



East End Primary

"A School that is Proud!"



@EASTENDPRIMARY

Handbook

2023 – 2024



twitter



Ambitious to **Achieve Excellence** *Together*

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Welcome to East End Primary School

We hope this handbook will give you a clear picture of what happens here at East End Primary School and its links with our community, local authority and the Scottish Government. It should answer most of the questions that will arise during your child's time with us, but please do not hesitate to contact us if there is anything else that you would like to ask.

You can also look on our website and Twitter page and on our Parent Council Facebook page for current information.

 Facebook: [East End School Parent Council](#)

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

 Twitter: <https://twitter.com/EastEndPrimary>

Clare Ducrocq, Head Teacher



Introduction

East End Primary School is a non-denominational primary with a current roll of 180 pupils placed within 7 classes throughout the P1-P7 age range. We also have a Nursery which runs sessions daily.

Our children learn in mixed ability classes, and like many schools we have a range of both mainstream and composite classes throughout the school.

We are fortunate to have extensive grounds around the school which are easily accessed from the classrooms. Our children are encouraged to take pride in their school's appearance and we continue to work with the Parent Council to upgrade our grounds in order to provide more play and Outdoor Learning opportunities.

East End Primary School is purpose built and has a traditional individual classroom design. Furniture is easily moved, providing flexibility in class groupings and in display areas. By providing pictures and displays we aim to create a stimulating, interesting, supportive and aesthetically pleasing environment.

The school has a generous supply of ICT equipment. Each class has a teaching Smartboard and at least 5 computers, which are all network linked. We also have a portable trolley which houses 18 netbook computers as well as a portable trolley with iPads to support the learning and teaching within our school.

We have a wide range of means for keeping parents informed about school matters and their child's learning. Our School Website provides a wide range of information that we recommend you read. Additionally, class teachers post pictures and videos regularly to our school Twitter and Class Dojo accounts.

Throughout your child's time at East End Primary School, you will be invited to a range of events which will allow you to find out more about the school and the learning which takes place. We hope that you will take every opportunity to become involved in the life and work of the school. Your child's education should be a partnership between home and school and we aim to make our partnership with you and your child as harmonious and supportive as possible.

Contact Details

Head Teacher: Mrs Clare Ducrocq
Depute Head Teacher: Mrs Katherine Bywater
Acting Principal Teacher: Mr Mark Manson

School Address: East End School
Institution Road
Elgin
IV30 1RP

School telephone Number: 01343 542381

Twitter Page: <https://twitter.com/EastEndPrimary>

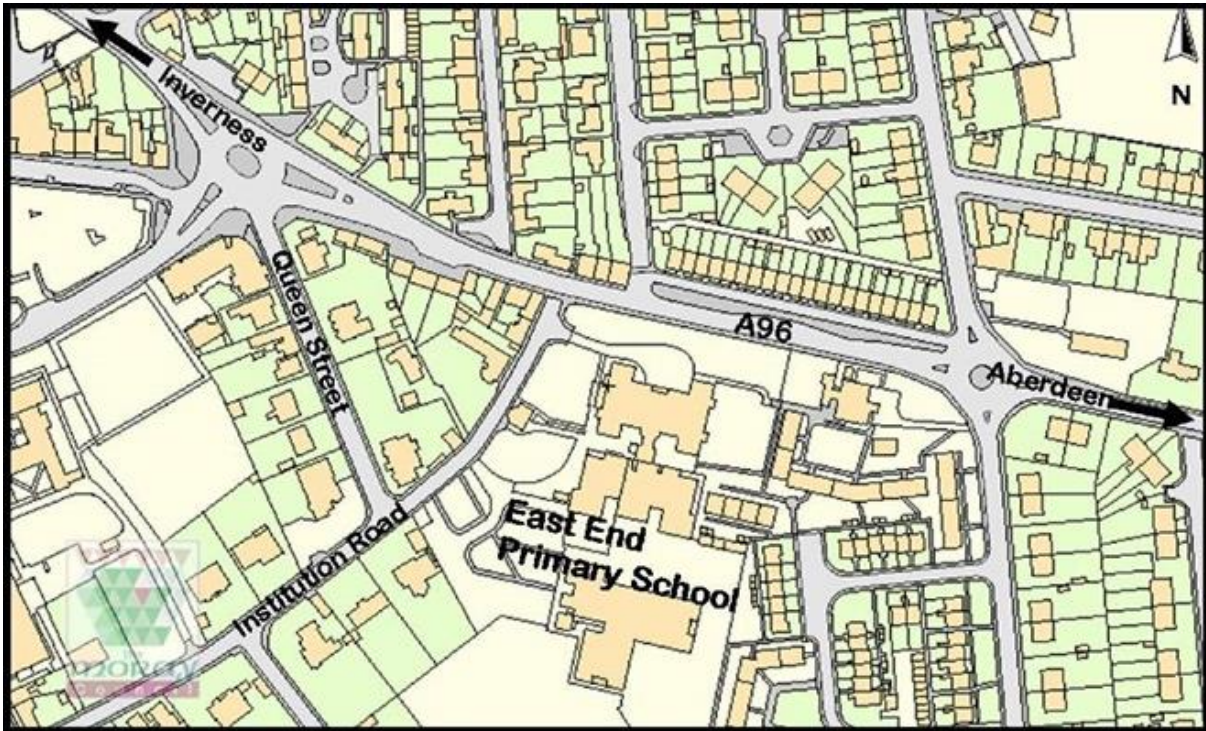
E-mail: admin.elgineastp@moray-edunet.gov.uk

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

The School Day

P1-7 School Hours:	9am – 3pm
Morning Break:	10.30am – 10.50am
Lunch P1-3: P4-7:	12.25pm – 1.15pm 12.50pm – 1.30pm
Nursery Hours:	8.45am – 2.45pm

The School Location



Contacting the School

Please feel free to contact the school at any time if there is anything you are unsure of or that you would like more detailed information about. Remember too, that you are always welcome in school, and that any concerns you may have should be shared with us so that we can put your mind at rest as quickly as possible. If required, an appointment with the Head Teacher, the Principal Teacher or your child's Class Teacher can be arranged.

Mrs Denise Agutter, our Primary School Administrator is in school:
Monday to Friday from 8.30am until 12.40pm and 1.30pm until 4.00 pm.

Mrs Denise Brown, our School Clerical Assistant is in school:
Monday and Tuesday from 9am until 3pm.

Please note that there is no office cover between 12.40pm-1.30pm on Wednesday, Thursday or Friday.

If you can, please try to contact the school during these hours only, particularly for non-urgent matters. You can also use the School Information Line service.

Information Line

This dial-in service is useful if you want to leave non-urgent messages. These are forwarded to the school e-mail address automatically and provide a convenient way for you to let us know about matters such as:

- **your child's absence from school**
- **an appointment that you wish to make**
- **information that you would like to find out more about**

Instructions for use:

- Dial **0870 054 9999** and enter East End School's PIN number : **031220**
- You will get a confirmation message: "**selected East End Primary School**"
- Press 2 – to leave a non-urgent message

Absence

It is **vital** that you contact the school by 9.15am to let us know if your child is to be absent or late.

- If your child is **unable to attend school**, e.g. due to illness or to attend a medical/dental appointment, please let us know in the morning (before 9.15am).
- If you have to **collect your child for an appointment**, please let us know in advance if you can. We do not allow children out of school to meet parents and insist that parents come to the School Office to collect their child. This means that our children are always safe and in the care of an adult.
- To ensure as far as possible the safety and well-being of our children, the following procedures and practices should be followed.

If your child is not able to attend school, you should:

1. Contact the school by using the School telephone information line. You may of course send another member of the family to school with a note giving details of the absence or you may make telephone/e-mail contact with Mrs Agutter between 8.30-9.15am.
2. Advise us of the reason for the absence and the likely date of return to school. We check the attendance register daily at the beginning of the morning and afternoon sessions. 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/text message to alert you to this.
 - If we cannot immediately make contact with you then we will contact the person you have named as your family emergency contact.

If we still fail to make contact we then make a decision about contacting the Inclusion Project Coordinator, Social Care Department or the Police for support.

Family holidays during term time

Advice from the Scottish Government is that holidays taken during the school session, other than in exceptional circumstances, should be considered as **unauthorised absences**. Parents need to inform the school about such holidays using the 'Pupil Absence Request' form which can be sought from the School Office. Each case will then be considered on its merits.

When things are going well



East End School has an open door policy, which means that parents/carers are welcome in the school at any time to support us with children's learning; to meet with a member of staff; or to make an enquiry about a specific matter. If however, parents wish to discuss something in depth it is better to make an appointment for a time when the Teacher is free. At East End, our staff are generally able to meet very promptly, usually at the end of a school day. If issues remain unresolved

then an appointment can be made with a member of the Senior Management Team. The best way to do this is by contacting Mrs Agutter on 01343 542381.

We are also interested to know when things are going well. This helps us to plan for future learning and activities within the school.

If you have been into school to help out, you will be encouraged to let us know how went and what you think was particularly successful. Again, you can speak directly to a member of staff about this or you can e-mail the school.

Your feedback is very valuable to us.

Enrolment and Transition

Starting Primary 1

The intake of Primary 1 children takes place in August each year and children. If your child is five years old on or before 14th August 2024 or they turn five between 14th August 2024 and 28th February 2025, they are eligible to start school in August 2024. If your child's fifth birthday falls between the first day of the school term in August and the last day of the following February, you may choose to defer entry. We would recommend you discuss this decision with your child's pre-school teacher. In addition, if your child is born after the cut-off date for enrolment, you have the right to request that they are admitted to school early. Each early entry request is treated individually.



Registration week for P1 takes place in the January before your child is due to start school. Information about the registration week for 2024 is available through the Moray Council website or our school office. Children must be enrolled into their catchment school. In January, a notice is placed in the local newspapers to inform parents about when and where to enrol their child.



At East End School we offer a number of opportunities for parents and children to visit the school, to meet staff and to find out about the curriculum we offer as part of our 'Induction to School' programme. You will be invited to a series of induction meetings in May / June 2024, where you will receive an induction booklet and information pack and given helpful advice on ways to prepare your child for P1. You and your child will also meet our Senior Management Team, a current P1 Teacher and the Home-School Link Worker and/or Inclusion Project Coordinator, other boys and girls who will be starting school and their P6/P7 buddy. There will also be opportunities for you to have a tour of the school and for your child to spend

some time in a P1 classroom, taking part in variety of fun learning activities.

New pupils transferring from another school

We are always happy to welcome new children and their families. Please contact the school to arrange a visit to look around, visit classes at work and meet some of the staff.

It is helpful if records and work from your child's previous school are available to help us to ensure continuity of learning. We usually suggest that unless, there are any major concerns, children are allowed a few weeks to settle. After this we encourage parents to arrange a meeting with the class teacher to discuss progress.

Moving to Secondary School



As we are one of the 5 Primary School's based within the Elgin Associated School's Group (ASG), most children at East End transfer to Elgin Academy at the end of P7. There are a series of information meetings for parents and pupils held during the latter part of P7 and Guidance staff from the Academy meet with children in school too.

There are induction days at Elgin Academy when children can familiarise themselves with the school and pupils are well supported to help ensure a smooth transition. Where appropriate, additional transition support can be arranged. Head Teachers in the Elgin Academy ASG meet on a regular basis to discuss, amongst other things, transition and the Curriculum. Some families may opt to move their P7 child to Elgin High School rather than Elgin Academy. An indication of which secondary school your child will move to is made in Term 2 of Primary 7.

Elgin Academy Contact

Head Teacher	Mr Kyle Scott
School Address	Elgin Academy, Morriston Road, Elgin, IV30 4ND
School Telephone Number	01343 543 485
Email	admin.elginacad@moray-edunet.gov.uk

East End School and its Community

We continue to develop our Curriculum in line with new legislation and advice from Education Scotland and a big part of this is reviewing how we involve the Local Community in our work, in order to enrich the children's learning experiences. We have a historical link with Anderson's Care Home which is based next door. The residents invite our P1 children to a special Halloween Party each year and residents are welcomed into our school for concerts and special assemblies.

The local Elgin Library is a short walk from the school and Teachers use this facility as much as possible with their classes.

East End School also works closely with Forest Schools and Coastal Schools in order to provide wonderful outdoor learning experiences within the local area. Through these experiences, the children develop their awareness of the very rich environments which surround them here in Moray.

Parental Involvement Opportunities

You are welcome to contact the school office to request an appointment to speak to a teacher or another member of staff at a mutually convenient time. Staff at East End are always willing to give of their time to discuss your child, but please understand that all staff have training and meetings to attend and it may not always be possible to meet with you on the same day. **However, urgent matters will always be dealt with promptly.**

We encourage parents/carers and members of the local community to volunteer within the school, and we have an ever-growing 'band of volunteers'. Please note that if you volunteer on a regular basis then you will be required to complete a 'Disclosure Scotland' PVG check. Volunteering activities can range from helping in the library, reading with children, assisting on trips, to making toast on Toastie Fridays. It may be that you have a particular skill that you would like to show or teach to the children.



If you would like to offer your services then please contact the school to make an appointment to meet with one of our Senior Management Team, who will be happy to meet with you to discuss this further.

As parents/carers, we ask you to take an active interest in all that your child does and to support us in maintaining the standards set by the school. We also offer Open Afternoons to share what learning and teaching looks like at East End School, how we encourage achievement and how you at home can support us in raising attainment.

Homework

We regard homework as an integral part of learning and we ask that you encourage your child to complete tasks and to return them on time. Try to make some quiet time to discuss learning with your child, and do not hesitate to add any comments you have about their learning, when you sign the homework task.

Children usually have Reading, Spelling and Numeracy homework on a weekly basis and other tasks where appropriate.

Our Homework Policy is regularly reviewed in order to gauge the views of children, parents and staff about the policy.

Partnership with Parents/Carers

We welcome and value the feedback from our parents/carers. Your views are sought on a variety of school developments on an on-going basis as improvements are made.

Parents/Carers are also encouraged to be involved in working groups when we are reviewing policies and developing our Curriculum.

Parent Council

East End School has a strong Parent Council which organises fundraising events, helps review policies etc. and encourages parents/carers to become more involved in the 'life and work' of the school. The group meets regularly throughout the school year and we are always happy to welcome new members to the group.

Information for Parents and Carers

A series of leaflets has been produced by Education and Social Care for Parents and Carers. These leaflets are available in the school foyer, or from the Moray Council website. The Moray Council has produced a 'Notes for Parents and Carers' booklet,

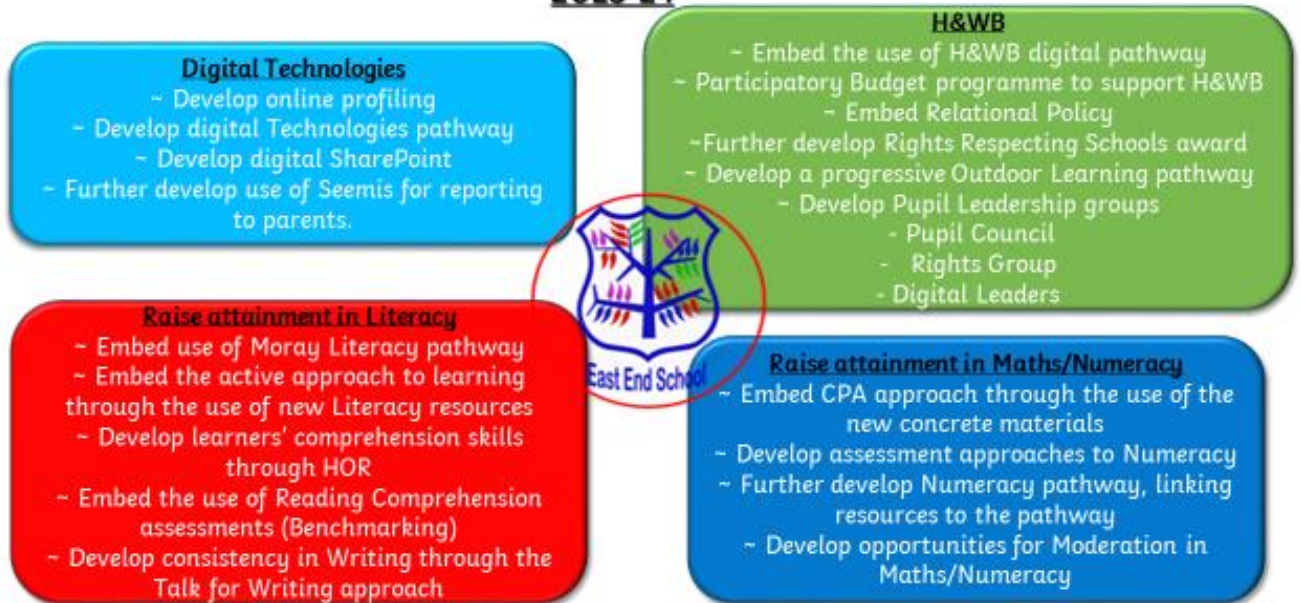
<http://www.moray.gov.uk/downloads/file90404.pdf>

This is designed to provide essential information about the education system in Moray and also details specific areas of government legislation which may relate to your child's experience at school. This is also available in other languages.

School Improvements

Full details can be found in our '*School Improvement Plan*' on our school website. Each school must produce an annual School Improvement Plan detailing the improvement objectives and actions for that session. At East End School, the School Improvement Priorities for this year include:

East End Primary School School Improvement Plan 2023-24



East End School's successes throughout the year

Full details can be found in our '*Standards and Quality Report.*'

Achievements are celebrated regularly. We do this at our SHARE Superstar assemblies where achievements from out with and within school are recognised and photographs of these achievements are then displayed on our PROUD trees in the main reception/hall area. We invite the local press in to school to take photographs of achievements/special occasions and we display photographs and mention particular achievements in our various communications with parents.



The children also receive acknowledgement of their successes and achievements from their individual class teachers through, for example, certificates, stickers, Class Dojo points etc. This year we continue to experience success and achievement:

- We work closely with 'Active Schools' who organise and run a variety of training and sporting events such as cross country, orienteering, bikeability and Jog Scotland.
- We enter local competitions such as the Rotary Quiz and Moray Music Festival.
- We organise charity fundraising events in order to raise funds for the school.
- Each class hosts a class assembly once a year to showcase their learning. Families are invited into school to watch these.
- We hold open evenings / afternoons for parents.
- We continue to benefit from a range of very successful fundraising events held in conjunction with our Parent Council.

Reporting to Parents

We do this in many ways throughout the school year, both formally and informally, in order to give parents a real and current insight into their child's progress.

- In Term 1, parents/carers will be invited to a 'Meet the Teacher' session. This is an opportunity for families to meet their child/ren's new class teacher(s) and discuss the plan for the year ahead.
- In Term 2 and 4, parents/carers will be invited to a parent/teacher meeting. We invite you and your child to attend this meeting to review progress towards learning targets.
- In Term 3 parents/carers will be sent an annual report that highlights what's working well in class and what your child's next steps are.
- Class Dojo is used as a way to Profile your child/ren's learning and keep parent/carers up to date with any school messages. We also take the opportunity to include photographs and information about class work on our school website and Twitter page.
- Parents/carers receive a monthly Head Teacher Newsletter, which highlights that month's achievements and provides information and dates for upcoming school events.

Positive Relationships at East End School

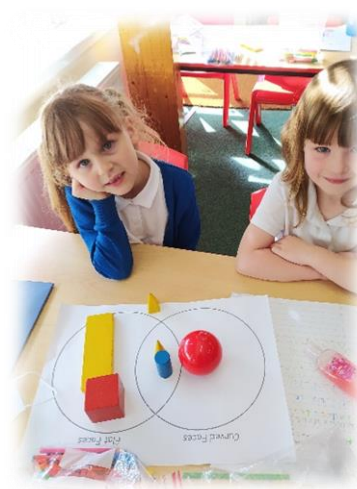
Solution Oriented School (SOS)

East End School is a 'solution oriented' school which means that when things go wrong, everyone involved has to work together to find a solution. Children are asked to treat others as they would like to be treated themselves.

All staff are trained in Emotion Coaching and Zones of Regulation. Children are encouraged to use the language and strategies associated with these in order to support emotional regulation.

Positive playground play is emphasised and we expect high standards of behaviour and respect inside and out. There is adult supervision in the playground at break and lunch times to reinforce the positive play message and to monitor behavior. Pupils are asked to talk to a member of staff about matters that are not resolved or which are causing distress.

Primary 6 pupils are trained as 'Play Leaders' and support the other children on the playground by promoting positive play and introducing a wider variety of games.

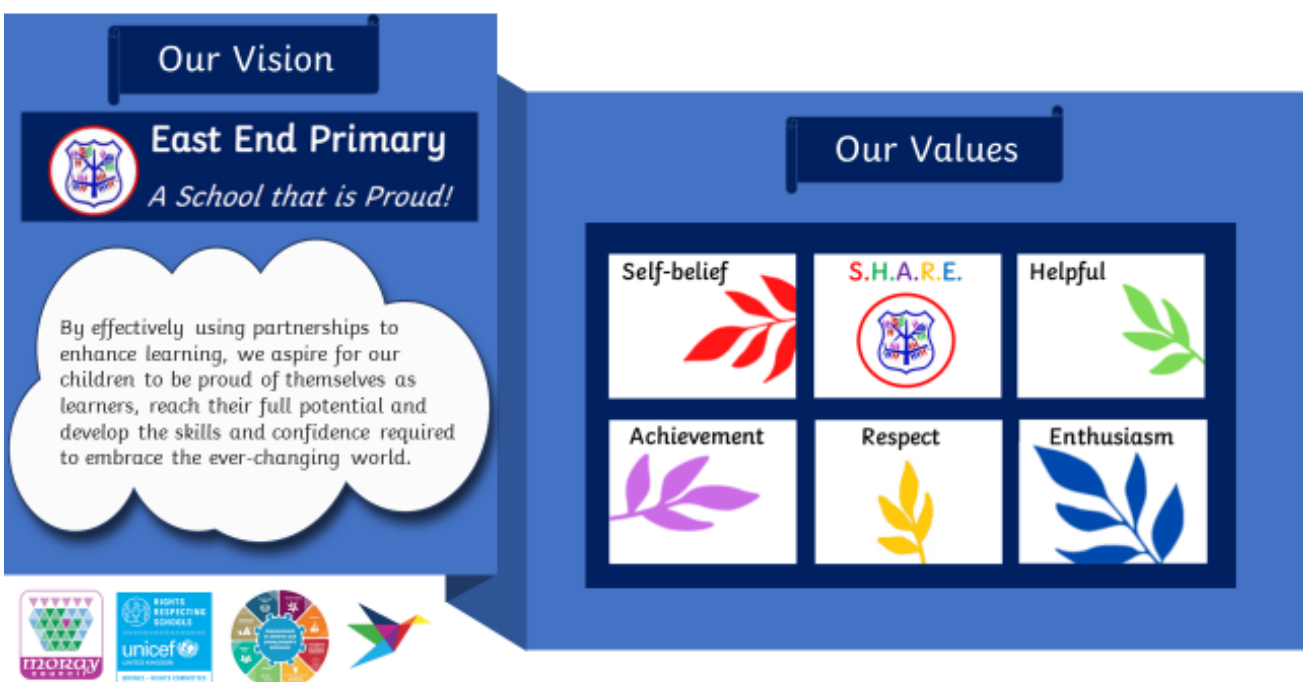


Positive Relational Policy

In line with the United Nations Convention of the Rights of the Child (UNCRC), the Positive Relational Policy at East End Primary has been created to ensure that we:

- Provide a well-organised and secure environment
- Be approachable, fair and considerate towards pupils and their issues
- Apply a consistent behaviour management programme
- Praise and reward effort and achievement
- Realise our vision: East End School. Where innovation is welcomed by imaginative staff to inspire pupils.
- Find opportunities for pupils to succeed and to take responsibility.
- Refer to our school vision, values and aims at all times.

These are:



We encourage children to be honest about their role in any situation and we emphasise that if we withhold the truth we can only make a bad situation worse for everyone involved.

When a child's attitude or behaviour is giving cause for concern, parents will be contacted at an early stage to discuss strategies to support the pupil. Although a positive approach generally works, when this fails, sanctions will be enforced.

Incidents involving violence, dangerous weapons, drugs or alcohol are reported immediately to Education and Social Care and the Police may also be involved.

Our Relational Policy, which is reviewed annually, lays out expectations for behaviour across our whole school community.

Bullying

Incidences of potential bullying are taken very seriously. We try to help children to resolve any issues that arise and you are encouraged to contact the school promptly if there is a matter causing your child concern. Time is spent in class and at assemblies discussing friendships and what to do when things go wrong, including bullying. Please note that confirmed incidents of bullying are logged in Pastoral Notes for the children concerned. Leaflets and further information on Bullying, Disability Discrimination and Race Equality is available from the Moray Council. At East End, we follow The Moray Council's *Building Better Relationships, Anti-Bullying Guidance*, which is available to all parents/carers on request.

Approaches to Learning

Play



East End continues to develop a Play-based approach to learning, starting with the Early Years. Children are provided with daily opportunities to develop skills through Play and reinforce previous learning, allowing them to transfer new skills / knowledge into new areas of learning. Through Play, children are encouraged to develop the vital skills of:

- Communication
- Creativity
- Employability

- Interpersonal
- Leadership
- Self-Management
- Teamwork
- Thinking

Along with daily opportunities for Play being offered in the classrooms, children are also very lucky to have access to an Active Play Open Area which is full of a variety of Play opportunities for them to enjoy.



Active Learning



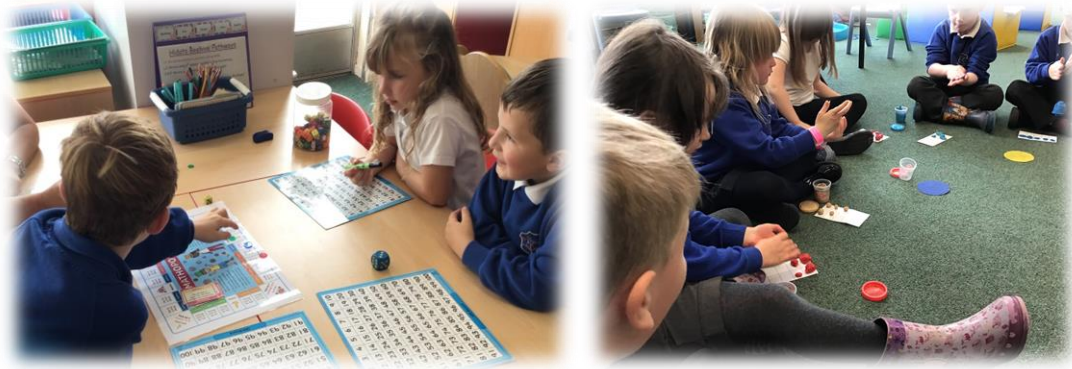
Active learning is learning which engages and challenges children's thinking using real-life and imaginary situations. It takes full advantage of the opportunities for learning presented by:

- spontaneous play
- planned, purposeful play
- investigating and exploring
- events and life experiences
- focused learning and teaching

All active learning is supported when necessary through sensitive intervention to support or extend

learning. All areas of the curriculum can be enriched and developed through an active

approach. At East End, children are provided with daily opportunities for active learning in order to engage and support learners.



Outdoor Learning



Outdoor learning experiences offer opportunities for children to develop skills such as communication, problem solving, information technology, working with others and thinking. Learning in the outdoors can also make significant contributions to literacy, numeracy and health and wellbeing. In literacy there are opportunities to use different texts: the spoken word, charts, maps, timetables and instructions. In numeracy there are opportunities to measure angles and



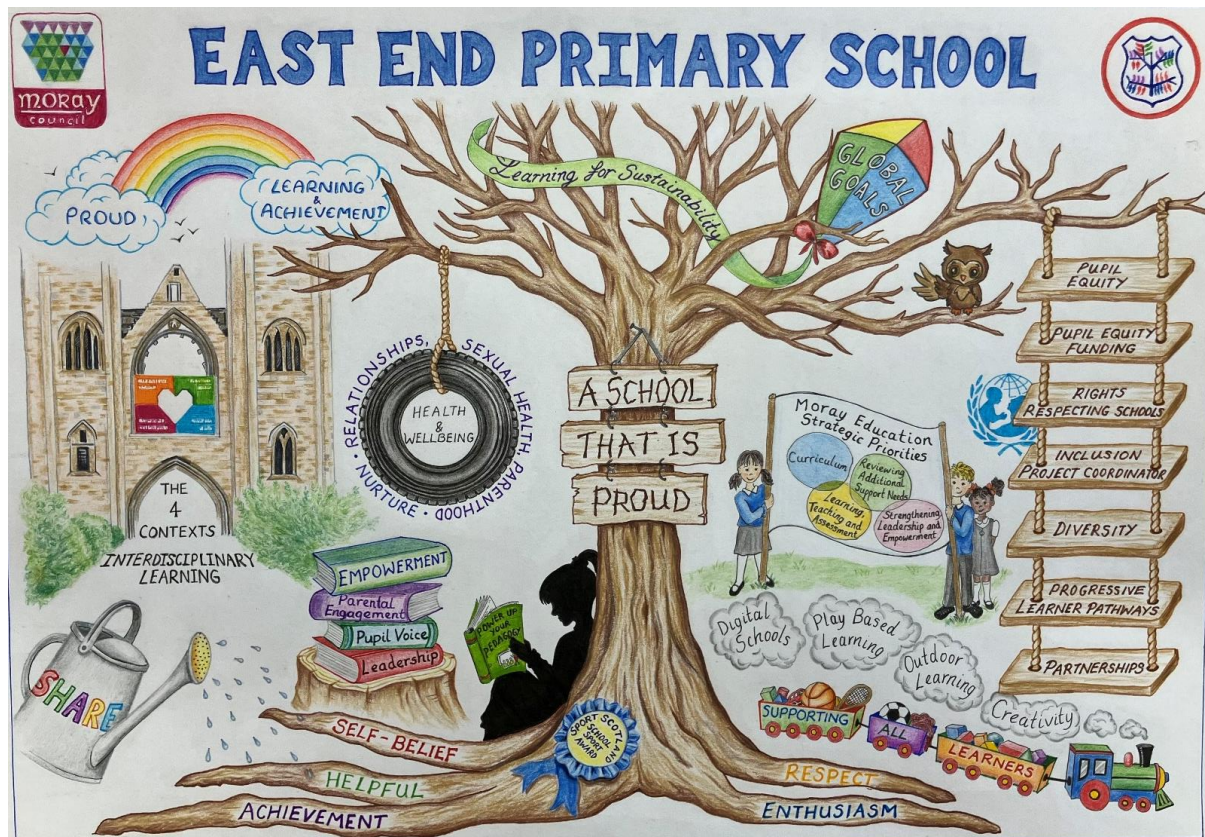
calculate bearings and journey times. In health and wellbeing there are opportunities to become physically active in alternative ways and to improve emotional wellbeing and mental health. Therefore, outdoor learning allows learners to deepen and contextualise their understanding.



Digital Learning

Digital technologies enriches the learning experience for our children at East End. Learners have daily access to online educational sites as well as online learning profiles. Every learning area at East End is equipped with an Interactive Smart Board and a range of technologies are used to support and enhance learning.

Our Curriculum at East End



About Curriculum for Excellence (CfE)

This is the curriculum in Scotland for all children and young people aged from 3-18 wherever they are learning. It aims to raise standards and to promote achievement for all, enabling young people to develop the skills, knowledge and understanding they need to succeed in learning, life and work, in a fast changing world.

“Curriculum for Excellence places a focus on learning which encompasses

- The ethos and life of the school
- Curriculum areas and subjects
- Interdisciplinary learning
- Opportunities for personal achievement”

(Building the Curriculum 3, June 2008)

Its purpose is often summed up as helping children and young people to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors.

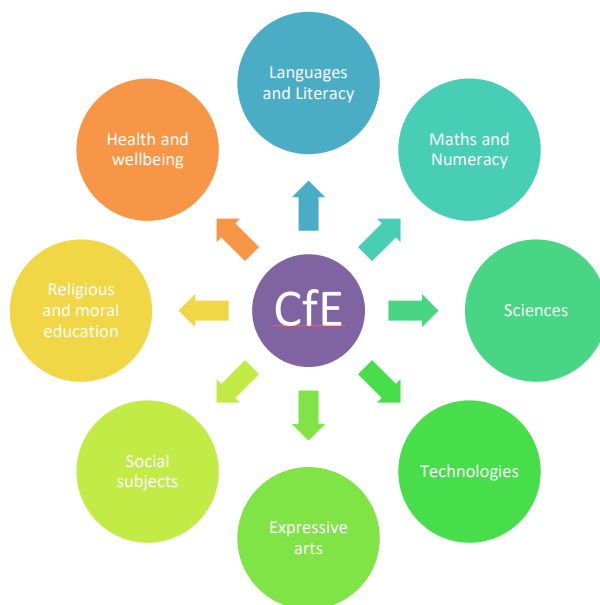
These are referred to as the four capacities.

Curriculum for Excellence is **not** a 'one size fits all' curriculum. It provides greater personalisation and choice to make learning relevant. Professionals are encouraged to teach creatively; to work together across the school and with other schools; to share good ideas; to explore learning together.

Curriculum Levels describe the progression in learning and development of children and young people from age 3-18 years. In brief, these are:

Explanation of Levels	
Early	The pre-school years and Primary 1, or later for some.
First	To the end of P4, but earlier for some.
Second	To the end of P7, but earlier for some.
Third and Fourth	S1 to S3, but earlier for some.
Senior Phase	S4 to S6 and college or other means of study.

Curriculum Areas



English and Literacy

The language framework within Curriculum for Excellence is organised into 3 parts:

- Listening and Talking
- Reading
- Writing

Listening and Talking

Activities are planned which will encourage children to listen and talk individually or in groups for a variety of purposes and



to respond to what they have heard. This is done through activities such as play, drama, debates, whole class and group discussions, concerts, presentations and assemblies.

Reading

Reading activities focus not only on the mechanics of reading but also on the understanding (comprehension) of the text/story. A great emphasis is put on reading for enjoyment and classes are provided with regular opportunities to visit the school and local libraries.

Writing

We encourage children to write regularly and in a variety of contexts and genres. They are taught a range of strategies to enable them to write effectively, include relevant information and showcase their technical writing skills such as spelling, punctuation, grammar and presentation. We use class themes and children's experiences to inspire us.

Modern Languages in Primary

We offer French to all our pupils and the main emphasis is on spoken word. Opportunities for this learning are planned through specific focus lessons and also through every day language routines in the classroom such as register, counting, the weather etc.

Maths and Numeracy

Mathematics is important in our everyday life. It equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

The mathematics framework, within Curriculum for Excellence is organised into 3 parts:

- Number, money and measure
- Shape, position and movement
- Information Handling

At East End, we offer children the opportunity to solve problems, develop logical reasoning and think creatively, which are essential life skills.

In our everyday lives we will regularly be required to use our numeracy knowledge and understanding, for example to estimate, use number processes, work with fractions and percentages, manage money and time, make measurements and read information from charts and tables.

Children acquire new skills and knowledge more easily when actively involved in their learning. Therefore at East End, the Maths and Numeracy curriculum is taught through a variety of approaches which includes active learning and planned purposeful play; talking about strategies and children explaining their thinking; use of iPads, computers and Smartboards and opportunities to apply new learning across the curriculum.

The ability to calculate in your head is an important part of mathematics. Therefore, at East End we place a great deal of importance on developing a range of mental strategies.



Health and Wellbeing

Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future. This learning helps the children make informed decisions in order to improve their mental, emotional, social and physical wellbeing and to pursue healthy lifestyles now and in the future.

The health and wellbeing framework is organised into four parts:

- mental, emotional, social and physical wellbeing
- physical activity and sport
- planning for choices and changes
- relationships

At East End School children are provided with opportunities to learn about health and wellbeing through specific focused lessons and also as part of cross curricular learning. This learning is supported by working with groups and individuals within our local community such as the Elgin Youth Café, Elgin Library, the school nurse, other health professionals and emergencies services.

We are fortunate to have an extensive playground area and we take advantage of this vast outdoor learning space. Pupils are given regular opportunities to take part in enjoyable, creative, challenging and adventurous activities. We also take advantage of our local park, woods and beaches. Outdoor learning experiences are often remembered for a lifetime.



Sciences

As a society, Science has played a significant role in our past and will indeed in our future. Science education at East End Primary School aims to equip learners with the skills they need to succeed and flourish in this new world of scientific opportunity.

Through learning in the Sciences, children develop their interest in, and understanding of the living, material and physical world using the clearly identified organisers of:

- Planet Earth
- Forces, electricity and waves
- Biological systems Materials
- Topical Science



Technologies

Learning in the technologies is vital for children in the 21st Century. It helps children to be informed, skilled, thoughtful, adaptable and enterprising citizens

The technologies framework at East End has 5 organisers:

- Digital literacy
- Food and textiles
- Technological developments in society and business
- Craft, design, engineering and graphics
- Computing science

We have extensive provision for Technologies at East End and the children use this to enhance their learning using, for example, laptops, notebooks, iPads, PCs, Interactive Whiteboards and programmable toys.

Expressive Arts

By engaging in experiences within the expressive arts, children and young people will recognise and represent feelings and emotions, both their own and those of others. The expressive arts play a central role in shaping our sense of our personal, social and cultural identity. Learning in the expressive arts also plays an important role in supporting children and young people to recognise and value the variety and vitality of culture locally, nationally and globally.

The framework in Expressive Arts is delivered through:

- art and design
- dance
- drama
- music

The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

At East End, children learn these skills through opportunities such as Scottish Country Dancing, Street Dance, Drama Club, Class Assemblies and whole-school Christmas shows. Children in Primary 5 learn to play the recorder, whilst Primary 6 and 7 children extend their music knowledge by learning to play the ukulele. Children are also provided with singing opportunities across the school with Community Singing for Primary 1-5 and singing lessons with a music instructor for Primary 6 and 7. Music instruction is also offered in strings and drumming.



Social Studies

Through social studies, children and young people develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they also develop their understanding of their environment and of how it has been shaped.

The social studies experiences and outcomes have been structured under the three main organisers:

- people, past events and societies
- people, place and environment
- people in society, economy and business.
- At East End, most of the Social Studies curriculum is taught through a context for learning (topic/theme). Information about this is provided through the termly class newsletters. Some topics require visits to places of interest while others may involve the class inviting in members of the community and other speakers to talk to the pupils and share their experiences. Teachers are encouraged to use the local environment around Elgin as much as possible to enhance the learning.



Religious and Moral Education (RME)

Religious and moral education enables children and young people to explore the world's major religions and views. Through developing awareness and appreciation of the value of each individual RME supports them in developing and reflecting upon their own values. Learning can be enhanced and made explicit through visits to local places of worship as well as through festivals and celebrations.

The Religious and Moral Education framework is organised into 3 parts:

- Christianity
- Other World Religions
- Development of beliefs and values

Assemblies are held weekly in our school. We use these not only for religious observance but also to promote sound moral values and to celebrate success and achievements.

Our school chaplain, Colin Morrison, joins us at our whole-school assemblies regularly throughout the year. Each class are also invited along to his church (Free Church, South Street) to join him and members of his congregation in fun activities relating either to Harvest or Easter celebrations. If parents/carers do not wish for their child to take part in this area of the curriculum, they must let the school know in writing.

Assessment

Assessment is a central part of everyday learning and teaching for every teacher and pupil. Curriculum for Excellence focuses on developing a range of knowledge and understanding, skills, attributes and capabilities that children develop across a range of contexts. This means that assessment involves a broad range of approaches that allow children to demonstrate what they know, understand and can do.

At East End, in order to ensure children are making progress across all aspects of planned learning, children take part in assessments that focus on literacy and numeracy across the curriculum.

Assessments take the form of observations, teacher's professional judgement, based on how much progress the child is making within the level they are working, as well as more standardised assessments at specific points throughout their time at Primary School. Standardised assessments include PIPS INCAS assessments in Reading and Maths and SNSAs in Primary 1, Primary 4 and Primary 7, which are used nationally. All of these standardised assessments are delivered using laptops, iPads or PCs and are designed to reflect the way we deliver the curriculum in a fun way.

Pupils are increasingly involved in the assessment process, which means that they can take ownership of their own learning progression. They do this by:

- **Self-assessment** - what has been successful and what needs improvement.
- **Peer assessment** - helping others appreciate what is good about their work and what needs developing.
- **Personal learning planning** - pupils, teachers and parents work together to develop planning for the child's next steps in learning.

Support for Learning / Additional Support Needs

Children do not all progress at the same rate and differentiated activities within each classroom are provided by the class teacher. Some children require an additional input from our Support for Learning Team (SfL) or Home School Link Workers (HSLW) in order to access the curriculum successfully. Children may be supported either individually or in

small groups, sometimes within the class and sometimes in another room or even outside on the playground.

When a child has been identified as requiring additional support, parents will be notified and invited to come in to school to discuss the matter with the class teacher and/or the Support for Learning teacher. Some children may only need additional help for a short period of time whereas others may have a longer term requirement.

Some children will have an IEP (Individualised Educational Plan). This will be planned by the class teacher and Support for Learning staff together. The IEP will be shared with parents and the programme will be monitored and updated on a regular basis. Other children may have a Learner Profile and Strategies (LPS). This outlines individual barriers to learning and strategies that the school uses to support them.

A few children may have either a Behaviour Support Plan (BSP) or a Five Point Plan. If a child needs one of these then they will be planned with parents, the Support for Learning team and often the Senior Management Team.

Staff work in partnership with other agencies such as Speech and Language Therapy (SALT), Early Years Education Service (EYES), Educational Psychology (EP), Social Work (SW), English as an Additional Language (EAL), Sensory Education Service (SES), Occupational Therapy (OT), Health Visitors (HV), School Nurse and Child Smile, to name but a few. Our Home School Link Workers (HSLW) work part time between us and other local schools to help support children and families in their home and school environments.

Where necessary, multi-agency meetings, called Child Planning meetings, will be held. At these meetings, parents, school staff and other agencies work together to discuss issues/concerns, what's working well and plan future actions to help support the child. Children are aware of these meetings and are given the opportunity to put their views forward too.

Parents who have concerns about their child's progress should make an appointment to discuss the matter with the class teacher in the first instance. Parents can also access more information through '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: 0345 123 2303
- Email enquiry service: info@enquire.org.uk
- Advice and information is also available at: www.enquire.org.uk
- A range of clear and easy to read guide and fact sheets including: The parents' guide to additional support for learning.

Getting It Right for Every Child (GIRFEC)

The *Getting it Right for Every Child* approach ensures that *anyone* providing support puts the child or young person – and their family – at the centre. Getting it Right for Every Child (GIRFEC) supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe and respected so that they can realise their full potential.

Most children and young people get all the help and support they need from their parent(s), wider family and community but sometimes, perhaps unexpectedly, they may need a bit of extra help.

GIRFEC is a way for families to work in partnership with people who can support them, such as teachers, doctors and nurses.

The Wellbeing Indicators

At home, in school or the wider community, every child and young person should be:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

These eight factors are referred to as the Wellbeing Indicators. These Wellbeing Indicators help make it easier for children, families and the people working with them to discuss how a child or young person is doing and if there is a need for support.

Further information on *GIRFEC* and the Wellbeing Indicators is available at:
<http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

The Named Person Service

In order to support *GIRFEC*, all children have a Named Person. The Named Person ensures that there is someone responsible for helping them get the support they need if and when they need it.

A Named Person will be a clear point of contact if a child, young person or their parents want information or advice, or if they want to talk about any worries and seek support. 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.

As each child grows up, their contact will change, with support usually provided by a:

- Health Visitor from birth to school age
- Head Teacher or Depute Head during primary school years
- Head Teacher, Depute Head or guidance teacher during secondary school years

While at East End Primary, your child's allocated Named Person is the Head Teacher, **Mrs Ducrocq**.

During holiday periods, the Named Person Service for school aged children is managed by the local authority centrally. The Duty Named Persons can be contacted through general enquiries line on 01343 563374 or via email: educationandsocialcare@moray.gov.uk.

Practical 'day to day' Information

Visitors to the School



The school has a secure door entry system. All visitors to the school must report to the school reception to sign in. We request that regular volunteer helpers in school complete a PVG (Protection of Vulnerable Groups) form, available from reception.

Arrival and Playtime Procedures

It is important that children arrive in time for school, but we discourage children arriving too early especially in cold or wet weather. Children are supervised in the playground from 8.50am. **Five to ten minutes before the bell is the best time to arrive in the morning.** For safety reasons children are not allowed to leave the playground at interval or after returning to the playground from lunch. Parents should inform the school if normal home time arrangements are changed.

We request that games and play equipment (for example, balls) are not taken into school from home. Small play equipment is provided by the school each lunchtime for the children to use.

School Lunches



Meals are cooked on the school premises. At the start of session, parents are advised about the cost and provided with a copy of the six weekly meal plans. In addition, the weekly menu is displayed at the dining room door.

Children can purchase tickets from 8.30am – 9.00am at the hatch at the main entrance.

Payment for lunches can also be done electronically through 'ipay impact' which is

accessed through your Moray Council 'MyAccount'. Each child is given a unique reference number to allow registration to this system. Any queries about this should be directed to the School Office.

If you would rather that your child takes a packed lunch to school then there is provision for this option. Your household income may mean your child is eligible for free school lunches. If this is the case, then please refer to **Appendix A** to access information and a claim form from The Moray Council. Pupil Support Assistants are in attendance at lunchtime, supervising the dining hall for those having school lunches and packed lunches.

Uniform

We are very proud of the fact that children at East End wear their school uniform almost all of the time. Although we cannot insist on this, we actively encourage everyone to wear it. The recommended uniform is as follows:



- Grey or black trousers / skirt or pinafore
- Blue sweatshirt / cardigan
- White shirt / polo shirt
- Suitable shoes
- Indoor PE kit: plain t-shirt and shorts (not football strips), indoor gym shoes
- Outdoor PE kit: outdoor trainers, t-shirt, jogging bottoms and plain hoodie/sweatshirt.

Sweatshirts and polo shirts with the school logo are available to order from the school office as well as fleece jackets and homework folders. Local retailers also stock these items without the school logo on them. Please ensure all clothing is clearly labelled and your child can easily identify their own belongings.

Children are also asked to bring:

- Appropriately labelled sportswear for PE
- A PE bag for keeping their PE kit together in school. We recommend that your child's PE kit stays in school and is taken home during holidays for washing. Earrings should be removed (or covered) for PE and long hair must be tied back.
- An old shirt for Art and Craft
- A water bottle (water only, not juice).
- Two water fountains are available in the school to refill bottles.
- Homework folder. This is supplied by the school for P1 and P4 and should last during your child's time at East End. Should a new one be required this can be purchased from the school office.
- Jacket / Coat
- Accessories: A warm hat and gloves in cooler weather and in warmer weather a sun hat and sun cream. Sun cream should be applied at home before your child leaves for school and only if your child can apply should they take the bottle of lotion/spray to school for additional application.
- Snack: break times are fairly short so please give your child a small, healthy, easily managed snack. Our canteen offers a selection of fresh fruit and scones as well as fruit juice for a small price each day
- We ask that pupils do not wear jeans or items of clothing displaying slogans. Jewellery and valuables should be left at home.

You can apply for a clothing grant for your child if you are receiving certain benefits such as (see Appendix A):

- Income Support
- Income Based Jobseeker's Allowance
- Child Tax Credit, but not Working Tax Credit, and your annual income is less than £16,105 (as assessed by the Inland Revenue)
- Child Tax Credit and Working Tax Credit, with an income below the threshold for receipt of maximum Working Tax Credit (currently set by the UK Government as £6,420)

If you are between 16 and 18 years old and receive any of these benefits in your own right, you can apply for a clothing grant yourself. You may also be eligible if you are an asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999.

Transport

We encourage families to be as active as possible by the means in which they arrive at

school. We have a bicycle shelter which provides some spaces for bicycles and scooters (please provide your own lock and remember to wear a helmet). Any child living more than two miles from the school is entitled to transport if the family live in the school's catchment area. Unless there are special circumstances, children living out with the zone are not entitled to transport. To claim entitlement, please refer to Appendix A for information on how to request an application form.

Parking at School

As we are situated in a busy part of Elgin, the streets around the school have limited parking. Unfortunately parking on the grounds is unavailable for parents and provides only limited spaces for staff and visitors.

In order to ensure safe flow of traffic (no parking) we recommend that those children who are being driven to school are dropped off inside the school gates and parents continue to drive their car to the exit. Please note that if you choose this option then your child should make their way onto the playground to play with the other children. No supervision from the school is available at this time of day.

If you wish to stay with your child on the playground until the 9am bell (we recommend this for P1-3 children) then we advise that you either walk, bicycle, scooter etc. to school or consider park and stride by parking slightly further away from the school and then walking the remainder of the journey. These are fantastic options in order to promote a healthy lifestyle in your child and are encouraged by the school.

Emergencies and Severe Weather

Pupils will never be sent home from school, for any reason, 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. A Data Capture form for this information is issued for parents to complete at the start of each session. If a decision to close the school is taken by the Head Teacher, due to adverse weather conditions etc, the following information points are available to you:

- **Moray Council Website** (Service Status) Information on closures can be found at: <https://secure.moray.gov.uk/mcalerts/portal>
- **School Information Line:** Contact the school's automated information line for recorded information on school closures. **0870 054 9999 PIN 031220**
This system can also be used to report pupil absences to the school.
- **Radio:** Announcements for all closures will be made on local and national radio (Moray Firth Radio and BBC Radio Scotland)
- **Text:** A text may also be sent within school hours.
In times of severe weather we respect parents' decision should you wish to keep your child at home.

School Term and Holiday Dates

2023-2024

Autumn

In-Service Closure: Monday 14 August 2023
Term starts: Tuesday 15 August 2023
Term ends: Friday 6 October 2023
Autumn holiday: Monday 9 October 2023 -
Friday 20 October 2023

Winter

Term starts: Monday 23 October 2023
In-Service Closure: Monday 13 Nov 2023
In-Service Closure: Tuesday 14 Nov 2023
Term ends: Friday 22 December 2023
Christmas holidays: Monday 25 December 2023
- Friday 5 January 2024

Spring

Term starts: Monday 8 January 2024
Mid-term holiday: Friday 9 & Monday 12
February 2024
Term ends: Thursday 28 March 2024
Spring holiday: Friday 29 March 2024 (Good
Friday) - Friday 12 April 2024

Summer

Term starts - Monday 15 April 2024
May Day Holiday: Monday 6 May 2024
In-Service Closure: Thursday 16 May 2024
In-Service Closure: Friday 17 May 2024
Term ends: Friday 28 June 2024

2024-2025

Autumn

In-Service Closure: Monday 12 August 2024
In-Service Closure: Tuesday 13 August 2024
Term starts: Wednesday 14 August 2024
Term ends: Friday 4 October 2024
Autumn holiday: Monday 7 October 2024 -
Friday 18 October 2024

Winter

Term starts: Monday 21 October 2024
In-Service Closure: Monday 11 November 2024
In-Service Closure: Tuesday 12 November 2024
Term ends: Friday 20 December 2024
Christmas holidays: Monday 23 December 2024
- Friday 3 January 2025

Spring

Term starts: Monday 6 January 2025
In-Service Closure: Thursday 13 February 2025
Mid-term holiday: Friday 14 & Monday 17
February 2025
Term ends: Friday 28 March 2025
Spring holiday: Monday 31 March - Friday 11
April 2025

Summer

Term starts: Monday 14 April 2025
Good Friday holiday: Friday 18 April 2025
May Day holiday: Monday 5 May 2025
Term ends: Friday 27 June 2025

Plus 1 occasional day holiday to be agreed by 31
March 2024

APPENDIX A
Moray Council
Education, Communities & Organisational Development

Address: Council Office, High Street, Elgin IV30 1BX

Telephone: 01343 563374

Email: education@moray.gov.uk

Hours: 8.45am - 5.00pm Monday to Friday

Website: www.moray.gov.uk

Moray Council A-Z		
Active Schools	Telephone:	01343 563890
	Email:	Active.schools@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52055.html
Additional Support for Learning	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42567.html
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 education@moray.gov.uk
	Website:	http://schoolclosures.moray.gov.uk/ www.moray.gov.uk/moray_standard/page_53021.html
After School Clubs	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.moray.gov.uk/moray_services/page_44889.html
Armed Forces Families Information	Telephone:	01980 618244 (Children's Education Advisory Service)
	Email:	enquiries@ceas.uk.com (Children's Education Advisory Service)
	Website:	www.moray.gov.uk/moray_standard/page_100164.html
Attendance and Absence	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55580.html
Bullying	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52988.html
Childcare	Telephone:	01343 563374
	Email:	Childcare.info@moray.gov.uk
	Website:	www.scottishfamilies.gov.uk/
Children and Families Social Work	Telephone:	01343 554370 or out of hours emergency 03457 565656
	Email:	childrensaccessteam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_47606.html
Child Protection	Telephone:	01343 554370 or out of hours emergency 03457 565656 or 101 (Police Scotland)
	Email:	childrensaccessteam@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55497.html
Clothing Grants	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html
Data Protection	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_75569.html

Deferred Entry to Primary School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_52991.html
Disability Discrimination	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43019.html
Early Entry to Primary School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_56925.html
Early Learning & Childcare (pre-school)	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_42682.html
Education Maintenance Allowance	Telephone:	01343 563338
	Email:	EMAMoray@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_40540.html
Exclusion from School	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53001.html
Free School Meals	Telephone:	01343 563456
	Email:	revenues@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55486.html
Grants and Bursaries	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_43903.html
Home Education	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53000.html
Instrumental Instruction	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_53005.html
Placing Requests	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_49601.html
Racial Equality	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	http://www.moray.gov.uk/moray_standard/page_43019.html
School Meals	Telephone:	01343 557086
	Email:	schoolmeals@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55540.html
School Term and Holiday Dates	Telephone:	01343 563374
	Email:	education@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_55829.html
Transport (For Pupils)	Telephone:	0300 123 4565
	Email:	transport@moray.gov.uk
	Website:	www.moray.gov.uk/moray_standard/page_1680.html