



Lochside School Handbook



Working together to make a difference and achieve success for all

This document is available in alternative formats, on request
(Please contact the Head Teacher)

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SCHOOL INFORMATION - CONTACT DETAILS

School Name	Lochside Primary School
Address	Nursery Road, Montrose DD10 9AN
Telephone	01674 907513
E mail	Lochside@angusschools.org.uk
Website	www.lochsideschool.com
Twitter	@lochsideps
Head Teacher	Mrs Lynette Mimiec



The Management Team at Lochside (at December 2019)

Head Teacher	Mrs Lynette Mimiec
Depute Head Teacher	Mr Martin Milloy
Principal Teacher	Mrs Louise Air
Principal Teacher	Mrs Fiona McIntosh
Principal Teacher	Mrs Naomi Siegert

Classes at December 2019 are Primary 1 – Primary 7 plus Nursery classes and Additional Support Needs Class

Currently the number of pupils on the roll of the school is 389 + 62 Nursery places.
(December 2019)

Denominational Status: None

Does the school teach by means of the Gaelic Language: No

Lochside Voice (Lochside's Parent Council) Contact details:

Email – lochsideparents@hotmail.com or



- Lochside Voice



Organisation of the Nursery and Primary School day:



Nursery Pupils:

There are currently 4 sessions in **our nursery** week. Your child will be allocated one of these sessions.

Times are as follows:

- **Morning session starts at 8.50am and finishes at 12.00pm**
- **Afternoon session starts at 12.10pm and finishes at 3.20pm**
- **Condensed hours session at beginning of the week is Monday 8.50am – 3.20pm, Tuesday 8.50am – 3.20pm and Wednesday 8.50am – 11.40am**
- **Condensed hours session at end of the week is Wednesday 12.30pm – 3.20pm, Thursday 8.50am-3.20pm and Friday 8.50am- 3.20pm**

Primary Pupils:

	<u>Primary 1 and 2 pupils</u>	<u>Primary 3,4,5,6 & 7 pupils</u>
Morning session	9.00am – 10.30am	9.00am – 10.30am
Break time	10.30am – 10.50am	10.30am – 10.50am
Morning session continues	10.50am – 12.20pm	10.50am – 12.30pm
Lunch time	12.20pm – 1.30pm	12.30pm – 1.30pm
Afternoon session	1.30pm – 3.10pm	1.30pm – 3.20pm

VISITS OF PROSPECTIVE PARENTS – see link below

[Choosing a school: a guide for parents \(Scottish Government\)](#)

Once your child has been allocated a place you will be invited along to meet the staff and children, to find out more about the curriculum and to share information about your child.

All parents are warmly invited to visit the school prior to the enrolment of their child. Informal meetings are held with parents of the new nursery and P1 classes in the summer term which allow parents to talk with senior staff and their child's class teacher.

SCHOOL UNIFORM

School policy is that a uniform is worn by pupils and parents are asked to assist us with this. The following items have been agreed for school wear:-

- Polo shirt or school shirt - White

- Sweatshirt - Green with Lochside logo (This can be purchased through Tesco.com)

- Skirt/trousers - Grey/Black.

- Shoes - Plain in style to suit the season of the year.

(Please note: Denim, of any colour, and light coloured trainers should not be worn.)

Our indoor gym kit is plain shorts, plain t-shirt and plimsolls, for safety reasons we ask that shorts are made of soft material and are no longer than knee length. Because many of our PE activities will take place outside throughout the school year, most children will also require an outdoor PE kit of jogging bottoms, cosy top and trainers in a separate gym bag to preferably keep in school (however we do appreciate that these may have to be taken home and brought to school daily due to individual circumstances). Further details will be provided on an annual basis via the first school newsletter.

All clothing brought to school should be named or marked in some way, as it is difficult for children to distinguish their own clothing from others. Thank you.

PARENTAL CONCERNS

Please call 01674
907513 or pop
into the office to
arrange an
appointment



Parents should contact the school **immediately** if they have any cause for concern. It is **always** our wish to deal with all matters as early as possible therefore preventing them from growing into significant concerns. Please contact your child's class teacher in the first instance or if you would prefer to discuss the issue with a member of the management team please contact either Mrs Lynette Mimiec (Head Teacher) or Mr Martin Milloy (Depute Head Teacher).

All staff will listen to your concern(s) and agree a way forward with you. They will endeavour to follow-up the initial conversation with a telephone call approximately one week later to ensure all matters have been resolved satisfactorily.

THE COMPLAINTS PROCEDURE

[Angus Council complaints procedure](#)

PARENTAL INVOLVEMENT

BECOMING INVOLVED IN SCHOOL

Lochside School values the important part that parents play in their children's education and sees partnership with parents as an effective way of enhancing children's achievements and promoting better school ethos and communication.

Opportunities for Parental Involvement:

During the school day:

- Helping in day to day school life
- Art/Craft activities
- Sharing knowledge and expertise in some aspect of the curriculum, e.g. topic talk, history, science, health
- Practical activities in science, maths, social subjects, health education (e.g. first aid) or technology
- Reading stories to groups of children, playing reading/phonics games
- Supervising board games
- Helping with playground games
- Golden Time activities e.g. board games, art and craft in small groups
- Running, or assisting to run, a Lunch Club
- Supporting educational visits/trips
- Helping to support sporting events
- School concerts – helping to make costumes, props, selling raffles
- Road safety – Cycle Training
- Librarians – supporting in school library

Outwith the school day:

- Fundraising events
- Attending concerts etc.
- Trips e.g. sporting events, concerts
- Extra-curricular activities e.g. coaching, sports/art clubs/country dancing/school grounds – maintenance of garden/allotment areas

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

All parents are invited to attend two Parents' Evenings throughout the year. At these meetings parents will have the opportunity to meet their child's class teacher for a 10 minute interview and hear about their child's progress. This is also an opportunity for parents to hear how they can best support their child's learning.

Staff run weekly Peeps groups attended by parents and their children. This gives parents an opportunity to become more involved in their child's learning and also promotes a positive partnership between home and school.

Homework and sharing learning:

The pupil's homework is distributed on a regular basis with tasks that complement the work taking place in class. Parents are encouraged to support their children to complete the work and get involved with their learning.

Homework is an excellent opportunity to be involved in your children's learning in a meaningful and supportive fashion.

Pupil's work is shared with home digitally on a weekly basis through your child's Seesaw Account.

The school Twitter account (@lochsideps) is a source of considerable information, illustrating the work of all classes across the school.

Parent Meetings, Assessment and Reports:

All parents are invited to attend two Parents/Carer, Child and Teacher Learning Conversation meetings throughout the year. At these meetings parents/carers and children will have the opportunity to meet their child's class teacher for a 10 minute discussion and discuss their child's progress. This is also an opportunity for parents to hear how they can best support their child's learning. This is an informative and valuable interaction between parents/carers, pupils and teachers concerning progress and all round development.

In addition to these, parents are encouraged to engage in a regular communication with teaching staff to ensure that their child is receiving an educational package to meet their individual needs. Written pupil progress reports are sent to parents annually with formative assessment strategies being used daily to ensure that pupils are aware of their next steps in learning. In addition to this we also participate in the Scottish National Standardised Assessments and should anyone want any more information on these then please do not hesitate to be in contact with Lynette Mimiec (Head Teacher).

Feedback

Parents are regularly asked for feedback about their children's progress through questionnaires, Catch Up Cafes and Parent Voice meetings. The school also has options for parents/carers to communicate their views in Home-School Link diaries and engage in regular contact with the teaching staff to ensure that the strong communication links are maintained.

SCHOOL ETHOS

In our school we are committed to providing appropriate opportunities for the development of pupils' spiritual, moral, social and cultural values through both the ethos and the curriculum. This will be undertaken in partnership with parents and will take account of the individual needs of pupils and the views of parents.



Our school welcomes and encourages diversity and individuality, while emphasising our common commitment to moral values such as honesty, respect for others, compassion and justice. It is a fundamental principle of our school that all who are involved in the life of our school both has the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others. We implement the Council policy for Equal Opportunities and Racial equality and ensure that all pupils have access to the full range of educational experiences available within the resources of the school. We are firmly committed to the elimination of any form of discrimination on the grounds of race, religion, gender or disability.

The aim of our school is to work in partnership with pupils, staff, parents, the wider community and other agencies to ensure that everyone is **safe, healthy, active, nurtured, achieving, respected, responsible** and **included**.

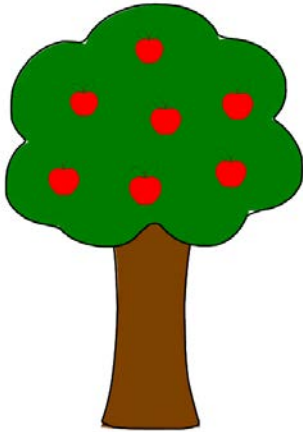
We believe that **everyone** has a voice at our school and that **everyone's opinion matters**. We regularly ask our pupils, parents and staff some questions about life at Lochside and the results are used to shape our school improvement plans. We are currently looking at how we can improve our playground and outdoor learning opportunities. We value our whole school community and through working together we can achieve more.



Our Vision Statement:

“Working together to make a difference
and achieve success for all.”

SCHOOL AND COMMUNITY LINKS



We aim that everything we do starts with seeds of kindness, hard work and respect.

We want everyone to grow to be safe, healthy, achieving, nurtured, active, responsible, respected and included.



We value:

Leaders - we always set a good example.

Openness - we always tell the truth.

Caring - we look after each other.

Helpful - we think of others.

Sharing - we share our time, talents and friendship.

Included - we are all part of the same team.

Determined - we never give up.

Encouraging - we are proud of each other.



We hope that you approve of our school vision, values and aims and we would welcome any feedback that you would care to give.



SCHOOL AND COMMUNITY LINKS

Lochside is an integral part of the community of Montrose. Children develop skills and learn to be better citizens as they engage with and support the work of the local community. Our pupils participate in community events and competitions organised by the churches, wider community and local businesses as well as participating in local visits, sporting and cultural events.

POSITIVE BEHAVIOUR MANAGEMENT

[Angus Council anti-bullying policy](#)

Good behaviour is essential to good learning. The general aim of the school is to provide an atmosphere of mutual respect and collective responsibility. Pupils, parents and staff all have an important part to play in producing and sustaining this positive ethos. The rules of the school are of a common sense nature, bearing in mind the interest and safety of all concerned.

Our rules are as follows:-

- Do be gentle
- Do listen to others
- Do work hard
- Do be honest
- Do look after property
- Do be helpful and kind



The 'It's Good to be Green' positive behaviour management approach is used systematically through the school. Privilege time takes place daily in each classroom. Each child has a pocket on a wall chart that contains three coloured cards, GREEN, YELLOW and RED and a triangular warning card. At the beginning of each day all children start by being 'GREEN' on their chart. Children who make poor choices progress through the coloured cards. Children who are on a yellow they lose five minutes of their privilege time, on a red they have no privilege time that day.

CELEBRATING ACHIEVEMENT



prize and/or sticker.

Children work hardest when they know their work will be appreciated. All staff encourage pupils at all times and in all activities to give their best. Their effort may be rewarded verbally by praise of their achievements and identification of their next steps to further extend and develop learning, or non-verbally by written comments to this effect, a smiley face, certificate, prize and/or sticker.

The whole school celebrates achievement on a weekly basis by the giving of certificates to award pupils for good work, effort or kindness shown to others. Awards are given out and the pupils receiving them are praised appropriately. The classroom walls also display some of the pupils achievements outwith school that they have chosen to share with our school community.

With this in mind, if your child achieves something that has taken effort for them to complete then please share this with us and we will share it with the school.

EXTRA-CURRICULAR ACTIVITIES

There is a vast array of extra-curricular activities available for your child to participate in, these include/have included:

- Football
- Athletics
- Basketball
- Rugby
- Sewing
- ASN Social Club
- Choir
- Ukulele



The above opportunities are shared verbally with your child during at least one assembly and will also be sent home via a notification letter. If pupils are interested in attending they should complete an application form which they can get from either the school's active school's coordinator, class teacher or from the school office. This form should be completed and signed by a responsible adult in the family home and returned to school.

LEARNING COUNCIL

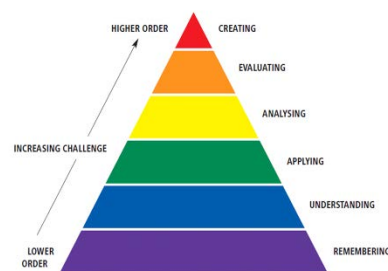
The Learning Council at Lochside includes representatives from all stages. The group meet regularly with a member of the management team. They are involved in creating their own version of the School Improvement Plan and will take part in the evaluations of our school improvement priorities. They will also help to determine our school priorities for next session.

PUPIL COUNCIL

There is an active Pupil Council at Lochside school including representatives from all classes. The Pupil Council members are elected by the boys and girls in their class at the beginning of session and they hold office for the duration of one year. Throughout the year they will meet regularly with a member of the management team. They will be involved in taking forward school improvement priorities, deciding upon school fundraising ideas, raising awareness of Eco matters and addressing emerging issues as they occur.

LEARNING OPPORTUNITIES

Your child will learn in a variety of different contexts and groups including ability, cooperative and social.



THE PUPILS AND PARENTS VOICE

Personalisation and choice is one of the seven principles of curriculum design and children and young people throughout their education will have the opportunity to discuss with their teacher the context in which they learn and how they will approach the learning. Staff will discuss new learning with the children at the beginning of a new topic and plan together the areas of specific focus e.g. World War 2 – The Battle of Britain. This will be shared with parents and parents will be invited to support the learning by sharing resources from home e.g. ration book or visit the school to share a talk.



Parents will be invited to share comments regarding the planned work for their child at various points throughout the year and are encouraged to feedback comments at anytime.

THE CURRICULUM AT SCHOOL, LOCAL AND NATIONAL LEVEL

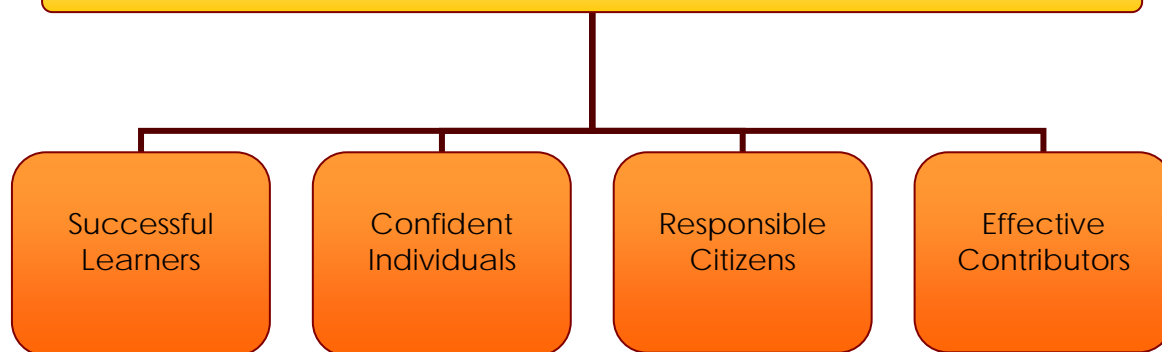
The school website provides information on upcoming events via our live calendar and also includes information of Lochside Voice and links to further national information. Parents can contact the school directly from the website by either submitting a contact form or by selecting the live chat function.

Additionally, open evenings for parents e.g. 'Meet the Teacher' evening is held annually and led predominately by the children. During this event the children will describe and share their first-hand experience of the curriculum in school.

More local information can be found through the link above and national information from the numerous sources listed at the back of the handbook.

Curriculum for Excellence (often shortened to CfE) is the curriculum in Scotland which applies to all children and young people age 3-18, wherever they are learning. It aims to raise achievement for all, enabling young people to develop the skills, knowledge and understanding they need to succeed in learning, life and work.

The Four Capacities - the curriculum aims for all children to **become**:



The Eight Curriculum areas are:

- **Expressive Arts** – including art and design, dance, drama and music
- **Health and Wellbeing** – mental, emotional, social and physical wellbeing, PE, food and health, substance misuse and relationships, sexual health and parenthood
- **Languages** – listening and talking, reading and writing in literacy and English and modern languages, plus classical languages and literacy and Gaidhlig/Gaelic learners (where available)
- **Mathematics** – including analysing information, solving problems and assessing risk
- **Religious and Moral Education** (denominational and non-denominational) learning about Christianity, other world religions, and developing values and beliefs
- **Sciences** – understanding important scientific concepts across planet Earth, forces, electricity and waves, biological systems, materials and topical science
- **Social Studies** – understanding people, place and society in the past and present including history, geography, modern studies and business education
- **Technologies** – including computing science, food, textiles, craft, design, engineering, graphics and applied technologies

Additional important themes across the curriculum are creativity, enterprise and global citizenship, which include sustainable development, international education and citizenship.

The school Twitter account (@lochsideps) is a source of considerable information, illustrating the work of all classes across the school.

LIAISON WITH SECONDARY SCHOOL

In Lochside, we work with our cluster schools and with Montrose Academy to make transition as smooth as possible for our pupils, and we try to improve this year on year. This is what transition currently looks like for Lochside pupils going to Montrose Academy:

For all pupils:

Pupils from all stages attend various cluster activities organised by our Active School Coordinator, Jamie McLaren. This has included, 'Fun in Athletics', Tennis, Rugby, Cricket, Scottish Dancing etc. This gives them the opportunity to meet and mix with children from the other Montrose Primary schools.

Transition and Liaison P7 – S1

Throughout the session pupils have a series of visits to Montrose Academy. This includes working on literacy research skills with the librarian in the Academy library, maths puzzle day and the whole cluster Enterprise Challenge day. For all the events the class teacher works closely with the appropriate staff from Montrose Academy.

From the winter term onwards all P7 pupils within the cluster primary schools record their literacy and numeracy activities in a literacy 'Big Jotter' and numeracy 'Big Jotter' respectively. A shared correction and presentation code ensures consistency and eases transition in these curricular areas. The pupils take their 'Big Jotters' to the Academy during their transition days and they continue to use them at the beginning of S1. This allows their S1 teachers to see the quality and standard of their P7 literacy and numeracy work whilst also contributing to continuity and progression of learning.

Early in the summer term P7 teachers pass on information to Montrose Academy staff about each pupil, taking account of academic performance, personal achievements, outside interests and hobbies, commitments to the school (e.g. House Captain, Pupils' Voice etc.) attitude to work, friendship groups etc.

Pupil Care and Support staff along with prior pupils, who are in first year, visit our pupils and answer any questions or worries the P7 pupils have.

In June, P7 pupils spend four days at Montrose Academy. During the days they spend some time with all P7 pupils from within the cluster 'building a learning community' and the rest of the time following their first year timetable. Their P7 teachers do not go with them.

At the end of June, P7 profiles and the 'Big Jotters' are forwarded on to Montrose Academy.

For some pupils:

An enhanced transition programme is available for children who are particularly shy or worried or who have difficulties making friends or who find it difficult to focus on their work. This programme is led by Montrose Academy staff and it provides extra opportunities for pupils and their parents to visit the Academy and meet with staff.

For a very small number of pupils:

For pupils who have an Individual Educational Programme due to specific learning or social needs a transition meeting will be held to plan ahead for the move to secondary school. Parents/carers and the pupil will be invited to attend a meeting with a member of the Senior Management Team in Lochside and a member of the secondary school's Additional Support Needs team. At this meeting we will plan appropriate support mechanisms to support your child with their transition.

SCHOOL IMPROVEMENT

MAIN ACHIEVEMENTS

We are very proud of our pupils and of their recent achievements. We are also proud of the culture within school which encourages participation and success.



There are a variety of extra curricular activities in which pupils take part. These have included the following (amongst others):-

<ul style="list-style-type: none"> ◆ Both P6 classes completed the Safe Angus training programme ◆ Pupils performed at local care homes ◆ Meet the Teacher Evening was well attended along with very positive feedback ◆ 95% of parents/carers attended the Parents Evenings ◆ P7 Graduation Ball ◆ Nursery held a highly successful Burns Supper celebration with both the morning and afternoon session children ◆ P6 pupils participated in a theatre group workshop on anti-smoking. ◆ Nursery organised highly successful 'Come and Play' weeks ◆ Highly successful Christmas Concert & Nursery Nativity ◆ Lochside participated in the Montrose Area P7 Athletics event 	<ul style="list-style-type: none"> ◆ School raised money for Poppy Scotland and representatives from Pupil Council attended the Armistice Parade ◆ Swimming P5 ◆ Athletics ◆ Basketball ◆ Outdoor Activities – Dalguise – P7 ◆ Scottish Country Dancing ◆ Cycling Proficiency Training ◆ Football ◆ Rugby ◆ Tennis Coaching – P3 ◆ Discos organised for all the pupils ◆ All pupils participated in the Scots Verse recitations ◆ All P6 & P7 pupils completed Buddy training ◆ All pupils participated in numerous events to help raise money for a range of charitable organisations
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Further details of school achievement can be seen in the main foyer of the school and also the School Standards and Quality Report.

IMPROVING STANDARDS

The school has a very good ethos which is recognised by both our community and visitors. There has been a continued increase in both active and contextualised learning throughout the school. Praise is effectively used to motivate the children and encourage them to aim higher. The pupils are regularly consulted on how they can improve their learning and there has been an increased effort to share this information with parents.

Sharing learning continues to evolve throughout the school along with the Meet the Teacher Evening and Parent Meetings to encourage further parental involvement. Feedback from parents has been positive with their suggestions for improvements being considered and implemented accordingly.

The Lochside Voice has also helped with this process as they work closely with staff to foster an even better school/ home partnership.

The school continues to have high expectations for all pupils with their many successes and achievements regularly shared and highlighted with the local community. Transition arrangements both within and outwith the school continue to improve through ongoing consultation with the school community and cluster colleagues.

Professional discussions between the SMT and stage partners continue to be held regularly with an agenda that is both flexible and responsive to needs. Staff have the opportunity to discuss pupil learning at school level across the entire curriculum at all levels.



Lochside works closely with the Montrose Cluster of schools to jointly address a range of issues. Once again, this year's Improvement Plan has been devised to tackle both the school's individual requirements and the cluster's collaborative approach to CfE. The school continues to flourish with staff working well together ably supported by the school community and cluster colleagues.

All of the above allows literacy, numeracy and health and wellbeing development to be at the forefront of all school developments. This in turn allows standardisation of practice, challenge & enjoyment, progression, coherence, relevance, depth and personalisation & choice to be present for all pupils and therefore, raise standards of teaching and learning. Further information can be found in the school standards and quality report which can be requested through the school office.

HEALTH CARE

You can contact your school health staff at: -



School Nurse: Lilliann Aitken

Links Health Centre

Frank Wood Way

Montrose

Angus

USEFUL LINKS AND CONTACT DETAILS

Angus Council
Angus House
Orchardbank Business Park
FORFAR
DD8 1AN
Tel: 03452 777 778
Email: ACCESSSchoolsLearnBSU@angus.gov.uk

ANGUS COUNCIL WEBSITE

Visit angus.gov.uk/schools for information that applies to schools across Angus on topics including:

- holidays
- meals
- school payments
- attendance and absence
- assessment and reporting
- transport
- drugs education
- religious and moral education
- transitions
- ...and more

OTHER WEBSITES

Find useful links to other websites at angus.gov.uk/linksforparents