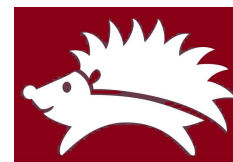


Mosstowie Primary School

School Handbook



Mosstowie Primary School
Miltonbrae
Miltoduff
Elgin
IV30 8TY



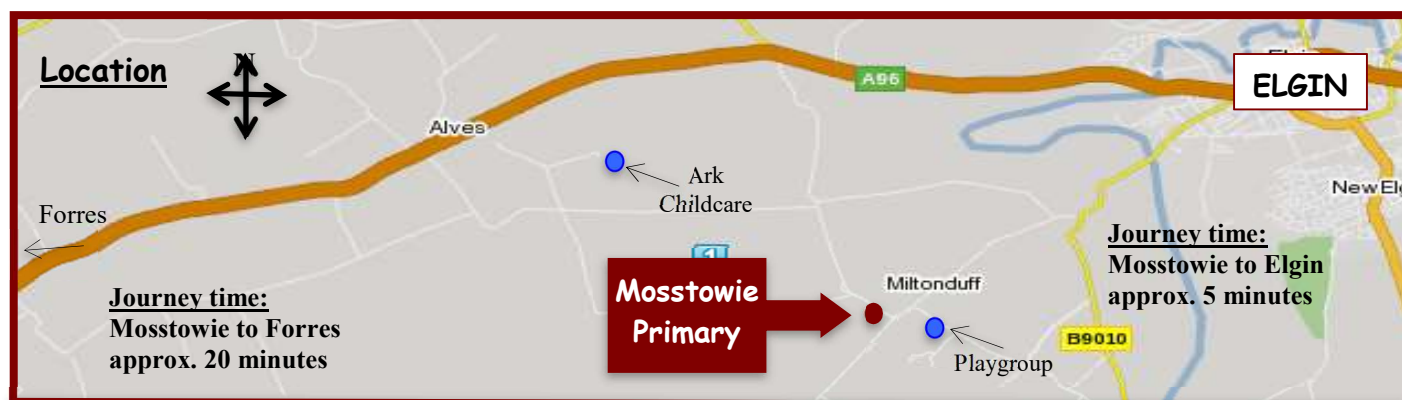
Telephone Number: 01343 547119
School Mobile: 07967 748 918

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

Moray Council website: www.moray.gov.uk

Education, Communities & Organisational Development: 01343 563374

Acting Head teacher: Nicole Fraser



This Handbook is updated annually by the Head Teacher. It is reviewed by staff, the Parent Council and the Pupil Council before publication and follows guidelines set out by the Moray Council. The information contained within is correct at the time of publication. Should you require any further information which is not set out in this document please contact the school office using contact details above.

Date of issue: December 2024

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Welcome to Mosstowie Primary School



Mosstowie Primary School
Miltonbrae
Miltontduff
Elgin
IV30 8TY
Tel No. 01343 547119

Admin.mosstowiep@morat-edunet.gov.uk

Dear Parents & Carers

Welcome to Mosstowie Primary School.

Our vision is to provide inspiring and challenging opportunities to prepare our pupils with skills and abilities to be inspired, be inspiring and successful in their future learning, life and work.

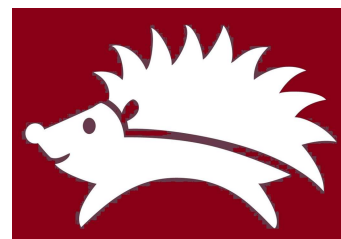
Our staff are committed to support our learners to settle quickly and comfortably in our school environment. We look forward to partnering with you in ensuring your children's needs are met and they have the best opportunities possible.

This handbook has been designed to provide you with information you will need while your child attends Mosstowie Primary.

Yours Sincerely

N Fraser

Mrs Nicole Fraser
Acting Head Teacher

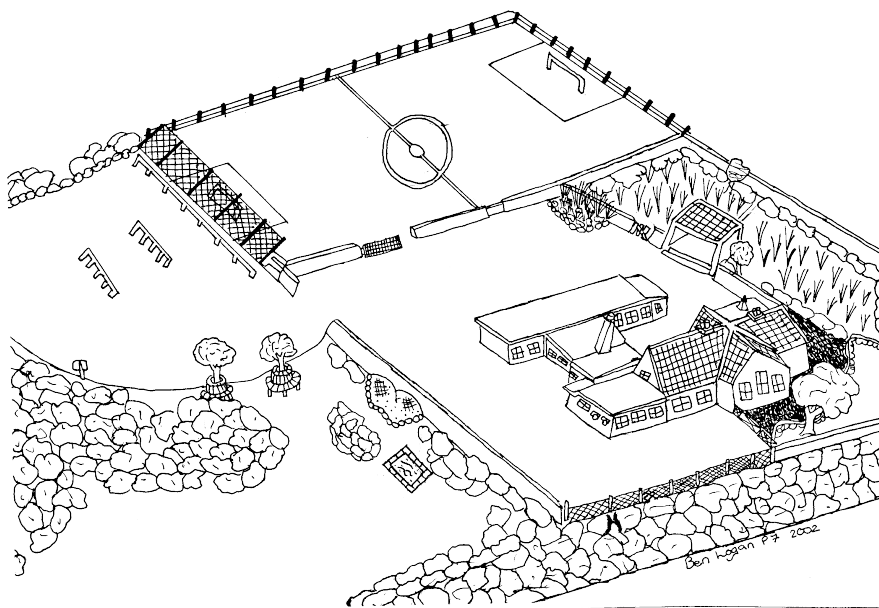


Background Information

Mosstowie Primary School is a non-denominational, rural school with 69 pupils in three composite classes. We are situated approximately three and a half miles west of Elgin in an idyllic setting between the adjoining communities of Milntonduff, Pluscarden and Mosstowie.

Mosstowie Primary School was built on its present site at the end of the last century and was originally a combined primary and secondary school. In 1962/63 the school was extended with the addition of two new classrooms, a hall and a staff room.

The present accommodation consists of three classrooms, a gym hall/dinner hall, a school office, a staff room and two smaller offices/teaching areas and a library area.



Outside we have very spacious grounds. In addition to having large sections of tarmac there is a grass sports pitch and an enclosed garden. This is also a large area of meadow surrounded by shrubs and trees with permanent play equipment, sand pit, shelters and seats.

We also have direct access to a fabulous area of woodland full of scots pine, rowan, silver birch and other native trees.

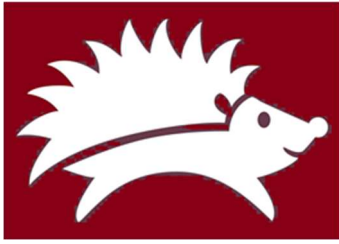
Regular newsletters are produced electronically and are available via a link on the Seesaw app and email. Paper copies are also available for those who require.

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

The associated 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



School Roll & Classes

Our school is made up of three composite classes P1-2, P3-5 and P5-7.
The number of learners at each stage dictates how we split classes.
The classes can change depending on the number of learners at each stage.
Each class will not exceed 25 learners.

The School Day for P1-P7

School begins at 9.00am
Morning Interval: 10.30am - 10.50am
Lunch Time: 12.30pm - 1.30pm
End of school day: 3.20pm

Learners should be supervised in the playground before the morning bell and after the end of day bell.

School Staff

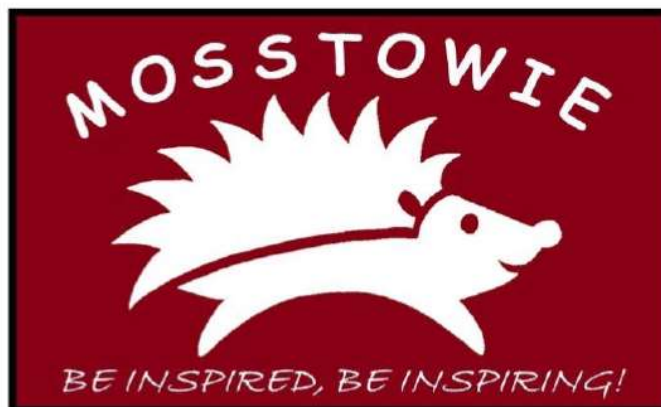
Nicole Fraser	Acting Head teacher/ P1-2 teacher
Siobhan Evans	Teacher P5-7
Tracy Pick	Teacher P3-5
Lorne Urquhart	Teacher P3-5 and P1-2
Shirley Miller	Primary School Administrator
Shirley MacAndie	Pupil support assistant, Children's supervisor and Classroom assistant
Janice Paterson	Pupil support assistant, Children's supervisor and Classroom assistant
Rosie Souter	Catering assistant
Rose Campbell	Catering assistant
Raymond Asher	Janitor
Alasdair Grant	Brass Instrument Instructor
Deborah Nealon	Strings Instrument Instructor
Erin Carrol	Woodwind Instrument Instructor
Chris Henderson	Ukuelele
Hamish Munro	Chanter
Jenny McWilliam	Drumming
Willem Smit	Quality Improvement Officer



Mosstowie Primary - Vision & Values

Our vision is to provide inspiring and challenging opportunities to prepare pupils with skills and abilities to be inspired, be inspiring and successful in their future learning, life and work.

Our school logo features our mascot: Mossie the hedgehog!



We aim to achieve our vision by upholding our values:

- | | |
|----------------------|---|
| Motivated | - We are ready to learn and are willing to develop a growth mindset. |
| Opportunities | - We are always learning in our unique school environment. |
| Skills | - We learn and practise skills that can be transferred to our daily life. |
| Supportive | - We are understanding, caring and kind. |
| Inclusive | - We are respectful to all members of our school and wider communities. |
| Encouraging | - We use our voice in a positive way. |



Ethos

Pupils, staff, parents and friends in the local community are all proud to be a part of Mosstowie Primary and we work together in partnership to make a successful place of learning.

We promote a nurturing, welcoming atmosphere and build positive relationships with parents, pupils, the community and outside partnerships and agencies.

High expectations of attendance, pupil achievement and behaviour are evident at Mosstowie Primary.

This is shown through our Mossie points, Head teachers awards and celebrations of wider achievement.

Pupil Voice

It is important for children and young people to have a say in how well our school is doing and how it can be improved. Our learners take on a range of leadership opportunities across our school through the following groups:

- House Captains and Vice Captains (P6-P7)
- Rota-kids (P5-P7)
- Health and Wellbeing Committee (P1-P7)
- Global Goals and Sustainability Committee (P1-P7)
- Playmakers (P6)
- Pupil Council (P1-P7)
- Gardening and Conservation committee (P1-P7)



Contacting Mosstowie Primary

Parents can contact staff in the School Office, on **01343 547119** 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 day.

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.

Regular communication is vital to ensure that staff and parents work in partnership effectively. If you have any queries please contact the school office.

We ask that you avoid trying to speak to the teachers at the beginning of the day, which is important preparation time for staff. The best time for 'a quick word' is at the end of the school day. However, to avoid disappointment, please make an appointment at the office or phone ahead because staff may have other meetings or commitments.

Should you wish to contact the head teacher please make an appointment through the school office.

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 either of the following options:

- ✓ By telephone: 01343 547119
- ✓ Update parentportal.scot

If your child is unable to attend school please inform the school office before 9.10am on the first day of absence. We would be grateful if you could state the reason for the absence and the likely return date to school.

If we have not heard from you by 9.10am we will attempt to contact you or (where that is unsuccessful) the person/s you have named as your family emergency contact/s.

In the unlikely event that we are unable to ascertain the whereabouts of a pupil we will contact the police for further investigation.

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.

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 a head injury, a 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 are kept closed during class time.

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 learners are already in school and conditions become severe, pupils may be sent home early. School will contact parents/carers by phone and through a Seesaw post, 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 head teacher will open the school hall when the bus arrives and look after the children until the bell rings at 9am.

If Mosstowie Primary School is closed due to severe weather, the school will place details on Seesaw 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. The School Information Line will then be updated and can be accessed as follows

Instructions for Use:

- Dial: 0870 054 9999
- Enter the School's PIN No: 031380
- You will get a confirmation message:
- Selected Mosstowie 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.

If you feel the matter is more serious in nature, you are advised to discuss the matter with the Head Teacher.

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

P1 Enrolment for pupils within school catchment zone

Enrolment for P1 pupils takes place in January.

The whole registration process, including placing requests, should now be completed online. You'll need to have scanned copies of your child's birth certificate and proof of address to upload and submit online, a clear photograph of these documents will also suffice.

The precise arrangements for enrolment are advertised by the Moray Council in the local press. Facebook, Twitter and on the Moray Council website. Enrolment forms are available online: [Primary School Enrolment](#)

Children who will be 5 years old before the end of February usually start school in August of the same year. Deferred entry: If your child's fifth birthday falls between the first day of the school term in August and the last day of the following February, you may choose to defer entry to primary school and continue in funded Early Learning and Childcare (Nursery) for an additional year. Your child's nursery can support you with this decision.

Nursery to Primary 1 Transition at Mosstowie

Our aim at Mosstowie is to make the transition from nursery to primary school as smooth as possible. We want it to be a happy time for both parents and children.

All parents are encouraged to visit the school with their child prior to the summer holiday especially if they are new families to the school or have not visited previously.

In May/June, all new P1 pupils for August are invited to a Teddy Bears' Picnic. This is a fun morning of games and activities outside where the children get to meet their teacher and other pupils who will be in their class. Two further sessions are offered that take place inside their classroom.

All P1 parents are invited to a settling in appointment in term 1. The purpose of this is for parents to meet their teacher and discuss how their child is settling into the school routine.

Teachers visit the children in their nursery environment and work closely with nursery staff to ensure the transition is as smooth as possible.

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. Each week we use our buddy time to partner up with learners from different classes and visit different class rooms to support learners in becoming familiar with the new environment they may move onto the following year.

New pupils

We are very happy to welcome new pupils and their families. Anyone considering placing their child at Mosstowie 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 and also meet some of the staff

P1 Enrolment for pupils OUTWITH school catchment zone

Parents must register their child at their local school, indicating their intention to make a placing request elsewhere. The Moray Council 'Placing Request Forms PR1' is available from the Moray Council: http://www.moray.gov.uk/moray_standard/page_49601.html

Children within the school catchment area have placing priority over pupils from outwith the zone. Out of catchment enrolments can only be offered if there are spaces available.

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.

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.

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.

Local Nurseries and Pre-School Provision

Mosstowie Primary enjoys close links with two pre-school providers in the local area. Both centres benefit from a safe and stimulating environment. They have a range of age appropriate resources and space for indoor and outdoor learning. The children learn through play and planned activities which helps to prepare them for the transition to primary school.

Miltonduff Pre-School

Miltonduff Pre-School is currently held in the local village hall.

They provide pre-school education for the 3-5 age group.

The opening hours are: **Monday - Thursday 8.30am-3pm Friday 8.30am-12pm**

For further information please contact Julie Goodfellow on 07738 159 805.

Ark Childcare

Situated 1.6 miles north of the school, Ark Childcare caters for babies to pre-school children. Children can be looked after at the centre from 7am-6.30pm.

There is also a breakfast club and an after school club, for school aged children up to 14 years old. The centre operates during term time and also during holidays and local in-service days.

For further information please contact them on 01343 551 664, or see their website:

www.arkchildcare.net

Childminders

There are some childminders that pick up from Mosstowie Primary. Please contact the school office for further information.

The Mosstowie Parent Council

Mosstowie 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 current elected, executive members for the Parent Council are as follows:

Chair: Vicky Doherty

Depute Chair: Shiree Miller

Secretary: Bri Wignall

Treasurer: Susie Summers

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:

- ✓ Parent/pupil appointments - October and April
- ✓ Seesaw
- ✓ Opportunities to hear parental views through consultations
- ✓ Opportunities to celebrate achievements
- ✓ Newsletters
- ✓ Support Plans/IEPs where appropriate
- ✓ Parental Feedback
- ✓ Events, nativity, school show
- ✓ Homework

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 Ways.

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. It must be meaningful and appropriate, within the capabilities of the pupil and take only an appropriate time to complete.

Homework is used by teachers to consolidate work across the curriculum and this is organised by class teachers and sent home in a jotter or supplied on Seesaw.

The emphasis for reading is about reading for enjoyment. We do not send home reading books but our learners can choose to take books home from the school library to enjoy with their family.

Parent consultations

At Mosstowie 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.



School Improvement Plan

Our School Improvement Plan outlines planned developments aimed at improving the educational experiences of all our pupils. The Improvement Plan is monitored and supported by Quality Improvement Officers at Moray Council who visit the school to evaluate and support school staff. A summary of the plan is issued to all parents.

Our current improvement plan 2024-2026 is ambitious and has targets to develop and improve the following:

- Increase pupil participation and leadership by giving all learners the opportunity to be involved in taking forward change
- Develop and track learner's achievements in school and use tracking data from out of school achievements to create opportunities for children who are not accessing any out of school activities.
- Refresh our approaches to RME, diversity, discrimination ensuring our curriculum gives opportunities to explore diversity and multi faith issues using the Moray Progressions
- Increase parental engagement for learning, using targeted events linked to the wellbeing Indicators

Details are available in the Mosstowie Primary School Improvement Plan- Parent Version available from the school office.

Standards and Quality

Full details of the school's successes and achievements are available in Mosstowie Primary Standards & Quality Report- Parent version available from the school office.

Promoting Positive Behaviour

At Mosstowie Primary we aim to:

- Promote positive relationships ensuring all children and young people are supported to develop the four capacities at the centre of Curriculum for Excellence
- Establish positive relationships and trust
- Create a culture of positive behaviour, ensuring that all learners have the opportunity to learn in a calm, safe, non-judgemental and supportive environment
- Establish a whole-school approach to maintaining high standards of behaviour that reflect the vision, values and aims of the school
- Provide a consistent approach to behaviour management that is applied equally to all learners
- Continue to improve relationships at Mosstowie for positive outcomes around inclusion, engagement, attainment and achievement in the short term and community safety and cohesion in the longer term

A draft of our positive relationship policy is available from the school office.

Mossie Points

We have a Mossie house point system in place at Mosstowie Primary to promote positive behaviour within our school. The emphasis is to demonstrate the school values.

Staff use praise and encouragement to promote the school vision, values and aims. Learners are awarded Mossie points or head teacher awards when they put the school values into practice, within school and the playground.

Mossie point scores are shared at assembly each term. The house with the most points each term are awarded an extra time to play together and the house with the most points at the end of the year will be awarded the house shield.

House System

Learners are allocated a house, either **Silver Birch** (yellow), **Scots Pine** (blue), and **Rowan** (red).

Primary 6 and 7 are invited to put themselves forward for the role of house and vice captains at the beginning of the school year. The candidates address an assembly and then pupils vote.

House and vice captains take part in various leadership opportunities throughout the year.

We hold house events in school during the year.

Assemblies

Assemblies are held weekly in our school and are led by the Head Teacher.

We use our assemblies 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

We follow the Moray Council Guidance on Anti-bullying: Building Better Relationships Anti-Bullying Guidance, Moray

Defining bullying

"Bullying is both behaviour and impact. The impact is on a person's capacity to feel in control of themselves... 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." - Respect for All, 2017

Within school we aim to:-

- Listen
- Reassure
- Establish the facts
- Deal with incidents
- Apply appropriate interventions
- Ensure that everyone has the same understanding of what bullying behaviour is
- Ensure that everyone is aware of the procedures
- Move on from the incident

Strategies to combat bullying

- Restorative practice
- Working together in partnership with learners and families
- Promote Children's Rights, Equality and Diversity, Nurture and positive relational approaches
- listen, learn, involve and respond using a relational based approach

Fundraising

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

Visitors and Outings

To extend the learning opportunities visitors are welcomed into the classrooms throughout the year (e.g. employers and local businesses as part of Developing Young Workforce). We also take pupils on curricular outings as appropriate. We try to subsidise outings as much as possible, but parents are, at times asked to contribute towards costs or to assist with transport using their own vehicles. All outings are risk assessed.



Curriculum for Excellence

All children and young people in Scotland are entitled to experience a coherent curriculum from 3 to 18, in order that they have opportunities to develop the knowledge, skills and attributes they need to adapt, think critically and flourish in today's world.

You can access further information about the curriculum and supporting your child on:

<https://education.gov.scot/parentzone/curriculum-in-scotland/>

<https://education.gov.scot/parentzone/getting-involved/>



Curriculum Rationale

Staff, pupils, parents and partners work together to lead learning for all pupils at Mosstowie, to achieve success in all areas of the curriculum. Quality relationships, based on trust and respect, are at the heart of this. We work together as a school community to develop, promote and sustain an aspirational vision for our curriculum.

Our curriculum rationale is currently under review and is being worked on as part of our school improvement planning this session.



The Curriculum

The curriculum is organised into following 8 areas: **Expressive Arts, Mathematics, Social studies, Health and Wellbeing, Religious and Moral Education, Technologies, Language and Sciences** Literacy, numeracy and health and wellbeing are recognised as being particularly important - these areas are seen as being the 'responsibility of all' staff.

Curriculum for Excellence 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 and Outcomes (Es & Os)

Experience - describes the learning activity taking place.

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



Health and Wellbeing

This is a fundamental part of all pupils' education. This aspect of the children's development is relevant across all areas of the curriculum and one that is closely monitored by staff. We aim to help our children develop self-awareness and self-esteem, become confident at dealing with various issues and build positive relationships. Learning through health and

wellbeing promotes confidence, independent thinking and positive attitudes.

Children and young people need to experience what it feels like to develop, enjoy and live a healthy lifestyle. They also need to learn ways of dealing with the many new and challenging situations they will experience throughout their lives. A healthy lifestyle supports physical, social and emotional wellbeing, and underpins successful learning.

At Mosstowie health and wellbeing plays an important 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 Mosstowie Primary School we think that children should have high quality learning and teaching experiences which will enable them to:

- experience positive aspects of healthy living and activity for themselves
- develop the knowledge and understanding, skills, abilities and attitudes necessary for their physical, emotional and social wellbeing now and in their future lives
- make informed decisions in order to improve their physical, emotional and social wellbeing
- apply their physical, emotional and social skills to pursue a healthy lifestyle
- make a successful move to the next stage of education

We use a variety of approaches and resources to support the teaching of health and wellbeing, including:

- Zones of regulation
- United Nations Convention on the Rights of the Child (UNCRC)
- Healthy Schools framework

Outdoor Learning is an important part of our curriculum. The children access the outdoors to enhance their learning and learn to appreciate and respect our unique school environment.

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 the Wellbeing Wheel to underpin all areas of learning. Every learner takes part in 2 hours of Physical Education per week.

Literacy & English

Our aim at Mosstowie is to provide all of our learners with inspiring and challenging opportunities to support them to use literacy efficiently for their future learning, life and work.

The development of literacy skills plays an important role in all learning. 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.

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

- Listening and Talking
- Reading
- Writing

Literacy learning is made up of play based learning and a structured systematic progression of skills in listening and talking, reading, including synthetic phonics and spelling programmes and writing.

At Mosstowie Primary School we believe that children should have high quality learning and teaching experiences which sets high expectations for literacy and the use of language. We do this by supporting our learners to:

- develop their ability to communicate their thoughts and feelings and respond to those of other people
- develop the high level of skills in listening, talking, reading and writing which are essential for learning, work and life
- use different media effectively for learning and communication
- develop a secure understanding of how language works, and use language well to communicate ideas and information in English
- exercise their intellectual curiosity by questioning and developing their understanding, and use creative and critical thinking to synthesise ideas and arguments
- enhance their enjoyment and their understanding of their own and other cultures through literature and other forms of language



Modern Languages

Learning other languages enables young people to make connections with different people and their cultures and to play a fuller part as global citizens.

At Mosstowie pupils in Primary 1-7 learn French and British Sign Language (BSL).



Mathematics

Our aim at Mosstowie is to provide all of our learners with inspiring and challenging opportunities to support them to use maths efficiently for their future learning, life and work. Each of us uses mathematical skills and concepts in everyday life. It allows us to make sense of our world around us. To face the challenges of the 21st century, each young person needs to have confidence in using mathematical skills 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

Mathematics and numeracy skills at Mosstowie are developed through planned active learning and play situations, which provide children with the opportunities to observe, play, explore, experiment, discuss and reflect on their learning.

Learning through mathematics enables our children and young people to:

- develop the essential numeracy skills which allow them to make associations with the world of work
- develop a secure understanding of the concepts, principles and processes of mathematics and apply these in different contexts.
- become mentally fluent, using resources, strategies and enquiry based questions.
- be flexible within their approach and methods of calculation
- develop skills to use resources and technologies confidently and effectively e.g. number lines, 100 square, calculators.
- explain their methods and reasoning, using correct mathematical terms
- build on previous experiences and recognising individual capabilities

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:

Expressive Arts

The expressive arts include experiences and outcomes in the contexts of art and design, drama, dance and music. At Mosstowie our children and young people have rich opportunities to be creative and imaginative and to experience inspiration and enjoyment.

Instrumental instruction in strings, brass and woodwind instruments is provided for some pupils. Primary 5 take part in ukulele lessons and some learners from P5 learn how to play the chanter.

Religious and Moral Education

Learning in RME at Mosstowie aims to help our learners

- Develop a knowledge and understanding of Christianity and other world religions and recognise religion as an important expression of human experience
- Explore moral values such as wisdom, justice, compassion and integrity
- Investigate and understand the responses which religions can offer to questions about the nature and meaning of life
- Develop the skills of reflection, discernment, critical thinking, and deciding how to act when making moral decisions
- Develop beliefs, attitudes, moral values and practices through personal search, discovery and critical evaluation, and make a positive difference to the world by putting beliefs and values into action

Science

At Mosstowie we aim to stimulate, nurture and sustain the curiosity, wonder and questioning of children and young people. Through science, children and young people develop their interest in, and understanding of, the living, material and physical world.

We cover the science experiences and outcomes in a 3 year rolling program at Mosstowie to allow coverage of these within our interdisciplinary learning from P1-P7.

The key concepts of Sciences have been identified as follows:

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

Technologies

To participate fully in modern life, children and young people need to be skilled and knowledgeable users of technologies and be ready to embrace further developments in the future. At Mosstowie we teach our learners how to use ICT safely, creatively and effectively, to develop their skills for their future learning, life and work. We cover the experiences and outcomes over a 3 year rolling program to ensure coverage and opportunities within our interdisciplinary learning from P1-P7 to enhance our learners experience.

The Technologies experiences and outcomes have been structured into five main organisers:

- Digital literacy
- Food and textile
- Technological Developments in Society and Business
- Craft, Design, Engineering and graphics
- Computing Science

Social Studies

We teach social studies at Mosstowie in a 3 year rolling program to allow coverage of the experiences and outcomes and opportunities within our interdisciplinary learning from P1-P7 to enhance our learning experience.

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.



Assessment, Achievement and Attainment

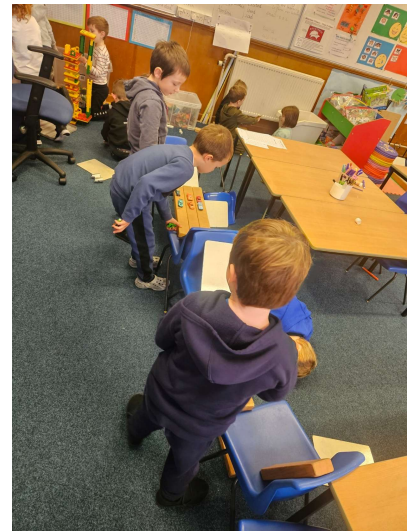
A range of assessment approaches are carried out at Mosstowie to allow our learners to demonstrate what they know, understand and can do.

Assessment is very important for tracking progress, planning next steps, reporting and involving parents, children and young people in learning.

We regularly use formative assessment strategies that are informal assessments that allow us to assess our learners understanding and tailor the classroom lessons to meet the needs of all our learners. This is part of our day-to-day teaching. Learners are fully involved in this process so they can take ownership of their learning.

Summative assessments are used over a longer period of time to assess an area of the curriculum after a block of learning at specific times of the year and in certain stages. This is usually how we can evaluate a learners knowledge and understanding over a period of time.

National Standardised Assessments for Scotland are standardised assessments in literacy and numeracy to help identify children's progress which provides diagnostic data to support teachers' professional judgement. These take place at the end of P1, P4 and P7.



At Mosstowie we recognise and celebrate achievement and the skills gained for learning, skills for life and skills for work that are developed through this achievement.

We do this:

- to increase self-esteem, improve motivation and keep young people engaged in their learning
- to encourage our learners to reflect on their learning – where they are and where they want to go
- to help them explain the skills they have gained

Getting it Right for Every Child (GIRFEC)

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

As part of the national GIRFEC approach children and young people from birth to 18, or beyond if still in school, and their parents will have access to a single point of contact to help them get the support they need. In primary schools this will usually be provided by the 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 either by phone, email or alternatively a letter marked for the attention of your child's Headteacher.

Additional Support for Learning

Children or young people may require additional support for a number of reasons. We support our learners who need extra support to make the most of and feel included in their learning.

We use a Staged Intervention Process to identify, assess and plan for additional support needs, based on the [Getting it Right for Every Child \(GIRFEC\) framework](#). This helps us decide when more targeted support is needed.

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 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

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, 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 \(2021\)](#).

Playground supervision

Playground supervisors are on duty outside both at morning interval and lunchtime. They can all be easily identified by their fluorescent yellow vest.

Medication

It is essential that parents inform the school of all medical needs.

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.

The document, "Supporting Pupils with Medical Needs in Schools including The Administration of Medicines" is available on the Moray Council website.

School Uniform

Pupils are encouraged to wear school uniform. We wear burgundy jumpers/cardigans. There is no requirement to purchase branded school uniform however branded uniform can be purchased from Dallas Designs: www.dallasdesignsltd.co.uk

All articles of clothing should be clearly marked with the **name** of the owner.

Pupils should bring a coat to school everyday.

Information for parents/carers about clothing grants can be accessed here: [Moray Council website](#)

PE Kit

For P.E. pupils require to wear shorts/joogers/leggings and a t-shirt (no football tops please) and have indoor gym shoes for hall times and outdoor trainers for outdoor activities. The P.E. kit should be worn on their designated PE day which teachers will make you aware of at the beginning of each term.

During the winter months P6-P7 pupils can also use Milntown Village Hall. Pupils need to come dressed appropriately for the walk to and from the hall. This includes wearing a coat.

Parents/Pupil/Teacher Meetings and Reporting

At the end of term 1, parents are invited to attend a 'settling in' meeting. Pupils from P3-P7 are also expected to attend these meetings if possible.

In term 4 parents are invited to a progress meeting to discuss the level the pupil is working within. The pupils' work is on display for children to share with their parents at this meeting.

Pupil reports are in line with the expectations of the Curriculum for Excellence, and are sent out electronically shortly before the second parents' night. These documents help to inform discussion at parents' nights and help to identify any further interventions/learning targets.

Data Protection

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.

Photography and Video

We request that parents give permission to use photographs and videos of pupils. Throughout the year we record pupils' development and achievements through the use of media. We share this success on wall displays, in school publications and on Seesaw.

Seesaw

Seesaw has proved to be very popular with pupils, parents and staff at Mosstowie. Parents are sent regular updates about the learning taking place in class - including photographs, short videos of children achieving, examples of their work and class term overviews of learning.

Seesaw is a closed site that is password protected so parents only see posts that are relevant to their own children. Posts are received instantly on phone and/or computer and parents are able to add instant feedback to posts. We also use Seesaw to inform parents of school events, important information and publishing our newsletter.

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.

School Meals & Packed Lunches

School lunches are free for all P1-P5 pupils. Primary 6 and 7 can order a two-course lunch every day for £2.45. This is payable online at:

<https://online.moray.gov.uk/site/wss/request/ipayimpact>

Moray Council website can be accessed for further information on how parents/carers can apply for free school meals.

Parents should inform us of any special dietary needs for their children.

Parents can choose to provide a packed lunch for their child/children. Pupils are advised not to share, taste or handle foods from snacks or lunches of other children.

All lunches are served in the school hall.

We are a **nut free** school so please do not include any nut products in snacks or packed lunches.

The school meal menu can be accessed here [Primary menu](#)

Transport

School Bus

Parents are responsible for the safety of their children, prior to pick up and following the departure of the school bus at the designated pick-up/set down points.

Parents are responsible for supporting their children to cross the road for pick up/drop off.

Private Transport

Staff are responsible for pupils' well-being and safety at all times during the school day.

Parents are responsible for pupils being delivered safely to school, on time, before the morning bell rings at 9.am. It is also the responsibility of parents to ensure that children are picked up from school, on time, each day at 3.20pm.

Pupils who find themselves waiting, uncollected at the end of the school day should return to school after approximately 5 minutes so school staff can contact parents or emergency contacts. Every effort will be made to contact an appropriate adult but should it prove difficult the police may be contacted to assist.





Parking and Road Safety

For pupil safety, yellow lines indicate "No Parking" areas outside the school. This includes the space for the school bus. We would also respectfully ask that parents do not to park on the blind corner at the top of the hill at the end of the day. Please be mindful when parking in the rear car park. Our car park can be very busy so please make the best use of the space. Children and adults are not allowed to ride or park bikes in the playground when unsupervised and pupils should have completed a recognised bikeability course before cycling to school. This is offered to some of our pupils each year.

Notes for Parents and Carers booklet

Moray Council has produced a "Notes for Parents and Carers" booklet, which is designed to provide basic information about the education system in Moray and also to detail specific areas of government legislation which may relate to your child's experience at school. This booklet is available from the school, from Education, Communities & Organisational Development, or the Moray Council website

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

This booklet is also available in other languages.





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 Wednesday 14 August 2024
Autumn Term	Starts	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:		
Buckle 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 Wednesday 20 August 2025
Autumn Term	Starts	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 Wednesday 19 August 2026
Autumn Term	Starts	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

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

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

Privacy statement

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

The type of personal data we will collect include:-

Data about our pupils/children and their families

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

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

Data about pupils/children at school

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, and in newsletters and other communications. We do this in order to celebrate and share what we have done, including individual achievements and successes. We consider this use of images to be part of our public task as it helps us build an effective community which supports learning. We will not, however, publish these photographs on social media or in newspapers without permission. Consent for this use will be sought when a pupil/child joins Mosstowie Primary 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 Mosstowie Primary.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that need to. We will not keep personal data for longer than is necessary and follow the Council's Record Retention Schedule and archival procedures when records are identified to be of historical value and require to be retained in the Moray Council Archives. For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern, see the http://www.moray.gov.uk/moray_standard/page_41220.html

Sharing personal data to support Wellbeing

In addition to the above, Mosstowie Primary 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, community or another professional. You can expect that we will tell you if we are concerned about your child's wellbeing, and talk to you about what supports might help in the circumstances. Supports are optional and you will not be required to take them up.

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

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

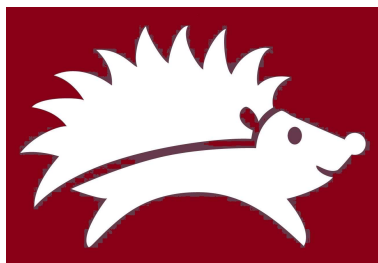
Alternative formats

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



Thank you very much for taking the time to look through our school handbook.