



## **EDUCATION, COMMUNITIES & ORGANISATIONAL DEVELOPMENT**

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

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

[www.moray.gov.uk/moray\\_standard/page\\_47236.html](http://www.moray.gov.uk/moray_standard/page_47236.html)

This booklet is also available in other languages.

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

Our vision:

***Ambitious to Achieve Excellence Together***

Our aims:

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

[www.moray.gov.uk](http://www.moray.gov.uk)

**Date of issue: 10th December 2024**

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# Introduction

Head Teacher (interim)      Mrs Carene Hay

**School Telephone Number    01542 831198**

E-mail [admin.portgordonp@moray-edunet.gov.uk](mailto:admin.portgordonp@moray-edunet.gov.uk)

School website: <https://sites.google.com/my.glow.scot/portgordon-primary/home>

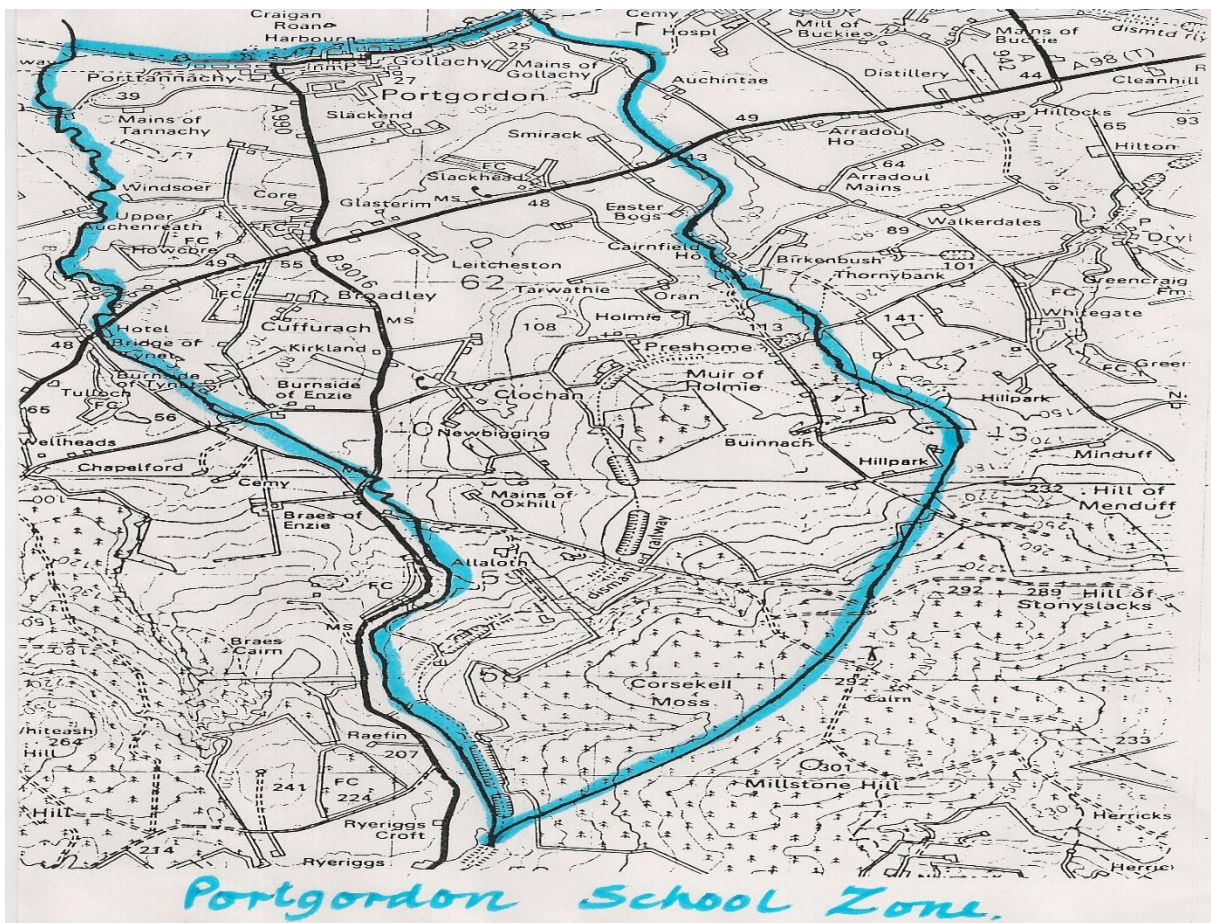
**School Information Line: 0870 0549 999 PIN: 031430**

**School Address:** Portgordon Primary School  
Richmond Terrace  
Portgordon, AB56 5RA  
[www.moray.gov.uk](http://www.moray.gov.uk)

	Morning	Interval	Lunch	Afternoon
Whole School	9.00 - 12:30	10:45 - 11.00	12:30 - 13:15	13:15 - 15:00

Nursery Manager	Victoria Walker
Opening Hours	08:50am – 14.50pm

## PORTGORDON



# Welcome to Portgordon Primary School

This booklet is designed to give a brief guide to Portgordon Primary School, where everyone is valued and included.

Portgordon Primary School welcomes a wide variety of pupils and promotes a happy and friendly school community.

The school is committed to ensuring that children's needs are met and parents/carers can be assured that children will settle quickly and comfortably into the school environment, routines and ethos.

Pupils are encouraged to develop their self-confidence and gain in independence, at all stages, with support in place for high aspirations. Parents/carers are encouraged to participate fully in their child's academic and social development and we believe that working together, meets the needs of each and every individual.

Parents/carers are welcome to contact the school at any time should queries or concerns arise.

Welcome to Portgordon Primary School!

Mrs Carene Hay

A handwritten signature in black ink, appearing to read 'G. Hay'.

Head Teacher (interim)



## Portgordon Primary Team

Head Teacher	Mrs C Hay
Class Teachers	Mr A McInnes (maternity cover) and Mrs N Salama (Tuesdays) - P1/2/3 Miss H Sutherland and Ms K McIntosh (Tuesdays) - P4/5/6/7
Principal Teacher	Ms K McIntosh (Mon, Tue)
Principal Teacher/SfL Teacher	Mrs C Brownlie (Wed, Thurs, Fri)
Pupil Support Assistants	Mrs C Edwards Mrs W Smith Mrs B Mitchell
Classroom Assistants	Mrs C Edwards Mrs B Mitchell
Children's Supervisor	Mr S Grieve
School Administrator	Miss E Cowie
Janitor	Mr D Crombie
Canteen Supervisor	Mrs L Greig
Cleaning Staff	Miss K Johnston Miss L Moggach

## Portgordon Nursery Team

Nursery Manager	Ms V Walker
Senior Early Years Practitioner	Miss J Geddes
Early Years Practitioner	Mrs D Thomson Miss K Mair Mrs K Malcolm
Early Years Support Worker	Ms H Sutherland (maternity cover)

# School Term Dates

School Term Dates are available on the internet at the Moray Council at  
<http://www.moray.gov.uk/downloads/file123291.pdf>



## School Term and Holiday Dates 2023 – 2026

(all dates inclusive)

Session 2023/2024		
<b>Autumn Term</b>	<b>Starts</b>	<i>In-Service Closure: Monday 14 Aug 2023</i> <b>Tuesday 15 August 2023</b>
	<b>Ends</b>	<b>Friday 6 October 2023</b>
<b>Autumn Holiday</b>	<b>Starts</b>	<b>Monday 9 October 2023</b>
	<b>Ends</b>	<b>Friday 20 October 2023</b>
<b>Winter Term</b>	<b>Starts</b>	<b>Monday 23 October 2023</b>
	<b>Ends</b>	<i>In-Service Closure: Monday 13 Nov 2023</i> <i>In-Service Closure: Tuesday 14 Nov 2023</i> <b>Friday 22 December 2023</b>
<b>Christmas Holiday</b>	<b>Starts</b>	<b>Monday 25 December 2023</b>
	<b>Ends</b>	<b>Friday 5 January 2024</b>
<b>Spring Term</b>	<b>Starts</b>	<b>Monday 8 January 2024</b>
	<b>Ends</b>	<i>Mid Term Holiday: Friday 9 &amp; Monday 12 February 2024</i> <b>Thursday 28 March 2024</b>
<b>Spring Holiday</b>	<b>Starts</b>	<b>Friday 29 March 2024 (Good Friday)</b>
	<b>Ends</b>	<b>Friday 12 April 2024</b>
<b>Summer Term</b>	<b>Starts</b>	<b>Monday 15 April 2024</b>
	<b>Ends</b>	<i>May Day Holiday: Monday 6 May 2024</i> <i>In-Service Closure: Thursday 16 May 2024</i> <i>In-Service Closure: Friday 17 May 2024</i> <b>Friday 28 June 2024</b>
Plus 1 occasional day holiday when the following schools will be closed:		
<b>Buckie High ASG</b>	<b>Elgin Academy ASG</b>	
Tuesday 7 May 2024	Thursday 8 February 2024	
<b>Elgin High ASG</b>	<b>Forres Academy ASG</b>	
Thursday 8 February 2024	Tuesday 13 February 2024	
<b>Keith Grammar ASG</b>	<b>Lossiemouth High ASG</b>	
Monday 3 June 2024	Thursday 8 February 2024	
<b>Milne's High ASG</b>	<b>Speyside High ASG</b>	
Friday 22 December 2023	Monday 3 June 2024	

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

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

Session 2026/2027
Dates expected to be agreed by 31 October 2024

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](http://www.moray.gov.uk/moray_standard/page_55590.html)

# Enrolment and Transferring

## Admission to Primary School

Prior to a child starting at Portgordon Primary School, we welcome parents/carers and children to visit the school and to spend time with the Head Teacher. An appointment can be made so that there is enough time to tour the school as well as have time to ask questions, and for the child/children to spend a little time in the class they will join. For children entering Primary 1, we have carefully arranged induction and transition plans.

## Nursery

We have a nursery class in the school catering for 20 children in the Buckie High Associated School Group catchment area. Children can be enrolled during the month of January for joining the nursery class at the start of the next nursery intake. Places are allocated according to the criteria laid down by Moray Council with priority being given to children in their immediate pre-school year. Priority is given to children resident within the same secondary school catchment as pre-school provision.

The parents of children who have been allocated a place are invited to participate in the induction procedures and visit the nursery. A separate nursery handbook with additional information is available on request.

## Children entering Primary 1

In accordance with The Moray Council's Admission Policy, parents are invited to register and enrol children during a week in January, identified by the authority. However, children for Primary 1 can be enrolled up to August. Generally, children in Scotland start school when they are aged between four-and-a-half and five-and-a-half. The date that children are eligible to start school is dependent on the date of their fifth birthday:

- If your child's birthday is on or between 1 March-31 August, your child will usually start school in the August (the beginning of the Autumn term) of the year they turn 5.
- If your child's birthday is on or between 1 September- last day in February, your child will usually start school in the August (the beginning of Autumn term) in the year before they turn 5. Children can be deferred through discussion with the nursery manager.

Details of registration/enrolment are published in the local press and they are also displayed in the library and Local Post Office window. Parents of Primary 1 pupils are asked to bring along the child's birth certificate, a note of the family doctor and telephone number when registering.

At the end of May, parents of new entrants are invited to attend a meeting which is followed by an Induction Programme which aims to ease a child's transition to primary school.

Parents of prospective new pupils are invited to call the school and arrange an appointment to view the school and discuss entry with the Head Teacher out-with the set arrangements if required.



## Children entering from another school

Parents/carers moving into the Portgordon Primary School catchment area and wishing to have a place in Portgordon Primary School for a child should make enquiries at the Main School Office. Arrangements can be made to meet with the Head Teacher; to view the school and complete the necessary application forms.

## Attendance

Section 30 of The Education (Scotland) Act 1980 requires parents to ensure that their child attends school regularly. Regulations require each child's absence from school to be recorded in the school register as authorised or unauthorised. Therefore, it is necessary for parents to contact the school on the morning of a child's absence in accordance with the authority's absence procedures.

As mentioned above, the Education (Scotland) Act 1980 requires parents to ensure that their children attend school regularly. Pupils taking time out of school to accompany their parents on holiday is NOT a legal right in Scotland. Where parents have no control over the dates of their annual leave, absences will only be granted as authorised in exceptional circumstances. In any case, **parents must put in writing to the Head Teacher** their intention to remove a child from school during term time to go on holiday. This letter is to inform the school rather than to request permission for absence. Usually holidays will be recorded as **UNAUTHORISED** and class based learning will not be provided during this time.

## Play

Play is acknowledged as an essential part of the primary curriculum, particularly at the early stages where it could be described as a child's 'work'. It provides a focus for children to explore, and to learn about sharing materials and ideas. Encouraging children to be curious helps them to gain an understanding of their world, and through play this is non-threatening. The ways in which children learn through play are discussed more fully at the nursery and P1 inductions.

## Moving onto Secondary Education

At the end of Primary 7, pupils move onto their secondary education. Most children at Portgordon move onto Buckie High School. There are a series of information meetings for parents/carers 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 for pupils with additional support needs.

The contact details for Buckie High School are:  
Head Teacher: Mr S Duffy, Tel: 01542 832605  
Address: West Cathcart Street, Buckie, AB56 1QB  
Email: [admin.buckiehigh@moray-edunet.gov.uk](mailto:admin.buckiehigh@moray-edunet.gov.uk)

## Procedures for contacting the school

Parents/carers can contact Miss Cowie, our School Administrator on 01542 831198 with any enquiries or the school email – [admin.portgordonp@moray-edunet.gov.uk](mailto:admin.portgordonp@moray-edunet.gov.uk). Miss Cowie is available in the office every Tuesday, Wednesday and Friday from 8.30am until 3pm.

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 **by 9.30am** to explain the reason for absence. It is the parent/carer's responsibility to contact the school with any absences.

### 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/carers need to inform the school about such holidays.

### School Telephone Information Line

Parents can access an information line for the school: (Calls to this number will be charged at 2p per minute service charge plus your call provider's access charge)

- Dial 0870 0549 999
- Enter school pin: 031430
- You will get confirmation message that you have "selected Portgordon Primary School"
- Enter the menu system

Press 1 - severe weather information \*

Press 2 - to leave a non-urgent message (when school not open)

Press 3 - to hear general school information

Press 4 - to enter a different school PIN

Press # - to end call

\* (A 'Severe Weather' advice booklet is available from the office.)

### Concerns and Complaints

Portgordon Primary has an open door policy, which means that parents/carers are welcome in the school at any time, signing in at reception first. If however, parents/carers wish to discuss something in depth they are invited to contact Miss Murray to discuss further or to make an appointment.

## Photos of School life



Marshmallow Monday Pupil voice group



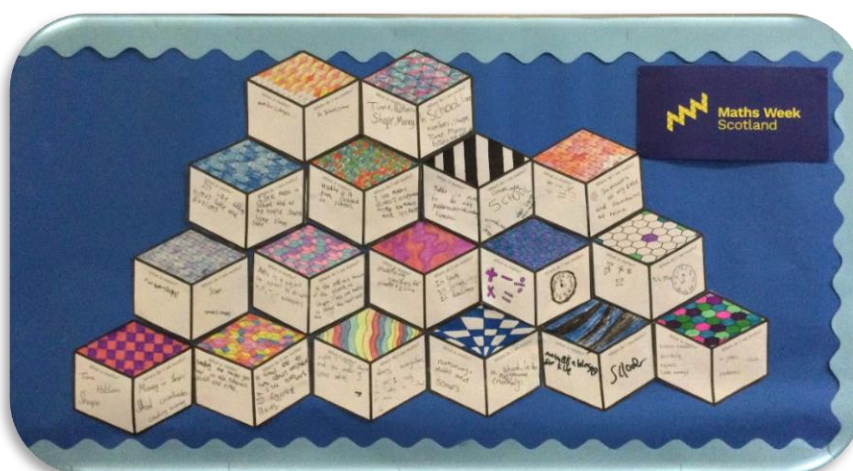
Collaborative learning



Creativity



Play based learning, encouraging curiosity and imagination



Participation

## 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 Head teacher. The Head teacher 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 Head teacher or Depute Head teacher either by phone, email or alternatively a letter marked for the attention of your child's Head teacher or Depute Head teacher.

### **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.

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).

## Parental involvement opportunities

Involving Parents/Carers in their child's education is vital to the life and work of the school. Parental involvement includes supporting your child to come into school on a daily basis well prepared for learning and teaching (pencil case, PE kit, homework packs etc). Throughout the session there are opportunities for parents/carers to write comments on work, sign reading records as well as responding to consultations and questionnaires.

We have an 'open door' policy, which 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 carers are welcome helpers around the school. This enables us to foster the home and school link and to broaden the curriculum. We aim to communicate effectively with parents/carers and to work in partnership with them.

Parents, teachers and friends of the school are invited to share their interests and expertise with children in a variety of ways. 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.

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. Some children will have home/school diaries in which learning activities and other important news can be shared.

### **Communication**

We believe in strong communication between school and home, for the benefit of the children and the whole school community. We have a school website and also communicate time-sensitive updates through email or phone call to parents and carers. It is our aim to keep everyone updated with all the ongoing of school life.

### **Parent Consultations**

At Portgordon, 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.



## Parent Organisations

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

We recognise that parents/carers 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:

- To develop and engage in activities which support the education and welfare of the pupils
- To work in partnership with the school and community to create a welcoming school which is inclusive for all parents.
- To promote partnership between the school, community, its pupils and all its parents
- To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

We work closely together to benefit our pupils in many ways. For example, our parent council supports us by providing money for school trips, helping to run events in school, organising a variety of events each year and paying for a variety of new resources for classrooms.

## Assemblies

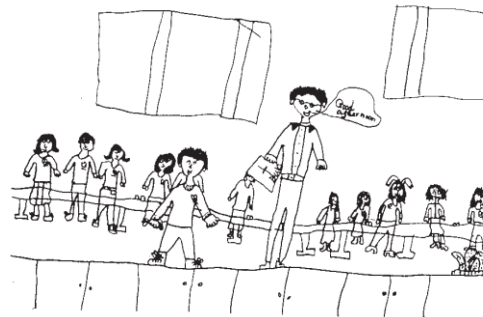
Assemblies are held regularly in our school and parents/carers are welcome to attend Open Assemblies held each term. The head teacher, classes and visitors present these assemblies throughout the year.

We use our assemblies not only for religious observance but also to share the children's learning and promote sound moral values. Open assemblies, open for anyone to attend, are held in the Community Hall.

## 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/carers exercise their legal right to withdraw their children from RME, 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.

## School Ethos

Our refreshed Vision, Values and Aims, updated through consultation with children, staff and parents/carers during term 1 of this school session.



### Our Shared Values

Respect  
Integrity  
Empathy  
Diligence  
Responsibility

Our **vision** for the children of Portgordon Primary School, is to inspire learners to be:

- Independent
- Care for themselves and for others
- Ambitious as they work hard to reach their full potential;
- Happy, having a positive impact on their community

Our **aims** for each and every child in the school:

- To provide high quality Learning and Teaching
- To nurture the holistic child
- To instil a determination to succeed
- To be self-motivated with a positive mindset
- To respect and value difference through an understanding of equality



### **Promoting Positive Relationships**

The updated Positive Relationships Policy aims to teach pupils to choose responsible behaviour and, in doing so raise their self-esteem and increase their academic success. The policy aims to be a fair and consistent way of establishing a safe, orderly, positive environment in which teachers teach and pupils learn.

Our aim is to pay first attention to best conduct whilst correcting unwanted behaviours and attitudes discretely and immediately through a restorative approach.



Article 12: We have the right to give our opinions and to have adults listen and take it seriously.

At Portgordon Primary School we use **Restorative Conversations** to help solve conflict and problems.

What happened?

What were you thinking at the time?



Who has been affected by this?

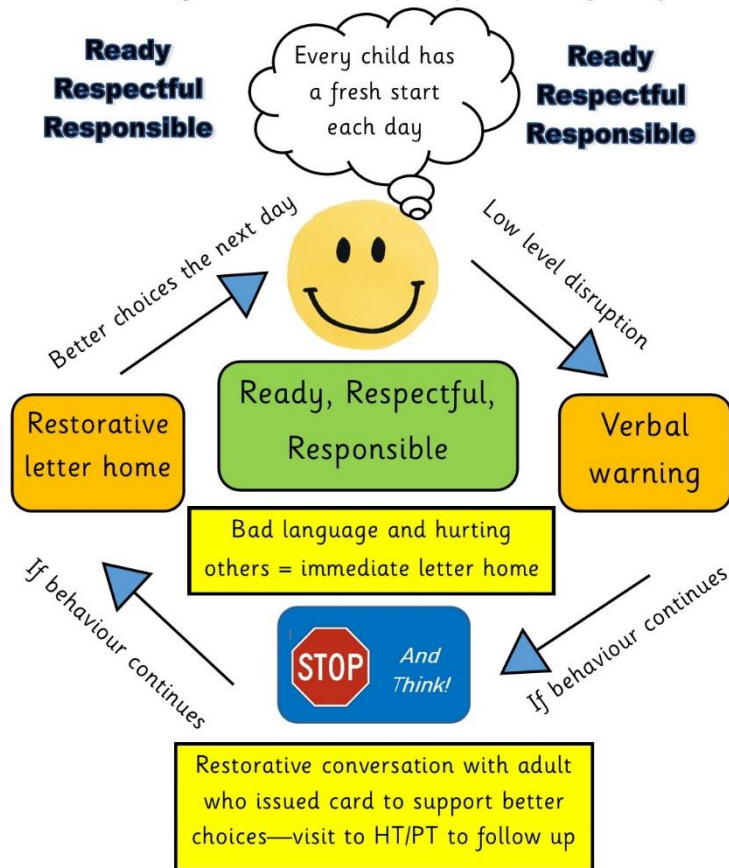
How can we make sure this does not happen again?

What do we need to do to put this right?

Restorative questions



Promoting Positive Relationships—Skills for Life



## Bullying

Incidences of potential bullying will be taken very seriously. We will try to help children to resolve any issues that arise. Please contact us if there is a matter causing your child concern. Portgordon Primary follows the Moray Council Building Better Relationships Anti-bullying Guidance.

<http://www.moray.gov.uk/downloads/file145783.pdf>

# 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.

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

[www.education.gov.scot](http://www.education.gov.scot)

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

## Curriculum Levels

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

- **Early Level** - pre-school through to end of Primary 1
- **First Level** - through to the end of Primary 4
- **Second Level** - through to the end of Primary 7
- **Third and Fourth Levels** - Secondary 1 to 3
- **Senior Phase** - Secondary 4 to 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. The Fire of London, World War II and The Rainforest. 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 <b>Principles</b>	The Eight <b>Curriculum Areas</b>
<p>all learning must take account of these principles:</p> <ul style="list-style-type: none"><li>• <b>Challenge and Enjoyment</b></li><li>• <b>Breadth</b></li><li>• <b>Progression</b></li><li>• <b>Depth</b></li><li>• <b>Personalisation and Choice</b></li><li>• <b>Coherence</b></li><li>• <b>Relevance</b></li></ul> <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"><li>• <b>Expressive Arts</b> Art, Drama, Music and Dance</li><li>• <b>Health &amp; Wellbeing</b> Personal, social and emotional health. Also P.E.</li><li>• <b>Literacy and English</b> Communicating with others. Reading, Writing and Modern Languages</li><li>• <b>Numeracy and Mathematics</b> Number work, Problem Solving</li><li>• <b>Religious and Moral Education</b> Religions, values and beliefs.</li><li>• <b>Sciences</b> Understanding our planet</li><li>• <b>Social Studies</b> Scotland and the World; past, present and future.</li><li>• <b>Technologies</b> Food, Design and Computing.</li></ul>

## More about Literacy and Numeracy

### Language

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

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

### Modern Languages in the Primary School

In line with other schools in the Buckie ASG we offer French throughout the school, and German to senior pupils.

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

### Expressive Arts

- Art and Design
- Drama
- Music
- Dance

Through the expressive arts we allow children to explore, express and create aesthetically in ways that are satisfying to the individual. We encourage children to achieve high standards by displaying work around the school and by holding public performances, which allow the children to demonstrate their skills, abilities and talents.

We have visiting specialist teachers who come to Portgordon weekly.

## Technologies

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

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

## Health and Wellbeing

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

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

## Varied Learning Methods

There are a variety of ways in which learning opportunities may be presented to children. The CfE represents a different approach to learning in schools intended to help learners develop skills, knowledge and understanding in more depth.

Examples of how children will learn differently are:

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

## Personalisation, Choice and Achievement

Planning of learning contexts and methods may be personalised according to an individual's learning and development priorities. Thus, there may be different expectations of learning achieved for different children. It is **not** only the academic achievements of children that are recognised. We celebrate a range of achievements reached by children in and out of the school community. 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. Pupils can also become involved in the school's 'Pupil Council' and 'Eco Committee'. Some choose to become SOS helpers or 'road safety officers'. In addition there are numerous voluntary extra-curricular activities which children can take part in, e.g. a variety of sports clubs.

### 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.

All Primary 1, 4 and 7 pupils complete the National Standardised Assessments for Scottish pupils. 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/carer appointments. Learning and achievements are also celebrated through a variety of school events, including the weekly assemblies and displays in school

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

## Support for Learning/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, with involvement from parents/carers and outside agencies where appropriate (e.g. Speech and Language Therapy, Educational Psychology Department). The IEP will be shared with parents/carers and the programme will be monitored and updated on a regular basis.

The Support for Learning teacher 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.

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 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>

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 / Enquiry Service: [info@enquire.org.uk](mailto:info@enquire.org.uk)

Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

### After School Clubs

We try to offer a variety of lunchtime and after-school activities and clubs run by our very willing and supportive staff with support from parents/carers and members of the local community. Pupils can experience a range of clubs, from creative to sporty. We work closely with Active schools and signpost clubs in our school, and others, when we receive information.



## Practical Information

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.

***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 delivered from Cluny Primary and served in the canteen. At the start of session, parents are advised about the cost of school meals. Six weekly meal plans are available. The weekly menu is displayed around the school. School lunches are paid online via iPayImpact. Details can be obtained from the school office.

All pupils in Primary 1-5 are now entitled to free school meals as are children from households with a low income. 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.

Two members of staff are in attendance at lunchtime, supervising the dining hall for those having school lunches and packed lunches.

### 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 navy school sweatshirts/cardigans with white polo shirts with navy or black skirts or trousers.

For PE plain t-shirts or school t-shirts and shorts (not football strips), indoor gym shoes and outdoor trainers are required. It is helpful if PE equipment, school bags and jackets can have the child's name marked on them. Please leave jewellery and valuables at home. This should prevent the distress caused by items being lost.

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

### Transport

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 out with 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. Please bring a named water bottle to school. Please note that juice is not permitted in the classroom.

**Medicines in School**

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

## Data Protection Act

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

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

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

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

Phone: 01343 563319

Email: [equalopportunities@moray.gov.uk](mailto:equalopportunities@moray.gov.uk)

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

## APPENDIX A

### Moray Council Education, Communities & Organisational Development

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

**Telephone:** 01343 563374

**Email:** [education@moray.gov.uk](mailto:education@moray.gov.uk)

**Hours:** 8.45am - 5.00pm Monday to Friday

**Website:** [www.moray.gov.uk](http://www.moray.gov.uk)

Updated 14/08/2023

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

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