



DYKE PRIMARY HANDBOOK FOR PARENTS AND CARERS

EDUCATION, HOUSING AND COMMUNITIES

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Disclaimer

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

The handbook has been prepared under the guidance of the Head Teacher and follows guidelines set out by Moray Council and The Scottish Government.

Alternative formats

For alternative formats, languages or further information, please ask an English speaking friend or relative to:

Phone: 01343 563319

Email: equalopportunities@moray.gov.uk

Write: Equal Opportunities, Moray Council, High Street, Elgin, IV30 1BX

MORAY COUNCIL

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, Communities & Organisational Development, or the Moray Council website

www.moray.gov.uk/moray_standard/page_47236.html



This booklet is also available in other languages.

MORAY COUNCIL EDUCATION SERVICE AIMS

Our aims:-

- Ensuring people's outcomes remain at the heart of what we do
- Ensuring effective partnership working
- Supporting, enabling and encouraging people, their families and local communities to achieve what is important to them
- Actively promoting early intervention
- Delivering accessible, consistent, equitable and high quality services
- Using our resources effectively and targeting our capacity appropriately and efficiently
- Engaging and involving through effective communication with everyone we work with
- Promoting equality
- Sharing and using our information openly and fully
- Creating a culture of self-evaluation and continuous improvement



Dear Parents/Carers & Pupils,

It is with great pleasure that we welcome you to Dyke Primary School.

Here at Dyke Primary we are very proud of our school and the achievements of our pupils. The school is committed to ensuring every pupil makes strong progress. Through high-quality learning and teaching, a supportive learning environment and a focus on individual needs, staff work together to help each child grow academically, socially and emotionally.

By celebrating achievements and addressing challenges early, the school strives to create a culture where all pupils can thrive and reach their full potential.

A very warm welcome to you.

Mrs Hayley Burns
Head Teacher

Our School Vision

Rooted in Learning, Growing in Achievement

Our School Aims

Ethos

We aim to build a nurturing community which supports and looks after everyone

Curriculum

We motivate everyone to engage in their learning and to be the best that they can be making best use of our local context and beautiful setting

Inter-disciplinary learning

We aim to work in a way that will help everyone to develop lifelong skills and attributes

Personal achievement

We encourage everyone to take responsibility for their own learning and we celebrate success together

Our School Values

RESILIENT ACTIVE

INCLUSIVE ACHIEVING

HOW TO MAKE CONTACT WITH THE SCHOOL

Address	Dyke Primary School Dyke Forres Moray IV36 2TF
Head Teacher	Mrs Hayley Burns
Telephone	01309 641275
Email	admin.dykep@moray-edunet.gov.uk
School Website	https://sites.google.com/my.glow.scot/dykeprimaryschool/home
School Hours	Morning - 8:55am - 12:30pm Break - 10:30am - 10:45am Lunch - 12:30pm - 1:20pm Afternoon - 1:20pm - 3:00pm
Associated Secondary	Forres Academy Burdtyard Road Forres IV36 1FG
Telephone	01309 672271
Associated pre-school	Dyke Pre-school Dyke Village Hall Dyke, Forres, IV36 2TF
Telephone	01309 641285
Moray Council website	www.moray.gov.uk
Moray Council Education	01343 563374

ABOUT OUR SCHOOL

Dyke Primary School is a non-denominational school serving the village of Dyke and the surrounding rural area.

This session the school has a roll of 85 children taught across 4 composite classes.

The school building comprises four classrooms and has an open area which accommodates groups for more active learning activities. The school also has a gym hall and canteen area across the road opposite the main school building. This building also houses our nurture room and community nurture garden where children work with staff members to develop their wellbeing and resilience as part of our outdoor learning provision.

We have a very large grassed playing field at the rear of the building with climbing frames, adventure trails, woods and swings and a playground to the front which has a storytelling area, shelter, mud kitchen, outdoor learning area and space for quieter games.

CONTACTING SCHOOL STAFF

If you have any concerns about your child you should contact the school office straight away. School staff are always willing to meet with you to discuss any worries you may have regarding your child's education and wellbeing at school. We like to hear about concerns as soon as possible to try to minimise any negative impact on your child.

If you wish to speak to a member of staff, we are happy to arrange for this either before or after the school day or during lunchtime if appropriate. Please contact us through the school office or chat to the staff when dropping off or picking up your child.

Please speak to your child's teacher in the first instance.

If you wish to make a complaint or have a concern about any aspect of the school's work please make an appointment to speak to the Head Teacher through the school office or put your concern in writing addressed 'for the attention of the Head Teacher.' Your concern will be acknowledged and a timescale set out for investigation and a formal response.

ATTENDANCE

If your child is not able to attend school due to illness you should contact the school by 9.30 am on the first day of absence to advise us of the reason for the absence and the likely date of return to school. This can be done through email, telephone or through Parents Portal (registration is required for the portal).

Please note - In the interests of your child's safety you must inform the office by 9.30am at the very latest.



Please advise the school office of any appointments etc. as soon as possible after they have been made.

If you wish to take your child out of school during term time for a family holiday you should write to the Head Teacher to seek permission.

It should be noted that the Scottish Government treats such absence as unauthorised and your holiday will be recorded on your child's record as such.

School term dates can be found on the Moray Council website www.moray.gov.uk/moray_standard/page_55829.html

HOW WE COMMUNICATE WITH YOU

Our communications will come out via school email, Group Call (email and text) and school newsletters will be posted on the school website. Please make sure that the school has your correct contact details and let us know if you are not receiving emails. If you do not have on-line access, please let us know and paper copies will be provided.

SCHOOL NEWSLETTERS

A fortnightly school newsletter goes out to all families with school news and dates for the diary. Teachers will also share a termly class newsletter with families to summarise the planned learning for that term.

CLASS DOJO

We use this digital platform to share photos of learning activities going on in classes and across the school. Parents/Carers can sign up for updates through the school office.

SCHOOL WEBSITE

We have a school website where we post lots of information about what is happening in school including signposting to family supports.

<https://sites.google.com/my.glow.scot/dykeprimaryschool/home>

FACEBOOK

There is a Facebook page for Dyke Primary Parent Council that includes updates about school community activities.

PAPER

From time to time children are given paper copies of notes, forms etc. to take home. These will be in your child's reading folder or school bag. We will send an email to let you know so please check regularly to ensure communications are not missed.

PARENTS PORTAL

Parents Portal is a really quick and easy way to communicate with school to report absences and ensure we have up-to-date contact information for you. Instructions will be provided on how to register and access your child's account from the school office once your child has fully enrolled.

GROUPCALL

Groupcall is the messaging service used by the school to contact parents instantly and easily. We can send a text or an email to your mobile.

PLEASE KEEP US UPDATED

Communication is a two way process and we ask that you keep the school office up-to-date with any changes to your address, telephone numbers (especially when changing mobiles) or changes in your family circumstances which might affect the way we make contact with you. This can also be done on the Parent Portal.

SCHOOL EMERGENCY CLOSURE

Every year we ask you to update your emergency information. It is policy that all children require to have a local emergency address which can be used as a last resort in adverse weather conditions.

We also require **all** families to have a local alternative contact should your child become ill and you are not available.

SEVERE WEATHER CONDITIONS

Snow can be a problem in the winter - if the school is to be closed because of snow, a message will be left on the telephone information line and on the Moray Council website.

Moray Firth Radio may also make an announcement about a closure.

In the event of heavy snow and deteriorating weather conditions during the school day, every effort will be made to get children home safely. At these times, school transport may not run and parents will be contacted if it is necessary to come and collect pupils early.

If you live out of catchment area and you are aware that your road conditions are deteriorating, please telephone the school in order that arrangements can then be made to get pupils home as quickly as possible.

Please note: In adverse conditions bus/taxi drivers must return to school with any pupils who have not been met by an adult.



HOW TO GET INVOLVED WITH YOUR CHILD'S EDUCATION



Dyke Primary Parent Council

Dyke Primary has a Parent Council which meets each term through the school year to discuss school issues with every meeting including a school update from the Head Teacher. The Parent Council is also very active in fundraising for extra treats for the children.

Every parent/carer of a child at Dyke Primary is automatically a full member of the Parent Council and you are encouraged to play your part and have your say.

Details of meetings are given in the school newsletter and on the Parent Council section of the school website where you will also find the minutes of previous meetings.

If you would like to know more about the work of the Parent Council, or if you have ideas you would like to share, please contact the Parent Council Chair Mhairi Ironside by email dykeprimaryparentcouncil@gmail.com or through the school office.

Find out more about Parent Councils at;
www.educationscotland.gov.uk/parentzone

HOW TO GET INVOLVED

We welcome volunteers to come into school to support activities in classes. Please get in touch with the school office if you would like to volunteer in the school.

HOW WE INVOLVE YOU

We believe that it is in every child's interest to ensure we have a close working relationship with parents and carers. We have a number of things in place to support parents and carers to be involved in your child's learning and in the life of the school.

As mentioned before, a fortnightly newsletter is produced and our school website is regularly updated with events and information to help you to keep up to date with what is going on. Class teachers issue termly class newsletters which summarise the planned learning with suggestions about how to support your child's learning.

Our youngest learners have reading record books which staff can use to inform you of progress and we hope you will comment back about how you think your children are doing with their reading and homework tasks.

Each session you will be invited to open afternoons during the school day to see what your child has been learning and to view their work. At times we run curricular events for parents to help you understand how things are being taught and to inform you of new resources and ways of working.

At any time you are welcome to ask to meet with a member of staff or you can make an appointment to see someone through the school office.

OUR DENOMINATIONAL PARTNERS

We work with the Church of Scotland in Dyke where we attend whole school services and festivals to celebrate Christmas and Easter.

OUR CULTURAL PARTNERS

We have links with Brodie Castle and the National Trust and get involved in the life and work centred around the castle and its grounds whenever we can.

We use the grounds to develop our outdoor education and our nurture work and we use the castle and its staff to support our understanding of life in the past.

OUR SPORTING PARTNERS

Sport is developed through regular physical education lessons for every child (2 hours per week) led by the class teacher. Throughout the year, we welcome sports coaches to come and deliver taster sessions for our pupils.

Our sporting ambitions are also enhanced by our work with Active Schools who organise and lead different after-school sporting activities, training and competitions in Forres and throughout the Moray area.

CELEBRATING WIDER ACHIEVEMENTS

We love to hear about what children get up to outside of school and they are encouraged to tell us about their achievements and bring in photographs, certificates and medals they have won. Each class celebrates these achievements, children are invited to share their success in assemblies and pictures are taken for our good news wall. We encourage you to send in your good news stories to help us know what children are achieving outside of the classroom.

OUR SCHOOL HOUSES

DARNAWAY ~ BRODIE ~ DALVEY

When children start at Dyke they are allocated to a school House. Each House is led by a House Captain and a Vice Captain appointed each year following an application process including an interview, presentation and pupil vote. House Captains and Vice Captains organise events throughout the year for pupils to enjoy such as House Quiz competitions.

When meeting in their Houses, pupils are encouraged to work together with others from all classes and year groups to voice their opinions on school developments, offer suggestions for changes to the way things are done and gain points towards winning the inter house shield. This encourages all children to contribute to the life and ethos of the school.

House Captains sit on our school Strategy Group which meets termly with members of the Parent Council to take part in self-evaluation activities and school improvement planning.

PROMOTING POSITIVE RELATIONSHIPS & BEHAVIOUR

Our full Positive Relationships and Behaviour Policy is based on the UNCRC Rights of the Child and is available on our school website, here you will find a summary of key points. Through their class contract each teacher agrees with their class how pupils can earn points for their Houses. Each class agrees acceptable standards of behaviour, attitude and standards of work and children are rewarded with points for their efforts in these areas.

Each child has a card where they collect individual house points from any member of staff for good effort, positive behaviour choices and attitudes in line with our school values. These points are added to the House totals each week and displayed on the charts in school. When an individual has collected 50 points they will be rewarded with a bronze certificate and 10 extra House points, 100 points and they will be rewarded with a silver certificate, and 20 extra House points, 150 points and they will be rewarded with a gold certificate, 30 House points.

Pupils can also earn 'raffles' for behaviour that consistently reflects our school values. 'Raffle' winners are drawn fortnightly at assembly and winners enjoy juice and biscuits with the Head Teacher.

For a variety of reasons, on occasion pupils may struggle to make positive behaviour choices and to ensure we have a consistent approach across the school, the pupils and staff have agreed the following:

STAGE	SUPPORT	ACTION
Behaviours are unacceptable	Pupil encouraged to change behaviours.	Class teacher's decision based on individual class contracts.
Inappropriate behaviours continue	Wellbeing check-in	Class teacher calls home to raise concerns and to check any underlying causes. Class teacher raises their concern with the Head Teacher.
Continuation of inappropriate behaviours	Behaviour plan put in place	Parents requested to attend meeting in school. Plan put in place with parents and child to support behavioural change.
Continuation of inappropriate behaviours	Authority policy initiated	This could lead to exclusion.

We take the approach that every day is a fresh start and a chance to reset.

****Any incident involving dangerous weapons, drugs or alcohol are reported immediately to the police and the education department**

OUR BULLYING STATEMENT

When incidents of bullying are reported to a member of staff by either children or parents, the following guidelines will be followed;

- The member of staff will report the incident to the Head Teacher immediately
- The Head Teacher will inform the parents of the suspected bully and the alleged victim that an incident has taken place
- The Head Teacher will investigate the allegation or delegate this to an appropriate member of staff
- The investigation will be recorded and witness statements gathered
- If the incident is accepted as bullying by the Head Teacher the information will be recorded on SEEMIS (our Authority recording system)

Bullying in any form is unacceptable and will be taken very seriously by everyone at Dyke Primary. Our school ethos and values support a caring community where we all look after each other and everyone is encouraged to speak out against bullying and injustice.

GIRFEC

The Getting it Right for Every Child (GIRFEC) approach aims to improve outcomes for children, young people and their families based on a shared understanding of wellbeing. Most children and young people 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, GIRFEC 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 wellbeing indicators they are, to ensure that each and every child or young person gets the right support, at the right time, from the right people.

As part of the national GIRFEC approach children and young people from birth to 18, or beyond if still in school, and their parents will have access to a single point of contact to help them get the support they need. In primary schools this will usually be provided by the Head Teacher or Depute. The Head Teacher or Depute 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. Should you have anything you

would like to discuss regarding your child's wellbeing, please do not hesitate to contact the Head Teacher at Dyke Primary either by phone, email to the school office or alternatively a letter marked for their attention.

CHILD PROTECTION & SAFEGUARDING

Article 19 (protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

(United Nations Convention on the Rights of the Child)

It is the duty of The Moray Council and its entire staff to ensure, as far as possible, that all children are protected from the danger of child abuse in all its forms. These include:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Criminal Exploitation
- Trafficking
- Neglect
- Female Genital Mutilation
- Forced Marriage
- Forced or Dangerous Labour
- Child Sexual Exploitation
- Harmful Sexual Behaviours
- Radicalisation
- Domestic Abuse
- Parental Drug Use
- Parental Alcohol Use
- Parental Mental Health
- Child Placing Self at Risk

Where school staff have concerns about a pupil, which suggests the possibility of abuse, these concerns will be passed on immediately to the designated Child Protection Co-ordinator in school, who will then discuss the concerns with a member of the Social Work Team. In these circumstances, parents will not normally be consulted first.

Further information regarding these indicators of risk can be found in the [National Guidance for Child Protection in Scotland \(2021\)](#).



OUR CURRICULUM



ROOTED IN LEARNING, GROWING IN ACHIEVEMENT

Curriculum for Excellence is intended to help children and young people gain the knowledge, skills and attributes needed for life in the 21st century, including skills for learning, life and work.

Its purpose is often summed up as helping children and young people to become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

These are referred to as the four capacities.

Curriculum for Excellence is designed to provide every child with a flexible and enriched curriculum from 3 to 18. The term curriculum is understood to mean everything that is planned for children and young people throughout their education, not just what happens in the classroom.

Curriculum for Excellence includes four contexts for learning:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement



The curriculum has two stages: the broad general education (from the early years to the end of S3) and the senior phase (S4 to S6).

The broad general education has five levels (early, first, second, third and fourth). The senior phase is designed to build on the experiences and outcomes of the broad general education, and to allow young people to take qualifications and courses that suit their abilities and interests. It offers opportunities for children and young people to develop skills for learning, for life and for the jobs they will do in the future.

The curriculum includes the totality of experiences which are planned for children and young people through their education, wherever they are being educated.

There are 8 curricular areas covered within the curriculum;

- **Expressive Arts**

Art, Drama, Music and Dance

- **Health & Wellbeing**

Personal, Social and Emotional (includes Physical Education)

- **Literacy and English**

Reading, Writing, Talking, Listening and Modern Languages (French)

- **Numeracy and Mathematics**

Number, Money, Measure, Problem Solving, Information Handling and Shape

- **Religious and Moral Education**

Religion, Values and Beliefs

- **Sciences**

Planet Earth, Forces, Electricity and Waves, Biological Systems, Materials and Topical Science

- **Social Studies**

Scotland and the World; past, present and future

- **Technologies**

Food, Design and Computing



WHAT IS THE RATIONALE FOR CURRICULUM DEVELOPMENT AT DYKE?

Our curriculum is designed to put the child at the centre, to provide children with opportunities to wonder and be curious and to equip them with the knowledge, aptitudes and skills they require to learn and to live a full and productive life within their community.

The curriculum aims to ensure children can become more confident in their abilities and be open to new ideas, opinions and beliefs.

The curriculum aims to provide children with a wide range of learning experiences to support them in their physical, emotional and mental wellbeing and to offer opportunities to develop their ethical stance on world-wide issues.

Curriculum Levels - a general guide

- 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

Children and young people progress through these levels at their own pace and naturally some do so more quickly, or a little later than others dependant on individual circumstances and needs. We try always to honour the developmental pace of every child.

If you would like to find out more about the national curriculum you can log into www.educationscotland.gov.uk/parentzone

At Dyke Primary, we aim to make learning engaging and inspiring for all our children. Teachers plan lessons which are based on prior learning and activities which support and challenge everyone to try hard, to ask questions and to demonstrate new and developing skills.

We are developing metaskills across the whole school, encouraging all children to investigate, experiment and apply their skills and knowledge to further develop their thinking and understanding.

HOW WE ASSESS CHILDREN'S PROGRESS AND ABILITIES

We firmly believe that assessment is the cornerstone of effective learning and teaching practice and it is important that information about children's progress is collected systematically and used to inform planning.

Teachers and the support staff assess all aspects of the curriculum and the personal development of children on a daily basis as they correct work, observe, question, listen to children and prepare tasks.

We assess to ensure that progress is being made, that what has been taught has been learned, to identify strengths and developmental needs and to use all this information to plan for the next steps in a child's learning.

Children are actively encouraged to assess their own work and that of their peers, identifying their own next steps and developing their skills in becoming independent learners.



SENSITIVE ACADEMIC ISSUES

If a class teacher or the Support for Learning teacher has a concern regarding the academic progress of your child they will contact you directly to discuss their concern to plan a way forward. Our Meeting Learners Needs statement can be found on the school website or by request from the school office,

HOW WE REPORT CHILDREN'S PROGRESS AND SUCCESS

Throughout the school year we report in many different ways to parents about children's achievements and academic progress.

School performances, home link diaries, Parent Council meetings and minutes, prize giving, parents evening and open afternoons are just some of the ways children share their learning and how progress is reported.

The most important way we report children's progress is through a school report which is issued in January and June.

Teachers will report on the progress being made and offer suggestions for next steps. Pupils will also have an opportunity to add their views on their progress.

We encourage parents and carers to use the information in the report to continue to develop what has already been taught. Staff are always happy to give you ideas to help you with this.

From time to time staff may make contact with you to report and discuss progress if this is deemed appropriate.

MAKING TRANSITIONS INTO PRIMARY 1 AND ON TO SECONDARY SCHOOL

PRE-SCHOOL TO PRIMARY

Throughout the year the staff at Dyke Primary and at Dyke Pre-school meet to discuss how best to support children through their move into Primary 1.

We have a number of initiatives and procedures in place to ensure information is passed on to the school which will enable us to get to know your child quickly and be able to meet their needs.

Pre-school children begin to develop a profile of their work which is shared with us. We share paperwork and ways of collecting information to ensure your children continue to be familiar with the process even in a new setting.

Dyke Pre-school and Primary school perform a joint nativity at Christmas and every opportunity is taken to involve pre-school children in the life of the school throughout the year before they start in Primary 1.

We feel it is vital that we do all we can to make the process of moving into Primary 1 as smooth as possible for your child (and you as parents and carers) and will do all we can to ensure a positive transition.

The full calendar of events is available from the school office.

TRANSITION TO SECONDARY SCHOOL

The zoned secondary school for Dyke Primary is Forres Academy.

Forres Academy
Burdtyard Road
Forres
IV36 1FG

Telephone 01309 672271 Fax 01309 676745

Head Teacher - Mrs Jan Sinclair

Early in the school session discussions take place between senior secondary staff, the Primary 7 teacher and the Head Teacher to pass on information to Forres Academy to enable them to start planning for individual children at an early stage.

During the spring and summer terms a member of the Guidance Staff will visit the P7 pupils before they spend time at the Academy where they can become familiar with their new surroundings, meet their new classmates and teachers and sample a little of their new curriculum before the summer holidays.

An enhanced transition programme is available for any pupils requiring some additional support with the move to secondary school. If it is felt your child would benefit from this extra support a member of staff will talk to you about it. Likewise, you can let us know if an enhanced transition is something you would like for your child.

If you wish your child to attend a school other than Forres Academy you should register at Forres and request an out-of-zone placement form which you should complete online.

THE SUPPORT WE OFFER TO CHILDREN

Morning

Pupils should not arrive at school before 8.40 am. Please note there is no adult supervision in the playground before 8.40am.

Lunchtime

Home lunch pupils should not return to school before 1pm as playground supervision cannot be guaranteed until then.

WET WEATHER ARRANGEMENTS

When the weather is bad pupils will be supervised in the classroom areas with a choice of activities and games.

Children enjoy playing in the snow but this can result in clothes becoming very wet. It is a good idea for children to keep a spare pair of socks in the P.E. bag for days when it is snowing.

On snowy days children can bring their sledges to play with on the slope in the grass playground. Sledges should be named and left in the shelter at the start of the school day and taken home at the end of each day. The school does not take responsibility for items left overnight.

We ask that pupils do not throw snowballs at others to ensure everyone's safety and wellbeing.

ADDITIONAL SUPPORT NEEDS (ASN)

At some time during their time at school, most children benefit from a little extra support. This could be for anything from struggling with a particular mathematical concept, needing extra emotional support or greater challenge.

If it is felt your child would benefit from some extra help in literacy, numeracy or their social and emotional development then they will be given the opportunity to receive support either on a one-to-one basis or in a small group from the Additional Support Needs Team.

If staff feel your child would benefit from this support, you will be consulted initially by your child's teacher.

In some instances children will follow a modified school curriculum at their own pace whilst others will only receive a little extra support during class lesson time.

If you feel your child requires some extra support please contact your child's class teacher in the first instance.



ENQUIRE

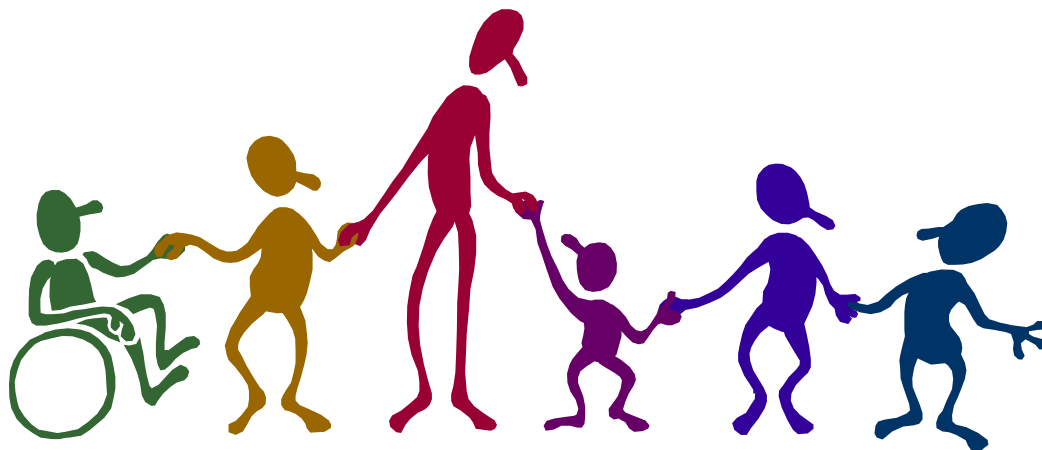
Enquire - This is the Scottish advice service for additional support for learning

Telephone Helpline: 0845 123 2303

Email Enquiry service: info@enquire.org.uk

Advice and information is also available at www.enquire.org.uk

Enquire provides a range of clear and easy-to-read guides and fact sheets including 'The parents' guide to additional support for learning'.



NURTURE WORK

We have a dedicated nurture room and a nurture garden attached to our school hall.

Both the room and the garden offer children safe and calm spaces away from the main classroom. There are lots of books and toys for children to help them learn how to manage their emotions and be kind to others. The work which takes place within these spaces builds self confidence and trust in those around them.

The nurture room has sofas for circle time activities, an area for lego and jigsaws and a quiet area for relaxation. It also has a kitchen where children learn life skills and where they can have a drink and a chat.

Our nurture garden is a quiet, contemplative place with a wooden summerhouse and seating within the garden where work can be done to support emotional wellbeing as well as develop a sense of belonging. It includes both planted and grass areas, benches, bird feeders, bug hotels, an apple tree and a willow den.

THE NAMED PERSON

Getting right for every child (GIRFEC) is a national policy to help all children and young people grow, develop and reach their full potential.

It aims to improve outcomes for children and their families based on a shared understanding of their wellbeing. **Most children will receive all the support they need from their own families and community.**

As part of the GIRFEC approach in Moray each child or young person is allocated a Named Person. In primary schools the Head Teacher is usually the Named Person and will remain so throughout their primary school career. On transition to Secondary School, Guidance teachers take over the role.

HOW WE CONTINUE TO IMPROVE

STANDARDS AND QUALITY REPORT

Each year the Head Teacher produces a report describing the main achievements of the school over the past school session.

This report gives an overall picture of how the school has performed and how we have improved experiences for children and is published on the school website.

SCHOOL IMPROVEMENT PLAN

The school also produces a plan of the changes we intend to make to ensure we continue to comply with legislation and offer children the best learning experiences we can.

This plan is generated from our self-evaluation processes and is sent out each year to all parents/carers and can also be viewed on our school website.

SCHOOL STRATEGY GROUP

Our school strategy group is made up of our 3 House captains, the Chair and one other member of the Parent Council, one of our Pupil Support Assistants and the Head Teacher. The group meet termly to discuss the strategic direction of the school and school improvement priorities.

DYKE PRIMARY SCHOOL STAFF



Head Teacher Mrs H Burns	Quality Improvement Officer Mr W Smit
Class Teacher Mrs L Stables (M/T/W)	Class Teacher Mrs J Wallace (M/T)
Class Teacher Miss B Robinson (T/F)	Class Teacher (PRT) Miss C Muir
Class Teacher Mrs N Englemann (W/T/F)	Class Teacher Miss A Lamberton (F)
Class Teacher Ms C Shaw	ASN Teacher Mrs L Donaldson
Classroom Assistant Ms N Morrison	Janitor Mr M Anderson (W)
School Administrator Miss L Spencer	Pupil Support Assistant Ms N Morrison
Pupil Support Assistant Mrs C Bain (M/F)	Pupil Support Assistant Mrs D Kidd (W/T/F)
Pupil Support Assistant Miss C Wilson (M/T/W/F)	Pupil Support Assistant Mrs L Allen (T/W/Th)

ENROLMENT & TRANSITION



Children who will be four years old by the last day of February may be enrolled for the following August intake. Parents of children who are not five until after the August intake date may defer entry until the following year. Registration dates will appear in the local press (Usually early in January) and you should register on-line.

We have an extensive Primary 1 induction programme in place to ensure a very smooth transition into Primary 1 and as part of this process our Early Stages teachers, Support Staff and Head Teacher all visit the new entrants in Dyke pre-school throughout the year. We have many joint activities and throughout May and June the pre-school children will be invited into the school to spend time in the P1/2 classroom and school playground areas, to meet with their new teacher and peers.

HOMEWORK

All pupils will receive homework from the class teacher appropriate to their stage and needs. The homework should never be too difficult for your child to do and your support will always be appreciated.

If your child struggles with the work and becomes distressed simply leave it and pop a note in the homework jotter or phone the school.

Homework tasks are an opportunity for your child to show you what they are doing in school and to practice skills etc. they are using in class.

All children are encouraged to read every day in order to develop their literacy skills and adult support for this is vital. Please set time aside to read to your child, read with your child and have your child read to you.



INFORMATION FOR PARENTS

A series of leaflets on many aspects of our work has been produced by Educational Services for parents and carers and these leaflets are available from the school office or the Moray Council internet site (<http://www.moray.gov.uk>)

INTERNET AND E-MAIL

Secure internet and e-mail networks are provided for pupils to do school-related work and parental permission for children to use these is required. A consent form is enclosed as part of your welcome and registration pack.

Increasingly all children will use the internet during class time to research a topic or support their learning in a particular lesson.

Such use is always supervised by a member of staff and is seen as vital to the way we work in class.

INSTRUMENTAL TUITION

If your child is musical and wishes to play an instrument there may be an opportunity for them to do so. We currently have weekly guitar and drumming lessons through visiting specialists. This is usually available from Primary 4 upwards. There is a charge for tuition but in certain cases pupils may be exempt from paying. Pupils also have the opportunity to learn the violin for which there is no charge.

At present all children in Primary 5 receive a year's music tuition on a weekly basis as part of the government's youth music initiative. This year they are learning to play the ukulele.



INSURANCE

The Moray Council does not hold insurance cover which automatically compensates school pupils for personal accident or death, loss of personal property or damage to personal property, whether this occurs within or out-with the boundary of the school. Insurance of this nature is seen as a parental responsibility. It is your responsibility as a parent to insure your child for personal accident or death if you feel this appropriate.

The Moray Council does hold Third Party Liability Insurance which indemnifies the Council for claims from third parties (e.g. parents on behalf of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. However, if there is no negligence no claim will be accepted by the Council.

LOST PROPERTY



Every day items of clothing go missing and others are found and go unclaimed. Unclaimed items are placed in a box in the school for children to check at any time. If unclaimed over a term, the items will be donated to the Eco shop. In order to minimise this please remember to label all items of clothing and footwear with your child's name or initial.

SCHOOL MEALS

Schools in Moray provide a wide range of healthy food in their menus which meet the Scottish Nutrient Standards for School Lunches, and offer choice and variety. Lunch can be paid for on-line through the ipay system (you will be given a password for this when you register).

All children are supervised through lunch and in the playground afterwards.

Lunch menus are available on the school website.

Free School Meals

If your child is in Primary 1 - 5 they are entitled to a free school meal each day.

If your child is in Primary 6 or 7 you can make a claim for free school meals if you are receiving the following benefits

- Income Support
- Income Based Jobseeker's Allowance
- Child Tax Credit

Please speak to Miss Spencer in the School Office if you wish to apply.

iPayImpact:

Moray Council uses iPayimpact, an online payments system to enable parents to pay for school meals online. To eliminate cash handling we encourage all parents/carers to register and use the system. You can still use this service if your child receives free school meals as you will be able to see their meal choices. Instructions are provided once your child has fully enrolled.

MEDICINES IN SCHOOL

Whilst school staff have a general duty regarding health & safety it is NHS Grampian who have the legal responsibility regarding medical treatment of pupils. However there are staff in school who are able to administer essential medication.

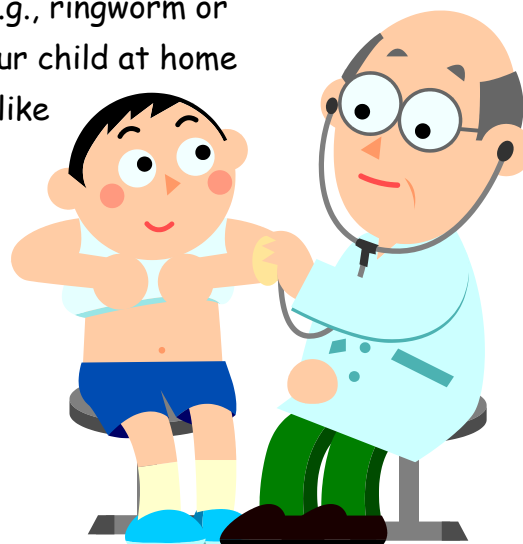
In line with policy agreed by the Senior Clinical Medical Officer, schools will only administer medicines with the written approval of a medical practitioner. Painkillers such as Aspirin and Paracetamol fall into this category, and will therefore not be administered on pupil request.

A copy of the 'Supporting Pupils with Medical Needs in School including The Administration of Medicines' guidance document is available at the School.

IF YOUR CHILD REQUIRES TO BE GIVEN PRESCRIBED MEDICATION IN SCHOOL YOU MUST COMPLETE A MEDICAL FORM ASKING FOR PERMISSION TO HAVE THIS DONE BEFORE ANY PRESCRIBED MEDICATION WILL BE GIVEN TO YOUR CHILD. THERE ARE NO EXCEPTIONS TO THIS.

INFECTIOUS CONDITIONS

Should your child contract an infectious condition e.g., ringworm or conjunctivitis, please inform the school and keep your child at home until treatment has been carried out. If you would like further advice or information, please contact your health visitor or the school office.



If your child is sick or has diarrhoea they MUST NOT return to school until 48hrs after the final episode.

MONEY IN SCHOOL

From time to time children will need to bring money to school. If your child is coming to school with money please put it in a sealed envelope marked with your child's name and what the money is for. Children should pass the envelope to their class teacher or to support staff first thing in the morning.

RELIGIOUS OBSERVANCE

Traditionally we have celebrated Christmas and Easter in Dyke Parish Church welcoming parents/cares and members of the community to join us. We continue to take part in these services as part of our local community.

As parents/carers, you have the right to withdraw your child from the school's religious observance activities. Please contact the Head Teacher if you wish to discuss this further.

ANNUAL SKI TRIP



Each year children in P6 and P7 have the opportunity to attend a week long residential at Abernethy Outdoor Centre in Nethy Bridge to learn to ski and to develop their independence. Details of dates, costs etc. are usually sent out to parents after the Easter break with the trip taking place around January of the following year.

TRAVELLING ON SCHOOL TRANSPORT

In the interest of safety, pupils are expected to wear safety belts when travelling on school transport and to leave the opening and closing of doors and windows to the driver. In a moving vehicle, behaviour should not cause the driver to be distracted from his responsibility of transporting pupils safely to and from school.

Bus and taxi children sign a charter agreeing to acceptable behaviour on the school transport as do their parents. Children repeatedly failing to meet the standards of behaviour required could have transport privileges removed.

Parents who drive pupils to and from school are asked to leave cars in the village car parking area and escort children across the road at the beginning of the school day.

PLEASE DO NOT PARK ON THE YELLOW ZIG-ZAG LINES OR IN FRONT OF OUR NEIGHBOURS' DRIVES.

If cycling to and from school we advise all children to wear helmets. When entering or leaving the grounds children should push their cycles through the playground and leave them in the cycle shelter at the rear of the school.

For their own safety no child must enter the staff car park without adult supervision.

DYKE PRIMARY BIKE BUS - BIKE DYKE

In an effort to encourage more active travel, every Monday from March to October there is a school Bike Bus. Pupils and their parents (or designated responsible adult) can join at Lidl car park in Forres at 8:00am and the route takes us through Broom of Moy and Kintessack arriving at school around 8:40am. If you would like more information please contact the school office who will put you in touch with the Bike Bus Committee.



UNIFORM

There is an expectation that all pupils wear their school uniform every day unless a dress down day has been notified.

Our school uniform is a green sweatshirt with our logo on the front over a yellow short sleeved polo shirt. This should be worn with suitable black or grey trousers or skirt/pinafore.

Uniform can be ordered through Dallas Designs in Elgin.

Unit 8 - 10 Linkwood Way, Elgin IV30 1HY Phone: 01343 541414

www.dallasdesignsltd.co.uk

We also have good quality second hand school jumpers, polo shirts and other school uniform items which we are happy to offer to anyone. These can be obtained from our 24hr pre-loved Eco shop in the staff carpark at any time. Donations of pre-loved uniform items for the shop can be left in the box in the shop or handed into the office.

Children are asked to bring in suitable clothes for indoor and outdoor PE. Pupils should wear shorts, leggings with a plain T- shirt and gym shoes for the hall and outdoor trainers, tracksuit etc. for PE outdoors.

Each House has their own colour and children should wear a PE t-shirt in their House colours. The colours are as follows;

Brodie - yellow

Darnaway - blue

Dalvey - red

P.E. kit should be brought to school on a Monday and taken home again on a Friday to be washed for the following week.

Children **MUST** remove all jewellery and watches for the duration of the PE session. We suggest that on gym days all jewellery is left at home. Pupils with long hair will be asked to tie it up.

OTHER USEFUL THINGS TO KNOW ABOUT UNIFORM

Children will need a school bag to carry their belongings back and forth from home to school and should have a PE bag to leave in school all week.

Younger pupils will be given a folder which will be to carry their reading book, reading folder and notes to and from home.

If pupils are wearing wellies on wet days, it is helpful to have a pair of indoor shoes to change into with spare socks.

There is a water fountain in school where pupils can fill water bottles which they can access in their classrooms.

It is a good idea to have some form of protective clothing for art lessons. Mum or Dad's old shirts or t-shirts are great.

CLOTHING GRANTS

You can apply for a clothing grant on the Moray Council website for your child if you are receiving the following benefits:- **Income Support, Jobseeker's Allowance, Child Tax Credit**

WIDER ACHIEVEMENT



We believe that everything a child learns whether that is in school or outside of school time should be celebrated.

We like to celebrate wider achievement in class, in our House groups and on our *Good News* wall.

We rely on parents/carers to let us know about these achievements by sending information to the school email address.

DATA PROTECTION ACT

Information on pupils and parents/carers is stored securely on a computer system. The information gathered is subject to the terms of the Data Protection Act 2018.

The information may be used for teaching, registration, assessment and other administrative duties. The information is shared with Moray Council for administrative and statistical purposes. Extracts of the information are shared with a range of partners such as Skills Development Scotland, the Scottish Qualifications Authority, and the NHS (for the dental and child health immunisation programmes). Information is also shared with Scottish Government for statistical and research purposes, although individual children are not identified.

The Data Protection Act ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, not held for longer than necessary, and may only be disclosed in accordance with the Codes of Practice.

PRIVACY STATEMENT

Dyke Primary has a legal responsibility to deliver an effective educational programme to its pupils. In order to do this, we need to collect personal data about our pupils/children and their families so that we can help them learn, and keep them safe. The type of personal data we will collect include:-

- **Data about our pupils/children and their families**

This will include the name, address and contact details of the pupil/child and relevant family members. It will also include information about relevant medical conditions, any additional supports which are needed, and their family situation. We need this information to ensure we know our pupils/children and their families, and to ensure we are able to educate them appropriately, and keep them safe.

We will also collect personal data relating to personal characteristics, such as ethnic group to enable statistics to be reported. We need this information so the Council can ensure it is delivering education appropriately to all its citizens.

- **Data about pupils/children at school/within ELC setting**

This will include data about progress, assessments, and exam results. It will also include records of attendance, absence, and any exclusions. We need this information to understand how our pupils/children are progressing, and to assess how we can help them to achieve their best.

- **Data about when and where they go after they leave us**

This will include information about their next setting/school, career paths or intended destinations. We need this information to ensure we support our pupils/children in all their transitions and do all that we can to help their future be a success

There will be times where we also receive information about them from other organisations, such as a pupil's previous school, the previous local authority where that school or ELC setting was based, NHS Grampian, Police Scotland, Social Work, Additional Support Services, and sometimes other organisations or groups connected to a pupil's education. We use this data similarly to the above: to support our pupils' learning, monitor and report on their progress, provide appropriate pastoral care; and assess the quality of our services.

When we collect and use personal data within school/ELC setting, and for the reasons detailed above, we will normally be acting in accordance with our public task.

Occasionally we are also required to process personal data because the law requires us to do so, or because it is necessary to protect someone's life.

We will also take photographs in school/ELC setting and display them on our walls, and in newsletters and other communications. We do this in order to celebrate and share what we have done, including individual achievements and successes. We consider this use of images to be part of our public task as it helps us build an effective community which supports learning. We will not, however, publish these photographs on social media or in newspapers without permission. Consent for this use will be sought when a pupil/child joins Dyke Primary and will be kept on record while they are with us. Consent can be withdrawn at any time, please just let us know.

Sometimes we need to share pupil information with other organisations. We are required, by law, to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes, and will normally be anonymised. It is normally required to enable the Council, and the Government, to understand how education is being delivered and to help them plan for future provision.

If a pupil/child moves schools/ELC settings, we have a legal obligation to pass on information to their new school/education authority about their education at Dyke Primary.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that need to. We will not keep personal data for longer than is necessary and follow the Council's Record Retention Schedule and archival procedures when records are identified to be of historical value and require to be retained in the Moray Council Archives.

For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern, see the [Moray Council's Information Management webpages](#).

Sharing personal data to support Wellbeing

In addition to the above, Dyke Primary has a legal duty to promote, support and safeguard the wellbeing of children in our care.

Wellbeing concerns can cover a range of issues depending on the needs of the child. Staff are trained to identify when children and families can be supported and records are kept when it is thought that a child could benefit from help available in the school/ELC setting, community or another professional. You can expect that we will tell you if we are concerned about your child's wellbeing, and talk to you about

what supports might help in the circumstances. Supports are optional and you will not be required to take them up.

If it would be helpful to share information with someone else, we will discuss this with you and seek your consent before we share it so that you know what is happening and why. The only time we will not seek consent to share information with another organisation is if we believe that a child may be at risk of harm. In these situations, we have a duty to protect children, which means we do not need consent. On these occasions, we will normally tell you that information is being shared, with whom, and why - unless we believe that doing so may put the child at risk of harm.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

APPENDIX A

Moray Council Education, Housing & Communities

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

Telephone: 01343 563374

Email: education@moray.gov.uk

Hours: 8.45am - 5.00pm Monday to Friday

Website: www.moray.gov.uk

Updated 14/08/2023

Moray Council A-Z

Active Schools	Email:	Active.schools@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52055.html
Additional Support for Learning	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42567.html
Adverse Weather Procedures	Telephone:	Local school or 01343 563374
	Email:	Local school or education@moray.gov.uk
	Website:	https://secure.moray.gov.uk/mcalerts/portal/servicestatus.aspx www.moray.gov.uk/moray_standard/page_53021.html
After School Clubs	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.scottishfamilies.gov.uk/
Armed Forces Families Information	Telephone:	01980 618244 (MOD Children's Education Advisory Service)
	Email:	enquiries@ceas.uk.com
	Website:	www.moray.gov.uk/moray_standard/page_100164.html
Attendance and Absence	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55580.html
Bullying	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52988.html
Childcare	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.scottishfamilies.gov.uk/
Children and Families Social Work	Telephone:	01343 554370 or out of hours emergency 03457 565656
	Email:	childrensaccessteam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_47606.html
Child Protection	Telephone:	01343 554370 or out of hours emergency 03457 565656 or 101 (Police Scotland). If it is an emergency call 999
	Email:	childrensaccessteam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55497.html
Clothing Grants	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html

Moray Council A-Z		
Data Protection	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_75569.html
Deferred Entry to Primary School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52991.html
Disability & Inclusion	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43019.html
Early Entry to Primary School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_56925.html
Early Learning & Childcare (pre-school)	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42682.html
Education Maintenance Allowance	Telephone:	01343 563338
	Email:	EMAMoray@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_40540.html
Exclusion from School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53001.html
Free School Meals	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html
Grants and Bursaries	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43903.html
Home Education	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53000.html
Instrumental Instruction	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53005.html
Placing Requests	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_49601.html
Race & Equality	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	http://www.moray.gov.uk/moray_standard/page_43019.html
School Meals	Telephone:	01343 557086
	Email:	schoolmeals@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55540.html
School Term and Holiday Dates	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55829.html
Transport (For Pupils)	Telephone:	0300 123 4565
	Email:	transport@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_1680.html

We hope you found this school handbook useful, please get in touch if you cannot find what you are looking for.

Please feel free to contact us at any time if you have a question or concern

WE ARE ALWAYS HAPPY TO HELP.