Dundee City Council
www.dundeecity.gov.uk
CHANGING FOR THE FUTURE

School Handbook

Craigowl Primary School



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Section 1: Welcome and Vision

Dear Parents,
I am delighted that you are considering allowing your child to join us at Craigowl. We are proud to have a happy school with a positive and welcoming ethos which is now well established in the community. We believe that each child is an individual who brings with them unique talents, abilities and personalities which we can all value and benefit from. It is important as a school that we are all aware of what the school will offer the community; this is reflected in our vision which can be found on the next page. In order to achieve this we will work in partnership with you, as parents, and a variety of professionals from other agencies. We will value your support in all we do and we hope to be able to deal with all your concerns quickly and to your satisfaction.
In this booklet I have attempted to tell you about the school, hopefully answering many of the questions you may have, however if you have further questions or there is something you would like to discuss please do not hesitate to contact us.
I, and all of the Craigowl team, look forward to working with you and your child in the future.
Yours sincerely,
Gerry Munro
Head Teacher

Section 2: School Ethos

At Craigowl our vision is:-
To welcome, inspire and nurture everyone in our Craigowl community.
In our day to day work we strive to ensure that this vision becomes a reality and to create a positive ethos within the school.
We encourage and promote an ethos where all our children feel:
We are loved
We are loving
We are loveable

School Uniform
There is an expectation for all pupils to wear the correct school uniform. This helps us in our aim of encouraging children to take a pride in their appearance and to have respect for their school.
P1 - P7
Green jumper or cardigan with school badge
White shirt/blouse
Reversible jackets are also available in black.
Black or charcoal trousers/ skirt
Craigowl School tie
Black shoes
Green reversible jacket

All items of clothing should be labelled. This assists greatly in recovering lost property.

Section 3: School Information

School Address: 112 Laird Street, Dundee, DD3 9NY

Telephone: (01382) 307680

Email: craigowlprimary@dundeeschools.scot

Website: click here

Head Teacher: G Munro

Depute Head Teacher: B Brown

School Status: Non-Denominational

Pre-School to Primary 7

Chaplain/Parish Priest/Minister/other: School Chaplaincy

Nursery: 8.30am -2.30pm or 9.00am -3.00pm

compressed hours also available

Primary: 9.00am -12.15pm and 1.15pm -3.15pm

Office Hours The school office is open from 8:30am-3:45pm. Please help us by making routine telephone calls within office hours. Voicemail is available when the school office is unstaffed. Please leave a message and we will return your call as quickly as possible.

Class Organisation The organisation of classes may vary from year-to-year dependent upon certain factors such as the school roll and the number of teachers allocated to the school that session.

Primary Schools: Pupils may be in a straight class which comprises of pupils from the same stage e.g. all primary 2 pupils or they may be part of a composite class which comprises of pupils from more than one stage, for instance a class with some primary 2 and some primary 3 pupils.

School Policies are available on our website here

Section 4: Parental Contact

Details of how parents can communicate with the school.

Parents/Contacts can contact the school by telephone or email or by visiting in person (although it's best to call first to make an appointment so that whoever you wish to see can be available).

At Craigowl we believe that your child will gain the most from their education when school and home work together as partners. There are a number of ways you can be involved in your child's education and in the life of the school. These range from working with your child on their home learning tasks and attending Open Classroom and Shared Start events to assisting in classrooms, the library or office on a regular basis and helping out on trips. Whether you can help for a few hours every week or one hour once in a while we would love to hear from you.

You could also become involved in 'Parents for Craigowl' which is your representative body. They have as their purpose to work in partnership with the school to create a welcoming school; promote partnership between school, parents and the community; develop and engage in activities which support the education of children and to identify and represent the views of parents. A meeting will be held in September/October of each year when they will report on their activities in the previous year and new members can be elected/volunteer.

Parents for Craigowl can be contacted via the school office or via email at craigowl@dundeeparentcouncil.org

Section 5: School Improvement

Our School Improvement Report, also known as the Standards and Quality Report, is on our school website. Our School Improvement Plan can be found here

This report shows:

- the main achievements of the school over the last 12 months
- the trends and information which give the overall picture of how the school is performing including achievements at SCQF levels, other awards and any other significant achievements over the last 3 years
- how the school has improved standards in relation to literacy, numeracy and health and well-being

	Roll	Reading	Writing	L&T	LIT	Numeracy
P1 (Cfe Early Level)	21	68.2%	68.2%	77.3%	68.2%	68.2%
P4 (CfE 1st Level)	41	81.4%	79%	83.7%	79%	81.3%
P7 (CfE 2nd Level)	44	80%	68.9%	91.1%	68.9%	62.3%
Total	106	76.5%	72%	84%	72%	70.6%

These can also be found on our website along side our School Improvement Plan
More information regarding the school's performance at local and national level can be obtained at School information dashboard | My school | Parentzone Scotland | Education Scotland

Section 6: Extra Curricular Activities

Throughout the year the school offers the following clubs to children:

- Football
- Girls Football
- Dance
- Netball
- Eco Club
- Digital Club

Our pupils participate in many non-academic events throughout each school session. These include visiting our local churches and community centres. Football and Basketball festivals. We also have pupils take part in intergenerational work locally. We also have an Extra -time club in conjunction with Dundee West and the SFA.

Section 7: Attendance

Presence at school is a key feature of our school's improvement plans. Good school attendance ensures the education to which all children and young people are entitled. Parents/Carers and school working together helps to make presence a reality. Even 90% attendance still means that 10% of learning time has been lost – nearly twenty days across a full year.

If an absence is planned, e.g. a hospital appointment, please let the school know in advance.

If your child is ill and cannot attend school, please contact the school before, or as soon as possible after 9.00am on the first day of absence. This can be by telephone or via Parents Portal. A follow up note to school with your child on their return explaining the reason for the absence is welcomed. If your child is absent for more than three days, please contact the school again to update us.

If your child is absent and no contact is made by you, a text message will be sent from the school. If you have not contacted the school to say your child is absent but have received a text message, please contact the school as soon as possible.

If the school is concerned about your child's whereabouts, and there has been no explanation for an absence, a School Worker may arrange to visit you and your child at home (normally after three consecutive days of absence).

Dundee City Council asks that parents do not take children out of school for family holidays during term time. In accordance with Scottish Government guidelines, almost all holidays are recorded as unauthorised.

Our school attendance data is on our school website. We also have our own Attendance Protocol here

School attendance: a guide for parents is a government guide for parents about school attendance. It explains parental responsibilities with regard to children's attendance at school.

Section 8: General Information

The Schools & Learning pages on the Dundee City Council Website (go to www.dundeecity.gov.uk and choose Schools and Learning) contains a wide range of relevant information for Parents/Carers.

Enrolment & Placing Requests
Information on how to secure a school place for your P1 child, how P7-S1 transfer is managed, and how to change schools is on the DCC website at Enrolment and Placing Requests for Schools in Dundee.

School Clothing Grants
Information on eligibility and application is on the DCC website at School Clothing Grants.

School Meals
Information is on the Council's website at School Meals., including details of how to apply for free meals.

Children/young people eat in the dining hall, which is supervised by staff. Glass bottles/glass flasks should not be brought to school. In primary schools, pupils staying for school lunches or packed lunches should not leave the grounds during lunch time without adult supervision and are not allowed to leave the school grounds during intervals. In secondary schools, specific policies are listed on the school's website.

School Holidays
Holidays and In Service Closure Days are listed on the Council's website at School Term Dates.

Emergency School Closure
In exceptional circumstances the school may be unable to function normally eg in severe weather or with power or water failures. We shall do all we can to let you know about the details of closure and re-opening through the local radio, press, text messages and letters home. Primary children must be collected by an adult in the event of a closure during a school day.

Promoting Positive Behaviour
All Dundee schools encourage positive behaviour. Specific details for our school are available on the school's website. To ensure the safety and wellbeing of all, children and young people must behave responsibly within the school and in the grounds.

Accidents/Illness at School
If a child/young person has an accident or becomes ill at school, we will attempt to contact parents then will contact the nominated Emergency Contact. It is very important that Emergency Contact details are kept up to date – please inform us immediately of any changes via Parents Portal, by telephone or at the School Office.

Instrumental Tuition
Information is on the Council website at Instrumental Music Service.

Appointments
If your child has an appointment during the school day or needs to leave school for any other reason, please put this in writing. It's best if routine appointments could be made outwith school hours if possible. In the interest of safety, we cannot allow primary aged children to leave the school unaccompanied. If a primary aged child needs to leave school, they must be collected by a parent/carer/trusted adult from reception.

School Concerns and Complaints

If you want to talk to your child's teacher or a member of the senior staff, it is best to make an appointment. This ensures that the member of staff is available, that classes are not disturbed and that pupils' lessons are not affected.

To complain about any matter, please contact the school by telephone or by email, explaining as clearly as you can what you think is wrong. Your concern will be acknowledged promptly and the procedure for dealing with it will be explained to you. Please do not use platforms such as Seesaw to make complaints.

If you have made a complaint to the school and you are not satisfied with the outcome, you can have your complaint reviewed by an Officer in the Children and Families Service. This can be done by emailing children.families@dundeecity.gov.uk detailing your concerns.

Further details on the Council's complaints processes are on its website at Complaints to the Council.

Reporting to Parents/Carers

Throughout the year, teachers report to parents on the progress of the children in several ways, i
Parents' Evenings, Profiles, and written reports (e.g. at the end of the school year). Further oppor
for meeting with staff throughout the year are provided if required.

Transitions

When you child transfers from nursery to Primary 1, stage to stage within primary, from P7 to S1 or year to year from then on they will be supported during this process. School staff make every effort to ensure that important information about your child, their learning and progress and any additional support they require is communicated to the teacher at the next stage of learning and that parents are involved whenever necessary.

The school encourages parents to discuss these changes, and the Senior Leadership Team will be happy to meet with you to allay any concerns you may have over the new arrangements for your child.

Transfer to Secondary School

When your child is due to leave the school at the end of Primary 7, they will be allocated a place at their catchment school, based on home address.

The move from primary to secondary school can be a daunting step for pupils and parents. To make this time more comfortable, primary and secondary schools work closely together to provide a range of transitional activities throughout Primary 7. These include Primary School visits from secondary school staff and a 2-day visit to the secondary school where pupils follow a secondary school timetable. Around this time, secondary guidance and support for learning staff meet with the Primary 7 teachers to discuss the needs of the children.

Section 9: The Curriculum

Information about the school curriculum in Scotland can be found by clicking the Curriculum for Excellence tab at https://education.gov.scot/. This includes details of curricular areas, learning pathways, progression through levels, and assessment methods. A link to the Parentzone parent support website is also included. The Scottish Curriculum is in the process of being reviewed. Information on the Curriculum Improvement Cycle can be found here.

Additional specific details for our school are available on the school's website.

Religious Education and Religious Observance

Religious Observance Under current Scottish legislation, parents/carers may request that their child be withdrawn from activities like services or assemblies which are considered to be Religious Observance. This does not apply to curricular religious education, which remains mandatory. In line with children's rights legislation, the views of the child will be sought and considered within the decision-making process. The school will discuss any request with parents/carers and the pupil to ensure that appropriate arrangements are made. Suitable educational activities will be provided for any pupil not participating in Religious Observance. Families wishing to discuss this should contact the Head Teacher.

Sensitive Issues

Parts of our curriculum involve learning about issues which could be considered sensitive e.g. sexual health and relationships education or drugs and alcohol awareness. Whenever these topics arise, we will communicate as appropriate with home. On some occasions we may send a letter to raise awareness that specific issues are to be covered. On other occasions we will actively seek permission to include your child/children in a series of lessons. If any parent has any concerns over content, please to raise this with a member of staff.

Assessment

A variety of assessment takes place in every classroom, every day. Teachers use these assessments to record pupil progress, inform next steps in learning and identify strengths and developmental needs. Through observations, discussions and the tasks the learners undertake, a profile of the pupil's progress is collected to evidence their learning. This is added to as the pupil moves through the school system. Pupils are given feedback about their learning and are helped to see how they can improve and what they need to practise.

Pupil performance is also measured using standardised assessments. These allow measurement of value added by the school as well as giving diagnostic profiles of pupils' strengths and development needs.

During the Broad General Education (BGE) from Nursery to S3, there are benchmark assessment points at in P1, P4, P7 and S3. This included National Standardised Assessments for Scotland (NSA), computerised assessments which give standardised information about pupil progress. Teachers use the data from these to plan next steps in learning.

At S4-6, pupil assessment in the Senior Phase follows the Qualifications Scotland Framework outlined at https://qualifications.gov.scot/.

Section 10: Supporting Learners

http://www.educationscotland.gov.uk/Images/BtC5Framework_tcm4-653230.pdfhttp://www.educationscotland.gov.uk/thecurriculum/howisprogressassessed/stages/index.asphttp://www.educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp**Getting it Right for Every Child (GIRFEC)**

The GIRFEC approach outlined at www.scotland.gov.uk/gettingitright guides how staff in all children's services, including schools, meet the needs of all children and young by working together to ensure that children reach their full potential and are safe. The Dundee Protects Website has lots of information about how GIRFEC and Child Protection operate in Dundee, including the Team Around the Child approach

The Additional Support for Learning (Scotland) Act 2004, the Education (Additional Support for Learning) (Scotland) Act 2009 and the Children and Young People's Act (Scotland) (2014) guide how we assess and plan for all children and young people.

Additional Support

Most children make satisfactory progress in school, and their education can be fully supported by their class teacher. Some may need additional support to help them access learning in the classroom. Through assessment and planning we identify their strengths, barriers to learning and what action or support required to meet their additional needs.

Support for learning takes place in every class and is the responsibility of all staff. Pupils are encouraged to work to the highest level of their ability; extra help is available for children who may require it to help them achieve their potential. Senior Leaders, teachers and other staff work closely to ensure that children and young people's individual learning needs are met.

Support for learning is co-ordinated by the Senior Leadership Team, based upon pupil need, and is regularly reviewed. Support may be given within the class or within another setting and may be within a group. Support it is always based upon the needs of the individual child.

To help assess the specific needs of any pupil, the school can involve an Educational Psychologist from Dundee Educational Psychology Service. Parents are always contacted first, and the reason for such a referral is fully explained and parental co-operation sought. We also work with a wide variety of partner agencies to provide whatever support our pupils need.

Information about how Additional Support works in Dundee is on the Council's website at https://www.dundeecity.gov.uk/additional-support-needs. This includes information on

- Assessing Additional Support Needs
- Attending Pupil Support Planning Meetings
- Co-ordinated Support Plan
- Dispute Resolution
- Dispute Resolution Referral Form
- Mediation - Parent to Parent leaflet
- Supporting Learning in Dundee – our policy

Section 11: ScotXed Education Statistics Privacy Notice for Pupil and Teacher Data

These notices provide information to pupils, teachers and parents about data collected through Scottish Government Statistical Surveys including why it is needed, data policy and individuals' data protection rights. The changes in the latest version are intended to:

- Clarify that the information collected is about pupils/teachers in schools rather than solely related to the Pupil or Teacher Census.
- Continue to inform pupils, teachers and parents that the data may be shared with partners for statistics and research purposes and clarify that this could include linkage to other sources in line with the National Data Linkage Guiding Principles.
- Confirm that pupil/teacher names and address (other than postcode) are never collected.
- Local authorities are responsible for ensuring pupils, teachers and parents are kept informed about how data will be used and that such information provided is reviewed regularly to ensure it is in line with best practice.

You can access the updated notices at the following links:

- Education Statistics Privacy Notice – Pupils – http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/SchoolPupilCensus/SchoolHandbookInsertpupils
- Education Statistics Privacy Notice – Teachers – http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/StaffCensus/SchoolHandbookInsertstaff