



# Welcome to

Hecklegirth Primary School



December 2022

# Information at a Glance

## School Address

Solway Street, Annan, DG12 6HY

Email address

[gw08officehecklegirt@ea.dumgal.sch.uk](mailto:gw08officehecklegirt@ea.dumgal.sch.uk)

Parent Council Chairperson S. Wigham/L Moffat

Parent Council email

[hecklegirthparentcouncil@gmail.com](mailto:hecklegirthparentcouncil@gmail.com)

Head teacher Mr. Gary Cother

Depute Headteacher Mr. Chris Palmer

School Roll School: 216 Nursery: 59

Denomination Status Non-denominational

Status of Gaelic Not taught in the school

## Teaching Staff

P1 Miss. J. Campbell

P1/2 Mrs. R. Mahon

P2/3 Mrs. L. Gordon (M/T/W) Mrs. K. Rodger (W/T/F)

P3 Mr. I. Stevenson

P4 Mrs. A. Lindsay

P5 Mr. L. Tommie (Probationer) Miss. E. Dennis

P6 Mrs. C Bell Miss. E. Dennis

P6/7 Miss. L. Thompson

P7 Mrs. K. Menzies

Additional Support for Learning Teacher Mrs. A. Murray

Non-class Contact Mrs. K. Rodger

Cover Teachers Miss. E. Dennis

PE Specialist Mrs. R. Foster

If you would like some help understanding this or need it in another format please contact 030 33 33 3000.

## Nursery Staff

Nursery Manager Mrs. L. Greiner

Depute Nursery Manager/  
Nursery Nurse Mrs. J. Carruthers

Nursery Nurses Miss A.M. Kerr Mrs. L. Irving  
Mrs. J. Carruthers Mrs. M. Hamer Ms. J. McVicar  
Miss. G. Carruthers Miss. Z. Awde

## Early Years Support Assistants

Mrs. M. Mackay Miss. E. Fleming Miss. K. Dunion

Senior Clerical Assistant Ms. E. Richards

## Auxiliary Staff

Senior Clerical Assistants Mrs. L. Robson  
Ms. E. Richards

Learnings Assistants Mrs. M. Hamilton  
Mrs. H. Johnstone Miss. G. Clark  
Mrs. L. McKinnell (PEF Funded) Miss. C. Currie

Facilities Assistant Mr. A. Johnstone

Playground Supervisor Mrs. C. Mace

Catering Manager Mrs. J. Braid

Catering Staff Mrs. L. Moore  
Mrs. S. Parker Mrs. T. Baxter  
Ms. T. Gray Miss. S. Williamson

Cleaning Staff Mrs. S. Henderson  
Mrs. H. Hughes Mrs. A. Batey  
Ms. C. Campbell

School Support Manager Mrs. K. Howatson

Education Officer Mrs. L. Waugh

## The School Day

Nursery: We provide 30 hours per week for all eligible children from 2-5 years. Nursery is open from 8 am until 6 pm during term time. Children can access no more than 8 hours in one day and each session must be at least 2.5 hours long. For further information please contact the Nursery Manager.

## Primary:

School gate opens	8.40 am
School starts	8.55 am
Morning interval	10.25–10.45 am
Lunch	12.15–1 pm or 12.30 -1.15 pm
School ends	3.00pm

## Communicating with home

Our main form of communication with parents/carers is through our Groupcall system (text / email) and phone. Letters will be emailed out to primary contacts. We have introduced ClassDojo to share children's learning with families and send out class specific updates.

If your child is absent, we ask that you inform us by phone call (a message can be left), email or text. All reasons must be confirmed in writing via letter, text or email.

We recognise that family structures can vary and we aim to include all parents in their children's school life. If an additional parent is to be a contact (e.g. for newsletters, reports etc) we ask that they contact the main office in writing with contact details.

It is imperative that email addresses and phone numbers (including mobiles) are kept up to date in case of emergencies and to ensure that messages reach their correct destination.

## Welcome from the Head Teacher

Dear Parent / Carer

Welcome to 'Team Heckie'.

The children are at the heart of everything we do. We endeavour to create a nurturing, friendly environment for all and support every member of our community to attain and achieve to their highest potential. We deliver a broad general education with particular focus on children's health and well-being and improving literacy and numeracy skills.

We encourage our pupils to be creative, confident, citizens and to 'AIM High'. We expect them to do their best and be respectful to themselves, others and school community.

We hope you find the information in this handbook useful. Positive communication is key and we encourage all parents who have any questions or concerns to contact the school to support. We will do our utmost to support you and your child.

Kind regards

**Mr. Gary Cother**  
Headteacher

For more information about how we support parents and work with our schools please see our [\*\*Authority Handbook\*\*](#)

## School Aims, Values and Ethos

Our vision at Hecklegirth Primary School is to provide a broad general education that allows every child to reach their full potential. We endeavour to encourage children to be ambitious and 'aim high' in order to realise their aspirations for the future.

We worked with pupils, parents and staff to review our values. Our school motto is 'aim high.' We have simplified our values to an acronym of AIM.

### AIM High

**A** for Achievement

**I** for Inclusion

**M** for Mutual respect

These shared values are the foundations on which we have built our curriculum for Early Learning and Child Care and Primary education, and best match the aspirations we have for everyone within our school community. They underpin all that we do together as the school community to develop our young people as successful learners, confident individuals, responsible citizens and effective contributors.

These values are promoted visually and orally around the school as well as used as a measure within our classroom monitoring as part of our ongoing self-evaluation process.

Hecklegirth embraces a variety of traditional, innovative learning and holistic teaching approaches to build children's confidence to learn. From the Early Years, where we promote curiosity through play, to the senior stages, where these are developed into independent skills for learning, life and work, we employ a range of strategies to address children's needs including:

- active learning,
- making connections to real-world situations,
- outdoor learning,
- making connections through inter-disciplinary learning,
- working with individuals, groups and whole classes,
- developing thinking skills, curiosity and digital learning
- the use of expressive arts to stimulate creativity.

We evaluate our work with our school community and encourage everyone to be involved in this process. These activities include individual questionnaires and feedback, direct observations of our work and analysis of our attainment information (including how we are breaking down barriers to learning). All views are valued and used to support our school improvement planning and progress reporting which is shared with parents, families and wider community.





## Contact Us

The school welcomes suggestions and enquiries from parents and carers.

### If you need to find out something

We can be contacted by e-mail, telephone, group call text messages or face to face. Where it is not possible to resolve enquiries straight away, we will make arrangements to follow up as necessary with the most appropriate member of staff.

### Comments, Complaints and Compliments

A comment might be some brief feedback about how we have handled a situation or delivered a service. It is best to pass a comment straight to the school so that we can take any necessary action.

If you are not happy with the response you receive or a decision that has been made, you can Ask us to Look Again. You can do this by contacting [ParentalInvolvement@dumgal.gov.uk](mailto:ParentalInvolvement@dumgal.gov.uk). At this point an Officer will contact you and discuss the issue and direct the enquirer as appropriate.

Remember you can also access Dumfries & Galloway Have Your Say at <http://www.dumgal.gov.uk/article/17349/Have-your-say>



## How the School Works

### Class Organisation

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure.

For session 2022-23 there are 9 classes organised based on guidance from the Education and Learning Directorate.

P1	P1/2	P2/3	P3	P4
P5	P6	P6/7	P7	

For more information please see the [Education Authority Handbook](#)

### Positive Behaviour and Celebrating Success

At Hecklegirth, we promote and encourage positive behaviour across our school. Our Policy was reviewed in 2019.

We aim to promote a co-operative, nurturing and welcoming environment where children and adults are treated with respect and feel safe. We understand behaviour as a form of communication and work with all children to develop important life skills including empathy, problem solving, decision making and social skills. We set high, achievable expectations for all and support them to reach these.

By promoting positive behaviour within the school we hope to focus on achievements and celebrating success. Inappropriate behaviour is not tolerated and is addressed through a variety of restorative approaches. Further information can be found in our Promoting Positive Behaviour policy which is available at our school office.

We are proud of our community and enjoy celebrating individual and collective successes. Each week the children can earn points, take part in weekly challenges

set around our AIM values and be recognised for achievements in and out of school. During assemblies we celebrate wider achievements which are shared wider with parents and our community through newsletters, ClassDojo and local press.

For more information please see page 13 of the [Education Authority Handbook](#)

### School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. For more information on School Uniform, Dress Code, and School Clothing Grants visit [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

At Hecklegirth our recommended outfit is

- Grey/Blue sweatshirt
- Blue or white polo-shirt
- Dark shorts/trousers/skirt
- Appropriate footwear.

### PE

- T-shirt (jumper if outside)
- Shorts/joggers
- Secure footwear

School uniform can be ordered at [www.myclothing.com](http://www.myclothing.com) or from Carlisle Embroidery who do a uniform sale in May and October each year in school. Second hand uniform is available Annan Newstart at certain times. Children should not wear items that can lead to direct / indirect discrimination on grounds of race, religion, gender or disability.

Due to the changeable Scottish weather, we ask that children come prepared with a suitable coat and footwear. Outdoor play is vital for children's development and we will go outside in all but very wet/unsafe conditions.

## Financial Support for Children and Families

### Grants and Bursaries

#### Scottish Child Payment

The Scottish Child Payment is a payment for families on certain benefits or tax credits. Eligible families will get £40 every four weeks for each child under six.

Further information and an application can be made at: [mygov.scot](http://mygov.scot) website or call us on 0800 182 2222.

#### Best Start Grant

Best Start Grant and Best Start Foods are payments that help towards the costs of being pregnant or looking after a child. Best Start Grant is made up of 3 one-off payments:

- Pregnancy and Baby Payment
- Early Learning Payment
- School Age Payment

Best Start Foods is a prepaid card that can be used in shops or online to buy healthy foods like milk or fruit. The payments you can get now will depend on:

- how far along in your pregnancy you are
- how old your child is

Further information and an application can be made at: [mygov.scot](http://mygov.scot) website

#### Clothing Grant

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is presently £134 per primary school child and £150 per secondary school child.

Further information and an application can be made at: Free school meals and associated payments - Dumfries and Galloway Council ([dumgal.gov.uk](http://dumgal.gov.uk))

Education and Learning Directorate are committed to supporting families through their Anti-Poverty Strategy – details of which can be found at [www.dumgal.gov.uk/poverty](http://www.dumgal.gov.uk/poverty) Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at the above link.

### School Meals

The Naturally D&G local provenance for a sustainable future ensures that meals are freshly prepared with seasonal ingredients and are free from undesirable additives.

Detailed information on school meals is available at [www.dumgal.gov.uk/schoolmenus](http://www.dumgal.gov.uk/schoolmenus)

### Special Dietary Requirements

Facilities Services – Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask the school for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

For more information contact the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

### Free School Meals

Free school meals are provided for all pupils in Primary 1, 2, 3, 4 and 5. Confirmation of when this will be rolled out to Primary 6 and Primary 7 from the Scottish Government has yet to be confirmed.

In Nursery eligible children can receive up to 1140 hours a year of Early Learning and Childcare. As part of this funded offer the child will be entitled to one free meal and a snack each day.

All primary schools are now operating a pre-order system for school lunches for paid and free school meals. Parent / Carer will receive a letter informing them of how to create and set up an account for their child.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £360 and secondary school pupils can save £370. You'll also be helping your child's school if you qualify for free school meals. Some Scottish Government funding provided directly to schools is linked to the number of pupils who are entitled to free school meals.

For more information visit

[www.dumgal.gov.uk/schoolmeals](http://www.dumgal.gov.uk/schoolmeals)

Visit the school meal website for further information

[www.dgschoolmeals.co.uk](http://www.dgschoolmeals.co.uk)



## School Transport

Free school transport is available for some school children attending primary or secondary school if they live within the school catchment area and if they meet certain criteria. For more information and guidance visit <http://www.dumgal.gov.uk/article/15245/Free-school-transport>

## Free Travel for 5 - 22 year olds

From 31 January 2022 all children and young people aged 5-22 will be entitled to free bus travel in Scotland. You can apply for free travel online from today at [www.gettyournec.scot](http://www.gettyournec.scot) (This cannot be done through your school)

## Attendance

It is your responsibility as parents to ensure that your child/children attend school regularly. For the safety of all children it is important for you to telephone the school office prior to/at the beginning of the absence. Absences are recorded in class registers and frequent or irregular absences not supported by a reasonable excuse, will be notified to parents and the matter may be referred to the Opportunities for All Service. If possible please, try to make dental/medical appointments outwith school hours. However, if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

For more information on Attendance, Absences, Lateness and responsibilities of parents please visit [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

## Absence from School

Pupils who need to leave school during the school day ie doctor /dentist appointments, must be collected by a named contact confirmed with the school office. They must also report to the school office on their return to school.

## Curriculum for Excellence

Curriculum for Excellence (CfE), now known as 'Scotland's Curriculum,' is bringing learning to life in the way education is delivered for all 3-18 year olds in nursery, primary, secondary, at college and via workplace or community learning. It aims to respond and adapt flexibly to meet the needs of an ever changing and evolving world and Scotland's place within it. At its heart lies a constant commitment and drive towards excellence and equity, to raise standards, improve knowledge, develop skills for all learners and close the gap between the lowest and highest achievers by ensuring everyone has an equal opportunity to be successful no matter what their background or circumstances. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

### Broad General Education

Children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (Early, First, Second, Third, Fourth) and in each of the eight Curricular Areas. The five Curricular Levels span pre-school to the end of S3. This is the Broad General Education. Pupils progress at their own pace, working through the Experiences and Outcomes of the most appropriate level for them. Pupils will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3.

Hecklegirth Primary offers your child's entitlement to a broad general education within Scotland's Curriculum for Excellence. It is organised across curricular areas with Health and Well-Being, Literacy and Numeracy permeating all of the other curricular areas (Social Subjects, Sciences, Expressive Arts, Technologies and Religious and Moral Education).

Children learn across the school community and we plan for learning across the 4 contexts:

- Curriculum Areas and Subjects
- Interdisciplinary Learning: opportunities to link learning across curricular areas
- Ethos and Life of the School: Our values, whole school events (e.g. charity events, shows, sports day)
- Opportunities for Personal Development: wider achievements, personal projects, active school events.

We recognise that children learn at different rates which vary throughout their time at school and beyond. Teachers plan learning which aims to meet these individual needs and interests whilst providing appropriate challenge for every child. They work together and with our partners (e.g. Additional Support for Learning, Speech and Language, Educational Psychology) to plan learning which caters for each child's needs and provides opportunities for success.

Through our curriculum, opportunities for wider achievements are planned throughout the year so that every child can experience success in school. These include;

- Class enterprises
- Class, school and community competitions
- Charity Days
- Active School events
- Extra-curricular clubs and activities.

We also encourage parents and community members to share their interests and learning with the children in class and through extra-curricular activities. If you would like to do this then please contact the school office.



## Parental Involvement and Engagement

### Parent/Carers and the Parent Council

Every parent who has a child at our school is a member of the Parent Forum. The parent council is a group of parents who have chosen to represent the parent forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Hear about what partnership with parents means in our school
- Be invited to be involved in ways and times that suit you
- Identify issues you want the parent council to work on with the school
- Be asked your opinion by the parent council on issues relating to the school and education it provides
- Work in partnership with staff
- Enjoy taking part in school life in whatever way possible

More information is available at <http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

More information and support for Parents/ Parent Councils is available at <https://connect.scot/>

Parentclub Scotland <https://www.parentclub.scot/> provides support information and guidance to expectant parents, baby, toddler, Child, Pre-teen and Parents and Carers.

The National Parent Forum of Scotland's (NPFS) Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers: <https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

### Parentzone Scotland

<https://education.gov.scot/parentzone> information about the Curriculum and how you can be involved in your child's learning.

### How is my child doing?

There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights/ Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.



## Helping Your Child and Family Learning

Learning outside of school is as vital as the learning taking place in school. Your child has a wealth of experiences even before they arrive and this continues as they progress with us.

Throughout the year class teachers will identify key home learning tasks to be completed and communicate this through their class information letters, Class Dojo and regular communications. These will always be linked to learning taking place in class and aims to:

- Consolidate / revise learning done in the classroom
- Provide opportunities to extend learning
- Allow your child to personalise their learning
- Prepare for activities that are planned

Home learning provides the children with a great opportunity to share their learning with families and help you to see how well they are doing. It is also a key part in developing important skills for life, learning and work and supports raising a child's level of attainment and achievement. This is enhanced by the mutual support and interest of families and teachers encouraging them to learn at school and at home.

Education Department guidelines prevent Class Teachers from setting homework for pupils who are taken on holiday during term time.

## Support for All

### Support for Learners

Dumfries and Galloway Council is committed to the well-being and educational development of all learners. The process of inclusion requires all involved in the business of learning and teaching to demonstrate commitment, innovation and flexibility to ensure that all children and young people have access to quality learning opportunities and experiences.

More information is available at <https://www.dumgal.gov.uk/article/16163/Support-for-Learners> and on page 18 of our [Education Authority Handbook](#)

### Getting It Right For Every Child (GIRFEC)

You are the expert on your child and what you think matters. Getting it right for every child (GIRFEC) means that the School will always seek to involve you, to listen to your opinions and take them seriously.

More information is available at [www.dumgal.gov.uk/girfec](http://www.dumgal.gov.uk/girfec) and on page 20 of our [Education Authority Handbook](#)

### Child Protection

All children have the right to be protected from harm, abuse and neglect. The vision for all children and young people in Dumfries and Galloway is that they should be: safe, healthy, achieving, nurtured, active, respected and responsible and included. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well. Further information can be found at <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

Parents, carers and pupils have a key role in keeping the school community safe. We would therefore urge parents to share any information which would keep everyone safe, and to support and encourage their child(ren) to do the same.

### Enrolment in Schools - School Places

Information on enrolment in school and catchment areas is available at <http://www.dumgal.gov.uk/article/15241/School-places> Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest".

### School Improvements

Each year the school will publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents. The plan indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward. Both the report and the plan are published on the school's web-site and are also available in hard copy, on request. A copy can also be found by searching for your school at [www.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)

Each year, the school publishes a Standards & Quality Report providing all stakeholders with a comprehensive summary of the school's work and learners' achievements over the last year.

The first part of this report provides an overview of the school's progress in addressing its key priorities from the improvement plan, while the second part gives information about how well the school is performing against national expectations. For example:



- How well do pupils learn and achieve?
- How well has attainment risen over time?
- What has the impact of parental involvement been?

Alongside this, the report also shares how well the school has supported children and families through Pupil Equity Funding (PEF).

We also publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, based on our evaluations and engagement with stakeholders. This sets out our key tasks (including PEF planning) alongside their intended impact and outcomes for learners, the school and our community.

These documents are produced in parent and full formats and are available from the school office and on the council website.



## Health and Safety

### Emergency Procedures (including Safer Together Guidance)

If your child feels ill during the school day and we feel that he/she would be better at home, we will telephone you or your emergency contact. Minor accidents, e.g. cuts, bruises, are dealt with by the school staff. Serious accidents are few, but should one occur your child will be immediately taken either to your doctor or to hospital, if necessary, and you or your emergency contact will be notified. We cannot stress enough the importance of supplying the school with the relevant information we require in such a situation, i.e. your own home and work number and a telephone number of an emergency contact. **Please remember that if your child stays in more than one home setting contact details should take account of this.**

### Health Care (inc First Aid)

Many children will require their health care needs to be met at sometime within the nursery/school environment, for most children this will be for short periods of time only, but for some children this may require more long-term planning and support. If your child has any health care needs, please contact the school to discuss arrangements. Full details of the support available and your role as a parent and the role of your child are contained within Health Care in Schools 3-18 (NHS and Dumfries and Galloway Council) which is available from the school.

For more information see our [Authority Handbook](#)

### Severe Weather and School Closure Arrangements

Headteachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance make it necessary in the best interests of the pupils. In these circumstances parents will be communicated with in a variety of ways including text messages/ phone calls and emergency contact arrangements. All school closures will be notified on the Council Website.

[www.dumgal.gov.uk/article/15240/Emergency-school-closures](http://www.dumgal.gov.uk/article/15240/Emergency-school-closures)

### Data Protection

Information on how the Council uses personal data is available at [www.dumgal.gov.uk/article/15129/Data-protection](http://www.dumgal.gov.uk/article/15129/Data-protection) and [www.dumgal.gov.uk/privacy](http://www.dumgal.gov.uk/privacy)

### ICT in Schools

For more information on ICT in school please see page 14 of the [Education Authority Handbook](#)

### Use of the Internet, Social Networking Sites

As part of the process of learning we allow our children supervised access to the Internet and e-mail. The authority runs its own filter system to ensure that young people are not at risk from exposure to inappropriate material. This filtering system is regularly being upgraded. We have a policy for use of the Internet and a contract for responsible use, which we ask parents and young people to sign up to.

For more information visit our [Education Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

