



WHITEHILLS PRIMARY

SCHOOL

HANDBOOK 2024/25



Whitehills Primary School
Fyfe Street, Forfar, Angus, DD8 3EQ

Tel: 01307 494287

Email: Whitehills@angusschools.org.uk

Website: <http://www.whitehills.angus.sch.uk/>

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

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CONTACT DETAILS

School Name	Whitehills Primary School
Address	Fyfe Street, Forfar, Angus, DD8 3EQ
Telephone Number	01307 494287
Website	http://www.whitehills.angus.sch.uk/
Email Address	Whitehills@angusschools.org.uk
Head Teacher's name	Mrs Coureen Peters (Monday – Thursday) Mrs Claire McDiarmid (Friday)
Class Stages	Nursery – P7 and P1-7 Gaelic Medium Unit
Present Roll	Nursery 36 School 362
Does the school teach by means of the Gaelic Language	Yes
Parent Council Contact	WhitehillsParentPartnership@hotmail.com www.facebook.com/WhitehillsParentPartnership

ORGANISATION OF THE NURSERY AND PRIMARY SCHOOL DAY

Stage	Start	Break	Lunch	Close
P1 - 2	9.00am	10.30 – 10.50am	12.20pm– 1.30pm	3.20pm
P3 - 7	9.00am	10.30 – 10.50am	12.30pm – 1.30pm	3.20pm
Nursery	8.30am			4.00pm

VISITS OF PROSPECTIVE PARENTS

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

Parents wishing to enrol their child in Nursery and Primary 1 should follow the timetable for admission to school as advertised in the local newspapers. Applications are available online via the Angus Council website.

Once your child has been allocated a place we will invite you to meet the staff and children, find out more about the curriculum and share information about your child.

Parents seeking a place for older children should first contact the school office. You will be encouraged to make an appointment to come and visit our school and meet the staff. This is an ideal opportunity for you and your child to ask any questions that you may have.





SCHOOL UNIFORM

We are very proud of our school uniform at Whitehills, and encourage all children in P1-7 to wear it. Children have the option of wearing traditional uniform or active uniform as detailed in the table below. Children should be encouraged to wear active uniform on PE days as changing facilities are currently not in use. All clothing brought to school should be named or marked in some way. It is difficult for children to distinguish their clothing from others.

Boys		Girls	
Active	Traditional	Active	Traditional
<ul style="list-style-type: none"> • Blue school jumper (with or without logo) • White polo shirt • Plain joggers/ tracksuit bottoms (black/dark colours) • Trainers 	<ul style="list-style-type: none"> • Blue school jumper (with or without logo) • White polo shirt • Black school trousers/school shorts • Black school shoes or trainers 	<ul style="list-style-type: none"> • Blue school jumper or cardigan (with or without logo) • White polo shirt • Plain joggers/ tracksuit bottoms/ sports leggings (black/dark colours) • Trainers 	<ul style="list-style-type: none"> • Blue school jumper or cardigan (with or without logo) • White polo shirt • Black school trousers/shorts/skirt • Black pinafore or school dress • Black school shoes or trainers

Our School Uniform



PLEASE PUT NAME LABELS ON ALL ITEMS

LOST PROPERTY

All property brought to school should be named or marked in some way, to enable children to distinguish their own items.

If an item is lost, such as clothing/ water bottles etc., please ask to check the lost property boxes, which are located in each of the open areas.

If it is something valuable which has been lost, please ask at the school office.

PARENTAL CONCERNS

Key ingredients of a successful school are open communication and partnership working; at Whitehills we recognise this and encourage this approach at all times. We would encourage parents to 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.

If you have a concern, query or complaint you can communicate this to us in several ways:

- Telephone the school office on 01307 494287
- Send a message via ClassDojo



- Email the school on whitehills@angusschools.org.uk
- Drop in at the school reception but you may be required to make an appointment if the member of staff is unavailable

Contact the school immediately if you have a concern. We want to deal with all matters as early as possible. Contact your child's class teacher in the first instance. If you would prefer to discuss the issue with a member of the Senior Leadership Team contact:

- Mrs Claire McDiarmid (Depute/Head Teacher) if your child is in Nursery – P1
- Mrs Jill Flynn (Principal Teacher) if your child is in P2 – P4
- Mrs Pamela Jarosz (Principal Teacher) if your child is in P5 – P7
- Miss Vivien Donnachie (Principal Teacher) ASN / Inclusion
- If after this the issue remains unresolved please contact the Head Teacher - Mrs Coureen Peters (Monday – Thursday) or Mrs Claire McDiarmid (Friday)



The staff will listen to your concern and agree a way forward with you. They will follow-up with a telephone call approximately one week later. This is to ensure all matters have been resolved.

THE COMPLAINTS PROCEDURE

[Angus Council complaints procedure](#)

PARENTAL INVOLVEMENT

BECOMING INVOLVED IN SCHOOL

We value the important part parents play in their children's education. We see partnership with parents as way to enhance children's achievements and promote better school ethos and communication.

Opportunities for Parental Involvement:

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
- Golden Time activities e.g. board games, art and craft in small groups
- Running or assisting to run a Lunch Club
- Supporting educational visits/trips
- School concerts – making costumes, props, supervision of children
- Road safety – Cycle Training

Outwith the school day:

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

If you wish to be a regular parent helper, PVG (Protecting Vulnerable Groups) checks have to be completed. Please discuss this with staff.

Communication with school is very important. We will send you a regular newsletter to keep you in touch with the life of the school and hope that you will keep in touch with us if there is anything which concerns you about your child. We are lucky enough to be well supported by parents and the community as a whole and very much appreciate this. If you feel you can help us in any other way, we would be delighted to hear from you!

Parents are invited to attend two Parents Evenings during the school year. There you will meet your child's class teacher for a ten-minute interview and hear about your child's progress. It's also an opportunity to hear how you can best support your child's learning. One of these meetings takes the form of a Learner Led Conference, where the child will take the lead in talking about their learning, supported by their teacher.

We would encourage you to look at your child's Dojo portfolio with them on a regular basis and support as appropriate the completion of homework as advised by the school.

SCHOOL ETHOS



Our Vision

BEST at Whitehills – Believe, Enjoy and Succeed Together

Our Values

- We are Honest
- We are Hard working
- We are Respectful
- We are Responsible
- We are Kind

At Whitehills, our aims are to:

- care, include and value everyone
- enjoy challenge
- love learning
- be healthy and active
- make the right choices

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

We welcome and encourage diversity and individuality, while emphasizing 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.

PARENT COUNCILS

Parent Councils are now established in all Angus primary and secondary schools. The Scottish Schools (Parental Involvement) Act 2006 recognises the vital role that parents play in supporting their children's learning.

The basic principle under-pinning the Act is the desire to have children become more 'confident learners' through closer working between each family and school. It is anticipated that this can be done in three ways. These are: -

1. Learning at Home: direct parental involvement in the child's learning at home and in the community.
2. Home/School Partnership: closer working partnerships between parents and the school – such partnerships being essential to ensure that the child gets maximum benefit from its school experiences.
3. Parental Representation: Parent Councils will be parent led and school supported, with all parents being automatically members of the 'Parent Forum', with the Parent Council representing their views.

Information about the role of Parent Councils, including access to the newly established Parent Council Blog, <https://blogs.glowscotland.org.uk/an/AngusParentCouncilGroup/> can be obtained from the Angus Council web site Parents as Partners <http://www.angus.gov.uk/parentsaspartners/> .

You can find out more about your Parent Council by contacting the Head Teacher or email:

WhitehillsParentPartnership@hotmail.com

SCHOOL AND COMMUNITY LINKS

Whitehills School is an integral part of the community of Forfar. 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 organised by the local churches and Rotary Club. They participate in sporting and cultural events and take part in carol singing in local supermarkets and care homes. We also have a foodbank in school which is supported by local supermarkets.

We hold a monthly Learning Café, where children share their learning with parents/carers. The cafés are also attended by partner agencies such as Voluntary Action Angus, Sustainable Clothing, Family Nurture Team, Vibrant Communities Adult Learning Opportunities, Parental Employability Team, Strathmore community Rugby Trust, Angus Alive and Young Carers who are on hand to offer advice and support.

POSITIVE BEHAVIOUR MANAGEMENT

[Angus Council anti-bullying policy](#)

Good behaviour is essential to good learning. We aim to provide an atmosphere of mutual respect and collective responsibility. Pupils, parents and staff all have an important part to play in this. The rules of the school are of a common sense nature, bearing in mind the interest and safety of all concerned.

Whitehills Relationships Policy

We have **Five Pillars** that underpin everything we do:

1. Consistent calm adult behaviour
2. Relentless routines
3. First attention to those making the right choice
4. Scripting difficult interventions
5. Restorative follow up

The whole school expectations are our 5 core Values:

- We are honest



- We are hard working
- We are respectful
- We are responsible
- We are kind

Class expectations are negotiated each year with the pupils and are based on our school values. The staff remind children of these expectations in many ways and they are displayed in classrooms.

We regularly look for over and above recognition to celebrate and share. We also believe partnership working with parents/carers is fundamental to supporting positive behaviour in school. If the child sees that home and school are working in partnership there is much more likely to be a positive response to any consequences we may have to issue, such as writing a letter of apology. We recognise at times that children will make the wrong choice, which can impact on the learning and safety of others. Through restorative approaches we strive to repair relationships and move on from a negative situation.

CELEBRATING ACHIEVEMENT

Children work hardest when they know that their work will be appreciated and praised. We look for all opportunities to recognise and celebrate good behaviour, positive choices and effort through a range of approaches including certificates, stickers and earning house/Dojo points. All children are allocated a House: Cherry, Chestnut, Willow or Oak. We try to keep siblings in the same House. Children can earn points for a variety of reasons including being kind, effort with tasks and displaying the school values. The whole school celebrates achievement on a weekly basis by sharing successes for good work, effort or kindness shown to others.



Each week we have a special focus on one of our school values or aims – the Value/Aim of the Week. Children are awarded special house tokens for demonstrating the value or aim of the week in our playground. These are placed in our special token collector which is shared at assemblies each week. Each month, the tokens are counted and the house with the most tokens are rewarded with an extra playtime. At the end of the session, the house with the most number of points will be awarded the House Shield.

School successes are also shared in newsletters. We have an end of session prize-giving as part of our Church service where a variety of shields and cups are awarded to recognise successes.



EXTRA-CURRICULAR ACTIVITIES

There is a vast array of extra-curricular activities available for your child to participate in at either lunchtime or the end of the school day, these include:

- Choir
- Dance
- Football
- Cross-country
- Athletics
- Netball

Information will be sent home regarding extra-curricular activities that take place after school. If you wish your child to take part, please sign the parental permission slip and return to school.

We also have some lunchtime clubs for our younger pupils which are run by our P7 pupils, who take responsibility for the organisation and planning of activities. These include Quiz Club, Drawing Club, Coding Club and Art Club.

PUPIL COUNCIL



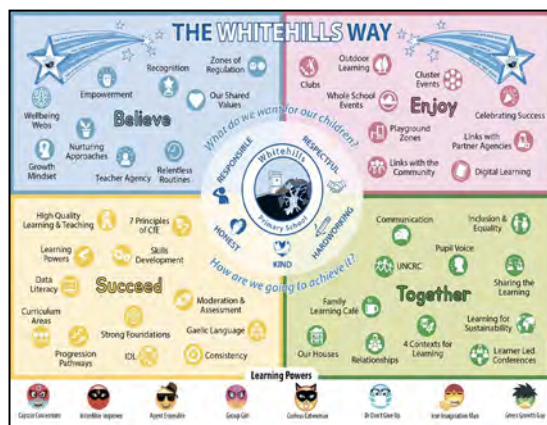
We have an active Pupil Council led by members of school staff. We also have an active group of P3 and P7 House Captains that organise activities and represent the views of the whole school. Throughout the year they meet regularly with staff House Captain Co-ordinators to plan House events for the school. Both groups are involved in taking forward school improvement ideas and addressing emerging issues as they occur. They also plan all charity events.

There are also a number of active Pupil Groups, led by members of SLT, made up of reps from all classes from P2-7. The School Improvement Reps, Reading Leaders, Outdoor Champions, Wellbeing Reps and Wider Achievement Reps meet regularly to take forward ideas and improvements across the school. We also have an active Junior Road Safety Officers (JRSO) group who are responsible for sharing road safety messages and encouraging walking to school.

LEARNING OPPORTUNITIES

Our curriculum aims to raise achievement for all, and enable children to develop skills, knowledge and understanding they need to succeed in learning, life and work.

Your child will learn in a variety of different contexts and groups including ability, co-operative and social.



THE PUPILS AND PARENTS VOICE

Personalisation and choice is one of the seven principles of curriculum design and children at Whitehills 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 topic and plan together the areas of specific focus e.g. World War 2 – The Battle of

Britain. This will be shared with parents through a termly curriculum leaflet and parents may be invited to support the learning by sharing resources from home e.g. ration book or visit the school to share a talk.

Parents will be invited to share comments regarding the planned work for their child and are encouraged to feedback comments at any time through ClassDojo.

THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

We encourage all parents to sign up to Class Dojo. This is a source of considerable information, illustrating the work of classes across the school but also allowing access to their individual child's portfolio where they can access information about what their child is learning. Additionally, open events for parents are held annually and led predominately by the children. During such events the children and staff will describe, demonstrate and share their experiences of the curriculum in school. Parents/carers are also invited to our monthly Learning Cafes, which are led by a different year group each month, where staff and pupils showcase and demonstrate an aspect of the curriculum.

There are links to national information at <http://www.angus.gov.uk/linksforparents>.

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 8.30am and 4.00pm, 4 days a week, over 38 weeks of the 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

GAELIC MEDIUM EDUCATION AT WHITEHILLS SCHOOL

What This Is?

The Gaelic class is a place to learn and speak Gaelic. It is just like an ordinary class, but we do our work in Gaelic instead of English. Most of the children's families don't speak Gaelic at home. It is the only Gaelic class in Angus. Your child can benefit from being in the Gaelic class because they have the opportunity to learn a second language from P1.

What the children think

- We can learn a new language and develop speaking skills
- We learn Gaelic songs
- Everyone is very nice and helpful and makes sure we are OK



What the parents think

It is good for children because:

- As you are learning Gaelic it builds an inner confidence that helps with all subjects.
- It's a great opportunity for children to learn another language from a young age.
- Small and friendly, similar to a country school with lots of one to one teaching and also help from the older pupils. They have a fantastic teacher and the class has a close bond.

How to Find Out More

Please contact the school office to arrange a visit.

For more information visit these useful websites:

www.bilingualism-matters.org.uk

www.gaelic4parents.com

www.learnGaelic.net



LIAISON WITH SECONDARY SCHOOL

The school maintains close links with Forfar Academy 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.

Please visit Forfar academy website for more information:

<http://www.forfaracademy.angus.sch.uk/>



SCHOOL IMPROVEMENT

MAIN ACHIEVEMENTS

- All teaching staff engaged in 'Explicitly Teaching Writing' professional learning with a literacy expert called Stephen Graham. They have successfully introduced the approaches in lessons and shared examples with parents/carers at family learning cafes.
- We have worked collaboratively with Letham Primary School and Nursery, and our GMU teacher worked collaboratively with a cross-authority GMU to share ideas in writing, compare standards, and agree consistency in how we assess writing.
- Survey results from children and staff, and feedback from parents at our family learning cafes indicate that the approaches are helping to increase engagement in writing, improve the quality of writing produced and almost all staff feel more confident delivering writing lessons.
- All teaching staff have implemented our new planning and assessment processes that are in line with current local and national advice. We have introduced United Nations Convention on the Rights of the Child (UNCRC) and Sustainable Development Goals (SDGs) within planning, lessons and assemblies. Recent survey data indicates that we have increased staff, pupils and parents understanding of UNCRC and SDGs.
- Our school community contributed to the review and update of our Curriculum Rationale poster. Our SIRs Pupil Leadership group created a video to launch our Curriculum Rationale to pupils and parents.
- All staff have made use of our outdoor learning backpacks and trialled outdoor learning approaches within maths.
- We de-cluttered our school environment to create a variety of break out-spaces, and our Wellbeing Pupil Leadership group organised CALM boxes for all classes. This is supporting children with self-regulation.
- We received our Rights Respecting School Silver award in June 2024.
- Our pupils have achieved a wide range of individual, group and class successes from outwith and within school e.g. P5 John Muir Awards, P7 Young Stem Leaders, successes at Perthshire and Gaelic Mod, P6 Euro-quiz reached the National Finals. Children feel proud to share their achievements and demonstrate confidence telling us about them.

IMPROVING STANDARDS

We have high expectations for the children of Whitehills and we focus on improving outcomes for all learners. We monitor and track the progress of our learners in literacy and numeracy as follows:

- Most children across the whole school are attaining nationally expected levels in literacy and numeracy, and a few have exceeded these in reading and numeracy.
- Attainment data for almost all learners with additional support needs demonstrates that they are making good progress towards their individual targets within their IEPs.
- Most children in P1 are achieving early level in reading, writing, listening and talking,

and numeracy.

- In P4 almost all children are achieving first level in reading, and listening and talking, and most are meeting the expected level in writing and numeracy.
- In P7 almost all children are achieving second level in listening and talking, and most are achieving second level in reading, writing and numeracy.
- At all stages we monitoring children's health and wellbeing using wellbeing webs.

We have raised attainment over time in literacy and numeracy, and most significantly in writing and numeracy. We are proud of the progress and achievements of our children and continue to focus on improving outcomes for our children.

SCHOOL IMPROVEMENT PLAN

Our plans for future improvement include:

- Further professional learning on 'Explicitly Teaching Writing' approaches and develop confidence using the approaches in practice
- Review our health and wellbeing curriculum to include relevant issues within society including Anti-Racist Education
- Investigate an approach called the Circle Framework and reflect and focus on making our classroom environments inclusive
- To continue our partnership with Alba Explorers and extend outdoor learning opportunities
- Introduce staff working groups to develop leadership opportunities across our staff team. Areas of focus will be digital learning, health and wellbeing, literacy and numeracy.
- We will gather the views of parents regularly to support us to measure the impact of our improvements and plan our next steps

HEALTH CARE

You can contact your school health staff at: -

School Nurse: Anne McLachlan
Whitehills Health & Community Care Centre
Station Road
Forfar

Tel: 01307 475274

Mob: 07733 283967

E-mail: Anne.Mclachlan@nhs.scot

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: Mrs Coureen Peters and Mrs Claire McDiarmid

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

FINANCIAL ENTITLEMENT DIRECT LINKS

- [Free School Meals and Clothing Grant](#)
- [EMA \(Secondary Schools\)](#)
- [Welfare Rights/Benefit Calculator](#)

OTHER WEBSITES

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