

Success for ALL



The Moray Council Education and Social Care
PORTESSIE PRIMARY SCHOOL
SCHOOL ROAD
PORTESSIE
BUCKIE
Moray
AB56 1TN

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

THUS INFORMATION LINE: 0870 054 9999 Pin: 034120

School Website: <http://www.schools-online.co.uk/portessieprimary>

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

Success for ALL

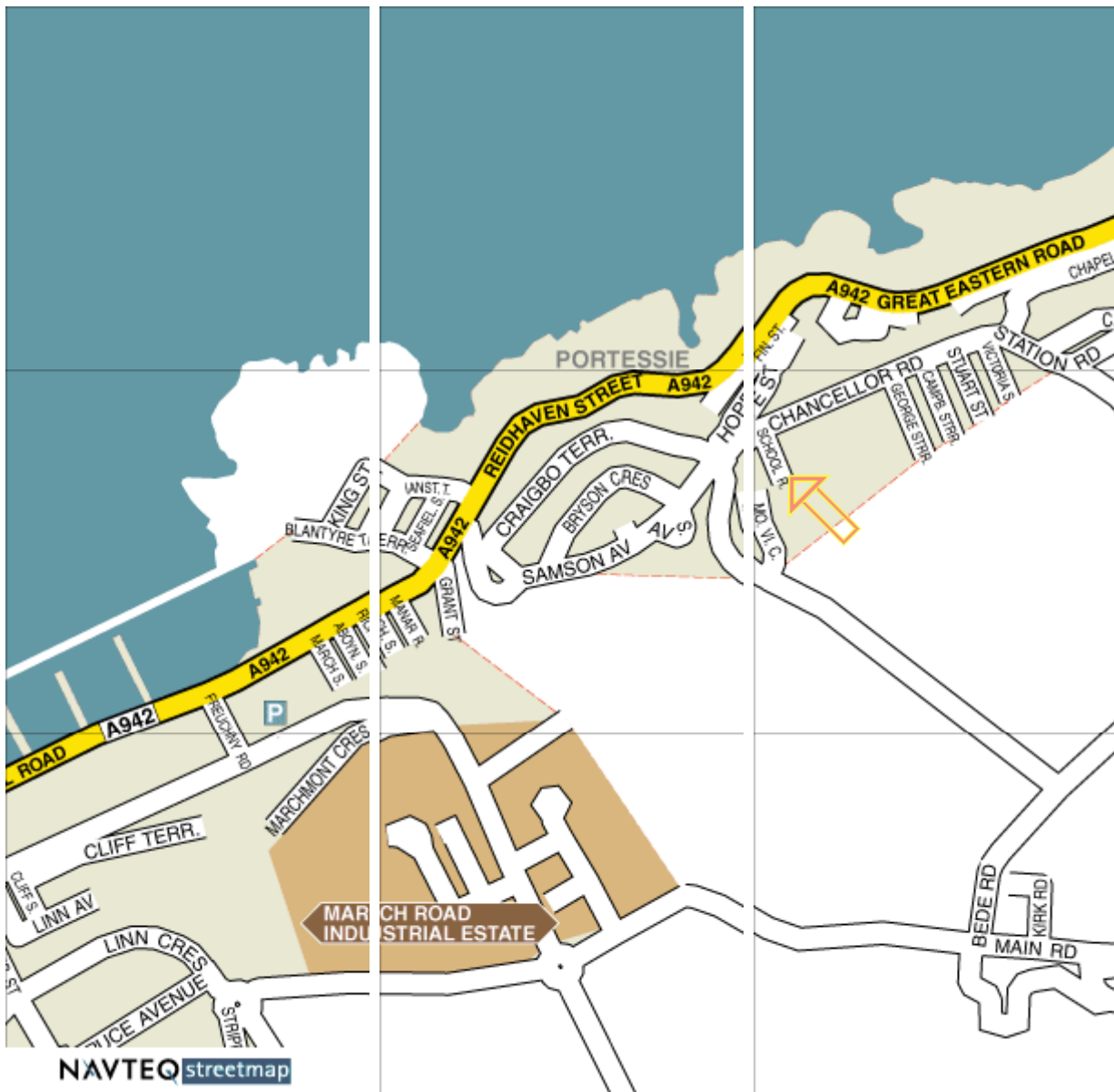
Head Teacher
Administrator

Mrs Alison Vass
Mrs Linda Walls

Opening Times:

Primary	Morning	Interval	Lunch	Afternoon
Primary 1,2 & 3	9:00 - 12:15	10:30 - 10:45	12:15 - 13:15	13:15 - 14:45
Primary 4,5,6 & 7	9:00 - 12:30	10:30 - 10:45	12:30 - 13:15	13:15 - 15:00

Portessie, Buckie



WELCOME TO PORTESSIE PRIMARY SCHOOL

Portessie Primary School provides an educational service to children from Primary 1 through to Primary 7 (ages 5 years - 12 years). We are a non-denominational primary school with a current roll of 81 primary children. We share our premises with Portessie Playgroup, our local partnership pre-school provider.

The school was opened in 1948 and originally was part of a Junior Secondary. We are all proud of our heritage and the role the school plays in the local community. The school has over the years fostered strong links with the community in which it is situated. The local church is used for end of term assemblies, the chaplains from across the village regularly visit, we link with the Portessie Public Hall, the WRI, Buckie Thistle Football Development and many other local organisations.

There are extensive grounds around the school including a car parking area, raised flower beds, tarred and grass playing areas, a large play park and enclosed pre-school play area. Our playground has painted games to encourage children to play cooperatively. Our school is situated next to rural farmland, but only five minutes walk from the beach.

Pupils are in mixed ability classes, as far as possible, according to their ages. Schools in Scotland are staffed to a formula that relates to the school roll. Hence, the size and distribution of the classes means that we may have to form composite classes, a feature in most schools.

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

A newsletter is sent home with the children to ensure that parents are kept up-to-date with all school activities, holidays etc. Information is also posted on our Facebook page.



ENROLMENT AND TRANSFERRING

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

In January a notice is placed in the local newspapers, which informs parents about the enrolment dates. Apart from the school brochure every parent enrolling a child for P1 will be given a separate induction package. There will also be a number of opportunities for both children and parents to visit the early stages department.

The first 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 in Portessie have experience in ensuring that new pupils arriving at the school are handled sensitively.

New pupils

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

Transfer from other schools

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



Playgroup

A playgroup meets daily in school - every morning and every afternoon. The Playgroup leader is Fay Farquhar and together with her Assistants, Morag Nye and Mary Reid have places for children from the age of two. The Playgroup is a partnership playgroup with funding for 3 and 4 year olds and is managed by the parents of the children on the register. Volunteer representatives of the parents are elected annually to serve as Office Bearers who oversee the day-to-day running of the group.

The Committee hold regular meetings and new members are always welcome to assist with arranging outings, ideas for fund-raising, occasional rota duty etc.

The group is registered with the Moray Council's Social Work Services and is a member of Highland Pre-School Services.

Moving onto Secondary Education

At the end of Primary 7, pupils move onto their secondary education. Most children at Portessie move onto Buckie 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 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.

The contact details for Buckie High School are:

Head Teacher: Mr Neil Johnston
Buckie Community High School,
West Cathcart Street,
BUCKIE
AB56 1QB
Tel: 01542 832605

Email: admin.buckiehigh@moray-edunet.gov.uk



PROCEDURES FOR CONTACTING THE SCHOOL

Parents can contact Mrs Linda Walls, the School Administrator, on 01542 832288.

You can use the school telephone information line to hear about any school announcements e.g. in the event of severe weather closing the school. Additionally, you can use the school information line to leave any non-urgent message when the school is not open.

ABSENCE

If your child is unable to attend school, e.g. due to illness or medical appointments, please contact the school office using the THUS information line number (see details below) and leave an explanation as to why your child is not at school. This will generate an email which will be accessed daily in the school office.

We would like to stress that no child who is ill can be happily educated. It is much better to keep a pupil at home an extra day until he/she recovers than to send him/her back to school feeling miserable.

It would also be appreciated if a letter be sent to explain reasons for withdrawal from P.E. etc.

FAMILY HOLIDAYS DURING TERM TIME

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

SCHOOL INFORMATION LINE

The school operates the THUS system which is activated using the following number and PIN code to identify which school you may wish to leave a message for.

Call 0870 054 9999 - Portessie School PIN number 031420

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 the call.

CONCERNS AND COMPLAINTS

Portessie Primary has an open door policy, which means that parents are welcome in the school at any time, signing in at reception first. If, however, parents wish to discuss something in depth it is better to make an appointment for a time when the teacher is free from class commitment. If issues remain unresolved then an appointment can be made (through the school administrator) with Mrs Vass, the school's head teacher.

PARENTAL INVOLVEMENT OPPORTUNITIES

At the start of each session parents are informed about the arrangements made for the formal reporting of each child's progress. Reports are undertaken in the following ways - a written report, parents' interview evenings and when necessary, regular meetings.

We wish to fully involve parents in their child's education. In October and March, we have teacher/parent appointments with the purpose of setting targets for your child's learning throughout the school year. Our open door policy means you are welcome to approach the school office to request an appointment, to speak to a teacher or other member of staff at a mutually convenient time.

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

Parents, teachers, and friends of the school share their interests and expertise with children in a variety of extra-curricular activities. The programme for these is organised at the start of each session and depends on the availability of support. We believe that it is important for children to participate in school concerts, educational trips, local activities and inter-school competitions, etc. We appreciate the help we receive from our parent volunteers.

We ask you, as parents, to take an active interest in all that your child does and support us in maintaining the high standards set by the school. We also offer open afternoons for parents to see their child's learning and achievements.

Please continue to support your child's learning at home. Allow time to complete reading and other homework in an environment that is free from distractions. Discuss their learning with them, and do not hesitate to add any comments you have about their learning, when you sign their reading records or homework diaries. Children will all have home/school diaries in which learning activities and other important news can be shared.

PARENT CONSULTATIONS

At Portessie Primary, we value the opinions of our parents and members of the community. We consult with a sample of people before making important changes and putting new policies in place. E.g. School Vision and Values, Slochie Rewards.

PARENT ORGANISATIONS

Parent Council

Portessie Primary has a Parent Council. Elections take place on a two yearly cycle and the school sends the information directly to parents prior to the event. We are fortunate in being well supported by a great team of parent representatives on our Parent Council.

We recognise that parents are the first and foremost educators of their children and know them best. We strive towards promoting parent and school partnership and the Parent Council exists to:

- support the school in its work with pupils
- represent the views of parents
- promote contact between the school, parents, pupils and the local community
- report annually to the parent forum.

Parent Support Group (PSG)

The school is supported by a very active and vibrant Parents Support Group (PSG) who organise a number of fund raising events throughout the year such as Family Barbecue, Christmas Fayre, Quiz Nights, Soup and Sweet to name but a few. As well as this they support with help at Bulb Show, School Sports etc. This is open to all parents to join and is constituted annually as a Sub-committee of the Parent Council.

Parents are encouraged to offer support to the school through involvement with this group which ultimately helps the school in developing a community led school with a supportive ethos covering all aspects of both financial and physical support to the school, staff and pupils. For further information, parents should contact the school office in the first instance.



INFORMATION FOR PARENTS AND CARERS

Success for ALL

A series of leaflets has been produced by Education and Social Care for parents and carers. These leaflets are available from the school foyer, or from the Moray Council Internet site. The "Information for Parents and Carers" leaflet is available in other languages.

A "Notes for Parents and Carers" booklet in pdf form is also available.

Please see **Appendix A** at the rear of this handbook for information on links to The Moray Council's internet site web pages.

Parents can have access to the School Improvement Plan and annual Standards and Quality Report at the school office. A copy is available in the school foyer.

SCHOOL IMPROVEMENT PLAN

Full details are available in the school's full '*School Improvement Plan*'. A copy can be requested at the school office or found on the school's website.

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

1. Ensure our curriculum is designed to improve the learning outcomes in order to meet the needs of all pupils.
2. To create a positive learning environment which is engaging, active, challenging, motivating and differentiated.
3. To continue to develop AifL (Assessment is for Learning) across the school, including the nursery in order to improve the learning outcomes for pupils,
4. Recognise and celebrate achievement both within and out-with school
5. Continue to work in a collegiately, where parents, pupils, school staff and community share understanding and responsibility.
6. To improve communication between school and home through developing use of the school website and GLOW.

THE SCHOOLS SUCCESSES OVER THE YEAR

Full details of the school's successes and achievements are available in '*Standards and Quality Report*' - *Portessie Primary School*. (Refer to school website)

Achievements continue to be celebrated regularly through weekly assemblies, presentation of certificates, out of school achievements displays in our Hall Corridor and celebration of events in local newspapers. This year we have continued to experience many successes and achievements; some of these are:

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- Taking part in local competitions, namely, basketball, cross country, orienteering, football, rugby, Kwik Cricket, Inter School Sports, Rotary Quiz, Library Quiz, Moray Music Festival,
- Enjoying a week long residential trip to Abernethy focusing on skiing and outdoor education
- Slochie Rewards
- Very successful Bring and Buy Sale raising £438 for Seeds for Africa. Also raised funds for Children in Need, Save the Children and providing entertainment at the village Burn's Supper and Christmas Concert.
- Pupils planning school events eg, St Andrews Day, Open Afternoon, Bring and Buy Sale, Ragbag recycling.

SCHOOL ETHOS

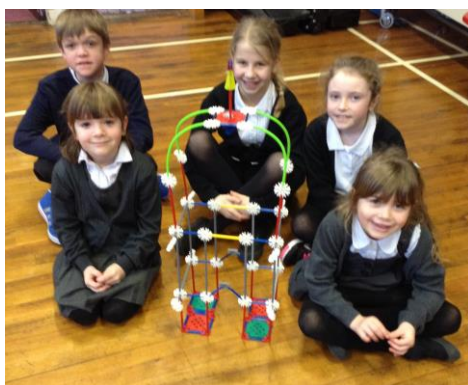
At Portessie Primary, we aim to inspire, include and improve educational experiences for all of our pupils and we promote "*Success for ALL*". Every child in this school is an important person with particular interests and needs. To ensure that the school is a happy, secure and successful place for our children we need the support, understanding and interest of parents. The purpose of the school handbook is to give an overview of the school and the education it seeks to provide.



AIMS

At Portessie Primary School we want to enable our children to be 'successful learners', 'confident individuals', 'responsible citizens' and 'effective contributors'. We do this in a variety of ways:

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



VISION AND VALUES

In discussion with pupils, teachers and parents we devised a mission statement for our school which is: *"Success for ALL"*.

The values which should be upheld within the school were also decided upon. At Portessie Primary, we asked our school community what we wanted everyone at the 'Slochie School' to be....

S uccessful

EVERYONE at our school will have the chance to experience success. We will all feel proud of what we have achieved and proud to be a pupil of Portessie Primary

L earning

All pupils will take an active part in their learning, be involved and be reflective. We all want to learn more and have a chance to use what we have learned.

O rganised

We will all come to school with the right equipment and attitude ready to learn.

C onfident

We will encourage each other to be ambitious, to try our best and reach our potential, be as great as we can be.

H appy & Healthy

It is really important for everyone to feel happy, respected and safe in our school. We will all learn how best to live healthy lives.

I ndependent

Everyone in our school is encouraged to think and learn for themselves

E nquiring

Knowing how to find out more and apply our learning is an important part of what we do every day

PROMOTING OUR VALUES

House Captains

Children in P7 are all encouraged to apply for the post of house captain. Following the completion of application forms, the house members listen to presentations before electing their own house captains giving senior pupils the opportunity to take responsibility. House captains are responsible for encouraging their fellow House members to follow the Golden Rules and earn points for their House.

Pupil Council

Each term, each year group nominates a Year Representative and together with the House Captains, form the **Pupil Council**. Pupil Council meets weekly and discuss such issues as Fund-raising, school events, community issues and behaviour.

SLOCHIE Rewards

Based on our Vision Statements, the pupils earn weekly points for:

1. Being in school on time
2. Taking part in Fruity Friday
3. Completing their Homework
4. Bringing the appropriate equipment to school
5. Displaying Good Manners

At the end of each term, pupils with the most points are rewarded with a treat (eg Movie afternoon, Games afternoon, Beach Picnic, Bouncy Castle). Pupils who reach a certain agreed target, also receive a reward.

ASSEMBLIES

Assemblies are held regularly in our school and parents are welcome to attend. The head teacher, classes, visitors and school chaplains, Mr Willie Aitken and Mr Gordon McNeish present these assemblies on a rota basis.

We use our assemblies not only for religious observance but also to promote sound moral values and to celebrate success. Special assemblies, open for anyone to attend, are held in the Methodist Church at the end of each term.

Religious And Moral Education

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

- Beliefs
- Values and Issues
- Practices and Traditions

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

Inter-House Competition

Every child at Portessie Primary is allocated to a house - Craigenroan, Rathven, and Strathlene - and they all have opportunities to contribute towards the points system for house initiatives. These achievements are celebrated at Weekly Assembly and at the end of the Session a trophy is awarded to the "winning" house.

PROMOTING POSITIVE BEHAVIOUR

School Rules

The purpose of the school rules is to foster pride in self, pride in school, consideration for others and their property and finally, care for the safety and well being of others.

The School Rules are discussed and reinforced at School Assemblies and in the classrooms in many different ways. We are committed to using positive attitudes towards the pupils; to praise rather than blame; encouraging good behaviour rather than pointing out the bad.

Children are expected to follow the school rules in order to promote positive behaviour. Generally, children are made aware that they are responsible for their own actions, and that breaking rules will lead to disciplinary action. Sanctions include

- reported to the Head Teacher
- punishment exercises
- withdrawal of privileges
- parents/carers asked to discuss behaviour and agree future conditions
- exclusion from school
- reparation for deliberate destruction of another's property

You should also be aware that any incidents involving violence, dangerous weapons, drugs or alcohol are reported immediately to Educational Services, and the Police may also be involved.

Sanctions

Apologies

Written exercises

Completing unfinished work

Loss of privileges



Serious or persistent misbehaviour

We do not look for the "serious" misdemeanours such as swearing or impertinence to adults but if a pupil is proving difficult then he/she would firstly be "warned" by the Principal Teacher. If there is no improvement in behaviour, parents would be informed. Parents and teachers are partners in the pupils' education. Likewise they are partners when it comes to any pupil having difficulty coping within the school environs. The full "Better Behaviour, Better Learning" policy is available on request.

BULLYING

The school ethos on bullying is one of "zero tolerance". This means that we will not tolerate the oppression of one person by another. Bullying can lead to misery and suicide. It should not be "Don't tell tales" though it may be "Don't tell petty tales". Our ethos is one of welcoming any child's genuine cry for assistance.



Having determined that each child has an avenue to voice concerns and that he/she never feels there is no opportunity to air genuine worry, we then identify those occurrences that require attention, and, despite the fact that this takes time, we give our fullest attention to the fight against bullying.

Our Aims in dealing with bullying are:

- To develop a sense of self discipline and an acceptance of responsibility for their own actions.
- To create conditions for an orderly school environment in which effective learning can take place, and in which there is mutual respect between all members, and where there is proper concern for the environment.
- To encourage in all children a developing awareness and responsibility for the community in which they live and to contribute to that community as positive citizens.

Such aims are best achieved in a framework which permits a relaxed and pleasant ethos and atmosphere in which pupils are able to function without anxiety and are able to give of their best.

Advice for all pupils:

- If you are being bullied or know of someone being bullied you must tell. We cannot do anything about it if we do not know. We are here to help.
- If you see someone distressed, do something. Doing nothing suggests approval.
- Inform an adult immediately.
- Do not tolerate bullies in your friendship groups. Only accept those who do not bully. Bullies will soon stop if they are socially excluded.
- Operate a non violent caring behaviour towards each other.

Further details of the Portessie Primary school management actions relating to bullying are contained in the Pupil Welfare Policy which may be viewed at anytime in the school office should any parent or guardian wish further information on this particular subject.

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 jobs of tomorrow in a fast changing world. All children and young people have an entitlement to provision of an excellent education so that they develop **skills for learning, life and work**.

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

A fact file about the 'Curriculum for Excellence' for parents/carers which provides a more comprehensive overview of CfE (and an explanation of the terms used) is available from the office. You can also access further information about the curriculum and supporting your child on:

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

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

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



Curriculum for Excellence 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

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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 detailed planning to deliver inter-disciplinary learning opportunities using interesting topics e.g. Fairyland Victorians, Minibeasts, etc. Not only do children learn more about the topic, but they are continuously developing their literacy, numeracy and team working skills.

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

Key areas of Education

- **Literacy** across learning,
- **Numeracy** across learning 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 following website page has more information on other subjects and knowledge covered by the curriculum:



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

The Seven Principles -	The Eight Curriculum Areas -
<p>All learning must take account of these principles:</p> <ul style="list-style-type: none">• Challenge and Enjoyment• Breadth• Progression• Depth• Personalisation and Choice• Coherence• Relevance <p>This is to ensure children's development is useful and meaningful</p>	<p>Containing a range of subjects:</p> <ul style="list-style-type: none">• 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.

LANGUAGE

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

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

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

Modern Languages in the Primary School

We aim to offer French to senior pupils and the programme, which includes, singing, movement and games, are determined on ASG Guidance.

MATHEMATICS

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

In Portessie 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. Learning in mathematics enables our pupils to:

- develop a secure understanding of the number value, number bonds and essential numeracy skills and apply these in different contexts,
- apply skills and understanding creatively and logically to solve problems, within a variety of contexts, including real life situations

Where appropriate, Pupils in Primary 4-7 are organised in Maths Sets which ensures appropriate pace and challenge. Activities which allow the children to actively participate in their learning are promoted, particularly in mental calculations.

HEALTH AND WELLBEING

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

- make informed decisions in order to improve their mental, emotional, social and physical wellbeing and experience a healthy living and activity for themselves
- experience challenge and enjoyment
- establish a pattern of health and wellbeing which will be sustained into adult life, and which will help to promote the health and wellbeing of the next generation of Scottish children.

Aspects of Health and Wellbeing are promoted in all areas of the curriculum.



SCIENCE

Through participating in the experiences and outcomes in the sciences, children will:

- develop a curiosity and understanding of their environment and their place in the living, material and physical world
- develop skills of scientific inquiry and investigation using practical techniques
- apply safety measures, devise and carry out investigations to find answers
- develop an understanding of the Earth's resources and the need for responsible use of them



SOCIAL SUBJECTS

Social studies develop the child's 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. As they mature, children and young people's experiences will be broadened using Scottish, British, European and wider contexts for learning.

It aims to..

- develop their understanding of the history, heritage and culture of Scotland, and an appreciation of their local and national heritage within the world
- broaden their understanding of the world by learning about human activities and achievements in the past and present
- learn how to locate, explore and link periods, people, events and places.

EXPRESSIVE ARTS

The Expressive Arts comprise Art, Drama, Music and Physical Education. Learning in, through and about the expressive arts enables children and young people to children will develop their creative talent and artistic skills. Expressive Arts presents opportunities for children to:

- be creative and express themselves in different ways
- experience enjoyment and contribute to other people's enjoyment through creative and expressive performance and presentation
- develop important skills both those specific to the expressive arts and those which are transferable to other areas

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Visiting specialists in Art, Music and PE are timetabled to regularly teach all the classes in the school and liaise closely with all class teachers, offering advice about the development of their own subject.

RELIGIOUS EDUCATION

Within R.E. PSD and Citizenship children are shown examples of Christian morality, other World religions and are given the opportunity to ask questions and seek answers to the problems facing the wider world today. Awareness of cultural values is emphasised and tolerance of others is expected of all pupils. Our school chaplains attend our weekly assemblies. These may be taken by the chaplain him/herself, the Head Teacher or by the pupils from a class.

End of term services are held in the local Church and parents and friends are invited to attend. Parents who wish their child to be excluded from Religious Education may exercise this right.

TECHNOLOGIES

The technologies framework offers challenging activities which involve research, problem solving, skills and materials and often allows real contexts to be explored in the classroom. A large part of this is ICT in the classroom. Computing Skills are presented from P1 through to P7. Pupils use programmes relevant to their theme and within mathematics, are taught how to use data-bases and spreadsheets on the computer. In all classes there is an emphasis on presentation and pupils learn word-processing skills which give them pride in the resulting print out. All classrooms have networked computers and all pupils have their own password and e-mail address. For internet access, parental permission is sought annually. Great use is made of interactive Smartboards to help enhance the learning and teaching in every class.

ACTIVE LEARNING

At Portessie Primary, active learning is seen as an appropriate way for children to develop vital skills and knowledge and a positive attitude to learning. Active learning is learning which engages and challenges children's thinking using real-life and imaginary situations.

It takes full advantage of the opportunities for learning presented by:

- spontaneous play
- planned, purposeful play



Success for ALL

- investigating and exploring
- events and life experiences
- focused learning and teaching

In our early year's classes, structure play activities present opportunities for pupils to develop and explore new skills and enrich their learning. Play allows for cooperation, social understanding and respect for each other. As your children progresses through the school, active learning allows the pupil to take more responsibility for their learning and have a clearer understanding of skills and knowledge learned.

Examples of how children will learn differently are:

- **Using technologies** Find, research, communicate, create and present.
- **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.

SKILLS

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

- Higher order skills - thinking about complex issues, problem solving, analysis and evaluation and creativity.
- Critical thinking skills - making judgements and decisions, communicating, co-operating with others, self organisation.

Important themes are Enterprise, Global Citizenship and Sustainable Development.

ASSESSMENT

Assessment is the cornerstone of good teaching practice and it is important that information about children's progress is collected systematically and used for appropriate action. To this end we conduct start of year class assessments of the child's stage of development in reading, spelling, writing and maths in every class. Regular tracking of all children's' progress takes place.

Success for ALL

PIPS testing of Primary 1 pupils takes place at the start and end of the school year. Primary 3 and 6 pupils complete INCAS tests in Reading and Maths. These diagnostic assessments are used as an internal tool in the school to confirm the teacher's assessment of the children's' learning needs. It also checks the child's progress over the year.

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

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

REPORTING

Reporting informs parents/carers of their child's progress. This can be in the form of written reports and parent appointments. The written report in June will advise how much progress has been made against targets set during the parent appointment in October and in March. Learning and achievements are also reported more informally at 'open afternoons' or via 'learning wall' displays.

Teaching staff and school management may also get in touch with parents/carers to discuss any learning, personal or behaviour matter as issues arise.

SUPPORT FOR LEARNING NEEDS & ADDITIONAL 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 any difficulties. When a child has been identified as requiring additional support, parents will be notified and invited to come in to school to discuss the matter with the class teacher and/or the Support for Learning teacher.

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

Success for ALL

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. Children requiring extra help, may also be supported in the additional support needs base. Extra help can be provided for literacy, numeracy, personal, social and emotional, and behavioural needs.

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

The Education (Additional Support for Learning) (Scotland) Act 2009 came into force on 14 November 2010. More information can be found on The Moray Council's website regarding this and the council's provision for additional support needs in Moray. There are also internet links to other potentially useful organisations via The Moray Council's website. Please refer to Appendix A for how to access this.

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

EXTRA CURRICULAR

Pupils are given the opportunity to develop skills and interests through taking part in a wide variety of extra curricular activities. At the moment, with assistance from our Active Schools Co-ordinator, the children are able to take part in football, cricket, basketball, Stay and Play, rugby and badminton. We also have a Country Dancing Group, Walking Group and Cross Country Team and Eco Club. Annual competitions and less competitive matches are arranged with other schools in our area throughout the year. Our pupils are nominated and elected onto the Pupil Council.

We also take part in our local Moray Music Festival and Dance Festival and enjoy sharing our talents performing at various community events. Dates and times for these activities and events may vary throughout the year, and information is generally sent to parents by letter.

PRACTICAL INFORMATION

VISITORS

All Visitors to the school must report to the school reception and sign in before proceeding further into the building. All volunteer helpers in the school are required to complete a PVG (Protection of Vulnerable Groups Scheme) form.

Success for ALL

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

SCHOOL LUNCHES

Meals are cooked at Cluny Primary School canteen. A copy of the six week's menu is sent home to each family. Children have a choice of meals that meet the Scottish Nutrient Standards and this choice is made at the start of the morning. However, should an emergency arise then no child would be refused a meal. Tickets may be purchased daily or in books of ten. The cost is £2.10 per day or £21.00 for a book of ten. Payment by cash or cheque, made payable to The Moray Council.



Children are also allowed to bring a packed lunch and these are also eaten in the school canteen. We encourage our pupils to actively support work done in class to support a Healthy Lifestyle and would ask parents to consider the healthy options when providing pack lunches for their children.

Children entitled to free meals collect their book of tickets from the school office at the start of the day. If you think your household income may mean you child is eligible for free school lunches, then refer to **Appendix A** to access information and a claim form from The Moray Council.

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

Dark skirt / trousers

White shirt / blouse/ polo shirt

Navy school sweatshirt / pullover

School tie for photographs or special outings

Sweatshirts and polo shirts may be ordered in June from the school office. A small stock of uniform is also available at any time of the school year.

For P.E. shorts, T-shirt and gym shoes are worn. There is no regulation P.E. kit **but we do ask that children keep their**



Success for ALL

PE kit in school. We also ask that you provide a pair of indoor shoes for P.E. When pupils wear outdoor trainers to P.E. the resulting mess of mud in the hall is not at all pleasant. For safety reasons **pupils will require to remove earrings and all other jewellery** before P.E. Football strips are provided for team games. Clothes and shoes etc are so much easier to find if these are labelled. **Please keep a pair of indoor shoes in school at all times.**

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

TRANSPORT

The school is unable to accept responsibility for bicycles and space for parking is limited. We advise that only children from P5 upward should be cycling to school.

Any child living more than two miles from the school is entitled to transport if the family live in the school's catchment area. Children living outwith the zone are not entitled to transport.

To claim entitlement, please refer to **Appendix A** for information on how to request an application form.

WATER BOTTLES

In the interests of health and wellbeing, pupils have access to drinking water throughout the school day. There is a water cooler available to top up bottles and each pupil is issued with a named water bottle to school.

MEDICINES IN SCHOOL

A copy of "Supporting Pupils with Medical Needs in Schools including the Administration of Medicines" guidance document is available in school for perusal by any interested parties.

Whilst school staff have a general duty regarding health and safety it is NHS Grampian who have legal responsibility regarding medical treatment of pupils. Generally however in Moray schools, there will be staff who, with appropriate training, will be able to administer essential medication.

Depending on their maturity, it may be appropriate for older children to carry their own medication and to be responsible for its use. It is essential, nevertheless, that parents ensure the school is informed of this.

Success for ALL

In line with policy agreed by the Senior Clinical Medical Officer, schools will only administer medicines with 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.

SAFETY

A school is like a home. Care has to be taken at all times to ensure the safety of all pupils and staff within the building. If common sense prevails, few accidents should occur. We expect our pupils to:-

1. Walk at all times within the building
2. Enjoy their playtime without indulging in over-boisterous games.

We request the co-operation of parents and visitors with regard to the parking or turning of cars:

NO car should come into the playground at any time.

Parents are asked to come into the turning area and drive back out onto School Road before parking to drop off children. There should be no parking near to the pupil gate.

Should a pupil be unfortunate enough to have an accident or become ill whilst at school, parent/s would be informed as soon as is practicable. Our first concern is obviously the child and medical attention may have to be sought in the absence of parents. It is important that you keep us informed of any changes of telephone contact numbers, emergency contacts etc. so that we can get in touch with you quickly.

Parents must ensure that proper arrangements are in place for supervision of their child if they become ill during the school day. We cannot keep such pupils in school for any length of time.



RAINY DAYS / STORM CONDITIONS

Pupils transported by school bus become the school's responsibility from 8.40am onwards, a policy set by The Moray Council Public Transport Unit. Therefore someone must be on the premises to supervise these pupils inside school, when the weather is severe. In the event of bad weather, it is proposed that the Administrator takes

Success for ALL

responsibility of letting the pupils who are transported by bus in to school to sit just outside the HT's office, but no earlier than 8.40am.

For all the other pupils who either walk or are dropped off at school by family or friends, on rainy days, they will be supervised within the school from 8.50am onwards by a member of the management team.

Should pupils be sent home early, parents will be informed by telephone before the children are allowed to leave the school. If a parent cannot be contacted, the pupil/s would remain in school until contact is made.

In the event of the school being closed due to severe weather conditions, parents are alerted as early as possible in the morning via Moray Firth Radio Moray Council and school website. The school also operates the THUS system which is updated regularly. Details of how to access this system are provided under the heading "**Contacting the School**"



APPENDIX A

Contact: The Moray Council, Education and Social Care **Address:** Council Office, High Street, Elgin IV30 1BX **Website:** www.moray.gov.uk

Telephone: 01343 563374 **Fax:** 01343 563990 **Email:** educationandsocialcare@moray.gov.uk **Hours:** 8.45am - 5.00pm
Monday to Friday

Moray Council A-Z	Telephone:	Web page address:
Active Schools	01343 563890	http://www.moray.gov.uk/moray_standard/page_42597.html
Additional Support for Learning	01343 563374	http://www.moray.gov.uk/moray_standard/page_42567.html
Admission to Primary School	01343 563374	http://www.moray.gov.uk/moray_standard/page_52987.html
Adverse Weather Procedures	Local school or 01343 563374	http://www.moray.gov.uk/moray_standard/page_53021.html http://schoolclosures.moray.gov.uk/ http://www.moray.gov.uk/moray_standard/page_40560.html
After School Clubs	01343 563374	http://www.moray.gov.uk/moray_services/page_44889.html
Armed Forces Families Information	01343 563374	http://www.moray.gov.uk/moray_standard/page_100164.html
Attendance and Absence	01343 563374	http://www.moray.gov.uk/moray_standard/page_55580.html
Bullying	01343 563374	http://www.moray.gov.uk/moray_standard/page_52988.html
Childcare	01343 563374	https://www.scottishfamilies.gov.uk/
Children and Families Social Work	01343 563374	http://www.moray.gov.uk/moray_standard/page_47606.html
Child Protection	01343 563900 03457 565656 (out of hours) 101 (Police Scotland)	http://www.moray.gov.uk/moray_standard/page_55497.html

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Clothing Grants	01343 563144	http://www.moray.gov.uk/moray_standard/page_55486.html
Community Care	01343 563999	http://www.moray.gov.uk/moray_standard/page_77362.html
Community Learning & Development	01343 563374	http://www.moray.gov.uk/moray_standard/page_39860.html
Curriculum for Excellence	01343 563374	http://www.moray.gov.uk/moray_standard/page_76320.html
Data Protection	01343 563374	http://www.moray.gov.uk/moray_standard/page_75569.html
Deferred Entry to Primary School	01343 563374	http://www.moray.gov.uk/moray_standard/page_52991.html
Disability Discrimination	01343 563374	http://www.moray.gov.uk/moray_standard/page_43019.html
Early Entry to Primary School	01343 563374	http://www.moray.gov.uk/moray_standard/page_56925.html
Early Learning & Childcare	01343 563374	http://www.moray.gov.uk/moray_standard/page_42682.html
Education and Social Care	01343 563374	http://www.moray.gov.uk/moray_standard/page_43612.html http://www.moray.gov.uk/moray_standard/page_2069.html
Education Maintenance Allowance	01343 563338	http://www.moray.gov.uk/moray_standard/page_40540.html
Exclusion from School	01343 563374	http://www.moray.gov.uk/moray_standard/page_53001.html
Free School Meals	Local school	http://www.moray.gov.uk/moray_standard/page_55486.html
Grants and Bursaries	01343 563374	http://www.moray.gov.uk/moray_standard/page_43903.html
Home Education	01343 563374	http://www.moray.gov.uk/moray_standard/page_76320.html
Information for Parents and Carers Leaflets	01343 563374	http://www.moray.gov.uk/moray_standard/page_42708.html http://www.moray.gov.uk/moray_standard/page_47236.html
Instrumental Instruction	01343 563374	http://www.moray.gov.uk/moray_standard/page_53005.html
Notes for Parents and Carers booklet	01343 563374	http://www.moray.gov.uk/moray_standard/page_42708.html http://www.moray.gov.uk/moray_standard/page_47236.html

Success for ALL

Moray Council A-Z	Telephone:	Web page address:
Learning and Education	01343 563374	http://www.moray.gov.uk/moray_standard/page_44028.html http://www.moray.gov.uk/moray_standard/page_76320.html
Libraries & Information Services	01343 562600	http://www.moray.gov.uk/moray_standard/page_1472.html
Museums Service	01309 673701	http://www.moray.gov.uk/moray_standard/page_572.html
Parental Involvement & Parent Councils	01343 563374	http://www.moray.gov.uk/moray_standard/page_55068.html
Placing Requests	01343 563374	http://www.moray.gov.uk/moray_standard/page_49601.html
Pre-School Education	01343 563374	http://www.moray.gov.uk/moray_standard/page_42682.html
Racial Equality	01343 563374	http://www.moray.gov.uk/moray_standard/page_43019.html
School Catchment Areas	01343 563374	http://findmynearest.moray.gov.uk/my_moray.php?pcode
School Contact Details	01343 563374	http://www.moray.gov.uk/moray_standard/page_55590.html
School Information Line	0870 054 9999 Calls to this number will be charged at a 2p per minute service charge plus your call providers access charge	http://www.moray.gov.uk/moray_standard/page_40560.html
School Meals	01343 557086	http://www.moray.gov.uk/moray_standard/page_55540.html
School Term and Holiday Dates	01343 563374	http://www.moray.gov.uk/moray_standard/page_55829.html
Sports Facilities	01343 563374	http://www.moray.gov.uk/moray_standard/page_2237.html
Swimming Pools	01542 882222	http://www.moray.gov.uk/moray_standard/page_74674.html
Transport (Pupils)	0300 123 4565	http://www.moray.gov.uk/moray_standard/page_1680.html http://www.moray.gov.uk/moray_standard/page_47797.html http://www.moray.gov.uk/moray_standard/page_56922.html
Travelling People	0300 123 4566	http://www.moray.gov.uk/moray_services/page_40313.html