



# Welcome to

Hutton Primary School



December 2021

# Information at a Glance

## School Information

Hutton Primary, Boreland, DG11 2LL

Email address

[gw08officeapplegarth@ea.dumgal.sch.uk](mailto:gw08officeapplegarth@ea.dumgal.sch.uk)

Parent Council Chairperson Emma Boyes  
Sarah Roxburgh

Head teacher Mrs Kathryn A Fraser

School Roll 9

## Teaching Staff

Mrs Siobhan James (Principal Teacher)

Mrs Michelle McWhirter (Principal Teacher)

Miss Breagha Keenan

Miss Lisa Fergusson

## Auxiliary Staff

Clerical Assistant Vacancy

Learning Assistant Miss Vikki Kerr

Mrs Sarah Wilson

Mrs Tammy Bell

Facilities Assistant Ms Margaret Robinson

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

## How the school works

If you wish to enrol your child from pre-school, you should contact the school office for more information. D&G authority will release an enrolment date in January each year. We also support our primary seven pupils moving on to secondary school through collaborations with Lockerbie Academy or their choice of secondary school.

## The School Day

School starts	9:00am
Morning Interval	10:45am-11:00am
Lunch	12:15pm-1:15pm
School closes	3:15pm

## Communicating with home

We offer a weekly surgery which affords all parents the opportunity to talk to their child's teacher in confidence. Parents also receive a weekly home-link book.

**Due to COVID-19 Applegarth and Hutton Primaries are working very closely together and are based at Applegarth Primary School.**

All schools in Scotland work within 6 key drivers of improvements which are identified in the National School Improvement Framework. The key drivers are school leadership, teacher professionalism, parental engagement, assessment of children's progress, school improvement and performance information. All of which are equally important.

In addition to our handbook, we have a school website which provides you with a real flavour of our partnership and a wealth of information.



## Welcome from the Head Teacher

Dear Parent / Carer

The purpose of this handbook is to give you the information about Hutton Primary School which we hope you will find useful while your child is a pupil here.

At Hutton Primary School we aim to provide a secure and friendly atmosphere in which each child can develop to their full potential educationally, socially and emotionally. We believe that your support and understanding are vital to this aim.

We have an active Parent Council who will invite you to become involved in the life of the school and you are welcome to contact the school at any time should you have any queries or anxieties.

Applegarth and Hutton Primaries partnership arrangement was formalised in 2013. Although both schools work closely together to the benefit of all the pupils each school retains its own identity.

Due to COVID-19 Applegarth and Hutton Primaries are working very closely together and are based at Applegarth Primary School.

Together, I am sure we can make your child's primary education both successful and enjoyable.

Yours sincerely,

Mrs Kathryn A Fraser  
Head Teacher

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

## School Aims, Values and Ethos

### Our Beliefs and Values

Agreed by the pupils, parents and staff of Applegarth and Hutton Primaries.

We aspire to support and challenge pupils in their

- Learning to know
- Learning to do
- Learning to be
- Learning to live and work together in a positive, nurturing learning environment

### Value

We value each and every individual and expect them to be Ready, Respectful and Safe in a positive learning environment.

### Education Services Aims

Our Aim is to raise levels of attainment, achievement and participation in all our children and young people.

### Our objectives:

- 1. We will ensure that children and young people are at the centre of our plans**  
This means planning by schools and support from Education Services will be focussed on delivering to all our children and young people the entitlements embedded in Curriculum for Excellence and Getting it Right for Every Child.
- 2. We will improve our partnership working**  
This means an emphasis on Cluster working, training on Getting it Right For Every Child themes, parental involvement, multi-agency working, partnership with Community Learning and Development (CLD);

- 3. We will encourage innovation, creativity, collaboration and a culture of sharing and learning in all our staff**

This means a focus on transformational leadership, professional autonomy, local solutions and building capacity in all our staff.

- 4. We will streamline our business processes**  
This means empowering our schools and staff to find better ways of working, with an emphasis on professional autonomy, local solutions, developing leadership, capacity building, effective Continuing Professional Development and implementing Getting It Right for Every Child processes.

### School Ethos

*"Applegarth is a welcoming, rural school which provides a warm, enriching and stimulating environment in which students are encouraged to fulfil their potential"*



## 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.

All classes within the school are multi composite. Wherever possible we try not to split any year group. Currently there are 15 pupils in P1-3, 15 pupils in P4/5 and 15 in P6/7 but this varies from year to year. Pupils are also supervised in the playground by a minimum of 2 teachers or learning assistants.

### Positive Behaviour and Celebrating Success

Our positive behaviour policy has recently been reviewed and updated. Full details can be found on the school website. Weekly assemblies celebrate wider achievement and certificates are awarded to individual pupils when they demonstrate great effort in their learning. Children also celebrate house points for carrying out our school rules well; giving them a sense of teamwork and shared success. Parents are notified weekly of all our successes and celebrations of learning are shared with the wider community through film and photo.





## 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)

Wearing school uniform encourages a sense of belonging and pride in our school. It should also reflect that school is a place of work therefore more casual attire will be actively discouraged. In line with the Education Authority's Policy we do have a dress code and expect parents/carers to support this.

Our school colour is navy and the children are requested to wear:

- Navy/skirt/pinafore/trousers
- White or navy poloshirt/shirt/tie
- Navy or black footwear
- Navy school sweatshirt/cardigan

The school has a small supply of uniform and additional orders can be placed prior to the summer holidays.

We have a healthy stock of 'as new' donated uniform

which is available free of charge and in line with our Eco/Recycling ethos.

An indoor and outdoor PE kit should be brought to school each term with a pair of trainers. Jewellery should be kept to a minimum and hair should be tied back before participating in P.E.

Pupils should change into indoor footwear on arrival each day.

## School Clothing grants

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 £134 per child. Guidance and more information is available at [www.dumgal.gov.uk/article/15246/School-clothing-grants](http://www.dumgal.gov.uk/article/15246/School-clothing-grants)

For information on our School Uniform Bank Project, for donations and collection see [supportdg.dumgal.gov.uk/FreeSchoolUniform](http://supportdg.dumgal.gov.uk/FreeSchoolUniform)

## 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)

## Pre-ordering lunch

All menus are nutritionally analysed, offering a fantastic choice and flexibility. Primary schools have introduced an advanced pre order system for lunch. Pre order forms are handed out to all pupils.

## Special dietary requirements

Specific meals for children with food allergy and intolerances, medically prescribed diets, or diets for religious or cultural reasons, may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering). We recommend that all children with a food allergy or intolerance register even if your child does not have school meals.

## Free School Meals

Free School Meals are provided for all pupils in Primary 1, 2, 3 and 4. Primary 5 pupils will be entitled to Free School Meals from January 2022 and Primary 6 and 7 pupils will all be entitled to Free School Meals from August 2022.

Roll out of online payments for school meals to Primary 5, 6 and 7 parents / pupils will be rolled out to all schools in Dumfries and Galloway Schools from 30 August 2021. Younger children at nursery or older pupils at primary may also be eligible for free school meals in certain situations as well as those families on qualifying benefits. 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.

The Council Webpage and Facebook will be updated with information for parents.

[www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds](http://www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds)

For more information on free school meal entitlement visit [www.dumgal.gov.uk/schoolmeals](http://www.dumgal.gov.uk/schoolmeals) or contact Education Support Services on 01387 260 493

## 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>

## 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.

At Hutton Primary we always endeavour to establish good relationships and promote positive behaviour. The aim of our positive behaviour policy is to state the agreed principles, which form the basis for the schools practices and policy for Behaviour Management i.e. the setting and attaining of acceptable standards within the school. Discipline in school is concerned

with the personal and social development of individual pupil values, beliefs, and attitudes, therefore cannot be undertaken by school alone but must be shared by pupils, parents and staff.

Learner achievements relate to all aspects of their planned learning. At Hutton, pupils are given recognition for a range of achievements which help the pupils understand the skills and attributes they have developed.

We celebrate success and personal achievements through certificates and awards assemblies and 'celebrations of learning' offering parents the opportunity to come to school and see first-hand learning experiences. Pupils' profiles recognise achievement both in and out of school.

### Recognising Achievement

*"All children and young people are entitled to have the full range of their achievements recognised and to be supported in reflecting and building on their learning and achievements. Schools and other establishments will provide opportunities for learners to achieve and encourage team to participate."*

Building the Curriculum 5

Curriculum for Excellence recognises how valuable achievements are and how significant they are in a child's life. Together it is important that we develop skills for learning, life and work. Such skills might include being responsible, being creative, time keeping, problem solving, planning, negotiating a wide range of organisational skills and social skills.

In recognition of your child's wider achievements, a display will be created in school and their wider achievement celebrated at the weekly assembly, giving your child the opportunity to reflect on their achievement.

## 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

Our current policy is to offer effective homework which should complement work done in class. In general P1-3 homework will cover reading, spelling and occasionally they may undertake independent research for topics. A range of tasks will be set each term through a homework jigsaw with activities linked to pupils' learning experiences in class. Pupils are afforded the choice of homework activities.

We would appreciate your co-operation in

- Ensuring that the task is completed neatly
- Giving your child help and support when needed
- Encouraging without pressuring
- Checking with your child 'TEAMS' and assisting as required to upload pupil's work

Due to current circumstances we are encouraging all our pupils to access their homework activities through Microsoft Teams.

If at any time your child experiences difficulties with their homework or accessing Teams please inform the school. Your child should never feel pressurised to complete the task.

We offer a weekly surgery which provides all parents the opportunity to talk to their child's teacher in confidence.

## 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 in our [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)

### 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)

In May/June of each year, the school publishes a Standards & Quality Report. The first part of this report provides an overview of the school's progress in addressing its key priorities, while the second part gives information about, for example, how well pupils are learning and achieving; how well the school is supporting children/young people to develop and learn. In June, we 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



improvement priorities are influenced not only by the feedback and information we receive from our pupils, parents/carers and other stakeholders, but also by national improvement priorities. The plan outlines our key priorities and indicates the expected impact of these priorities on our young people. Progress and evidence towards the targets set out in the School Improvement Plan are shared through our annual Standards and Quality Report. This provides a comprehensive summary of the school's progress in addressing its key priorities and learner's achievements over the last academic year.



## 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 25 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 [Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

