



## **Information Handbook for Parents 2024-25**

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

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Mrs Rachel Smith  
Head Teacher  
St Margaret's R.C. Primary School  
6 Blackfriars Street  
Montrose  
DD10 8LL  
T: 01674 907527  
[St-margarets@angusschools.org.uk](mailto:St-margarets@angusschools.org.uk)

Dear Parents/Carers,

Welcome to St. Margaret's Primary School. We are delighted to have your child join us!

Whether your child is a first-time Primary 1 pupil or an older child changing schools, a new school can be a daunting experience for both pupils and parents. We will do our very best at St. Margaret's to ensure your child settles in as best they can. We fully recognise the importance of developing a strong partnership where home and schoolwork work together in order for children to receive the best from their education. Working together, we aim to develop skills which will equip children to learn and achieve throughout school life and beyond. With this in mind, we welcome and appreciate your support and involvement in all aspects of school life.

This handbook has been put together by staff, parents and pupils. We hope this is helpful to you and informative.

Of course, we are always here to answer any queries or if you have any concerns, please do not hesitate to contact us.

Kind Regards,

Mrs Rachel Smith  
Head Teacher

## CONTACT DETAILS

|                              |  |
|------------------------------|--|
| <b>School Name</b>           | St Margaret's RC Primary School  |
| <b>Address</b>               | Blackfriars Street, Montrose, DD10 8LL   |
| <b>Telephone Number</b>      | 01674 907527   |
| <b>Email Address</b>         | <a href="mailto:st-margarets@angusschools.org.uk">st-margarets@angusschools.org.uk</a> |
| <b>Head Teacher's name</b>   | Mrs Rachel Smith   |
| <b>Class Stages</b>          | ELC, P1-3, P4-7  |
| <b>Present Roll</b>          | 26   |
| <b>Denominational Status</b> | Roman Catholic   |
| <b>School Times</b>          | ELC – 9:00am to 3:00pm<br>School – 9:00am-3:20pm                                       |

## 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

Children at St Margaret's are encouraged to wear the school uniform, which can be purchased from <https://myclothing.com/collections/st-margarets-rc-primary-school-23835/>

The recommended uniform is: -

- **UNIFORM** - White polo shirt, black trousers/skirt and blue sweatshirt with St Margaret's logo (there is also the option to purchase a school fleece).
- **PE KIT** – White T-shirt, black shorts and gym shoes in a bag with pupil's name

School ties can be purchased from the school office, if so desired.

**All clothing brought to school should be named or marked in some way. It is difficult for children to distinguish their clothing from others.**

## PARENTAL CONCERNS

Parents should contact the school immediately if they have 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 the Head Teacher, Mrs Smith, please call into the school office. All matters will be treated confidentially. The staff will listen to your concern and agree a way forward with you. Staff will check that the concern has been resolved with a follow-up call or conversation.

## THE COMPLAINTS PROCEDURE

[Angus Council complaints procedure](#)

## PARENTAL INVOLVEMENT

### BECOMING INVOLVED IN SCHOOL

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

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

At the beginning of the school year there is a "Meet the teacher afternoon". This is an opportunity for you to meet your child's teacher and to share any information you want to make known to them about your child.

All parents are invited to attend two Parent afternoons throughout the year. At these meetings parents will have the opportunity to meet their child's class teacher for a 10-minute conversation, reviewing their child's individual learning and discussing their child's progress. This is also an opportunity for parents to hear how they can best support their child's learning. Parents are also encouraged to support their child with the completion of homework tasks as advised by the class teacher.

## SCHOOL ETHOS



In our school, we are dedicated to cultivating a community rooted in our core values of faith, achievement, respect, and honesty. We provide appropriate opportunities for the development of pupils' spiritual, moral, social and cultural values through both the ethos and the curriculum. This will be undertaken in partnership with parents and will take account of the individual needs of pupils and the views of parents.

Our school welcomes and encourages diversity and individuality, while emphasising our common commitment to moral values such as honesty, respect for others and compassion and justice. It is a fundamental principle of our school that 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 are firmly committed to the elimination of any form of discrimination on the grounds of race, religion, gender or disability.

We implement Council policy for Equal Opportunities and Racial equality and ensure that all pupils have access to the full range of educational experiences available within the resources of the school.

## **SCHOOL AND COMMUNITY LINKS**

Our school has established very good communications with parents who receive regular updates via Class Dojo and Groupcall. We also regularly send out Google Forms to ask Parents for feedback and use this to inform next steps. We have a strong Parent Council who are eager to work with the school to create exciting opportunities with our learners on a regular basis and manage a Facebook page to share school achievements on a with the community.

St Margaret's is an integral part of the community in Montrose. 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 visit the elderly at local care homes on a regular basis and take part in a range of 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 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.

## **CELEBRATING ACHIEVEMENT**

Children work hardest when they know their work will be appreciated and praised. 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 a smiley face, sticker or certificate. Class teachers reward children for effort as well as achievement and this is communicated to parents regularly via class dojo and twitter. There are regular opportunities for celebrating the children's achievements both in and out of school. The children have created an award that recognises when someone goes above and beyond to showcase the school values and as a reward for their efforts, they are treated to take part in Hot Chocolate Friday.

## **EXTRA-CURRICULAR ACTIVITIES**

- Swimming, when allocated, is for ten weeks for children between P4 - P7. Parents are advised in advance regarding dates and times of the sessions.
- Educational visits are arranged throughout the school year linking to class learning.
- Annual summer outings for the whole school also take place.
- Pupils are encouraged to attend community clubs which are held in other local primary schools. This is an excellent way to create new friendships and links within the wider community. Long term, this is of great benefit for the transition process, when pupils move up to Montrose Academy, following on from P7.
- To enhance learning we visit local sites & monuments as appropriate

## **PUPIL COUNCIL**

There is an active Pupil Council at St Margaret's Primary School. It includes representatives from all classes. The Pupil 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. The senior members of this group also represent the school within the Junior Community Council and feedback to peers as and when required.

## **LEARNING OPPORTUNITIES**

Your child will learn in a variety of different contexts and groups including ability, co-operative and social. Literacy and numeracy lessons are taught daily, with learning and teaching in additional curriculum subjects including Health & Wellbeing, Topic, Art, ICT, Religious Education, Physical Education and French/Spanish.

## **THE PUPILS AND PARENTS VOICE**

In relation to what pupils learn –

- The arrangements for how pupils will be given choices in what they learn;
- How they will be involved in planning what they learn; and
- How their parents will be consulted

Personalisation and choice are 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 e.g. World War 2 – The Battle of Britain. This will be shared with parents through the homework diary. Parents will be invited to support the learning by sharing resources from home e.g. ration book 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 Class Dojo.

At St Margaret's Primary School, we value the contributions of all. Pupil Voice plays an integral role in the work and ethos of the school and children authentically participate in discussions and in making decisions that affect them. St Margaret's Primary School seeks to ensure all children learn about their rights and that they are involved in school improvement processes to help monitor and evaluate pupil participation.

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

Open Days/Evenings for parents are held in the school and led predominately by the children. During these events the children will describe and share their first-hand experience of the curriculum in school. More local information can be found through the link above. There are links to national information at [www.angus.gov.uk/linksforparents](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). At St Margaret's our ELC class is registered for children 3-5 years old, offering sessions between 9am and 3pm, 5 days a week, 40 weeks of the year. We take part in a lot of outdoor nursery activities, with the opportunity for children to develop using their imagination, supported by staff. 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 <http://www.angus.gov.uk/earlyyears>,

## LIAISON WITH SECONDARY SCHOOL

The school maintains close links with Montrose Academy, and other Primary Schools within the Angus area. Pupils are prepared for transition to Montrose Academy through a variety of planned activities. Parents are invited to an open evening to meet staff and have a tour around the school. This process is necessary for the professional development of staff, reciprocal understanding and the establishment of curricular consistency through moderation. This also ensures that transition is as smooth as possible for our pupils as they make the move to Montrose Academy, and we try to improve this year on year.

**Address** - Montrose Academy, Academy Square, Montrose, Angus, DD10 8HU

**Telephone number** - 01674 907500

**Website** - [www.montroseacademy.co.uk](http://www.montroseacademy.co.uk)

**Email** – [MontroseAcademy@angusschools.org.uk](mailto:MontroseAcademy@angusschools.org.uk)

Head Teacher – Mr Malcolm Smart

Transition opportunities for all P7 pupil's session 2024-25 include:

- Regular visits from a variety of Academy staff;
- Modern Languages and STEM event when the St Margaret's pupils will work alongside children from all other cluster primaries.
- 2 visits to Montrose Academy library

## SCHOOL IMPROVEMENT (School Specific)

Staff collaborate to create the School Improvement Plan each year which is available to all parents and discussed at parent Council Meetings and in written communication to the parents.

## MAIN ACHIEVEMENTS

- Green Flag Eco-Schools Status previously achieved and currently practised.
- Health Accreditation achieved and currently practised.
- Reading Accreditation achieved and currently practised.
- Attainment in all areas of the curriculum continue to be raised through: Co-operative Learning & Active Learning
- Eco awareness driving improvements throughout the school environment.
- A positive and very satisfactory report from HMle (May 2017)



## **SCHOOL IMPROVEMENT PLAN**

The School Improvement Plan this year is focussed on improving our outcomes for learning in literacy and developing our partnerships within the school, with families and the wider community.

All stakeholders will work together to ensure high quality learning experiences in Writing (functional) as a result of teaching staff developing a shared understanding of effective learning, teaching and assessment. All teaching staff will participate in a range of formal moderation practices in relation to functional writing (writing experiences in Nursery) across planning, teaching and assessment. They will work collaboratively at both school and cluster level leading to improved outcomes for learners.

Additionally, our learners will benefit from stronger partnerships between school, families and the wider community. This will enhance parental engagement and participation whilst further developing relational trust and fostering a collaborative environment where we all work together effectively. By strengthening these connections, we can better support our shared objectives and create a more unified, supportive community.

## **HEALTH CARE**

If you have any health concerns about your child, please speak to Mrs Reid initially for more information. All conversations will be treated in strict confidence.

You can contact your school health staff at: -

School Nurse – Christina Forge, Links Health Centre, Montrose, DD10 8TY 01674 675115

## **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 is Mrs Rachel Smith, Head Teacher. In her absence, the staff know to contact our buddy schools - Lochside or Borrowfield.

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: [ACCESSchoolsLearnBSU@angus.gov.uk](mailto:ACCESSchoolsLearnBSU@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)