# Welcome to Seaview Primary School





Our school handbook is available online at <a href="www.angus.gov.uk">www.angus.gov.uk</a> and is reviewed annually. It is available on request and in alternative forms (including in a language other than English) as are linked documents and policies.

#### **CONTENTS**

- Angus Council Information:
  - o Contact Details:

Angus Council People Directorate

Angus House

Orchardbank Business Park

FORFAR DD8 1AN

Tel: 03452 777 778

Email: <a href="mailto:People@angus.gov.uk">People@angus.gov.uk</a>

- o <u>Nursery Provision</u> (primary schools only)
- o School Clothing Grants
- o <u>Education Maintenance Allowance</u> (secondary schools only)
- o Pupil Absence Procedures (Attendance)
- o The Complaints Procedure
- o Parent Councils
- o The Curriculum for Excellence
  - Curriculum Levels
  - The Senior Phase
  - Skills for Learning, Life and Work
  - Careers Guidance and Financial Advice
- o Sex Education
- o Drugs Education (Drugs and alcohol misuse)
- o Religious and Moral Education
- o <u>Assessment and Reporting</u>
- o Transitions
  - Starting Nursery
  - Enrolling in Primary School
  - Transfer to Secondary School
  - <u>Leaving</u> School
  - Post School
- o Support for Pupils
- o School Meals
  - Special Dietary Requirements
  - Snack Provision in Nursery
- o Applying for Free School Meals
- o Administration of Medicines
- o <u>Transport</u>
- o Insurance
- Music Services
- o Parental Access to Records
- o Child Protection
- o <u>Transferring Educational Data about Pupils</u> & <u>Holding and storing pupil data</u>
- o Emergency Closures & Transport Updates
- o School Holiday Dates
- o Useful Links & Contact Details

#### **SCHOOL INFORMATION**

# A message from the Head Teacher

Dear Parent/Carer

Welcome to Seaview Primary School. We are delighted to have your child join us and look forward to working in partnership with you.

Whether your child is starting in Nursery or school for the first time or an older child changing schools, a new school can be a daunting experience for both children and parents. However, please be assured that we are here to help make this transition as smooth as possible.

Seaview Primary School was opened on 22 June 2010 and is a beautiful facility. The classrooms are set in open-plan areas with P1-3, P4-5 and P6-7 each having discrete areas, set around a shared activity area. We also have a dedicated Nursery class which can cater for 40 morning children and 40 afternoon children. Each classroom has the benefit of an interactive whiteboard and numerous other high quality learning and teaching resources.

We are extremely lucky to have fantastic facilities and benefit from a dedicated library, games/dining hall, general purpose room, music room, community lounge and spacious playground including a large grass area with plenty of equipment to keep the children active during break.

We offer many extra-curricular activities both at lunchtime and after school and children benefit from taking part in community festivals, competitions and sporting events along with other schools.

We have a very active and supportive Parent Council and encourage all families to become actively involved in the life of the school. We are grateful of all support offered and look to utilise all parental knowledge and skill on offer – please do not be shy!

Should you require further information or if you have any queries regarding your child's education or school-life in general, please contact the school office on 01382 768124 and make an appointment to see your child's class teacher or any member of the management team.

Finally, on behalf of the whole Seaview School Community I hope this first reading of the school handbook will be the first of many positive links to be forged with you over the coming years.



# **CONTACT DETAILS**

Seaview Primary School
Victoria Street
Monifieth
Angus
DD5 4HL
Tel: 01382 768124

seaview@angusschools.org.uk

Twitter @seaview\_ps

Our Nursery morning class begins at 8:45 and finishes at 11:55. The afternoon class begins at 12:20 and finishes at 15:30



The school begins at 09:00.
We have an interval from 10:30 to 10:50. Lunchtime is from 12:30 to 13:30. Primary 1 and 2 finish at 15:10 and P3-7 finish at 15:20.

Seaview Primary is a non-denominational and non-Gaelic language teaching school with 382 pupils P1-P7 and 80 in the Nursery.

#### **MEET THE SEAVIEW TEAM**

# **Management Team**

Head Teacher Depute Head Teacher Principal Teachers Mr Scott Haxton Mrs Kathleen Meldrum Mrs Katie Milne/ Vacancy

# **Teachers**

Mrs Natalie Grant Mrs Jackie Prendiville Mrs Sarah Hastie Mr Richard Millar Mrs Kay Wallace Ms Pauline Hurst Mrs Jenny Roultson Mrs Helen Williams Mrs Ruth Steadman Mrs Sharon Banks Miss Meera Sharma Mrs Claire Yeaman Mrs Emma Black Mrs Pam Dailly Miss Amanda Stewart Ms Rona Henderson Mrs Patricia Watson Mrs Sheena Lusby Ms Rona De Felice Mrs Phillipa Merry

# **Visiting Teachers**

Mrs Winsome Hardie- Art Mrs J Ford and Mrs P Fletcher- PE Ms Catherine Milligan- Music

#### Support Staff

Ms Amanda Nicoll Mrs Alwyn Bolton Mrs Aileen Munro Mrs Joanne Paterson Mrs Susan Cameron Miss Wendy Burnett Mr Richard Milne

#### Office Staff

Mrs Marilyn Elder Mrs Millie Wallace

#### **Janitorial Staff**

Mr Greg Redfern Mr Peter Burns

# **Active Schools Coordinator**

Miss Jo Whaite

#### **Instrumental Teachers**

Mrs June Branney- Piano Mrs Susie Will- Flute Mrs Karen Harper- Strings

# **Nursery Team**

Mrs Jennifer Lawrence Mrs Susan Watson Miss Pamela Clark Mrs Aileen Dunbar Mrs Paula Banks Ms Lisa Smith Miss Megan Varney

# **Tayside Contracts Team**

Mrs Salmond Mrs Squires Mrs McKenna Mrs McWhattie Mrs McGregor Ms Wilkie

# **School Crossing Patrol**

Mrs Gail Joyce Mr Charlie McGuckin

#### VISITS OF PROSPECTIVE PARENTS - see link below:

http://www.gov.scot/Publications/2010/11/10093528/0

Once your child has been allocated a place you will be invited along to meet the staff and children, to find out more about the curriculum and to share information about your child. We would also be able to talk to you about our after-school clubs and the opportunities and experiences we offer our pupils.

#### **SCHOOL UNIFORM**

In order to maintain a feeling of belonging and pride in the school we encourage pupils to wear the Seaview School uniform. All items of uniform are available from the School Uniform Shop, 21 Commercial Street, Dundee or via Tesco's F+F online store.



As you can see from this photograph, pupils can wear a grey jumper with a white shirt and Seaview tie, a blue Seaview sweatshirt and plain white polo shirt with grey or black trousers or skirt. From Primary 7 pupils may choose to wear a black jumper cardigan with white shirt and tie. Girls may wear school pinafores or may like to wear a checked blue and school dress in summer. For PE pupils should wear plain black shorts and a white T shirt or polo shirt. Gym shoes are

required for use in the hall. Children should also have a sweatshirt, jogging bottoms and outdoor trainers for outdoor PE.

**Please note that children should not wear jewellery to school**. The exception to this is stud earrings for pierced ears. If pupils do wear stud earrings then they need to be able to remove them by themselves prior to gym lessons or have them taped over before the lesson begins.

Please remember to put your child's name on any item of clothing brought to school.

#### **PARENTAL CONCERNS**

Please contact the school immediately if you 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 management team please contact Mrs Meldrum regarding children - Nursery to P3, Mrs Milne P4-5 and Mr Smith P5-P7.

We will listen to your concern and agree a way forward with you. We will then maintain contact with you via e-mail, telephone or a follow-up meeting to ensure all matters have been resolved satisfactorily.

#### THE COMPLAINTS PROCEDURE -

While we would hope that any issues raised can be sorted out in discussions with school, there is a formal Angus Council complaints procedure that parents can follow if they feel that their concerns have not been satisfactorily resolved. This can be accessed on line at <a href="https://www.angus.gov.uk/council">https://www.angus.gov.uk/council</a> and democracy/complaints and comments/making <a href="mailto:gov.uk/council">gov.uk/council</a> and democracy/complaints and comments/making

# PARENTAL INVOLVEMENT BECOMING INVOLVED IN SCHOOL

The school values the important part 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:

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

# 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 contact Mr Haxton if you are interested in helping out.

### **SCHOOL ETHOS**

In our school we are committed to providing 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 emphasizing our common commitment to moral values such as honesty, respect for others, compassion and justice. It is a fundamental principle of our school that all who are involved in the life of our school both has the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others. We implement the 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. We are firmly committed to the elimination of any form of discrimination on the grounds of race, religion, gender or disability.

#### **SCHOOL AND COMMUNITY LINKS**

Seaview School is an integral part of the community of Monifieth. 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. We have weekly visits to Tigh-Na-Muirn residential home and our choir regular participate in cultural events.

#### **POSITIVE BEHAVIOUR MANAGEMENT**

https://www.angus.gov.uk/schools and young people/parent and pupil guidance/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 producing 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.

In Seaview all members of our school community are encouraged to follow 6 Golden Rules:

- We are gentle, we don't hurt others
- We are kind and helpful, we don't hurt anybody's feelings
- We listen, we don't interrupt
- We are honest, we don't cover up the truth
- We work hard, we don't waste our own or others' time
- We look after property, we don't waste or damage things

#### **CELEBRATING ACHIEVEMENT**

Our children's achievements in school, at home or in the community are shared and celebrated readily at assembly with a Seaview Shout Out, recorded on wall displays, in jotters, on the school Twitter feed and in personal learning logs. Further communication with parents is done in a range of ways including: Home/School Books, Class Dojo Smartphone App, Home/School Diaries, Parent/Teacher Interviews and meetings.

Primary 7 children host annually a 'glitzy' Awards Ceremony and Prize Giving to celebrate with their families the end of their primary school years.

#### **EXTRA-CURRICULAR ACTIVITIES**

Seaview prides itself on the range of extra-curricular clubs which are held on a weekly basis e.g. School Choir, S.T.E.M., Code Club, Cross-Country, Football, Netbal (all a mix of competitive and non-competitive). We have developed close links with local sports clubs e.g. Grange Golf Club and Forthill Cricket Club.

#### **PUPIL COUNCIL**

Representatives of our Primary 7 pupils wanted to tell you about how the 'pupil voice' is heard in Seaview.



#### **Seaview Pupil Reading Council**

The Pupil Reading Council meets regularly to discuss how to motivate learners through reading here at Seaview. The Pupil Reading Council is working very hard to organise a Reading Week in January and this will contribute to the evidence presented to Angus Council Reading Awards. The Reading Council hope to achieve Gold Accreditation in May 2014. The council considers the reading resources we have in our school, with the overall aim being to encourage all pupils in Seaview to be motivated and independent readers. There is a busy timetable for



the Pupil Reading Council to follow this year, and all members are enthusiastic and excited about upcoming events and activities.





Here are pictures of children working in our lovely school library.

#### **LEARNING OPPORTUNITIES**

Your child will learn in a variety of different contexts and groups including ability, cooperative and social. Throughout their time in Seaview pupils 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 Home Front. As part of this process the pupils will talk about what they already know, what they would like to know and how they would like to present their learning.

The children who attend the nursery experience a range of activities both indoors and outdoors.



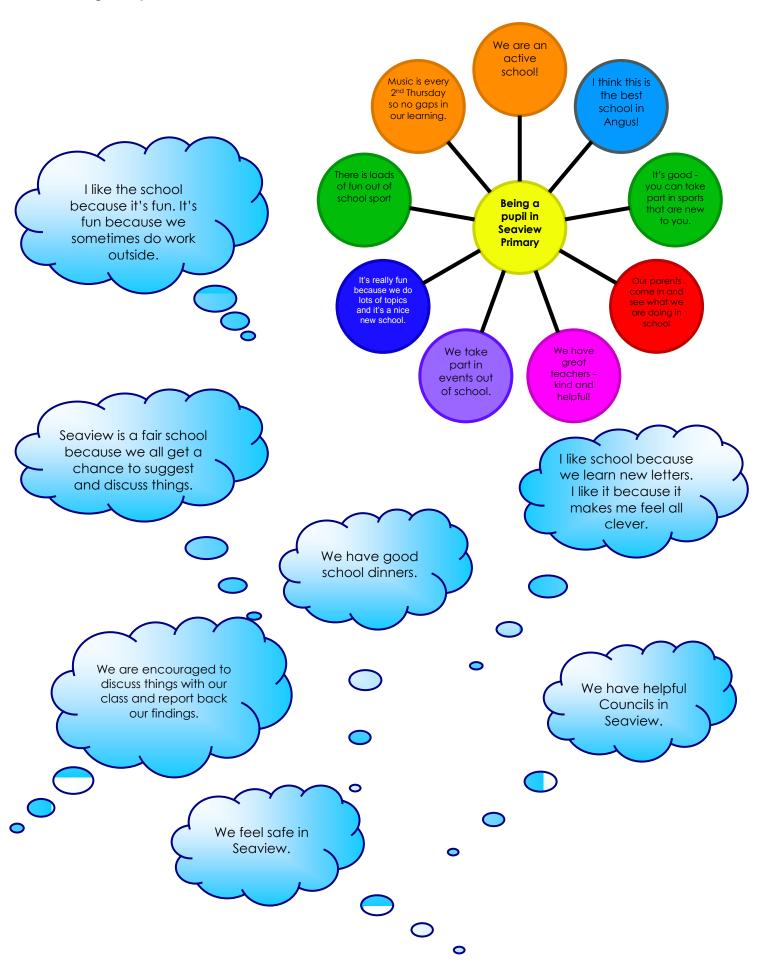
In our school we value children as unique individuals. We believe that children have the right to be listened to and we encourage them to be active participants in their learning. In Seaview Nursery the Pedagogical we use Documentation approach supporting the delivery of the Curriculum for Excellence. This is a creative approach which meets the needs and interests of all children through focused learning activities. It allows the educators in the early years to get to know the children better and provide more

meaningful experiences for pupils.

These are photographs of some of the learning experiences on offer to the children in our setting.

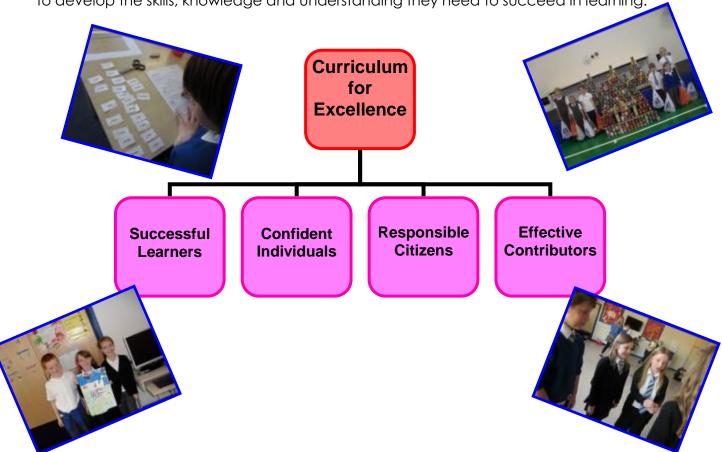


# THE PUPILS AND PARENTS VOICE Being A Pupil At Seaview – Here's What We Think!

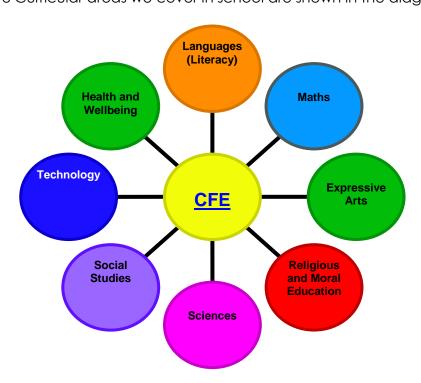


# THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

Curriculum for Excellence (sometimes called CfE) is how the curriculum in Scotland is known and it applies to all children and young people from the age of 3 to 18 wherever they are learning. The curriculum aims to raise achievement for all, enabling young people to develop the skills, knowledge and understanding they need to succeed in learning.



The 8 Curricular areas we cover in school are shown in the diagram.



#### 'What is it we want for our children?'

In Seaview, we want our children to be treated fairly, to be happy and enjoy learning. We want our pupils to feel valued, confident and included in all aspects of learning and where everyone will achieve success through effort, commitment and resilience.

# 'What are we going to do to achieve it?'

To achieve this, we will provide our pupils with relevant, meaningful and rich learning opportunities. We will celebrate their achievements and successes, engage with parents and the wider school community and continually enhance our knowledge and skills through career-long learning.

# Our shared values are:

- Excellence- Happiness
- Fairness- Teamwork

#### Our shared aims are:



We work together to be the best we can be!

#### **SCHOOL IMPROVEMENT (2017-2018)**

# **School Improvement Priority 1**

By June 2020, at least 85% of children within each SIMD decile are progressing in health and well-being as evidence against SHANNARI indicators.

How do we ensure that all children feel safe, healthy, achieving, nurtured, active, respected, responsible and included?

How well can we demonstrate improved attainment for groups and individuals facing barriers to learning, including poverty?

# **School Improvement Priority 2**

By June 2020, at least 85% of children across each SIMD decile have successfully achieved their appropriate CfE level in literacy and numeracy.

How well are children involved in planning and identifying opportunities for personalisation and choice?

How well do we use evidence from tracking meetings, professional dialogue and assessments to measure progress over time and in particular at points of transition?

# **School Improvement Priority 3**

# By June 2018, 100% of teaching staff will have taken part in Visible Learning training

How well are we enabling learners to become independent learners and develop the four capacities?

How well do our questioning strategies enhance the learners' experience and enable higher-order thinking skills?

#### Standards and Quality Data

Feedback from Quality Improvement visit carried out by Tayside and Fife Colleagues:

- -Teachers have a good variety of appropriate assessments to support their judgements on progress.
- -Teachers are building confidence in the analysis and use of data.
- -Teachers are developing confidence in what progress looks like using progression pathways they have created, the Angus standards and use of National Benchmarks.
- -All practitioners have engaged in professional learning, reading and research to effectively implement learning and teaching improvements.
- -All staff and pupils have engaged with our development of Seaview Learner Qualities
- -All practitioners have made use of Visible Learning impact coaching and instructional feedback models as part of peer observations and learning visits
- -All most all staff have used learning pit and solo taxonomy models to support progression

#### Attainment and Achievement Data:

- -Overall attainment in literacy (92%) is above the Scottish Government's stretch aim.
- -Overall attainment in numeracy (85%) is in line with the Scottish's Government's stretch aim.
- -Most children's attainment is line with Scottish Government's expectations for age and stage.
- -Attendance levels are high (average of 94% from August 2016-June 2017) and as part of whole school quality assurance lateness is monitored.



#### LIAISON WITH SECONDARY SCHOOL

We maintain close links with Monifieth 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.

# **HEALTH CARE**

We liaise closely with the school nurse and other NHS professionals to ensure that we support your child appropriately. You can contact your school health staff at the Whitfield Medical Centre, Whitfield Drive. The telephone number is 01382 511103.