



St Sylvester's R.C Primary School



St Sylvester's Primary School

Handbook 2025-2026

Date of Issue: December 2025

Contents

Welcome to St Sylvester's R.C Primary School	4
The History of St Sylvester's Primary	5
Our School Values	6
Contact Details	7
School Staff	8
The School Location	9
Community Links / Partnerships.....	10
School Uniform.....	11
School Lunches	12
School Transport	13
Emergencies and Severe Weather	14
Absence.....	14
Family holiday during term time.....	15
Medicines in school	15
School Security	15
Pupil use of Internet and Email.....	15
Concerns and Complaints.....	16
Parental Involvement.....	16
Enrolment and Transition	17
School Improvements.....	19
Positive Relationships / Sanctions.....	20
Child Protection.....	21
Our Curriculum at St Sylvester's.....	22
Religious Education.....	22
About Curriculum for Excellence (CfE).....	25
Curriculum Areas	26
Getting It Right for Every Child (GIRFEC).....	32

School Term and Holiday Dates	34
Appendix A	35



Welcome to St Sylvester's R.C Primary School

The purpose of this handbook is to help you understand more about St Sylvester's R.C. Primary School. It provides essential information about the school, which we hope that you will find interesting and helpful.

St Sylvester's is unique and relatively small school with a strong sense of community. Although Catholic, we warmly welcome all children and their families from other faiths and none. At St Sylvester's we aim to ensure that every child is valued and supported in achieving their potential. We encourage strong partnerships between home, school and the wider community and throughout the year we organise events, activities and meetings that enable parents/carers and community to become fully involved in the life and work of the school. Newsletters are issued on a termly basis to keep parents/carers informed and updated.

By choosing to send your child to St Sylvester's you can be confident that your child will be given every opportunity to progress in a happy, safe and secure environment.

Clare Ducroca

Head Teacher





The History of St Sylvester's Primary

In 1858 Rev. John Thomson was appointed as parish priest to St Sylvester's Church, Elgin, 'in whose time (1871) a school and nunnery were added to the Church's establishment' (*Elgin Past and Present*). The Rev. John Thomson lent the house the sisters occupied to them and 'school lessons were given in a house belonging to Mrs. Shannon in High Street'.

On May 13th 1872, the then new St Sylvester's School was opened with a roll of 48 and Maria Burns (Mother Austin of the Convent of Mercy) was the first Head Teacher.

In 1919, St Sylvester's School was transferred to the Education Authority with effect from 16th May, in accordance with the Education (Scotland) Act 1918, when the Education Authority became responsible for the maintenance and management of the school as a public school. The Sisters of Mercy continued to serve Catholic education over the next 65 years, which was central to their vocation and very much valued and welcomed by the community.

On April 16th 1993 we moved from the old St Sylvester's School to the new and current building which was officially opened on 13th October 1993 by Councillor E. Hendrie, Chairman of Grampian Regional Council Education Committee and blessed by Rt. Rev. Mario J. Conti, Bishop of Aberdeen. Later, following re-organisation of local government in April 1996, the school came under the authority of the Moray Council.

Our School Values



Contact Details

Head Teacher: Mrs Clare Ducrocq
Depute Head Teacher: Mr Chris Bennett
School Address: St Sylvester's R.C Primary School
Abbey Street
Elgin
IV30 1DA
School telephone Number: 01343 541453
E-mail: admin.stsylvestersp@moray-edunet.gov.uk
School Information Line 0870 054 9999
PIN 031500
Moray Council Website: www.moray.gov.uk
Moray Council Telephone Number: 01343 563374

Please feel free to contact the school at any time if there is anything you are unsure of or that you would like more detailed information about. If required, an appointment with the Head Teacher, the Depute Head Teacher or your child's Class Teacher can be arranged.

The School Day

School Starts: 8:45am

Morning Break: 10:40-11:00am

P1 - P3 Lunch: 12:10-1:05pm

P4 – P7 Lunch: 12:30 – 1:25pm

School Ends: 3:00pm

School Staff

Mrs C Ducrocq Head Teacher

Mr C Bennett Depute Head Teacher

Mrs C McConnachie Additional Support Needs

Mrs D Kirk P1/2

Miss N Ramsay P2/3/4

Mrs B King P4/5 (Monday – Wednesday)

Mrs A Hay P4/5 (Thursday & Friday)

Ms J Burns P5/6

Mrs K Player P6/7

Mrs K Sage NCCT Cover (Tuesday)

Mrs F Dunbar Pupil Support Assistant

Mrs K Ewan Pupil Support Assistant

Mrs L Thomas Classroom Assistant

Mrs D Maver Children's Supervisor

Administrator

Mr B Anderson Janitor

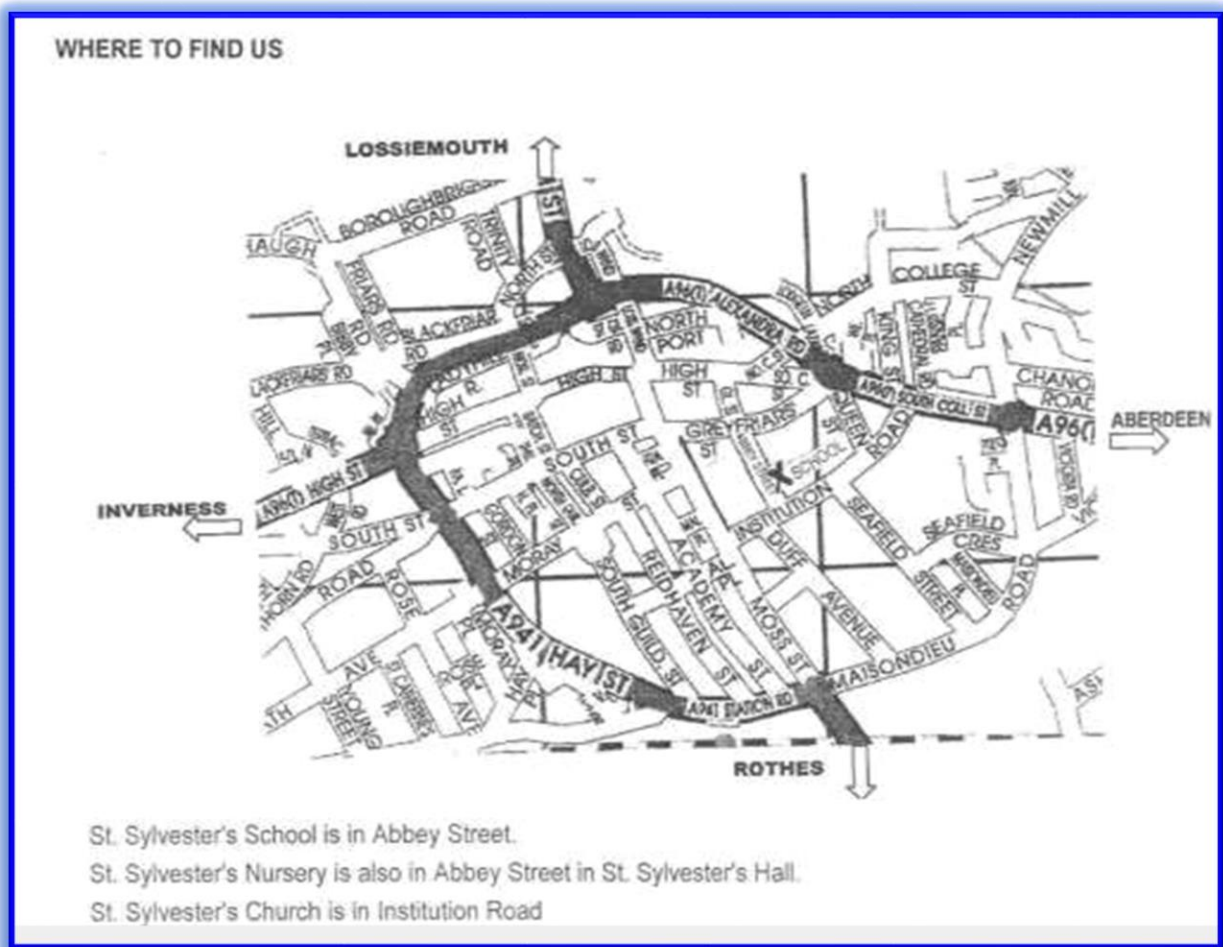
Mrs A Gordon Catering Supervisor

Mrs C Mackinnon Catering Assistant

Miss J Hendry Catering Assistant

Mrs D Edwards Catering Assistant

The School Location

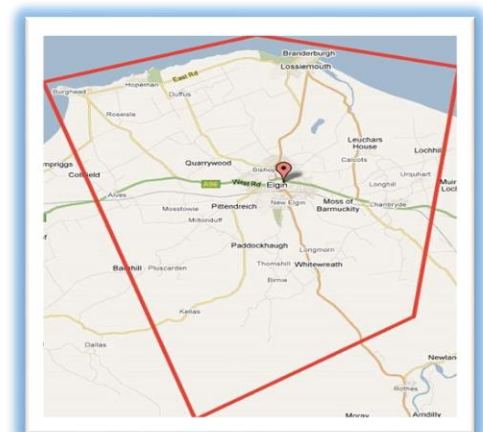


Zoning

The school zone covers the area of St Sylvester's Parish - from Elgin to Lossiemouth, as far over as Boar's Head Rock, Lhanbryde, Urquhart, Longmorn, Miltontuff, Alves, Burghead, Hopeman, Duffus, Roseisle, Pluscarden and Glenlatterach.

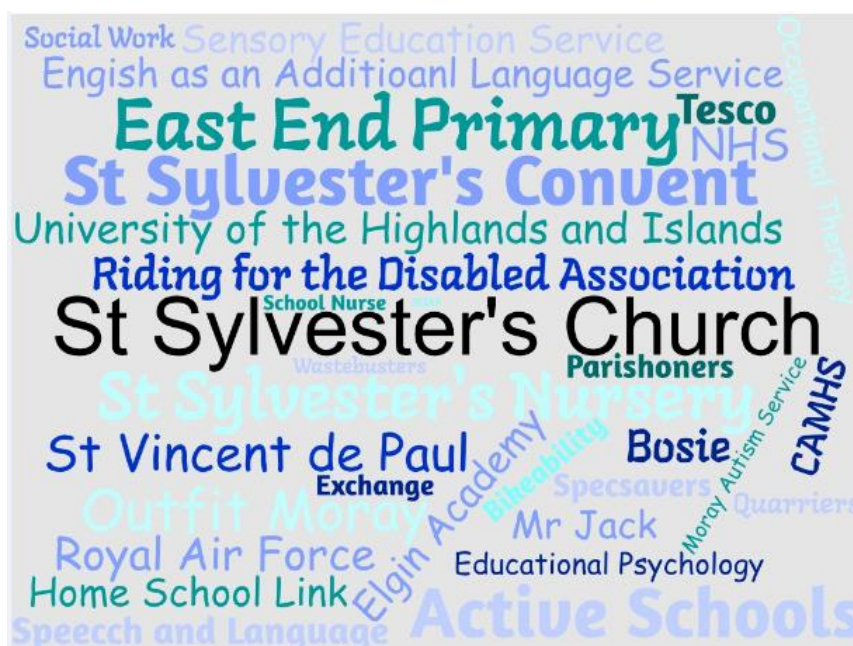
The introduction of the Parents' Charter allows parents/carers the opportunity to choose which school is the right one for their child/ren, through a placing request system.

All children who attend St Sylvester's, participate in religious instruction and observance, as these are an integral part in the education provided within the school.



Community Links / Partnerships

Being a Catholic School, we work in close partnership with our local church, St Sylvester's. The children participate in school Masses and families are encouraged to attend the Family Parish Masses in St Sylvester's Church. Father Colin is our Parish Priest and The Dominican Sisters support the children in their preparation for the Sacraments. Located in the centre of Elgin, we are lucky enough to be able to create and maintain links with many other partners, some of which are noted below:



In St Sylvester's we have well-established contacts with St Sylvester's Nursery as well as with other Early Years settings. As part of the transition to Primary 1, a teacher from the Early Stages will visit these settings to meet the children. Thereafter, the children are gradually introduced into their new learning environment through a series of carefully planned events and activities that help them to feel very much part of our school community.



We have a long running association with Moray College and University of Highlands and Islands (UHI) and as a school, we provide placements for students undertaking PGDE Degrees as well as HNC and HND in Childcare.

In the course of the year, the children have many opportunities for outdoor learning and make use of a number of resources in Elgin and the local area.

School Uniform

The recommended uniform at St Sylvester's is as follows:

- Grey or black trousers / skirt or pinafore
- Blue sweatshirt / cardigan
- White shirt / polo shirt
- Suitable shoes
- Indoor PE kit: plain t-shirt and shorts (not football strips), indoor gym shoes
- Outdoor PE kit: outdoor trainers, t-shirt, jogging bottoms and plain hoodie/sweatshirt.

Uniform is available to order *Dallas Designs Limited*. Local retailers also stock these items without the school logo on them. Please ensure all clothing is clearly labelled and your child can easily identify their own belongings.

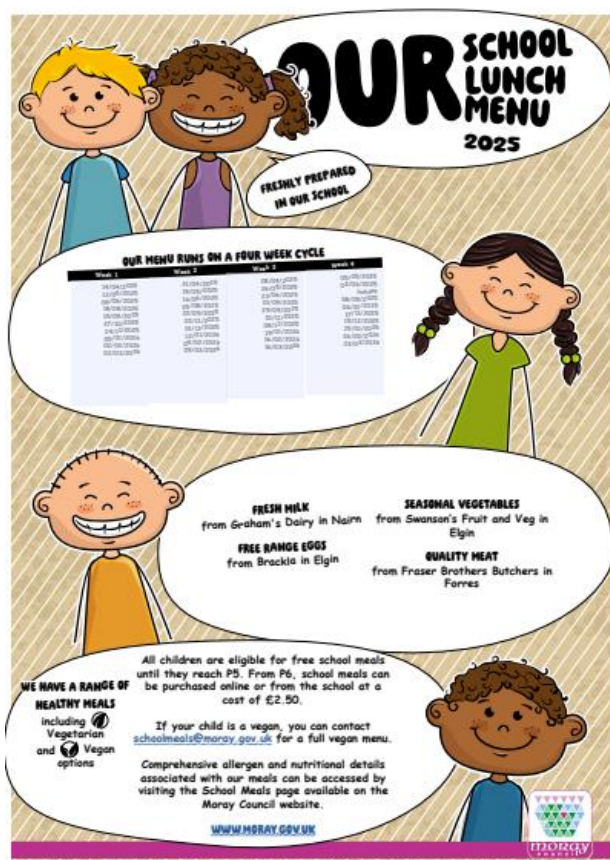


Children are also asked to bring:

- Appropriately labelled sportswear for PE
- A PE bag for keeping their PE kit together in school. We have P.E bags available in school to buy. We recommend that your child's PE kit stays in school and is taken home during holidays for washing. Earrings should be removed (or covered) for PE and long hair must be tied back.
- A water bottle (water only, not juice).
- Jacket / Coat
- A warm hat and gloves in cooler weather and in warmer weather a sun hat and sun cream.
- Sun cream should be applied at home before your child leaves for school and only if your child can apply should they take the bottle of lotion/spray to school for additional application.
- Snack: break times are fairly short so please give your child a small, healthy, easily managed snack.

You can apply for a clothing grant for your child if you are receiving certain benefits. Further information regarding Clothing Grants can be found here: [Moray Council website](#) (please also refer to **Appendix A**).

School Lunches



Moray Council offer an online service (iPay Impact) for parents to pay for school meals. Parents will need to register with MyAccount to access iPay Impact. You will also be able to see what meal choice your child has made. Parents of P1-P5 and families who access Free School Meals will still be able to use the system to view what meal your child has picked.

School meals are served daily in our school canteen and the menu for the week is posted on the entrance wall. A meal costs £2.45. If you choose to pay by cheque or cash this should be paid to the school kitchen first thing in the morning. Cheques should be made payable to The Moray Council and cheques or cash should be placed in a sealed envelope and clearly marked. All schools in Moray provide a wide range of healthy food on their menus.

These meet the Scottish Nutrient Standards for School Lunches, and offer choice and variety. If you prefer your child to take a packed lunch to school then provision is made for packed lunches to be eaten in the canteen.

If you think your household income may mean your child is eligible for free school lunches then refer to **Appendix A** to access information and a claim form from The Moray Council. Information is also available here: [Moray Council website](http://www.moray.gov.uk)

Water Bottles

In the interests of health and wellbeing, pupils have access to drinking water throughout the school day. There is a water fountain available beside the pupil entrance/exit, which supplies drinking water and can be used to top up water bottles. Please bring a named water bottle to school.

School Transport

Free transport is provided to in-zone pupils who live 2 miles or more away from the school. In zone pupils for St Sylvester's School are children whose parents wish them to receive a Roman Catholic Education. (see zone map).

The contract bus taking our in-zone pupils to and from Lossiemouth can also be used by pupils in the Bishopmill and South Lesmurdie areas by paying a fare or free if they have the Free Bus Travel Card which is available to all children in Scotland from age 5 – 22, application forms available at reception.

Procedures for boarding the buses leaving school:

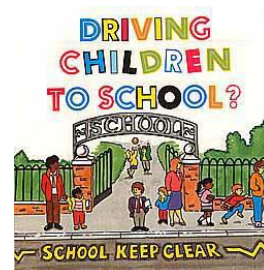
Children who are not being collected by a parent/responsible adult after school, assemble in the school hall at the end of the school day, where they are guided to the appropriate transport. Safety of children on buses is very important and parents are asked to reinforce the instruction the children receive in school that they **MUST** sit in their seats (with safety belts tied) until the bus stops, leave the bus in an orderly fashion and wait until the bus moves off before crossing the road.

Parking in and Around the School

As we are situated in a busy part of Elgin, the streets around the school have limited parking. Unfortunately parking on the grounds is unavailable for parents and provides only limited spaces for staff and visitors and Moray Council taxis transporting children to and from school.

Parking outside the school reception on Abbey Street is also strictly prohibited. This area is for buses only. Cones are situated on the road outside of the school gate to ensure this area is kept safe and free from traffic for our children.

I would be very grateful if Parents/Carers could support us in ensuring that these areas of Abbey Street remain clear, to ensure safety for our children as they enter/exit the school.



Emergencies and Severe Weather

Pupils will never be sent home from school, for any reason, without parents being telephoned in advance. For this reason, it is most important that we have a telephone number plus a local emergency contact for each pupil. A Data Capture form for this information is issued for parents to complete at the start of each session. If a decision to close the school is taken by the Head Teacher, due to adverse weather conditions etc, the following information points are available to you:

- **Moray Council Website** (Service Status) Information on closures can be found at: <https://secure.moray.gov.uk/mcalerts/portal>
- **Radio:** Announcements for all closures will be made on local and national radio (Moray Firth Radio and BBC Radio Scotland)
- **Text:** A text may also be sent within school hours.
In times of severe weather we respect parents' decision should you wish to keep your child at home.

Absence

It is **vital** that you contact the school by 9.15am to let us know if your child is to be absent or late.

- If your child is **unable to attend school**, e.g. due to illness or to attend a medical/dental appointment, please let us know in the morning (before 9.15am).
- If you have to **collect your child for an appointment**, please let us know in advance if you can. We do not allow children out of school to meet parents and insist that parents come to the School Office to collect their child. This means that our children are always safe and in the care of an adult.
- To ensure as far as possible the safety and well-being of our children, the following procedures and practices should be followed.

If your child is not able to attend school, you should:

1. Contact the school by phone or email between 8.30-9.15am.
2. Advise us of the reason for the absence and the likely date of return to school. We check the attendance register daily at the beginning of the morning and afternoon sessions. If your child is found to be absent and we have not been advised by you of their absence, then:
 - We will contact you by telephone/text message to alert you to this.
 - If we cannot immediately make contact with you then we will contact the person you have named as your family emergency contact.

If we still fail to make contact we then make a decision about contacting Social Work or the Police for support.

Family holiday during term time

Advice from the Scottish Government 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.

St Sylvester's has an open door policy, which means that parents are welcome in the school at any time, signing in at reception first. If you ever have any problems or concerns, we prefer you to let us know straight away. Problems are best dealt with promptly and you should feel free to contact us as soon as possible. You will generally be offered an appointment to see the Class Teacher or Head Teacher at the end of the school day. Casual visits during the day are not encouraged as we regard teaching and learning time for the class as something which should not be disrupted. If you cannot manage the end of a day then prior warning will enable us to make other arrangements.

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.

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

School Security

St Sylvester's School, along with all other schools in Moray, has been obliged to adopt a visitor control system to improve the security of children and staff in the school. All visitors to the school (including parents) must enter the school through the main door near the school office. Any visitors who wish to go beyond the reception area must first sign in and wear a visitor's pass. Before you leave, your time of departure should be recorded and your pass should be returned to the reception.

Pupil use of Internet and Email

Moray school networks are provided for pupils to do school-related work, including research and communication with others. For Internet access, parental permission is required.

Concerns and Complaints

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Parental Involvement

St Sylvester's RC Primary School values the important role that our parents and carers play in our pupils' lives. We appreciate your support throughout the year especially at our various fundraisers and realise the need to involve you more in helping you understand learning and teaching today.

We encourage parents to be actively involved in their child's education and to support us in maintaining the high standards set by the school.

We are committed to maintaining positive links between home and school.

Reporting, recording and profiling takes place throughout the year. Reports are undertaken in the following ways – Focus Child Reports, parents' interview, open days, open evenings and assemblies.

We use Class Dojo as a means to communicate with parents and for you to communicate directly with your child's class teacher. Class teachers also use Class dojo to share learning activities and other important news.

We also encourage parents/carers and members of the local community to volunteer within the school, and we have an ever-growing 'band of volunteers'. Please note that if you volunteer on a regular basis then you will be required to complete a 'Disclosure Scotland' PVG check. Volunteering activities can range from helping in the library, reading with children to assisting with trips. It may be that you have a particular skill that you would like to show or teach to the children.

If you would like to offer your services then please contact the school to make an appointment to meet with one of our Senior Management Team, who will be happy to meet with you to discuss this further.

Enrolment and Transition

Starting Primary 1

The intake of Primary 1 children takes place in August each year and children. If your child is five years old on or before 19th August 2026 or they turn five between 19th August 2026 and 28th February 2027, they are eligible to start school in August 2026. If your child's fifth birthday falls between the first day of the school term in August and the last day of the following February, you may choose to defer entry. We would recommend you discuss this decision with your child's pre-school teacher. In addition, if your child is born after the cut-off date for enrolment, you have the right to request that they are admitted to school early. Each early entry request is treated individually.



Registration week for P1 takes place in the January before your child is due to start school. Information about the registration week for 2026 is available through the Moray Council website or our school office. Children must be enrolled into their catchment school. In January, a notice is placed in the local newspapers to inform parents about when and where to enrol their child.

At St Sylvester's School we offer a number of opportunities for parents and children to visit the school, to meet staff and to find out about the curriculum we offer as part of our 'Induction to School' programme. You will be invited to a series of induction meetings in May / June 2026, where you will receive helpful advice on ways to prepare your child for P1. You and your child will also meet our Senior Management Team, a current P1 Teacher and other boys and girls who will be starting school. There will also be opportunities for you to have a tour of the school and for your child to spend some time in a P1 classroom, taking part in variety of fun learning activities.

New pupils transferring from another school

We are always happy to welcome new children and their families. Please contact the school to arrange a visit to look around, visit classes at work and meet some of the staff.

It is helpful if records and work from your child's previous school are available to help us to ensure continuity of learning. We usually suggest that, unless there are any major concerns, children are allowed a few weeks to settle. After this we encourage parents to arrange a meeting with the class teacher to discuss progress.

Moving to Secondary School

As children come to the end of their primary school education preparations begin to take place for transfer to secondary school. As a school we view this time as very important in being able to offer the skills and support the children will need for their transfer.



Children are zoned for secondary school according to the area in which they live. These are normally Elgin Academy, Elgin High School, Lossiemouth High School, Milne's High School and occasionally Forres Academy.



Each secondary school has their own induction programme where parents and pupils are given the opportunity to visit the school, familiarise themselves with the building, curriculum, pupils and staff. Guidance staff from each of the zoned schools visit St Sylvester's to get to know the children, give them any information they need and answer pupils' questions.

School Improvements

Full details can be found in our '*School Improvement Plan*' on our school website. Each school must produce an annual School Improvement Plan detailing the improvement objectives and actions for that session. At St Sylvester's School, the School Improvement Priorities for this year include:

St Sylvester's Primary School				
School Improvement Plan				
2025-2026				
Literacy	Numeracy		Supporting All Learners	Health & Wellbeing
• Further develop Reading and Phonics Comprehension Assessments. • Develop the use of high-quality assessment tasks. • Monitor consistency of approach in Talk for Writing through Moderation and Planning. • Track Literacy attainment over time. • Engage a wide range of Moderation activities. • Continue to review Reading pedagogy and resources to ensure challenge and enjoyment. • Develop language of learning among learners.	• Build on consistency of approach and high expectations in a Numeracy progression of skills across the school. • Plan for Assessment in Numeracy and Maths. • Opportunities for Moderation. • Track Numeracy attainment over time. • Include differentiated learning experiences in Termly planning. • Offer open-ended tasks to develop creativity and challenge. • Opportunities for real-life application of skills.		• Develop a Learning and Teaching Strategy for St Sylvester's • Strengthen the use of Formative Assessment. • Improve the use of Questioning across the curriculum. • Develop the use of Technologies. • Review or Moderate the "Focus Child" reports. • Plan for IDL through the four contexts. • Develop approaches to individualised planning (IEPs / LPSs). • Develop opportunities for Parental Engagement. • Develop the use of the CIRCLE Framework. • Further develop tracking and monitoring to include additional areas of the curriculum. • Support individual needs within the classroom [rather than outside] • Learners to evaluate the impact of Pupil Leadership opportunities across the school. • Further involve the whole-school community in School Self-evaluation.	• Review Relational / Behaviour Policy in line with new guidelines. • Develop a Health and Wellbeing pathway to include SCARF resource. • Raise awareness of the Wellbeing Indicators. • Gather further pupil evaluations on Health and Wellbeing. • Develop a progressive Outdoor Learning pathway. • Rights Respecting Schools Award (in line with UNCRC Act 2024). • Continue to capture observations in Play for planning. • Further develop the tracking of Wider Achievements. • Develop Health and Wellbeing tracking and assessment. • Introduce the use of Zones of Regulation.

Positive Relationships / Sanctions

Children are encouraged to make good choices for themselves and towards others at St Sylvester's, and a restorative approach is used to address any instances of misbehaviour. This restorative approach aims to limit and resolve conflict and promote a hard-working, happy, Christian environment in which our children can grow and learn.

In line with the United Nations Convention of the Rights of the Child (UNCRC), the Positive Relational Policy at St Sylvester's Primary has been created to ensure that we:

- Provide a well-organised and secure environment
- Be approachable, fair and considerate towards pupils and their issues
- Apply a consistent behaviour management programme
- Praise and reward effort and achievement
- Find opportunities for pupils to succeed and to take responsibility.
- Refer to our school vision, values and aims at all times.

In some instances, Parents/Carers may be informed of behavior via a Class Dojo message or verbally from the Class Teacher/Senior Management Team. If necessary, Parents/Carers may also be invited to school for a solution oriented meeting to discuss a way forward. Please note that any incidents involving dangerous weapons, drugs or alcohol are reported immediately to the Moray Council Social Work team and the Police may also be involved.

Bullying

Incidences of potential bullying are taken very seriously. We try to help children to resolve any issues that arise and you are encouraged to contact the school promptly if there is a matter causing your child concern. Time is spent in class and at assemblies discussing friendships and what to do when things go wrong, including bullying. Please note that confirmed incidents of bullying are logged in Pastoral Notes for the children concerned.

Leaflets and further information on Bullying, Disability Discrimination and Race Equality is available from the Moray Council. At St Sylvester's, we follow The Moray Council's *Building Better Relationships, Anti-Bullying Guidance*, which is available to all parents/carers on request.

Child Protection

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)

Moray Council is committed to safeguarding all children and young people. It is the responsibility of every member of staff to take all reasonable steps to protect children from harm and abuse in all its forms. These include:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Criminal Exploitation
- Child Trafficking
- Neglect
- Female Genital Mutilation
- Forced Marriage
- Forced or Dangerous Labour
- Child Sexual Exploitation
- Harmful Sexual Behaviour
- Radicalisation
- Domestic Abuse
- Parental Drug Use
- Parental Alcohol Use
- Parental Mental Health
- Child Placing Self at Risk

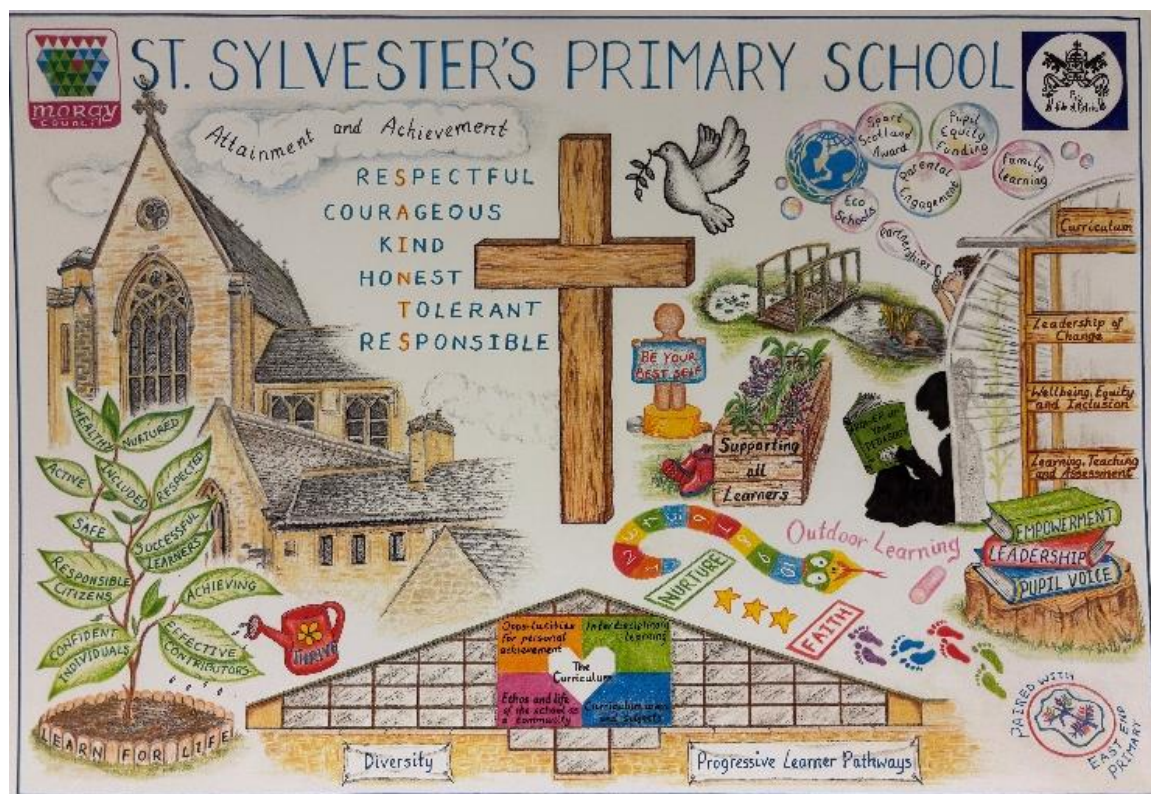
When school staff have concerns that a pupil may be at risk of harm, these concerns will be reported immediately to the school's designated Child Protection Co-ordinator (CPC). The CPC will then consult with Social Work and/or Police Scotland to clarify and assess the level of risk or harm to the child and determine the appropriate course of action.

Any decision about informing a child's parent or carer should be made in partnership with Social Work and/or Police Scotland as part of the referral process. School staff, including the CPC, will not contact parents or carers prior to this multi-agency discussion as doing so may compromise the child's safety and the integrity of any subsequent investigation.

If you have an immediate child protection concern and cannot contact education, please contact Social Work directly on **01343 554370** or if it is out with working hours call the Out of Hours Social Work Team on **03457 565656**. If you cannot contact Social Work, please call Police Scotland on 101. If it is an emergency call 999 immediately.

Further information regarding these indicators of risk can be found in the [National Guidance for Child Protection in Scotland \(2021 – updated 2023\)](#).

Our Curriculum at St Sylvester's



Religious Education

Central to the ethos of the school is our Religious & Moral Education Programme. We are committed to supporting our pupils as whole people and as a result, wish to encourage their development in spiritual, moral and cultural terms. Creating such a school ethos has an impact on every area of the curriculum, pupils, parents, staff and whole school community. To support this we strive to follow the Charter for Catholic Schools in Scotland. "This is our Faith" is the syllabus for religious education in Catholic schools. This guidance helps us ensure that our young people can develop their knowledge and understanding of Catholic faith; nurture respect for other Christian traditions and world faiths; experience opportunities for spiritual growth and commit to beliefs, values and actions in a positive response to God's invitation to faith.

The education of the child begins in the home and you the parents are your child's first teachers. The importance of supporting your child's spiritual development with

God cannot be underestimated. Your children need you to set a good example in the development of your faith through family prayer and regular attendance at Church.

Parents of Roman Catholic children are asked to attend meetings, working with our Parish, Priest and the Dominican Sisters to prepare for the Sacraments of



Charter for Catholic Schools in Scotland



The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.



All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:



- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.



Religious Observance

Pupils take part in religious observance through community prayer in class on a daily basis and during weekly Assemblies which are sometimes led by Father Colin. There are further opportunities through class and whole school Masses. There is a statutory provision for parents to withdraw children from participation in religious observance. However, where parents choose a denominational school for their children's education, they choose to opt in to the school's ethos and practice which is imbued with religious faith and religious observance. In denominational schools, it is therefore more difficult to extricate pupils from all the experiences which are influenced by the school's faith curriculum.

Relationships and Moral Education

In St. Sylvester's School Relationships & Moral Education are delivered through the RCRE and Health and Wellbeing from primary 1 to primary 7. The Catholic Education Commission has published 'God's Loving Plan' and resources continue to be developed and are available for parents to view on an annual basis.



About Curriculum for Excellence (CfE)

This is the curriculum in Scotland for all children and young people aged from 3-18 wherever they are learning. It aims to raise standards and to promote achievement for all, enabling young people to develop the skills, knowledge and understanding they need to succeed in learning, life and work, in a fast changing world.

“Curriculum for Excellence places a focus on learning which encompasses

- The ethos and life of the school
- Curriculum areas and subjects
- Interdisciplinary learning
- Opportunities for personal achievement”

(Building the Curriculum 3, June 2008)

Its purpose is often summed up as helping children and young people to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors.

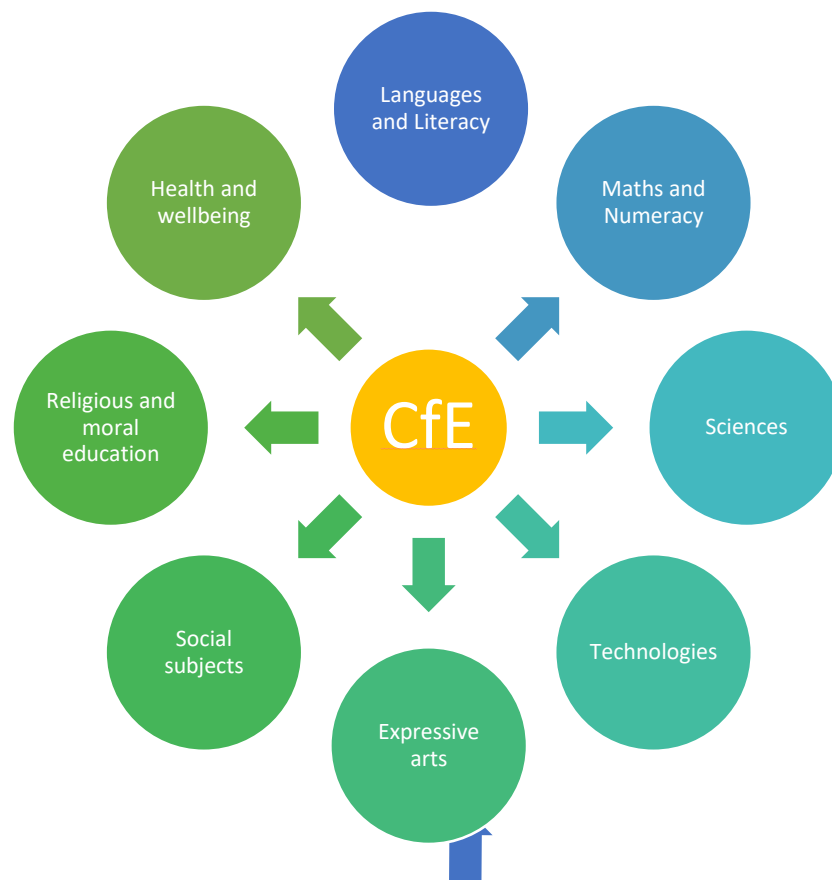
These are referred to as the four capacities.

Curriculum for Excellence is **not** a '*one size fits all*' curriculum. It provides greater personalisation and choice to make learning relevant. Professionals are encouraged to teach creatively; to work together across the school and with other schools; to share good ideas; to explore learning together.

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

Explanation of Levels	
Early	The pre-school years and Primary 1, or later for some.
First	To the end of P4, but earlier for some.
Second	To the end of P7, but earlier for some.
Third and Fourth	S1 to S3, but earlier for some.
Senior Phase	S4 to S6 and college or other means of study.

Curriculum Areas



English and Literacy

The language framework within Curriculum for Excellence is organised into 3 parts:

- Listening and Talking
- Reading
- Writing

Listening and Talking

Activities are planned which will encourage children to listen and talk individually or in groups for a variety of purposes and to respond to what they have heard. This is done through activities such as play, drama, debates, whole class and group discussions, concerts, presentations and assemblies.

Reading

Reading activities focus not only on the mechanics of reading but also on the understanding (comprehension) of the text/story. A great emphasis is put on reading for enjoyment and classes are provided with regular opportunities to visit the school and local libraries.

Writing

We encourage children to write regularly and in a variety of contexts and genres. They are taught a range of strategies to enable them to write effectively, include relevant information and showcase their technical writing skills such as spelling, punctuation, grammar and presentation. We use class themes and children's experiences to inspire us.



Modern Languages in Primary

We offer French to all our pupils and the main emphasis is on spoken word. Opportunities for this learning are planned through specific focus lessons and also through every day language routines in the classroom such as register, counting, the weather etc.

Maths and Numeracy

Mathematics is important in our everyday life. It equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

The mathematics framework, within Curriculum for Excellence is organised into 3 parts:

- Number, money and measure
- Shape, position and movement
- Information Handling

At St Sylvester's, we offer children the opportunity to solve problems, develop logical reasoning and think creatively, which are essential life skills in our everyday lives we will regularly be required to use our numeracy knowledge and understanding, for example to estimate, use number processes, work with fractions and percentages, manage money and time, make measurements and read information from charts and tables.

Children acquire new skills and knowledge more easily when actively involved in their learning. Therefore at St Sylvester's, the Maths and Numeracy curriculum is taught through a variety of approaches which includes active learning and planned purposeful play; talking about strategies and children explaining their thinking; use of iPads, computers and Smartboards and opportunities to apply new learning across the curriculum. The ability to calculate in your head is an important part of mathematics.

Therefore, at St Sylvester's we place a great deal of importance on developing a range of mental strategies



Health and Wellbeing

Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future. This learning helps the children make informed decisions in order to improve their mental, emotional, social and physical wellbeing and to pursue healthy lifestyles now and in the future.

The health and wellbeing framework is organised into four parts:

- mental, emotional, social and physical wellbeing
- physical activity and sport
- planning for choices and changes
- relationships

At St Sylvester's School children are provided with opportunities to learn about health and wellbeing through specific focused lessons and also as part of cross curricular learning. This learning is supported by working with groups and individuals within our local community such as the Elgin Youth Café, Elgin Library, the school nurse, other health professionals and emergency services.

We are fortunate to have an extensive playground area and we take advantage of this vast outdoor learning space. Pupils are given regular opportunities to take part in enjoyable, creative, challenging and adventurous activities. We also take advantage of our local park, woods and beaches. Outdoor learning experiences are often remembered for a lifetime.



Sciences

As a society, Science has played a significant role in our past and will indeed in our future. Science education at St Sylvester's Primary School aims to equip learners with the skills they need to succeed

and flourish in this new world of scientific opportunity.

Through learning in the Sciences, children develop their interest in, and understanding of the living, material and physical world using the clearly identified organisers of:

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

Technologies

Learning in the technologies is vital for children in the 21st Century. It helps children to be informed, skilled, thoughtful, adaptable and enterprising citizens

The technologies framework at St Sylvester's has 5 organisers:

- Digital literacy
- Food and textiles
- Technological developments in society and business
- Craft, design, engineering and graphics
- Computing science

We have extensive provision for Technologies at St Sylvester's and the children use this to enhance their learning using, for example, laptops, notebooks, iPads, PCs, Interactive Whiteboards and programmable toys.

Expressive Arts

By engaging in experiences within the expressive arts, children and young people will recognise and represent feelings and emotions, both their own and those of others. The expressive arts play a central role in shaping our sense of our personal, social and cultural identity. Learning in the expressive arts also plays an important role in supporting children and young people to recognise and value the variety and vitality of culture locally, nationally and globally.

The framework in Expressive Arts is delivered through:

- art and design
- dance
- drama
- music

The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

At St Sylvester's, children learn these skills through opportunities such as Scottish Country Dancing, Street Dance, Drama Club, Class Assemblies and whole-school Christmas shows. All classes participate weekly in singing lessons led by Mr Jack (Diocese Music). Music instruction is also offered in piping and drumming, strings, woodwind, brass and ukulele.

Social Studies

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

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

- people, past events and societies
 - people, place and environment
 - people in society, economy and business.
- At St Sylvester's, most of the Social Studies curriculum is taught through a context for learning (topic/theme). Information about this is provided through the termly class newsletters. Some topics require visits to places of interest while others may involve the class inviting in members of the community and other speakers to talk to the pupils and share their experiences. Teachers are encouraged to use the local environment around Elgin as much as possible to enhance the learning.

Approaches to Learning

There are a variety of ways in which learning opportunities may be presented to children. Some approaches to learning to support learners to develop skills, knowledge and understanding are:

Using technologies: Finding, researching, communicating, creating and presenting.

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

Interdisciplinary Learning: Linking areas of learning to develop reinforce and deepen understanding

Outdoor Learning: Making use of the outdoor environment and surrounding community

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.

Learners are provided with opportunities to develop these skills through Enterprise, Global Citizenship and Sustainable Development. Pupils can also become involved in the school's Leaderships Groups such as 'Pupil Council' and 'Eco Committee'. In addition there are numerous voluntary extra-curricular activities which children can take part in.



Assessment

Assessment is a central part of everyday learning and teaching for every teacher and pupil. Curriculum for Excellence focuses on developing a range of knowledge and understanding, skills, attributes and capabilities that children develop across a range of contexts. This means that assessment involves a broad range of approaches that allow children to demonstrate what they know, understand and can do.

At East End, in order to ensure children are making progress across all aspects of planned learning, children take part in assessments that focus on literacy and numeracy across the curriculum.

Assessments take the form of observations, teacher's professional judgement, based on how much progress the child is making within the level they are working, as well as more standardised assessments at specific points throughout their time at Primary School.

Standardised assessments include National Standardised Assessments (NSAs) in Primary 1, Primary 4 and Primary 7, which are delivered across Scotland. Pupils complete these assessments using laptops or PCs and are designed to reflect the way we deliver the curriculum in a fun way.



Pupils are increasingly involved in the assessment process, which means that they can take ownership of their own learning progression. They do this by:

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

Support for Learning / Additional Support Needs

Children do not all progress at the same rate and differentiated activities within each classroom are provided by the class teacher. Some children require an additional input from our Support for Learning teacher (SFL) or Home School Link Worker (HSLW) in order to access the curriculum successfully. Children may be supported either individually or in small groups, sometimes within the class and sometimes in another room or even outside on the playground. Some children may only need additional help for a short period of time whereas others may have a longer term requirement.

Some children will have an IEP (Individualised Educational Plan). This will be planned by the class teacher and Support for Learning staff together. The IEP will be shared with parents and the programme will be monitored and updated on a

regular basis. Other children may have a Learner Profile and Strategies (LPS). This outlines individual barriers to learning and strategies that the school uses to support them.

A few children may have also a Positive Behaviour Support Plan (PBSP). If a child needs one of these then this will be planned with parents, Support for Learning and often the Senior Management Team.

Staff work in partnership with other agencies such as Speech and Language Therapy (SALT), Early Years Education Service (EYES), Educational Psychology (EP), Social Work (SW), English as an Additional Language (EAL), Sensory Education Service (SES), Occupational Therapy (OT), Health Visitors (HV), School Nurse and Child Smile, to name but a few. Our Home School Link Worker (HSLW) work part time between us and other local schools to help support children and families in their home and school environments.

Where necessary, multi-agency meetings, called Child Planning meetings, will be held. At these meetings, parents, school staff and other agencies work together to discuss issues/concerns, what's working well and plan future actions to help support the child. Children are aware of these meetings and are given the opportunity to put their views forward too.

Getting It Right for Every Child (GIRFEC)

The *Getting it Right for Every Child* approach ensures that *anyone* providing support puts the child or young person – and their family – at the centre. Getting it Right for Every Child (*GIRFEC*) supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe and respected so that they can realise their full potential.

Most children and young people get all the help and support they need from their parent(s), wider family and community but sometimes, perhaps unexpectedly, they may need a bit of extra help.

GIRFEC is a way for families to work in partnership with people who can support them, such as teachers, doctors and nurses.

The Wellbeing Indicators

At home, in school or the wider community, every child and young person should be:

- Safe
- Healthy
- Achieving
- Nurtured
- Active

- Respected
- Responsible
- Included

These eight factors are referred to as the Wellbeing Indicators. These Wellbeing Indicators help make it easier for children, families and the people working with them to discuss how a child or young person is doing and if there is a need for support.

Further information on *GIRFEC* and the Wellbeing Indicators is available at: <http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

The Named Person Service

In order to support *GIRFEC*, all children have a Named Person. The Named Person ensures that there is someone responsible for helping them get the support they need if and when they need it.

A Named Person will be a clear point of contact if a child, young person or their parents want information or advice, or if they want to talk about any worries and seek support.

Children and young people from birth to 18, or beyond if still in school, and their parents will have access to a Named Person to help them get the support they need. As each child grows up, their contact will change, with support usually provided by a:

- Health Visitor from birth to school age
- Head Teacher or Depute Head during primary school years
- Head Teacher, Depute Head or guidance teacher during secondary school years

While at St Sylvester's Primary, your child's allocated Named Person is the Head Teacher, **Mrs Ducrocq**.

During holiday periods, the Named Person Service for school aged children is managed by the local authority centrally.

School Term and Holiday Dates

2025-2026 Autumn In-Service Closure: Monday 18 August 2025 In-Service Closure: Tuesday 19 August 2025 Term starts: Wednesday 20 August 2025 Term ends: Friday 10 October 2025 Autumn holiday: Monday 13 October 2025 - Friday 24 October 2025 Winter Term starts: Monday 27 October 2025 In-Service Closure: Monday 10 November 2025 In-Service Closure: Tuesday 11 November 2025 Term ends: Friday 19 December 2025 Christmas holidays: Monday 22 December 2025 - Friday 2 January 2026 Spring Term starts: Monday 5 January 2026 In-Service Closure: Thursday 12 February 2026 Mid-term holiday: Friday 13, Monday 16 & Tuesday 17 February 2026 Term ends: Friday 27 March 2026 Spring holiday: Monday 30 March - Friday 10 April 2026 (Good Friday Holiday 3 April 2026) Summer Term starts: Monday 13 April 2026 May Day holiday: Monday 4 May 2026 Term ends: Friday 2 July 2026	2026-2027 Autumn In-Service Closure: Monday 17 August 2026 In-Service Closure: Tuesday 18 August 2026 Term starts: Wednesday 19 August 2026 Term ends: Friday 9 October 2026 Autumn holiday: Monday 12 October 2026 - Friday 23 October 2026 Winter Term starts: Monday 26 October 2026 In-Service Closure: Monday 9 November 2026 In-Service Closure: Tuesday 10 November 2026 Term ends: Friday 18 December 2026 Christmas holidays: Monday 21 December 2026 - Friday 1 January 2027 Spring Term starts: Monday 4 January 2027 In-Service Closure: Thursday 11 February 2027 Mid-term holiday: Friday 12 & Monday 15 February 2027 Term ends: Thursday 25 March 2027 Spring holiday: Friday 26 March - Friday 9 April 2027 Summer Term starts: Monday 12 April 2027 May Day holiday: Monday 3 May 2027 Term ends: Friday 2 July 2027 Plus 1 occasional day holiday to be agreed by 31 March 2026
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http://www.moray.gov.uk/moray_standard/page_55829.html

Appendix A

Moray Council Education, Housing & Communities		
Address: Council Office, High Street, Elgin IV30 1BX		
Telephone: 01343 563374	Hours: 8.45am - 5.00pm Monday to Friday	
Email: education@moray.gov.uk	Website: www.moray.gov.uk	

Moray Council A-Z		
Alternative formats, languages or further information, please ask an English speaking friend or relative to:	Telephone:	01343 563319
	Email:	equalopportunities@moray.gov.uk
	Write to:	Equal Opportunities, Moray Council, High Street, Elgin, IV30 1BX
Active Schools	Telephone:	01343 563890
	Email:	Active.schools@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52055.html
Additional Support for Learning	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42567.html
Adverse Weather Procedures	Telephone:	0870 054 9999 (school information line) Calls to this number will be charged at a 2p per minute service charge plus your call providers access charge Local school or 01343 563374
	Email:	Local school or education@moray.gov.uk
	Website:	http://schoolclosures.moray.gov.uk/ www.moray.gov.uk/moray_standard/page_53021.html
After School Clubs	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.moray.gov.uk/moray_services/page_44889.html
Armed Forces Families Information	Telephone:	01980 618244 (Children's Education Advisory Service)
	Email:	enquiries@ceas.uk.com (Children's Education Advisory Service)
	Website:	www.moray.gov.uk/moray_standard/page_100164.html
Attendance and Absence	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55580.html
Bullying	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52988.html
Childcare	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.scottishfamilies.gov.uk/
	Telephone:	01343 554370 or out of hours emergency 03457 565656

Children and Families Social Work	Email:	childrensaccessteam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_47606.html
Child Protection	Telephone:	01343 554370 or out of hours emergency 03457 565656 or 101 (Police Scotland)
	Email:	childrensaccessteam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55497.html
Clothing Grants	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html
Data Protection	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_75569.html
Deferred Entry to Primary School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52991.html
Disability Discrimination	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43019.html
Early Entry to Primary School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_56925.html
Early Learning & Childcare (pre-school)	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42682.html
Education Maintenance Allowance	Telephone:	01343 563338
	Email:	EMAMoray@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_40540.html
Exclusion from School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53001.html
Free School Meals	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html
Grants and Bursaries	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43903.html
Home Education	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53000.html
Instrumental Instruction	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53005.html
Placing Requests	Telephone:	01343 563374
	Email:	education@moray.gov.uk

	Website:	www.moray.gov.uk/moray_standard/page_49601.html
Racial Equality	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	http://www.moray.gov.uk/moray_standard/page_43019.html
School Meals	Telephone:	01343 557086
	Email:	schoolmeals@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55540.html
School Term and Holiday Dates	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55829.html
Transport (For Pupils)	Telephone:	0300 123 4565
	Email:	transport@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_1680.html

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