



Carlogie Primary School Handbook 2024/25



Respectful **Ambitious** **Inclusive** **Nurturing**

**This document is available in alternative formats, on request
(Please contact the school office)**

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CONTACT DETAILS

School Name	Carlogie Primary School
Address	Caesar Avenue, Carnoustie, DD7 6DS
Telephone Number	01241 465379
Website	https://blogs.glowscotland.org.uk/an/carlogieprimaryschool/blog/
Email Address	carlogie@angusschools.org.uk
Head Teacher's name	Mr James Stewart
Class Stages	Nursery and P1 – P7
Present Roll	314 (Nursery – 31, P1 – P7 – 283)
Denominational Status (if any)	Non-denominational
Does the school teach by means of the Gaelic Language	No
Parent Council	Your Logie Parent Council are available to contact via email – yourlogie@gmail.com

STAGE	START	BREAK	LUNCH	CLOSE
Primary 1-7	9.00am	10.30 – 10.50am	12.20 – 1.20pm	3.20pm
Nursery	9.00am – 3.00pm			

VISITS OF PROSPECTIVE PARENTS

[Choosing a school: a guide for parents \(Scottish Government\)](#)

If your child is joining Carlogie Nursery or Primary 1 and has been allocated a place, we will invite you to the school to meet the staff and children. You will also find out more about the curriculum and the transition process, and we will provide an opportunity for you to share further information about your child. If your child already attends another school and you are moving area or school, please contact the school office and we can arrange a visit for you. It is important to share if your child has any Additional Support Needs so that we can plan appropriately for their transition when joining us. Sometimes we will hold Pre-Enrolment meetings so that we can hear more about your child and plan any interventions that are needed before your child starts with us.

SCHOOL UNIFORM



At Carlogie, all children attend school in uniform and this is supported by our parents.

The school colours are navy blue and basic items include:

- Navy blue jersey or sweatshirt
- Sky blue shirt or sky blue polo shirt with school tie
- Navy blue trousers/skirt/summer dress
- Black shoes
- T-shirt, gym shoes and shorts should be worn for PE

Sweatshirts, with the school badge, are available for purchase on-line straight from our supplier.

All clothing brought to school should be named/labelled in some way as it is difficult for children to distinguish their own clothing from others. This is really helpful so we can help children find their own things.

On PE days, children attend in their PE kit with a hoodie and leggings/joggers. Classes have one indoor and one outdoor session per week. Football team colours should not be worn and we hope that parents support us with this.

PARENTAL CONCERNS

Parents should contact the school immediately if they have a cause for concern. It is our wish to deal with all matters as early as possible preventing them from growing into significant concerns. Please contact your child's class teacher in the first instance or if you would prefer to discuss the issue with a member of the leadership team, please contact Mrs Haigh (Nursery-P3), Miss McGregor (P3/4-P7), or Mr Thomson (ASN). However, should you wish to discuss any concerns with Mr Stewart (Head Teacher), please contact the school office.

The staff will listen to your concern and agree a way forward with you. They will follow-up the initial conversation with a telephone call as appropriate to ensure all matters have been resolved satisfactorily.

THE COMPLAINTS PROCEDURE

[Angus Council complaints procedure](#)

If parents have a cause for complaint or concern, they should contact the school to make an appointment to speak to the class teacher in the first instance but please do not hesitate to contact the school office to make an appointment with a member of the senior leadership team as above.

PARENTAL INVOLVEMENT

Becoming involved in school

The school values the important role that parents play in their children's education and sees partnership with parents as an effective way of enhancing children's achievements and promoting better school ethos and communication.

Opportunities for Parental Involvement include:

During the school day:

- Helping in the nursery class
- Art/Craft activities
- Sharing knowledge and expertise in some aspect of the curriculum, e.g. topic talk, history, science, health
- Practical activities in science, maths, social subjects, health education (e.g. first aid) or technology
- Reading stories to groups of children, playing reading/phonics games
- Supervising board games
- Teaching playground games
- Running or assisting to run a lunch club
- Supporting educational visits/trips
- School concerts – making costumes, props, supervision of children
- Road safety – Cycle Training

Out with the school day:

- Fundraising events
- Trips e.g. sporting events, concerts
- Extra-curricular activities e.g. coaching, sports or art clubs, country dancing, school grounds – maintenance of garden or outdoor areas

If you wish to be a regular parent helper, PVG (Protecting Vulnerable Groups) checks have to be completed and office staff will be able to help you with this.

Involvement with your child's learning

At Carlogie we value the role of parents in their child's learning. Each session there are opportunities to meet with your child's class teacher, including a Parents Evening in Term 2 and a Learner Led Conference in Term 3. Appointments for both of these last around ten minutes and you will hear about your child's progress and also discuss how best to support them with their identified next steps.

Seesaw is used by the school and nursery, and this is an important form of communication between home and school as information about learning is shared regularly. Your child's learning targets are shared on a termly basis via Seesaw and we encourage parents to discuss these targets at home. Newsletters are also shared frequently throughout the year, informing parents of key dates for their diary, updates about what is happening around the school, and to celebrate wider achievement.

SCHOOL ETHOS



Our recently updated Vision, Values and Aims were created following significant consultation with all key stakeholders in our school community. They will be reviewed regularly, with feedback from parents, carers and children sought as part of this process.

Our School Vision: 'At Carlogie we work together to get it right for every child in a Rights Respecting environment which enables and celebrates all forms of learning and

achievement.'

Our Carlogie values are: Respectful, Ambitious, Inclusive and Nurturing. Our values are embedded into our school ethos and support us in the delivery of our school vision.

Our school aims are what we want all Carlogie children to be by the time they leave us in Primary 7: Curious, Resilient, Reflective, Creative, Cooperative, Positive and Mindful.

In 2023 we achieved our Silver Rights Respecting Schools Award and this is something our children are very proud of and passionate about. Our school motto is '*Growing Together Learning Forever.*' As a school we believe that we all grow together not just physically but also emotionally and socially too. No matter what our differences, we commit to growing together as a team and supporting each other to become forever learners.

We consider each child as an individual and appreciate that many children participate in learning opportunities out with the school building, for example; sports classes, clubs, music lessons etc. We encourage the children to share their achievements out of school and we recognise these through assemblies and achievement displays.

We are committed to developing pupils' spiritual, moral, social and cultural values through both the ethos of the school and the curriculum. We do this in partnership with parents and take account of the individual needs of pupils and the views of parents.

We welcome and encourage diversity and individuality, while emphasising our common commitment to moral values such as honesty, respect for others and compassion and justice. All who are involved in the life of our school have the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others. We implement council policy on equal opportunities and racial equality. All pupils have access to the full range of educational experiences available within the resources of the school. We are committed to eliminating discrimination on the grounds of race, religion, gender or disability.

SCHOOL AND COMMUNITY LINKS

Carlogie is an integral part of the Carnoustie community. Children develop skills and learn to be better citizens as they engage with and support the work of the local community.

Our pupils participate in community events and competitions such as the Rotary Quiz and the annual Burns Federation Poems and Leng Medal. They visit local nursing homes and sheltered housing at various times through the year to perform songs or to participate in activities such as reading, baking and gardening.

Other contributions include:

- Choir Community Concerts
- Christingle at Newton Parish Church
- Performing to local organisations such as Probus and Rotary Clubs
- Visits to and from the Police and Fire Brigade
- Partnership working with Angus College to develop school grounds
- Partnership working with SSE to develop the Millennium Forest
- Partnership with the Carnoustie Golf Links and various opportunities that arise from this involvement

Our Carlogie Community Café is run annually by our Primary 6 pupils as a co-operative enterprise. This is held in a local church on the last Friday of each month and it has won local and national recognition. We have excellent links to local businesses who also bring examples of their products to each event.

POSITIVE BEHAVIOUR MANAGEMENT

[Angus Council anti-bullying policy](#)

Positive relationships are essential to our school ethos and conducive to learning. The general aim of the school is to provide an atmosphere of mutual respect and collective responsibility. Pupils, parents and staff all have an important part to play in developing and sustaining this positive ethos. Our Carlogie expectations are of a common sense nature, bearing in mind the interest and safety of all concerned with a focus on our school values.

As part of our Positive Relationships Standard, there are several ways that children receive recognition for going 'above and beyond' in their demonstration of our school values and visible consistencies. These include: Recognition Wristbands, Logie Recognises Certificates, good news message/call home, and sharing of achievements with the wider community (including in the monthly newsletter).

At Carlogie, to support positive relationships between learners and adults, we strive to equip learners with the ability to understand their own actions and wellbeing whilst also demonstrating empathy and compassion for others, adults and children alike. We support learners to recognise that they are responsible for their own behaviours and understand that they can also affect others around them. When a child is struggling to manage their behaviour they are initially supported at class level and, if this has limited impact, further interventions and supports are identified, as detailed in our Positive Relationships Standard.

The staff will work together with the children to support restorative conversations which support learning around poor choices. These may be communicated with parents and we hope to work together with parents on this.

CELEBRATING ACHIEVEMENT

Children learn better when they know their efforts will be appreciated and praise is meaningful. Staff encourage pupils at all times and in all activities to give their best and to persevere.

The whole school celebrates achievement on a weekly basis by the giving of Logie Recognises certificates, linked to our four school values. Assemblies also allow for individual or team successes to be recognised. This can range from sports teams to musical talent or individual personal achievements. Displays around the school are used to celebrate the life in school. These include aspects of learning, our ethos as well as the Carlogie Community Cafe and school sport events.

Children at all stages of the school are allocated to one of four houses- Dalhousie, Guthrie, Maule and Ramsay. Children can gain points for their house through school events such as STEM week, sports day and Scottish Maths Week. At the End of Year service in June, the

House Captains of the winning team are presented with the school house trophy.

EXTRA-CURRICULAR ACTIVITIES

There are some extra-curricular activities available for your child to participate in, these include:

- Football
- Netball
- Pickleball
- Glee Club
- Basketball
- Rugby
- Golf

We work in partnership with our Active Schools Co-ordinator and through the year she plans optional taster sessions for a variety of clubs from the locality. She works to ensure that every year group is offered something at various points through the school year.

More information is available on a regular basis through school newsletters and club letters.

PUPIL COUNCIL

We have several pupil voice and leadership groups in the school, including our Junior Leadership Team and School Council. The Junior Leadership Team have been involved in our school improvement work in recent years, including the refresh of our Vision, Values and Aims and ongoing review of our Anti-Bullying Policy. Our School Council have organised several charity fundraising events and have played a key role in the development of the playground and the achievement of our Silver Rights Respecting Schools Award through effective collaboration with our Rights Ambassadors. The School Council members are elected by their class peers at the beginning of session. They hold office for one year. Throughout the year they will meet regularly with a member of the management team. They will be involved in taking forward school improvement priorities and addressing issues as they occur.

Other opportunities for the children to be involved include:

- The Green Team (leading our Eco work)
- Playground Buddies
- Carlogie Smiley Savers Bank Tellers
- Librarians
- Sports Leaders

LEARNING OPPORTUNITIES

Your child will learn in a variety of different contexts and groups. To support learners to develop knowledge and skills across the curriculum, a variety of learning and teaching approaches are used:

Interdisciplinary Learning – Enables learners to make connections across learning through exploring clear and relevant links across the curriculum, supporting children to apply what they have learned in new and different ways.

Outdoor Learning – Can take place anywhere from school grounds to local green spaces. Being outdoors is an essential part of growing up and leading a healthy and fulfilling lifestyle.

Digital Technologies – To enhance learning and teaching and to equip our children with the digital skills they need.

Co-operative Learning – The use of small groups so that children can work together to support their own and each other's learning.

PUPIL AND PARENTS VOICE

Personalisation and choice is one of the seven principles of curriculum design and children and young people throughout their education will have the opportunity to discuss with their teacher the context in which they learn and how they will approach the learning.

Staff will discuss new learning with the children at the beginning of a new context for learning and will plan together the areas of specific focus e.g. sustainability, the world of work, or space. New learning in literacy, numeracy and interdisciplinary learning will be shared with parents and carers through the learning targets issued at the start of each new term.

Parents will be invited to support the learning by sharing resources from home e.g. ration book or visit the school to share their knowledge and skills.

THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

Curriculum events for parents, including Learning Celebrations, are held to share information and to keep parents informed. During these events parents are able to visit classrooms where the children will describe and share their first-hand experience of what they are currently learning. Additionally, the school website also provides information about the work of the school.

Class Teachers share information regularly with parents through Seesaw, our online communication platform. Parents can see what their child will be working on each term and updates are shared weekly.

More local information can be found through links within this handbook and the Angus Council website. There are links to national information at:

https://www.angus.gov.uk/links_for_parents

EARLY LEARNING AND CHILDCARE

In Scotland all three and four year olds, and some two year olds, are eligible for up to 1,140 hours a year of funded early learning and childcare (ELC). Our ELC class offers

sessions between 0900 and 1500, 5 days a week, over the school year. Other attendance patterns are available in other Angus Council settings and in our wide range of partner nurseries, playgroups and childminders. To find out more about the benefits of ELC and the options available, visit our dedicated ELC web pages at www.angus.gov.uk/earlyyears.

LIAISON WITH SECONDARY SCHOOL

The school maintains close links with Carnoustie High School and other Primary Schools within the Angus area. Our teachers, and in some cases our pupils, visit other schools and establishments and other teachers and pupils visit us. This process is necessary for the professional development of staff, reciprocal understanding and the establishment of curricular consistency. Our pupils usually attend Carnoustie High School (CHS) and a well-established transition programme is in place to support their preparation for secondary school. Staff from CHS visit Carlogie frequently throughout Primary 7, and pupils moving on to CHS will attend several events in order to familiarise themselves with staff, the layout of the school building, and the curriculum timetable. The final part of the transition programme includes two full days at the secondary school in June.

Contact Details for Carnoustie High School:

Telephone: 01241465300

Email: CarnoustieHigh@angusschools.org.uk

SCHOOL IMPROVEMENT (School Specific)

MAIN ACHIEVEMENTS

- In session 2023/24 we launched our new Vision, Values and Aims which are visible throughout the school. This has ensured that we have a shared understanding across the school community of what is important to us and our ambitious goal for the next 2-3 years.
- Our school aims are incorporated within our Learning Heroes and children in the nursery are aware of these and talk about them in relation to their learning through play and exploration.
- Zones of Regulation has been introduced across the school which has created a consistent approach and language from P1-7 when supporting emotional regulation.
- Attainment across the school is high, with our CfE data for 2023/24 above 85% for both literacy and numeracy. Additionally, we have several children who are making good or very good progress on individual milestones.
- Children in the nursery are beginning to understand what Rights are and how these are important for all.

- Carlogie's Positive Relationships Standard was introduced this session and provides clarity on our strategies and approaches to fostering effective relationships throughout the school.
- The creation of 'Mickey's Room' and the redevelopment of 'The Hangout' have led to increased opportunities for targeted individuals to access a range of interventions and support.

IMPROVING STANDARDS

- Our journey to achieving the Gold Rights Respecting School Award has commenced and all children have engaged in learning activities about the Sustainable Development Goals.
- All teaching staff have participated in CLPL on Explicitly Teaching Writing. Moderation activities, both in school and with Carnoustie cluster colleagues, have mainly focused on writing to develop shared standards and expectations. A few of our teachers have also participated in moderation of writing with colleagues across the Tayside Regional Improvement Collaborative.
- All teaching staff have now been involved in CLPL for Sound Reading System (SRS) ahead of the full implementation across the school in 2024-25.
- Our full staff team engaged with the CIRCLE Framework last session and this has been incorporated into our Carlogie approach to consistent, high-quality learning environments which has inclusion at the heart of what we do.
- The nursery team have reviewed their procedures for medication, and accidents and incidents. All staff are confident with how these should be managed and reported.
- Mealtime procedures within the nursery have been reviewed with all stake holders and positive experiences are provided for all children.

SCHOOL IMPROVEMENT PLAN

Raising attainment in writing remains a priority and all teaching staff have continued to engage with the 'Explicitly Teaching Writing' professional development programme which has included an additional four training sessions in 2024. As part of the Carnoustie cluster, our teachers have been collaborating with colleagues from other primary schools, sharing successes and ideas through the ongoing implementation of our new pedagogical approaches to writing. Our three QAMSOs are supporting this work at both school and cluster level.

We continue to make progress towards our Gold Rights Respecting Schools Award with the work being led by our pupil Rights Ambassadors. This can take up to two years to achieve and remains a key priority on the school improvement plan in session 2024/25.

Linking the Sustainable Development Goals and our Vision, Values and Aims to this plan will support our children to make the connections in their learning experiences.

We are strengthening our approaches to embedding our Vision, Values and Aims which includes increased weekly focus on the school values within learning experiences, and explicit links being made in our school policies. Consistency in the use of strategies from our Positive Relationships Standard will also support children, staff and visitors to develop a more confident understanding of our Vision, Values and Aims.

We continue to embed Zones of Regulation across the school, supported by our Health and Wellbeing staff team. This priority area also aims to achieve improved staff confidence and skill with SCERTS (ASN Staff) and progress towards fully SCERTS-based targets being included in IEPs.

PARENTZONE SCOTLAND

Parentzone Scotland has information and advice on education and learning in Scotland, including ideas on how you can support your child's learning at home.

HEALTH CARE

You can contact your school health staff at: -

Carnoustie Medical Centre
Parkview Primary Care Centre
Barry Road
Carnoustie
DD7 7RB
01241 802377

DOGS IN SCHOOL GROUNDS

We understand walking your child(ren) to and from school/nursery is an ideal opportunity to walk dogs. However, the safety and wellbeing of our pupils, families, staff and community is paramount. Also, some children feel intimidated or unsure of dogs.

So, please ensure dogs (except for assistance dogs) are not brought into school grounds.

And if you are walking your dog to and from school, please remain at a reasonable distance from the school gate.

This will enable children and adults to enter and exit safely.

We'd ask you to pass this information on to other adults who bring and/or collect your child(ren) from school.

Child Protection Coordinator

If we think a child has come to harm as a consequence of possible abuse, we need to report it.

At least one member of staff in each school is responsible for child protection matters. They will have had special training in this area.

In our school the Child Protection Coordinator(s) are: Mr Stewart, Mrs Haigh, Mr Thomson and Miss McGregor.

If you want to know more about child protection and the safety of children, contact the school. There is also information about child protection on the Angus Council website.

As a school we have good contacts with health professionals, social workers and the police. Any or all of them may offer support, or become involved, if concerns of abuse arise.

USEFUL LINKS AND CONTACT DETAILS

Angus Council
Angus House
Orchardbank Business Park
FORFAR
DD8 1AN
Tel: 03452 777 778
Email: ACCESSSchoolsLearnBSU@angus.gov.uk

ANGUS COUNCIL WEBSITE

Visit angus.gov.uk/schools for information that applies to schools across Angus on topics including:

- holidays
- meals
- school payments
- attendance and absence
- assessment and reporting
- transport
- drugs education
- religious and moral education
- transitions
- ...and more

OTHER WEBSITES

Find useful links to other websites at www.angus.gov.uk/linksforparents