563374
	Email: <a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website: <a href="http://www.moray.gov.uk/moray_standard/page_55580.html">www.moray.gov.uk/moray_standard/page_55580.html</a>
Bullying	Telephone: 01343 563374
	Email: <a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website: <a href="http://www.moray.gov.uk/moray_standard/page_52988.html">www.moray.gov.uk/moray_standard/page_52988.html</a>
Childcare	Telephone: 01343 563374
	Email: <a href="mailto:Childcare.info@moray.gov.uk">Childcare.info@moray.gov.uk</a>
	Website: <a href="http://www.scottishfamilies.gov.uk/">www.scottishfamilies.gov.uk/</a>
Children and Families Social Work	Telephone: 01343 563900 or out of hours emergency 03457 565656
	Email: <a href="mailto:intaketeam@moray.gov.uk">intaketeam@moray.gov.uk</a>
	Website: <a href="http://www.moray.gov.uk/moray_standard/page_47806.html">www.moray.gov.uk/moray_standard/page_47806.html</a>
Child Protection	Telephone: 01343 563900 or out of hours emergency 03457 565656 or 101 (Police Scotland)
	Email: <a href="mailto:intaketeam@moray.gov.uk">intaketeam@moray.gov.uk</a>
	Website: <a href="http://www.moray.gov.uk/moray_standard/page_55497.html">www.moray.gov.uk/moray_standard/page_55497.html</a>
Clothing Grants	Telephone: 01343 563456
	Email: <a href="mailto:revenues@moray.gov.uk">revenues@moray.gov.uk</a>
	Website: <a href="http://www.moray.gov.uk/moray_standard/page_55486.html">www.moray.gov.uk/moray_standard/page_55486.html</a>

Moray Council A-Z		
Data Protection	Telephone:	01343 563374
	Email:	<a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_75569.html">www.moray.gov.uk/moray_standard/page_75569.html</a>
Deferred Entry to Primary School	Telephone:	01343 563374
	Email:	<a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_52991.html">www.moray.gov.uk/moray_standard/page_52991.html</a>
Disability Discrimination	Telephone:	01343 563374
	Email:	<a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_43019.html">www.moray.gov.uk/moray_standard/page_43019.html</a>
Early Entry to Primary School	Telephone:	01343 563374
	Email:	<a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_56925.html">www.moray.gov.uk/moray_standard/page_56925.html</a>
Early Learning & Childcare (pre-school)	Telephone:	01343 563374
	Email:	<a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_42682.html">www.moray.gov.uk/moray_standard/page_42682.html</a>
Education Maintenance Allowance	Telephone:	01343 563338
	Email:	<a href="mailto:EMAMoray@moray.gov.uk">EMAMoray@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_40540.html">www.moray.gov.uk/moray_standard/page_40540.html</a>
Exclusion from School	Telephone:	01343 563374
	Email:	<a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_53001.html">www.moray.gov.uk/moray_standard/page_53001.html</a>
Free School Meals	Telephone:	01343 563456
	Email:	<a href="mailto:revenues@moray.gov.uk">revenues@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55486.html">www.moray.gov.uk/moray_standard/page_55486.html</a>
Grants and Bursaries	Telephone:	01343 563374
	Email:	<a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_43903.html">www.moray.gov.uk/moray_standard/page_43903.html</a>
Home Education	Telephone:	01343 563374
	Email:	<a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_76320.html">www.moray.gov.uk/moray_standard/page_76320.html</a>
Instrumental Instruction	Telephone:	01343 563374
	Email:	<a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_53005.html">www.moray.gov.uk/moray_standard/page_53005.html</a>
Placing Requests	Telephone:	01343 563374
	Email:	<a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_49601.html">www.moray.gov.uk/moray_standard/page_49601.html</a>
Racial Equality	Telephone:	01343 563374
	Email:	<a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_43019.html">http://www.moray.gov.uk/moray_standard/page_43019.html</a>
School Meals	Telephone:	01343 557086
	Email:	<a href="mailto:schoolmeals@moray.gov.uk">schoolmeals@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55540.html">www.moray.gov.uk/moray_standard/page_55540.html</a>
School Term and Holiday Dates	Telephone:	01343 563374
	Email:	<a href="mailto:educationandsocialcare@moray.gov.uk">educationandsocialcare@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55829.html">www.moray.gov.uk/moray_standard/page_55829.html</a>
Transport (For Pupils)	Telephone:	0300 123 4565
	Email:	<a href="mailto:transport@moray.gov.uk">transport@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_1680.html">www.moray.gov.uk/moray_standard/page_1680.html</a>

