

Barnhill Primary School



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Section 1: Welcome and Vision

Dear Parents,

On behalf of all our staff, I would like to welcome you to Barnhill Primary School. This handbook is created to provide you with information about the organisation, activities and ethos of Barnhill Primary School. We hope you find this booklet both helpful and informative, but should there be any further information you require we would encourage you to contact the school. Good co-operation and communication are encouraged.

Appointments to visit the school can be made by telephoning the school office (01382) 436993. All visitors to our school must enter by the main entrance and report to the school office where you will be asked to sign in and wear a visitor's badge. No visitor to the school should go directly to a classroom or other part of the school without following our security procedure.

The information given in this booklet offers only a glimpse of school life, further information can be found on our school website.

We do look forward to welcoming you and your child to a long and happy association with our school.

Yours sincerely

Anne McGregor
Head Teacher

Section 2: School Ethos

School Vision

We aspire for all our children to become confident, secure, caring individuals who achieve personal success and develop a life-long love of learning.

Our **BRILL** Relationships for Wellbeing and Learning Blueprint

Bamhill Primary School and Nursery - a community where belonging, positive relationships and high expectations support every child to thrive.

Believe

Respect

Include

Learn and achieve

Look after each other

We focus on our aims and values that we all live by every day.

Our Values



Our Aims

Be ready

Be respectful

Be safe

We have a positive behaviour policy which operates in classrooms and the playground. Pupils' school and wider achievements are celebrated regularly at gatherings and by displaying them in classrooms and around the school.

Section 3: School Information

School Address: Falkland Crescent,
Dundee DD5 3SQ

Telephone: 01382 436993

Email Address: barnhillprimary@dundeeschools.scot

Website: barnhill.ea.dundeeecity.sch.uk/

Head Teacher: Anne McGregor

Depute Head Teacher: Phillip Smith

Principal Teacher: Lindsay Alexander

School Status: Non-Demoninational

School Roll: 360

School Hours: 9.00am - 3.15pm

Parent Council Contact Info: Chair: Linzi Harper

Parish Address: Barnhill St Margarets,
1 Guthrie Terrace,
Dundee DD5 2XQ

Section 3: School Information

Office Hours

The school office is open from 8.45am - 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 can also contact us by e-mail at:
barnhillprimary@dundeeschools.scot

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.

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 18 August 2025 - Staff resume
Tuesday 19 August 2025 - Pupils resume
Friday 3 October 2025 - Term ends

AUTUMN HOLIDAY

Monday 6 October 2025 - Holiday starts
Friday 17 October 2025 - Holiday ends

WINTER TERM

Monday 20 October 2025 - Term starts
Thursday 13 November 2025 - In service day, schools closed
Friday 14 November 2025 - In service day
Tuesday 23 December 2025 - Term ends

CHRISTMAS HOLIDAY

Wednesday 24 December 2025 - Holiday starts
Tuesday 6 January 2026 - Holiday ends

SPRING TERM

Wednesday 7 January 2026 - All resume
Friday 13 - Monday 16 February 2026 - Mid term, all break
Tuesday 17 February 2026 - In service day, schools closed
Thursday 2 April 2026 - Term ends

SPRING HOLIDAY

Friday 3 April 2026 (Good Friday) - Holiday starts
Friday 17 April 2026 - Holiday ends

SUMMER TERM

Monday 20 April 2026 - All resume
Monday 4 May 2026 - May Day, schools closed
Friday 22 May 2026 - In Service Day, schools closed
Monday 25 May 2026 - Victoria Day, schools closed
Friday 3 July 2026 - 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.

BOYS	GIRLS
Grey school sweatshirt	Grey school sweatshirt
White shirt/Polo shirt	White blouse / Polo shirt
Barnhill school tie	Barnhill school tie
Black shoes	Grey skirt/pinafore/trousers
Grey flannel trousers	Black shoes
All items of clothing should be labelled. This assists greatly in recovering lost property.	

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

Information on applying for free school meals can be found at

www.dundee.gov.uk/eduforms

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.

Section 4: School Policies & Practical Information

Enrolment & Placing Requests

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

If you wish to apply for a school place, whether you are moving into Dundee or moving between two Dundee schools, you need to complete a placing request form. To do this, you should apply online, on the Dundee City Council website - go to **Schools & Learning** then **Enrolments and Placing Requests** and select **In Year Change of School**. 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 working days.

Parents of prospective Primary 1 pupils who reside in the school's catchment area are asked to register their child's name online on the DCC Website - again, go to **Schools & Learning** then **Enrolments and Placing Requests** then select **P1 Enrolments into Catchment School** between December and the February of the year the child starts school.

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 online on the DCC Website - again, go to **Schools & Learning** then **P1 or S1 Placing Requests**. Placing Requests are dealt with in date order and the process should be concluded by the end of April.

School Absence procedures

Please contact the school as soon as possible if your child is absent.

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 a School and Family Development Worker 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.

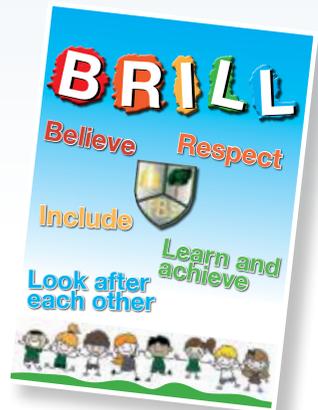
General Safety

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 promote positive behaviour through a variety of strategies which include:

- Circle Time sessions
- Restorative approaches e.g. restorative conversations, 5 magic questions
- Assemblies
- Well organised school routines
- High expectations and consistency from all staff
- Access to a cosy corner in every classroom



Section 4: School Policies & Practical Information

- Specific support for those experiencing difficulty e.g. individual target sheet
- Communication with parents (homework diaries)
- Everyone being involved e.g. children deciding on a variety of rewards, parent partnership activities
- Celebrating wider achievements
- Displaying BRILL posters throughout the school

House Points

Each child will be allocated a 'House'.

The children voted for house names and the following were chosen:

Balgillo, Ceres, Elcho and Falkland

House points will be handed out by all members of staff when they see behaviour, work and attitude over and above what is expected.

There will be an additional playtime for the House with the most points at the end of every month and a new trophy will be awarded this year at Prize-giving for the winning House.

Senior pupils will have the opportunity to apply to be House Captains and Vice Captains at the start of every school session.



Section 4: School Policies & Practical Information

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 Children and Families Service.

Section 5: Parental Involvement

We encourage and welcome Parental Involvement throughout the school. In the first term we hold the first Parent Contact Evenings, these meetings also take place in term 3. In Term 2 we have an Open Afternoon where parents are invited to look round their child's class and the children are able to share their learning with their parents/grandparents.

Throughout the course of the year there are Parent Focus Groups, Curricular Afternoons and Evenings as well as fun and social events which are arranged by the Parent Council.

Each session, the Parent Council also organise two fun fundraiser events – the Christmas Bazaar in November and the party in the Playground in June. Monies raised are directly used to purchase items for the school in consultation and partnership with the school staff.

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.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

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

Level	Stage
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:

[Curriculum for Excellence | Education Scotland](#)

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

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.

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 look at their written work to build up a picture of where each child is in their learning. Assessment and planning for additional needs will be done through careful planning to identify strengths and barriers to learning. Parents/carers will be involved in identifying actions or supports are required to meet additional needs.

From this, teachers help children to see how they can improve and what they need to practise. Self and peer assessment are important parts of this - pupils assess their own learning and help each other to improve.

Within the area of assessment, pupils' learning progress is also measured using standardised assessments which allow the school to develop diagnostic profiles of pupils' strengths and development needs. These assessments also allow comparisons with national levels of attainment. Currently, Scottish National Standardised Assessments (a series of computer-based adaptive tasks) are used to support teachers' judgements of progress in P1, P4 and P7.

The progress of every pupil is tracked throughout their school career. Individual Folios of work, learning journals and other profiles are started in Primary 1 and built upon throughout each child's school experience. These provide evidence of learning progress and aid reporting to parents/carers.

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, formal reports at the end of the school year and also opportunities for further meetings with staff throughout the year if required.

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 Council's Children and Families Service 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

Parents/Carers should contact the school for further information if they have any concerns around support for their child.

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.

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

an online enquiry service

two websites - www.enquire.org.uk (for parents/carers and practitioners) and 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).

Section 7: Support for Pupils

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

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 Scottish Government website's Additional Support for Learning page also provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs: <http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

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 <http://www.educationscotland.gov.uk/supportinglearners/>

Section 8: School Improvement

At Barnhill Primary School we are committed to building a successful model for continuous school improvement. In order to achieve this, we continually seek and take into consideration the views of all stakeholders including our pupils, staff, parents/carers and partner agencies which, together with guidance at National and Authority levels, form our School Improvement Plan.

See below for the most recent inspection evaluations:

Quality indicators for the primary stages	Evaluation
Leadership of change	very good
Learning, teaching and assessment	very good
Raising attainment and achievement	very good
Ensuring wellbeing, equality and inclusion	good

Descriptions of the evaluations are available from:
[How good is our school? \(4th edition\), Appendix 3: The six-point scale](#)

Quality indicators for the nursery class	Evaluation
Leadership of change	good
Learning, teaching and assessment	very good
Securing children's progress	good
Ensuring wellbeing, equality and inclusion	good

Descriptions of the evaluations are available from:
[How good is our early learning and childcare? Appendix 1: The six-point scale](#)

A more detailed document called Summarised Inspection Findings (SIF) will be available on the Education Scotland website at:

<https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=1586>

We will use the feedback from the inspection to plan future school improvements.

Section 8: School Improvement

Tables below shows a summary of P1/P4 and P7s achieving national standards over a three year period.

		Reading			Writing		
Stage	Level	22/23	23/24	24/25	22/23	23/24	24/25
P1	Early	98%	96%	82%	96%	96%	78%
P4	First	86%	87%	87%	84%	77%	79%
P7	Second	87%	85%	89%	84%	78%	77%

		Listening & Talking			Numeracy		
Stage	Level	22/23	23/24	24/25	22/23	23/24	24/25
P1	Early	98%	98%	93%	100%	95%	87%
P4	First	96%	90%	87%	94%	90%	87%
P7	Second	91%	86%	88%	86%	82%	78%

Section 9: Extra Curricular Activities

At Barnhill we offer a wide range of Extra Curricular Activities. Most of our clubs are organised and delivered by Teaching Staff and P7 pupils. We also work in partnership with Active Schools to offer clubs and taster sessions provided by a range of community providers.



...you can do so much more **ONLINE** at...
dundeecity.gov.uk