

# School Handbook

# Tayview Primary School



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# Section 1: Welcome and Vision

Dear Parents,

Welcome to Tayview Primary School.

At Tayview Primary School, we aim to provide a caring, welcoming environment for all our pupils and families. This handbook is designed to give parents and carers information about our school as we welcome you and your child to our school family.

Tayview Primary School is a large non-denominational primary school situated within the Menzieshill area of Dundee. Our lovely, modern building opened in 2017, following the merger of two smaller primary schools.

Tayview Primary School is an inclusive and diverse school. Our school vision is - We aim for everyone in the Tayview community to SHINE.

We look forward to having you and your child with us at Tayview, we also look forward to working with you in partnership throughout your child's time in our school.

This handbook contains information about most aspects of school life at Tayview, and I hope it will answer any questions you may have. If you would like further information, please do not hesitate to contact the school office through the contact details in section 3 of this handbook.

We look forward to having you and your child with us at Tayview, thank you for being an essential part of our school. By working together, we hope to support your child to learn, grow and achieve to the best of their abilities.

Mrs Lesley-Anne Weir  
Head Teacher

## Section 2: School Ethos

At Tayview Primary School, our vision, values and aims are central to all that we do.

Our school vision is:

**We aim for everyone at Tayview to**  
**SHINE!**

Our values are the things that are important to us.

Our school values are:

**S**upport one another

**H**elp our community

**I**nclude everyone

**N**ever give up

**E**xcel in all we do

We want to **SHINE** like **STARS**.



## Section 2: School Ethos

Our school aims are what we want for everyone at Tayview.

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



We are very proud of our school, and we love our learning community!

Tayview Primary School learners are enthusiastic, respectful, we enjoy learning and being active. Our staff are ambitious, knowledgeable and caring lifelong learners who are committed to school improvement and positive experiences for our school community.

We enjoy our weekly whole school assemblies, where we come together to celebrate our achievements, sing, learn, and have fun.

All our work is underpinned by a strong commitment to wellbeing and children's rights.

We have good links with our local community and regularly work in partnership with many different agencies to enhance the work of our school. We are very proud of our positive ethos at Tayview, we are successful because pupils, parents and staff work together to make Tayview a happy, productive, nurturing school.

## Section 3: School Information

|                                                         |                                                                                                                         |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>School Address:</b> .....                            | Tayview Primary School<br>180 Dickson Avenue<br>Dundee DD2 4GE                                                          |
| <b>Telephone:</b> .....                                 | 01382 435917 or 01382 435934                                                                                            |
| <b>Email Address:</b> .....                             | <a href="mailto:tayview.primary@dundeeschools.scot">tayview.primary@dundeeschools.scot</a>                              |
| <b>Website:</b> .....                                   | <a href="http://www.tayview.ea.dundee.sch.uk">www.tayview.ea.dundee.sch.uk</a>                                          |
| <b>Head Teacher:</b> .....                              | Mrs Lesley-Anne Weir                                                                                                    |
| <b>Depute Head Teacher:</b> .....                       | Miss Ruth Mitchell                                                                                                      |
| <b>Principal Teacher<br/>Supporting Learners:</b> ..... | Mrs Elaine Milne                                                                                                        |
| <b>Principal Teacher:</b> .....                         | Mrs Gillian Robertson                                                                                                   |
| <b>School Status:</b> .....                             | Non-Denominational, Primary 1-7                                                                                         |
| <b>School Roll:</b> .....                               | 450 pupils                                                                                                              |
| <b>School Hours:</b> .....                              | 9.00am - 3.15pm                                                                                                         |
| <b>Parent Council Contact Info:</b> ....                | <a href="mailto:parentcounciltayview@npfs.org.uk">parentcounciltayview@npfs.org.uk</a><br>Chairperson: Jennifer Kinnear |
| <b>Parish Priest or Minister:</b> .....                 | Rev Robert Mallinson                                                                                                    |
| <b>Parish Address:</b> .....                            | Menzieshill Parish Church<br>Charleston Drive<br>Dundee DD2 4BD                                                         |

## Section 3: School Information

### Office Hours

The school office is open from 9am to 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.

If you need to speak with a member of staff in our school, please get in touch by phone, email or come into our school office to make an appointment. We will always get back to you as quickly as possible. At times, our office staff may be on another call or speaking with a parent, carer or visitor and may be unable to answer the phone or door immediately. We will always do our best to respond as soon as possible.

Our school has secure entry to the building and car park. For everyone's safety and security, please ensure you enter our school via the school office and sign into the building.

We will communicate with parents and carers in a range of ways. We have our Tayview school app where we post important dates, updates and information. We also use another app called Seesaw, where we can share information, photos and updates about your child's learning in school. We send information out by email too, to ensure families can access this information in the way they prefer. We share information about how to access these apps when your child starts school.

In addition to this, we share information about your child's learning with you at four key points in the year. Face to face meetings are scheduled for September and February, with written reports in December and June.

We will also arrange additional meetings or discussions should your child require this.

## Section 3: School Information

### **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.

#### Our school uniform

- Our school uniform is black and purple.
- Trousers, shorts, skirts and pinafores should be black.
- Jumpers, cardigans or fleeces should be purple.
- School shirts or polo shirts should be white
- School dresses should be purple or lilac gingham
- School shoes or trainers should be plain black
- We have a school tie and clothing that is embroidered with our school logo. These are available at:  
[www.border-embroideries.co.uk](http://www.border-embroideries.co.uk)

For Physical Education, children should bring shorts, t-shirt and indoor only gym shoes or trainers.

We have a huge range of pre-loved uniform ready to be worn again in our school foyer or store room, please check in school before you buy new uniform.

All school uniform should be labelled. This will ensure it can be returned to your child if it is lost or left behind.

## Section 4: School Policies & Practical Information

### School Clothing Grants

If you are in receipt of Income Support, Job Seekers Allowance - Income Based, Income Related Employment and Support Allowance, Universal Credit (where take home pay is not more than £796 per month), Support under Part VI of the Immigration and Asylum Act 1999, Housing Benefit, Council Tax Reduction or Child Tax Credit with an income of less than £19,995 (as assessed by HMRC), you may be entitled to receive a grant towards the cost of buying essential clothing to enable children up to the age of 16 to attend school.

Grants are paid directly into your bank account. If you do not have a bank account we will contact you to discuss other payment options.

The current value of a Clothing Grant is £125 per primary school child and £155 per secondary school child.

More information and an online application form can be found on the [DCC website](#).

### 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.

## Section 4: School Policies & Practical Information

### Free School Meals

Primary 1 to 5 children and pupils attending special schools have the option of a free healthy school meal. If you wish your child to have a lunch, then there is no requirement to complete the free school meal application form, but they will need to follow school procedure for ordering the meal.

From Primary 6 onwards parents will need to apply for free school meals. Free school meals are available to all pupils whose parents receive Income Support, Job Seekers Allowance - Income Based, Income Related Employment and Support Allowance, Universal Credit where take home pay is not more than £796 per month, Support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit ONLY with an income of less than £19,995, or BOTH Child Tax Credit and Working Tax Credit with an income less than £9,552 (as assessed by HMRC).

Application forms can be submitted online on the [DCC website](#).

### Instrumental Tuition

Tuition fees are currently free and instrument hire is £83.00 per year.

### 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.

If you already have a ParentPay account you don't have to do anything. If you haven't yet activated your ParentPay Account,

## Section 4: School Policies & Practical Information

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, email and through our school apps. 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

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 &**

## Section 4: School Policies & Practical Information

**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 member of staff from school will arrange to visit you and your child at home.

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>

## Section 4: School Policies & Practical Information

### **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.

### **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

## Section 4: School Policies & Practical Information

### **Promoting Positive Behaviour**

A whole school positive behaviour policy exists within our school. This policy is based upon our school values and aims, alongside children's rights, set out by the United Nations Convention on the Rights of the Child.

At Tayview, we believe positive relationships and behaviour to be integral to achieving a happy, healthy and safe learning community. We aim to ensure children are at the centre of all decisions so that each individual can be appropriately supported to be: Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, and Included. We promote positive behaviour in class, in the playground and lunch hall as well as through curricular learning in Health and Wellbeing.

All staff use restorative approaches when dealing with children's behaviour, which promotes positive relationships and helps to resolve conflict.

### **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 Family Service.

Education Department publications can be found at:

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

## Section 5: Parental Involvement

All parents and guardians of Tayview Primary School pupils are automatically members of the Parent Forum. The Parent Council is a group of parents who have been selected in accordance with the Parent Council constitution to represent all the parents of children at our school. Parents of any child at Tayview can seek to be part of the Parent Council in line with arrangements set out in the constitution. The Parent Council can co-opt other members as it sees fit.

The aims of the Parent Council are:

- To work together with everyone involved in school life - parents, learners, teachers, school staff and the wider community.
- To make sure that all parents have a say in their children's education - and are able to express their views and wishes
- To build links between the school, parents, pupils, nurseries and pre-school groups and the community
- Our Parent Council meets at least approximately once each term and meetings are open to all parents.

We welcome parents and carers coming into school to share information, skills and to support events. Any parent or carer who wishes to be involved in learning and school events, please get in touch with Mrs Weir.

We are committed to good communication about your child and would encourage you to contact us around any queries or information you would like to share at any point in the year.

In addition to this we use our school apps to share your child's learning regularly and we hold class assemblies throughout the year. Each class invites their parents/carers into the school. This allows families to hear about their learning and some of the exciting things they have been doing in school.

[Parentzone](#) is a very useful website which provides information and resource for parents.

## 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:

[www.curriculumforexcellencescotland.gov.uk](http://www.curriculumforexcellencescotland.gov.uk)

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

## Section 6: The Curriculum

### **Getting it Right for All Our Children**

At Tayview, we will actively strive to ensure that all our children are safe, happy, achieving, nurtured, active, respected, have responsibility and are included. If we can help families in any way, please contact the school to speak to a member of staff. We're here to help everyone.

Tayview Primary School is committed to being an integral part of the Menzieshill Community. If you have any suggestions or thoughts on what we might do to enhance our community, please contact Mrs Archibald at the school. We will be delighted to hear from you.

### **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.

## Section 6: The Curriculum

### **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 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.

Baseline Assessment is carried out in Primary 1 using the PIPS computerised assessment, and this is repeated at the end of P1. In P4 and in P6 pupils undertake INCAS assessments, another computerised assessment which gives standardised information about pupil progress which teachers use to plan next steps in learning.

Every pupil has an individual Work Folio started in Primary 1. This contains examples of work from a wide range of activities and is added to as a child moves through the school.

### 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 – [http://www.educationscotland.gov.uk/Images/BtC5Framework\\_tcm4-653230.pdf](http://www.educationscotland.gov.uk/Images/BtC5Framework_tcm4-653230.pdf)

Information about Curriculum for Excellence levels and how progress is assessed <http://www.educationscotland.gov.uk/thecurriculum/howisprogressassessed/stages/index.asp>

## Section 6: The Curriculum

Information on recognising achievement, reporting and profiling –

<http://www.educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp>

### **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**

When a child requires extra help, their needs are assessed and planned for through one or more of the following:

- **Individual Education Plan (IEP)**
- **Additional Support Plan (ASP)**
- **Co-ordinated Support Plan (CSP)** – for a very small number of children with significant, long-term needs.

These plans identify the child's strengths, barriers to learning, and the actions or support required to meet their needs.

### **Inclusive Practice**

Support for learning takes place in every class and is the responsibility of all staff, following Dundee City Council's Standard for Inclusive Practice. All pupils are encouraged to work to the highest level of their ability, and extra support is available for those who need it. Our Principal Teacher (Supporting Learners) will work closely with the senior leadership team, teachers, support staff, families and partner agencies to ensure individual learning needs are met.

## 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 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

This year, in our school we have 4 priorities of improvement.

1. Improving the Health and Wellbeing of All - Reviewing and refreshing our Relationships and Behaviour Policy in line with the Dundee Standard for Inclusive Practice, UNCRC and GIRFEC wellbeing indicators.
2. Improving attainment, teaching and learning in Writing through working with the national improving writing programme
3. Building a whole school positive Reading Culture to increase engagement and attainment in reading.
4. Improve attendance at school – Ensuring all staff, children, families and partners know their roles in ensuring high levels of attendance in school.

### Attainment Data 2024-2025

This table shows the percentage of children who achieved the expected levels of attainment in P1, P4 and P7

| 2024-2025                             | Reading    | Writing    | Talking & Listening | Numeracy   |
|---------------------------------------|------------|------------|---------------------|------------|
| <b>Primary 1</b><br>(CFE Early Level) | <b>80%</b> | <b>66%</b> | <b>85%</b>          | <b>81%</b> |
| <b>Primary 4</b><br>(CFE 1st Level)   | <b>71%</b> | <b>57%</b> | <b>81%</b>          | <b>62%</b> |
| <b>Primary 7</b><br>(CFE 2nd Level)   | <b>76%</b> | <b>72%</b> | <b>84%</b>          | <b>63%</b> |

## Section 9: Extra Curricular Activities

A variety of extra-curricular activities are held during lunchtimes and after school, led by sports coaches, school staff and partners. Active Schools Co-ordinators assist in the provision and coordination of a range of physical activities for all age groups.

The active school co-ordinator for Tayview Primary is Jane O'Donnell and our Active School Assistant is Neil Ferrier.

An example of the types of activities on offer are:

- Dance
- Pen Pal
- Football
- Multi Sports
- Chess
- Library
- Basketball
- Netball

We also have competition teams and have competed in football leagues and cups, basketball, hockey and netball tournaments, as well as quiz competitions and dance events.

## 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 links:

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



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