



# **Cortachy Primary School**

## Handbook

### **2024/25**



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

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## CONTACT DETAILS

Cortachy Primary School

Cortachy

By Kirriemuir

DD8 4LX

01575 526043

Website: <https://blogs.glowscotland.org.uk/an/cortachy/>

[cortachy@angusschools.org.uk](mailto:cortachy@angusschools.org.uk)

Head Teacher's name: Lynn Shellard

Class Stages: Nursery, P1-3 & P4-7

Present Roll 37

Denominational Status (if any): Non-Denominational

Does the school teach by means of the Gaelic Language: No

Our Parent Council can be contacted through [CortachyPC@gmail.com](mailto:CortachyPC@gmail.com) or their What's App group which you will be invited to join when your child/children start our Nursery/School.

Organisation of the school: School starts 09:00, interval 10:30- 10:50, lunch and break P1-3 12:20 P4-7 12:30-13:30 School finishes 15:20

Nursery timings: Nursery Start 09:00, snack 10:00 onwards, Lunch 12:10- 13:00 finish 15:00

## **VISITS OF PROSPECTIVE PARENTS**

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

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.

## **SCHOOL UNIFORM**

- Navy sweatshirt or cardigan with school logo, white shirt/blouse/polo shirt and navy or grey trousers/shorts/skirt pinafore or blue Summer dress.
- PE KIT: white t-shirt, navy shorts, black plimsolls in a gym bag with pupils name on it.
- We change our outdoor shoes when we come into school to our indoor shoes.
- We recommend naming all your children's belongings as it is sometimes difficult for children to distinguish their own clothes from others.

## **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 to prevent it escalating into a significant concern. Please contact your child's teacher in the first instance or if you would prefer to discuss the issue with a member of the management team please contact Miss Shellard.

The staff will listen to your concern and agree a way forward with you to ensure all matters have been resolved satisfactorily.

Our Staff are:

- Miss Shellard and Mrs Link
- Mrs Bruce – Clerical/SPSA
- Miss Smith/ Miss Johnstone/Mrs Franchi – Nursery
- Miss Tiffney/ Mrs Fretwell P1-3
- Miss Smith P4-7

## **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:

- Planting and growing
- 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
- Supporting educational and sports visits/trips/tournaments
- School concerts, services and open afternoons
- Road safety – Cycle Training/Bikeability

Outwith the school day:

- Fundraising events including the Cortachy Highland Games
- Trips e.g. sporting events, concerts
- Easter Trail
- Garden Tidy-ups
- Spring Fair
- 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.

Parents are invited to attend a Parents Evening 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 but please always pop in or contact us if you would like to chat at any time.

We would encourage parents to look at your child's learning log in SeeSaw with them on a daily or weekly basis.

Support as appropriate the completion of homework as advised by the school.

## SCHOOL ETHOS

We want to work together to help our children become:

- Successful Learners
- Confident Individuals
- Effective Contributors
- Responsible Citizens

We think it is important for everyone to be:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respectful
- Responsible and included to achieve their full potential

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 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**

Cortachy Primary School is an integral part of the community in Cortachy. 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 organized by the churches, Inner Wheel and Rotary Club. They collect food for the local Foodbank at Harvest Time and take part in sporting and cultural events.

## **POSITIVE BEHAVIOUR MANAGEMENT**

[Angus Council anti-bullying policy](#)

Good behaviour is essential to good 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 and sustaining this positive ethos. The rules of the school are of a common sense nature, bearing in mind the interest and safety of all concerned. We encourage restorative practice and use of solution-focused approaches.

Our School rule is:-

- Be Kind

We use of positive behaviour management approaches and restorative conversations.

## **CELEBRATING ACHIEVEMENT**

Children work hardest when they know their work will be appreciated and praised. All Staff encourage pupils at all times and in all activities to give their best. Their effort may be rewarded verbally by praise, or non-verbally by feedback in their jotters/workbooks or stickers.

The whole school celebrates achievement by having a class goal that involves them contributing to, and building a bug, upon completion of their bug the class will receive a treat as chosen by the class. The collaborative and positive approach helps pupils to work on Growth Mindset.

## **EXTRA-CURRICULAR ACTIVITIES**

There is a vast array of extra- curricular activities available for your child to participate in which are organised by our Active Schools Co-ordinator Mr Moncrieff and through Webster's High School Leisure Centre including basketball, curling, swimming and gymnastics. There are also local groups such as Brownies and Boys Brigade. We aim to share any opportunities available with your child through information from our Active Schools co-ordinator and notes in See-Saw.

## **PUPIL VOICE**

Our whole school meets regularly (once a week in assembly) with our Head Teacher (Miss Shellard). All of our children are involved in taking forward the school improvement priorities and addressing issues as they occur.

## **LEARNING OPPORTUNITIES**

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. 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 topic. Together they plan the areas of specific focus creating a KWL (Know, Wonder, Learn) grid. This will be shared with parents through Seesaw. Parents will be invited to support the learning by sharing resources from home e.g. an interesting artefact or visiting the school to share a talk. Parents will be invited to comment on the planned work for their child at various points throughout the year. Feedback is encouraged at any time through your child's homework diary or by messaging us through SeeSaw.

## **THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL**

Much of the children's work is shown to parents via Seesaw. Additionally, open mornings or afternoons for parents to exemplify the work that we do. During these events the children will describe and share their first hand experiences of curriculum in school.

Local information can be found on Angus Council's website [www.angus.gov.uk](http://www.angus.gov.uk) and national information can be found on Education Scotland's website [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk) and from the numerous sources listed at the back of this handbook.

## **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 09:00-15:00, 5 days a week, throughout the school terms. 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](http://www.angus.gov.uk/earlyyears).



## **LIAISON WITH SECONDARY SCHOOL**

The school maintains close links with Webster's 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.

## **SCHOOL IMPROVEMENT (School Specific)**

### **MAIN ACHIEVEMENTS 2023/24**

- We have explored and embedded oracy/listening and talking as a driving force to improve our children's spoken language and vocabulary.
- We have examined and established how listening and talking has a positive impact on all wider subjects.
- Listening and talking has become part of the school's pedagogy, not only in standalone lessons or subjects but threaded through our daily school life.
- Our planning now includes listening and talking across all 4 contexts of learning with our Termly IDL and daily plans showing that we are providing regular opportunities for children to think strategically about their contributions to discussions and group talk.
- Our children have regularly engaged in group, class and whole discussions and their voices are heard.
- They have explored learning through various listening and talking strategies and are regularly exposed to new vocabulary.
- We explored and will continue to explore: What we say, how we say it, what we think and how we work as a team during Circle Time and in discussions.
- Our children are given opportunities to instigate, probe, challenge, clarify, summarise and build, develop, add to or elaborate on their ideas.
- This year we have enjoyed working closely with our Parent Council and our Partners such as Active Schools and Estates that Educate to ensure that our children see themselves as lifelong learners whose voices are valued in our local and global society.
- Our children's learning has been enhanced and enriched through improved tracking and monitoring.
- Our staff use robust assessment for learning strategies, summative assessments and tracking tools to record progress and identify next steps in learning and teaching.

## **IMPROVING STANDARDS**

- Family and Community – we will further develop our use of SeeSaw to share our learning and next steps.
- Partnerships – we will continue working with Partners such as Rottal Gardens with a focus on Sustainability.
- Library – we would like to extend and develop our school library to create an inclusive and stimulating learning environment.

## **SCHOOL IMPROVEMENT PLAN 2024/25**

- For our whole school community to revisit and refresh Cortachy Primary School's vision, values and aims.
- To build a team with our new and existing staff, parents/carers and our partners which has a shared purpose.
- To explore the CIRCLE framework to support and improve our work on inclusion in Cortachy.
- To continue our Rights Respecting Schools journey establishing class and school charters.

## **HEALTH CARE**

Our school nurse is responsible for providing a variety of services which can include health promotion, information, advice and education and immunisations.

You can contact your school health staff at: -

Kirriemuir Health Centre

Tannage Brae

Kirriemuir

DD8 4ES

01575 573333

## **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 please 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 Coordinators are :** Miss Shellard and Mrs Link

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](mailto:ACCESSSchoolsLearnBSU@angus.gov.uk)

## **ANGUS COUNCIL WEBSITE**

Visit [angus.gov.uk/schools](http://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 [angus.gov.uk/linksforparents](http://angus.gov.uk/linksforparents)