



School Handbook

Date of issue: December 2024



The information contained within this Handbook is correct at the time of publication, and is updated annually. This Handbook has been prepared by the Head Teacher, and follows guidelines set out by The Moray Council

INDEX

| PAGE | DESCRIPTION |
|------|--|
| 2. | Index |
| 3. | Letter from Head Teacher |
| 4. | Introduction |
| 5. | School Hours |
| 6. | School Catchment Area Map |
| 7. | Background Information |
| 8. | Vision, Values & Aims |
| 9. | Ethos |
| 10. | Pupil Voice |
| 11. | Procedures for Contacting School |
| 12. | Absence |
| 13. | Text Messaging |
| 14. | Social Media |
| 15. | Attendance |
| 16. | Family Holidays during Term Time |
| 17. | Illness during the School Day |
| 18. | Accident Procedures |
| 19. | Security |
| 20. | Weather Arrangements for Extreme Conditions |
| 21. | Concerns and Complaints |
| 22. | Enrolment |
| 23. | Transitions |
| 24. | Moving on to Secondary School |
| 25. | New pupils |
| 26. | Transfer from other Schools |
| 27. | Parental Involvement Opportunities |
| 28. | After School Clubs |
| 29. | Homework |
| 30. | Parent Consultations |
| 31. | Parent Council |
| 32. | Information Leaflets for Parents/Carers |
| 33. | School Improvement Plan |
| 34. | Standards and Quality |
| 35. | Promoting Positive Behaviour |
| 36. | House System |
| 37. | Assemblies |
| 38. | Religious Observance |
| 39. | Anti-Bullying Policy |
| 40. | Fundraising |
| 41. | School's Role in the Community |
| 42. | Curriculum for Excellence (CfE) |
| 43. | Curriculum for Excellence Levels |
| 44. | Experiences & Outcomes |
| 45. | The Curriculum |
| 46. | Health and Wellbeing |
| 47. | Literacy and English |
| 48. | Modern Languages |
| 49. | Mathematics |
| 50. | The Expressive Arts |
| 51. | Religious and Moral Education |
| 52. | Sciences |
| 53. | Social Studies |
| 54. | Technologies |
| 55. | Outdoor Learning |
| 56. | Educational Visits |
| 57. | Assessment, Achievement & Attainment |
| 58. | Formative Assessment |
| 59. | Summative Assessment |
| 60. | Additional Support for Learning |
| 61. | The Named Person |
| 62. | Child Protection |
| 63. | Nurture Group |
| 64. | Zones of Regulation |
| 65. | Social Skills Groups |
| 66. | The Enhanced Provision |
| 67. | Flexi |
| 68. | Playground Supervision |
| 69. | Medical and other Professional Services |
| 70. | School Uniform |
| 71. | Dress Code |
| 72. | P.E. Kit |
| 73. | Art & Craft Clothing |
| 74. | School Meals |
| 75. | P1 – 5 Free School Meals |
| 76. | Free School Meals/Clothing Grants |
| 77. | Travelling to and from School |
| 78. | Active Travel Zone Map |
| 79. | School Streets Scheme |
| 80. | School Term Dates 2024 - 2027 |
| 81. | Appendix A – Moray Council A-Z List |
| 82. | Appendix B – School Improvement Plan 2024/25 |
| 83. | Appendix C - Standards and Quality Report |
| 84. | Parent Friendly Version 2023/24 |
| 85. | Appendix D – School Uniform Price List |

New Elgin Primary School & Nursery
Bezack Street
New Elgin
ELGIN
IV30 6DP
Tel No. 01343 547587
admin.newelginp@moray-edunet.gov.uk

Dear Parents & Carers

Welcome to New Elgin Primary School.

We are a nurturing, inclusive community and through providing excellent learning experiences we enable our children to demonstrate their achievements through our core values of:

***D**etermination - **O**utstanding effort - **V**oice - **E**mpathy*

We are committed to ensuring that children's needs are met and parents can be assured that children will settle quickly and comfortably into the school environment. We believe that a child's experiences in primary school are very important as they lay the foundation for future success in life.

This handbook has been designed to provide you with the information you will need while your children attend New Elgin Primary. We look forward to working in partnership with you in ensuring your children have the very best opportunities possible.

Yours sincerely



Miss Elaine Milne
Head Teacher

INTRODUCTION

| | | |
|-----------------------|---------------------|------------------------|
| Head Teacher: | Miss Elaine Milne | Overall Responsibility |
| Depute Head Teacher: | Mrs Jodie Main | Primaries 5-7 |
| Depute Head Teacher: | Mrs Emily McLeod | Primaries 1-4 |
| Depute Head Teacher: | Ms Lauren Runcie | Tracking & Monitoring |
| Principal Teacher ASN | Mrs Iona Hargreaves | ASN |

School Telephone Number: 01343 547587
School Mobile Number: 07890 275 540

E-mail: admin.newelginp@moray-edunet.gov.uk

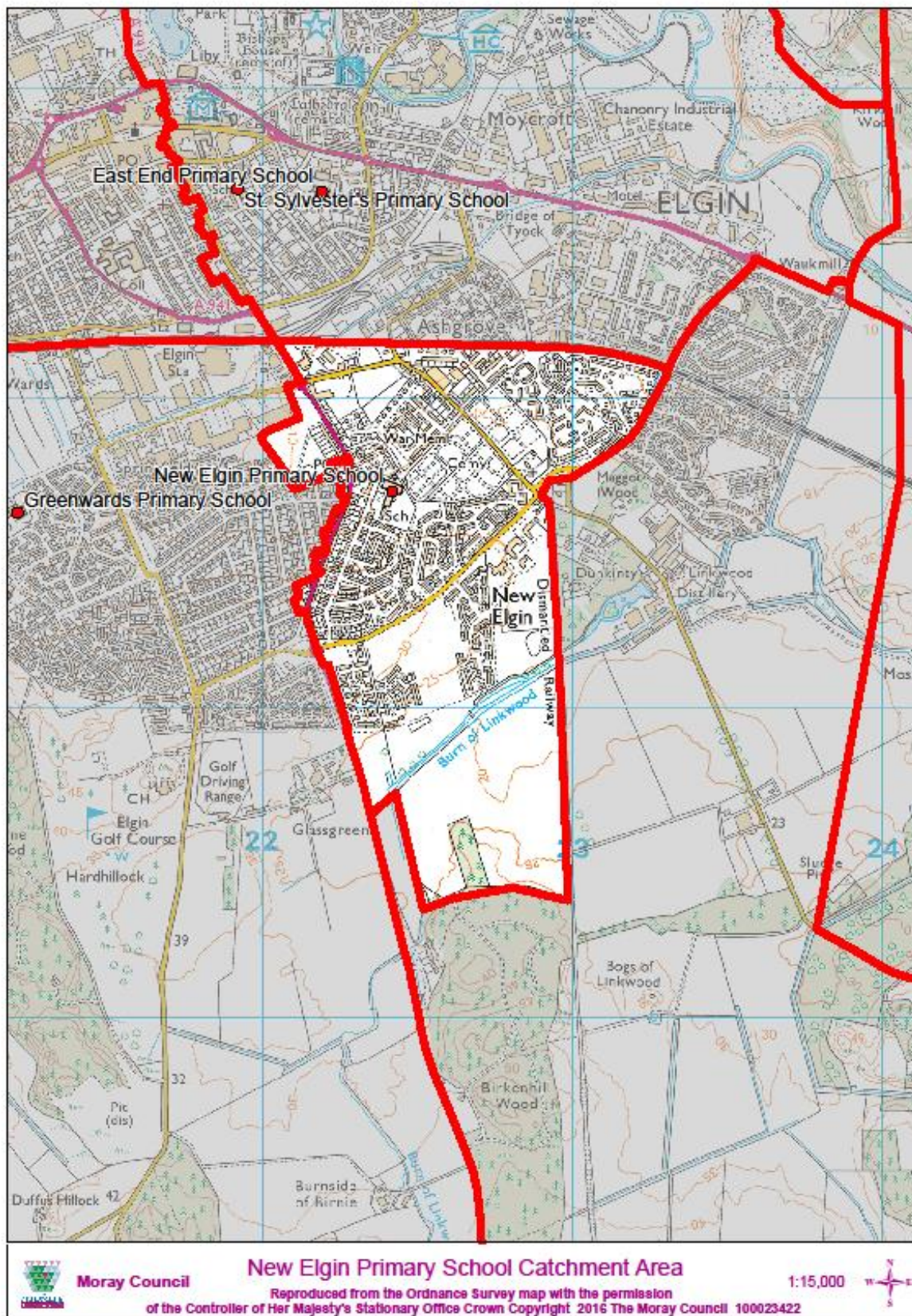
New Elgin Primary School
Bezack Street
New Elgin
Elgin
Moray
IV30 6DP

Website: <https://sites.google.com/my.glow.scot/newelginprimary>

SCHOOL HOURS

| | |
|------------------|-------------------------------------|
| Primary 1 - 7 | 8.50am – 12.20pm 1.00pm – 2.50pm |
| Morning Interval | 10.20am – 10.40am |

SCHOOL CATCHMENT AREA MAP



BACKGROUND INFORMATION

New Elgin Primary School was built in 1905 as a small village school for the Free State of New Elgin. Due to the growth of Elgin, New Elgin now forms part of the town of Elgin. Our school is non-denominational and caters for pupils from Nursery to Primary 7. At present, our current school roll is **355**.

Our catchment area consists of council housing, private housing and the traditional village houses of New Elgin.

There are extensive grounds around the school including a car parking area, tarred and grass playing areas, two agility and adventure trails, basketball area and nets and a large football pitch/athletic field.

Regular newsletters are produced electronically and are available via a link on the school facebook page and via email. Paper copies are also available for those who require.

New Elgin Primary School forms part of the Elgin High School "Associated School Group" (ASG) with Greenwards, Mosstowie and Linkwood Primary Schools along with Elgin High School itself.

The delineated Secondary School is:

ELGIN HIGH SCHOOL
Edgar Road
New Elgin
ELGIN
IV30 6UD
Tel. 01343 545181

Admin.elginhigh@moray-edunet.gov.uk

Head Teacher: Mr Hugh McCulloch

VISION, VALUES & AIMS

In 2021 through consultation with pupils, teachers and parents, the school created the poster below to encapsulate the Vision and Values of our school.

Our vision is ***to provide a nurturing, inclusive community and through providing excellent learning experiences we enable our children to demonstrate their achievements through our core values of:***

Determination “We have a growth mindset – we never give up”

Outstanding effort “We work hard and always give our best”

Voice “We contribute our ideas and respect those of others”

Empathy “We are understanding and caring towards all members of our school community”



These values are promoted throughout the school in our learning and teaching, the care and welfare of our pupils and through our Positive Relationships policy.

We revisited our Vision, Values and Aims in May 2024 with staff, parents and pupils. Our updated poster highlights the full vision, values, aims and curriculum rationale as outlined below:



ETHOS

The school is complimented frequently on its warm, welcoming and nurturing atmosphere. The school fosters positive relationships with parents, pupils, outside agencies and the community. Staff expectations of pupil achievement, attendance and behaviour are high. Praise is important as a motivating aspect of school life.

This is evident through our DOVE points, DOVE Certificates and Awards, and DOVE Assemblies. On Friday, each class nominates a pupil for a peer DOVE award for upholding our school values. The a treated to a hot chocolate with the Manangement team to celebrate their achievement.

PUPIL VOICE

Opportunities are available for pupils to take on a range of responsibilities through the following pupil groups:

- House Captains (P7)
- School Ambassadors (P7)
- Digital Leaders (P6)
- Junior Road Safety Officers (JRSOs)
- P1 Buddies (P7)
- Playzone Leaders (P6)
- Maths Champions (P5-7)
- Peer Mediators (P7)
- Pupil Councillors (P4-7)
- Health and Wellbeing Group (P4-7)
- Eco Committee (P4-7)
- Rights Respecting Schools Group (P4-7)
- Librarians (P6&7)
- Peer Readers (P7 with P4)



PROCEDURES FOR CONTACTING THE SCHOOL

Parents can contact staff in the School Office, on 01343 547587 with any enquiries or to advise the school of your child's absence. **Please note the office is not staffed from 3pm each day and so we ask that parents and carers do not try to reach us by phone at the end of the school day. An email sent to school admin will be picked up the next morning.**

Parents can also contact the school by text on 07890 275 540. Parents should add their child's full name and class when sending texts.

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.

ABSENCE

To ensure as far as possible the safety and well-being of children, Moray Council Education and Social Care has reviewed the procedures and practices, which have been in place since 2005, with regard to the notification of pupil absence and all primary schools in Moray will adopt the procedures detailed below.

If your child is not able to attend school, you should contact the school by the either of the following options:

- ✓ By telephone: 01343 547587
- ✓ By email: admin.newelginp@moray-edunet.gov.uk
- ✓ Accessing the School Information Line
 Dial: 0870 054 9999
 Enter School Pin No: 031390
 Press 2 to leave a non-urgent message
- ✓ By texting to the school mobile number: 07890 275 540

We would be grateful if you could advise us of the reason for the absence and the likely date of return to school. You may of course send another member of the family to school with a note outlining details of the absence. You should do this at your earliest convenience and where possible before the start of the school day for pupils.

We will check the attendance register daily at the beginning of the morning and afternoon sessions as we do at the moment in any case. If your child is absent from class, the Class Teacher will mark them as being absent on our computer system which is then picked up by the Office Staff.

If your child is found to be absent and we have not been advised by you of their absence, then we will contact you via email through Groupcall. It is important that your email address is updated at all times as this is the best method of communication between school and parents. If there are arrangements for your child(ren) to stay with an ex-spouse or partner, please keep the school updated with the access arrangements. We will make this a priority and will complete these checks as soon as possible, taking into consideration the availability of administration support in the school. If you do not respond to the email sent, we will then contact you by telephone. If we cannot immediately make contact with you or a partner, then we will contact the person you have named as your family emergency contact. Failure to make contact with you or any of your emergency contacts will result in us alerting Police Scotland.

Should you have concerns about the well-being for your child, for any reason, prior to them leaving for school in the morning, please contact the school personally or by telephone to alert a member of staff.

TEXT MESSAGING

Automated text messages may be sent to parents/carers with urgent information about specific school events or closures.

SOCIAL MEDIA



New Elgin Primary's Facebook and Twitter accounts are designed to celebrate and share the many wonderful things our pupils do. Our pages are also designed to give up to date and "as it happens" information that may be relevant to your child.

These accounts are not designed as a platform raising concerns or making negative comments. If you have an issue you would like to discuss further, please contact the School Office, 01343 547587 and an appointment with a relevant member of staff will be made.

We are a multi "Social Media" school and there will be times when photos and good news stories of pupils will be shared in the form of a "tweet" via Twitter or uploaded to a post via Facebook. Should you expressly wish for your child **not** to be included on these social media sites, please contact the school office as soon as possible. Otherwise, we will assume that the permission given on the Social Media consent form will stand. Please be assured that we will be monitoring these sites regularly and that the school will be adhering to The Moray Council use of Social Media policy. These accounts names are:

X – (fTwitter – **Elaine Milne HT@newelginprimary**

Facebook – New Elgin Primary School, Moray.

Each stage P1-P7 has their own facebook page to communicate with parents eg NEP P3 2023/24

ATTENDANCE

We take attendance seriously at New Elgin Primary. See the attached poster which breaks down the impact lost learning time can have on your child. All absences should be reported to the school by telephone or email by 9am. If we don't hear anything from home and your child is absent we will contact you to confirm the absence.

FAMILY HOLIDAYS DURING TERM TIME

Holidays taken during the school session, other than in exceptional circumstances, will be considered as unauthorised absences. Parents must inform the school about such holidays, and each case will be considered on its merits.

ILLNESS DURING THE SCHOOL DAY

Children who become ill at school may need to go home or to a friend or relative. If your child becomes ill in school, you, or the emergency contact named by you, will be contacted as soon as possible.

Contact numbers are very important so we would be grateful if you would inform school as soon as possible of any changes of address or telephone number. If your child is unwell in the morning please keep him/her at home until he/she is fully recovered, for the benefit of your child and others in the class.

ACCIDENT PROCEDURES

The following steps will be taken if your child has an accident at school:

1. In minor cases, first aid is given in school and your child returned to class. If your child has had an injury, an injury sticker or letter is sent home with your child in case symptoms occur later.
2. If professional aid is required, your child will be taken to the Accident and Emergency Department at Dr Gray's Hospital and you will be contacted immediately.

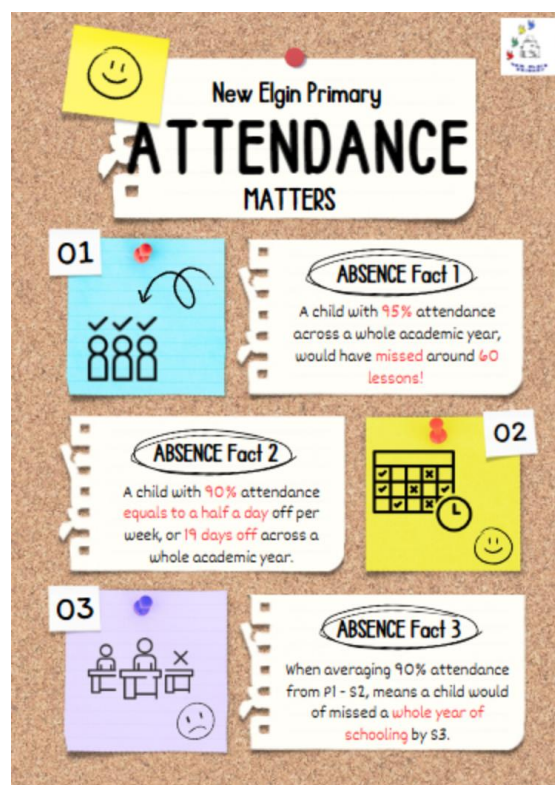
On enrolment, parents are asked to give consent to their child receiving treatment at the Accident and Emergency Department at Dr Gray's Hospital.

SECURITY

In the interests of security, all parents/carers and visitors to the school are asked to report to Reception at the main entrance where they can sign in and obtain a **VISITOR** badge. Security doors to side entrances are kept closed during class time. Only the main entrance is open.

WEATHER – Arrangements for extreme conditions

It is the parents/carers responsibility to decide whether to put their child to school on days of severe adverse weather.



If pupils are already in school and conditions become severe, pupils may be sent home early. School will contact parents/carers by email, through Facebook posts, by an automated text message, telephone contact or should they not be available, contact will be made through the emergency contact. Parents are required to ensure the school has a **current** home/work/mobile and emergency contact number at all times. This is especially important for pupils using school transport, as often these are the only pupils who have to go home early.

On days when the weather is very wet or very cold, parents are asked to keep their children at home until close to the start of the school day as we do not have staff in school to supervise pupils at this time. However, if the weather is very wet, the management team will open the school hall from 8.40am and look after the children until the bell rings at 8.50am. Class teachers will then collect their class from the hall.

If New Elgin Primary School is closed due to severe weather, the school will place details on the school Facebook page, school Twitter account, send an automated text message and place details of the school closure on the following:

1. The Moray Council Website: <http://www.moray.gov.uk/schoolclosures>
 2. Moray Firth Radio and BBC Radio Scotland will also pick up the closure notice.
 3. A post will be made on Twitter-@theMorayCouncil.
 4. The School Information Line will then be updated and can be accessed as follows
 5. *Instructions for Use:*
 - Dial: 0870 054 9999
 - Enter the School's PIN No: 031390
 - You will get a confirmation message:
 - *Selected New Elgin Primary School*
 - You will then enter a menu system:
- Press 1: to hear severe weather information.

CONCERNS AND COMPLAINTS

All concerns and complaints are treated seriously and confidentially. Parents and carers who are concerned about their child are encouraged to contact the school to discuss the matter. You may wish to contact the line manager of your child's stage as outlined on page 4 in the first instance. If you feel the matter is more serious in nature, you are advised to discuss the matter with the Head Teacher, Miss Elaine Milne.

We endeavour to deal with concerns promptly and each concern will be dealt within three working days. In the rare occasion where a parent/carer may wish to take the matter further, a formal complaint should be made in writing to Education, Communities & Organisational Development, Moray Council, High Street, Elgin or by emailing: education@moray.gov.uk

ENROLMENT AND TRANSITIONS

A child will normally start Primary 1 in August if his/her fifth birthday falls between 1st March that year and 28th February the following year. If the child's fifth birthday falls between the day after the school term starts and 28th February the following year, a parent may wish to delay starting Primary 1 until the following August when the child will be 5½ years old. This is known as "deferring entry". All parents requesting a deferred entry must discuss this with their current pre-school centre and their possible primary school.

Registration for Primary One pupils takes place in January. Adverts are placed in the local press, School and Local Authority Facebook and Twitter pages and posters displayed within the local neighbourhood

inviting parents to register their child for Primary 1 at their local catchment area school. If you are unable to register at this time, please contact your local primary school as soon as possible. Parents/carers should take their child's birth certificate and proof of address to the school when they register. At the same time as registering, parents can get information about making a request for a place in another school of their choice (a "Placing Request").

TRANSITION – MOVING ONTO PRIMARY SCHOOL

New Elgin Primary has a full Transition Programme for pupils moving from Pre-school/home into Primary 1. This starts with an initial visit to the school in November prior to pupils starting Primary 1. Later in the session, the programme includes a number of planned visits for new pupils into Primary 1 classes; attendance at Assemblies; information evenings for parents; visits by staff and Primary 7 Buddies to pre-school centres; and visits from staff at pre-school centres to our Primary 1 classes.

We recognise the importance of building relationships prior to children starting Primary 1 to ensure that their transition from pre-school to primary school is as smooth as possible. There are enhanced transition opportunities built in for pupils with additional support needs.



STAGE TO STAGE TRANSITIONS

In term 4, all pupils have opportunities to move up to their new classes and where possible, meet new class teachers. This aids a smooth transition from one class stage to the next. There are also further opportunities for pupils who have additional support needs.

MOVING ONTO SECONDARY EDUCATION

At the end of Primary 7, pupils move onto their secondary education. Most pupils move onto either Elgin High School or Elgin Academy. There is an extensive programme for transition into the secondary schools. These include pupils taking part in curricular themes linking with various secondary departments and visits from secondary school staff. There are also a series of information meetings for parents and pupil induction days at the secondary schools so that pupils become familiar with the school environment, staff and other pupils. New Elgin Primary also runs a simulated secondary day where pupils have the opportunity to experience their learning through a timetabled 6 period day. There are also enhanced transition opportunities scheduled for pupils who have additional needs which need to be supported.

Our school staff transfer information to the secondary schools which include the pupil profiles.

NEW PUPILS

We are very happy to welcome new pupils and their families. Anyone considering placing their child at New Elgin 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 staff.

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.

PARENTAL INVOLVEMENT OPPORTUNITIES

To fully involve parents/carers in their child's education the school draws up a programme of opportunities to report to parents across the school year. These include:

- ✓ Parental Information Evenings
- ✓ Parent/pupil appointments - October and March
- ✓ Pupil Profiles – these are digital profiles and are available to view anytime through your child's glow account
- ✓ Pupil Progress Update Report - Your child's attainment levels are shared through a progress update within the online pupil profile
- ✓ Opportunities to hear parental views through consultations, focus groups etc
- ✓ Opportunities to celebrate achievements through Contexts for Learning, Concerts etc.
- ✓ Newsletters
- ✓ School Facebook and Twitter accounts
- ✓ Support Plans/IEPs where appropriate
- ✓ Parental open afternoons and shared learning
- ✓ Parental Feedback

The emphasis of reporting to parents and carers is to highlight and recognise pupil achievements and identify next steps.

Parents and friends are welcome helpers around the school and in classes. This fosters the home and school link and broadens the curriculum.

Parents, teachers, and friends of the school share their interests and expertise with children in a variety of after school clubs.

AFTER SCHOOL CLUBS

There are a range of after school opportunities for pupils to attend organised by Active Schools and staff. This changes yearly. Parents are made aware of these opportunities as and when they are offered.

HOMEWORK

Homework is important as it helps to develop positive attitudes and independent learning. It reinforces learning already taught in class and provides information to parents, thus giving an opportunity for home/school dialogue.

Homework is organised in stages in the form of a grid of open ended and fun activities to support learning and development. There is one grid for term 1 and 2 and another grid for term 3 and 4. These are not compulsory however they will help with your child's attainment. Parents are encouraged to send in any photographs or work relating to these tasks so that teachers can add them to their profile.

Your child will also be asked to do reading homework several times per week, either from school readers, school novels or books from home. The emphasis is on reading for enjoyment.

PARENT CONSULTATIONS

At New Elgin Primary, we value the opinions of our parents and members of the community. We consult with all/sample of parents/carers each session before making important changes and putting new policies in place.

PARENT COUNCIL

New Elgin Primary has an established Parent Council, which represents the parents of children at school (Parent Forum) and the community. Their main role is to support the work of the school, promote contact between the school, parents and the community, fundraising and report annually to the



Parent Forum. The Parent Council meets at least once per term and interested parent members are welcome. The Parent Council runs its own Facebook page and can be accessed on the New Elgin Primary Parent Council page.

INFORMATION FOR PARENTS & CARERS LEAFLETS

A series of leaflets has been produced by Education, Communities & Organisational Development for parents and carers. These leaflets are available from the school or the Moray Council Internet site.

www.moray.gov.uk/moray_standard/page_42708.html

The “Information for Parents and Carers” leaflet is available in other languages. A “Notes for Parents and Carers” booklet in pdf form is also available. Please see **Appendix A** at the rear of this handbook for information on links to the Moray Council’s internet site web pages.

SCHOOL IMPROVEMENT PLAN

At New Elgin Primary, we aim to improve educational experiences for all of our pupils. We have identified a number of improvement priorities for the session 2024/25. These are in the areas of:

- ✓ **Supporting All Learners**
- ✓ **Delivering High Quality Learning, Teaching and Assessment**
- ✓ **Delivering Creative Learning Opportunities**

Details are available in the school’s Parent-friendly School Improvement Plan. (Refer to **Appendix B**). To read the full version of the School Improvement Plan, please see the school website:

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

STANDARDS AND QUALITY

Full details of the school’s successes and achievements are available in ‘**Standards and Quality Report**’ – **New Elgin Primary School. Parent Friendly version** (Refer to Appendix C).

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

PROMOTING POSITIVE BEHAVIOUR

The school behaviour policy aims to teach pupils to choose responsible behaviour. The policy is a fair and consistent way of establishing a safe, orderly, positive environment. It makes clear the behaviour expected from our pupils; what the pupils can expect from the staff in return and what will occur if the pupils choose not to follow or comply with those expectations.

All pupils engage with the United Nations Convention on the Rights of the Child (UNCRC) which underpins our positive behaviour ethos. We achieved our Silver Rights Respecting Schools Status last session.

Our promoting Positive Behaviour Policy is available to view via the school website.

In some cases pupils it may be necessary to exclude a pupil from school for a short period of time. Please see the following link for more details:

http://www.moray.gov.uk/moray_standard/page_53001.html



DOVE AWARDS

The emphasis in the school is to demonstrate the school values, which is celebrated weekly with a peer nominated DOVE award certificate and hot chocolate – or ice lollies outside in the Summer.



HOUSE SYSTEM

There are four houses:

Birnie – Red

Fogwatt - Green

Linkwood - Yellow

Longmorn - Blue

Family groups are in the same house. Children are awarded DOVE points for good behaviour, hard work, being kind and helpful and for taking part well in any team/class event. DOVE points are collected in DOVE cards and pupils can work towards their Bronze, Silver, Gold or Platinum awards which are presented to the children by the house Captains.

The points for each house are announced weekly by the house Captains.

ASSEMBLIES

Assemblies are held fortnightly in our school and are led by the Head Teacher; Depute Head Teachers or classes. We use our assemblies not only for religious observance but also to promote the school values and ethos, as well as celebrating achievements and sharing learning. Special assemblies are held to celebrate or recognise significant events throughout the year.

RELIGIOUS OBSERVANCE

The Moray Council is committed to the provision of Religious Observance in its schools. The school follows the Scottish Government's policy on Religious Observance and the recommendations with regard to frequency.

Parents have the option of withdrawing their child from religious observance if they feel this is appropriate and should contact the Head Teacher in the first instance.

ANTI-BULLYING POLICY

Moray Council's updated Anti-bullying policy can be found: <https://sites.google.com/my.glow.scot/newelginprimary>

We use this policy as a basis for our own school policy.



Defining bullying

"Bullying is both behaviour and impact: the impact is a person's capacity to feel in control of themselves. This is what we term as their sense of 'agency'. Bullying takes place in the context of relationships: it is behaviour that can make people feel hurt, threatened, frightened and left out. This behaviour happens face to face and online"

Respectme 2015

Within school we endeavour to:-

- ✓ listen and reassure
- ✓ establish the facts
- ✓ deal with incidents
- ✓ apply appropriate sanctions
- ✓ ensure that everyone has the same understanding of what bullying behaviour is
- ✓ ensure that everyone is aware of procedures.

Strategies to Combat Bullying

We aim to include the following in our curriculum:

- ✓ Befriending
- ✓ Circle of Friends
- ✓ Support Groups
- ✓ Mediation by Adults
- ✓ Mediation by Peers
- ✓ Restorative Practice
- ✓ Anti-bullying Week

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

Each year the P7 Ambassadors (pictured above) lead Anti-bullying throughout the school in line with the National Anti-bullying Week in November. The Head Teacher also visits each p5-7 class to ensure they have an understanding of the protected Characteristics.

FUNDRAISING

Fundraising activities are undertaken throughout the school year usually in partnership with the Parent Council. The money raised is for the school fund which helps pay for exciting enhancements to the curriculum such as trips and visits, and various charities as chosen by the pupils.

SCHOOL ROLE IN THE COMMUNITY

The school fosters very good links with the local community. Throughout the school year there are opportunities to work closely with local businesses. This session we are fostering a relationship with Linkwood View via our school Ambassadors. These opportunities allow pupils to develop skills for life, learning and work. We also have created a progressive programme of work based on Developing the Young Workforce (DYW) to ensure our children are offered experiences relating to life and work.

CURRICULUM FOR EXCELLENCE

Curriculum for Excellence; a curriculum for 3-18 years old, is designed to provide our pupils with the knowledge, skills and attributes they need for learning, life and work in an ever-changing world.

A factfile 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. You can also access further information about the curriculum and supporting your child on:

<http://www.LTScotland.org.uk/Parentzone>

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

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



CURRICULUM FOR EXCELLENCE LEVELS

The primary curriculum covers three levels:

Early: *The pre-school years and P1 or later for some.*

First: *To the end of P4, but earlier or later for some.*

Second: *To the end of P7, but earlier or later for some.*

EXPERIENCES & OUTCOMES (Es & Os)

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

Outcome - describes **what the learning will achieve** eg. knowledge, understanding, skills, awareness and attitudes.

THE CURRICULUM

The Curriculum is organised into 8 areas as detailed below:

Our Policy for Learning, Teaching and Assessment can be found on our school website.

Health & Wellbeing

Health and Wellbeing plays a vital role in our everyday life, equipping us with the ability to: create and build positive relationships; develop our knowledge and understanding of healthy life styles and develop the capabilities and the attributes needed to successfully move onto the next stage of education or work. Scotland's Curriculum for Excellence structures Health and Wellbeing by the following organisers:

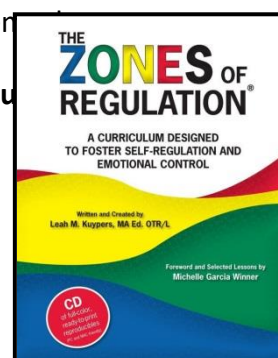
- Mental, emotional, social and physical wellbeing
- Planning for choices and changes
- Physical education, physical activity and sport
- Food and health
- Substance misuse
- Relationships, sexual health and parenthood.

At New Elgin Primary School we believe that children should have high quality learning and teaching experiences which will:

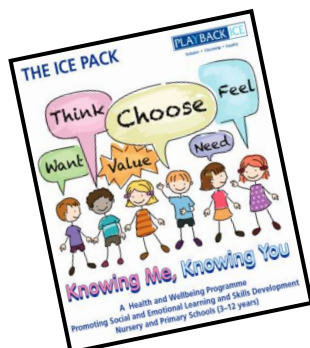
- Develop each child's knowledge of mental, social and physical wellbeing to allow them to make informed decisions
- Develop children's resilience to plan for and manage the choices and changes that they may experience in their life
- Provide opportunities to develop and manage positive relationships with others in a variety of contexts
- Encourage each child's awareness and reflection of the skills and qualities that they have as well as those of others
- Enable children to experience positive aspects of health living and activity for their

We use a range of approaches and resources to support the delivery of a high quality curriculum including:

- Playback Ice – Social and Emotional Wellbeing skills development
- United Nation Convention on the Rights of the Child (UNCRC)



- Zones of Regulation – Self regulation and emotional control
- Emotion Coaching
- NSPCC – Pantosaurus programme
- Relationships, sexual health and Parenthood (RSHP)
- Treehouse Subscription



Every child participates in 2 hours of Physical Education per week. Outdoor Learning is an important part of all curricular areas where the children access the outdoors to enhance their learning and learn to appreciate and respect their environment. Primary 3 & 4 pupils engage in regular outdoor learning activities off school premises at the Local Scout Hut and at the Linkie Woods. The rest of the school use the school playground and local environment to engage in outdoor learning and Primary 7 pupils have the opportunity to attend a residential outdoor learning experience at Abernethy. We take a holistic approach to Health and Wellbeing and use our Wellbeing Wheel to underpin all areas of learning.

Literacy & English

Our aim at New Elgin Primary School is to prepare our learners to achieve, believe and use literacy efficiently across learning, life and work. Literacy is a skill which permeates and supports all areas of learning, allowing young people access to the wider curriculum and develop key skills for life and work. In our everyday lives we will regularly be required to read, write, listen and talk. Being literate helps us to function responsibly in everyday life and contribute effectively to society. It increases our opportunities within the world of work and establishes foundations which can be built upon through lifelong learning.

Scotland's Curriculum for Excellence structures Literacy and English by the following categories:

- Listening and Talking
- Reading
- Writing

At New Elgin Primary School we believe that children should have high quality learning and teaching experiences in which will:

- Extend each child's literacy skills, building on previous experiences and recognising individual capabilities.
- Provide opportunities to apply learning and skills in everyday situations and make associations with the world of work.
- Enable children to have a sound grasp of key knowledge – reading, writing, listening and talking.
- Enable children to increase comprehension, using resources, strategies and higher order questions.

- Encourage children to be flexible within their approach and to develop an individual style.
- Develop skills to allow children to use resources and technologies confidently and effectively to assist them in expressing their ideas.
- Give children opportunities to explain their techniques using the correct terms.
- Increase their confidence and skills in forming judgements as to whether their answers are reasonable and have strategies for checking them.
- Promote Reading for Pleasure



We use a range of approaches and resources to support the delivery of a high quality curriculum including:

- | | |
|---|--|
| • Talk for Writing | Moving Images and Digital Literacy |
| • Reading Comprehension Textbooks | V.C.O.P. starters and mini tasks |
| • Literacy Shed | Phonics resources– flashcards, wall cards etc. |
| • Reading Schemes – ORT, Jolly Readers, Dandelion etc | Story Sacks |
| • 5 Minute Literacy Box | Talk Boost |
| • Nesy | Toe by Toe |

Modern Languages



Pupils in Primary 1-Primary 4 learn French, and pupils from Primary 5 and 6 learn German. Pupils in primary 7 learn French and German to prepare them for choosing which language to study in secondary school.

Mathematics

Our aim at New Elgin Primary School is to prepare our learners to achieve, believe and use maths efficiently across learning, life and work.

Mathematics is important in our everyday life, allowing us to make sense of the world around us and to manage our lives. It provides us with the skills we need to understand and analyse information, simplify and solve problems and make informed decisions.

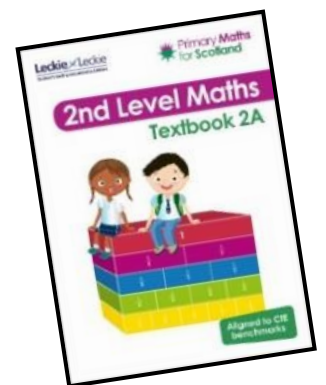
Scotland's Curriculum for Excellence structures Numeracy & Mathematics by the following categories:



- Number, Money and Measure
- Shape, Position and Movement
- Information Handling

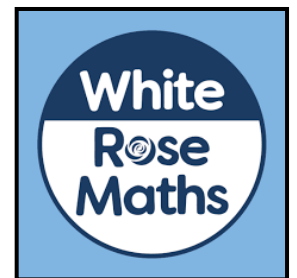
At New Elgin Primary School we adopt a Concrete, Pictorial, Abstract approach to teaching maths and believe that children should have high quality learning and teaching experiences in which will:

- Extend each child's mathematical thinking, building on previous experiences and recognising individual capabilities.
- Provide opportunities to apply mathematical learning and skills in everyday situations and make associations with the world of work.
- Enable children to have a sound grasp of key numeracy knowledge – place value, addition and subtraction, multiplication and division.
- Enable children to become mentally fluent, using resources, strategies and enquiry based questions.
- Encourage children to be flexible within their approach and methods of calculation.
- Develop skills to allow children to use resources and technologies confidently and effectively to assist them in their calculations e.g. number lines, 100 square, calculators.
- Give children opportunities to explain their methods and reasoning, using correct mathematical terms.
- Increase their confidence and skills in forming judgements as to whether their answers are reasonable and have strategies for checking them.



We use a range of approaches and resources to support the delivery of a high quality curriculum including:

- Primary Maths for Scotland
- Number Talks
- Heinemann Active Maths
- Sumdog
- Probes



Literacy and English, Numeracy and Mathematics, and Health and Wellbeing are the three key areas of the curriculum and are embedded throughout all other areas of the curriculum, which are:

The Expressive Arts

Through their involvement in the expressive arts, all our children express themselves in innovative, motivating ways, and experience enjoyment and enrichment in their lives as they are afforded opportunities to share their experiences with a variety of audiences. The expressive arts consist of:



- art and design
- drama
- dance
- music

Visiting specialists add their expertise to support the programmes of study. In addition to class music lessons, there is also an opportunity for some pupils to take part in music making groups and choirs taught by our visiting specialist.

Instrumental instruction in violin, brass and woodwind instruments is provided for pupils. There is a nominal charge for these lessons.

Religious and Moral Education

Through Christianity and the other world religions, our children are given opportunities to explore the Beliefs, Values and issues, and Practices and traditions. Our school values of **Determination, Outstanding effort, Voice and Empathy** are constantly being embedded through all aspects of the life of the school as a community. They are further developed through exploration and discussion in religious and moral education.



Sciences

While every child needs to develop a secure understanding of important scientific concepts, through their experience of the sciences in school, we try to develop a lifelong interest in science and its applications. The key concepts of Sciences have been identified as follows:

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science.



We use an online subscription called Tig Tag to support our Sciences Curriculum

Social Studies

The social studies experiences and outcomes have been structured under the three main organisers:

- people, past events and societies
- people, place and environment
- people in society, economy and business.

However, we take a holistic approach to teaching social studies and have planned a progressive programme of interdisciplinary learning from P1 – P7 to allow opportunities for links to be made across the curriculum to enhance learning.

Technologies

At New Elgin Primary, our pupils learn how to use ICT safely, effectively and creatively, to develop the skills for learning, life and work they will need in the modern world. We use Google Sites through glow to profile learners' progress. These are built upon each session as the children progress through





the school and the end of year progress update on Curriculum for Excellence levels are also accessed through this site. We have created an Innovation Station to enhance digital learning and STEM activities which all pupils can access on a rotational basis for a block of time. We are exploring aspects of the STEM Nation Award. We achieved our Digital Schools Award in October 2022 which is a national award recognising our achievements in learning and teaching using Digital technologies. We are working towards our Digital wellbeing Award.

Outdoor Learning

All stages take part in learning outdoors ranging from taking the curriculum outside to the immediate surrounding areas to extensive weekly session at the woods. (See Health & Wellbeing for more details)

EDUCATIONAL VISITS

Pupil experiences are enriched by an extensive programme of visitors and visits in the local area to enhance the curriculum.

Primary 7 pupils also attend a residential visit to Abernethy.

Safety is an important priority when arranging these visits and the pupil/adult ratio is always adhered to.



ASSESSMENT, ACHIEVEMENT AND ATTAINMENT

Assessment is an integral part of learning and teaching, helping to provide a picture of a young person's progress. Assessment is crucial to tracking progress and planning next steps to enable quality learning to take place.

FORMATIVE ASSESSMENT

Assessment for Learning is about ensuring that assessment is an integral part of day-to-day learning and teaching. Pupils learn best when:

- **they understand clearly** what they are trying to learn, and what is expected of them
- **they are given feedback** about the quality of their work and what they can do to make it better
- **they are given advice** about how to go about making improvements
- **They are fully involved** in deciding what needs to be done next and who can give them help if they need it.

Pupils are greatly involved in this process so that they can take ownership of learning progression through:



- 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

SUMMATIVE ASSESSMENT

At key points of the year and at certain stages children undergo summative assessments to enable us to compare how the children perform with the judgements of the staff. These are as follows:

SNSA Tests (Scottish National Standardised Assessments), a government programme of National Assessments which all pupils take in P1 (June), P4 (January) and P7 (March).

ADDITIONAL SUPPORT FOR LEARNING

To help each child develop their full potential, additional support is provided for identified pupils. Children's progress is regularly assessed and the needs of all pupils monitored.

A Learner Profile and Strategies (LPS) or Individual Educational Programme (IEP) may be drawn up to meet the needs of pupils. This could be to give specific support in learning, social, emotional or behavioural issues or with a particular strength in a curricular area. Parents and pupils are asked to contribute to the plans. The implementation of an IEP or LPS is a shared responsibility.



A Co-ordinated Support Plan (CSP) may be opened for a few pupils who require significant planned intervention.

The Educational Psychologist and other services such as Health and Social Work may be involved in planning and supporting pupils.

Pupil Support Assistants may be timetabled to work in class to support pupils who have additional support needs.

The Education (Additional Support for Learning) (Scotland) Act 2009 came into force on 14 November 2010. More information can be found on The Moray Council's 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.

Information on *GIRFEC* ("Getting it Right for Every Child") is available at:

<http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

For additional sources of information and advice about additional support parents/carers should contact Enquire – the Scottish advice service for additional support for learning. Enquire offers independent, confidential advice and information on additional support for learning through:

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 factsheets including The Parents' Guide to Additional Support for Learning.

THE NAMED PERSON

As part of the national **Getting 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. However, at New Elgin, this role is divided between two Depute Head Teachers who have responsibility for Support for Pupils. 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 (03457 565 656 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 also 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/moray_standard/page_55497.html

NURTURE GROUP

The Nurture Group is an intervention strategy used to help support children who may be finding it difficult to cope emotionally and socially in the classroom, wider school environment or at home. The Nurture Group is founded on six key principles and provides a consistent, safe and home like environment which strives to develop children's social skills, resilience, confidence, self-esteem and break down barriers to help them learn.

The groups offer a predictable structure for the children and helps them to develop positive, trusting relationships whilst providing opportunities for children to develop their emotional literacy through

discussing their feelings and building strategies to help them to regulate their emotions. During the sessions, children take part in a range of activities to develop their teamwork skills, social skills and independence. Regular observations and assessments in Nurture and the child's class are used to inform the child's strengths and next steps as well as the impact of this intervention. The groups are run by a combination of Nurture trained teachers and support staff. The group sizes vary but will have a maximum of 10 children from a range of stages. Most children access Nurture one session a day however some pupils attend the group on a part time basis. The length of time that a child attends Nurture is dependent on their individual needs but it is usually around 3 – 5 terms. Once ready to re-integrate back into class, a structured transition is provided for the children.

We are working towards our whole school Nurture accreditation which we hope to achieve within the next year.

ZONES OF REGULATION

Zones of Regulation is a visually structured way of supporting children to recognise their feelings and to use strategies to appropriately respond to these. It develops a shared language and supports independent self-regulation.

SOCIAL SKILLS GROUPS

Also established using the six principles of Nurture are the Social skills groups that are run throughout the week by some of our Pupil Support Assistants. The groups run for one session each week and we support pupils from Primary 1-7. The Social Skills sessions provide a short-term intervention to support pupils develop social skills for life and work.



based, individual and small group learning opportunities to develop key Literacy and Numeracy skills. Our Nurture Room is also within our enhanced provision and focusses on Health and Wellbeing to ensure pupils are in a place where they can access learning. The Nurture Principles and Wellbeing Indicators are used as the basis for all work in the enhanced provision.

FLEXI

Flexi is offered at break and lunchtimes for pupils to access for a variety of different reasons. Flexi is run by a Pupil Support Assistant who leads structured activities for the children to play and socialise with during these times.

| The ZONES of Regulation® | | | | | | | |
|--|--|--|---|--|--|--|--|
| | | | | | | | |
| | | | | | | | |
| BLUE ZONE | GREEN ZONE | YELLOW ZONE | RED ZONE | | | | |
| Sad Sick Tired Bored Moving Slowly | Happy Calm Feeling Okay Focused Ready to Learn | Frustrated Worried Silly/Wiggly Excited Loss of Some Control | Mad/Angry Mean Terrified Yelling/Hitting Out of Control | | | | |

THE ENHANCED PROVISION

The Learning Hub provides learning and teaching for pupils with a wide variety of additional support needs. It offers a range of learning opportunities across all curricular areas with a focus on Health and Wellbeing to develop the skills needed for learning. All children work either individually or in small groups and are supported by both Additional Support Needs Teachers and Pupil Support Assistants. We use a TEACCH Approach with some of our pupils as well as play

PLAYGROUND SUPERVISION

Playground supervisors are on duty outside both at morning interval and lunchtime and Support Staff are on duty in the medical room. They can all be easily identified by their fluorescent pink jackets.

MEDICAL AND OTHER PROFESSIONAL SERVICES

If a child has a medical condition which may affect his/her performance at school, parents/carers should inform the Head Teacher.

The School Health service is responsible for the examination of new Primary 1 pupils and parents are invited to attend. The Influenza Nasal vaccination is administered to all pupils from Primary 1 – 7.

Vision testing of children is carried out at two-year intervals. Hearing is screened by the Audiometrician. (Children found to have difficulties in vision or hearing will be referred to their own doctor for treatment if appropriate.)

In addition, individual children may be examined at the request of the teacher, parent or Educational Psychologist.

The Health Service also provides for dental examination and treatment. All pupils are examined twice per year. In order to reduce tooth decay, the school encourages a 'no sweets' policy, with emphasis on healthy choices at morning interval. If a pupil has a medical or dental appointment within school hours, please collect them from the school office.

SCHOOL UNIFORM

Our school uniform is supplied by Dallas Designs Ltd, Tyock Industrial Estate, Elgin. A list of all the garments available to buy is noted in Appendix D.

You can order directly from them. If you wish to try any on before you purchase, parents are more than welcome to come into the school to do so.

P7 pupils have the option of purchasing a New Elgin Leavers Hoodie to wear throughout the session. The school subsidise the £10 of the first Hoodie.

At Parents' evenings in October and March, the Parent Council have a stall of pre-loved uniform for families to take at no cost.

DRESS CODE

Please do not send your child to school in jeans, denim clothing or 'designer' clothing. Trousers and skirts should be grey or black and skirts should be an acceptable length. Shoes should be as flat and practical as possible.

PHYSICAL EDUCATION KIT

Pupils should wear a t-shirt, shorts and gym shoes. In the interest of safety, children are not permitted to wear ear-rings for P.E. and long hair must be tied back. Football strips are not permitted for P.E.

ART/CRAFT CLOTHING

An overall or old shirt for protecting clothing during Art/Craft lessons is a desirable addition to school wear.

SCHOOL MEALS

All schools in Moray provide a wide range of healthy food in their menus. These meet the Scottish Nutrient Standards for School Lunches, and offer choice and variety. In addition, The Moray Council has an on-going commitment to providing healthy options through its snack provision.

For lunch, children have a choice of a two course hot meal or sandwiches and fruit from the cold buffet. Meals are freshly prepared in the school kitchen.

We now run a cashless catering service whereby there are no more dinner tickets issued. You can either pay for school lunches online or direct to the canteen staff in the hall before 8.50am. The price of a school lunch is £2.45. Your child will be given a unique code to allow you to access the online system.



Facilities are provided in the dining hall for pupils having packed lunches.

P1 – 5 FREE SCHOOL MEALS

All Primary 1 – 5 pupils receive a healthy free school meal, irrespective of parental income. Hot and cold lunch options are available to Primary 1 – 5 pupils. Should pupils wish to take a packed lunch or go home for lunch; this will still be an option. The Government intend to gradually increase the stages who can access free school meals.

FREE SCHOOL MEALS/CLOTHING GRANTS

If you think your household income may mean you child is eligible for free school meals, then refer to **Appendix A** to access information and a claim form from the Moray Council.

TRAVELLING TO AND FROM SCHOOL

By Public Transport: If you wish to take public transport to school and are unsure of the timetable, you can make contact with Stagecoach by telephone 01343 540928 or by accessing their website www.stagecoachbus.com.

By Car: Children travelling to school and transported by car should be dropped off at the 'drop off' point in front of the staff car park. There is no designated area for parent parking within the school grounds. For safety reasons, parents are requested not to block the school entrance or park in the 'drop off point' and to refrain from parking in the car park. **Please see the section on the School Streets Scheme for information on times the roads around the school are closed.**

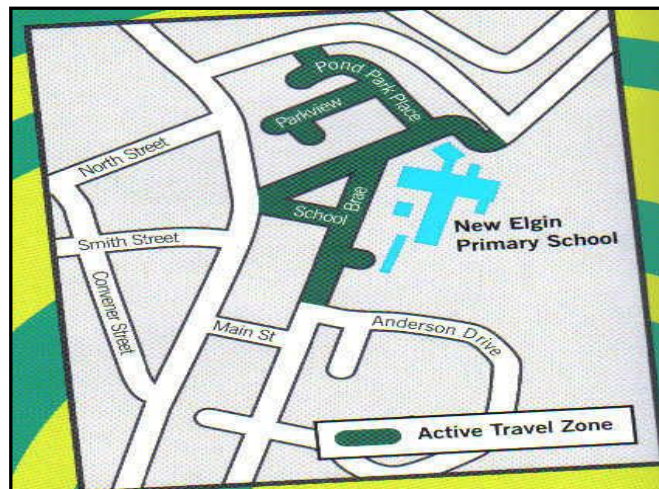
By Bicycle: It is at the parents' discretion whether they allow their children to cycle to and from school. Once inside the premises, they should not ride their bikes. The school has three bicycle sheds which are used at the owner's discretion and no liability can be accepted if any bike is damaged. It is at the owner's risk that they take their bike to school. Pupils should wear a cycling helmet for safety.

By Foot: Parents are welcome to accompany their children to school and to meet them at the end of the day. Parents are asked to refrain from standing in the class lines with their children as this is distracting to younger pupils in particular.

ACTIVE TRAVEL ZONE MAP

If pupils need to travel by car, parents are requested to park outwith the Active Travel Zone (green area) and walk to school. Please help us to keep it safe and pleasant for everyone by not parking or dropping off in the green area (including the school car park).

From January 2020 there is a pilot of road closures around the school between 8.30 and 9.00am and 2.30-3.00pm to ease issues with parking in the immediate vicinity of the school and promote safety for our school community.



SCHOOL STREETS SCHEME



New Elgin Primary School has been chosen to be a pilot school for the School Streets Scheme. This has been in operation since January 2021 there will be an evaluation with a review to whether it will continue. As a result, vehicles are not be able to drive in, out or around the school streets when the scheme is in operation. Large signs will be at the entrance to the scheme and will have flashing lights to indicate when the scheme is in operation. Please see map which outlines the areas affected. The road is be closed from 8.30am – 9.00am and 2.30pm – 3.00pm

SCHOOL TERM DATES

School Term Dates for future sessions 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



School Term and Holiday Dates 2024 – 2027 (all dates inclusive)

| Session 2024/2025 | | |
|--|-----------------------------|---|
| | | In-Service Closure: Monday 12 Aug 2024 In-Service Closure: Tuesday 13 Aug 2024 |
| Autumn Term | Starts | Wednesday 14 August 2024 |
| | Ends | Friday 4 October 2024 |
| Autumn Holiday | Starts | Monday 7 October 2024 |
| | Ends | Friday 18 October 2024 |
| Winter Term | Starts | Monday 21 October 2024 |
| | | In-Service Closure: Monday 11 Nov 2024 In-Service Closure: Tuesday 12 Nov 2024 |
| | Ends | Friday 20 December 2024 |
| Christmas Holiday | Starts | Monday 23 December 2024 |
| | Ends | Friday 3 January 2025 |
| Spring Term | Starts | Monday 6 January 2025 |
| | | In-Service Closure: Thursday 13 February Mid Term Holiday: Friday 14 & Monday 17 February 2025 |
| | Ends | Friday 28 March 2025 |
| Spring Holiday | Starts | Monday 31 March 2025 |
| | Ends | Friday 11 April 2025 |
| Summer Term | Starts | Monday 14 April 2025 |
| | | Good Friday Holiday: Friday 18 April 2025 May Day Holiday: Monday 5 May 2025 |
| | Ends | Friday 27 June 2025 |
| Plus 1 occasional day holiday when the following schools will be closed: | | |
| Buckie High ASG | Elgin Academy ASG | |
| Tuesday 6 May 2025 | Tuesday 18 February 2025 | |
| Elgin High ASG | Forres Academy ASG | |
| Tuesday 18 February 2025 | Tuesday 18 February 2025 | |
| Keith Grammar ASG | Lossiemouth High ASG | |
| Monday 2 June 2025 | Tuesday 18 February 2025 | |
| Milne's High ASG | Speyside High ASG | |
| Tuesday 18 February 2025 | Monday 2 June 2025 | |

Schools work in a group format, based on a Secondary school and its associated Primary schools. This is known as an Associated School Group (ASG). More information is available on the Moray Council website at: www.moray.gov.uk/moray_standard/page_55590.html

| Session 2025/2026 | | |
|---|---------------|---|
| | | In-Service Closure: Monday 18 Aug 2025 In-Service Closure: Tuesday 19 Aug 2025 |
| Autumn Term | Starts | Wednesday 20 August 2025 |
| | Ends | Friday 10 October 2025 |
| Autumn Holiday | Starts | Monday 13 October 2025 |
| | Ends | Friday 24 October 2025 |
| Winter Term | Starts | Monday 27 October 2025 |
| | | In-Service Closure: Monday 10 Nov 2025 In-Service Closure: Tuesday 11 Nov 2025 |
| | Ends | Friday 19 December 2025 |
| Christmas Holiday | Starts | Monday 22 December 2025 |
| | Ends | Friday 2 January 2026 |
| Spring Term | Starts | Monday 5 January 2026 |
| | | In-Service Closure: Thursday 12 February Mid Term Holiday: Friday 13 & Monday 16 February 2026 |
| | Ends | Friday 27 March 2026 |
| Spring Holiday | Starts | Monday 30 March 2026 |
| | Ends | Good Friday Holiday: Friday 3 April 2026 |
| | | Friday 10 April 2026 |
| Summer Term | Starts | Monday 13 April 2026 |
| | | May Day Holiday: Monday 4 May 2026 |
| | Ends | Thursday 2 July 2026 |
| Plus 1 occasional day holiday to be agreed by 31 March 2025 | | |

| Session 2026/2027 | | |
|---|---------------|---|
| | | In-Service Closure: Monday 17 Aug 2026 In-Service Closure: Tuesday 18 Aug 2026 |
| Autumn Term | Starts | Wednesday 19 August 2026 |
| | Ends | Friday 9 October 2026 |
| Autumn Holiday | Starts | Monday 12 October 2026 |
| | Ends | Friday 23 October 2026 |
| Winter Term | Starts | Monday 26 October 2026 |
| | | In-Service Closure: Monday 9 Nov 2026 In-Service Closure: Tuesday 10 Nov 2026 |
| | Ends | Friday 18 December 2026 |
| Christmas Holiday | Starts | Monday 21 December 2026 |
| | Ends | Friday 1 January 2027 |
| Spring Term | Starts | Monday 4 January 2027 |
| | | In-Service Closure: Thursday 11 February Mid Term Holiday: Friday 12 & Monday 15 February 2027 |
| | Ends | Thursday 25 March 2027 |
| Spring Holiday | Starts | Good Friday Holiday: Friday 26 March 2027 |
| | Ends | Friday 9 April 2027 |
| Summer Term | Starts | Monday 12 April 2027 |
| | | May Day Holiday: Monday 3 May 2027 |
| | Ends | Friday 2 July 2027 |
| Plus 1 occasional day holiday to be agreed by 31 March 2025 | | |

| Session 2027/2028 | | |
|--|--|--|
| Dates expected to be agreed by 31 October 2025 | | |

CONTACT DETAILS: Moray Council Education, Communities & Organisational Development, www.moray.gov.uk
Telephone: (01343) 563374, Email: education@moray.gov.uk

Last Updated 07/11/2024 Expiry Date 31/03/2025

Moray Council
Education, Communities & Organisational Development

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

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: | 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 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 |







New Elgin Primary School Improvement Plan 2024/25

Delivering Creative Learning Opportunities

- Link with external partners and DYW to contextualise the Meta-skills and the world of work
- Create a food handling progression and enable staff to gain the Food Hygiene certificate
- Raise awareness of Learning for Sustainability through pupil groups and making links in learning and teaching where possible
- Launch and timetable 'Our Earth Garden' to promote nurture, reading for pleasure and ECO awareness
- Ensure all stages have regular and planned outdoor learning opportunities
- Ensure all stages have regular and planned opportunities to engage with digital technologies
- Evidence and apply for STEM Nation award
- Target and offer extra-curricular opportunities for pupils based on staff talents and interests

Delivering High Quality Learning, Teaching & Assessment

- Launch and embed the New Elgin Curriculum Rationale
- Consider the totality of the curriculum when planning to create coherent and meaningful learning experiences for our children
- Create and launch the New Elgin Learning, Teaching and Assessment Policy and calendar
- All classes to use consistent starter and plenary slides linked to the Meta-skills, Sustainable Development Goals and the UNCRC Articles
- Review and embed maths pedagogy to ensure consistency and ability to identify and address gaps in learning
- Review and work with stakeholders to create a homework guide and policy to support learning, teaching and assessment
- Work with SL/ASN colleagues to improve adaptive teaching at universal level
- Embed high quality AiFL in a progressive and meaningful way
- Create a consistent and progressive marking and presentation policy
- Continue to enquire and embed the Pedagogy of Play in the early years

Supporting All Learners

- Explore adaptive teaching methods and differentiation techniques to best meet the needs of all learners at Universal level
- Engage with the Inclusion, Wellbeing and Equalities Professional Learning Framework to support capacity and common understanding, language and skills for all staff
- Empower staff to become champions in areas of support at universal level






STANDARDS AND QUALITY REPORT

Appendix C

Click on the image below to take you to the report on our website:



Appendix D

SCHOOL UNIFORM PRICE LIST



Dallas Designs Ltd
Unit 8 – 10 Linkwood Industrial Estate
Elgin
Moray
IV30 1HY
01343 541414

| | Price | 3/4 | 5/6 | 7/8 | 9/10 | 11/12 (XXSM) | 13 (XSM) | Sm | Med |
|--|--------|------------|------------|------------|-------------|-----------------|-------------|-------------|-------------|
| Round Neck Sweatshirt | £11.50 | | | | | | | £13.40 | £13.40 |
| V Neck Sweatshirt | £11.50 | | | | | | | £13.40 | £13.40 |
| Cardigan | £13.50 | | | | | | | £16.25 | £16.25 |
| | | 3/4 24" | 5/6 26" | 7/8 28" | 9/10 30" | 11/12 32" | 13 34" | Sm 36" | Med 39" |
| Polo Shirt | £10.50 | | | | | | | £12.40 | £12.40 |
| Shower proof Fleece | £18.55 | | | | | | | Unavailable | Unavailable |
| | | 3/4 24" | 5/6 28" | 7/8 30" | 9/10 32" | 11/12 32" | 13 34" | Sm 36" | Med 39" |
| Winter Jacket | £21.50 | | | | | | | Unavailable | Unavailable |
| PE Kit inc Gym Bag (choose size below) | £16.00 | | | | | | | | |
| | | 3/4 | 5/6 | 7/8 | 9/10 | 11/13 | - | Sm | Med |
| T-shirt (individually bought) | £6.50 | | | | | | | £8.30 | £8.30 |
| | | 18/20" | 22/24" | 26/28" | 30/32" | 34/36" | 38/40" | - | - |
| Shorts (individually bought) | £5.00 | | | | | | | | |
| Gym Bag | | | | | | | | | |
| Reading Bag | £6.75 | | | | | | | | |
| Cap | £7.00 | | | | | | | | |
| Beanie | £7.00 | | | | | | | | |
| Fleece Hat | £7.00 | | | | | | | | |
| Tie | £6.60 | | | | | | | | |
| New Elgin Primary School Scarf | £7.00 | | | | | | | | |