



Welcome to  
**Laurieknowe Primary School**



December 2023

# Information at a Glance

## School Address

Laurieknowe Primary School School Lane, Dumfries,  
DG2 7AJ

Email address:

[gw08officelaurieknow@ea.dumgal.sch.uk](mailto:gw08officelaurieknow@ea.dumgal.sch.uk)

Parent Council Chairperson Mr Stuart Beattie

Parent Council email

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

Head Teacher Mrs m Rogers

School Roll 280

Nursery Roll 46

Denomination Status Non-denominational

Status of Gaelic Not Taught

## School Staff:

### School Leadership Team:

Head Teacher Mrs M. Rogers

Depute Head Teacher Mrs L. Loughran

Principal Teacher Mr R. Laidlaw

Principal Teacher Mr R. Newlands

### Teaching Staff

Miss D. McTurk Mrs K. Penman Mrs D. McFegan

Mr D. Milligan Mrs C. Duff Mrs J. Shankland

Mrs E. Windsor Miss G. Robertson Mrs R. Crosbie

Miss K. Morton Mrs L. Jasinska Mrs J. Harvey

Ms C. MacDonald Miss E. Dodds

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

### Support Staff

Learning Assistant

Mrs A. Dougan

Learning Assistant

Mrs K. Fraser

Learning Assistant

Mrs L. Muir

Learning Assistant

Miss A. Millar

Learning Assistant

Mrs A. McKenzie

### Nursery

Nursery Manager

Mrs K. Williams

Nursery Nurse

Mrs L. Holland

Nursery Nurse

Mrs D. McGarva

Nursery Nurse

Miss B. Currie

Nursery Nurse

Mrs S. Munro

Early Years Support Assistant

Mrs L. Carson

Trainee Early Years

Support Assistant

Miss D. Dalziel

### Auxiliary Staff

School Janitor

Mr J. Moore

Clerical Assistant

Mrs N. Fernando

Clerical Assistant

Mrs L. Cushen

Clerical Assistant

Miss J. Jones

## The School Day

Starts 8:55 am All Children

Interval 10:45 – 11:05 am All Children

Lunch 12:15 – 1:30 pm There are three sittings for lunch; all children have a 45 minute break.

End 3:00pm All Children

School term dates can be found at:

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

## Communicating with home

We actively encourage all parents to become part of the life of the school. Opportunities are offered for parents and carers to become involved in working groups and regular school events.

We are currently in the process of reviewing how we communicate with families. This work includes the development of a new school website and reviewing other communication platforms as possible ways for us to keep in touch with our families.

We communicate with home using a variety of methods including Group Call and emails as well as communication from Class Teachers. Important information is shared to your mobile or e-mail using Group Call.

Through pupil reports and learning conversations with your child's teacher, you will be kept informed of progress and next steps in learning.

## Welcome from the Head Teacher

Dear Parent / Carer

Thank you for taking time to look at Laurieknowe's handbook. I hope that the information contained helps to give you a flavour of how our school operates and the ethos we aim to achieve. Together we work hard to establish our School Community, parents and carers are a central part to that. We offer a range of parental engagement activities through the year and are very keen to get parents actively involved in their children's learning and the ongoing development of our friendly and welcoming school. Any new families would be very welcome to visit to get a feel for our community, have a look around and meet some of our team. If you have any questions or would like to arrange a visit, please contact our office by email or telephone.

**Michelle Rogers**  
Headteacher

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

At Laurieknowe our vision 'Doing Well Together, Where Every Person Matters', is encapsulated within our school's aims and we take pride in celebrating when these have been demonstrated through learning, behaviour and attitude.

Our school's aims:

- Be the best person you can be
- Achieve and believe in your dreams
- Work and learn in a caring, safe environment
- Encourage and look out for others
- Aim high- the race for excellence has no finish line.

Our values guide the way we work as a school and learning community where we are: Respectful and Responsible, Nurturing and Encouraging, Confident and Successful, Trustworthy and Honest, Creative and Inspiring, Ambitious and Achieving, Inclusive and Fair.

We have achieved the Bronze Rights Respecting School Award and are working towards silver accreditation this session. At Laurieknowe, we are working to ensure that children learn about their rights and that these are embedded through the ethos of our school and the relationships within it and our wider community. We are working to create a school community which is based on the values of equality, dignity, respect, non-discrimination and participation. We want to empower our children to enjoy and exercise their rights and to promote the rights of others as global citizens.



## 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, 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](http://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](http://www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings)

We take great care in organising classes that meet the needs of learners in all aspects of their development. Composite classes are regularly part of our school's structure.

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

### Positive Behaviour and Celebrating Success

At Laurieknowe we promote positive behaviour through our ethos which encapsulates our vision, values and aims. We are realigning our positive behaviour policy to fit with national guidance. Success is celebrated through weekly assemblies and we actively encourage learners and their families to share out of school achievements with us which we continue to promote in a variety of ways to enable us to reach out to as wide a school audience as possible.

Twice a week we gather together as a whole school. As part of 'Wellbeing Wednesday' we have a Wellbeing Assembly and our children participate in a wellbeing activity of their choosing. This important part of the week provides time where the wellbeing of all members of our school community is our priority.

On Friday we have our Achievement Assembly where we celebrate our nominated Star Pupils, who have demonstrated the school's values in what they

have done that week. We find out who the weekly winners of the House Point competition and Healthy Cup are and during this time we also celebrate the winner of the Brooke Jardine Kindness Award. Laurieknowe has a Primary 7 Leadership Team, who participate in school development and take responsibility for planning and leading projects in school and the local community. Pupil participation in these teams and events is encouraged and highly valued. We regularly ask all pupils to give us feedback on their experiences and to contribute to future planning.

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)

Our school uniform consists of white, embroidered polo shirts, bottle green sweatshirts and bottle green fleeces. Black sweatshirts are worn only by Primary 7 children to mark their seniority in the school. These can be worn with black/grey/dark school trousers or skirts/pinafores. The wearing of school uniform is strongly encouraged and our parents support us in this. There are two different stockist of uniform. Our School Office keep a small stock of some items and orders can be placed online throughout the year. Further information on ordering uniform can be obtained by phoning the School Office.

## 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](https://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](https://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](https://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](https://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](https://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](mailto:DGschoolmeals@dumgal.gov.uk) or the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto: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](https://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](http://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](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.

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.

Teaching and Learning at Laurieknowe follows the guidelines as set out in the national Curriculum for Excellence. Our staff work to engage and excite children by offering a broad range of learning experiences, lessons and activities which include play, digital technologies, art, outdoor learning, visits and visitors and which have wellbeing and nurture at the heart of them.

Children have increasingly regular opportunities to make decisions about their learning, to personalise their curriculum and to contribute to the direction which learning takes for their class and wider school. At Laurieknowe children have the opportunity to take part in a wide range of extracurricular activities and experiences which support their learning in school. This includes opportunities to engage with our wider community and to visit or learn about the opportunities and amenities which our local area provides. We are regular visitors to the Ice Bowl, The Bridge, Queen of the South and DG1 as well as local museums and parks.

Many of our children are very active after school too, and we celebrate all of their achievements at our weekly assembly.

Our curriculum is always evolving as our dedicated staff work to meet the needs of all of our learners. Our school prioritises high quality learning and teaching and our staff engage in ongoing professional development to ensure that they are able to offer the best teaching, support, opportunities and experiences that they can.

## 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/](http://www.dumgal.gov.uk/)

For more information on what is meant by parental involvement visit [www.dumgal.gov.uk/](http://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

At Laurieknowe we hope to engage parents and carers in a broad range of activities to support learning, sometimes these happen in school and sometimes at home. Across ages and stages and throughout the year, expectations on homework change.

One thing that we encourage all of the time is reading. For all children we hope that parents and carers find time to read to their children, share reading and listen to them read to you. Reading is a key skill and has a huge impact across all areas of the curriculum. Children will be supplied books from school, we are building on our use of the local library but we actively encourage reading of all and any type.

As appropriate your child may also be asked to complete 'homework' activities that support learning in school, these may include: spelling, grammar, times tables, number bonds, key words, research, SumDog or other online learning, family learning challenges, personal projects or other 'life skills' such as tying shoelaces, bike riding, baking or cooking.

Homework tasks are set to support learning in school, not to replace it. We encourage families to support their children's learning as much and as often as they can.

## 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](http://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](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)

At the end of each year, our 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, 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. We also publish a School Improvement Plan outlining the key priorities for the school during the year ahead, following due consultation with staff, pupils and parents.

Our priorities this session are:

- Raise levels of attainment and achievement by securing high quality teaching and learning across all ages and stages.
- To secure a rights respecting culture In our school which meets the needs of our learners through inclusive practice, a nurturing approach and a focus on wellbeing.
- To engage all stakeholders, including families and partners in the refresh of our VVA and ongoing self-evaluation.

## 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](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](#)

