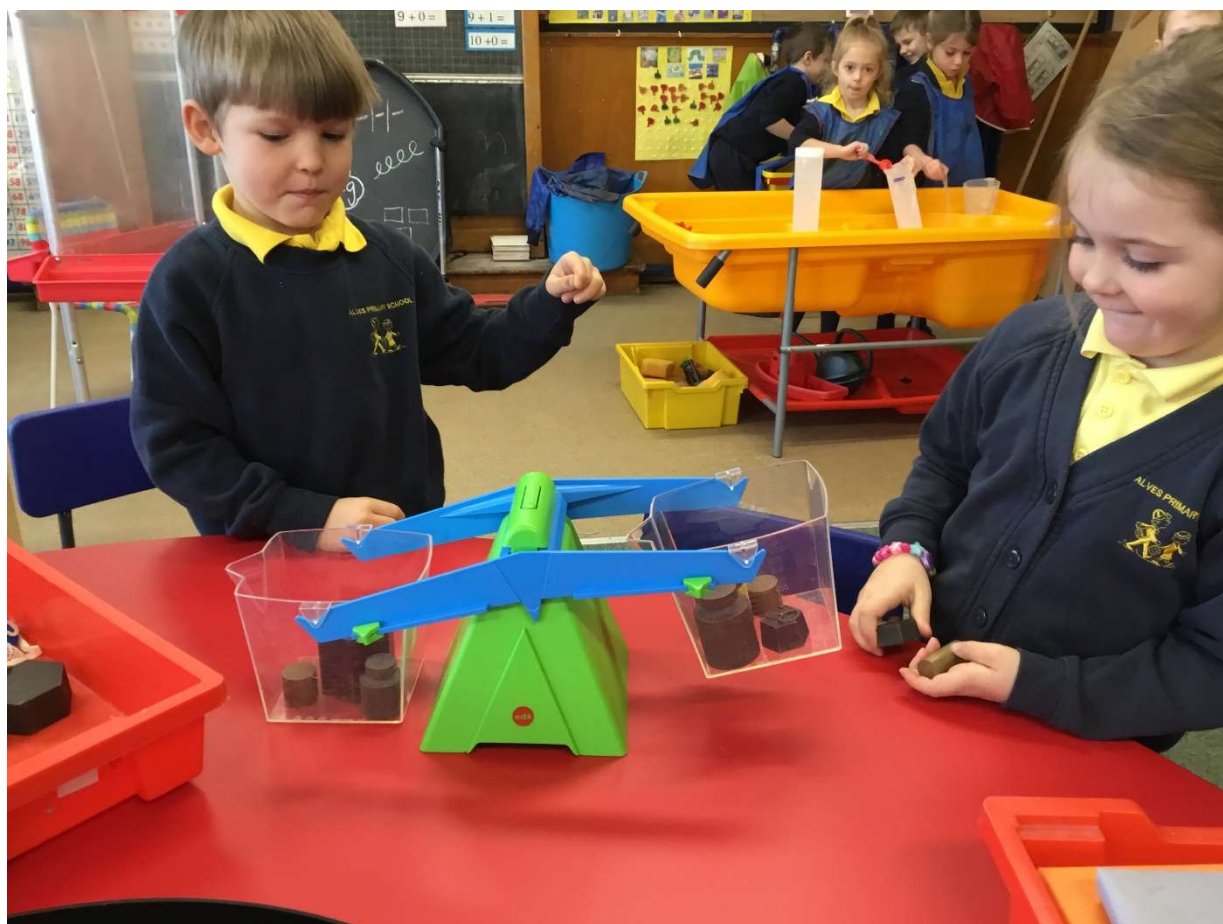


# School Handbook

# Alves Primary



ALVES PRIMARY SCHOOL



Date of Issue: 15th December 2022

*(The information contained within this handbook is correct at the time of publication and is updated annually. This Handbook has been prepared by the Head Teacher, and follows guidelines set out by The Moray Council)*

# **Index**

<b>Introduction</b> School address Opening and closing times Catchment area	<b>Page 3</b>
<b>Head Teachers Letter</b>	<b>Page 4</b>
<b>Welcome to Alves Primary</b> Useful numbers and addresses Alves Primary Staff	<b>Page 5</b>
<b>Contacting the School</b> Attendance and pupil absence Complaints procedure Child Protection Named Person	<b>Page 7</b>
<b>Enrolment/Transitions</b> Transition to Primary 1 Transition from class to class Secondary School	<b>Page 9</b>
<b>Parental Involvement</b> Parent Council Notes to Parents and Carers booklet	<b>Page 10</b>
<b>School Ethos and Values</b>	<b>Page 11</b>
<b>Vision and Aims</b> Pupil Voice Alves Pupil Business Meetings Working in Partnership Moray Young Citizen Award	<b>Page 12</b>
<b>Celebrating Achievement</b>	<b>Page 14</b>
<b>Positive Behaviour Policy</b>	<b>Page 15</b>

**Playground Rules**

**Page 16**

**Curriculum at Alves Primary**

**Page 17**

Curriculum for Excellence  
Alves Primary Curriculum Design  
Design Principles  
Curriculum Areas  
Assessment, Achievement and Attainment  
PE  
Religious and Moral Education  
After School Clubs  
Reports and Parent Evenings  
Support for Learning  
Homework

**School Improvements**

**Page 24**

**School Performance**

**Page 25**

**Practical Information**

**Page 25**

Transport  
School Uniform  
School Meals  
Pupil use of internet and email  
Emergency Closures  
Fire Safety  
Security  
Head Bumps  
Medication at Schools  
Data Protection  
Privacy Statement  
Sharing Data

**School Policies/ Moray Council Policies**

**Page 30**

**Appendix A**

**Appendix B**

**School Holidays/Term Dates**

# Introduction

Head Teacher: Mr. James McLeman

Alves Primary School

School Address: Main Road  
Alves  
Elgin  
IV30 8UR

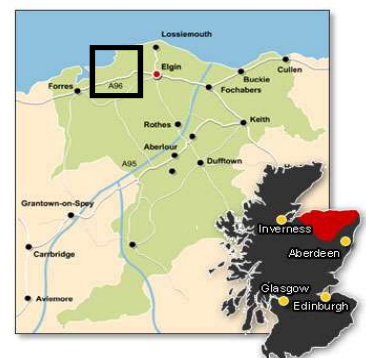
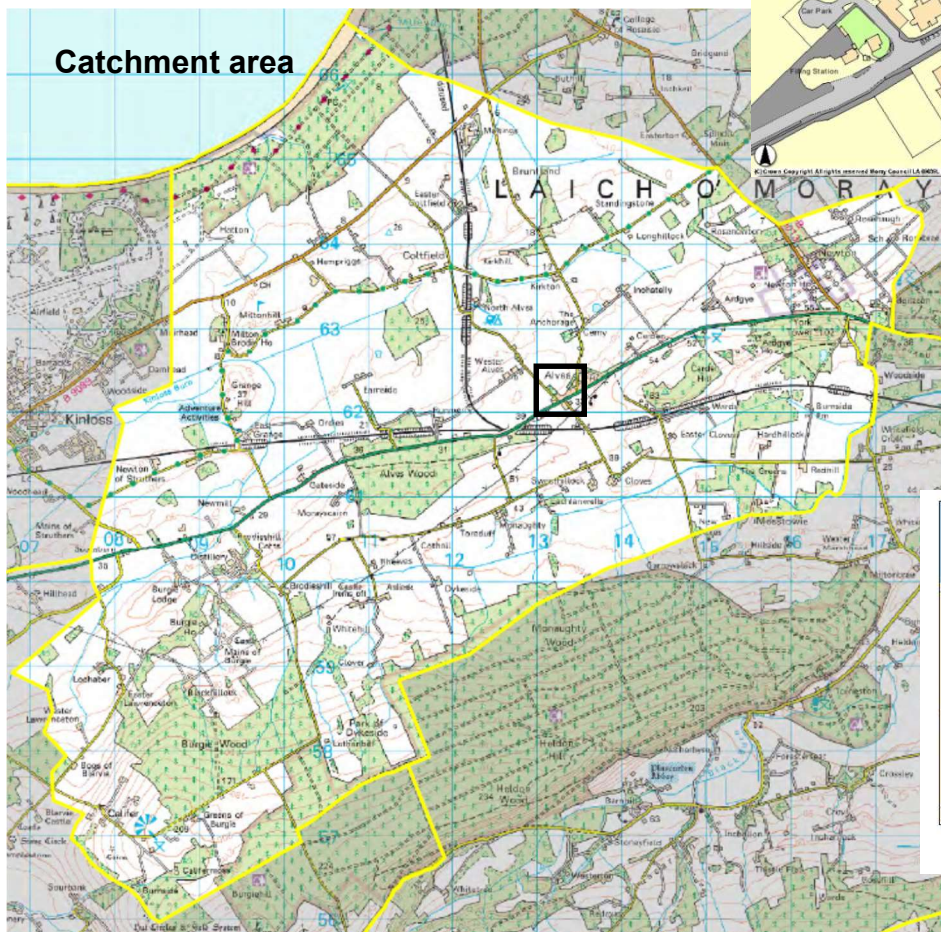
School Telephone : 01343 850247  
E-mail admin.alvesp@moray-edunet.gov.uk

School Website: <https://blogs.glowscotland.org.uk/my/alves/>

## Opening and Closing Times

**Monday to Friday for all pupils**  
9.00 to 10.45  
Interval  
11.00 to 12.45  
Lunch  
1.30 to 3.00

## Alves Primary School Catchment Area



## HEAD TEACHERS LETTER

Dear Parents and Friends,

At Alves Primary, learning is fun and interactive. We have a strong learning community where everyone cares and works together. We pride ourselves on preparing our children for the future by inspiring and motivating them to dream more, learn more, do more, and become more through making learning enjoyable.

Everything we do at Alves Primary is focused on Learners' Experience. We are always looking for opportunities to take learning outdoors, bring expert visitors in to support learning, and encourage parental involvement. We are all very passionate about our school and continue to seek ways of improving the experiences of the pupils through self-evaluation process.

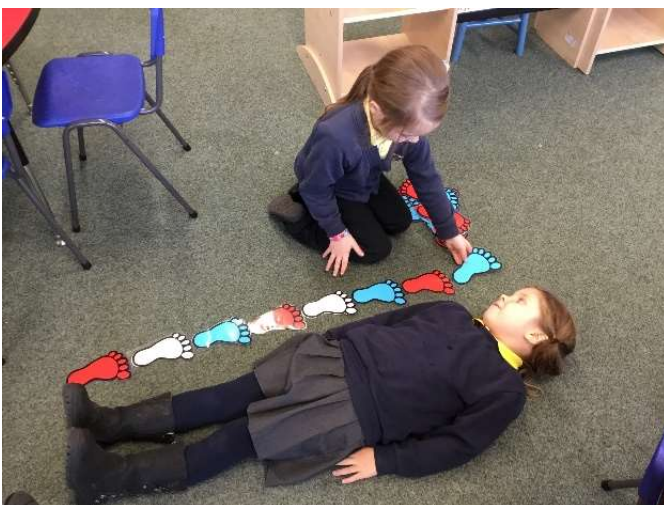
Please remember that you are always welcome in school and if you have any ideas, views, comments or concerns, please do not hesitate to share these with us by contacting the main office. I would like to take this opportunity to share my appreciation for all the support everyone has provided the school and the partnerships we have made over the years to make Alves Primary an excellent environment for children to learn.

I hope that you will enjoy reading our brochure and that it will give you a clearer idea of how we look after your children while they are in our care.

I look forward to welcoming you and your child/children into the Alves Primary School community and I do hope that it will prove to be an enjoyable and rewarding experience.

Yours sincerely,

James McLeman  
HEAD TEACHER



## Welcome to Alves Primary



Alves Primary School is situated at the side of the A96, Forres to Elgin road, at the west end of the village. The building was originally built as a Junior Secondary School, but is now used as a Primary School providing a non-denominational educational service to children from Primary 1 to Primary 7. The school currently has 4 composite classes with a roll of 74 pupils on census day.

The building itself, is of traditional design and fairly typical of other local rural schools. Today, the children describe the school as being in two main blocks - the teaching block and the hall block. The teaching block has 4 spacious, bright and colourful classrooms which are equipped with wireless internet and interactive panels, and a school library. This creates a very comfortable learning environment for our pupils.

The hall block houses a large hall, kitchen, a support for learning room, a nurture space, a positive behaviour room and PE changing rooms. The large hall is used for PE and also serves as the dining area at lunch time. The positive behaviour room is equipped with games, table tennis, pool table and table football. This building is also used by the school and Parent Council to host special events like discos, Stay-n-plays, Movie Nights, concerts, markets and our welcome picnic.

We have a very spacious playground to inspire outdoor learning and natural play. There is a fantastic outdoor classroom and sensory garden for learning about environmental sustainability. We also have a full sized football pitch and wooded area for forest schools.

A monthly newsletter, Expressions, Parent Portal, email, text messages, school website and Parent Council Facebook page are used to keep parents and carers informed of events, activities and general day to day information.

## Alves Primary Staff

Head Teacher	Mr J McLeman
Class Teachers	Mr G Campbell Mrs N Blair Miss Montgomery Miss Ball (Probationer)
McCrone Teacher	Mrs J Lunan
SfL Teacher	Mrs B Henderson
School Administrator	Mrs W Anderson
Office general assistant	Mrs K Porter (Thursday)
Classroom Assistant	Mrs C Davies
Pupil Support Assistants	Mrs L Martin Mrs N Watson Mrs C Reid Mrs K Porter
Playground/ Lunch Supervisor	Mrs D Moore
Janitor	Mr L McBride
Catering Assistants	Mrs K Longstaff Miss E Wilson
Cleaner	Mrs Julia Gordon

<p><b>Alves Primary School</b> Main Road Alves Elgin IV30 8UR <b>Tel</b> : 01343 850247 <b>E-mail</b> admin.alvesp@moray-edunet.gov.uk <a href="https://blogs.glowscotland.org.uk/my/alves/">https://blogs.glowscotland.org.uk/my/alves/</a></p>	<p><b>SCHOOL TELEPHONE INFORMATION LINE</b> 0870 054 9999 THEN <b>pin</b> 031090 Calls to this number will be charged a 2p per minute service charge plus your call providers access charge</p>	<p><b>Moray Council</b> Educational High Street Elgin IV30 1BX <b>Tel</b> : 01343 563347 <a href="http://www.moray.gov.uk">http://www.moray.gov.uk</a></p>
<p><b>School Nurse</b> Emma Riddoch <b>Tel</b> : 01309 678868</p>	<p><b>Moray Health Services</b> Dr Gray's Hospital Elgin <b>Tel</b> : 0345 456 6000</p>	<p><b>Speech Therapist</b> Spynie Hospital <b>Tel</b> : 01343 567161</p>
<p><b>School Health</b> Spynie Hospital Elgin <b>Tel</b> : 01343 567161</p>	<p><b>School Dentist</b> Dr Gray's Hospital <b>Tel</b> : 01343 559870</p> <hr/> <p><b>Transport Unit</b> <b>Tel</b> : 01343 562541 <b>Tel</b> : 01343 562564</p>	<p><b>USEFUL NUMBERS &amp; ADDRESSES at a glimpse</b></p>

## Contacting the School

### How To Make Contact About Your Child.

Someone is usually available to take your call from 8.30am

The phone number is **(01343) 850247**.

Info-line carries emergency school information. Dial **0870 054 9999** then **PIN 031090**  
**Calls to this number will be charged a 2p per minute service charge plus your call providers access charge**

Our e-mail address is – [admin.alvesp@moray-edunet.gov.uk](mailto:admin.alvesp@moray-edunet.gov.uk)

Staff are always willing to meet with parents to discuss their child's progress. All you need to do is contact the office to make an appointment. If there is an urgent situation please do not hesitate to contact the Head Teacher.

### Attendance and Pupil absence notification

It is very important that parents **phone** the school to let us know if a pupil is to be absent or late. The nightmare scenario is where we do not know where a pupil is, and cannot contact a responsible person. **It is therefore imperative that you let us know why your child is unable to attend.** Parent Portal can be used to inform the school if your child is going to be absent but a staff member may still phone to confirm due to part-time administrator.

If you have to collect your child for an appointment, please let us know in advance if you can. Absences are recorded in line with government regulations (See section 9 Notes for Parents and Carers 2018).

### Pupils who are late for school

It is very important that pupils are punctual for school. If circumstances arise where your child may be late please notify the school as soon as possible. Pupils who are late are vulnerable and their safety is very important to us.

To ensure as far as possible the safety and well-being of pupils, Educational Services has reviewed the current procedures and practices with regard to the notification of pupil absence as follows:

1. If your child is not able to attend school, you should contact the school, preferably by telephone - **Telephone : 01343 850247** or **School telephone information line : 0870 054 9999 then pin 031090** Calls to this number will be charged a 2p per minute service charge plus your call providers access charge and advise us of the reason for the absence and the likely date of return to school. You may of course send another member of the family to school with a note giving details of the absence.
2. We check the attendance register daily at the beginning of the morning and afternoon sessions.
3. If your child is found to be absent and we have not been advised by you of their absence, then we will contact you by telephone to alert you to this.
4. If we cannot immediately make contact with you then we will contact the person you have named as your family emergency contact.
5. If we still fail to make contact there is only one option – **phoning the police.**

## **Family Holidays during School hours**

Advice from the Scottish Government is that holidays during the school session, other than in exceptional circumstances, should be considered as unauthorised absences. Parents need to inform the school about such holidays, and each case will be considered on its merits.

## **Complaints Procedure**

Alves members of staff are fully committed to providing quality learning experiences for your child. However, from time to time, mistakes can be made, or be seen to be made.

- If you feel dissatisfied about any aspect of the school's provision, please contact the Head Teacher.
- We will do everything in our power to make things right and explain what has and will be done.
- We are committed in working with everyone in the school community.

If you are still dissatisfied with our response, here is the name and address of the person that you should contact:

### **Ask for the 'duty officer'**

#### **Council Offices**

**High Street, Elgin, IV30 1BX  
01343 543451**

## **Child Protection**

It is the responsibility and duty of all staff members to report any incidents or suspicions they may suspect that any pupil has come to harm as a result of abuse of any kind. We take child protection very seriously and follow school and Moray Council procedures. (See section 8 of Notes for Parents and Carers 2018)

## **Named Person**

As part of the national **Getting right for every child** (GIRFEC) approach children and young people from birth to 18, or beyond if still in school, and their parents will have access to a **Named Person** to help them get the support they need. In primary schools the Head Teacher (Mr James McLeman [admin.alvesp@moray-edunet.gov.uk](mailto:admin.alvesp@moray-edunet.gov.uk)) is usually the **Named Person** and will remain throughout their time at primary school. On transition to Secondary School, Principal Guidance Teachers usually become the **Named Person**. The **Named Person** will be the single point of contact for children and young people, their parents/carers and the professionals who work with the child or young person.

The **GIRFEC** approach (which includes the Named Person Service) aims to improve outcomes for children and their families based on a shared understanding of wellbeing. Most children receive the support they need from their own families and their community, in partnership with universal services such as health and education. Where extra support is needed the GIRFEC approach aims to make that support easy to access with the child or young person at the centre. It looks at a child or young person's overall wellbeing to establish how *safe, healthy, achieving, nurtured, active, respected, responsible and included* (SHANARRI – wellbeing indicators) they are, to

ensure that each and every child gets the right support, at the right time, from the right people.

The **Named Person Service** supports this approach, offering a single point of contact for children and their families at a time when support may be needed. It also serves as a way to coordinate multi-agency support (eg from health, social work, police etc) if required.

Should you have anything you would like to discuss regarding a child's wellbeing, please do not hesitate to contact your **Named Person** by phone, email or alternatively a letter marked for the attention of your Named Person.

## **Enrolment/Transitions**

### **Transition to Primary 1**

Alves Primary does not have a school nursery but has a very good relationship with the local nursery providers. Staff liaise with local nurseries each year to ensure this transition is a very positive experience for your children. Nursery pupils are invited to the school throughout the school session to experience different curricular activities in the P1/2 class. The Primary 1 teacher makes visits to the local nurseries so that the children become more familiar working with the teacher in their familiar surroundings.

Children who will be 5 years of age on, or before the last day in February of the following year are eligible for admission. In January a notice is placed in the local newspapers, which informs parents about the enrolment dates. On admission, parents are provided with a Primary 1 Induction package which provides more information about the class and routines.

All pupils when first starting Alves Primary School will receive a free Alves Primary Water Bottle. Pupils are able to purchase additional water bottles at cost.

### **Transition from class to class**

At Alves Primary School we believe that transition between classes is very important and that information between teachers is shared appropriately. To ensure smooth transitions, teaching staff meet each term to discuss pupil progress and plan next steps for learning through planning, moderation and attainment meetings. Our pupil profiling and assessment data makes sure that children's learning stays on track.

### **Secondary School**

Most pupils from Alves Primary transfer to Forres Academy at the end of Primary 7, although occasionally, children transfer to other secondary schools in the area. We try to ensure that this transfer is as smooth and stress-free as possible, and have regular meetings with secondary colleagues to ensure this. Staff from the secondary schools visit Alves Primary to build relationships with pupils and an extended transition programme is arranged so our pupils can meet pupils from the other associated schools.

### **Forres Academy**

Burdsyard Road,  
Forres  
IV36 1FG

Tel: 01309 672271  
Fax: 01309 676745  
Email: [admin.forresacad@moray-edunet.gov.uk](mailto:admin.forresacad@moray-edunet.gov.uk)

The primary schools associated with Forres Academy are Dyke, Logie, Dallas, Applegrove, Anderson's, Pilmuir, Kinloss and Alves. The Head Teachers from these schools meet with secondary colleagues on a regular basis to discuss curriculum developments to ensure all pupils attending Forres Academy have had similar experiences before moving on.

## Parental Involvement

### Alves Primary Parent Council

- Chair – Nicola Manson
- Vice Chair –
- Treasurer – Stacey Eaketts
- Secretary – Val Cooke
- Staff member - Class teacher rotation
- and committee members



Minutes are available on our website and in school.

### Parent Council/Fundraising Group

The Alves Primary Parent Council is open to parents and teachers. A committee is elected at the Annual General Meeting in September each year. The aim of this active group is to foster good relationships between home and school, and parental understanding of the daily operations of the school. The Parent Council actively seeks opportunities to assist the school in providing facilities, events and resources to benefit the school and its pupils. Dates of meetings can be found in the monthly School Newsletter and minutes are available on our website and in school.



# School Ethos and Values

## School Ethos

Alves Primary has a very strong learning community where everyone is involved and valued. We are determined to provide high quality learning experiences with a priority of meeting all the needs of our pupils. A positive attitude and manners are of high importance and everyone is expected to inspire and encourage each other to achieve their goals and dreams.

## School Values

The Pupils at Alves Primary created these values which they believe are important in ensuring the best learning environment possible and to build a positive community where everyone wants to be a part of. (Reviewed 2019)

### Respect

At Alves Primary this is **how** we show respect:

- being polite
- looking after someone or something
- being helpful and kind
- being friendly and nice
- having manners
- being considerate
- thinking about our words and actions
- listening to others



### Team work

At Alves Primary this is **how** we show team work:

- cooperation
- sharing jobs and responsibilities
- being supportive
- communication - quality discussions
- working together
- being considerate
- positive attitude
- giving everyone an opportunity



### Caring

At Alves Primary this is **how** we are caring:

- kind to each other
- we listen
- look after each other
- being helpful
- think about others and their feelings
- building friendships



## Enthusiasm

At Alves Primary this is **how** we show enthusiasm:

- encouragement
- being positive
- being confident
- being excited about our work
- try our best
- being willing to give it a go
- being cheerful



## Vision and Aims

**Vision:** Alves Primary is a place of inspiration. Learning is fun and **interactive** and everyone is **supportive** of each other. Everyone in the community takes an active role and **cares** about each other and the school. Alves Primary is a place where aspirations to dream more, learn more, do more and become more, are realised.

**Aims:**

## ALVES PRIMARY SCHOOL



## ALVES IS ACE!

*Ambition Confidence Empathy*

## Pupil Voice

At Alves Primary we value the views of the pupils by providing opportunities for them to have a say in the day to day life around the school. Pupil views are obtained through school assemblies, focus groups, business meetings, consultations and the Pupil Council. The Pupil Council meets every term to discuss the school environment and ideas to make improvements.

## Alves Pupil Business Meetings

Pupils have a very active role at Alves Primary and we make sure that their voice is heard. Every Monday pupil led groups for Enterprise, Health & Travel, Festivals, Eco School and Global Citizenship "United Nations of Alves" have business meetings to take these developments forward. Groups will be deciding on different projects, running surveys, leading assemblies, and hosting at least one school event involving the wider community and providing a service. Updates from each of these groups will be found in the school newsletter and website. These meetings are open for parents to support these groups by coming along as many times as they wish every Friday between 11:45 and 12:45.

## Working in Partnership

Every session our pupils within their Business Groups create opportunities for the school to work within the local community or bring the local community into the school. The pupils select a local charity each year to raise funds to support their cause. To make learning enjoyable and more interesting, the school looks for opportunities locally and nationally like, Charities, Authors, Elgin City, Fire department, SSPCA to name a few. We work closely with other schools in the local area as well as Private schools like Gordonstoun for activities such as sailing, climbing, navigation and fishing. We work very closely with our local agencies to support and care for our pupils and make sure they have a safe and nurturing environment to thrive in.



## Moray Young Citizens Award

Due to all the work the pupils have achieved locally and internationally through their business groups, Alves Primary won the first ever Moray Young Citizens Award for Primary schools in 2011, was commended for its work in 2012, won this award again in 2013, 2014, 2015, 2016 and 2018. In 2019, Alves Primary was the first primary school to win the Global Citizenship award and again we were highly commended in 2020.



## Celebrating Achievement

Celebrating achievement is very important to everyone in the Alves Primary School community. We believe it is very important to teach pupils about what achievements are, the importance of celebrating successes and encourage our pupils to reflect on their wider achievements. To help the children to reflect and identify their achievements we have created our “Smart Wheel” based on Multiple Intelligence. Pupils use the “Smart Wheel” to help them identify areas they have made an achievement each day. The 8 areas are Word, Number, Movement, Picture, Self, Socially, Nature and Musical. Pupils work is on display beside our Smart Wheel under different Achievement headings.

Every Friday we have assembly based on pupils rights (UNCRC), where awards and certificates are handed out to celebrate personal and school achievements. Fantastic Achievement certificates are used to recognise wider achievement along with Worker of the Week certificates to celebrate pupils’ hard work at school. Each week the Workers of the Week get to use the positive behaviour rooms as a reward for all their effort. All pupil and school successes are displayed in the main foyer along with our Alves at a Glimpse display showing school life throughout the session. See School performance section for the school.



## **POSITIVE BEHAVIOUR POLICY**

The 'School Values' which the pupils, staff, and parents agreed to, are the basis of the positive behaviour that is expected here at Alves Primary to ensure a safe and interactive learning environment.

Pupils created expectations for behaviour in the school playground which pupils support each other to maintain a positive school environment.

Staff are developing routines to ensure a consistent approach around the school and privileges to reward positive behaviour. A traffic light system is used by all staff members to provide opportunities for pupils to improve inappropriate behaviour.



**Green Card** - Good behaviour - pupils are "Good to Go"



**Yellow Card** - Warning - behaviour is inappropriate and a change is required. This provides the pupil an opportunity to build the bridge back to positive behaviour.



**Red Card** - Reflection time - If warned and behaviour continues, a red card is shown and the pupil is sent to a "Reflection" zone for a 3 minute cool off and/or removal of a privilege/privilege time. This behaviour is recorded and passed onto the class teacher.

When a card is shown a discussion between the staff member and pupil takes place so understanding and next steps are agreed.

If inappropriate behaviour becomes persistent, then a complete removal of a privilege and/or a loss of break and/or loss of lunch time in a "Reflection" zone is issued.

When a pupil has completed their "Reflection" a discussion about the behaviour will take place between the pupil and staff member to identify solutions.

If a pupil does not cooperate with a staff member while inappropriate behaviour is being dealt with or the behaviour is deemed severe, a meeting will be arranged with parents/carers to discuss the behaviour and agree future conditions, or exclusion from school. Details of the procedures for bullying, discipline and sanctions can be found in the Care & Welfare Policy on the school website or a copy can be provided from the school.

**You should also note that any incidents involving violence, dangerous weapons, drugs or alcohol are reported immediately to Educational Services, and the Police may also be involved.**

## Playground Rules

Pupils had a major role in creating an environment they wanted to have in the playground. They believed that rules were restrictive and were only there to be broken. These are the reason why the pupils created "Our Playground" which everyone in the school community agreed too. These take into account the Wellbeing Indicators and UNCRC Rights of a Child.

ALVES PRIMARY SCHOOL



# Our Playground

In our playground you will see pupils:

- |                                  |                  |
|----------------------------------|------------------|
| • Having fun                     | Nurtured         |
| • Playing nicely together        | Included         |
| • Helping someone who has fallen | Safe/Responsible |
| • Sharing toys                   | Nurtured         |
| • Smiling                        | Nurtured         |
| • Playing together               | Included         |
| • Everybody joining in games     | Active/Healthy   |
| • Kind and nice voices           | Nurtured         |
| • Clean playground               | Responsible      |
| • Putting away equipment         | Responsible      |
| • Healthy snacks                 | Healthy          |

In our playground you will hear pupils:

- |                                    |                  |
|------------------------------------|------------------|
| • Laughing                         | Nurtured/Safe    |
| • Chatting nicely together         | Included/Respect |
| • Using appropriate language       | Respect          |
| • Saying nice things to each other | Respect          |

In our playground you will feel:

- |               |                   |
|---------------|-------------------|
| • Welcome     | } Safe & Included |
| • Happy       |                   |
| • Friendly    |                   |
| • Cheerful    |                   |
| • Warm inside |                   |



*Article 31 - Pupils have the right to play and rest with friends.*

## CURRICULUM FOR EXCELLENCE (CFE) : ALVES PRIMARY

At Alves Primary we have developed a high quality curricular plan designed to incorporate CFE. We have created building block for learning to ensure flexibility to promote active learning. These building blocks are made up of Core Skill development, Subject Specific learning, Interdisciplinary learning, Health & Wellbeing, Business meetings along with scheduled Self Evaluation time. Pupils will have more opportunities for learning across the stages and whole school challenges. We plan experiences based on the CFE design principles, STEM, DYW, sustainability, rights and the 4 Capacities of CFE. We take learning outdoors when opportunities arise. Pupils are involved in all aspects of learning and teaching. Through effective feedback pupils learn to reflect on their learning and identify their achievements and their next steps for future learning so they can self-regulate their learning and act upon it. Parents are involved and informed about developments with CFE through the website, newsletter, information events, focus groups and consultations.



# Alves Primary curriculum design for CFE:

ALVES PRIMARY SCHOOL



## Alves Primary Curriculum for Excellence

**Curriculum Rationale:** The main emphasis of CFE at Alves Primary is learners' experience and how we teach by providing opportunities for children to thrive in a fun and interactive environment. It is designed to engage learners and develop their skills that will better prepare them for the world they are growing up in. To create a culture that supports pupils to achieve their full potential and develop their intellectual character. Pupils are included in all aspects of school life, where they are valued and appreciate their learning and achievements, to develop confidence, respect, resilience and tolerance in life. We believe the health and wellbeing of all our pupils is the foundation to improve outcomes and support pupils as they grow, develop and to reach their full potential.

**Values:** The Pupils at Alves Primary created these values which they believe are important in ensuring the best learning environment possible. (2019)

**Respect**

**Teamwork**

**Caring**

**Enthusiasm**

Pupils focus on how they can achieve these in class and during assemblies. (See School Values)

**Vision:** Alves Primary is a place of inspiration. Learning is fun and **interactive** and everyone is **supportive** of each other. Everyone in the community takes an active role and **cares** about each other and the school. Alves Primary is a place where aspirations to dream more, learn more, do more and become more, are realised.

**Aims:**

**ALVES PRIMARY  
SCHOOL**



**ALVES IS  
ACE!**

*Ambition Confidence*

*Empathy*

(2019)

**Ethos:** Alves Primary has a very strong learning community where everyone is involved and valued. We are determined to provide high quality learning experiences with a priority of meeting all the needs of our pupils. A positive attitude and manners are of high importance and everyone is expected to inspire and encourage each other to achieve their goals and dreams.

**CFE Design:** Approaches for Learning

Core Skills

Subject Specific

Interdisciplinary

Health & Wellbeing

Business Meetings – ECO,

Health & Travel, Festivals,

Global Citizenship, Enterprise &

Nurture

Self-Evaluation

Rights, STEM, Enterprise,

Sustainability, Global

Citizenship, Outdoor learning,

Scotland, DYW

These approaches ensure flexibility to promote active learning, learning across stages, master classes, and whole school challenges.

(Learning and Teaching folder for consistency)

**CFE Context for Learning:  
Curriculum Areas**

- Expressive Arts
- Languages and Literacy
- Health & Wellbeing
- Mathematics and numeracy
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

**Ethos and life of school –**

Pupils making decisions

**Interdisciplinary Learning –**

applying knowledge and skills to deepen understanding through curricular links

**Opportunities for Personal**

**Achievement –** Plan

opportunities for achievement through encouragement & support. (See CFE Website)

**Learning Methodologies: How we learn?**

Assessment for Learning (AfL), Critical Skills, Cooperative Learning, Instructional Strategies, Higher Order Thinking, Teaching for Understanding (TfU), Reciprocal Reading, Restorative practices, ICT, Scientific enquiry, Exploring the big picture, Joyning the Learning, individual/pair/group work, learning within a local context, Emerging Literacy, SEAL, NZ framework, Positive behaviour management system, etc... 4 aspects of pedagogy – Classroom culture, intellectual challenge, understanding of wider significance, skill development – academic & social

**ASN:**

SfL – support in class or small groups  
 ESfL – 1:1 or small group support  
 SfL Teacher  
 Pupil Support Assistants  
 IEP/LPS/CSP  
 Specialised assessments  
 GIRFEC Shanarri Assessments - Health & Wellbeing indicators  
 Support Plans  
 Social Groups  
 Nurture Groups  
 Child Planning Process

**Planning/assessment/moderation:**

Yearly, Termly, Weekly and Experience plans, CFE Experiences & Outcomes and stages of learning (Early, First and Second levels)  
 CFE design principles – Challenge & Enjoyment, personalisation & Choice, progression, depth, relevance, coherence and breadth  
 Assessment informs planning (next steps)  
 Moderation informs planning (progress)  
 Plan within 4 Contexts for Learning  
 Planning, moderation & attainment Meetings  
 Plan within a local and national context  
 Focus on skill development

**Achievement:**

Smart Wheel – recognising personal achievement in Word, Number, Picture, Self, Social, Music, Environment, and Movement  
 Assemblies –Fantastic Achievements & Worker of the week  
 School wall displays  
 Achievements Book  
 Class & school award systems  
 Glow blogs, Profiles, Twitter, PC Facebook page  
 Newspaper

**Reporting:**

Yearly reporting  
 Open nights and school events  
 Concerts  
 Parent Teacher Interviews  
 Open Door  
 School/Home links – phone, email, letter, blog, Twitter etc...

**Self-Evaluation: Improvement in performance****Working with Parents:**

Parent Council  
 Focus Groups  
 Drop in sessions  
 Consultations  
 Parent interviews  
 Reports  
 Business Meetings  
 Parent Volunteers  
 Informal Events

**Pupils:**

Pupil surveys –Qualitative and Quantitative  
 Personal Learning Journeys  
 Reports  
 Peer/self Assessments - AfL  
 Pupil Council  
 Assemblies  
 Focus groups/ Classes  
 Smart Achievements  
 Display  
 HGIOURS

**Staff:**

CPD  
 HGIOS Indicators  
 Professional Review and Development  
 Staff Meetings  
 Attainment Meetings  
 Planning Meetings  
 In Service  
 Reflective Discussions  
 Team Briefings

**School:**

School Improvement Plan  
 Standards and Quality Report  
 Working Time Agreement

**Working with Partners:**

Visitors to school  
 Visits outside school  
 HMIE Reports  
 Quality Improvement Team

**Four Capacities of CFE:**

**Successful Learners:** enthusiasm and motivation for learning, determined to reach high standards of achievement, openness to new thinking and ideas

**Confident Individuals:** self-respect, sense of physical, mental and emotional wellbeing, secure values and beliefs

**Effective Contributors:** enterprising attitude, resilience, self-reliance

**Responsible Citizens:** respect for others, commitment to participate responsibility in political, economic, social and cultural life

**Every child is entitled to:** a coherent curriculum, broad general education, skills for learning life and work, achieve through support and challenge, positive and sustained destination, and senior phase/qualifications

(See CFE Website)

## The curriculum has been designed to include these Principles:

### CHALLENGE AND ENJOYMENT

Children should find their learning challenging, engaging and motivating. The curriculum should encourage high aspirations and ambitions for all. At all stages, learners of all aptitudes and abilities should experience an appropriate level of challenge, to enable each individual to achieve his or her potential. They should be active in their learning and have opportunities to develop and demonstrate their creativity. There should be support to enable children to sustain their effort.

### PROGRESSION

Children and young people should experience continuous progression in their learning from 3 to 18 within a single curriculum framework. Each stage should build upon earlier knowledge and achievements. Children should be able to progress at a rate which meets their needs and aptitudes, and keep options open so that routes are not closed off too early.

### DEPTH

There should be opportunities for children to develop their full capacity for different types of thinking and learning. As they progress, they should develop and apply increasing intellectual rigour, drawing different strands of learning together, and exploring and achieving more advanced levels of understanding.

### PERSONALISATION AND CHOICE

The curriculum should respond to individual needs and support particular aptitudes and talents. It should give each child increasing opportunities for exercising responsible personal choice as they move through their school career. Once they have achieved suitable levels of attainment across a wide range of areas of learning the choice should become as open as possible. There should be safeguards to ensure that choices are soundly based and lead to successful outcomes.

### COHERENCE

Taken as a whole, children's learning activities should combine to form a coherent experience. There should be clear links between the different aspects of children's learning, including opportunities for extended activities which draw different strands of learning together.

### RELEVANCE

Children should understand the purposes of their activities. They should see the value of what they are learning and its relevance to their lives, present and future.



## 8 Curriculum Areas

### Language

Listening and Talking

Reading Writing

### Health & Wellbeing

Mental, emotional, social & physical

Physical Education

Planning for choices & changes

Food & Health

Substance misuse

Relationship, SE & parenthood

### Religious & Moral Education

Christianity

World Religions

Beliefs & Values

### Expressive Arts

Art & Design Drama

Music Dance

### Mathematics

Number, Money and Measure

Shape, Position and Movement

Information Handling

### Sciences

Planet Earth

Forces, electricity & Waves

Biological systems

Materials

### Social Studies

People, past events & societies

People, place & environment

People in society, economy & business

### Technologies

Developments in society

Skills and Knowledge

ICT to enhance learning

Computing Science

If you want to find out more about A Curriculum for Excellence there is a website with more detail and up to date information on developments. It can be found at : [www.educationscotland.gov.uk/thecurriculum/whatiscurriculumforexcellence/](http://www.educationscotland.gov.uk/thecurriculum/whatiscurriculumforexcellence/) or visit parentzone at [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)

## **Assessment, Achievement and Attainment**

The assessment process is an integral part of the learning and teaching at Alves Primary. The capturing of formative and summative assessment evidence ensures children are making appropriate progress in all curricular areas. A range of formative assessment approaches are used to support where pupils are in their learning. This allows teachers to provide effective feedback which identifies the purpose to address the next steps in their learning and give guidance to self-regulate learning. Summative assessment approaches are used to identify the knowledge acquired to support teacher professional judgements against the CFE benchmarks.

At Alves Primary, we use a collaborative approach for planning, moderation and tracking the progress of pupils. Teachers meet regularly each term through planning, moderation and attainment meetings to ensure there is an agreed progression of expectations, supported professional judgments of identified next steps in learning and to inform future planning. We track pupils' progression and attainment using the experiences and outcomes, benchmarks and understanding goals outlined within the curriculum to make certain pupils are appropriately supported and challenged.

Pupils are actively encouraged to develop their assessment literacy so they can identify their own and others next steps in learning and develop the skills to become independent learners. Pupils recognise their achievements using a simplified version of Howard Gardner's "8 Multiple Intelligences". Pupils identify if they have made an achievement or wider achievement in Word, Number, Music, Movement, Nature, Social, Self and Picture. Teachers support pupils to complete a 'Pupil Learning Plan' and 'Pupil Profiles' to identify what they have learnt, the context they have learnt it in, skills they are developing, what they would like to learn next, and personal achievements. With all this information we are able to ensure pupils are progressing through the levels of A Curriculum for Excellence.

## **PE**

Our pupils have two hours of quality PE each week with the class teacher. PE will be taught in the school hall and outdoors when weather permitting. Pupils should have a change of appropriate clothing and footwear for both environments. Outdoor shoes will not be permitted for use in the hall. Pupils will be required to remove or cover ear-rings and jewellery for safety reasons.

## **Religious and Moral Education**

At Alves Primary we follow the Experiences and Outcomes outlined in A Curriculum for Excellence. Pupils will investigate the beliefs, values and issues, practices and traditions of Christianity and other world religions while developing an understanding of these beliefs and values. Parents have the right of withdrawal from religious observance in line with the Religious Observance in Schools policy. The Policy can be found at:

Sometimes we welcome the school chaplain or other visitors such as charity workers to talk to the children and develop particular topics.

Most weeks the whole school will meet for assembly. We use our assemblies to reflect and discuss current events and issues, and promote sound moral values and children rights(UNCRC). During assembly we may:

- talk about topical issues
- discuss school values
- seek pupil views on school improvements
- listen to stories from different religions
- build positive relationships

### **After school clubs/ activities**

Currently we try to provide a range of after school activities at various times of the year : **Homework/Breakfast Club, Science Club, Guitar Group, Ukulele Group, Drama, Sports Etc..** To ensure extra-curricular activities at Alves Primary staff has agreed to this in their working time agreement.

These are run by a variety of personnel, and if parents have skills and would like to offer their services, they should talk to Mr McLeman who can help set up a particular activity for a few weeks. Parents usually find this involvement very rewarding.

### **Reports and Parents Evenings**

Parents' evenings take place in October and in April. At this time parents are offered an appointment to discuss their child's progress with the class teacher/s. In line with 'Curriculum for Excellence' pupils are present during the interviews so that a three way conversation about the learners' progress and next steps for learning can be identified. Most parents attend these interviews and find them useful. If you cannot attend, we are usually able to make an alternative arrangement.



In April a full written report is issued to parents with the opportunity for parents to comment or discuss any concerns. At Alves Primary our End of Year reports are based on our Pupil Profile so we can have a consistent approach to reporting pupil progress throughout the year. We report on Literacy, Numeracy, Health & Wellbeing, Cross Curricular Learning and Wider Achievements. Yearly reporting opportunities through open evenings, concerts, Health Week, assemblies and organised events also outline the learning and progress pupils are making. A Yearly reporting document can be found on the school website.

### **Support for Learning**

At times children will require additional support with their learning for a variety of reasons. Once a child is identified as requiring additional support, communication and collaboration between home and school is very important. Parents will be invited in to the school to discuss the areas of concern and the support that will be required with the class teacher, and the Support for learning teacher. For some children a Support Plan called a Learner Profile and Strategies (LPS) or an IEP (Individualised Educational Programme) will be devised and reviewed periodically. This may include the involvement other partner agencies i.e. Educational Psychologist, Speech and Language Therapy, Sensory Education Services etc...

Support for Learning staff will work individually or in a group situation either in the classroom environment or withdraw pupils for specific tasks.

If parents have any concerns about their child's progress they should make an appointment to discuss the matter with the class teacher.

### **Enquire – the Scottish advice service for additional support for learning**

Enquire offers independent, confidential advice and information on additional support for learning through:

Telephone Helpline: 0845 123 2303

Email Enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk)

Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

Enquire provides a range of clear and easy-to-read guides and factsheets including the parents' guide to additional support for learning.

### **Homework**

Homework is part of our family learning programme at Alves Primary. The main purpose of homework is to provide an opportunity to consolidate, reinforce or build upon the learning from class. It enables parents and carers to participate in their child's learning and be informed about the learning that is happening in class. It also develops good habits of independent and self-regulated learning. Teacher hand out homework via Google classroom or handouts over a 7 day period as we are aware of pupils taking part in other learning activities outside school in the form of clubs etc.... It was agreed in a homework consultation in 2017 that the appropriate provision of homework would focus on literacy, numeracy and enquiry based learning. The amount of homework would be as follows:

P1-3 = 1 hour a week (15 minutes over 4 days)

P4-5 = 1 hour and 30 minutes a week (20/25 minutes over 4 days)

P6-7 = 2 hours a week (30 minutes over 4 days)

## **School Improvements**

Full details of the School's Strategic Improvement Plan can be found on the schools website.

<https://blogs.glowscotland.org.uk/my/alves/>

At Alves Primary we have identified a number of school improvement priorities through Self Evaluation, consultation with the school community and our recent HMIE inspection. These are:

1. Develop curriculum rich learning pathways to improve Music, and Drama. Trail RME programme developed in the previous year.
2. Review new software to improve existing assessment process using mobile technologies for assessment and moderation of pupil progress.
3. RRSA Gold Award and develop Circle Framework for classroom environments.



## School Performance

Full details of the School's performance can be found in the Standards and Quality Report on the school's website and our recent 2020 full HMIE inspection report which found the school "Very Good" across all aspects of the inspection.

<https://blogs.glowscotland.org.uk/my/alves/>

We regularly celebrate the school's achievements and successes during assemblies. Some of the major successes and achievements are:

- **Moray Young Citizen Award** - Primary Schools award 2011, 2013, 2014, 2015, 2016, 2018, 2019 Global Citizenship award for the pupils work within the community and internationally, and in 2020.
- Rights Respecting School Award – Silver (Currently being assessed for Gold)
- Second Eco School Green Flag
- SportScotland School Sport Award – Gold Award (First Primary school in Grampian)
- Rotary Presidential Citation – 2019/20, 2020/21, and 2021/22



## Practical Information

### Transport

All primary and secondary pupils who live more than 2 miles from their school will be provided with free transport if that is their local catchment school. Door-to-door transport is not guaranteed and in certain circumstances, children may be required to walk up to 2 miles as appropriate.

### School Uniform

We encourage all pupils to wear the school uniform. This consists of:

- Navy school sweatshirt with yellow embroidered logo
- Yellow polo shirt with blue embroidered logo
- Navy, grey or black skirt/trousers

Uniform is usually available in school for immediate purchase - please contact the school office. Parents may also purchase Alves Primary PE shirts, high vis vests and cardigans.

In addition, pupils are asked to bring appropriately labelled sportswear for PE and an old shirt for Art and Craft. Pupils find a PE bag useful for keeping their PE kit together. It is

more convenient if PE kits are kept in school at all times and taken home for washing at holidays or weekends. This allows additional PE and Drama to be slotted in at the discretion of the class teacher as well as when timetabled.

### **School Meals/Packed Lunches**

The school meals served at Alves Primary are prepared in Applegrove Primary. They are of a high standard and along with other Moray Schools we follow a 'healthy options' menu. Parents are welcome to send a packed lunch to school with their children but we do not have the facilities to keep these cool.

Although School Meals are served in Alves School Dining Hall, their actual provision and the collection of money is the responsibility of Karen Longstaff. She requests that payment be made using the online iPay system. Pupils will be provided a username and password for parents to set up their online payment. Payments can still be made by cash or cheque if required. Cheques should be made payable to The Moray Council. The cost of a meal in December 2022 is £2.30. You will be kept informed of any change.

As of January 2021 all Primary 1 to 5 pupils are entitled to a free school meal. Purchasing of school dinners through iPay is not required.

Entitlement for Free School meals and clothing grants are also available for low income households. Please visit the Moray Council Website for more details.  
[www.moray.gov.uk](http://www.moray.gov.uk)

### **Pupil use of internet and email**

Moray school networks are provided for pupils to do school-related work, including research and communication with others. For Internet access, parental permission is required.

For further guidance, refer to The Moray Council Guidelines for Pupil Use of Internet and E-mail available at:

[http://interchange.moray.gov.uk/int\\_standard/Page\\_111681.html](http://interchange.moray.gov.uk/int_standard/Page_111681.html)

### **EMERGENCY CLOSURES**

Pupils will never be sent home from school without parents being telephoned in advance. For this reason, it is most important that we have a **telephone number** plus a **local emergency contact** for each pupil.



***In the case of snowy weather, the advice of the bus driver, police and met. office is taken into consideration, and parents contacted. If you are unsure in the morning, please keep your child at home and let us know at the school. Should the bus fail to arrive, pupils should not wait more than fifteen minutes past their normal pick-up time and should not be transported by car.***

## Severe Weather Procedures

### This is what happens :

- We check the Met Office Website – <http://www.metoffice.gov.uk/> for their Severe Weather Advance Warnings.
- A decision to close the school will be made as early as possible for you to make arrangements. i.e. before 8am if possible.
- If registered with the school for a text message, a message will be sent via Groupcall.
- A message is posted on the Moray Council website which triggers an update to Moray Firth Radio. View school closure bulletin at: [www.moray.gov.uk](http://www.moray.gov.uk)
- A message is placed on the school information line
- Updates to the school information line will be made as required

### This is what you can do to help :

- Save the information line phone number and PIN in a handy place.  
**0870 054 9999 PIN 031090**
- Please check the Moray Council website or the Information Line first before calling the school. We need to keep the school line free as possible for emergencies.
- If you feel it is unsafe for you to send your child to school during severe weather conditions, we will always respect your decision.

## Decision to Close the School

- Sometimes, this is made by the Moray Council
- More often, the Head Teacher decides.

A decision to close the school is not always straight forward as we aim to balance the right of children to learn, the need for parents to work, and above all, the safety of staff and pupils. If appropriate, remote learning will be an option via Google classroom if the school building is closed.



### Fire Safety

Pupils are well coached on how to behave in the event of a fire. We have a fire-drill every term, and can get the entire school out in less than two minutes. Fire alarms are tested weekly and serviced regularly. Evacuation maps and procedures can be found in all rooms across the school buildings.

## Security

Alves Primary has a secured entry system which is on at all times when staff and pupils are in school. All visitors to the school must report to the school reception to sign in before proceeding further into the school building. All helpers in the school must be PVG disclosure checked before working with pupils without a member of staff.

## Head Bumps

Head injuries are taken very seriously at Alves Primary. Parents will always be informed of head bumps whenever they occur no matter the severity. If we regard the head injury to be serious we will seek medical advice and take appropriate action.

## **Medicines in Schools**

In line with policy agreed by the Senior Clinical Medical Officer, schools will only administer medicines with the written approval of a medical practitioner. Painkillers such as aspirin and paracetamol fall into this category, and will therefore not be administered on pupil request. A copy the school's Medical Conditions Policy and the Moray Council Policy on Supporting Pupils with Medical Needs in Schools including The Administration of Medicines can be found on the school's website.

## **Data Protection Act**

Information on pupils and parents/carers is stored securely on a computer system. The information gathered is subject to the terms of the Data Protection Act 2018. The information may be used for teaching, registration, assessment and other administrative duties. The information is shared with Moray Council for administrative and statistical purposes. Extracts of the information are shared with a range of partners such as Skills Development Scotland, the Scottish Qualifications Authority, and the NHS (for the dental and child health immunisation programmes). Information is also shared with The Scottish Government for statistical and research purposes, although individual children are not identified.

The Data Protection Act ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, not held for longer than necessary, and may only be disclosed in accordance with the Codes of Practice.

More information is available on the Moray Council Internet site at:

[http://www.moray.gov.uk/moray\\_standard/page\\_75569.html](http://www.moray.gov.uk/moray_standard/page_75569.html)

## **Alves Primary Privacy Statement**

Alves Primary has a legal responsibility to deliver an effective educational programme to its pupils. In order to do this, we need to collect personal data about our pupils/children and their families so that we can help them learn, and keep them safe. The type of personal data we will collect include:

- Data about our pupils/children and their families This will include the name, address and contact details of the pupil/child and relevant family members. It will also include information about relevant medical conditions, any additional supports which are needed, and their family situation. We need this information to ensure we know our pupils/children and their families, and to ensure we are able to educate them appropriately, and keep them safe We will also collect personal data relating to personal characteristics, such as ethnic group to enable statistics to be reported. We need this information so the Council can ensure it is delivering education appropriately to all its citizens
- Data about pupils/children at school/within ELC setting This will include data about progress, assessments, and exam results. It will also include records of attendance, absence, and any exclusions. We need this information to understand how our pupils/children are progressing, and to assess how we can help them to achieve their best
- Data about when and where they go after they leave us This will include information about their next setting/school, career paths or intended destinations. We need this information to ensure we support our pupils/children in all their transitions and do all that we can to help their future be a success

There will be times where we also receive information about them from other organisations, such as a pupil's previous school, the previous local authority where that school or ELC setting was based, NHS Grampian, Police Scotland, Social Work,

Additional Support Services, and sometimes other organisations or groups connected to a pupil's education. We use this data similarly to the above: to support our pupils' learning, monitor and report on their progress, provide appropriate pastoral care; and assess the quality of our services.

When we collect and use personal data within school/ELC setting, and for the reasons detailed above, we will normally be acting in accordance with our public task. Occasionally we are also required to process personal data because the law requires us to do so, or because it is necessary to protect someone's life.

We will also take photographs in school/ELC setting and display them on our walls, and in newsletters and other communications. We do this in order to celebrate and share what we have done, including individual achievements and successes. We consider this use of images to be part of our public task as it helps us build an effective community which supports learning. We will not, however, publish these photographs on social media or in newspapers without permission. Consent for this use will be sought when a pupil/child joins Alves Primary and will be kept on record while they are with us. Consent can be withdrawn at any time, please just let us know.

Sometimes we need to share pupil information with other organisations. We are required, by law, to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes, and will normally be anonymised. It is normally required to enable the Council, and the Government, to understand how education is being delivered and to help them plan for future provision.

If a pupil/child moves schools/ELC settings, we have a legal obligation to pass on information to their new school/education authority about their education at Alves Primary.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that need to. We will not keep personal data for longer than is necessary and follow the Council's Record Retention Schedule and archival procedures when records are identified to be of historical value and require to be retained in the Moray Council Archives. For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern, see the Moray Council's Information Management webpages.

### **Sharing personal data to support Wellbeing**

In addition to the above, Alves Primary has a legal duty to promote, support and safeguard the wellbeing of children in our care.

Wellbeing concerns can cover a range of issues depending on the needs of the child.

Staff are trained to identify when children and families can be supported and records are kept when it is thought that a child could benefit from help available in the school/ELC setting, community or another professional. You can expect that we will tell you if we are concerned about your child's wellbeing, and talk to you about what supports might help in the circumstances. Supports are optional and you will not be required to take them up.

If it would be helpful to share information with someone else, we will discuss this with you and seek your consent before we share it so that you know what is happening and why. The only time we will not seek consent to share information with another organisation is if we believe that a child may be at risk of harm. In these situations, we have a duty to protect children, which means we do not need consent. On these occasions, we will normally tell you that information is being shared, with whom, and why – unless we believe that doing so may put the child at risk of harm.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

## School Policies

Full details of the School's Policies can be found on the schools website or in the school.

<https://blogs.glowscotland.org.uk/my/alves/>

## Moray Council Policies

Full details of the Moray Council policies can be found on the Council website.

<http://www.moray.gov.uk>



**Moray Council****Education, Communities & Organisational Development****Address:** Council Office, High Street, Elgin IV30 1BX**Telephone:** 01343 563374**Hours:** 8.45am - 5.00pm Monday to Friday**Email:** [education@moray.gov.uk](mailto:education@moray.gov.uk)**Website:** [www.moray.gov.uk](http://www.moray.gov.uk)**APPENDIX A**

Updated 15/10/2019

<b>Moray Council A-Z</b>		
Active Schools	Telephone:	01343 563890
	Email:	<a href="mailto:Active.schools@moray.gov.uk">Active.schools@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_52055.html">www.moray.gov.uk/moray_standard/page_52055.html</a>
Additional Support for Learning	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_42567.html">www.moray.gov.uk/moray_standard/page_42567.html</a>
Adverse Weather Procedures	Telephone:	0870 054 9999 (school information line)  Calls to this number will be charged at a 2p per minute service charge plus your call providers access charge  Local school or 01343 563374
	Email:	Local school or <a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://schoolclosures.moray.gov.uk/">http://schoolclosures.moray.gov.uk/</a>  <a href="http://www.moray.gov.uk/moray_standard/page_53021.html">www.moray.gov.uk/moray_standard/page_53021.html</a>

After School Clubs	Telephone:	01343 563374
	Email:	<a href="mailto:Childcare.info@moray.gov.uk">Childcare.info@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_services/page_44889.html">www.moray.gov.uk/moray_services/page_44889.html</a>
Armed Forces Families Information	Telephone:	01980 618244 (Children's Education Advisory Service)
	Email:	<a href="mailto:enquiries@ceas.uk.com">enquiries@ceas.uk.com</a> (Children's Education Advisory Service)
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_100164.html">www.moray.gov.uk/moray_standard/page_100164.html</a>
Attendance and Absence	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55580.html">www.moray.gov.uk/moray_standard/page_55580.html</a>
Bullying	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_52988.html">www.moray.gov.uk/moray_standard/page_52988.html</a>
Childcare	Telephone:	01343 563374
	Email:	<a href="mailto:Childcare.info@moray.gov.uk">Childcare.info@moray.gov.uk</a>
	Website:	<a href="http://www.scottishfamilies.gov.uk/">www.scottishfamilies.gov.uk/</a>
Children and Families Social Work	Telephone:	01343 554370 or out of hours emergency 03457 565656
	Email:	<a href="mailto:childrensaccesssteam@moray.gov.uk">childrensaccesssteam@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_47606.html">www.moray.gov.uk/moray_standard/page_47606.html</a>
Child Protection	Telephone:	01343 554370 or out of hours emergency 03457 565656 or 101 (Police Scotland)
	Email:	<a href="mailto:childrensaccesssteam@moray.gov.uk">childrensaccesssteam@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55497.html">www.moray.gov.uk/moray_standard/page_55497.html</a>
Clothing Grants	Telephone:	01343 563456
	Email:	<a href="mailto:revenues@moray.gov.uk">revenues@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55486.html">www.moray.gov.uk/moray_standard/page_55486.html</a>

Moray Council A-Z		
Data Protection	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_75569.html">www.moray.gov.uk/moray_standard/page_75569.html</a>
Deferred Entry to Primary School	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_52991.html">www.moray.gov.uk/moray_standard/page_52991.html</a>
Disability Discrimination	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_43019.html">www.moray.gov.uk/moray_standard/page_43019.html</a>
Early Entry to Primary School	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_56925.html">www.moray.gov.uk/moray_standard/page_56925.html</a>
Early Learning & Childcare (pre-school)	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_42682.html">www.moray.gov.uk/moray_standard/page_42682.html</a>
Education Maintenance Allowance	Telephone:	01343 563338
	Email:	<a href="mailto:EMAMoray@moray.gov.uk">EMAMoray@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_40540.html">www.moray.gov.uk/moray_standard/page_40540.html</a>
Exclusion from School	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_53001.html">www.moray.gov.uk/moray_standard/page_53001.html</a>
Free School Meals	Telephone:	01343 563456
	Email:	<a href="mailto:revenues@moray.gov.uk">revenues@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55486.html">www.moray.gov.uk/moray_standard/page_55486.html</a>

Grants and Bursaries	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_43903.html">www.moray.gov.uk/moray_standard/page_43903.html</a>
Home Education	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_53000.html">www.moray.gov.uk/moray_standard/page_53000.html</a>
Instrumental Instruction	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_53005.html">www.moray.gov.uk/moray_standard/page_53005.html</a>
Placing Requests	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_49601.html">www.moray.gov.uk/moray_standard/page_49601.html</a>
Racial Equality	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_43019.html">http://www.moray.gov.uk/moray_standard/page_43019.html</a>
School Meals	Telephone:	01343 557086
	Email:	<a href="mailto:schoolmeals@moray.gov.uk">schoolmeals@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55540.html">www.moray.gov.uk/moray_standard/page_55540.html</a>
School Term and Holiday Dates	Telephone:	01343 563374
	Email:	<a href="mailto:education@moray.gov.uk">education@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_55829.html">www.moray.gov.uk/moray_standard/page_55829.html</a>
Transport (For Pupils)	Telephone:	0300 123 4565
	Email:	<a href="mailto:transport@moray.gov.uk">transport@moray.gov.uk</a>
	Website:	<a href="http://www.moray.gov.uk/moray_standard/page_1680.html">www.moray.gov.uk/moray_standard/page_1680.html</a>

**School Holidays : Session 2023 - 2024**

School Term Dates are available on the internet at The Moray Council at

[http://www.moray.gov.uk/moray\\_standard/page\\_55829.html](http://www.moray.gov.uk/moray_standard/page_55829.html)

<b>Holiday Dates for Session 2023 – 2024</b>	
<b>Autumn Term</b>	
<b>In-service Day</b>	<b>Mon 14<sup>th</sup> August 2023</b>
<b>Term Begins</b>	<b>Tues 15<sup>th</sup> August 2023</b>
<b>Term Ends</b>	<b>Friday 6<sup>th</sup> October 2023</b>
<b>Autumn Holiday</b>	<b>Mon 9<sup>th</sup> October to Fri 20<sup>th</sup> October 2023</b>
<b>Winter Term</b>	
<b>Term Begins</b>	<b>Mon 23<sup>rd</sup> October 2023</b>
<b>In-service days</b>	<b>Mon 13<sup>th</sup> &amp; Tues 14<sup>th</sup> November 2023</b>
<b>Term Ends</b>	<b>Fri 22<sup>nd</sup> December 2023</b>
<b>Christmas Holiday</b>	<b>Mon 25<sup>th</sup> December 2023 to Fri 5<sup>th</sup> January 2024</b>
<b>Spring Term</b>	
<b>Term Begins</b>	<b>Mon 8<sup>th</sup> January 2024</b>
<b>Mid-term holiday</b>	<b>Fri 9<sup>th</sup> &amp; Mon 12<sup>th</sup> February 2024</b>
<b>Term Ends</b>	<b>Thurs 28<sup>th</sup> March 2024</b>
<b>Spring Holiday</b>	<b>Fri 29<sup>th</sup> March 2024 to (Good Friday holiday 29<sup>th</sup> March, 2024) Fri 12<sup>th</sup> April 2024</b>
<b>Summer Term</b>	
<b>Term Begins</b>	<b>Mon 15<sup>th</sup> April 2024</b>
<b>May Day holiday</b>	<b>Mon 6<sup>th</sup> May 2024</b>
<b>In service days</b>	<b>Thurs 16<sup>th</sup> &amp; Fri 17<sup>th</sup> May 2024</b>
<b>Term Ends</b>	<b>Fri 28<sup>th</sup> June 2024</b>