Moray Council
Education, Communities & Organisational Development

CRAIGELLACHIE PRIMARY SCHOOL HANDBOOK

Date of issue: 8 December 2023

"Together we cross the bridge to success"

Leadership ~ Growth Mindset ~ Relationships ~ Outdoors ~ Teamwork

Moray Council:

Education, Communities & Organisational Development

Education, Communities and Organisational Development is a single, integrated department which brings together Education; Social Work support for Children and Families; Community Care services for adults; and Lifelong Learning, Culture and Sports.

Notes for Parents and Carers

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

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

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Date of Issue: December 2023

The information contained within this Handbook is correct the time of publication but it may be subject to change during the current session. This Handbook has been drawn up by the Head Teacher of Craigellachie Primary School and follows guidelines set out by Moray Council and The Scottish Government.

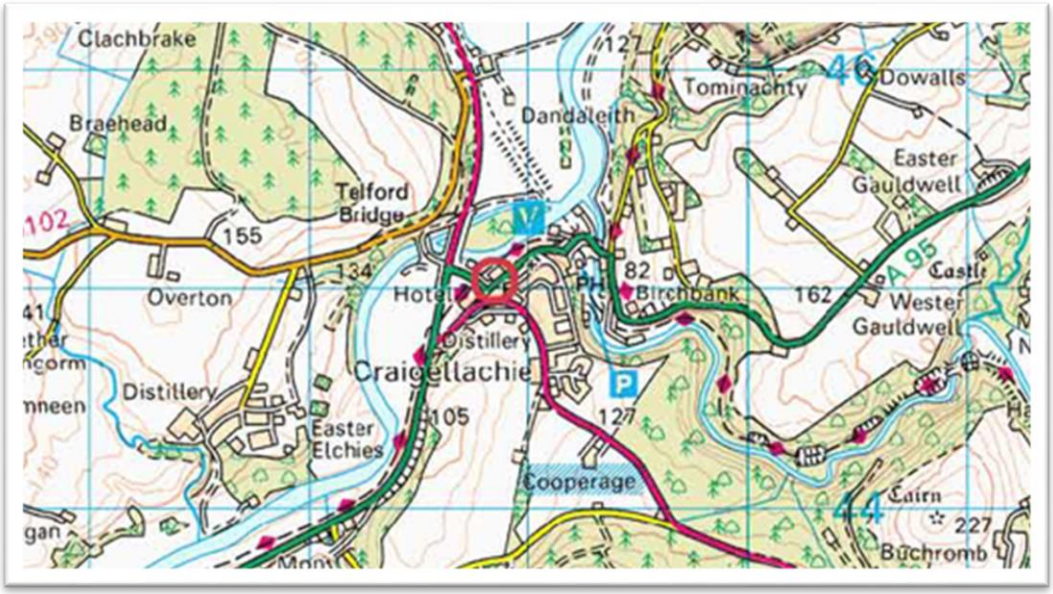
CONTACT INFORMATION

Acting Head Teacher: Mrs Sarah Wright

Craigellachie Primary School
John Street
Craigellachie
Aberlour
Moray
AB38 9SX

Telephone:	01340 881271
Email:	admin.craigellachiep@moray-edunet.gov.uk
Craigellachie Primary School Website:	www.craigellachieprimary.co.uk
School Twitter:	@Craigellachiep
Moray Council Website:	www.moray.gov.uk
Moray Council telephone [Education]:	01343 563374

MAP OF CRAIGELLACHIE



WELCOME TO CRAIGELLACHIE PRIMARY SCHOOL

Craigellachie Primary School provides an educational service for children from Primary 1 to Primary 7 (ages 4 to 12 years). We are a non-denominational primary school.

The school itself is situated in the village of Craigellachie, overlooking the River Spey. Formal education has been provided here since 1870 and in our present building for over 100 years. Although a listed building, the inside has been modernised and equipped to meet the needs of today's curriculum. This has also been helped by our extra accommodation in the playground which provides an extra classroom as well as a room with a fully fitted kitchen which we can use for other activities. The Village Hall, local amenities and Speyside High School are also used for a variety of curricular and social purposes.

We are developing our grounds to increase opportunities and facilities for learning and socialising. We have and outdoor classroom, a gardening area complete with a poly tunnel and a wild meadow area and we have loose materials to play with. These materials consist of tyres, branches, guttering and rope, ensuring that our playground plays a role in investigation, den building and imaginative play.

We serve a scattered rural community and at present we have 46 pupils from P1 to P7, some of whom come from outwith the catchment area.

Pupils are taught in multi composite mixed ability classes, according to their age. We currently have three classes; P1/2, P3/4 and P5/6/7 where children are taught in groups at a level appropriate to their individual needs. Schools in Scotland are staffed to a formula that relates to the school roll. Hence, the size and distribution of the classes means that we may have to form composite classes, a feature in most schools.

The school is well supported by the community and more directly by its parents and the Parent Partnership. Weekly newsletters are sent home to ensure that parents are kept up-to-date with all school activities, holidays, etc. We work in close partnership with many partner agencies.

More information about our school can be found at: https://www.craigellachieprimary.co.uk or by following our school Twitter page @Craigellachiep

In addition to pages showing the children's learning, parents can find the latest correspondense from the school, as well as the School Improvement Plan on the website.

SCHOOL TERM DATES AND HOLIDAYS

School Calendar: 2023-2024

Autumn
In-Service Closure: Monday 14 August 2023
Term starts: Tuesday 15 August 2023
Term ends: Friday 6 October 2023
Autumn holiday: Monday 9 October 2023 - Friday 20 October 2023

Winter
Term starts: Monday 23 October 2023
In-Service Closure: Monday 13 Nov 2023
In-Service Closure: Tuesday 14 Nov 2023
Term ends: Friday 22 December 2023
Christmas holidays: Monday 25 December 2023 - Friday 5 January 2024

Spring
Term starts: Monday 8 January 2024
Mid-term holiday: Friday 9 & Monday 12 February 2024
Term ends: Thursday 28 March 2024
Spring holiday: Friday 29 March 2024 (Good Friday) - Friday 12 April 2024

Summer
Term starts - Monday 15 April 2024
May Day Holiday: Monday 6 May 2024
In-Service Closure: Thursday 16 May 2024
In-Service Closure: Friday 17 May 2024
Term ends: Friday 28 June 2024

Plus 1 occasional day holiday to be agreed by 31 March 2023

School Calendar: 2024-2025

Autumn
In-Service Closure: Monday 12 August 2024
Term starts: Tuesday 13 August 2024
Term ends: Friday 4 October 2024
Autumn holiday: Monday 7 October 2024 - Friday 18 October 2024

Winter
Term starts: Monday 21 October 2024
In-Service Closure: Monday 11 November 2024
In-Service Closure: Tuesday 12 November 2024
Term ends: Friday 20 December 2024
Christmas holidays: Monday 23 December 2024 - Friday 3 January 2025

Spring
Term starts: Monday 6 January 2025
Mid-term holiday: Friday 14 & Monday 17 February 2025
Term ends: Friday 28 March 2025
Spring holiday: Monday 31 March - 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
Term ends: Friday 27 June 2025

Plus 1 occasional day holiday to be agreed by 31 March 2024
Plus 2 In-Service closure days in 2025 to be agreed

For further information please visit:

http://www.moray.gov.uk/moray_standard/page_55829.html

SCHOOL STAFF

Acting Head Teacher	Mrs Sarah Wright
School Administrator	Miss Lucy Meldrum
Class Teachers	Mrs Sharon Chambers / Miss Ashley Miller [P1/2] Mrs Lucy Cookman [P3/4] Mr Graham Stewart / Mrs Eilidh McCook [P5/6/7]
Support for Learning Teacher	Mrs Elanor Shanks
Support Staff	Miss Tracy Dowie, Classroom Assistant/Pupil Support Assistant/Lunchtime Auxiliary Mrs Toni Taylor, Pupil Support Assistant / Lunchtime Auxiliary Mrs Lorna Wilson, Pupil Support Assistant / Lunchtime Auxiliary
Specialist Visiting Teachers	Mrs Alison Gillies (ukulele for children in P5) Mr James Gray (brass instruction]
Janitor	Mr Ed McMann
DSO Catering	Mrs Agnes Anderson
DSO Cleaning	Miss Tammy Wiseman

SCHOOL DAY

Primary 1-7	8:55am – 3:00pm
Morning Interval	10:30am – 10:50am
Lunch break	12:15pm – 1:00pm

VALUES, VISION AND AIMS

VISION

Our school vision is:

"Together we cross the bridge to success"

This is reflected in our logo which incorporates the bridge at Craigellachie which was designed by Thomas Telford.

VALUES

At Craigellachie, we value:

- Leadership
- Growth Mindset
- Relationships
- Outdoors
- Teamwork

Everything that we do in school is underpinned by these values.

OUR AIM

Our aim is that children are happy and nurtured and that ALL young people achieve the very best they can and have support to do so. A school where everyone is valued and included.

At Craigellachie, our school aim is underpinned by the Four Capacities of Curriculum for Excellent. We work to support all young people to become:

Successful learners
With:

- enthusiasm and motivation for learning
- determination to reach high standards of achievement
- openness to new thinking and ideas

Confident individuals
With:

- self-respect
- a sense of physical, mental and emotional wellbeing
- secure values and beliefs

Responsible citizens
With:

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

Effective contributors
With:

- an enterprising attitude
- resilience
- self-reliance

PROMOTING POSITIVE BEHAVIOUR / BULLYING

There is a requirement on all schools to have a policy on bullying. A copy of the school's policy on Promoting Positive Relationships which includes information on sanctions can be obtained from the school office. We promote restorative and solution orientated approaches to resolve any challenges in school. We identify bullying as a deliberate attempt to cause a pupil to be unhappy to a significant extent, over a significant length of time. The definition of 'significant' in this context would be determined by whether or not the experience would live with the child beyond the school day, would be repeated and would colour his/her attitude to coming to school. For further information please visit:

http://www.moray.gov.uk/moray_standard/page_52988.html

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 The 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.

More information is available on the Moray Council Internet site at:

http://www.moray.gov.uk/moray_standard/page_75569.html

PRIVACY STATEMENT

Craigellachie School 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 to 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 support which is needed, and their family situation. We need this information to ensure we know our pupils/children and their families, and to ensure we can 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 that the Council can ensure it is delivering education appropriately to all of 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 and display them on our walls, in newsletters and other communications. We do this 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 Craigellachie School 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 Craigellachie School.

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, Craigellachie School 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 support might help in the circumstances. Support is optional and you will not be required to take it 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.

Pupil use of Internet and Email

Moray school networks are provided for pupils to do school-related work, including research and communication with others. For Internet access, parental permission is required. All pupils and staff are guided by Moray Council Policies on use of digital technology and social media.

ENROLMENT, INDUCTION AND TRANSITIONS

ENROLMENT

The intake of Primary 1 children takes place in August each year. Children who will be five years of age on, or before, the last day of February of the following year are eligible for admission. In January, a notice is placed in the local newspapers, which informs parents about the enrolment dates. Parents may, if they wish, defer entry. Placing requests can also be made.

We work in partnership with the local pre-school providers and invite children in on numerous occasions to ensure the transition from pre-school to school is as stress free as possible for all.

The first two weeks in a new school can be difficult for children and their parents and it is important that a good start is made in building up relationships. Members of staff at Craigellachie have experience in ensuring that new pupils arriving at the school are handled sensitively.

For further information or to register your child, please visit the Moray Council website at:
http://www.moray.gov.uk/moray_standard/page_52987.html

NEW PUPILS

We are very happy to welcome new pupils and their families. Anyone considering placing their child at Craigellachie 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 by our Primary 7 House Captains who will give you the pupil's perspective of the school. You will have the opportunity to visit classes at work and also meet some of the teachers, adult helpers and other staff members who work at Craigellachie.

MOVING ON TO SECONDARY SCHOOL

At the end of Primary 7, pupils move onto their secondary education. Most children at Craigellachie move onto Speyside High School. There are a series of information meetings for parents and pupils held during the latter part of Primary 7. There are also induction days at the High School so that pupils become familiar with the school, its layout and meet some of their new teachers. It is also an opportunity for pupils to meet children from other schools who will be starting their first year at High School with them. There are enhanced transition opportunities scheduled for pupils who have additional needs which need to be supported.

Contact details for Speyside High School are:

Head Teacher: Mrs P Goodbrand
Address: Mary Avenue, Aberlour, AB38 9QU
Telephone: 01340 871522
Email: admin.speysidehigh@moray-edunet.gov.uk

SEVERE WEATHER AND TELEPHONE INFORMATION LINE

Occasionally the school needs to close, for example due to severe weather. When this happens, information can be found on Moray Council's website: http://www.moray.gov.uk/moray_standard/page_53021.html; on Moray Firth Radio; and on the school's telephone information line which can be accessed as explained below.

Should the school ever need to close during the school day; parents will be informed by telephone. We urge parents to ensure that the school holds up to date contact information for them.

SCHOOL TELEPHONE INFORMATION LINE

When severe weather warnings are received, we will endeavour to keep the system updated.

Parents can leave non-urgent messages, which are forwarded to the school email address in due course (option 2 below).

Please note that this is a 0870 service and there is a charge for this service. Calls to this number will be charged at 2p per minute service charge plus your call provider's access charge.

1. Dial 0870 054 9999
2. Enter PIN number: 031170
3. You will get a message: "Selected Craigellachie Primary School"

You will then enter a menu system:

Press 1 – to hear severe weather information
Press 2 – to leave a non-urgent message
Press 3 – to hear general school information
Press 4 – to enter a different school PIN number
Press # - to end call

Please note: Should parents wish to leave an urgent message, please speak to someone at the school directly.

SAFETY

Our school is fitted with an electronically controlled door entry system. Although the school has an 'open door' policy, it is necessary for parents to enter the building only by the main entrance and to report to reception before visiting any other part of the building.

ABSENCES, TRANSPORT AND COMPLAINTS PROCEDURE

ABSENCES

Section 30 of The Education (Scotland) Act 1980 requires parents to ensure that their child attends school regularly. Regulation 7 of The Education (Schools and Placing Information) (Scotland) Amendment etc. Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised (approved by local authority) or unauthorised (unexplained by the parent/guardian (truancy) or excluded from school).

If your child is absent from school, please report their absence through the **Parents Portal** https://online.moray.gov.uk/site/wss/request/ParentsPortalLink or contact the school as soon as possible in the morning to explain the absence. If you have not contacted the school and your child is absent, we will contact you and your child's emergency contacts. It is therefore important that parents keep the school informed of up to date contact details**. If we are not able to contact a parent and we are concerned for a child's safety, the school will contact the police.**

TRANSPORT

All primary and secondary pupils who live more than 2 miles from their school will be provided with free transport if that is their local catchment school. Door to door transport is not guaranteed. In certain instances, children may be required to walk up to 2 miles as appropriate. For further information or to apply for school transport, please visit:
http://www.moray.gov.uk/moray_standard/page_1680.html

COMPLAINTS PROCEDURE

Parents are encouraged to discuss any concerns or issues with their child's class teacher in the first instance. Parents may speak to the head teacher if they wish the matter to be pursued further. If the issue has been dealt with by the head teacher and a parent feels that it has not been dealt with satisfactorily, the parent has the right to make a complaint to Moray Council.

CHILD PROTECTION & GETTING IT RIGHT FOR EVERY CHILD

CHILD PROTECTION

Child Protection Indicators

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 Conventions 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, normally the Head Teacher 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).

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC) – Primary Schools

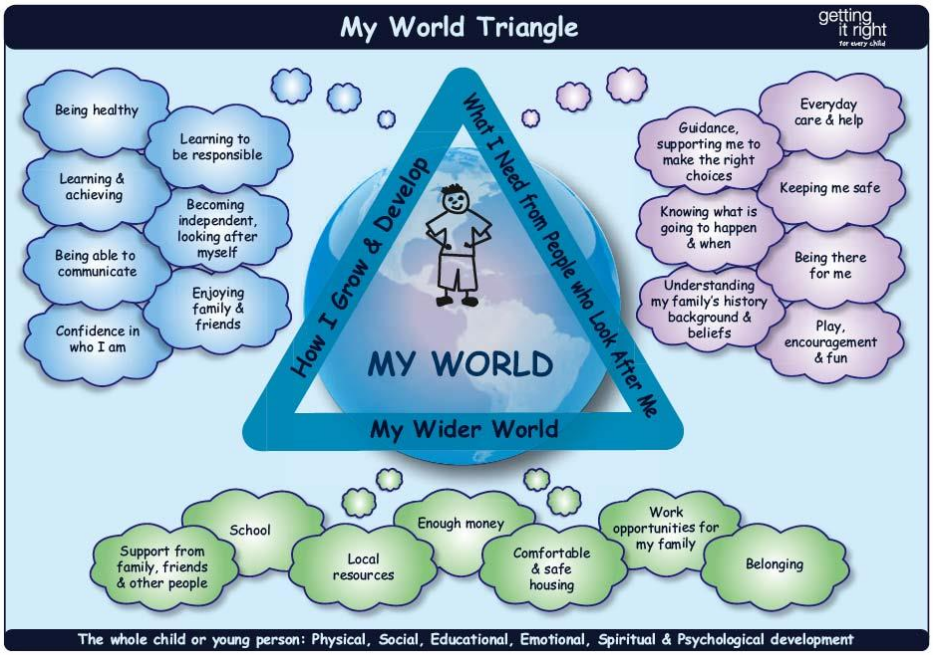
The Getting it Right for Every Child (GIRFEC) approach aims to improve outcomes for children, young people and their families based on a shared understanding of wellbeing. Most children and young people receive the support they need from their own families and their community, in partnership with universal 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 Headteacher or Depute Headteacher. The Headteacher or Depute Headteacher 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 your child's Headteacher or Depute Headteacher either by phone, email or alternatively a letter marked for the attention of your child's Headteacher or Depute Headteacher.

Getting it right for every child (GIRFEC) means that children and their families

- Understand what is happening and why
- Have been listened to carefully and their wishes have been heard and understood
- Will feel confident about the help they are getting
- Are appropriately involved in discussions and decisions that affect them
- Can rely on appropriate help being available as soon as possible
- Will have experienced a streamlined and co-ordinated response from practitioners

The My World Triangle below introduces a mental map which helps us explore a child's experience and identify needs and risks to a child's well-being.



THE WELLBEING INDICATORS AND THE NAMED PERSON

THE WELLBEING INDICATORS

The acronym SHANARRI is formed from the eight indicators of wellbeing:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included
-

All of these wellbeing indicators are necessary for a child or young person to reach their potential. They are used to record observations, events and concerns and as an aid to creating an individual plan for a child.

THE NAMED PERSON

In order to support GIRFEC, all children have a named person. The Named Person Service must be made available to all children from birth to 18 years of age. The Named Person is one point of contact that children and families can go to for advice or support if they need it.

Some children and young people may have temporary difficulties, such as illness, bereavement or moving school and some may live with challenges such as the effects of disability or long-term conditions. While most will get all the help and support they need from their parents, wider family and community, sometimes they and their families may seek extra support.

The Named Person will provide a consistent approach to supporting children's and young people's wellbeing. They will give children and parents access to help and advice wherever they live in Scotland.

Here at Craigellachie Primary School the Named Person for your child/young person is Mrs Sarah Wright.

During the holiday period the Named Person Service for school aged children will be covered by the Local Authority centrally. The Duty Named Persons can be contacted through the general enquires line on 01343 563374 or via the generic email address: education@moray.gov.uk

As always if the Named Person is not available and there is a concern for a child, a call must be made to Duty Social Work on 01343 563900 and/or the Police 101.

THE PARENT PARTNERSHIP AND THE PUPIL COUNCIL

PARENT FORUM

As a parent of a child at this school you are automatically a member of the Parent Forum. The Parent Forum is composed of all of the parents and carers of children at the school.

As a member of the Parent Forum you can expect to:

- get information about what your child is learning
- get information about events and activities at the school
- get advice / help on how you can support your child's learning
- be told about opportunities to be involved in the school
- have a say in selecting a Parent Council to work on behalf of all parents at the school
- be invited to identify issues for the Parent Council to work on with the school

THE PARENT PARTNERSHIP

Membership of the Parent Partnership will be a minimum of five parents of children attending the school. Any parent can volunteer to be a member when the Partnership reports to the Parent Forum once a year.

The Head Teacher and one teacher/support staff member who will be decided by the school's staff will attend meetings. The Parent Partnership may co-opt one or two members of the local community and local councillors will be invited to attend meetings.

At Craigellachie, our Parent Partnership have a Facebook page and you can keep up to date with the latest news byvisiting this page: Craigellachie Primary School Parent Partnership (facebook.com)

OBJECTIVES

1. To support the school in its work with pupils, developing and engaging in activities that will support the school.

2. To identify and represent the views of the parents on matters affecting the education and welfare of the pupils and other issues relating to the school.

3. To promote contact and partnership between the school, parents, pupils, pre-school providers and the wider community.

4. To report to the Parent Forum at least once a year.

PUPIL VOICE

During the 2023-2024 school session we built on our existing Pupil/Teacher working groups. Currently we are operating groups who make up our Wednesday Warrior Working Groups. They are working as vertical groups to develop school improvement and work towards recognised awards. These include: Eco Schools, Rights Respecting Schools, and our Community Group who are working on RHS School Gardening Award level 3 and Sports Scotland Gold Award. Working in this way enabled the children to play an active role in school improvement. Their actions and roles as ambassadors have seen an increase in pupil led learning and participation.

HOUSE CAPTAINS

We have three school houses, Grouse, Osprey and Eagles for everyone to belong to. There are House Captains and Vice Captains who are involved in delivering challenges, running meetings and gathering pupils feedback, ideas and opinions. They earn points for following the school vision and values and additional points for reading points when they complete accelerated reader quizzes.

ADDITIONAL SUPPORT NEEDS

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

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

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

Parents who have concerns about their child's progress should make an appointment to discuss the matter with the class teacher in the first instance. For further information please visit the Moray Council website at: http://www.moray.gov.uk/moray_standard/page_43857.html

MEDICINE

A copy of the "Supporting Pupils with Medical Needs in Schools including the Administration of Medicines" guidance document is available from the school.

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.

NUT FREE SCHOOL

Craigellachie Primary school currently have pupils who have a nut allergy. To allow us to ensure everyone's safety we are a school who has "no nuts in school". All children and staff proactively choose snacks and lunches that are nut free.

SCHOOL LUNCHES

Meals are cooked at Aberlour Primary school and transported to Craigellachie Village Hall where lunch is eaten. At the start of each session, parents are advised about the cost of school meals. The weekly menu is displayed at the school reception and on the school website. Schools in Moray have adopted the Scottish Government's 'Better Eating, Better Learning' initiative in our primary schools, focusing on providing healthy, wholesome school meals.

Meals can be paid for using the Moray Council's online payment system. All children make their meal choices in the morning on the class whiteboard and then wear a wrist band to indicate their preference at the canteen at lunchtime. Parents are able to see what meal choices are being made by their child.

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

If your child is having a school lunch, it is helpful if you can take time to look at the lunch menu with them before they come to school, this speeds things up in the morning and allows us to settle to learning activities quicker. The lunch menu can be accessed at:
http://www.moray.gov.uk/moray_standard/page_55519.html

If your child has a food allergy, please make us aware of this and we will notify the catering team. The Catering department can provide adapted menus for pupils with medically diagnosed food intolerance.

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 6–7 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

To check your eligibility, contact Moray Council or their website to complete a claim form at:
http://www.moray.gov.uk/moray_standard/page_55486.html

SCHOOL UNIFORM

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

For P.E., t-shirts, in house colours, and plain shorts, indoor gym shoes and outdoor trainers are required. Younger children may leave their bags on their pegs. We recommend that the more senior children bring their P.E. kit to change into. It is helpful if PE equipment, school bags and jackets can have the child's name marked on them. Please leave jewellery and valuables at home. This should prevent the distress caused by items being lost.

School uniform can be ordered online from Dallas Designs at:

https://www.dallasdesignsltd.co.uk/index.php/23/

Some households may be entitled to clothing grants. Please refer to **Appendix A** for access to information and application forms or visit the Moray Council website at:

http://www.moray.gov.uk/moray_standard/page_55486.html

Our uniform is a red logo sweatshirt, grey sweatshirts for P7 pupils with a white polo shirt and black trousers/skirts. Coloured logo t-shirts match the house colours and are worn for PE.

Sustainability and Pre-loved Uniforms

Our Eco Group have driven forward the recycling uniform scheme. Anyone can source preloved good condition uniforms that have been donated by the school community. This not only helps the environment but also saves our families some money. We offer a range of sizes of all school uniforms, jackets, footwear and PE kits in school. The store outside the school front door is accessible 24/7 for anyone to collect or swap items. During school opening times our clothing rail is available for people to browse or to drop off washed, no longer required items.

CLOSING THE EQUITY GAP

Closing the Equity Gap means that we are working to remove any barriers children may encounter which prevents them from learning and being successful in school and later life. Some children may be entitled to Free School Meals and a Clothing Allowance, including those in P1 – P5 who receive the universal free school meals. All schools in Scotland receive an additional sum for every pupil registered on the Free School Meal scheme (not for pupils receiving the universal free school meals). This year the money at Craigellachie will be spent on additional support staff hours. If you think you may be eligible for Free School Meals, more information is available on the Moray Council website.

CURRICULUM FOR EXCELLENCE

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

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

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

Curriculum Levels

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

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

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

Experiences and Outcomes (Es and Os)

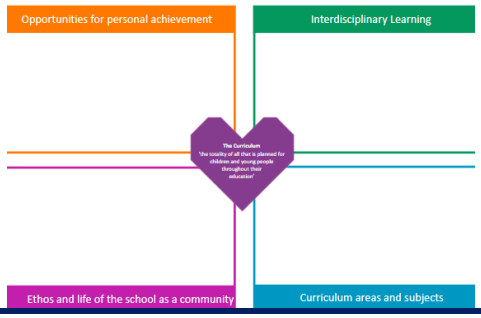
Each learning experience will provide the opportunity for children to learn a number of outcomes throughout a range of curriculum areas. We use planning to deliver inter-disciplinary learning opportunities using interesting topics e.g. Vikings, World War 2, Minibeasts, etc. Not only do children learn more about the topic, but tzhey are continuously developing their literacy, numeracy, team working skills and the ability to transfer knowledge and skills over a wide range of learning experiences from different curriculum areas.

Key areas of Education:

- **Literacy** across learning;
- **Numeracy** across learning; and
- **Health and Wellbeing** across learning.
- **Experience** - describes the **learning activity** taking place.
- **Outcome** - describes **what the learning will achieve**.
  E.g. Knowledge, understanding, skills, awareness and attitudes.

Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it. Learning and teaching will still focus on subjects and knowledge in addition to developing skills and understanding.

The Seven Principles	The Eight Curriculum Areas
All learning must take account of these principles: **Challenge and Enjoyment** **Breadth** **Progression** **Depth** **Personalisation and Choice** **Coherence** **Relevance** This is to ensure children's development is useful and meaningful	Containing a range of subjects: **Expressive Arts** Art, Drama, Music and Dance **Health & Wellbeing** Personal, social and emotional health. Also P.E. **Literacy and English** Communicating with others. Reading, Writing and Modern Languages **Numeracy and Mathematics** Number work, Problem Solving **Religious and Moral Education** Religions, values and beliefs. **Sciences** Understanding our planet **Social Studies** Scotland and the World; past, present and future. **Technologies** Food, Design and Computing.



Pupils are encouraged to profile their progress in their learning looking at the four contexts of learning which are at the core of Curriculum for Excellence (CfE)

Varied Learning Methods

There are a variety of ways in which learning opportunities may be presented to children.

The CfE represents a different approach to learning in schools intended to help learners develop skills, knowledge and understanding in more depth.

Examples of how children will learn differently are:

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

Personalisation, Choice and Achievement.

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

It is **not** only the academic achievements of children that are recognised. We celebrate a range of achievements reached by children in and out of the school community e.g. Progress in personal development, participation in events, extra-curricular and personal interest activities. Every week at assembly we showcase our WOW achievements highlighting our range of abilities, interests and participation in clubs, societies and the hobbies we enjoy.

LITERACY

LANGUAGE

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

Listening - Children need to be taught to listen well, especially to the opinions of others if they are to fit in socially. We help children to increase their concentration span.

Reading - The ability to read is one of the basic requirements of an education for life. There is a high emphasis placed on developing good reading and comprehension skills. The Reciprocal reading methods are being introduced to the school. This is where the skills of clarifying, questioning, summarising, and predicting are taught to enhance reading comprehension.

Writing - The conventions of written language – punctuation, spelling, handwriting – are best taught from the children's own work so that the mistakes they make become the teaching points. It is also important for children to produce written work that is relevant, effective, functional and imaginative. This will come through theme work in the class and will be from first-hand, imagined or created experiences.

Talking - We aim to encourage good articulation skills so that the children have the ability and confidence to express appropriately their ideas, opinions, questions and answers in any situation or company.

MODERN LANGUAGES IN THE PRIMARY SCHOOL

We offer French as our modern language from P1-5 and German in addition to French in P6&7. Staff and children participate in a wide range of activities to encourage awareness of European culture and the opportunity to communicate in a foreign language. The emphasis is on enjoyment and practical experience using songs, rhymes, games and research.

NUMERACY AND MATHEMATICS

Mathematics is about solving problems not just 'doing sums'. The ability to calculate quickly is essential. Children need to develop a high level of competence in addition, subtraction, multiplication and division so that they can apply these skills in real life situations. We promote a deep understanding of numbers so that our pupils have different strategies to hand, to solve a calculation.

At Craigellachie the practical activities, necessary for children to fully understand computation, will come first. Children need to practise orally and in written form to ensure that they can access mathematical facts quickly and accurately. Mental maths is given a high priority in our school.

EXPRESSIVE ARTS

- Art and Design
- Drama
- Music
- Dance

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

We encourage children to achieve high standards by displaying work around the school and by holding public performances, which allow the children to demonstrate their skills, abilities and talents.

TECHNOLOGIES

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

- Technological development in society
- ICT to enhance learning
- Business
- Computing science
- Food and textiles
- Craft, design, engineering and graphics

HEALTH AND WELLBEING

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. In order to promote this, we take learning outdoors and take advantage of the beautiful area we live in. We are developing learning outdoors in literacy and numeracy.

Learning through health and wellbeing enables children and young people to:

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

RELIGIOUS AND MORAL EDUCATION

During Religious and Moral Education (RME), we learn tolerance and concern for others including those with different religions, beliefs and ways of life. We celebrate our differences and recognise that in learning of other cultures and faiths we become stronger in our own convictions. We use our assemblies not only for religious observance but also to promote sound moral values. Parents who wish to exercise their right to withdraw their children from religious observance may be assured that the children are treated sensitively. To make these arrangements, please book an appointment through the school office. At the end of the school year a closing ceremony is held. This is a celebration of the school's work over that year. It is an opportunity to celebrate the effort and achievement of our pupils and staff. A variety of people from the community are invited to attend this ceremony.

SCIENCE

The sciences curriculum area includes the study of planet Earth; forces, electricity and waves; biological systems; materials; and topical science.

Through learning in the sciences, children and young people develop their interest in, and understanding of, the living, material and physical world. They engage in a wide range of collaborative investigative tasks, which allows them to develop important skills to become creative, inventive and enterprising adults in a world where the skills and knowledge of the sciences are needed across all sectors of the economy.

SOCIAL STUDIES

Through social studies, children and young people develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they also develop their understanding of their environment and of how it has been shaped.

Community Partnerships

We are proud to work with local community groups, associations and local businesses to help us develop our world of work skills and skills for life-long learning. We also learn key skills through fundraising and performing for the community.

MORAY COUNCIL INFORMATION

Service Aims: Education, Communities & Organisational Development

What we do:

Education, Communities & Organisational Development is a single, integrated department which brings together Education; Social Work support for Children and Families; Community Care services for adults; and Lifelong Learning, Culture and Sports.

Our vision:

Ambitious to Achieve Excellence Together

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

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

This booklet is also available in other languages.

APPENDIX A

Moray Council
Education, Communities & Organisational Development

Address: Council Office, High Street, Elgin IV30 1BX
Telephone: 01343 563374 **Hours:** 8.45am - 5.00pm Mon to Fri
Email: education@moray.gov.uk **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:	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