



Welcome to

Ae Primary School



December 2020

Ae
Village

Information at a Glance

School Information

School Address

Ae Primary, Ae Village, Dumfries, DG1 1RG

Email address

gw08officeae@ea.dumgal.sch.uk

Parent Council Chairperson Mr John Magill

Head teacher Mrs Karen Scriven

School Roll 18

Denomination Status Non-denominational

Status of Gaelic No Gaelic teaching

Teaching Staff

P1-7 Principal Teacher Mrs Leyva
(Tuesday – Friday)

P1-7 Class Teacher Mrs Bell (Monday)

Additional Support
for Learning Ms Raphael

P1-7 Art Teacher Miss McAuley

Senior Clerical Assistant Mrs Cullen

Learning Assistant Mrs Pritchard

School Support Manager Mrs Jackson

Education Officer Mr Maxwell

Auxiliary Staff

Catering Mrs Baxter

Janitor Mrs Stitt

Playground Supervisor N/A

The School Day

School starts 8.45am

Interval 10.30 until 10.50am

Lunch 12.15 until 1.15pm

School finishes 3.00pm

Whilst in the playground, children are unsupervised.

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 and Snapshot Jotters
- 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.

Parental Involvement information:

<http://www.dumgal.gov.uk/schools>

<https://www.parentclub.scot/>

Parentzone Scotland:

<https://education.gov.scot/parentzone>

School term dates can be found at:

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



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

School Aims, Values and Ethos

Our Vision

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

Our 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

Our Aims

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 wellbeing as these strong foundations allow them to adapt continuously and have the confidence to embrace the ever changing world in which we live.

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 and allows them to fulfil their aspirations within and beyond the school gates. 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.

If you have a comment or concern

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 EducationSupport@dumgal.gov.uk. At this point an Officer will contact you and discuss the issue and share directly with you the outcome of this work.

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

We currently have one multi-composite class. The Education Service supports single stage and composite class groups based on a pupil's age. Your child's date of birth determines the class in which they are placed. There are a few exceptions:

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

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 points for individual chart. If pupils attain 50 golden time points, on a weekly basis, they are rewarded 10 minutes addition morning playtime.
- Golden Points Aspirations - Class Rewards to encourage whole class good behaviour.
- Certificates to identify if they are demonstrating the PROUD values in work and play





School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. www.dumgal.gov.uk

All Dumfries and Galloway schools must have a dress code which encourages pupils to dress in a way appropriate to attendance at school. This code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, poverty or disability. Prior to drawing up the dress code, parents, pupils and staff should be fully consulted and it is the expectation of Education Services that parents will be supportive of the dress code. 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.

School Clothing grants

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is £134 per child. Guidance and more information is available at <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

School Meals

School Meals, Naturally D&G local provenance for a sustainable future.

Detailed information on school meals is available at <https://www.dumgal.gov.uk/schoolmenus>

Pre-ordering lunch

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

Special dietary requirements

For food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering)

Free School Meals

Free School Meals are provided for all pupils in Primary 1, 2 and 3. Younger children at nursery or older pupils at primary may also be eligible for free school meals in certain situations as well as those families on qualifying benefits.

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

School Transport

Free school transport is available for some school children attending primary or secondary school if they live within the school catchment area and if they meet certain criteria. For more information and guidance visit <http://www.dumgal.gov.uk/article/15245/Free-school-transport>

Attendance

It is your responsibility as parents to ensure that your child/children attend school regularly. For the safety of all children it is important for you to telephone the school office prior to/at the beginning of the absence. Absences are recorded in class registers and frequent or irregular absences not supported by a reasonable excuse, will be notified to parents and the matter may be referred to the Opportunities for All Service. If possible please, try to make dental/medical appointments outwith school hours. However, if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

More information: www.dumgal.gov.uk

Absence from School

Pupils who need to leave school during the school day for 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) is bringing learning to life in the way education is delivered for all 3-18 year olds – in nursery, primary, secondary, at college, workplace or community learning. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. 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.

Home/School Partnership/Parental Involvement and Engagement

Parent Council and Parent Forum

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/>



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>

Homework/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.

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 the School

There are many things which as a parent you can do to support your child's learning in school: www.dumgal.gov.uk/article/17608/Parental-Involvement

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

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 and Transitions

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

In May/June of each year, the 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. In June, we publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents.

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

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.

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.

<http://www.dumgal.gov.uk/article/15240/Emergency-school-closures>

Data Protection

Information on how the Council uses personal data is available at <https://www.dumgal.gov.uk/article/15129/Data-protection> and <https://www.dumgal.gov.uk/privacy>

ICT in Schools

For more information on ICT in school please see page 19 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.

[Safe Digital Learning and Social Media](#)