



INFORMATION FOR PARENTS

2025 - 2026





DEAR PARENTS, CARERS AND FRIENDS,

A warm welcome to Burghead Primary School — a vibrant, inclusive community where every child is supported to thrive.

We are proud of our strong values: Safety, Respect, Inclusion, Resilience and Success. These guide everything we do, from our daily routines to our celebrations of achievement. Our dedicated staff team works hard to provide a rich, engaging curriculum that nurtures curiosity, creativity and confidence.

What Our Parents Say...

"Burghead Primary is a wonderful community where my child feels proud to belong."

We value the vital role parents and carers play in school life. Whether through our Parent Partnership, volunteering, or simply sharing in your child's learning journey, your involvement helps us grow stronger together.

It's a privilege to lead such a caring and ambitious school. I look forward to working with you to ensure every child feels safe, inspired and ready to shine.

Warm regards,

Mr Martin Collins

Acting Head Teacher

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At a Glance: Handbook for Busy Parents

YOUR TWO-PAGE GUIDE TO BURGHEAD PRIMARY

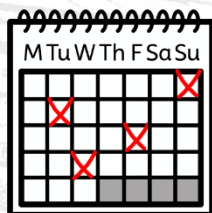
We know life is **busy**, so here's your **shortcut** to the **Burghead Primary** handbook. This page gathers the **essentials** — **times, contacts, uniform, lunches**, and **key routines** — all in one place. Think of it as your **go-to guide** when you need **answers fast**, without flicking through the whole **handbook**.

KEY CONTACTS



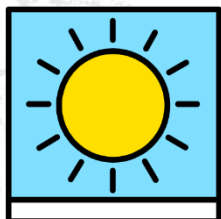
Acting Head Teacher: Mr Martin Collins
School Office: 01343 835529
Email: admin.burgheadp@moray-edunet.gov.uk
Address: Grant Street, Burghead, IV30 5UQ

TERM DATES (2025–26 highlights)



Start: Wed 20 Aug 2025
Autumn break: 13–24 Oct
Christmas holidays: 22 Dec – 2 Jan
Spring break: 30 Mar – 10 Apr
Summer ends: Thu 2 Jul 2026
(Full calendar online)

THE SCHOOL DAY



Breakfast Club: 7:45–8:45am
Start: 9:00am * In heavy rain, senior doors open at 8:50 for pupils to wait in the hall.
Interval: 10:30–10:45am
Lunch: 12:20–1:10pm
Finish: 3:05pm

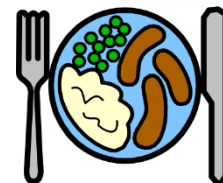
UNIFORM



Royal blue sweatshirt/cardigan
White polo shirt
Grey/black trousers, skirt, pinafore
Clan-coloured PE t-shirt (Blue, Red, Yellow) + shorts/trainers
Second-hand uniform available at School Office
Lost property kept at the office – please name all items.

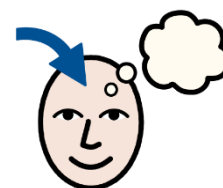
LUNCHES

Hot meals delivered daily (vegetarian/vegan options)
P1–P5 free meals under Universal Free School Meal scheme
Packed lunches: no nuts, grapes halved, healthy snacks encouraged
Home School Lunch option also available
Water bottles: plain water only
Snack time: one healthy snack at morning break



LEARNING & SUPPORT

Curriculum for Excellence: **Literacy, Numeracy, Health & Wellbeing** at the core
Outdoor learning: forest, coast, community spaces
Support for Learning: tailored help via ASN Circle, IEPs, CSPs if needed
Pupil voice: Clan Leaders, Council, Eco & Health Groups



SAFETY & WELLBEING

Safeguarding policies in place
Positive behaviour celebrated through Clan Points
Medication: inform Office, follow school procedures
Dogs are not permitted on school grounds (except approved assistance dogs)



COMMUNICATION

ClassDojo: quick updates with teachers
Weekly newsletter: email/ClassDojo/paper copies
Parent Portal: secure online service for school information, permissions and updates parentsportal.scot



COMMUNITY & IDENTITY

Three Clans: **Clavie, St Aethan's, Torfness**
Strong ties with Burghead's heritage, Parent Partnership, and local groups
Children encouraged to show **Safety, Respect, Inclusion, Resilience, Success**



What Our Children Say...

"I have tons of friends and the teachers are really kind and helpful."



Safe



Welcome & Vision

Our Vision

TOGETHER WE SHINE

What Our Parents Say...

"The school's vision is meaningful – it sets high expectations and helps our children shine."



Working and learning together to be the best we can be!

At **Burghead Primary**, we grow as **learners, individuals**, and as a **community**. Our vision is to **nurture every child's potential** in a **safe, inclusive environment**, enriched by our **unique coastal setting**.

Our Values and Children's Rights



Safety

I have the right to feel safe



Respect

I have the right to be listened to and share opinions respectfully



Inclusion

I have the right to play and join in



Resilience

I have the right to develop skills for learning, life, and work



Success

I have the right to a good education to achieve success

Our **school values** were developed with **pupils, staff, and families**, and are closely linked to the **United Nations Convention on the Rights of the Child**. They shape our **ethos**, guide **decision-making**, and ensure Burghead Primary remains a **welcoming place** where every child belongs.

Our Aims

CREATING A POSITIVE ETHOS

- Provide a **safe, welcoming place** for all
- Promote **respect** for self, others, and the environment
- Foster awareness of **children's rights** and shared values

SUPPORTING ACHIEVEMENT AND SUCCESS

- Help every child reach their **potential** and become a **confident learner**
- Offer a **broad, balanced curriculum** reflecting **Curriculum for Excellence**

STRENGTHENING COMMUNITY PARTNERSHIPS

- Build strong partnerships with **parents** through open communication
- Encourage respect for our **community** and **environment**, with children as **active contributors**



About our School

WHERE LEARNING MEETS THE SEA

Nestled between **ancient forests** and the **Moray Firth**, Burghead Primary is a place where **history**, **nature**, and **learning** come together. Founded in **1875**, Burghead Primary has served generations of children. After the original building was destroyed by fire in 1886, new school buildings opened later that year, and the school has continued to thrive ever since. Today our school provides education for children from **Primary 1 to Primary 7**, with a current roll of **113 pupils**.

What Our Parents Say...

"We love that the values are lived every day, not just written on paper."

We are **non-denominational** and work closely with our independently managed **nursery** through shared **events**, **fundraising**, and **transition activities**. Our **grounds** offer space to **play** and **grow**, from the **playground** and **garden** to the **football field** and **community park**. Thanks to the dedication of our **Parent Partnership Fundraising Committee**, exciting new opportunities continue to open up for our learners.

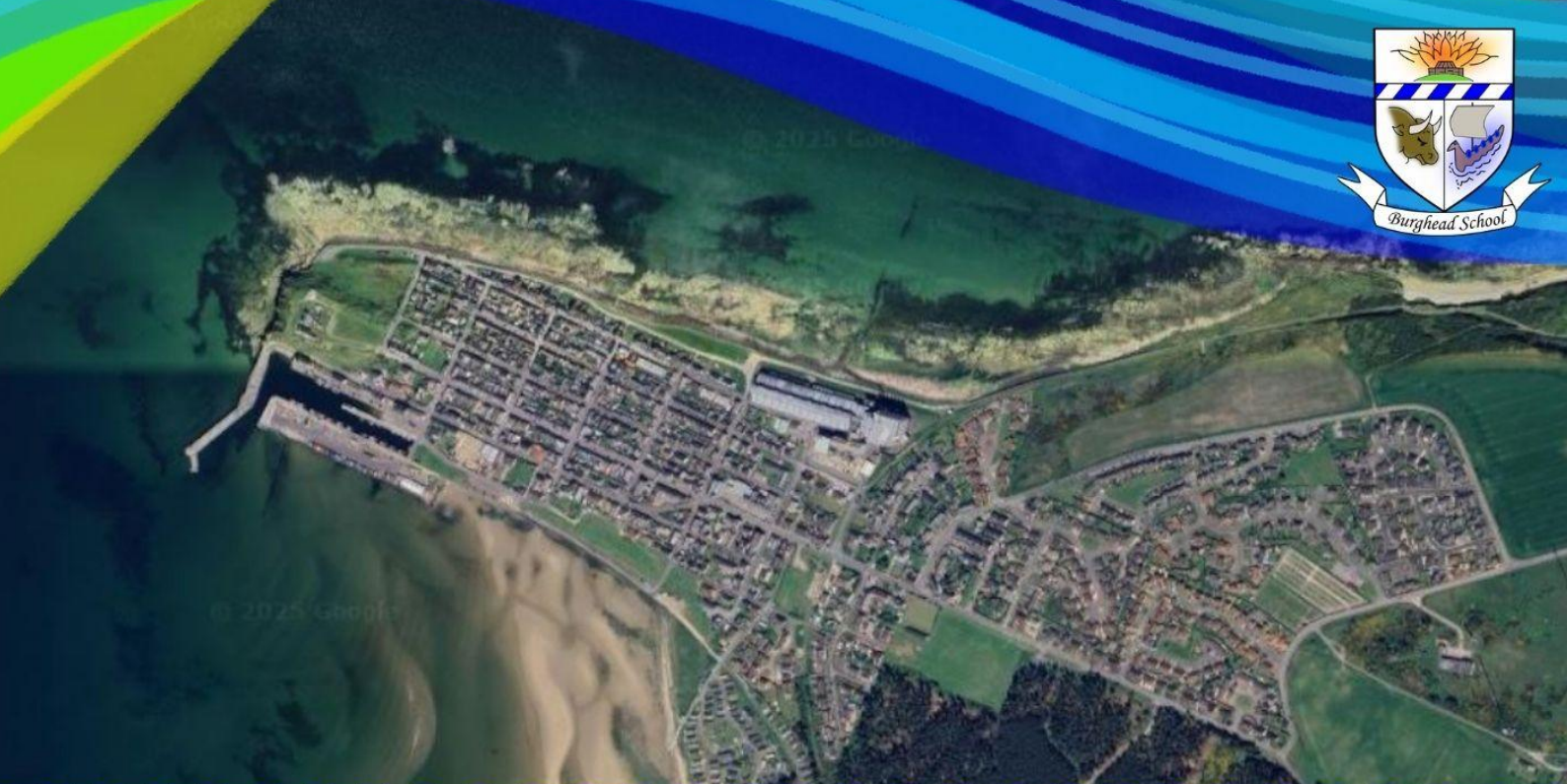
Classes are formed according to **age** and **ability**, with **composite groupings** where needed. Our **staffing** follows national guidelines, and our **team** works hard to ensure every child feels **supported**, **challenged**, and **valued**.

Our History: Burghead Primary Through the Years

Burghead Primary has been at the heart of our community for over a century.

- The **foundation stone** of the original school was laid in **March 1875**.
- In **April 1886**, the school was tragically destroyed by fire.
- Just months later, in **September 1886**, new school buildings opened on the same site, described at the time as "*cheery and spacious... among the best we have seen in an elementary school.*"
- Over the years, dedicated teachers and pupils have shaped Burghead's story, from prize-givings and concerts in the 1880s to the thriving, inclusive school we are today.





OUR LOCATION

Contact Information

Acting Head Teacher

Mr Martin Collins

School Telephone Number

01343 835529

E-mail

 admin.burgheadp@moray-edunet.gov.uk

Address:

Burghead Primary School

Grant Street

BURGHEAD

IV30 5UQ



What Our Parents Say...

"Strong leadership matters – it has been great for the school."



RESPECT

Community Pride

ROOTED IN BURGHEAD, GROWING TOGETHER

Community Pride: Rooted in Burghead, Growing Together

Burghead Primary's story is woven into the fabric of the village. From the earliest concerts and prize-givings in the 1880s to today's Community concerts, Clan Days and fundraising events, our school has always been a place where learning and community spirit come together.

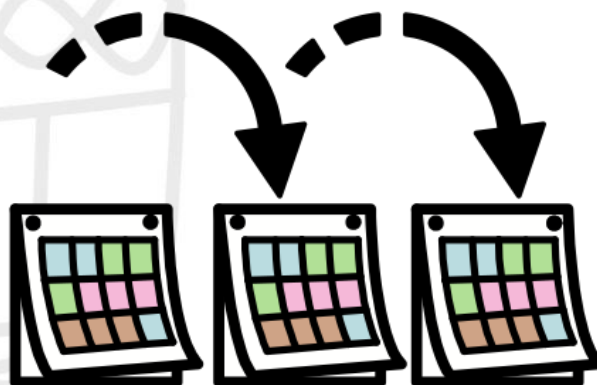
- **Celebrations and Gatherings** – Families have always come together around the school, for concerts, assemblies and performances.
- **Resilience and Renewal** – The school community has faced challenges, including the fire of 1886, but each time Burghead pulled together to rebuild and move forward. That same resilience is seen now in the way parents, carers, and friends support our pupils.
- **Shared Traditions** – Just as Burghead treasures the Burning of the Clavie and its Pictish heritage, our pupils carry forward traditions of teamwork, respect, and resilience through Clans, outdoor learning, and community partnerships.

What Our Parents Say...

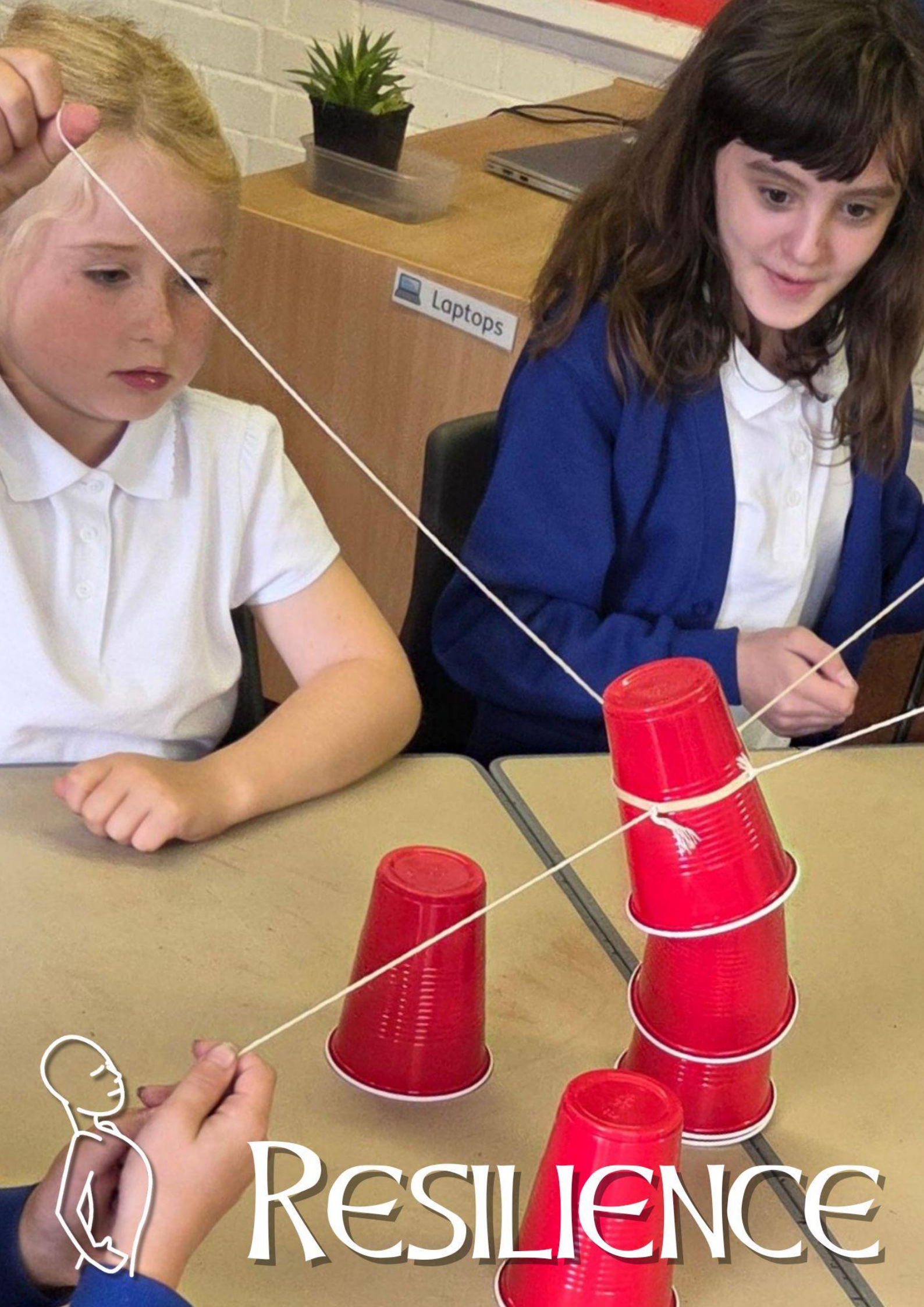
"The community spirit is what attracted us to Burghead Primary."

What Our Children Say...

"I like the school traditions like P7s jumping in the harbour on the last day of school."



We value the strong partnerships we share with families, local groups, and businesses. Parents, carers, and friends play a vital role in making Burghead Primary a welcoming, inclusive place where every child can thrive. Our pride comes not only from the past but from the way each generation of Burghead children adds their voice to the story. Burghead Primary is not just a school in the community — it is a **school of the community**, celebrating success, supporting one another, and growing together every step of the way



Laptops



RESILIENCE

Our Clans

BUILDING BELONGING THROUGH TRADITION

At **Burghead Primary**, every child belongs to one of our three **Clans** — **Clavie**, **St Aethan's**, and **Torfness**. These names are drawn from Burghead's rich **heritage** and **landscape**, making our Clan system a living link between **school life** and the **history of our town**.



CLAVIE

inspired by Burghead's fire festival, symbolising **resilience** and community spirit.



ST AETHAN'S

named after the historic church, reflecting **respect** for our shared past.



TORFNESS

drawn from the headland, symbolising **safety** and **success**

Clan Days

Several times each year, we hold special **Clan Days** where children mix across **age groups** to learn, play, and lead together. Older pupils take on **leadership roles**, guiding younger learners, while younger children bring fresh **curiosity** and **energy**. These days build **inclusion**, **confidence**, and a strong sense of **belonging**.

Clan Points

At Burghead Primary, our **Clans** earn **Clan Points** (similar to House Points) by living out our school values — **Safety, Respect, Inclusion, Resilience, and Success** — in daily life. Points are awarded for acts of **kindness**, **effort**, **teamwork**, and **achievement**, helping children see that they are part of something **bigger than themselves**.

More than just a reward system, the Clan structure is a celebration of Burghead's **identity** — rooted in **history**, strengthened by **community**, and inspired by the **future**. At the end of each term, the winning Clan is proudly celebrated in **assemblies**, reinforcing the **pride** and **joy** of working together.

What Our Parents Say...

"Clan Days and mixed classes help children build friendships across the school."

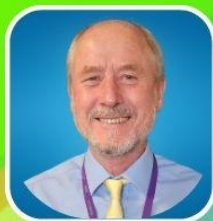


INCLUDED



Meet the Burghead Team

FACES OF OUR SCHOOL FAMILY



MR COLLINS
Head Teacher



MRS MOWAT
Administrator



MISS STIRLING
P1/2 Teacher



MS MOFFAT
P2/3 Teacher



MRS COOK
P4/5 Teacher



MRS TOON
P4/5 Teacher



MS FOWLES
P5/6 Teacher



MRS NEALL
P7 Teacher



MRS ERRINGTON
Teacher - McCrone Cover



MR CRAMMOND
Support for Learning



MRS IRWINE
Classroom Assistant



MRS COOMBES
Pupil Support Assistant



MRS MCHUGH
Pupil Support Assistant



MISS PRICE
Pupil Support Assistant



MRS ROBERTSON
Pupil Support Assistant



MRS REID
*Pupil Support Worker
Military Support*



MISS MIDDLER
*Children's Supervisor
Cleaner*



MR GLENNIE
Janitor



MRS DAVIDSON
*Kitchen Supervisor &
Breakfast Club*



MRS RALPH
Kitchen Assistant



MRS THOMPSON
Kitchen Assistant



MRS COXON
Cleaner



MRS CALDWELL
Pipes Teacher



MR CALDWELL
Drums Teacher



MR DAVIDSON
Strings Teacher



MRS GILLIES
Ukulele Teacher



MRS THERON
Woodwind Teacher



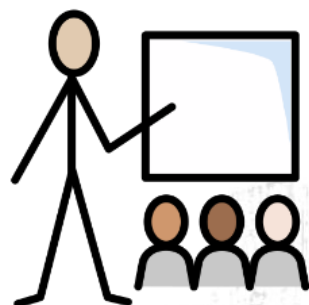
Success



Safe

The School Day

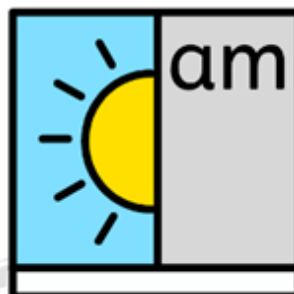
OUR DAILY RHYTHM



What Our Parents Say...

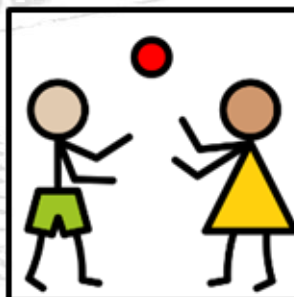
"The routines are clear and make mornings so much easier for families."

MORNING



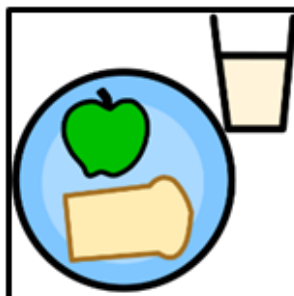
9:00 - 10:30am

INTERVAL



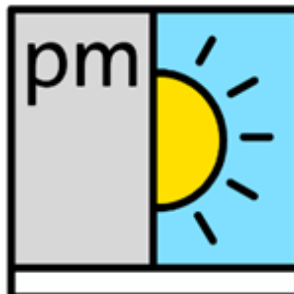
10:30 - 10:45am

LUNCH



12:20 - 13:10pm

AFTERNOON



13:10 - 15:05pm

Breakfast Club 7:45 - 8:45am

* In heavy rain, senior doors open at 8:50 for pupils to wait in the hall.



RESPECT

School Uniform DRESSED FOR SUCCESS



School Uniform

At **Burghead Primary**, we take pride in our **school identity** and encourage all pupils to wear **uniform**. With the support of families, this shared approach builds a sense of **belonging** and **readiness for learning**.

- Children are asked to wear:
- Royal **blue** sweatshirts or cardigans
- **White** polo shirts
- **Grey** or **black** trousers, skirts, or pinafores
- A school tie is optional.

We encourage sensible **footwear** for play and outdoor learning

P.E. Kit

Children take part in **P.E. twice a week**, so it's helpful if their kit stays in school or comes in regularly.

For these sessions, they wear:

- A **Clan-coloured t-shirt** (Clavie: **Blue**, Torfness: **Red**, St Aethan's: **Yellow**)
- **Royal blue shorts** (no football strips)
- Indoor **gym shoes** and **outdoor trainers**

P.E. bags may be left on pegs. All **clothing and equipment** should be **clearly named** to avoid mix-ups. We kindly ask that **jewellery and valuables** are left at home, especially on P.E. days.

Where to Buy

Branded uniform can be purchased from DallasDesignsLtd.co.uk. We also stock a selection of **good quality second-hand uniform** in school at very reasonable prices — just ask at the **Office**.



What Our Parents Say...

"Uniform and Clan colours give children a real sense of identity."



LOST PROPERTY

All **lost property** is kept in the **School Office**, and we encourage families to ensure belongings are **clearly named** so items can be returned quickly. Unclaimed, unnamed items may be donated at the end of term.



School Lunches BURGHEAD BITES

Lunchtime at Burghead

At **Burghead Primary** whether children enjoy a **hot meal**, bring a **packed lunch**, or go **home for lunch**, we ensure every child feels **cared for and well-fed**.

Hot Meals

Lunches are freshly prepared at **Hopeman Primary** and delivered daily.

Menus meet the **Scottish Nutrient Standards** and include **healthy options**, with **vegetarian and vegan choices**.

Children in **Primary 1–5** are entitled to **free school meals** under the **Universal Free School Meal scheme**.

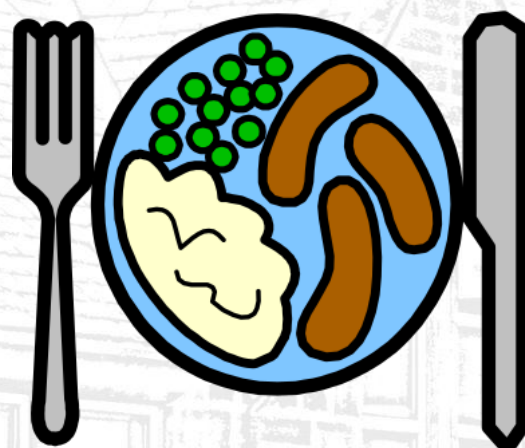
Pupils select their choice each morning via **iPay Impact** and wear a **coloured wristband** at lunch.

Payments are made **securely online** - please contact the **School Office** for support.

If your child has **dietary requirements or allergies**, please let us know so we can meet their needs **safely**.

What Our Parents Say...

"Healthy lunches and snacks show the school really cares about wellbeing."



WEEK 1		Monday	Tuesday	Wednesday	Thursday	Friday
14/04/2025 12/05/2025 09/06/2025 18/08/2025 15/09/2025 27/10/2025 24/11/2025 05/01/2026 02/02/2026 02/03/2026	Green	Chicken Curry	Macaroni Cheese	Bubblefrah	Butcher's Pork Sausage with optional Gravy	Steak Mince with Vegetables
	Yellow	Cheese and Tomato Pizzas	Vegetable Fajita	Roast Chicken with optional Gravy	Spring Roll	Breaded Chicken Goujons
	Veg	Potato Wedges Rice Sweetcorn Salad selection	Garlic Bread Broccoli Salad selection	Potato Pasta Peas and Sweetcorn Salad selection	Potato Peas Salad selection	Potato Baked Beans Salad selection
	Orange	Tuna Mayonnaise Roll Salad selection	Ham Sandwich Salad selection	Cheese Wrap Salad selection	Chicken Mayonnaise Sandwich Salad selection	Egg Mayonnaise Sandwich Salad selection
	Soup / Pudding	Lentil Soup selection of Fresh Fruit with optional Natural Yoghurt	Potato Soup selection of Fresh Fruit with optional Natural Yoghurt	Potato and Leek Soup Strawberry Mousse with Fruit Salad selection of Fresh Fruit with optional Natural Yoghurt	Tomato Soup Oatmeal Biscuit with Mincemeat selection of Fresh Fruit with optional Natural Yoghurt	Vegetable Soup Orange cake with Fruit and optional Custard selection of Fresh Fruit with optional Natural Yoghurt

Key
Vegetarian
Vegan



Current menus can be found [online](#)

Packed Lunches

Children who bring a packed lunch have a space to store lunchboxes. Please include a **cool pack** in warmer months. To support **healthy eating and safety**:

- Avoid sending **nuts**.
- Cut **grapes in half** and make sandwiches more manageable for younger children.
- Encourage children to return **uneaten food** so parents can monitor intake.
- **Cold drinking water** is available, and bottles can be refilled at lunch or break.



Home Lunches

Children going home for lunch should return just before the **1:15pm bell**.

In wet weather, when staff may not be in the playground, they should re-enter via the **main entrance** no earlier than **13:10**.

Lunchtime Supervision

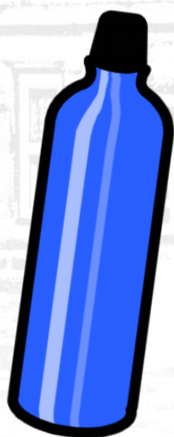
Our **auxiliaries** supervise the **dining hall** and **playground**, ensuring a **safe and friendly environment** for all children.

Water Bottles & Healthy Snacks

We promote **health and wellbeing** throughout the day. Children should bring a **named water bottle**, filled with **plain water only** (no juice during lessons).

Snack Time

Children are encouraged to bring **one healthy snack** for morning break. This doesn't have to be fruit, but **sweets and chocolate bars** should be kept for home. **Simple, nutritious snacks** help children stay **focused and energised**.





RESILIENCE

Enrolment & Transition Into School

STARTING YOUR JOURNEY

Enrolment for Primary 1

We're delighted to welcome new families to **Burghead Primary School**.

Children who turn **five on or before 28 February** of the following year are eligible to start **Primary 1 in August**.

Each **January, Moray Council** publishes enrolment dates in the local press, and registration can now be completed **online**.

Families enrolling for P1 receive a **tailored induction package**, with opportunities for children and parents to **visit classrooms, meet staff**, and experience life at Burghead.

Our team is experienced in supporting **transitions**, ensuring every new pupil feels **safe, welcomed, and ready to learn**.

Visiting the School

If you're considering Burghead Primary, please contact the **School Office** to arrange a **visit**.

You'll be shown around, introduced to staff, and given the chance to see **classes in action**.

We're proud of our school and love sharing it with new families.



Joining us from Elsewhere

We understand that **moving schools** can be a big step.

To help us support your child, please bring any **recent reports or work samples**.

We encourage families to allow a few weeks for children to **settle in** before arranging a follow-up meeting with the **class teacher**—unless there are urgent concerns.

Our aim is to make every **transition smooth, sensitive, and supportive**, whether you're joining us from **near or far**.



INCLUDED

Every Day Counts ATTENDANCE AND ABSENCE

At **Burghead Primary**, we believe **regular attendance** helps children feel **secure**, make **progress**, and enjoy their **learning**.

Under **Section 30 of the Education (Scotland) Act 1980**, **parents and carers** have a legal duty to ensure their child attends school regularly.

All **absences** must be recorded as **authorised** or **unauthorised**, so please contact the **School Office** before **9:15am** by phone or answer machine message.

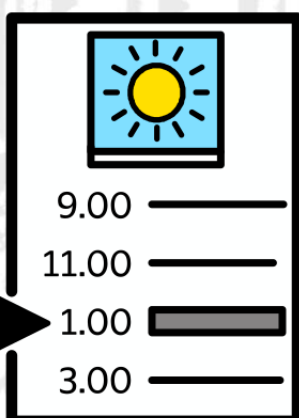
Holidays During Term Time

Taking children out of school for **holidays** during term time is **not a legal right** in Scotland.

Where families have no control over annual leave dates, the **Head Teacher** may authorise absence in **exceptional circumstances**.

Most holiday absences will be recorded as **unauthorised**, and **class-based learning** cannot be provided during this time.

Please send a **written note or email** to the Head Teacher in advance to inform the school.



Appointments

Where possible, please arrange medical or dental appointments outside school hours.

If this isn't possible, children must be collected by a parent or carer — they cannot leave school unaccompanied during the day.



Success

STAYING CONNECTED

We value **strong communication** and are always happy to hear from you.

If you have a **question, concern**, or need to **report an absence**, please contact **Mrs Mowat, School Administrator** on **01343 835529** or email

 admin.burgheadp@moray-edunet.gov.uk.

This telephone number can also be used to listen to **school announcements** (e.g. severe weather closures) or to leave a **non-urgent message** when the school is closed.

Parent Portal

The **Parent Portal** is a secure online service where you can view your child's **school information**, complete **health or education forms**, and communicate with **teachers**. To find out more, visit  parentsportal.scot.



In the event of **school closures**, you can register for notifications, including school-specific closure notices. To sign up, you must first be registered with **MyAccount** – a simple and secure way to access a range of **Scottish public services** using a single account.

More information on **MyAccount** can be found  mygov.scot/myaccount.



At Burghead Primary, we believe families should feel **informed and involved** every step of the way.

Parents can reach their child's **class teacher** through **ClassDojo**, a free messaging app for quick updates during school hours.



ClassDojo



To keep everyone up to date, we also send a **weekly newsletter** by email and on ClassDojo, with paper copies available if preferred.

These updates include **key dates, school news, upcoming events, and pupil celebrations**, ensuring families receive regular communication and feel part of our school community

What Our Parents Say...

"We feel part of the school through ClassDojo and newsletters."



Learning & Support

Curriculum

LEARNING THE BURGHEAD WAY

At **Burghead Primary**, we believe learning should be **meaningful, joyful, and rooted in the world around us**. Our curriculum is shaped by Scotland's **Curriculum for Excellence**, supporting children to develop the **knowledge, skills, and values** they need for **learning, life, and work** in the 21st century.

We aim to help every child become:

Successful Learners

Confident Individuals

Responsible Citizens

Effective Communicators

These four **capacities** guide our planning and are celebrated throughout each child's **learning journey**.

What Does the Curriculum Include?

Our curriculum is more than just **subjects**—it's everything children experience at school: **curriculum areas, interdisciplinary learning, the ethos of school life**, and opportunities for **personal achievement**.

It is built on key principles of **challenge and enjoyment, breadth, progression, depth, personalisation and choice, coherence, and relevance**, with a strong emphasis on **Literacy, Numeracy, and Health and Wellbeing**, woven through all learning experiences.

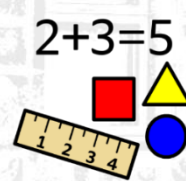
Children explore eight curricular areas:



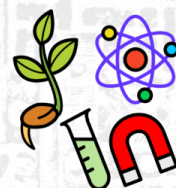
Health & Wellbeing



Languages
(including English and Modern Languages)



Mathematics



Science



Social Studies



Expressive Arts



Technologies



Religious & Moral Education

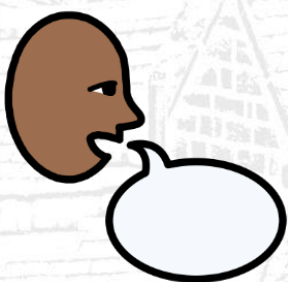
How Children Learn

Learning at Burghead is **active**, **playful**, and connected to **real life**, guided by Curriculum for Excellence and enriched by our coastal and woodland setting.

Learning Through Play and Pupil Voice

For our youngest learners, **play** is a powerful tool. It helps children develop **relationships**, **resilience**, and a **love of learning**.

Our **play-based approach** is **rights-focused** and follows the principles of **GIRFEC**, providing **rich, purposeful experiences** that support **wellbeing** and **development**.



As children grow, they're encouraged to take part in **decision-making** and shape **school life**. Pupil groups such as **Clan Leaders**, **Pupil Council**, **Eco Group**, and **Health Group** give learners a **voice** in how our school runs.

We also welcome **informal feedback** through **class discussions**, **Circle Time** and **consultations** — because every child's **ideas matter**.



Progression and Achievement

We recognise that every child's **learning journey** is unique. Children progress at their **own pace**, building on their **strengths** and receiving support for their **needs**.

Curriculum Levels

Children move through three broad levels during their time in primary school:

Early Level	First Level	Second Level
Nursery and Primary 1	Primary 2 to 4	Primary 5 to 7

Some children may move through these levels more quickly or take more time, depending on their **individual learning profile**.

Pupils with **additional support needs** may follow a **modified curriculum** with **personalised targets**, ensuring they achieve success in a way that's **meaningful to them**.



SAFE

Outdoor Learning at Burghead

OUR CLASSROOMS STRETCH FROM THE FOREST TO FIRTH

Outdoor learning is a defining strength of Burghead Primary.

Our unique **coastal** and **woodland** setting gives children **opportunities** to **explore**, **investigate**, and **learn** in meaningful, **real-world** contexts.

What Our Children Say...

"I like learning outside because we get to go to the woods, the beach, and other places that many schools don't have."



Whether they're building dens in the woods, studying wildlife along the shoreline, or taking **literacy** and **numeracy outdoors**, these experiences nurture confidence, resilience, curiosity, and wellbeing.

We **encourage** all children to come to school ready for the weather, with warm layers, waterproofs, and wellies so they can take part comfortably and **safely**.

If your family may be eligible for clothing support, please see Appendix A for information on how to apply.

What Our Parents Say...

"Outdoor learning makes lessons memorable and builds confidence."

Support for Learning

SUPPORTING EVERY LEARNER



At Burghead Primary, we believe every child deserves the **right support to thrive**. Children develop at different rates, and we **tailor teaching** to meet a wide range of **learning needs**—whether a child needs help to **manage** or challenge to **extend** their learning.

How Support Works

- **Support** may be **short-term** or **ongoing**, and can take place **in class** or in **small groups**.
- Our **Support for Learning Teacher** and **PSAs** work closely with **class teachers** and **support staff** to adapt learning and provide targeted help in **literacy, numeracy, social and emotional wellbeing, and behaviour**.
- Some children may also receive support to **stretch** and **challenge** their learning in specific **subjects**.

ASN Circle Framework

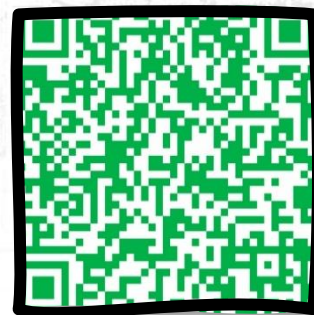


We use the **ASN Circle Framework** to guide our **inclusive practice**. This national resource helps us reflect on the **learning environment, teaching approaches, and relationships** that support all learners. It encourages a **collaborative, strengths-based approach** to identifying and meeting needs. Find out more [online](#)

Planning and Communication

When a child needs **extra support**:

- A **Learner Profile and Strategies (LPS)** may be created to help staff understand what **motivates** the child and how best to **support** them.
- For more **individualised needs**, an **Individualised Educational Programme (IEP)** may be developed, setting out **goals, strategies**, and who will be involved. If a child's needs are more **complex** and **long-term**, a **Co-ordinated Support Plan (CSP)** may be considered, with input from other **agencies**





Inclusive Practice

We are committed to ensuring all children—and their families—have equal access to learning and school life. This includes:

- Adapting the physical environment for children with sensory or physical needs.
- Offering **virtual meetings**, translation services, or accessible venues for parents and carers.
- Working with external partners such as **Educational Psychologists, Speech and Language Therapists, Occupational Therapists, Moray Autism Service, Paediatrics, and Social Work** when needed.

What Our Parents Say...

"Staff know my child as an individual and encourage them to do their best."

Getting It Right for Every Child (GIRFEC)

At Burghead Primary, we follow the **Getting It Right for Every Child** approach—a national framework designed to support the wellbeing of all children and young people from birth to 18. GIRFEC places your child's **wellbeing** at the heart of everything we do.

It helps us work together with families and other services to ensure every child gets the **right support, at the right time, from the right people**.

getting
it right
for every child
in Moray

What GIRFEC Means for Your Child

We consider how your child is doing across eight key wellbeing indicators, known as **SHANARRI**:



Most children receive the support they need from their families, community, and universal services like health and education. Where extra support is needed, GIRFEC helps make that support **easy to access**, with your child at the centre.



wcctv
WIRELESS CCTV
0115 850 2103



RESPECT

The Named Person Service

As part of **GIRFEC**, every child has access to a **Named Person**—a single point of contact for **families** and **professionals**. In **primary school**, the **Head Teacher** is usually the Named Person and remains so throughout your child's time at **Burghead**. When your child moves to **secondary school**, a **Principal Guidance Teacher** typically takes on this role.

The **Named Person** is here to **listen**, offer **advice**, and help **coordinate support** if needed—including **multi-agency input** from services such as **health**, **social work**, or **police**.

If you have concerns about your child's **wellbeing**, please contact your Named Person by **phone**, **email**, or **letter**—we're here to help.

If you have concerns about your child's **progress**, please speak to the **class teacher** first. We're here to **listen** and **work together**.

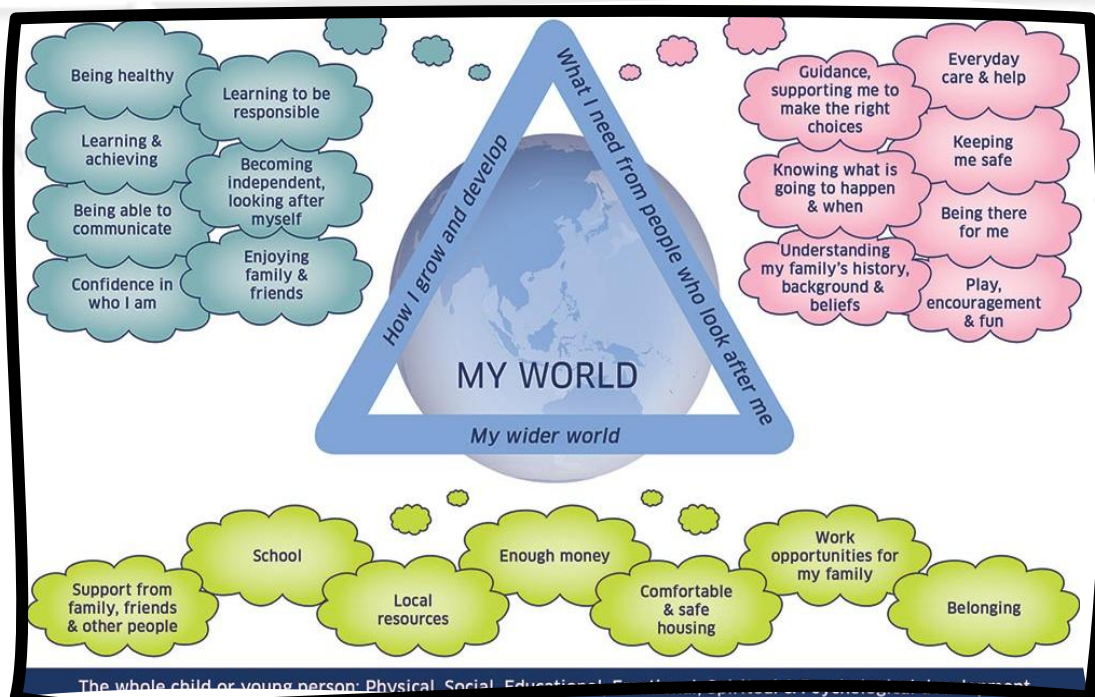
More information on support services in Moray is available on The Moray Council website, and independent advice is available from Enquire [Online](#), Scotland's advice service for additional support for learning.

What Our Parents Say...

"We know there's someone our child can talk to if they're worried."



The My World Triangle



The whole child or young person: Physical, Social, Educational, Emotional, Spiritual, Environmental, Developmental



Assessment, Attainment & Reporting

UNDERSTANDING PROGRESS, CELEBRATING SUCCESS

At **Burghead Primary**, we believe **assessment** is not just about measuring progress — it's about helping children **understand their learning**, **celebrate achievements**, and **plan next steps**.

What Our Parents Say...

"I see progress every term — the curriculum feels relevant and engaging."



How We Assess Learning

We use a wide range of ongoing, **formative assessments** to track progress in **Literacy**, **Numeracy**, and across the **curriculum**, including:

- **Self-assessment** — children reflect on their own learning.
- **Peer assessment** — pupils support one another.
- **Personal learning planning** — pupils, teachers, and parents working together.
- **Teacher judgement** — based on observations, discussions, written work, and assessment tasks.

Children are encouraged to take **ownership** of their learning, building **resilience** and confidence. Teachers use a range of **evidence** to form professional judgements, tailoring learning and identifying next steps.

How We Share Progress

We believe regular, meaningful **communication** helps families stay connected to their child's learning journey. Progress is reported through:

- **Pupil Profile** in September
- **Written Report** in March
- **Parent/Teacher Meetings** in September and March
- **Open Afternoons, Curriculum Meetings, Assemblies, Performances, and Weekly Updates**
- **ClassDojo**, our home/school communication platform

What Our Children Say....
"Getting Clan Points makes me feel rewarded"

Learning and achievements are also shared informally at **events** where families are invited into school. These moments help children **celebrate progress** and show how well they understand their learning.

What Our Children Say....

"I love being a clan leader and standing up in assembly."



Partnership with Families

If we notice anything unexpected in a child's progress, we will contact **parents** promptly to arrange a conversation — because we know that **home-school partnership** is key to every child's **success**.

Assessment and reporting at Burghead are not separate processes — they are part of a continuous cycle of **learning**, **reflection**, and **celebration**, ensuring every child feels **supported**, **included**, and ready to be the **best they can be**.



RESILIENCE

National Assessments

Children in **P1, P4, and P7** take part in **Scottish National Standardised Assessments (SNSAs)**. These help us understand how children are **progressing nationally** and support planning for their learning. We also submit final **professional judgements** on achievement of a level at the end of **Early, First, and Second Levels** of Curriculum for Excellence.

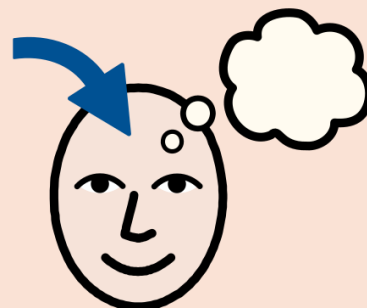
More information is available [online](#).



Home Learning

Home learning reinforces classroom learning and encourages **independence**. Activities may include:

- **Reading practice** at all stages
- **Spelling** from late Primary 1 onwards
- **Math's tasks** and topic-based research for older pupils
- **Home Learning Challenges** and personal projects, often with longer deadlines



Each teacher shares their expectations at the start of the year. No written home learning is issued in **August, December, or June**.

Resources for Learning

We're proud of the resources we offer to support **learning and play**, both indoors and outdoors:

- A wide range of **sports equipment** and **outdoor spaces** for physical activity and exploration
- Access to **tablets, laptops, and interactive Promethean panels** in every class
- A well-stocked **school library** with fiction, non-fiction, and **Story Sacks** for early learners



Our **curriculum** is carefully planned to be **broad, balanced, and engaging**, and we regularly review and refresh our approaches to keep learning **relevant, exciting, and inclusive**.

At Burghead, our **location is part of our classroom** — the **sea, forest, and historic village** enrich learning daily, making **outdoor learning** one of our greatest strengths.



INCLUDED



Curriculum Rationale

WHY WE TEACH THE WAY WE DO



BURGHEAD PRIMARY

We are proud to be part of the vibrant historic local community of Burghead. Our curriculum is designed to celebrate our heritage and creativity and to empower every child to thrive in learning, life, and work.

OUR VISION

Working and learning together to be the best we can be!



OUR AIM

We strive to provide the highest standards of learning by collaborating with the community.

Every child is given the opportunity to succeed, supported by a culture of aspiration and continuous improvement.

OUR VALUES

We believe in creating a nurturing environment where these core values are at the heart of everything we do:

- Respect:** Everyone deserves to be heard and treated with kindness.
- Resilience:** We build essential skills for lifelong learning, life, and work.
- Success:** Every child deserves great education and opportunities to achieve.
- Safety:** All children should feel secure in their relationships and environment.
- Inclusion:** Every pupil is encouraged to participate fully in all activities.

OUR UNIQUE CONTEXT

Shaped by our rich geographical and cultural setting, our school thrives on strong local history, community links, and partnerships that enhance learning. From exploring the Pictish Fort to embracing St Aethan's Well and our coastal setting, we draw inspiration from our surroundings to make learning meaningful and exciting.

WORKING WITH PARENTS

We pride ourselves on strong partnerships with families keeping parents informed and involved through:

- Updates via Class Dojo
- Weekly headteacher updates and termly newsletters
- Parent assemblies, open afternoons, and teacher meetings
- Questionnaires and opportunities to volunteer

APPROACHES TO LEARNING

Our teaching is rooted in the Burghead context and prioritises essential skills in Literacy, Numeracy, and Health & Wellbeing, which form the backbone of every lesson. We embrace creative approaches such as Global Citizenship, Enterprise, Outdoor Learning, Scottish History, STEM, and Sustainability, alongside active engagement with current and relevant events to enrich understanding.

USING THE DESIGN PRINCIPLES

We explore and develop the use of key design principles — Challenge & Enjoyment, Personalisation & Choice, Progression, Depth, Relevance, Coherence, and Breadth — by involving our pupils in planning their learning. These principles ensure that every learning experience is engaging, tailored, and meaningful.

LEARNING THROUGH THE FOUR CONTEXTS

We enrich the totality of learning through the four contexts: Curriculum Areas, which cover essential subjects like Expressive Arts, Technologies, Social Studies, and Sciences; School Ethos, which encourages pupils to contribute and belong; Interdisciplinary Learning, which connects knowledge for deeper understanding; and Personal Achievements, which support every child to reach personal milestones.

HIGH STANDARDS, HIGH ATTAINMENT

We hold high expectations for both pupils and staff, fostering success through

- Early interventions and detailed planning,
- Tracking and monitoring progress, and
- Encouraging parental support while celebrating wider achievements.

SUPPORTING EVERY CHILD

Our curriculum aligns with Getting It Right For Every Child (GIRFEC), ensuring every pupil feels: Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected, and Included.

NURTURING OUR PUPILS

We aim to develop learners who are:

- Enthusiastic, open-minded, and strive for excellence
- Confident, self-reliant, and resilient and
- Enterprising, with a creative, positive commitment to contributing to society

PUPIL VOICE & LEADERSHIP

Children are at the heart of our school and actively shape their learning experiences by:

- Planning topics with teachers,
- Creating success criteria,
- Setting personal targets and identifying next steps,
- Leading learning groups, assemblies, and participating in Pupil Voice groups.

THE BURGHEAD SPIRIT

We celebrate what makes Burghead Primary unique: our strong ties to the forest, beach, and sea; the Clavie and other cultural traditions; our role as proud "Brochers", fostering community connection; and the iconic Pictish heritage and Burghead Bull.

By integrating these aspects into our curriculum, we ensure every child's education reflects the rich tapestry of our community.



Celebrating Success at Burghead

At Burghead Primary, we celebrate success in all its forms — effort, kindness, creativity, and achievement.

Achievement is at the heart of our school ethos.

We believe that recognising **effort, progress, and personal growth** helps children become **confident individuals, motivated learners**, and proud members of our **school community**.

We celebrate success in many ways:

- **Clan Points and Awards**, recognising children who live our **school values**
- **Weekly assemblies**, where achievements are shared and celebrated
- **ClassDojo**, certificates, and special recognitions for **creativity, kindness, and effort**
- **Wider Achievement Assemblies** each term
- **Weekly bulletins** and parent updates highlighting pupil successes
- A **monthly video round-up** showcasing learning highlights and joyful moments

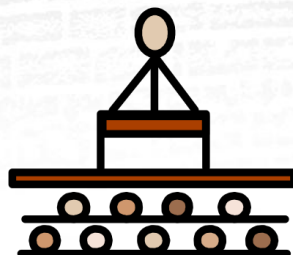
What Our Parents Say...

"Celebrating achievements through Clan Points makes learning joyful."

We value all forms of achievement — from **academic milestones** and **sporting efforts** to **personal goals, acts of kindness**, and **community contributions**.

Children are encouraged to share successes both in and out of school, whether it's a **swimming badge**, a **baking triumph**, or a moment of **resilience**.

At Burghead, **every achievement matters** — and every child is supported to **shine**.



Clan Points and Celebrating Values

Our **Clan system** is a long-standing tradition that brings **pride, teamwork, and belonging** to school life.

Our three Clans — **Clavie, St Aethan's, and Torfness** — are named after local landmarks and traditions that reflect the **heritage of our coastal community**.

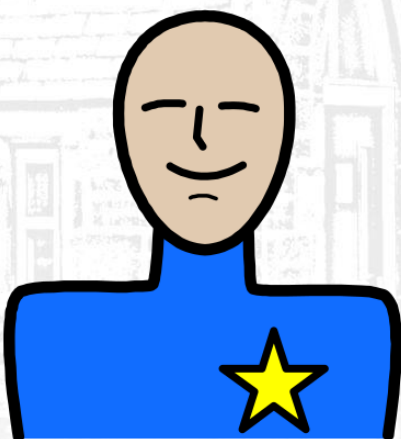
While Clans were once linked mainly to **sporting events**, pupils asked for more ways to earn points and feel part of their Clan's success.

In response, we expanded the system to include daily opportunities to earn **Clan Points** by demonstrating our school values — **Safety, Respect, Inclusion, Resilience, and Success** — through behaviour, attitude, and effort.



Points are collected throughout the term, with the **winning Clan celebrated** at the end of each term and again at the end of the school year.

- Pupils earn **Clan Points** for showing our **core values** in action.
- Points are stamped onto their **Clan Cards**.
- When a card is completed, children receive **certificates, wristbands, and recognition** in class or assembly.



Each week, teachers also nominate one pupil per class for a **special Clan Award**, recognising excellence in **Creativity, Learning, Achievement, or Nurture**.

These pupils share their work at **weekly assemblies**, inspiring others and celebrating success together.

At Burghead, our **Clan system** is more than a reward — it's a celebration of **who we are, what we value, and how we grow together**, indoors and outdoors.



Partnerships & Communication

WORKING HAND IN HAND – STRONGER TOGETHER

Parental Engagement & Community Links

At Burghead Primary, we believe that strong partnerships with families and the wider community are key to helping children thrive.

We welcome parents, carers, and friends of the school as **helpers, speakers, and volunteers**, and value the unique skills and experiences you bring.

Working Together to Support Learning

- At the start of each school year, we share arrangements for **reporting your child's progress**, including written reports, parent consultation evenings, and regular meetings when needed.
- We hold **teacher/parent appointments early in the session** to set learning targets, and a further **parents' evening in Term 3** to reflect on progress.
- We also host **open afternoons, curriculum meetings, assemblies, plays, and performances**—these give children a chance to share their learning and celebrate their achievements.



We operate an **open-door policy**: if you'd like to speak with a teacher or the Head Teacher, please contact the School Office to arrange a convenient time.

Supporting Learning at Home

We encourage families to take an active interest in their child's learning:

- Make time for **reading and home learning** in a calm, distraction-free space.
- Talk with your child about what they're learning and feel free to add comments on the **ClassDojo**.

To help you stay connected and support learning at home, we use a range of digital tools:

- **ClassDojo** – for sharing class news, celebrating achievements, and messaging between home and school.
- **Glow** – Scotland's national digital learning platform, giving pupils access to a wide range of online tools and resources.
- **Google Classrooms** – used by classes to share learning tasks, resources, and feedback in a secure, child-friendly space.

Regular helpers complete a **PVG check**, with forms and guidance available from the Office. We greatly value the time and energy volunteers give to enrich school life.

The Parent Partnership

Our **Parent Partnership** is the **collective voice** of parents, carers and guardians at Burghead.

Together, we:

- **Work in partnership** with the school to create a welcoming, inclusive community for all families
- **Promote strong links** between school, parents, pupils and the wider community
- **Support learning and wellbeing** through events, fundraising and activities
- **Represent parent views** on education and school life

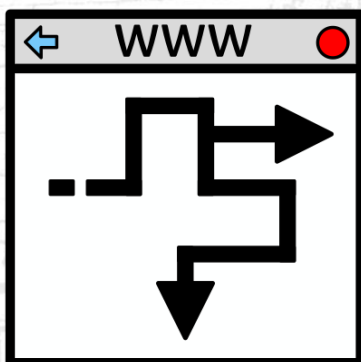
What Our Parents Say...

"A friendly, supportive group where families have a real voice and children benefit."



The Partnership meets **once per term**, and **everyone is welcome**. At the first meeting of each school year, families can choose to **join formally**. Updates and invitations are always shared through our **school communication channels**, so it's easy to stay connected.

Communication & Feedback



We aim to communicate **clearly and regularly** through newsletters, leaflets, open events, and digital platforms such as **ClassDojo**, **Google**

Classroom and the **Parents Portal** (for absences, attendance, permission slips, contact details, and payments). We also consult with parents before key changes, using **focus groups**, **surveys**, and **informal conversations**. More info

about Parent Portal can be found [Online](#)



Community Connections

Burghead Primary is proud of its strong **local ties**. We work closely with the **Community Council**, the local **church**, **heritage groups**, and the **Christmas Lights Committee**, with pupils helping switch on the lights each year.

We also partner with the **library** and take part in **community projects** such as beach clean-ups, garden work, and creative collaborations. We're always looking for new ways to connect learning with the wider world



Safety and Wellbeing

SAFE, SUPPORTED, AND THRIVING

At **Burghead Primary**, we believe **positive relationships** are the foundation of a **happy, inclusive, and respectful school**.

Our **Positive Relationships Policy** supports children to make **kind, safe, and responsible choices**, helping them grow into **confident, caring individuals**

Kindness, Clan Points & Connections

We promote positive relationships in everyday school life by:

- Encouraging **kindness** in words and actions, so every child feels valued and supported.
- Using our **Clan Points system** to celebrate teamwork, respect, and daily acts of care.
- Building **connections** across classes, Clans, and the wider community, so children feel a strong sense of belonging.

Our **school values** — **Safety, Respect, Inclusion, Resilience, and Success** — are at the heart of this approach.

Children earn **Clan Points** by living these values each day, whether through helping a friend, showing resilience outdoors, or contributing positively to class life.

Rights Respecting School

At Burghead Primary, we follow the **ethos of a Rights Respecting School**, with our class charters, assemblies, and everyday learning underpinned by the **United Nations Convention on the Rights of the Child (UNCRC)**. This means every child's right to **dignity, protection, and opportunity** is reflected in how we treat one another and in the values we share across our school community.



Safe



Respect



Resilience



Inclusion



Success

Consistencies Across the School

We promote a **calm, respectful environment**.

Pupils learn what's expected in all areas of school life:

Starting the day: Enter quietly, get organised, focus.

Moving around: Walk safely and politely.

In class: Listen, talk at the right times, follow instructions.

Playground: Care for each other and play safely.

We use the **Zones of Regulation** to help children understand and manage emotions.

What Our Parents Say...

"Respect is the value we want most for our children."

Restorative Practice

We use a **restorative approach** to help children reflect and repair relationships:

- Gentle **warnings** encourage better choices.
- If needed, a **reflective conversation** or short written response.
- Every child gets a **fresh start** each day.
- If difficulties continue, **parents/carers** join a wider conversation with staff.

Minor issues are usually handled by the **class teacher** in a caring, age-appropriate way. More serious or persistent concerns involve the **Head Teacher** and parents working together.

Sanctions & Serious Incidents

While we focus on **positive reinforcement**, clear boundaries apply:

- **Sanctions** may include time out, loss of privileges, restorative letters, or finishing work at home.
- **Major breaches** (e.g. assault, verbal abuse, refusal to work, leaving school, or property damage) always involve the Head Teacher and parents.
- **Violence, weapons, drugs, alcohol, or online bullying** are reported to Education and Social Care, and the Police may be involved.

In line with **Moray Council policy**, **abuse of any kind directed towards staff will not be tolerated.**

What Our Parents Say...

"Staff are calm and reassuring, helping children manage emotions."



Success

Safeguarding & Child Protection

KEEPING EVERY CHILD SAFE

At Burghead Primary, **safety and wellbeing** are our highest priorities. We provide a secure, caring environment where every child can learn and grow with confidence.

- **Child Protection** — All staff are trained to recognise and respond to concerns, following national and local procedures.
- **Designated Staff** — The Head Teacher, Child Protection Coordinator (Mr Collins) and depute (Mrs Cook) act promptly and sensitively in line with Moray Council and Scottish Government guidance.
- **Partnerships** — We work with parents, carers, and agencies such as Health, Social Work, and Police to keep children safe.
- **Safe Environment** — Policies on behaviour, anti-bullying, and online safety ensure security in classrooms, playgrounds, and digital spaces.
- **Listening to Children** — Through Circle Time, Clans, Pupil Council, and daily interactions, pupils know their voices matter.
- **Volunteers & Visitors** — Regular volunteers must join the PVG Scheme; occasional visitors are always supervised.
- **Dogs** — Dogs are **not permitted** on **school grounds**, except approved assistance dogs.

What Our Parents Say...

"Safety is always put first — that gives us peace of mind."

If You Are Concerned

Safeguarding is everyone's responsibility. If worried about a child's safety:

- Contact **Social Work** on 01343 554370 (or 0345 756 5656 out of hours).
- Call **Police Scotland** on 101.
- Speak to the school's **Child Protection Officer**.

This is not about intrusion — it is about **care, inclusion, and the best outcomes for every child**.

More information is available from Moray Protects  Online .





**DIABETES
SCOTLAND**

KNOW YOUR DIABETES. FIGHT DIABETES

TOGETHER TYPE 1

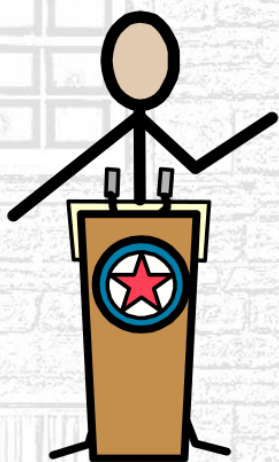
SAFE

Celebrating Positive Behaviour

LIVING OUR VALUES EVERY DAY

We focus on recognising and rewarding positive choices. Children are praised for effort, kindness, achievement, and leadership through:

- **Stickers, certificates, and special mentions**
- **Clan Points and Clan Awards**
- **Weekly assemblies** and Head Teacher certificates



We use a **Clan System** to build teamwork and celebrate achievements.

Pupils earn points for their Clan throughout the year, and **P7 pupils can apply to become Clan Leaders**, helping organise events and support younger pupils.

What Our Parents Say...

"High expectations help our children aim higher."

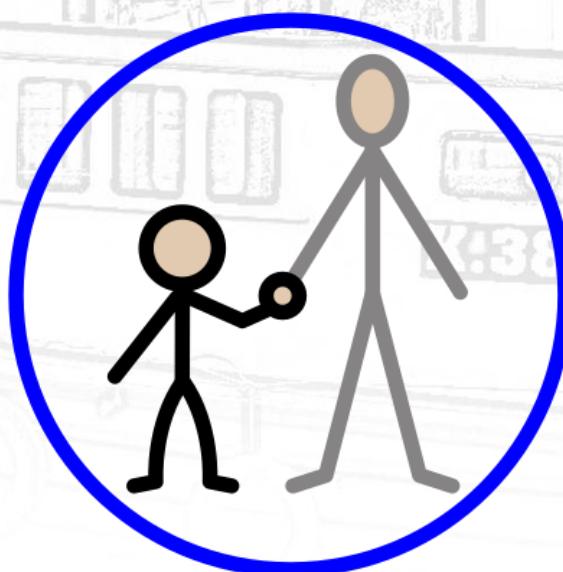
Buddy System

Our **Buddy Programme** helps nursery and P1 children settle in with confidence. P7 pupils (and P6 if needed) are matched with younger children to support them with routines, play, and transitions—including for those travelling on the school bus.

Buddies build lasting connections and **model positive behaviour**.

What Our Children Say....

"Being a buddy makes me feel responsible and proud of my school."





RESPECT

HEALTH AND CARE AT BURGHEAD

Medication

At **Burghead Primary**, we follow **national guidance** to ensure medication is given **safely** during the school day. We can only administer medication with **written authorisation** from a **medical practitioner**. This means:

- Medication must have a **prescription label** showing your child's **name** and **dosage**.
- We cannot give **over-the-counter medicines** (including **paracetamol** or **aspirin**) at a child's **request**.



If your child needs **short- or long-term medication**, contact the **School Office** to request a *Parental Request for Medication* form. We're unable to store medication needing **refrigeration**, but we'll work with you to create a **care plan** if required.

Where needed, staff receive **specialist training** to support children with **medical conditions** such as **diabetes**. Your child's **wellbeing** is our priority, and we're committed to meeting **health needs** with **care** and **sensitivity**.

Mobile Phones

In line with **Moray Council policy**, mobile phones and smart watches **must not be used on the school site**. If a child brings a phone for travel or safety reasons, it should be **switched off** and handed into the **School Office** at the start of the day and collected at 3:05pm.



Getting to School

At **Burghead Primary**, we encourage families to **walk, cycle, or scoot** whenever possible — it's a healthy start to **the** day and helps reduce traffic.

- A **covered bike shelter** is available. Please note the school **cannot accept responsibility** for bikes or scooters left on site.
- For **safety**, cycling is not permitted in the **playground between 8:00am and 3:10pm** on weekdays.
- It is school policy that all pupils who **cycle to and from school** must wear a **helmet** and **bright clothing**.



School Transport

Children living **over two miles away** and within the **Burghead catchment** may be entitled to **free school transport**. Those **outside the catchment** are not eligible.

- To **check eligibility** or **apply**, see **Appendix A** or contact the **School Office**.

If your child lives **outside Burghead**, a **dedicated bus service** may be available — just ask the Office.



RESILIENCE



Concerns, Complaints & Support

WE'RE HERE TO HELP

Here's a tidied, warm, and parent-friendly version of your section, with key words highlighted for clarity:

Working Together

At **Burghead Primary**, we value **open communication** and strong **partnerships with families**. If you ever have a **concern**, **question**, or need **support**, we encourage you to get in touch — we're here to help.

- In the first instance, please speak with the **Head Teacher**. Many concerns can be resolved quickly through a **friendly conversation** and a **shared understanding**.
- If a matter remains unresolved, or you wish to make a **formal complaint**, our **School Office staff** can guide you to the **Moray Council Complaints procedure**. online.moray.gov.uk/site/wss/request/submit_complaint.

Whether you're seeking **clarification**, raising a **concern**, or needing **help** with a school-related issue, we will always do our best to find a **positive way forward**. We believe that by **working together**, we create the best possible experience for every child.





Keeping Your Data Safe

PRIVACY AND PROTECTION

Data Protection & Digital Safety

At Burghead Primary, we take the privacy and safety of our pupils and families seriously. Information about pupils and parents/carers is stored securely and handled in line with the **Data Protection Act 2018**.

How We Use Information

We collect and use information for:

- **Teaching, registration, and assessment**
- **Administrative duties** within the school and Moray Council
- **Health and wellbeing programmes**, such as dental checks and immunisations
- **Statistical and research purposes** by the Scottish Government and approved partners (e.g. Skills Development Scotland, SQA, NHS)



No individual child is identified in shared statistical data. The Data Protection Act ensures that all information is:

- Collected **fairly and lawfully**
- **Accurate, up to date**, and **adequate**
- **Stored securely** and **not held longer than necessary**
- Only shared in line with official **Codes of Practice**

More details are available on the [Online](#).

Pupil Use of Internet & Email

Pupils use Moray school networks for **school-related work**, including research and communication. Internet access is only granted with **parental permission**, which is requested during school registration.

We encourage safe and responsible use of digital tools, and support pupils to understand how to stay safe online.

Privacy Statement

We have a legal duty to provide **high-quality education** and keep children **safe**.

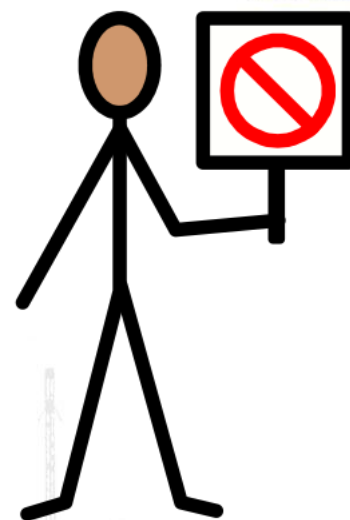
To do this, we collect and securely store **personal information** about pupils and families—only what's needed to support **learning, wellbeing, and safety**.

This may include **basic details** (names, contacts, medical or support needs), **school progress** (assessments, reports, attendance), and **transitions** (next steps, career paths, destination schools).

We may also receive relevant information from services such as **NHS Grampian, Social Work, or Police Scotland** to ensure the right support.

We process data as part of our **public duty**, sometimes required by law or to protect life.

We also take photos to celebrate learning in newsletters or displays, but will only publish images in newspapers or on social media with your **explicit consent**, which can be withdrawn at any time.



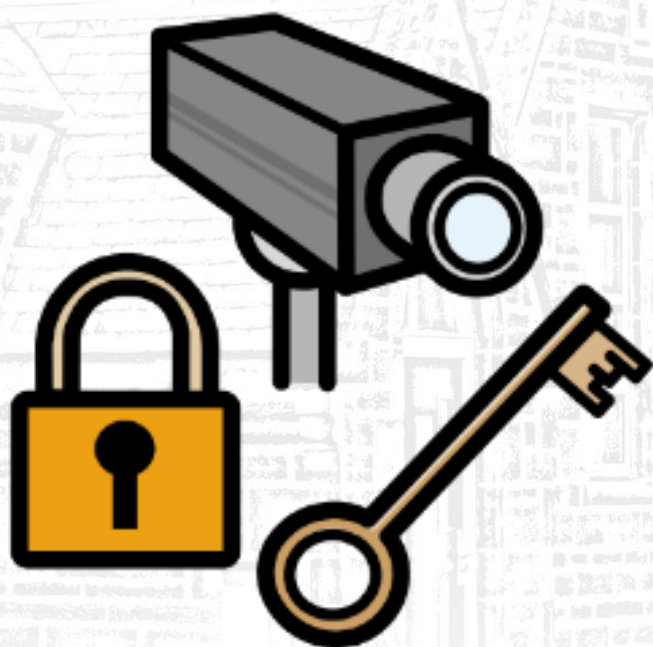
Some data must be shared with **Moray Council**, the **Scottish Government** (usually anonymised), or with new schools when a pupil transfers.

We'll explain why and seek consent—unless we believe a child may be at risk of harm, in which case we may act without consent but will usually let you know.

Staff are trained to spot when a child may need **extra support**.

If concerns arise, we'll speak with you, offer voluntary options, and ask for consent before sharing information—unless there's a risk of harm, when we may share to keep your child safe.

We only collect what's **necessary**, store it **securely**, and limit access to those who need it, following **Moray Council's retention and archiving procedures**.





INCLUDED

Moving On to Secondary Education

NEXT STEPS, BRIGHT FUTURES

At the end of **Primary 7**, our pupils begin the exciting journey into **secondary school**.

Most children from Burghead Primary move on to **Lossiemouth High School**, which is within our **catchment area** and provides **free transport** for eligible pupils.

Transition Support

We understand that moving to secondary school is a **big step**, and we work closely with **Lossiemouth High School** to make the transition **smooth and positive**.

- Burghead is part of the **Lossiemouth Associated Schools Group (ASG)**, and pupils take part in a range of **transition events** throughout P7.
- **Induction days** at Lossiemouth High allow pupils to explore the school, meet teachers, and connect with children from other primaries.
- Families are invited to **information meetings** during the year.
- For children who may find change more challenging, we offer **enhanced transition opportunities**, tailored to individual needs and coordinated with the **Support for Learning team**.

What Our Parents Say...

"All children, from shy to confident, feel recognised."

Choosing a Different Secondary School

While most pupils attend **Lossiemouth High**, families may choose a different school. Please let the **Head Teacher** know as early as possible so we can support your child's transition and help with planning.

- Please note: **transport** is only provided to the **zoned school**. If you choose another, transport arrangements are the **family's responsibility**.

Lossiemouth High School Contact Details

- **Head Teacher:** Mrs Caroline Boyd
- **Telephone:** 01343 812047
- **Email:**  admin.lossiehigh@moray-edunet.gov.uk
- **Address:** Lossiemouth High School, Coularbank Road, Lossiemouth, Morayshire, IV31 6JU



Success

LOOKING AHEAD TOGETHER



We hope this handbook answers many of your questions about life at Burghead Primary School.

If there's anything you're unsure about, please don't hesitate to pop in, give us a call on 01343 835 529, or email the School Office—we're always happy to help.



To support your child as fully as we can, it's important that we have up-to-date information.

Please let the School Office know if your child has any **medical needs, allergies, or additional support requirements**, so we can make sure everything is in place to help them thrive.

We look forward to welcoming you into our school community and working together to help your child **be the very best they can be!**



Practical Info

NEED-TO-KNOW ESSENTIALS

We want families to feel confident and supported with the information they need at their fingertips.

A

Appendix A provides a handy contact list of Moray Council services and support, including key phone numbers and emails you may find useful.

B

Appendix B shares our School Improvement Plan, showing how we are working together to make Burghead Primary the best it can be.

These resources are here to help parents stay connected, access support quickly, and see how our school continues to grow and improve for every child.

Appendix A – Moray Services & Support

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

Updated November 2025

Moray Council A-Z	
Active Schools	☎ 01343 563890 📧 Active.schools@moray.gov.uk 🔗 www.moray.gov.uk/moray_standard/page_52055.html
Additional Support for Learning	☎ 01343 563374 📧 education@moray.gov.uk 🔗 www.moray.gov.uk/moray_standard/page_42567.html
Adverse Weather Procedures	🔗 www.mygov.scot/myaccount
After School Clubs	☎ 01343 563374 📧 Childcare.info@moray.gov.uk 🔗 www.moray.gov.uk/moray_services/page_44889.html
Armed Forces Families Information	☎ 01980 618244 (Children's Education Advisory Service) 📧 enquiries@ceas.uk.com (Children's Education Advisory Service) 🔗 www.moray.gov.uk/moray_standard/page_100164.html
Attendance and Absence	☎ 01343 563374 📧 education@moray.gov.uk 🔗 www.moray.gov.uk/moray_standard/page_55580.html
Bullying	☎ 01343 563374 📧 education@moray.gov.uk 🔗 www.moray.gov.uk/moray_standard/page_52988.html
Childcare	☎ 01343 563374 📧 Childcare.info@moray.gov.uk 🔗 www.scottishfamilies.gov.uk/
Children and Families Social Work	☎ 01343 554370 or out of hours emergency 03457 565656 📧 childrensaccessteam@moray.gov.uk 🔗 www.moray.gov.uk/moray_standard/page_47606.html
Child Protection	☎ 01343 554370 or out of hours emergency 03457 565656 or 101 (Police Scotland) 📧 childrensaccessteam@moray.gov.uk 🔗 www.moray.gov.uk/moray_standard/page_55497.html
Clothing Grants	☎ 01343 563456 📧 revenues@moray.gov.uk 🔗 www.moray.gov.uk/moray_standard/page_55486.html
Data Protection	☎ 01343 562 633 📧 dataprotection@moray.gov.uk 🔗 www.moray.gov.uk/moray_standard/page_75569.html
Deferred Entry to Primary School	☎ 01343 563374 📧 education@moray.gov.uk 🔗 www.moray.gov.uk/moray_standard/page_52991.html

Disability Discrimination	 01343 563374  education@moray.gov.uk  www.moray.gov.uk/moray_standard/page_43019.html
Early Entry to Primary School	 01343 563374  education@moray.gov.uk  www.moray.gov.uk/moray_standard/page_56925.html
Early Learning & Childcare (pre-school)	 01343 563374  education@moray.gov.uk  www.moray.gov.uk/moray_standard/page_42682.html
Education Maintenance Allowance	 01343 563 338  educationandsocialcare@moray.gov.uk  01343 563 456  revenues@moray.gov.uk
Exclusion from School	 01343 563374  education@moray.gov.uk  www.moray.gov.uk/moray_standard/page_53001.html
Free School Meals	 01343 563456  revenues@moray.gov.uk  www.moray.gov.uk/moray_standard/page_55486.html
Grants and Bursaries	 01343 563374  education@moray.gov.uk  www.moray.gov.uk/moray_standard/page_43903.html
Home Education	 01343 563374  education@moray.gov.uk  www.moray.gov.uk/moray_standard/page_53000.html
Instrumental Instruction	 01343 563374  education@moray.gov.uk  www.moray.gov.uk/moray_standard/page_53005.html
Placing Requests	 01343 563374  education@moray.gov.uk  www.moray.gov.uk/moray_standard/page_49601.html
Racial Equality	 01343 563 321  equalities@moray.gov.uk  http://www.moray.gov.uk/moray_standard/page_43019.html
School Meals	 01343 557086  schoolmeals@moray.gov.uk  www.moray.gov.uk/moray_standard/page_55540.html
School Term and Holiday Dates	 01343 563374  education@moray.gov.uk  www.moray.gov.uk/moray_standard/page_55829.html
Transport (For Pupils)	 0300 123 4565  transport@moray.gov.uk  www.moray.gov.uk/moray_standard/page_1680.html
Moray Council Complain Procedure	 https://online.moray.gov.uk/site/wss/request/submit_complaint

Appendix B – School Improvement Priorities

School Improvement Plan

Parents/ Carers – Summarised Version

Session:	2025-2026
School:	Burghead Primary school
Plan term:	☐ 1 year ☒ 2 years ☐ 3 years

MORAY COUNCIL: Education / Burghead Primary - SCHOOL

IMPROVEMENT PLAN

Priority 1						
Summary of Priority: Leadership of change						
Key links to Moray Education Priority Area(s):	☒	Leadership of Change	☐	Curriculum	☐	Self-evaluation for self-improvement
	☐	Wellbeing, equity and inclusion	☒	Learning, teaching and assessment		
Actions		Outcomes for learners		Measures of success		
A need for collaborative staged planning/moderation time		Raising of attainment due to more coherent planning of the curriculum and tracking attainment levels.		Stage partner planning and moderation built in to Working Time Agreement. Head Teacher discussions.		
Promote opportunities for further practitioner enquiry and creative approaches. Make use of ‘Power up Your Pedagogy’ as a whole-school resource to support this. 1.2		Professional development of learning and teaching. Better strategies developed. Better learning opportunities		- Timetabled collegiate observations. - Time to discuss pedagogy/craft.		
Development of Meta – skills throughout the school. SIP 2025/26 2.2		Pupils working and learning with specific consistent, progressive frameworks of life skills.		- Meta-skills framework embedded in planning. - Meta skills a part of the Burghead Primary school Learning and teaching policy.		

Priority 2

Summary of Priority: **Curriculum**

Key links to Moray Education Priority Area(s):	☒	Leadership of Change	☒	Curriculum	☒	Self-evaluation for self-improvement
	☐	Wellbeing, equity and inclusion	☒	Learning, teaching and assessment		
Actions		Outcomes for learners		Measures of success		
Develop further effective approaches to integrating digital technologies in learning and teaching, building progression in digital literacy for pupils		Pupils being exposed to more IT advancements in their learning journey, GLOW, AI, Google classrooms.		- Information Technology more embedded in classroom experiences. - GLOW being used across the school		
Implement new handwriting scheme and improve handwriting across school.		Increased fluent handwriting and presentation skills. Across all stages		- Fully embedded by January 2026. - HT to monitor.		
Further develop whole school Listening and talking progression across the school. Pupils would benefit from increased opportunities to take part in debates and present talks to their peers.		Increased talking and listening skills. Individual presentation skills. Confidence with pupils.		- L&T held within the ‘Learning and Teaching policy’. - Pupils will be far more confident when talking in groups		

Priority 3

Summary of Priority: **Learning, Teaching & Assessment**

Key links to Moray Education Priority Area(s):	☒	Leadership of Change	☒	Curriculum	☒	Self-evaluation for self-improvement
	☐	Wellbeing, equity and inclusion	☒	Learning, teaching and assessment		

Actions	Outcomes for learners	Measures of success
Creation of a ' Learning and teaching ' policy which identifies clearly the key features of highly effective lessons.' What learning looks like at Burghead Primary'	Clear progressive themes will run through stages and curricular areas making learning easier to access. – raise attainment.	- Teachers will be secure in the delivery of the curriculum at Burghead PS. - A progressive 'map' will be available covering all the curricular areas and detailing how subjects will be taught. - A clear list of what resources / schemes are used and how and when to use them.
Develop a skills-based outdoor learning progression and Outdoor Learning policy	Clearer and meaningful outdoor learning experiences linked clearly to Curriculum for Excellence. Better learning and understanding – Raise attainment.	- A clear Outdoor learning policy. - Staff secure in the knowledge of a defined structure to assist deliver Outdoor Learning. - Resources identified. - Staff more confident.
Creation of stage curricular planning and moderation meetings In- House.	Better planning and moderation will make for better learning and teaching experiences and raise attainment.	- Encourage staff to share good practice to ensure consistency. - Participation in school moderation activities will build a shared understanding of national standards

Actions	Outcomes for learners	Measures of success
Creation of an Assessment calendar that identifies key assessments and timescales for completion across all stages in the school.	Better assessments identified - Raise Attainment	• This will ensure a more robust approach to planning and using assessment materials. • P1 –P7 Summative assessments embedded. • All assessment types and specific times across the year identified.
Develop a shared understanding of high-quality tracking/assessments when planning for learning and teaching. A robust Tracking/Assessment Toolkit should be in use across the school.	Pupils' progress tracked across the school in Numeracy and Literacy	• A robust tracking spread sheet will be developed to help teacher track individual pupils on their learning journey in numeracy /literacy

Priority 4

Summary of Priority: **Raising Attainment & Achievement**

Key links to Moray Education Priority Area(s):	☒	Leadership of Change	☒	Curriculum	☒	Self-evaluation for self-improvement
	☒	Wellbeing, equity and inclusion	☒	Learning, teaching and assessment		

Actions	Outcomes for learners	Measures of success
Restructuring of pupil voice groups in combination of reintroducing CLAN learning days. Positive role models encouraged.	Pupils have more say in their education and decisions made around their learning and development. Pupils can develop in a caring, nurturing framework	• Specific timing built into the WTA identifying pupil's voice groups & Clan days. • Leadership roles identified. •
Develop quality assurance calendar – build in pupil / parent focus groups	Pupil / parent voice.	• Ensure pupils and parents have opportunities to discuss how good the school is and how to make it better.
Ensure robust evaluation of all planned interventions. A greater use of data to identify the gaps and deliver specific interventions. This will allow to identify which interventions are having the greatest impact on raising the attainment of targeted children.	Raise attainment across the school.	• This will allow to identify which interventions are having the greatest impact on raising the attainment of targeted children. • This should include using data to identify gaps in learning clearly and to plan next steps to support this.