

Welcome to

St Mungo Primary School



December 2022

Information at a Glance

School Information

School Address

St Mungo School, Kettleholm, Lockerbie, DG11 1BT

Email address

gw08officest3@ea.dumgal.sch.uk

Parent Council Chairperson Mrs Kirsty Cameron

Head teacher Mrs Rachel Chandler-Rogers (Acting)

School Roll 42

Denomination Status non-denominational

Status of Gaelic not taught

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

Teaching Staff

Principal Teacher	Mrs Katy Durston
P5-7 Teacher	Mrs Lauren Henderson
P1-4 Teacher	Mrs Grace Reid
Support for Learning	Mr Michael Kay
Clerical	Mrs Yvonne Smith
Classroom Assistant	Mrs Hilda Howatson
Janitor	Mrs Margaret Robinson
Cleaner	Mrs Patricia Thompson
School canteen	Ms Karen Heatlie

The School Day

	9am-3pm
Breaktime	10.30-10.45am
Lunchtime	12.30-1.15pm

School term dates can be found at:

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

Communicating with home

The partnership between home and school is imperative to support all of our learners to achieve their potential. We strive to have open communication with all of our families through our weekly newsletter, termly overview for each class, Class Dojo and Groupcall as well as having an open door policy. All of our families are regularly welcomed into our school for a variety of events and activities both with learners and staff.



Welcome from the Head Teacher

Dear Parent / Carer

Welcome to St Mungo Primary, the small school with a big heart set in a rural environment in the village of Kettleholm, 4 miles from Lockerbie. The beautiful old building (previously a church) is steeped in history and surrounded by beautiful countryside.

With access to a large and varied playground, and our forest classroom, we can regularly take learning outdoors and into nature. Each child is valued for their own talents and abilities as they are supported and encouraged to grow and develop into confident individuals and successful learners who are acquiring the necessary skills for their future in learning and work.

As Acting Head Teacher of the Hightae, St Mungo and Tundergarth Primary Schools Partnership I am exceptionally proud of the hard work of our staff and learners who always strive to be the best that they can be!

Yours sincerely

Rachel Chandler-Rogers
Acting 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

Vision

“The whole school community of parents, pupils and staff will work towards St Mungo Primary School being a safe, secure environment where all individuals are valued, excited about learning and keen to make a contribution to the life of the school and community.”

Our motto is:

“We are a small school with a big heart”

Our Values lie at the HEART of all that we do. Together we demonstrate:

- H**onesty
- E**ffort
- A**chievement
- R**espect & Responsibility
- T**eamwork

Aims:

Learners will be aware of their strengths and will know how to improve the areas of challenge, developing resilience and confidence in their ability to learn.

Differences will be celebrated and we will be outward looking and involved in our community, country and world.

We will respect the buildings and belongings of our school and community and take care of our changing world.

We will promote an ethos where learning is valued and seen as an ongoing lifetime activity resulting in choices and stimulation being available to all.

We aspire to be the best we can be and will celebrate the efforts made to fulfill this.

Our Ethos is one of care and warmth.

We make everyone feel welcome and included in our school community. Children and families are supported and high expectations, in terms of behaviour, attainment and achievement, are at the foundation of all we do.

Children demonstrate a sense of pride in the school and leave St Mungo with not only a wealth of knowledge but also a set of real life skills and experiences they can use throughout their future careers, whatever they may be.

Our vision, values and aims will be reviewed during 2022-2023.



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 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.

We have two classes which are currently established as P1-4 and P5-7.

P1-4 staffed by the class teacher 4 days and the Principal Teacher 1 day weekly.

P5-7 staffed by the class teacher 3 days and the Principal Teacher 2 days weekly.

Both are supported by a shared learning support assistant.

We have regular input from our visiting Support for learning teacher.

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

Positive Behaviour and Celebrating Success

Our school is a safe and happy place to be where everyone works together to show 'Respect for All'. Our shared values and ethos mean that children and staff build strong, positive relationships on a foundation of agreed rules for our school. We have achieved our Bronze Rights Respecting School Award and are working toward our Silver Award. We are committed to helping children to know, understand and enact their rights.

We strive to equip children with the skills and strategies they need to self-regulate, manage conflict and difficult situations and undertake restorative conversations should issues arise. Staff support children to acquire these skills both in the classroom and in other settings. We work closely with parents

to ensure that we can provide consistent and timely support to our learners.

We regularly celebrate success in weekly assemblies. Certificates and photographs displayed on our star of the week wall keep a lasting record of achievements. Pupils are awarded for achievements linked to our school values, for successes in reading and across the curriculum. Children have the opportunity to be recognised for wider achievements.

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

Our school uniform consists of school embroidered navy sweater/cardigan and red polo shirt. Children wear grey, black or navy trousers, skirts, pinafores or school shorts. Gingham dresses can be worn in the summer months. We have a school supplier for the embroidered items and prices can be provided by the school office.

When we visit our outdoor classroom, children are required to bring suitable outdoor wear: old clothes that are warm and outer wear that is waterproof including wellington boots.

For P.E., children wear plain dark shorts, a plain t-shirt and trainers. As we often have P.E. lessons outdoors, a sweatshirt would be advisable. A reusable water bottle should be brought freshly filled with water every day.

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 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 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 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.

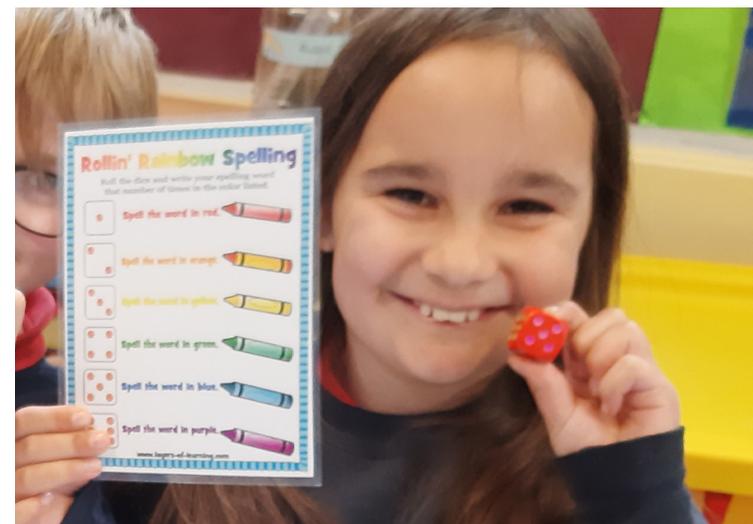
In Nursery eligible children can receive up to 1140 hours a year of Early Learning and Childcare. As part of this funded offer the child will be entitled to one free meal and a snack each day.

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

Visit the school meal website for further information 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.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.

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.

We have worked together as a partnership to refresh our 3 year curriculum overview.

Outdoor Learning is important at St Mungo and we are fortunate to have our own forest. The forest offers ways of learning and stimulating creativity beyond the classroom and playground. All areas of the curriculum are covered during visits to the forest from creative writing to fractions, mini beasts and den building. The children visit as a school and work together developing cooperation and collaboration skills.

Our pupil council has representatives from primary four to seven and meets regularly with the Head Teacher. They engage in self-evaluation activities using How Good Is OUR School, as well as organise events and activities within the school: their aim is to help improve St Mungo for the benefit of all.

We are well supported by our local community and have links with the local estate, Castlemilk. It is through their kindness we have a fantastic forest we can visit. We try to make use of local facilities to broaden the children's experiences.

At St Mungo we strive to deliver a breadth of depth of learning across all areas of the curriculum delivered through a range of learning strategies. Our P1-P4 class undertake learning through Play for part of their week and staff work hard to continually develop and refresh the provision to extend children's learning. Our Older children have regular transition opportunities across a range of curricular areas with Lockerbie Academy.

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

We want all our children to be excellent readers and as such our main focus for home learning is reading. For our younger pupils we look at the early acquisition of language, phonics and modelling of reading. Our older learners focus on comprehension and inference through reading longer or more detailed text. We know that these reading skills help us to deliver a balanced literacy approach and have a positive impact upon progress in all curricular areas.

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 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

Priorities for 2022-2023 are:



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

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](#)

