



Welcome to

Ae Primary School



December 2022

Information at a Glance

School Address

Ae Primary, Ae Village, Dumfries, DG1 1RG

Email address: gw08officeae@ea.dumgal.sch.uk

Parent Council Chairperson TBC
(as of November 2022)

Head teacher: Mrs Karen Scriven

School Roll 15

Denomination Status Non-denominational

Status of Gaelic No Gaelic teaching

Teaching Staff

P1-7 Principal Teacher	Mrs Marion Leyva (Tuesday – Friday)
P1-7 Class Teacher	Mrs Agnes Bell (Monday)
Partnership Teacher	Miss Nicola Henderson
Probationer Teacher	Miss Stacy Wilson
Additional Support for Learning	Miss Hazel Robertson
RICCT Teacher	Miss Lorna McAuley
Senior Clerical Assistant:	Mrs Hazel Cullen
Learning Assistants	Mrs Hazel Pritchard
School Support Manager	Mrs Diane Jackson
Education Officer	Mr David Maxwell

Auxiliary Staff

Catering	Mrs Michelle Baxter
Janitor	Mrs Margaret Stitt
Playground Supervisor	N/A

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

The School Day

School starts	8.55am
Interval	10.40 until 11:00am
Lunch	12.30 until 1.15pm
School finishes	3.00pm

Whilst in the playground, children are unsupervised.

School term dates can be found at:

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

Communicating with home

- Newsletters – sent home in a 'Mail Bag' every fortnight.
- School Facebook Messenger Group / School Facebook Home Learning Page
- Letters, telephone calls and text messages
- Reports
- Interviews with teachers at Parent, Teacher and Pupil Consultations (Afternoon/Evenings)
- Open Days/Information Evenings

Communication is a two-way process. We would like all parents to feel that the school and the staff welcome contact with parents. We are all working together for the benefit of Ae Primary pupils.



Welcome from the Head Teacher

Dear Parent / Carer

Ae Primary School extends a warm welcome to all parents, friends and visitors. We want our school to be a happy, caring and stimulating place for everyone, and welcome your assistance and co-operation in achieving this.

Parents/carers are by far the most important influences in a child's life. Their support can play a vital role at all stages. Parents who take on a supportive role in their children's learning make a difference in improving achievement and behaviour. Active involvement of parents can help promote a learning community in which children can engage positively with practitioners and peers. This handbook will provide you with some of the educational, organisational and social aspects of our school. I look forward to working with you to ensure that your child's education is both a happy and rewarding one.

Yours sincerely

Karen Scriven

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 Mission

To ensure all learners have the support and experiences to develop the skills, knowledge and confidence they need to achieve their individual potential.

Our Shared Vision

At Ae Primary School we provide an inclusive, supportive and welcoming environment where we aspire, through challenging and innovative learning and teaching to create responsible and successful learners.

The school is committed to providing a safe and nurturing learning environment and to effectively contribute to collaborations with wider partnerships.

We aim to build our pupils emotional, social and physical well-being as these strong foundations allows them to adapt continuously and have the confidence to embrace the every changing world in which we live.

Our Shared Values

At Ae Primary School we aim to establish a community in which everybody feels valued and respected, and where individual's differences are appreciated, understood and accepted. Everybody has a right to enjoy their time at school.

Our School Values are –

- Polite
- Responsible
- Organised
- Understanding
- Determined

To achieve this vision it is essential that we develop a curriculum which ensures that all children are provided with learning opportunities that recognise and celebrate their uniqueness, develop their full potential, allow them to fulfil their aspirations within and beyond the school gates and prepare them to embrace the ever changing world in which we live. We aim to deliver excellence in learning and teaching and expect all learners to be actively engaged in their own learning. Our curriculum focusses on the child as learner, and allows for breadth and depth of learning, offering challenge and enjoyment. We offer choice and personalisation as well as progression through levels, allowing the opportunity for attainment at the highest level.

At Ae Primary School we are always mindful of our demographic catchment and one of the primary missions of our Curriculum is to engage all children in innovative, challenging learning experiences that will allow them to become confident leaders in their community, critical thinkers, and life-long learners. In order to achieve this goal, our pupils will have the opportunity to develop an authentic understanding of how the basic concepts they learn about in school are connected to everyday life in their communities. Therefore, learning experiences will be relevant and holistic, and education will strive towards equipping our learners with the knowledge and skills necessary to become responsible adults of the future.

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 currently have one multi-composite class. The Education Service supports single stage and composite class groups based on a pupil's age. There are a few exceptions:

- gender imbalances
- pupils with additional support needs
- placing of siblings

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

Positive Behaviour and Celebrating Success

It is the aim of the school to create a happy relaxed yet purposeful atmosphere in which children can develop self-discipline and consideration for others. Our children are supervised throughout the day and there is always an adult available should children want to discuss any concerns or worries. Staff have consistent clear and high expectations of pupils with regard to acceptable behaviour. The school recognises the vital part to be played by co-operation between home and school. Should behavioural difficulties arise, parents will be made aware and possible courses of action will be explored together. The full support of parents is expected to ensure the child conforms to the behaviour norms of the school. If, in the rare and serious event when all else fails, Authority Policy regarding exclusion will be followed.

We have three houses: Barony (blue), Solway (red) and Queensberry (green). Each child gains credit for academic, social, physical and creative achievements throughout the week and these are converted into points. Assemblies are an opportune time for the whole school to recognise personal achievements of pupils both inside and outside school.

Rewards:

- Praise / sticker.
- Gain Dojo points for individual achievement.
- Certificates to identify if they are demonstrating the PROUD values in work and play

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

Clothing which is unacceptable in school under any circumstances would include items which:

- Could potentially encourage factions (e.g. football colours)
- Could cause offence (e.g. anti-religious or political slogans)
- Could cause health and safety difficulties such as loose fit clothing, dangling earrings
- Are of flammable materials which may be a danger in certain classes
- Could cause damage to floors
- Carry advertising, in particular for alcohol or tobacco
- Could be used to inflict damage on other pupils

School uniforms can be purchased from the school office.

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.

There are detailed Experiences and Outcomes for all subjects available on the Education Scotland website; teachers work to deliver these, and the progress of learners is measured in the achievement of Outcomes. Reporting to parents includes information about children's Experiences and Outcomes and the Levels at which they are working.

At Ae Primary we encourage pupils to take part in a variety of activities. The number of volunteers we have to lead them defines the scope for these extra activities. School staff, Active Schools, 'Let's Get Sporty' and parents/friends of the school are ways in which we provide pupils with opportunities to participate in a variety of activities.

We endeavour to take the pupils out-with the school on a regular basis to extend their education. We are fortunate to have a wealth of educationally rich resources in the near vicinity. We aim to take pupils to appropriate venues to support the Interdisciplinary learning programme of topics.

We also encourage visitors to come into school to enhance the curriculum. We have had drama and storytelling groups and science workshops. We also have regular visits from the emergency services: Fire Brigade and the School Community Police Officer. We provide a residential experience for senior pupils on a bi-annual basis. We visit Manor Adventure at Lockerbie along with pupils from Amisfield, Brownhall and Caerlaverock Primaries. On these visits we aim to foster team building, social skills and empathy. Pupils have great fun and take part in a selection of outdoor education activities.

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

Purposes/Aims of Home Learning

- To continue to build on prior learning that has taken place in school
- To encourage each child to develop his/her skills in various contexts out-with the classroom
- To provide an opportunity for parents to become more involved in their child's learning
- To foster good home/school working relations which benefit each child's development

The amount and frequency of home learning will vary throughout the year, and will be managed by the teacher, with regard to the needs of the children and home setting. Parents are encouraged to seize this opportunity to work alongside their child and learn more about their child's knowledge, skills and abilities. Effective two way communication is essential; please make any comment in the homework diary.

We have a closed Facebook Ae Primary Home Learning page in place to engage with parents and pupils immediately. This engaging platform allows for comments to be shared positively by both school and parents at the time the tasks are given. Video clips and photographs can be uploaded straight away so that progress of learning and evidence of engagement is seen immediately. This new platform of engagement to encourage home learning has been well received by all families.

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

Closing the Gap

- Improve description of factors and strategies within Individual Education Programmes (IEPs), ensuring targets are SMART (sustainable, manageable, achievable, reliable and timely) and short-term targets evaluated.
- Needs will be identified as early as possible to allow us to tailor interventions as required.
- Staged interventions will be tailored to the needs of each pupil, using a range of assessment data.
- Parents will be confident in how to support and/or challenge their child appropriately.



Building shared standards and expectations in Literacy and Numeracy

- Embedding the literacy and numeracy tracking will ensure consistency and clear picture of coverage and next steps for all learners.
- Increase staff confidence in assessing aspects of literacy and numeracy through focussed assessments and holistic assessments.
- Staged interventions will be tailored to the needs of each pupil, using a range of assessment data.
- Build parental confidence in supporting their child

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](#)

