

## School Handbook

# Claypotts Castle Primary School

A photograph of the exterior of Claypotts Castle Primary School. The building has a bright yellow wall with the school's name 'Claypotts Castle Primary School' written in large, dark, 3D letters. There are several small windows and a larger entrance area visible. In the foreground, there are metal bike racks. The sky is overcast.

Claypotts Castle Primary School

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## Section 1: Welcome and Vision

Dear Parents,

On behalf of our staff, I would like to welcome you to Claypotts Castle Primary School. It is our aim to work together to create a happy, caring environment into which your child can easily fit, an atmosphere which will support your child in reaching his or her full potential.

Children's progress and development are influenced positively where school and parents work in partnership, and our efforts on behalf of your child depends greatly on mutual understanding and cooperation between home and school. As well as helping your child to develop their own feelings of confidence and responsibility, we also wish to help them develop respect and caring for others.

Claypotts Castle Primary School, which also includes Nursery Provision for 2-5 years, is fortunate to have children from a variety of communities attending the school. We actively promote equal opportunities throughout the life and work of the school. Our school accommodates a Breakfast Club.

I hope you find this information helpful and informative, but should there be any further information you require, please contact the school office.

Yours sincerely

Nicky Murray  
Head Teacher

## Section 2: School Ethos

Our expectations for every child at Claypotts Castle Primary School are reflected in our shared school vision.

“Pupils, staff, parents and others in our community will work together to continually improve outcomes for all and strive for excellence in the quality of learning and teaching so that our learners are happy, motivated, confident, successful and realise their full potential”.

We nurture every child to reach their full potential and celebrate achievements. We encourage all our pupils to develop a love of learning as well as a strong sense of responsibility and citizenship within the school and local community.

Within a happy, relaxed and supportive atmosphere, we aim to develop every child's emotional, social and physical wellbeing. We develop positive relationships with all in our school community, encouraging positive choices within a supportive environment.

We have developed relationships with the school community in an atmosphere of trust. We take pride in the high level of pastoral care we provide and we encourage you to be part of this community by engaging with our extremely supportive Parent Council which works tirelessly to support the work of the school.

We value our links with the local community and undertake a variety of activities to develop positive relationships and extend our pupils' experiences. The school is particularly proud of its strong links with Greenfield Academy and our cluster primaries.

## Section 3: School Information

**School Address:** ..... 9 Balloch Place,  
Dundee, DD4 8TB

**Telephone:** ..... 01382 307770

**Email Address:** ..... claypottscastleprimary@dundeeschools.scot

**Website:** ..... <http://claypotts.ea.dundee.city.sch.uk>

**Head Teacher:** ..... Mr Nicky Murray

**Depute Head Teacher:** ..... Mrs Gill McKay

**Principal Teacher:** ..... Mr Graeme Stewart

**School Status:** ..... Non-denominational; N-P7

**School Roll:** ..... 346

**School Hours:** ..... 9.00am – 3.15pm

**Parent Council Contact Info:** .... Mrs Lynne Rihoy (Chairperson)

**Parish Priest or Minister:** ..... Vacant Post

## Section 3: School Information

### Office Hours

The school office is open from 8.30am – 3.30pm.

Please help us by making routine telephone calls within office hours. The answering machine is switched on for your convenience when the school office is unmanned. Please do leave a message and we will return your call as quickly as possible.

You may wish to email the school rather than telephoning.  
Our email address is: [claypottcastleprimary@dundeeschools.scot](mailto:claypottcastleprimary@dundeeschools.scot)

### Class Organisation

The organization 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.

At any stage of the school, 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.

You should be confident that the professionalism of the staff in the school will ensure that your child will always work within a programme appropriate for his/her age, ability and aptitude.

## Section 4: School Policies & Practical Information

### School Terms and Holidays

#### **AUTUMN TERM**

Monday 17 August 2026 – IN SERVICE (school closed)

Tuesday 18 August 2026 – Term starts

Friday 9 October 2026 – Term ends

#### **AUTUMN HOLIDAY**

Monday 12 October 2026 – Holiday starts

Friday 23 October 2026 – Holiday ends

#### **WINTER TERM**

Monday 26 October 2026 – Term starts

Thurs 12 and Fri 13 November 2026 – IN SERVICE (school closed)

Wednesday 23 December 2026 – Term ends

#### **WINTER HOLIDAY**

Thursday 24 December 2026 – Holiday starts

Wednesday 6<sup>th</sup> January 2027 – Holiday ends

#### **SPRING TERM**

Thursday 7 January 2027 – Term starts

Fri 12 and Mon 15 February 2027 – Mid Term (school closed)

Tuesday 16 February 2027 – IN SERVICE (school closed)

Thursday 25 March 2027 – Term ends

#### **SPRING HOLIDAY**

Friday 26 March 2027 (Good Friday) – Holiday starts

Friday 9 April 2027 – Holiday ends

#### **SUMMER TERM**

Monday 12 April 2027 – Term starts

Monday 3 May 2027 – May Day (school closed)

Friday 28 May 2027 – IN SERVICE (school closed)

Monday 31 May 2027 – Victoria Day (school closed)

Friday 2 July 2027 – Term ends

## Section 4: School Policies & Practical Information

### 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.

- Royal Blue Sweatshirt/Hoodie/Cardigan
- White polo shirt/T-Shirt/Blouse/Tie
- Grey Trousers/Skirt/Pinafore or Black Joggers/Trackies/Leggings
- Black Shoes/Trainers

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

### School Clothing Grants

If parents are in receipt of Income Support, Income based Job Seekers Allowance, Income Related Employment and Support Allowance, support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit or Working Tax Credit and an annual income of less than £16,105, the Authority will consider one application per year for a grant towards the cost of purchasing essential clothing to enable their children, up to the age of 16, to attend school. The school clothing grant payment will be made through BACS transfer into a nominated bank account or paid by cheque.

Applications can be made online at:

<http://www.dundee.gov.uk/content/apply-free-schools-meals-or-clothing-grants> or forms are available from the school office or from Dundee House.



## Section 4: School Policies & Practical Information

### School Meals

School lunches cost £2.15 per day and all children are provided with a lunch menu by Tayside Contracts.

All children staying for lunches within school will eat in the dining hall. Safety flasks containing hot food may be brought to school, but not the glass vacuum type, which may be dangerous, as they are liable to break. Glass bottles should not be brought to school.

Please inform us in writing if your child has any special dietary needs so that arrangements can be put in place to accommodate their needs.

The dining room is supervised by support staff at all times. Please note that the school does not approve of pupils going out of school to buy their lunch due to safety reasons.

### Free School Meals

Free school meals are available to all pupils in Primary 1 – 5 from August 2023. For all other stages, free school meals are available to pupils whose parents are in receipt of Income Support, Income based Job Seekers Allowance, Income Related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, Guaranteed Pension Credit, or in receipt of Child Tax Credit only and have an annual income of less than £16,105 or Working Tax Credit and have an annual income of less than £6420.

Applications can be made online at <http://www.dundee.gov.uk/content/apply-free-schools-meals-or-clothing-grants> or forms are available from the school office or from Dundee House.

### Qualifying income for Free School Meals

<http://www.gov.scot/Topics/Education/Schools/HLivi/school-meals/FreeSchoolMeals>

## **Section 4: School Policies & Practical Information**

### **Payments to Schools**

The school currently accepts payments online, using a secure website called ParentPay, for items such as school meals, trips and uniforms. The ParentPay system is easy to use and offers parents the freedom to make payments by debit or credit card, whenever they like, ensuring that monies reach schools safely and securely.

The system helps to remove the costs associated with having to manage cash securely on school premises and it frees up time to better support the smooth running of the school. We will of course continue to accept cash and cheque payments as necessary but we do hope that parents will use the new online facility. The more parents use the service, the greater the benefit to the school, the parents and the pupils alike.

If you already have a ParentPay account you don't have to do anything. If you haven't yet activated your ParentPay Account, please contact the school office who will reprint your activation letter to enable you to set up your ParentPay account ready for the start of the new term.

### **Emergency School Closure Procedures**

In exceptional circumstances the school may be unable to function normally. The school may be affected by severe weather or power 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. You can be assured that we will never send a child home without first checking that there is an adult at home.

### **Enrolment & Placing Requests**

If you wish to apply for a school place, whether you are moving into Dundee or moving between two Dundee schools, you are required to complete a placing request form. To do this, you

## Section 4: School Policies & Practical Information

should go direct to the school you wish your child to attend and apply there. The child's full birth certificate and a proof of address, in the form of a Tenancy Agreement, Council Tax book or recent (within two months) utilities account must be shown. If you are moving into the area, applications can be made 4 weeks prior to your arrival. Applications are dealt with in date order and the process may take up to 60 days.

Parents of prospective Primary 1 pupils who reside in the school's catchment area are asked to register their child's name at the school office between December and the February of the year the child starts school. The child's full birth certificate and a proof of address, in the form of a Tenancy Agreement, Council Tax book or recent (within two months) utilities account must be shown.

Parents of children living outwith the school's catchment area, who wish their child to attend the school, are asked to make a placing request. Forms can be obtained from Customer Services, 50 North Lindsay Street, Dundee.

Prospective parents who wish to come to see the school are invited to telephone the school office to make an appointment to visit.

### **School Absence procedures**

Please contact the school as soon as possible if your child is absent. Please send a note to school with your child on their return explaining the reason for the absence.

If your child is absent and no contact is made by you, a text message will be sent from the school. If three days pass without explanation for an absence our school staff will arrange to visit you and your child at home.

## Section 4: School Policies & Practical Information

The following points are included in the Education Authority's Attendance Initiative

- 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.
- If the absence is planned, e.g. a hospital appointment, we ask you to let us know prior to the absence.
- If your child is absent for more than three days please call again or write to tell us.
- If you have not contacted the school to say your child is absent and have received a text message please contact us as soon as possible.

Regular attendance at school ensures your child is receiving the continuous education they are entitled to. Dundee City Council asks that, where possible, parents do not take children out of school for family holidays during term time. In accordance with Scottish Executive guidelines for pupil attendance, most holidays are recorded as unauthorised unless there is proof from an employer that this is the only time when holidays could be taken.

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school – <http://www.scotland.gov.uk/Publications/2009/12/04134640/0>

### 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. We would appreciate it if routine appointments could be made outwith school hours but understand that this isn't always possible.

If your child does need to leave school during the school day they must be collected by a parent/carer at the main reception. In the interest of safety we cannot allow children to leave the school unaccompanied.

## Section 4: School Policies & Practical Information

### Accidents/Illness at School

In the event of a child having an accident or becoming ill at school we will attempt to contact the parents so that they can collect the child from school. However, if we cannot contact the parents, we will contact the Emergency Contact whose name and telephone number should be given to us by the parents.

**Therefore, it is very important that parents inform the school of the name, address and telephone number of the Emergency Contact and advise the school immediately of any changes that occur.**

### General Safety

1. Pupils are not allowed to leave the school grounds during interval
2. Pupils staying for school lunches or packed lunches must not leave the grounds during lunch time
3. To ensure the safety of all children, children should behave responsibly both in the playground and within the school

### Promoting Positive Behaviour

We can achieve caring and responsible behaviour and raise standards in learning by:

- Establishing clearly the types of behaviour we expect.
- Providing models of responsible and caring behaviours
- Discouraging and not accepting inappropriate behaviours/ standards of work
- Developing an awareness that unacceptable behaviours have consequences
- Developing an appreciation that self-regulation is a necessary characteristic for learning for life

## Section 4: School Policies & Practical Information

We promote these by setting out expectations for behaviour based on ethical values which we call the 'Six Building Blocks of Character.' These values are: Trustworthiness, Respect, Responsibility, Fairness, Improving and Caring. We use the acronym TRRFIC to remind pupils, staff and parents that people with good character are terrific.

### **School Concerns and Complaints Procedures**

If you want to talk to your child's teacher or a member of the senior staff it is generally better 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.

If you have made a complaint to the school and you are not satisfied with the outcome, you can have your complaint reviewed by a senior officer in the Education Department.

Education Department publications can be found at:

<http://www.dundee.gov.uk/departments/publications/Education>

## Section 5: Parental Involvement

Within Claypotts Castle Primary School, we recognise the importance of parents as partners in the education of their child. Research shows that when parents are involved in their children's learning, children do better at school and throughout life. Parental involvement is about helping parents and schools work together as partners in children's learning. Confidence in a school comes from knowing and understanding what is happening within it. Contact, dialogue and discussion all help promote mutual understanding and trust, which is the basis of our shared responsibility.

We offer a variety of opportunities for parent's to become involved in their child's education. These include:

- Curriculum events - Parents' Evenings - Open Days - School Sports' Days - educational, social and fundraising events with the Parent Council and supporting learning at home.
- Parents are welcome in school at other times to pass on information or discuss specific areas. Parents are encouraged to contact the school office to arrange an appointment whenever problems occur or advice is needed.
- If a meeting with the class teacher or member of the Senior Management Team is required, an appointment can be made at a mutually convenient time. This is to avoid interruption to teaching and to ensure that someone is available to deal with any matters that arise.

## Section 6: The Curriculum

### Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all pre-school to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education. Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

|                              |                               |                       |                     |
|------------------------------|-------------------------------|-----------------------|---------------------|
| <b>Expressive Arts</b>       | <b>Health &amp; Wellbeing</b> | <b>Languages</b>      | <b>Mathematics</b>  |
| <b>Religious &amp; Moral</b> | <b>Sciences</b>               | <b>Social Studies</b> | <b>Technologies</b> |

Progress in learning is indicated through curriculum levels as detailed below.

| <b>Level</b>   | <b>Stage</b>                                    |
|----------------|-------------------------------------------------|
| Early          | The pre-school years and P1 or later            |
| First          | To the end of P4, but earlier or later for some |
| Second         | To the end of P7, but earlier or later for some |
| Third & Fourth | S1-S3, but earlier for some                     |

**Expressive arts:** 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.

**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 to help them with their physical, emotional and social wellbeing.



## Section 6: The Curriculum

**Science:** Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

**Social Studies:** Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

**Religious and moral education:** Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

**Languages:** Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

**Mathematics:** Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

**Technologies:** The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

Further curricular information can be found at:

<https://education.gov.scot/curriculum-for-excellence/>

<https://education.gov.scot/parentzone/>

## Section 6: The Curriculum

### **Getting it Right for Every Child (GIRFEC)**

The GIRFEC approach is about how staff in all children's services meet their needs by working together to ensure that children reach their full potential.

[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

### **Religious Observance**

Through the ethos and curriculum, we provide opportunities for pupils to explore morals and values. We help learners develop their own beliefs, values and a responsible attitude to others. Pupils are encouraged to develop an understanding of Christianity and other religions. Pupils develop skills of reflection, critical thinking and how to act when making moral decisions. The school welcomes 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 the school that all who are involved in the life of the school have the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others.

Under the terms of the Education (Scotland) Act 1980 "any pupils may be withdrawn by his/her parents from instruction in religious subjects and from religious observance" Parents wishing to exercise this right should discuss with the Head Teacher.

### **Sensitive Issues**

Part of our curriculum involves teaching the children about issues which could be considered sensitive i.e. sexual health and relationships education or drugs and alcohol awareness. Parents should be assured that whenever these topics arise, we will communicate as appropriate with home. On some occasions we may send a letter just 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 is concerned about what is being covered within the curriculum however, they should feel free to speak to a member of staff about this.

# A Charter for Catholic Schools in Scotland

The mission of the catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

**All Catholic schools in Scotland**, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

**All staff appointed to a Catholic school** are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.



## Section 6: The Curriculum

### Assessment

Assessment takes place continuously in every classroom within a process known as formative assessment. Teachers observe and talk to children and read their written work to build up a picture of where each child is in their learning. From this, the children are given information about and helped to see how they can improve and what they need to practise. Pupil performance is also measured using standardised assessments which allow measurement of value added by the school as well as giving diagnostic profiles of pupils' strengths and development needs.

National Standardised Assessments Scotland are undertaken at P1, P4 and P7 each year.

### Reporting to parents

Throughout the year, teachers report to parents in a number of ways relating to the progress of the children. This takes the form of Parents' Evenings, Primary 7 Profiles, formal reports at the end of the school year and also opportunities for further meetings with staff throughout the year if required.

Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework –

<https://education.gov.scot/media/bwxg5wma/btc5-framework.pdf>

Information about Curriculum for Excellence levels and how progress is assessed - <https://education.gov.scot/parentzone/curriculum-in-scotland/assessment-and-achievement/what-is-assessment-and-when-and-how-does-it-take-place/>

## Section 6: The Curriculum

### **Transition to Primary 1**

Whether your child is transferring from nursery to Primary 1 or from Primary 7 to secondary school or indeed transferring stage through school they will be entitled to support 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.

The school encourages parents to discuss these changes and the senior management 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, he/she will be allocated a place at their catchment school. The move from primary to secondary school can be a daunting step for pupils and parents. To make this time in the pupils' school career more comfortable, we work closely with secondary schools to provide a range of transitional activities throughout Primary 7. These include Primary School visits from secondary school staff and also a 2 day visit to the secondary school where pupils follow a secondary school timetable. Around this time, secondary staff meet with the Primary 7 teachers to discuss the needs of the children.

## Section 7: Support for Pupils

Most children make satisfactory progress in school and their education can be fully supported by their class teacher. Some children may, however, need additional support to help them access learning in the classroom. Assessment and planning for their needs will be done through a Child's Plan which identifies their strengths, barriers to learning and what action or support required to meet their additional needs. A very small number of children with significant and long-term additional support needs may meet the criteria for a Co-ordinated Support Plan. These will be children who receive a lot of support from people outside education; for example, from health and social work staff.

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

The work of Support for Learning staff is co-ordinated by the Head Teacher, is regularly reviewed and is based upon pupil need. Support may be given within the class or within another setting, and may be within a group although it is always based upon the needs of the individual child.

The procedures and processes by which an individual child's needs are identified and addressed are set out in Dundee City Education Department's policy on Supporting Learners. Central to this is the assessment of need using a staged intervention model and the involvement of parents. We also maintain very valuable partnerships within education and with agencies beyond to support pupils who have additional needs of any kind.

To help assess the specific needs of any pupil who may require extra help the school is able to call upon the services an Educational Psychologist from Dundee Educational Psychology Service. Before such a step is taken, parents are always contacted and the reason for such a referral is fully explained and parental co-operation sought.

## Section 7: Support for Pupils

As a parent/carer you can access a wide range of information with regard to additional support needs. The information is available both at your local school and on the Dundee City Council website on this internet page <http://www.dundee.gov.uk/education/support/>

The following are available for you at the above internet page.

- 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 (Dundee City Council Education Department, Support for Learning Policy)
- Supporting Learning in Dundee

This internet page also has many other leaflets on related topics which might be of interest to you.

If you cannot access the internet, please ask the School Office if you would like a copy of any of these documents.

The Additional Support for Learning (Scotland) Act 2004 as amended by the 2009 Act came into force on 15 November 2010. The recommendations of the Children and Young People's Act (2014), in particular the Child's Plan and the responsibility of the Named Person, also affects how we assess and plan for all children and young people.

## Section 7: Support for Pupils

Information on additional support needs is also available to you from outside Dundee City Council:

### **Enquire - The Scottish Advice Service for Additional Support for Learning**

Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

a telephone helpline - 0845 123 2303

an email enquiry service - [info@enquire.org.uk](mailto:info@enquire.org.uk)

an online enquiry service

two websites - [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) and [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) (for children and young people)

Enquire also provide a range of clear and easy-to-read guides and fact sheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'.

### **Let's Talk ASN**

Let's Talk ASN is a free service for the parents of children with additional support needs who may require support in relation to a dispute or potential dispute with an education authority. It is a joint initiative of Govan Law Centre (Charity No. SC030193) and Kindred Advocacy (Charity No. SC000264). It provides support for parents and young people from the time they have grounds to make a reference to the Additional Support Needs Tribunal for Scotland (ASNTS).

Advice and information regarding this service can be obtained by email or phone-call:

[letstalkasn@edlaw.org.uk](mailto:letstalkasn@edlaw.org.uk)      0141 445 1955

### **Scottish Child Law Centre**

The Scottish Child Law Centre is a charitable body registered in Scotland under registration number SCO12741." It offers advice and support for families in regard of additional support needs.



## Section 7: Support for Pupils

The 'Supporting Children's Learning Code of Practice (Revised edition)' - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended: <http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

'Getting It Right For Every Child and Young Person', is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers. Find it at <http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

'Supporting Learners - guidance on the identification, planning and provision of support' is at: <https://www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learning-scotland/pages/4/>

## Section 8: School Improvement

Our School Improvement Plan sets out our priorities for improving the school on a yearly basis. Staff, parents and pupils are all consulted in deciding what these priorities should be. These are:

- developing Curriculum for Excellence with a particular focus on effective learning, teaching and assessment and further development of literacy, numeracy, health and wellbeing
- meeting learners' needs
- developing partnerships with parents and other stakeholders
- developing leadership across the school and improving our approaches to evaluating the life and work of the school

The school's progress towards achieving these priorities and improving pupil attainment is set out in the school's Standards and Quality Report which is produced annually. The report also outlines the successes and achievements of the school in the previous session. The report is available to all parents/carers on request. If you would like to receive a copy of our report for the 2025 - 2026 session then please contact the school office.

## Section 9: Extra Curricular Activities

This session, we are fortunate to be able to offer a wide variety of extra curricular activities due to the willingness, enthusiasm and expertise of our teaching staff and community partners alike.

Activities offered are:-

- Basketball
- Football
- Multi-Sports
- Rugby
- Active Movers
- Netball
- Big Noise
- Dancing
- Arts and Crafts

Children are encouraged to participate in Dundee Primary Schools' Sports Meetings and Festivals when these events are held. We have two Active Schools Assistants who ensure maximum participation for all our pupils.

Claypotts Castle Pupils are given the opportunities to participate in Music Festivals and other events. Our Primary 7 pupils are offered the opportunity to participate in a Residential Experience on a yearly basis.

## Section 10: ScotXed Education Statistics

### Privacy Notice for Pupil and Teacher Data

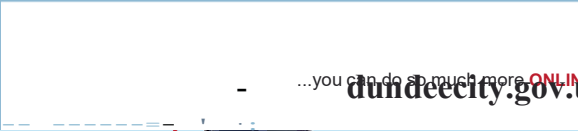
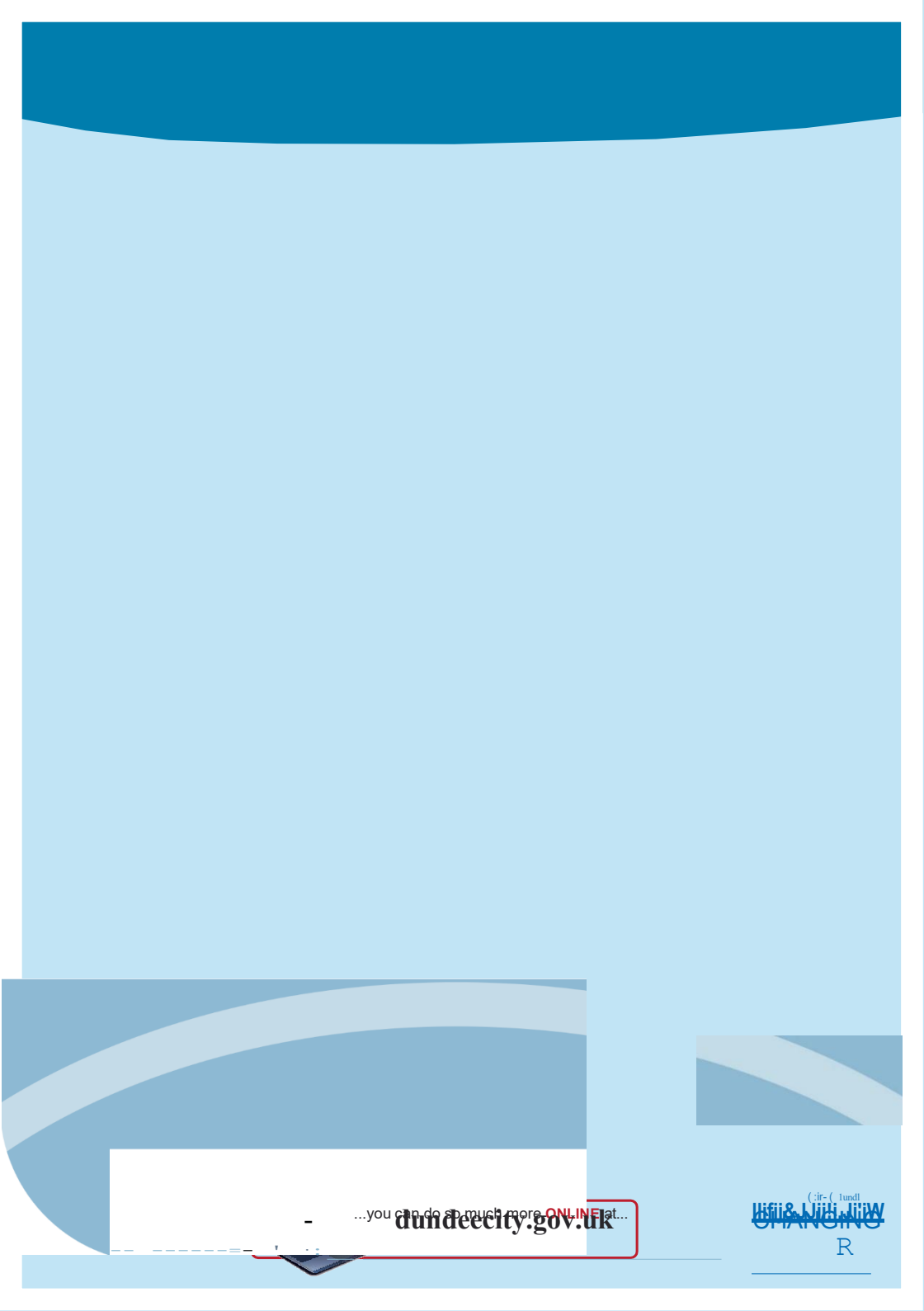
These notices are intended to provide information to pupils, teachers and parents about data collected through Scottish Government Statistical Surveys including why it is needed, data policy and individuals' data protection rights. The changes in the latest version are intended to:

- 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 link:

- <https://www.gov.scot/publications/school-education-statistics-privacy-notices/>



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