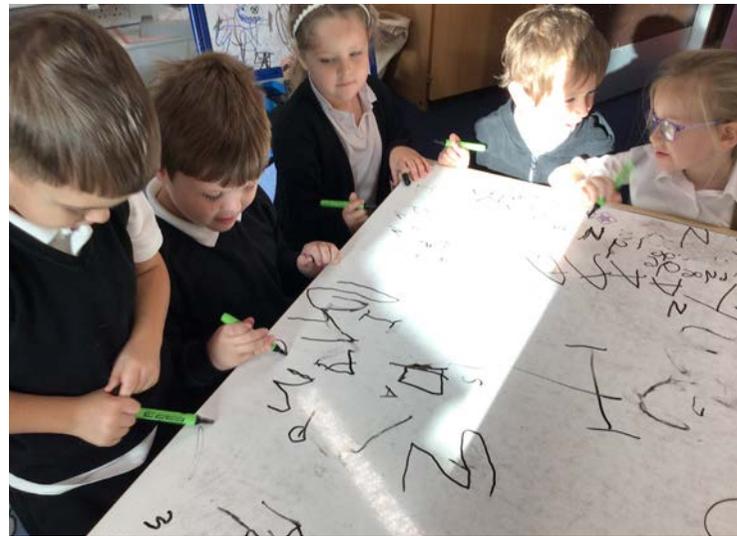




Welcome to Kelloholm Primary School



December 2023

Information at a Glance

School Address

Kelloholm Primary School and Nursery, Hyslop Street,
Kelloholm DG4 6QJ

Tel: 01659 67228

Email address

gw08officekelloholm@ea.dumgal.sch.uk

Parent Council Chairperson	Mrs Angela Cameron
Head teacher	Mrs Samantha McRobb
School Roll: P1 – P7	155
Nursery role	60
Denomination Status	Non-denominational
Status of Gaelic	Not taught

School Staff:

Teaching Staff

Primary 1	Mrs S. McKinna
Primary 1/2	Mrs K. Gilmour
Primary 2/3	Mrs A. Wark
Primary 4	Miss A. Lennox
Primary 5/6	Mr Thomson
Primary 6/7	Miss Barker
Primary 7	Mrs White
Additional Support For Learning Teacher	Mr J. Ferguson
Non-Contact time	Mrs H. Colquhoun Mr Milligan
Nursery Manager	Mrs J. McKie
Senior Practitioner	Miss A. Scott

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

Nursery Nurses

Miss M. Kirkpatrick
Miss C. Moffat
Miss F. Snedden
Miss L. Robertson

Mrs R. Wells
Mrs N. Murray
Mrs K. Park
Miss L. Crosbie

Early Years Support Assistants

Miss. K. Boslem
Miss D. Ritchie

Miss K. McMath
Miss L. White

Senior Clerical Assistants

Miss V. Graham

Miss T McConnell
Mrs A. Mackie

Additional Support for Learning Assistants

Mrs M. Hughes (Senior)
Mrs A. Mackie
Mrs M. Wilson
Mrs E. Lind

Mrs P. Barnes
Miss F. Snedden
Mrs S. French
Mrs L. Anderson

Communicator

Mrs A. McFegan

Homelink Worker

Mr R Moore

School Education Support Officer

Mr M. Armstrong

Janitor

Mrs D. Steel

Cleaning staff

Mrs M. Bone

Mrs W. Anderson
Mrs B. Hastie

Catering staff

Mrs J. Gallacher (Kitchen Manager)

Miss L. Gibson

Mrs A. Mackie

Mrs A. Telfer

The School Day

The school gates are open from 8.45am

Primary

School starts	9am
School finishes	3pm
Breaktime	10.30 – 10.45am
Lunchtime:	12:00 P1 12:15 P2-7

Nursery

1140 hours provided; flexibility available between 8.30am and 3pm

School term dates can be found at:

<http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>

Communicating with home

At Kelloholm, we pride ourselves in our open-door policy. Parents and Carers are welcome to pop into school to share concerns, comments, compliments or suggestions with Mrs Storey and/or Mrs Jardine. If you would like to discuss something with your child's class teacher, we will make a suitable appointment for you before or after school. We are also available by telephone and by email.

If your child is going to be absent, please let the school office know before 9.15am.

Welcome from the Head Teacher

Dear Parent / Carer

A very warm welcome to Kelloholm School, where we promote our school values of Ready, Safe and Respectful. We have a creative, committed staff team who challenge pupils to be the best they can be. We enable our learners to be innovative and apply their knowledge, understanding and skills across the curriculum to fully prepare them for their future and to enable them to become effective contributors and global citizens. We facilitate experiences which enable our learners to become independent and confident.

We value and actively seek opportunities for partnership working with our community. We encourage parents and carers to participate in, and contribute to, their child's learning. We know that positive relationships with parents and carers impact positively on outcomes for learners.

It is my privilege to lead Kelloholm Primary and I look forward to working with you and all of our families.

Mrs Samantha McRobb

Head Teacher

For more links and detailed information about how we support parents and work with our schools, please see our **Authority Handbook**. This also includes a page for financial support for Children and Families.

School Aims, Values and Ethos

Kelloholm Primary strives to be a positive, happy and inclusive environment where there are opportunities for the whole community to Work Together, Learn Together and Grow Together.

We aim to provide all of our pupils with learning experiences which are appropriate to their needs and abilities and which enable all our pupils to achieve their potential. We celebrate the achievements and interests of all our pupils, developing a sense of self-worth and confidence.

Our core values focus very much on **respect**. Everyone in school is encouraged to aspire to be **honest, caring and respectful** to each other, both in school and in the wider community. Individuals are expected to take responsibility for their actions and for their learning. We actively encourage and value the contribution of everyone in our school community. This is visible in what you see, hear and feel while in Kelloholm School and in our Community. We achieve this by being Ready, Safe and Respectful



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. At this point an Officer will contact you, discuss the issue and direct your enquiry as appropriate.

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

If you remain dissatisfied, the Education and Learning Directorate operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at www.dumgal.gov.uk/article/15382/Complaints-procedure

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 more information, on School class sizes and grouping please visit www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings

Our school follows the Council policy for class organisation.

This session we have seven Primary classes: P1, P1/2, P2/3, P3/4, P5/6, P6/7 and P7

Our Nursery class has Key Worker Groups, you will be informed which group your child is in before they begin their learning journey with us.

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

Positive Behaviour and Celebrating Success

Our ethos focusses on positive behaviour, respectful words and actions, and taking responsibility. We are a Rights Respecting School; working hard to implement an action plan to achieve Silver. We value the contributions of all individuals in school and use these contributions to improve. Everyone has a right to feel safe, have their voice heard and be happy. We promote kindness and consideration towards others. We use Restorative Practices to support individuals in 'making it right'. Parents/Carers are kept informed of incidents of unacceptable behaviour.

We celebrate success across our school community. We have weekly assemblies where we share good news stories, recognising achievements both at home and at school. We use our BLOG to regularly share

achievements of individuals and groups across the school with our parents. We send postcards home to celebrate successes with families.

We use our house system to reward positive behaviour and success. We have three 'Houses': Euchar, Scaur and Kello. Our House Captains and Vice-Captains are excellent role models for others across our school. Weekly points totals are shared at assembly, and the winning house team is proudly displayed in school.

For serious incidents of unacceptable behaviour, then the Authority policy will be followed. It may also be appropriate to seek support from the Authority's Inclusion Support Service.

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

Kelloholm Nursery has a uniform available. It consists of a purple sweatshirt or cardigan and a purple polo shirt. Uniform is not required in nursery, however many of parents and carers prefer this option.

School uniform in Kelloholm Primary consists of a black jumper or fleece, white shirt/blouse or polo shirt and black trousers/shorts/skirt. Some of our children choose to wear a tie.

Uniform items are available from the school office and are embroidered with the school logo. Sizes range from 2/3 years.

School ties	£6.00
Sweatshirts/Cardigans	£8.50 - £12.50
Polo shirts	£7.60 – £11.50
Fleece	£14.50 - £16.00

To maintain a clean working space all children are encouraged to change from their outdoor shoes into their gym shoes as they come into school.

PE kits should be suitable for both indoor and outdoor PE. This includes suitable shoes. Pupils should have a change of:

- shorts/joggers
- t-shirt
- fleece/jumper for outdoor PE when it is cold.
- Jewellery should be removed for PE.
- **No football strips or colours should be worn.**



Financial Support for Children and Families

Grants and Bursaries

Scottish Child Payment

Scottish Child Payment helps towards the costs of supporting your family. It's a weekly payment of £25 that you can get for every child you look after who's under 16 years of age. You'll get the payment every 4 weeks if your application is successful.

Further information and an application can be made at: 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 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)

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 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

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 Special Diet Request Forms to allow us to inform the catering team who will discuss your child's requirements in full. For more information contact DGschoolmeals@dumgal.gov.uk or the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

All Children with allergens should register with the catering team as soon as they are aware that their child has an allergen or intolerance to food.

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.

Online pre-ordering of school meals is currently being rolled out to all secondary schools, information will be supplied by your school.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £361 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

Scottish Child Payment and Bridging Payments

The Scottish Government's Scottish Child Payment helps towards the costs of supporting your family and, as of 14 November 2022, applications are now open for all children under the age of 16. The weekly value of this award will also increase to £25 as of this point.

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.getyournec.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

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.

If you are experiencing difficulty with getting your child to school, please contact the school office and ask for Mr Moore - Homelink worker - who will be pleased to assist you.

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.

CfE also includes Languages, Expressive arts, Religious and moral education, Sciences, Social studies and Technologies. The responsibility for the curriculum offer in your school sits with the Headteacher.

We aim to offer a variety of wider achievement activities for all our learners. These can take place both after school and during the school day. These are delivered by community partners, Active Schools and school staff. In previous years we have offered dance, music, football and gardening. If you would like to become involved in supporting the wider achievement opportunities we offer for our learners, please get in touch through the school office.

In Kelloholm, we pride ourselves in opportunities for pupil leadership and pupil voice. Our learners are involved in House Captains, Pupil Council, Digital Leaders, Eco Group, STEM ambassadors, Buddies and Prefects.

We offer all our classes the opportunity to learn out-with the school building. This ranges from learning walks in our immediate community surroundings to visits further afield. In the past we have visited places including Dumfries House, Dynamic Earth, Glasgow Science Centre and Drumlanrig Castle.

Upper school pupils develop their self-confidence, resilience and independence during an annual residential experience.

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

For more information or support for how you can become involved in or to run your Parent Council please visit www.dumgal.gov.uk/

For more information on what is meant by parental involvement visit www.dumgal.gov.uk/

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

Family learning is actively encouraged as sharing a learning experience supports understanding. Learning together can raise self-esteem and confidence and can positively impact on family relationships. We aim to facilitate opportunities for families to learn together through-out the year. Some community partners help us to facilitate these opportunities.

Homework expectations will be shared within your child's class newsletter. We are encouraging all our children to complete homework tasks which are set. Homework should secure a child's knowledge and understanding of a concept which has been previously taught in class. New learning will not be homework. Homework should be a harmonious, stress-free experience. If you would like to discuss your child's homework please speak to your child's class teacher in the first instance.

Usually, homework should take no more than 45 minutes a night. Some homework activities will be a project which may span a few days or weeks. The length of time given to complete home projects should be appropriate for the complexity of the task.

We believe that quality not quantity is most important. Encourage your child to take pride in the work they produce.

Support for All

Support for Learners

All children receive support at school and nursery to help them learn. 'Additional support for learning' is how we describe any support that is extra or different to the help that most children receive. Most of this additional support is provided by teachers in mainstream classes, focussed on learning and support to be fully involved in school life. For the majority of children and young people this will be delivered in a mainstream classroom supported by their classroom teacher for a few this will mean some additional support alongside the classroom teacher, and for a very few this will be part-time or full-time provision in a school with a learning centre or an inclusion base.

More information is available at www.dumgal.gov.uk 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 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

In Kelloholm we use our PEF funding, to support our ongoing school improvement priorities. Parents/ Carers are encouraged to participate in engagement activities which shape our school priorities for each year. Pupils and staff are included in processes which evaluate our progress towards improvement targets and which identify future priorities.



In 2023/24, our priorities include:

1. Improvement in Literacy and Numeracy Attainment across the school. Our experienced staff are using a range of planning to support children at all levels whilst our learning support assistants give extra support with Closing the Numeracy Gap and Closing the Literacy Gap where needed.
2. Reviewing the design of our curriculum, to reflect the needs of our children and young people. Our curriculum needs to reflect our renewed focus on outdoor learning, including forest schools, our focus on Play in the Early level and our commitment to achieving the UNCRC Rights Respecting Schools awards.

Health and Safety

Emergency Procedures (including Safer Together Guidance)

If your child feels unwell or have hurt themselves during the school day they must report this to an adult in the school. If we feel that they 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

Data Protection

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

