



# West End Primary School Handbook



*WE Prepare children for life beyond school*



Education, Communities  
& Organisational Development

Moray Council



West End Primary

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Elgin

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Web: <https://blogs.glowscotland.org.uk/my/westendprimary/>



Dear Parents and Carers

Welcome to West End School where our vision is to prepare children for life beyond the walls of the school.

We value respect—respect for ourselves, respect for each other and our various opinions and beliefs, respect for property and respect for our school rules.

We value integrity—We want the children to demonstrate integrity in everything they do. To us this means that they do the right thing, even when it's hard or no one is watching.

We value curiosity—To be curious about their learning and the world around them. To ask how and why things happen and how things work.

West End School is a relatively small school, having only around 200 pupils, which have been split into 8 classes. This allows us to develop a happy, friendly atmosphere where every pupil is well known and can develop their talents in a truly caring environment.

West End is a fairly traditional school, placing importance on good discipline, which in turn, allows all pupils to achieve their full academic potential. To build on a well structured curriculum we also offer a wide range of extra-curricular activities and memorable residential experiences.

At West End we aim for our pupils to be resilient and strong so they can face the challenges that they will encounter in school and in the wider world. We want all the pupils and staff to be happy and healthy and be successful at what ever they are doing. We appreciate that all children are different and success for some individuals can take the form of many different things.

This booklet should give you a lot of information about our school. If you would like any further information or if you would like to be shown around the school, please do not hesitate to get in touch with myself.

Stuart McQuaker

Head Teacher

## **COVID-19 Impact on Schools**

If you have concerns about sending your child to school during Covid-19 you should refer to the National Parent Forum of Scotland [back to school guidance](#) which has helpful advice. To find out more information about Covid-19 from a health perspective you will find more information from the [NHS](#).

All Moray schools have restrictions in place which have been risk assessed. There are enhanced health and safety protocols, limited visitors and enhanced cleaning regimes. All measures have been put in place in order to reduce the risk of outbreak and transmission in schools.

Copies of the following guides are available to support you and your children/young people at this time and may answer questions you may have.

- Parent/carer guide
- Learner guide
- Learner top tips

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## CONTACT DETAILS

Head Teacher	Mr Stuart McQuaker
Depute Head Teacher	Mrs Glenda Collis
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Address:	Mayne Road Elgin IV30 1PA
Web:	<a href="https://blogs.glowscotland.org.uk/my/westendprimary/">https://blogs.glowscotland.org.uk/my/westendprimary/</a>
THUS information line	0870 054 9999 (PIN 031530)

### Education, Communities & Organisational Development, Moray Council

Moray Council	01343 563 374
Moray Council website	www.moray.gov.uk

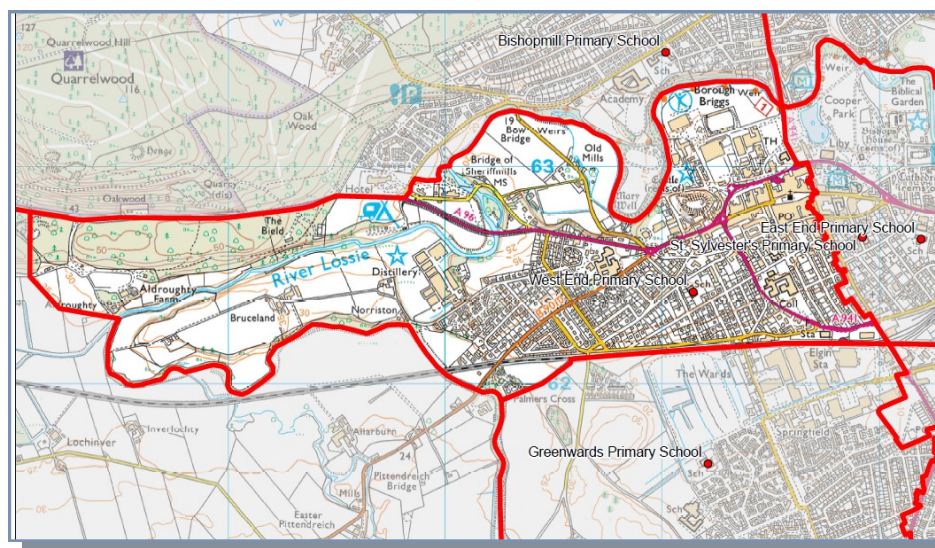
## SCHOOL HOURS\*

<b>Primary 1-3</b>	<b>9:00am — 10:30am</b>	<b>Primary 4-7</b>	<b>9:00am — 10.45am</b>
	<b>10:45am — 12:30pm</b>		<b>10:30am — 12:15pm</b>
	<b>1:15pm — 3:00pm</b>		<b>1:00pm — 3:00pm</b>

\* During times of Covid restrictions the school day may be altered to allow for social distancing between classes at break times and lunchtimes.

## CATCHMENT AREA

This area runs roughly from Moss Street in the town centre right out to the outskirts of the city at Aldroughty on the A96; it is bounded by the railway line to the South and the river to the North. Pupils out with the catchment area wishing to attend West End will have to make a placing request through Moray Council. Forms for this can be obtained from the school office or completed online through the council website.



## TRANSPORT

All primary and secondary pupils who live more than 2 miles from their school will be provided with free transport if that is their local catchment school. Door-to-door transport is not guaranteed. In certain instances, children may be required to walk up to 2 miles as appropriate.

# STAFF LIST

**Head Teacher** Mr S. McQuaker

**Depute Head** Mrs G. Collis

	Teachers	Visiting Specialists	
P. 1/2	Mrs N. Long and Mrs H. May	Mrs J. Allan	Recorder
P. 2/3	Miss R. Sheils	Ms D. Nealon	Violin
P. 3	Mrs Y. Moore	Mr A. Grant	Brass
P. 4	Miss Agata Wolanska	Mrs J. Theron	Woodwind
P. 4/5	Miss A. Morgan		
P. 5/6	Mrs S. Badenoch		
P. 6/7	Miss L. Chater		
P. 7	Mr D. Davidson		
ASN	Mrs S. Airey / Mrs F. Lochhead		
PE	Mr C. Greene		

Schools Administrator Mrs C. McMullan

Classroom Assistants Mrs G. Tubbs, Mrs G. Forsyth

Pupil Support Assistants Mrs G. Tubbs, Mrs S. Taylor, Mrs S. Williamson  
Miss L. Watson, Mrs K. Fuller

Playground Supervisor Miss J. Kennedy

Lunchtime Auxiliaries Mrs L Watson, Miss K Fuller

Janitor Mr C. Whelan

# TERM DATES

2022-23

## Autumn

In-service closure: Monday 15 August 2022

Term starts: Tuesday 16 August 2022

Term Ends: Friday 07 October 2022

Autumn holiday: Monday 10 October 2022 - Friday 21 October 2022

## Winter

Term starts: Monday 24 October 2022

In-service closure: Monday 14 November 2022

In service closure: Tuesday 15 November 2022

Term ends: Thursday 22 December 2022

Christmas holiday: Friday 23 December - Friday 06 January 2023

## Spring

Term Starts: Monday 09 January 2023

Mid term holiday: Friday 10 February and Monday 13 February 2023

Term Ends: Friday 31 March 2023

Spring holiday: Monday 03 April - Friday 14 April 2023

Good Friday holiday: Friday 07 April 2023

## Summer

Term starts: Monday 17 April 2023

May day holiday: Monday 01 May 2023

In service closure: Thursday 11 May 2023

In service closure: Friday 12 May 2023

Term ends: Friday 30 June 2023

Plus one occasional day holiday to be agreed by 30 March 2022

School Term Dates are available on the internet at The Moray Council.

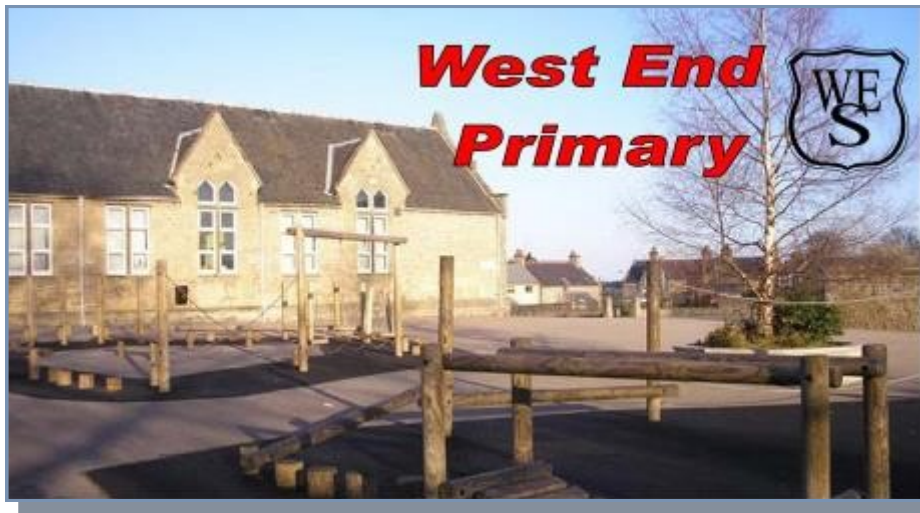
# ATTENDANCE / ABSENCES

Section 30 of The Education (Scotland) Act 1980 requires parents to ensure that their child attends school regularly. Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment etc. Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised (e.g. approved by the local authority) or unauthorised (e.g. unexplained by the parent/guardian (truancy) or excluded from school).

Parents should contact the school by telephone or e-mail on each day of a child's absence giving the reason why the pupil is off school. Schools now have to keep a record of unauthorised absences. This is to help gauge the level of truancy at each school. Fortunately, at West End, truancy is not a significant problem. Parents should note that holidays should not be taken during term time as these will be recorded as unauthorised absences. Late attendance is also recorded. If this gives parents problems, they should discuss the matter with the Head teacher, Mr McQuaker.



# WELCOME TO OUR SCHOOL



West End Primary School provides an education to children from Primary 1 through to Primary 7 (ages 5 years – 12 years). We are a non-denominational primary school with an average roll of 230 primary children. Children attend various nurseries in and around Elgin before starting with us.

Our school is situated in the West End of Elgin. It was built in 1875.

We have extensive grounds which are tarred with also a large grass playing area. The school grounds have areas marked out for football , basketball with stands and netball as well as supporting 2 adventure trails, play fort, climbing wall and stage area. Our playground has painted games to encourage children to play cooperatively.

Around the school grounds there are a variety of trees and various raised flower and vegetable beds.

Pupils are taught in mixed ability classes according to their ages. Schools in Scotland are staffed to a formula that relates to the school roll. Hence, the size and distribution of the classes means that we may have to form composite classes, a feature in most schools. Out of our 9 classes we tend to have at least 2 which are made up of composite classes. All our classes have wireless network access and Interactive Whiteboards.

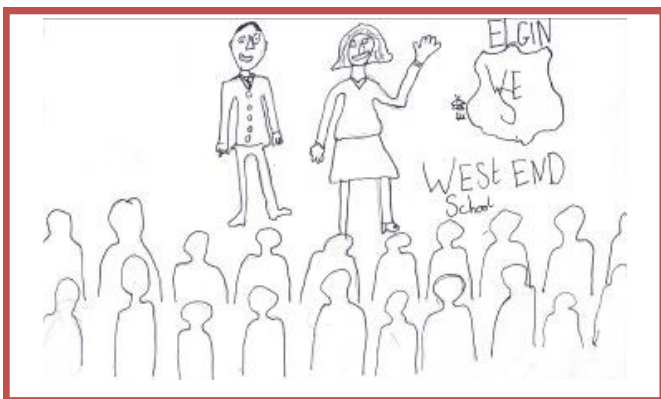
Regular newsletters are sent home informing parents of upcoming events and information about life and successes at West End Primary. Updates are also posted on to our website <https://blogs.glowscotland.org.uk/my/westendprimary/>



## OUR SCHOOL (CONT)

The children are placed into one of the school's 4 houses when they enrol with us. Siblings are always in the same house. Our houses are Nevis, Mhor, Rinnes and Lawers. Throughout the year the House Captains and staff organise inter-house events and challenges.

During the school week we gather as a stage to celebrate our success. During this time the House Captains will announce the Class Dojos that have been earned and the winning house acknowledged.



Children are awarded Dojo points throughout the week based on our values (Respect, Integrity and Curiosity) and for completing good work. They can also get Dojo points for more specific attributes of our school values, such as being kind to others. Children are given the opportunity to share, in front of the school, achievements from within and outwith the school such as dancing competitions, personal challenges, swimming medals etc.

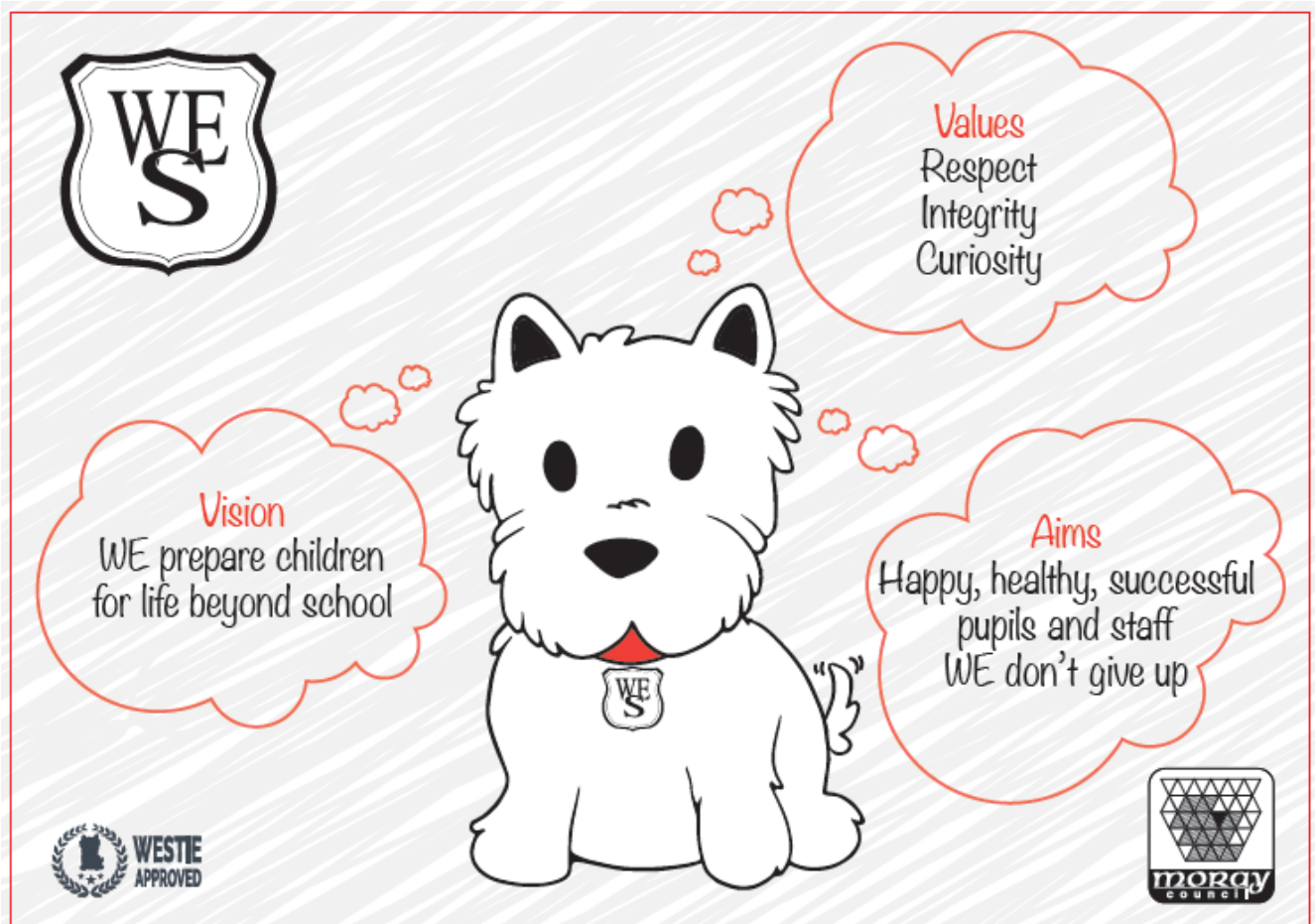


## WEST END SCHOOL—CURRICULUM RATIONALE

At West End School our curriculum establishes a happy, safe and inclusive learning environment which is rich in opportunities for all our children to develop life-long skills for an ever-changing global community. We aim to achieve this through innovative teaching, enjoyable and varied challenges using local environments and resources so that all pupils can reach their full potential. We strive for our children to develop the skills, attitudes, knowledge and resilience to be successful in learning, in life and at work.

# VISION, VALUE AND AIMS

The school vision, value and aims are very important because they show exactly what the school is trying to achieve. All school policies and daily teaching practice should help the school fulfil these. We have recently reviewed our Vision, Values and Aims through consultation with staff and pupils and would be very interested to get feedback on them from all other stakeholders.



## VISION AND AIMS OF **moray** council

Our vision:- **Ambitious to Achieve Excellence Together**

Our aims:-

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



# SCHOOL AND THE COMMUNITY

Pupils benefit when school and parents work closely together. The bulk of this communication now takes place using email, in line with our desire to promote environmentally conscious procedures. We are also in the process of building our website to allow us to communicate more efficiently and share our learning with parents and the wider community.

Parents are encouraged to keep the school informed whenever there are changes in home circumstances. We operate an open door policy. Should parents have concerns about any aspect of their child's education, they are encouraged to contact the school immediately. If parents wish to discuss something in depth it is better to make an appointment. Meetings should be arranged via the school office. In the first instance this should be with the class teacher or in more serious situations with the Depute or Head Teacher as appropriate. If arranging a meeting it is normal to be asked what the nature of the meeting is and any concerns you have. This will allow the school to prepare appropriately for your discussion. A member of staff may not be able to talk to you in person or on the phone immediately, depending on class, commitments or COVID restrictions, but all efforts will be made to arrange a suitable time for all parties. If a pupil's work or behaviour is causing teachers concern, early contact is made with parents so that problems can be addressed quickly.

Throughout each session, there are a number of opportunities for parents to see and discuss their children's work. Curricular information is sent home each term detailing what will be covered in class so that parents can take an active role in their child's education. Open afternoons are held giving pupils the opportunity to show their parents the work they have been doing in class. There are other opportunities to come to the school and share the learning that has taken place. These can take different forms, such as Assemblies, Teach the Parents sessions, Sharing Learning Event, Class visits, Posts on Class Dojo etc.

Parents are also used as a resource to enhance pupils' learning – talking to classes about their work or hobbies, helping on trips or helping to run extra-curricular activities. Frequently, pupils leave school to learn more about their local environment. We also welcome opportunities when pupils can contribute to their community, for example, by donating produce to the Moray Food Bank or entertaining the community with singing or a concert.

The school also enjoys the support of the West End Parent Partnership (WEPP). They help organise an annual programme of events – some purely social, others to raise funds for the school as well as trying to increase the involvement of parents with their child's education. The current chairperson is Mrs Emma Tunnard and she can be contacted through the school.

The school has a wide variety of links throughout the community and plays an active role. Classes visit the library, the hospital, community centre, supermarkets and other businesses and attractions to carry out local contextual linked work. We make regular donations to local and national charities such as The Abbie Sparkle Foundation. The Police Community Liaison Officer visits the school regularly to work with the pupils; Grampian Fire Dept fire-fighters come in to give talks and demonstrations and are very popular visitors to our Summer Fair.

We are always interested in developing new links in our community. If there are any groups or services that you are aware of or are involved with that could support our school community please let us know.

# SCHOOL IMPROVEMENT PLAN

At West End Primary, we aim to continually improve the educational experiences for all of our pupils. Each year we will identify a number of improvement priorities. Our School Improvement Plan for the current session is available on request from the school office. This is shared with our parents through the West End Parent Partnership (WEPP).

# SCHOOL RULES

- Be friendly and show respect to all people at West End
- Care for school equipment and other people's belongings
- Look after the school environment being especially careful about litter
- Use the toilets properly
- Play properly in the playground
- Stay inside the playground
- Keep safe -don't play on the steps, barriers, fences or walls
- Use the safe entrances to the school – don't walk through the car park
- Come off your cycle, skateboard or scooter when in the playground before, during or immediately after school
- Have fun in the snow but don't throw snowballs unless in the designated area
- Remember to hand in your mobile phone to the school office for safe keeping

## PROMOTING POSITIVE BEHAVIOUR

We aim to make West End Primary School a happy friendly place for everyone. We encourage children to treat others as they would like to be treated themselves. There are adult supervisors in the playground who reinforce the positive play message and monitor behaviour. Pupils are asked to talk to an adult or teacher about matters that are not resolved or causing distress.

Effective learning and teaching is dependent on positive relationships being established at school and classroom level. In order to support staff and pupils in creating a productive learning environment we need rules which are seen as fair, equitable, consistent and easily understood by pupils. Rules are based on our school values.

Bullying is not tolerated at West End Primary School and will be dealt with according to our Positive Relationships Policy.

Children are expected to follow the school rules. Generally, children are made aware that they are responsible for their own actions. Most warnings are given for low level behaviours which disrupt the learning and, hand in hand with incentives, form a normal part of the day to day management of the class.

Steps used to promote Positive Behaviour:

Verbal reminder of agreed behaviour

Quiet talk with a member of staff to 'check in' and see if they can better support

A discussion with their teacher and completion of our 'Reflection Form'

Parents / carers asked to discuss behaviour and agree future conditions

Exclusion from school.

Any incidents involving violence, racism, dangerous weapons, drugs or alcohol are reported immediately to Moray Council and the police may also be involved.

# BULLYING

A problem with bullying can only be addressed by the school if they know that it is happening. Bullying may be verbal, physical or mental. Bullying, by definition, can be a one off incident but normally it is a continual 'targeted attack' on an individual or group by one or more pupils.

If you are concerned about bullying, please contact the school office immediately to arrange an appointment to talk with the Class Teacher. We believe that children can only learn when they feel happy, safe and secure. Pupils and staff have the right to be safe and secure while in school and travelling to and from. The head teacher or depute will be notified of any incidents of bullying and a record kept.

We do not have many incidents of bullying at West End but it will not be tolerated in any form. All reports of bullying will be fully investigated. Parents will be informed and we would appreciate their support in assisting us to stop any bullying that does occur.

# CHILD PROTECTION

**It is everyone's job to ensure that children are kept safe.** Schools in Moray follow the [National Guidance for Child Protection \(2014\)](#) and are required to report any suspected child abuse to Police or Social Work.

**If you have concern for a child, call duty Social Work on 01343 563900 (08457 565 656 out of office hours) and/or the Police on 101. Pass on your concern and all the information you have available to you.** This is not a process that intrudes on families and their children, but a process that is inclusive and supportive to achieve the best outcomes for children.

The categories of abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

If you are unsure, ask for the Child Protection Co-ordinator in the School. They have received the latest training in Child Protection so that they are confident, well informed and supported to promote the protection of children. You can discuss your concern with them. Social Work and/or Police can also be consulted out with School hours if required.

More information can be found on the Moray Child Protection webpage here : [http://www.moray.gov.uk/moray\\_standard/page\\_55497.html](http://www.moray.gov.uk/moray_standard/page_55497.html)

# SCHOOL MEALS / CLOTHING GRANTS

School meals are served in the canteen. The council now use a system called iPay for the purchase of meals. However, you can still pay for your meals before the start of the day at the canteen. Lunches are served on a six weekly rota. Menus can be found at <http://www.moray.gov.uk/downloads/file106142.pdf> Instead of school lunches, pupils can take packed lunches if they prefer.

Lunchtime supervisors are employed to look after the pupils in the canteen.

## **Free school meals**

All children are eligible for free school meals from Primary 1 to Primary 5 and the Scottish Government plan to extend this to P6/7 in August 2022. There is no need to complete any paperwork for this benefit.

## **Check your eligibility**

You can make a claim for free school meals or a clothing grant if you are receiving any of the following benefits:

- Income Support
- Income-based Job Seekers' Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit but not Working Tax Credit, and your annual income, as assessed by HMRC, is below £16,105,
- Child Tax Credit and Working Tax Credit with an income below the threshold for receipt of maximum Working Tax Credit, currently set by the Government at £6,900
- Support under Part VI - Immigration & Asylum Act 1999
- Universal Credit with a monthly earned income of not more than £610

More information can be found at [http://www.moray.gov.uk/moray\\_standard/page\\_55486.html](http://www.moray.gov.uk/moray_standard/page_55486.html)

# SCHOOL UNIFORM

The wearing of school uniform is strongly encouraged at West End, not only because it is very smart and saves any competition for expensive fashions, but we believe that wearing school uniform confirms that children are coming to a special place with special values and expectations. The school uniform is a white blouse, polo shirt or shirt, optional black and red tie, grey or black skirt or trousers and red school sweatshirt or cardigan. Polo shirts, cardigans, sweatshirts and PE t-shirts can be ordered from Dallas Designs. <https://www.dallasdesignsltd.co.uk/index.php/23/533286/> Examples and sizing can be seen in school. School ties are available directly from the school office. Wearing nail varnish or jewellery is not appropriate for primary school pupils.

For PE, a plain T-shirt, in appropriate house colour, and indoor gym shoes are required. Trainers are also required for outdoor P.E. For safety all jewellery needs to be removed for PE. and long hair tied back.



Name tags should be used on all clothing. Labels are available from <https://www.stikins.co.uk/?NAME-TAGS=24824>. The school receives a small commission from Stikins for every sale using our PIN 24824.

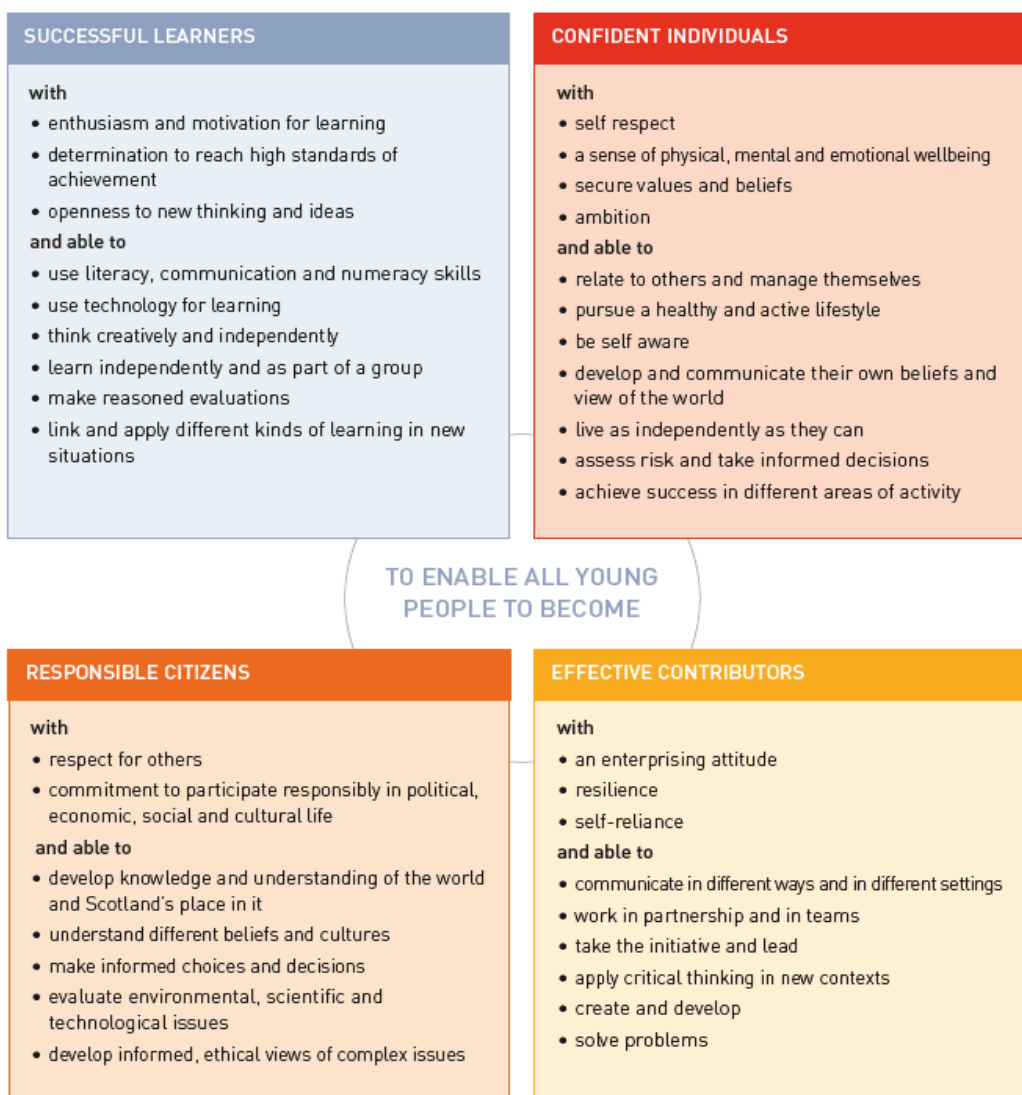


# CURRICULUM FOR EXCELLENCE

Curriculum for Excellence (often shortened to CfE) is the curriculum in Scotland which applies to all children and young people aged 3-18, wherever they are learning.

Curriculum for Excellence aims to provide a coherent, more flexible and enriched curriculum and ensures that all children and young people in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence aims to improve our children's life chances, and develop and nurture The Four Capacities (successful learners, confident individuals, effective contributors, and responsible citizens), building on Scotland's reputation for great education. The attributes and capabilities of the four capacities are outlined below:



Further information about curriculum for excellence is available on the following websites. These are designed for parents and should help you if you have any questions about our curriculum.

<https://scotlandscurriculum.scot/>

<https://education.gov.scot/parentzone/>

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

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



# CURRICULUM CONT...

Teachers ensure children work at a pace they can manage and with challenge they can thrive on. Every child is entitled to a broad and deep general education, whatever their level and ability. There is personal support to help young people fulfil their potential and make the most of their opportunities with additional support if that's needed.

## CURRICULUM FOR EXCELLENCE LEVELS

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

- **Early Level** - *pre-school through to end of Primary 1*
- **First Level** - *through to the end of Primary 4*
- **Second Level** - *through to the end of Primary 7*
- **Third and Fourth Levels** - *Secondary 1 - 3*
- **Senior Phase** - *Secondary 4 - 6*

Children and young people progress through these levels at their own pace; and naturally some do so more quickly, or a little later than expected, dependent on individual circumstances and needs.

## CURRICULUM DESIGN PRINCIPLES

Our curriculum is designed around the 7 Design Principles of Curriculum for Excellence:

- **Challenge and Enjoyment** - *Pupils should find their learning challenging, engaging and motivating.*
- **Breadth** - *Pupils should have opportunities for a broad, suitably weighted range of experiences.*
- **Progression** - *Pupils should experience continuous progression in their learning from 3 to 18*
- **Depth** - *There should be opportunities for pupils to develop their full capacity for different types of thinking and learning*
- **Personalisation and Choice** - *The curriculum should respond to individual needs and support particular aptitudes and talents*
- **Coherence** - *There should be clear links between the different aspects of pupils' learning, including opportunities for activities which draw different strands of learning together*
- **Relevance** - *Pupils should understand the purposes and the value of what they are learning and its relevance to their lives, present and future*



Every single teacher and practitioner are responsible for health and well-being, literacy and numeracy – the language and numbers skills that unlock other subjects and are vital to everyday life.

# CURRICULUM CONT...

## KEY AREAS OF EDUCATION – RESPONSIBILITY OF ALL

**Literacy across learning**

**Numeracy across learning**

**Health and Wellbeing across learning**

## CURRICULUM AREAS

The curriculum is structured around all the experiences that are planned as part of learning and teaching. By recognising and planning learning around different contexts and experiences, the curriculum aims to make better connections across learning.

- **Language and Literacy** - *Listening and Talking, Reading, Writing and Modern Languages*
- **Mathematics and Numeracy** - *Number, money and measurement, Shape, position and movement, Information Handling, Problem solving and Application*
- **Health and Wellbeing** - *Personal, Social, Emotional and Physical Health (P.E)*
- **Expressive Arts** - *Art and Design, Drama, Music ,Dance and Participation and Performance*
- **Religious and Moral Education** - *Religions, Values and Beliefs* (Parents have the right to withdraw their child from Religious and Moral Education)
- **Sciences** - *Planet Earth, Forces, electricity and waves, Biological systems, Materials and Topical Science*
- **Social Studies** - *People, past events and societies, People, place and environment, People in society, economy and business*
- **Technologies** - *Using ICT to enhance learning, Technological development in society, technology in a business and computing science context, Food and textiles.*



## 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.

## Religious Observance

In accordance with the Moray Council's policy and the Experience and Outcomes of the curriculum, staff will teach pupils about the customs and beliefs of many different religions but will predominantly reflect on the Christianity context of Moray. Parents / carers have the right to withdraw their pupils from any religious content and can do so by contacting the school or Head Teacher.

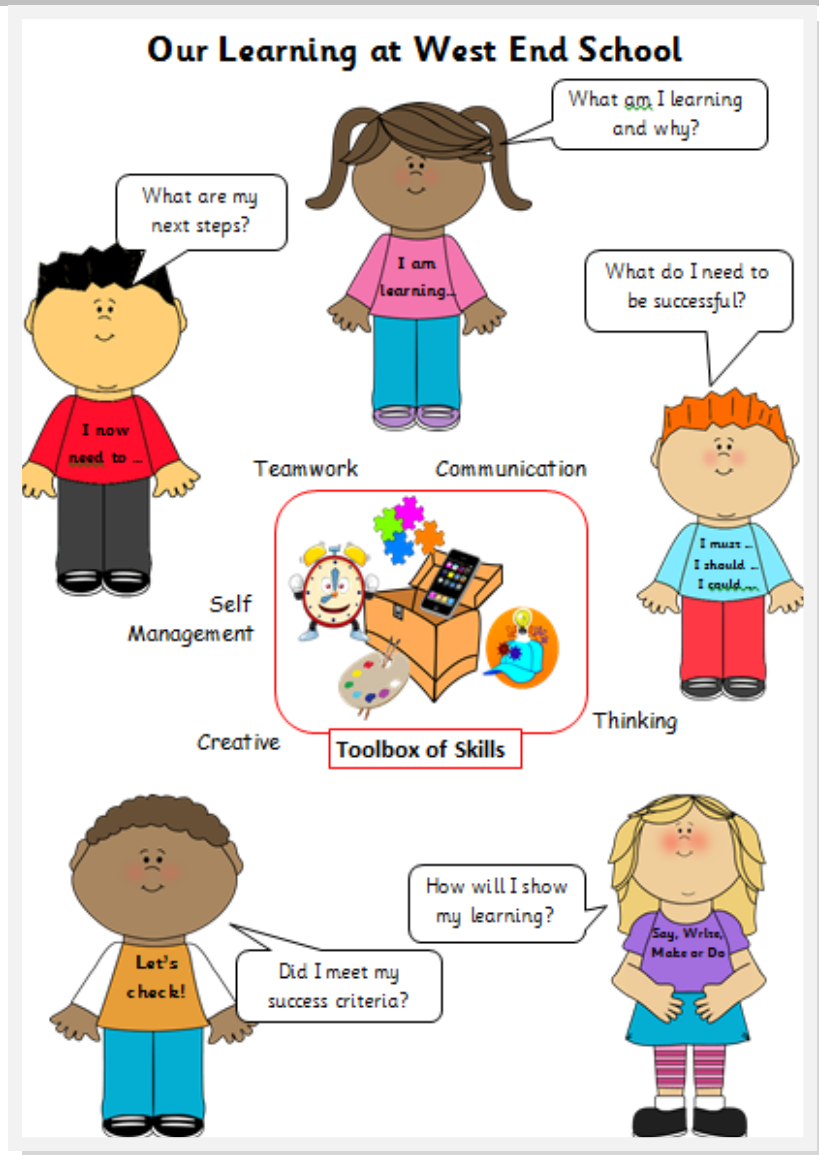
# CURRICULUM CONT...

The following website page has more information on the Experiences and Outcomes and knowledge covered by the curriculum:

[https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-\(building-from-the-statement-appendix-incl-btc1-5\)/What%20is%20Curriculum%20for%20Excellence](https://education.gov.scot/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-(building-from-the-statement-appendix-incl-btc1-5)/What%20is%20Curriculum%20for%20Excellence)

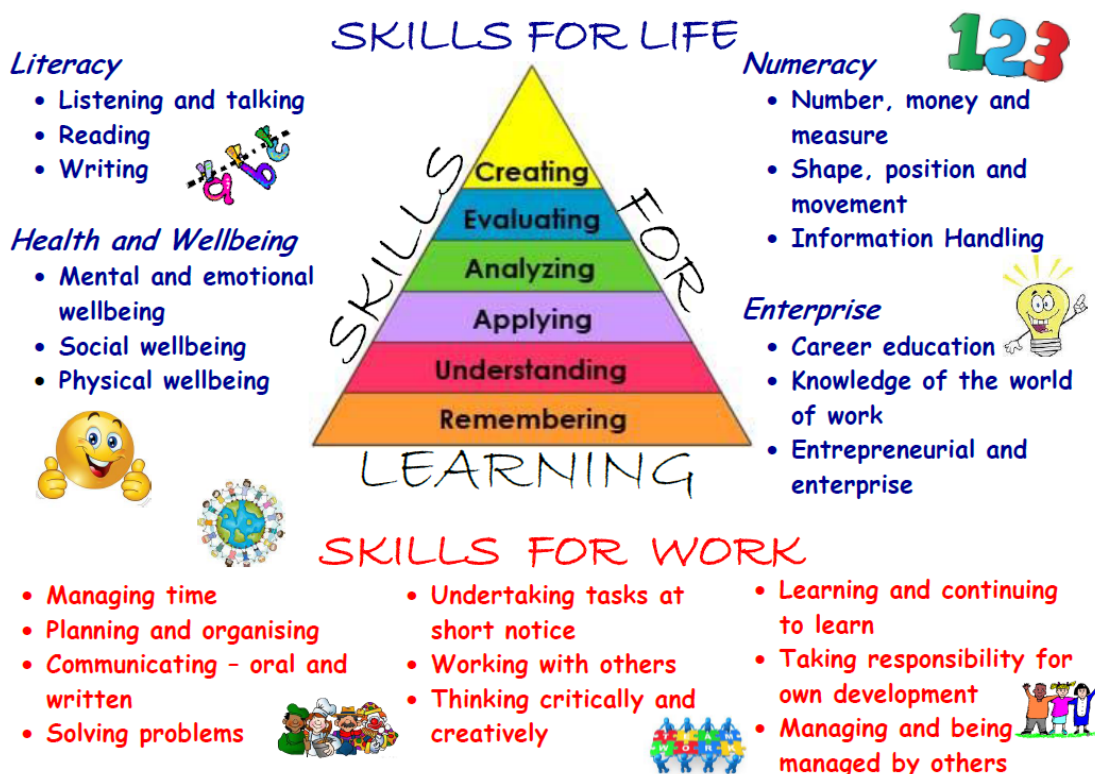
Although the curriculum can be identified in terms of these distinct areas, learning is commonly interdisciplinary. The classroom organisation varies and is a mixture of individual, group and class learning and teaching depending on the activity taking place. Effective learning and teaching approaches are adopted at West End with Assessment is for Learning, self assessment / reflection and Critical Skill practices embedded in lessons. Children are given opportunities to support and share their learning and knowledge with others in their class and across the other stages. Curriculum for Excellence is all about bringing real life into the classroom. It makes learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another, helping children understand the world and make connections.

## LEARNING CYCLE



Curriculum for Excellence develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions. Curriculum for Excellence supports all children in developing skills which they will use throughout their life and in their work. These will include the development of skills for learning, skills for life and skills for work, with a continuous focus on literacy and numeracy and health and wellbeing. Children will develop high levels of cognitive skills and the opportunity to put learning into a practical context.

# SKILLS



## PERSONALISATION AND CHOICE

The children will have the opportunity to be involved in choosing and planning their learning throughout the school where appropriate. This could take the form of assessing previous knowledge of a topic and identifying areas the pupils wish to investigate further. It could be planning their next topic, identifying a class enterprise, deciding on how best to show case their learning or choosing a personal research topic.

## HOMework

As a school we appreciate we form one part of your child's learning experience. Another significant part is the time that they spend with you, their family. We have recently reviewed our homework approach to ensure it supports good family learning and helps the children to apply what they have learned at school into a real life context. As such homework issued will vary dependent on which stage of the school and class that your child is in.

## EXTRA CURRICULAR ACTIVITIES

There are a variety of extra curricular activities available at the school. These will vary from year to year based on opportunities that arise and the expertise of the staff. Active schools provide a number of different sports for children to enjoy taking part in. We are open to other activities as well if you have any particular interests or would like to offer the school support in this way please speak to us.

## ASSESSMENT, ATTAINMENT AND ACHIEVEMENT

Detailed records are kept of every child's progress through the curriculum. Informal classroom assessment is carried out daily in a variety of ways, for example by observation, discussion, and direct questioning. We try to find out what children can do and what we should do to help their progress. National standardised tests are used throughout the school in line with Scottish Government advice.

Pupils are involved in self and peer assessment to encourage them to take ownership of their learning.

Information collected through the various forms of assessment is collected by the school and used to track individuals' progress and identify additional support needs and next steps. Regular meetings are held with teaching staff to discuss results and progress.

In addition to information regarding the pupils' academic attainment, we are also very interested in the pupils' achievements in school activities and out-of-school activities.

Should any issues arise linked to your child's learning, we will contact you directly and arrange a meeting to discuss these issues.

## PARENTS EVENING AND REPORTING

We hold parent/teacher interviews and details will come out about them during the year. Pupils will self reflect towards the end of each term. Dependent on stage this may take the form of individual work or whole class reflections. Teachers use this to inform their next steps in the children's learning. In addition (outwith COVID restrictions) we hold at least one open afternoon and each class will invite parents in to showcase the learning that has been taking place.

A written pupil report will also be sent home near the end of the school year.

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

## ADDITIONAL SUPPORT NEEDS

At West End School, we use the widest definition of this term. The Support for Learning (SFL) teacher is available to help all pupils, at all stages in all subjects. In this way, the expertise of the SFL teacher can be used to enhance the learning of a large number of our pupils. This policy means that we are committed to helping all pupils to achieve their full potential.

When a child has been identified as requiring additional support, parents will be notified and may be invited to come in to school to discuss the matter with the class teacher and/or the SFL teacher. Some children will have a Learner Profile and Strategies (LPS) put in place to allow for support in class.

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

## ADDITIONAL SUPPORT NEEDS CONT...

Speech and Language Therapy, Educational Psychology Department.

Planning of learning contexts and methods may be personalised according to an individual's learning and development priorities. Thus, there may be different expectations of learning achieved for different children.

SFL teachers may work with a child, or group of children, in the classroom or sometimes children are withdrawn for specific tasks. Some children may only need additional help for a short period of time whereas others may have a longer term requirement.

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

West End Primary is committed to working in partnership with parents, young people and children. It is important that everyone feels able to have their say at meetings and to have their views fully discussed as part of the decision making process. To further help with this, you can contact Mrs Collis, who is the Additional Support Needs co-ordinator in the school.

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

## HEALTH AND SAFETY

Parents are informed whenever a child becomes unwell or has had an accident. All parents should inform the school of an emergency contact telephone number for use in such eventualities. If your child has been **sick** they must not return to school until 48 hours has passed from the last time they were sick. There are occasions when school children have cases of head lice. Parents should immediately report any infections to the school.

At various times, pupils will be screened by the school nurse or doctor for their general health or specifically for vision, hearing, etc. Also the school dentist regularly visits to carry out routine check-ups. If pupils need to leave school to visit their own dentist or doctor, they should be collected from the school by an adult.

A playground supervisor watches the children at playtimes and during lunchtimes. Regular fire drills are carried out in school throughout the year.

Each year, parents are asked for permission to allow their pupils photographs to be used in the media.

## MEDICINES IN SCHOOL

In line with the 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.



# ENROLMENT AND TRANSFERRING

## PRIMARY ONE INDUCTION

In January each year, there is an enrolment week to register pupils who will be joining Primary One in August. This enrolment week is normally the third week in January and details are advertised locally. A child will normally start Primary 1 in August if his/her fifth birthday falls between 1st March that year and 28th February the following year.

The P1 teachers will go out and meet the pupils in their nursery setting prior to them starting in August. This normally happens in May. An initial meeting for new P1 parents will be organised for around the same time. Further parents' meetings are held in August to discuss homework and in September to discuss the details of the P1 curriculum. An individual meeting to discuss how the pupils are settling into P1 will follow this.

We operate a Buddy System where the new P1s are allocated a Buddy who will support them in their transition to school. The Buddies will support the P1 children to get used to playing outside at interval and at lunch time and also support them in the Canteen.

The children will have the opportunity to visit the school several times before starting in August. The children will be invited to come in and meet their new Buddies and join some of them for a Teddy Bears' Picnic. The children will also attend school for a couple of sessions prior to the Summer Holidays.



## NEW PUPILS

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

## TRANSFER FROM OTHER SCHOOLS

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

# ENROLMENT AND TRANSFERRING (CONT)

## PRIMARY/SECONDARY TRANSITION

At the end of Primary 7, pupils move onto their secondary education. Most children at West End move onto Elgin Academy. There are a series of information meetings for parents and pupils held during the latter part of Primary 7. There are also induction days at the Academy so that pupils become familiar with the school, its layout and some of their new teachers. It is also an opportunity for pupils to meet children from other schools who will be starting their first year at Academy with them.

There are enhanced transition opportunities scheduled for pupils who have additional support needs.

The contact details for Elgin Academy are:

Head Teacher: Mr Kyle Scott

Tel: 01343 543485

Address: Morriston Rd, Elgin, Moray, IV30 4ND

Email: [admin.elginacad@moray-edunet.gov.uk](mailto:admin.elginacad@moray-edunet.gov.uk)



## CLASS TO CLASS TRANSITION

Before the end of the school session will see pupils move on to their next class and teacher. The aim of this is to dispense with any worry on the part of pupils and parents over the summer holidays as to what their next class and teacher will be like. Hopefully everyone will enjoy the holidays more. It also means that teachers can start the new session familiar with the pupils and their needs .





# GETTING IT RIGHT FOR EVERY CHILD

**Getting right for every child** is a national policy to help all children and young people grow, develop and reach their full potential. It aims to improve outcomes for children and their families based on a shared understanding of their wellbeing. **Most children will receive all the support they need from their own families and community.**

As part of the GIRFEC approach each child or young person is allocated a Named Person. In Primary the Head Teacher is usually the Named Person and will remain throughout their primary school career. On transition to Secondary School, Guidance teachers become the Named Person.

The Named Person in West End Primary School is Mr. Stuart McQuaker, Head Teacher.

The Scottish Government's vision is to ensure all our children and young people are

**Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included**

These titles are known as the Wellbeing Indicators.

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

For additional sources of information and advice about additional support parents/carers should contact Enquire – the Scottish advice service for additional support for learning. Enquire offers independent, confidential advice and information on additional support for learning through:

Telephone Helpline: 0845 123 2303 Email Enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk) Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk) Enquire provides a range of clear and easy-to-read guides and factsheets including The Parents' Guide to Additional Support for Learning.

## NAMED PERSON

As part of the national **Getting right for every child** (GIRFEC) approach 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. In primary schools the Head Teacher is usually the **Named Person** and will remain throughout their time at primary school. On transition to Secondary School, Principal Guidance Teachers usually become the **Named Person**. The **Named Person** will be the single point of contact for children and young people, their parents/carers and the professionals who work with the child or young person.

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

The **Named Person Service** supports this approach, offering a single point of contact for children and their families at a time when support may be needed. It also serves as a way to coordinate multi-agency support (eg from health, social work, police etc) if required.

# GENERAL DATA PROTECTION REGULATIONS (GDPR)

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

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

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

More information is available on the Moray Council Internet site at:

[http://www.moray.gov.uk/moray\\_standard/page\\_75569.html](http://www.moray.gov.uk/moray_standard/page_75569.html)

## PRIVACY STATEMENT

West End has a legal responsibility to deliver an effective educational programme to its pupils. In order to do this, we need to collect personal data about our pupils/children and their families so that we can help them learn, and keep them safe. The type of personal data we will collect include:-

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

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

- **Data about pupils at school** - This will include data about progress, assessments, and exam results. It will also include records of attendance, absence, and any exclusions. We need this information to understand how our pupils/children are progressing, and to assess how we can help them to achieve their best
- **Data about when and where they go after they leave us** - This will include information about their next setting/school, career paths or intended destinations. We need this information to ensure we support our pupils/children in all their transitions and do all that we can to help their future be a success

There will be times where we also receive information about them from other organisations, such as a pupil's previous school, the previous local authority where that school or ELC setting was based, NHS Grampian, Police Scotland, Social Work, Additional Support Services, and sometimes other organisations or groups connected to a pupil's education. We use this data similarly to the above: to support our pupils' learning, monitor and report on their progress, provide appropriate pastoral care; and assess the quality of our services.

When we collect and use personal data within school setting, and for the reasons detailed above, we will normally be acting in accordance with our public task. Occasionally we are also required to process personal data because the law requires us to do so, or because it is necessary to protect someone's life.

We will also take photographs in school and display them on our walls, and in newsletters and other communications. We do this in order to celebrate and share what we have done, including individual achievements and successes. We consider this use of images to be part of our public task as it helps us build an effective community which supports learning. We will not, however, publish these photographs on social media or in newspapers without permission. Consent for this use will be sought when a pupil/child joins West End Primary and will be kept on record while they are with us. Consent can be withdrawn at any time, please just let us know.

Sometimes we need to share pupil information with other organisations. We are required, by law, to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes, and will normally be anonymised. It is normally required to enable the Council, and the Government, to understand how education is being delivered and to help them plan for future provision.

If a pupil/child moves schools, we have a legal obligation to pass on information to their new school/education authority about their education at West End Primary.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that need to. We will not keep personal data for longer than is necessary and follow the Council's Record Retention Schedule and archival procedures when records are identified to be of historical value and require to be retained in the Moray Council Archives. For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern, see the Moray Council's Information Management webpages ([http://www.moray.gov.uk/moray\\_standard/page\\_41220.html](http://www.moray.gov.uk/moray_standard/page_41220.html))

## PARENTS AND CARERS BOOKLET

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

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

This booklet is also available in other languages.

## COMPLAINTS PROCEDURE

Parents are encouraged to discuss any concerns or issues with their child's class teacher in the first instance. Please make contact through the School Office ([admin.elginwestp@moray-edunet.gov.uk](mailto:admin.elginwestp@moray-edunet.gov.uk)). Parents may speak to the deputy or head teacher if they wish the matter to be pursued further.

If the matter has been dealt with by the head teacher and a parent feels that the matter has not been dealt with satisfactorily, the parent has the right to make a complaint to Moray Council Education and Social Care Department, in writing at Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX.



**The Moray Council, Education and Social Care**

**Telephone: 01343 563374 Hours: 8.45am - 5.00pm Monday to Friday**

<b>INFORMATION PAGES</b>	<b>TELEPHONE</b>	<b>EMAIL</b>	<b>WEB PAGE ADDRESS</b>
<b>Active Schools</b>	01343 563890: 01343 563374	Active.schools@moray.gov.uk educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_42597.html">www.moray.gov.uk/moray_standard/page_42597.html</a> <a href="http://www.moray.gov.uk/moray_standard/page_42567.html">www.moray.gov.uk/moray_standard/page_42567.html</a>
<b>Additional Support for Learning</b>			
<b>Adverse Weather Procedures (school information line)</b>	0870 054 9999 Local school or 01343 563374 Calls to this number will be charged at a 2p per minute service charge plus your call providers access charge	Local school or educationandsocialcare@moray.gov.uk	<a href="http://schoolclosures.moray.gov.uk/">http://schoolclosures.moray.gov.uk/</a> <a href="http://www.moray.gov.uk/moray_standard/page_53021.html">www.moray.gov.uk/moray_standard/page_53021.html</a>
<b>After School Clubs</b>	01343 563374	Childcare.info@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_services/page_44889.html">www.moray.gov.uk/moray_services/page_44889.html</a>
<b>Armed Forces Families Information</b>	01980 618244	enquiries@ceas.uk.com (Children's Education Advisory Service)	<a href="http://www.moray.gov.uk/moray_standard/page_100164.html">www.moray.gov.uk/moray_standard/page_100164.html</a>
<b>Attendance and Absence</b>	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_55580.html">www.moray.gov.uk/moray_standard/page_55580.html</a>
<b>Bullying</b>	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_52988.html">www.moray.gov.uk/moray_standard/page_52988.html</a>
<b>Childcare</b>	01343 563374	Childcare.info@moray.gov.uk	<a href="http://www.scottishfamilies.gov.uk/">www.scottishfamilies.gov.uk/</a>
<b>Children and Families Social Work</b>	01343 563900 or out of hours emergency 03457 565656	intaketeam@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_47606.html">www.moray.gov.uk/moray_standard/page_47606.html</a>
<b>Child Protection</b>	01343 563900 or out of hours emergency 03457 565656 or 101 (Police Scotland)	intaketeam@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_55497.html">www.moray.gov.uk/moray_standard/page_55497.html</a>

<b>INFORMATION PAGES</b>	<b>TELEPHONE</b>	<b>EMAIL</b>	<b>WEB PAGE ADDRESS</b>
Clothing Grants	01343 563456	revenues@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_55486.html">www.moray.gov.uk/moray_standard/page_55486.html</a>
Curriculum for Excellence	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_76320.html">http://www.moray.gov.uk/moray_standard/page_76320.html</a>
Data Protection	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_75569.html">www.moray.gov.uk/moray_standard/page_75569.html</a>
Deferred Entry to Primary School	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_52991.html">www.moray.gov.uk/moray_standard/page_52991.html</a>
Disability Discrimination	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_43019.html">www.moray.gov.uk/moray_standard/page_43019.html</a>
Early Entry to Primary School	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_56925.html">www.moray.gov.uk/moray_standard/page_56925.html</a>
Early Learning & Childcare (pre-school)	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_42682.html">www.moray.gov.uk/moray_standard/page_42682.html</a>
Education Maintenance Allowance	01343 563338	EMAMoray@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_40540.html">www.moray.gov.uk/moray_standard/page_40540.html</a>
Exclusion from School	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_53001.html">www.moray.gov.uk/moray_standard/page_53001.html</a>
Free School Meals	01343 563456	revenues@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_55486.html">www.moray.gov.uk/moray_standard/page_55486.html</a>
Grants and Bursaries	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_43903.html">www.moray.gov.uk/moray_standard/page_43903.html</a>
Home Education	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_76320.html">www.moray.gov.uk/moray_standard/page_76320.html</a>
Instrumental Instruction	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_53005.html">www.moray.gov.uk/moray_standard/page_53005.html</a>
Placing Requests	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_49601.html">www.moray.gov.uk/moray_standard/page_49601.html</a>
Racial Equality	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_43019.html">http://www.moray.gov.uk/moray_standard/page_43019.html</a>
School Meals	01343 557086	schoolmeals@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_55540.html">www.moray.gov.uk/moray_standard/page_55540.html</a>
School Term and Holiday Dates	01343 563374	educationandsocialcare@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_55829.html">www.moray.gov.uk/moray_standard/page_55829.html</a>
Transport (For Pupils)	0300 123 4565	transport@moray.gov.uk	<a href="http://www.moray.gov.uk/moray_standard/page_1680.html">www.moray.gov.uk/moray_standard/page_1680.html</a>

Date of Issue: 23rd February 2022

At the time of publication the information contained within this Handbook is correct but it may be subject to change during the session. This Handbook has been prepared by the Head Teacher, and follows guidelines set out by The Moray Council and The Scottish Government.





*“Mac Siccar”*

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