



Welcome to

Auchencairn Primary School



December 2021



Information at a Glance

School Information

School Address

Auchencairn Primary School
Auchencairn
Castle Douglas
DG7 1RW
Telephone: 01556 640236

Email address:

gw08officeauchencair@ea.dumgal.sch.uk

Parent Council Chairperson: Mrs Poppy Baggott

Head Teacher (Acting) Fiona Christie

School Roll 31
Denomination Status Non - Denominational
Status of Gaelic N/A

School Staff:

Teaching Staff

Principal Teachers Mrs. C McCall / Mrs. A Graham
P1-3 Mrs. D Styles / Mrs. J James
P4-7 Mrs. C McCall / Mrs. A Graham
Learning Support Teacher Mrs. J Lambert
Clerical Assistant Mrs. B Fisher

Specialist Teachers:

Art Teacher Mrs. J. McLeman
Educational Psychologist Mrs. K. Howatson
School Education Support Officer Mr. J. Farquhar

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



Auxiliary Staff:

Learning Assistant Mrs. R. Macpherson
Cook Mrs. B. Norcross
Janitor / Minibus Mr. C. Branney
Facilities Assistant Mr. R. Smith

The School Day

9am School Starts
10:45am - 11.00am Morning Interval
12.30pm - 1.15pm Lunch
3pm School Finishes

School term dates can be found at:

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

Communicating with home

We use a variety of methods to communicate with home such as phone calls, letters, school diaries, Group Call texts, Twitter, email, Facebook, School Blog, Curriculum News and monthly Newsletters. Letters with reply slips need to be returned to the school office as soon as possible, to process the information. School diaries also contain information for parents. Please contact school if your child has any health appointments or if they are unwell. Please ring as soon as possible before 9.30am. Remember to tell school immediately of changes in phone numbers or address details in case of an emergency.

Facebook [Auchencairn Primary School](#)

Twitter [@MrsGraham_class](#)

Blog [Auchencairn and Borgue Partnership Blog](#)
[auchencairnandborgueprimaryschools](#)



Welcome from the Head Teacher

Dear Parent / Carer

Dear Parent or Carer,

Auchencairn Primary is a rural school, set in the heart of Auchencairn Village surrounded by beautiful Galloway countryside. We promote a friendly, welcoming and positive ethos where your child is appreciated as an individual who can grow and develop within a stimulating and secure environment.

This handbook is designed to give you as much information as possible about your child's new school. It cannot replace direct personal contact between school and parents but we hope that it will provide a basis for understanding and reinforce a sound parent, child and school relationship which is so vital in the early stages of your child's education.

We provide a wide variety of learning experiences inside and outside the classroom, using our local environment and wider community. Welcome to Auchencairn Primary.

With Best Wishes,

Fiona Christie
Head Teacher (Acting)

Auchencairn and Borgue Primary Partnership

For more information about how we support parents and work with our schools please see our [**Authority Handbook**](#)

School Aims, Values and Ethos

Auchencairn Primary is a very welcoming school where all pupils are inspired, challenged and nurtured to be the very best they can be. Everyone in our school and wider community is included, respected and treated fairly. In school we work hard to achieve high expectations of learning and achievement. We explore, discover and create in an active, fun and safe environment. We look ahead by using technology in our learning and developing life skills in the world of work, ready for growing and learning in our future lives.

Our School Motto: Be the Best You Can Be!

Our School Aims and Ethos

At Auchencairn Primary we aim to enable all children to develop their capabilities as:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

Our School Values:

- Be Respectful
- Be Responsible
- Be Kind
- Be Honest

These aims are related to the seven key areas of school life

1. Curriculum

Provide a real and relevant inspiring curriculum supported by learning from local to global. Be committed to ensuring that our pupils are responsible citizens who are equipped with the skills, attitudes and expectations which are required for our ever changing multi-cultural society.

2. Attainment

Ensure all pupils are able to realise and achieve their learning potential through high quality learning and teaching experiences.

3. Learning and Teaching

Enable each child to be successful and to develop their full potential in their learning. To build self-belief in their own abilities while promoting and celebrating achievement throughout the school. To learn and be creative with digital technology and expertise from Partners, Cluster Schools and the local community to broaden the scope of digital learning.

4. Support for Pupils

Provide for the pastoral, social, emotional, spiritual and physical needs of each child. Use a variety of learning and teaching approaches to meet the needs of all learners and remove barriers to learning

5. Ethos

Create an open and positive learning environment which promotes an ethos of achievement and high expectations for all.

6. Accommodation and Resources

Present a welcoming, stimulating and safe environment for everyone in school. Provide professional development to ensure all staff can develop in their roles leading to improvement in our education.

7. Management, Leadership and Quality Assurance.

Provide a clear vision and direction to lead the school forwards. To develop and value the skills of all staff ensuring that ongoing monitoring and self-evaluation leads to continuous improvement.

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 arranged by chronological age (date of birth) with a maximum class size of 25 pupils per class. Primary 1-3 Junior Class and Primary 4-7 Senior Class. Pupils can be arranged by age, ability and gender; ratio of boys and girls. The class composition arrangements can change each year

Positive Behaviour and Celebrating Success

Our school aims to be a happy, well-adjusted community where respect for each individual is clear. The main aim for each child is self-discipline and respect for other people's thoughts, feelings and property. Discussions with children reveal they expect the school to be a fair place that offers everyone freedom to express their opinions. There are a number of ways the school celebrates behaviour and achievement.

Golden Time

Daily, pupils earn Golden Time leading to a 30 minute 'Golden Time' session on Fridays. If "Golden Rules" are not followed, pupils do not earn all of their Golden Time. When persistent behaviour difficulties occur or if there is a serious incident we feel parents would want to know about, then parents are invited to school to discuss the problem and to work out a joint school/parent initiative. Such meetings are always held with the child's best interests at heart. The school recognises the vital part to be played by full co-operation between parent and school where behavioural difficulties arise.

House points

We have four school houses 'Bengairn, Hestan, Scree and Suie.' House points are awarded for good behaviour and demonstrating our school values.

House Captains

They develop their leadership skills by giving short motivational speeches to their House and act as 'role models' for behaviour.

Pupils of the Week

Children receive a certificate recognising why they have received this award, linked to one of the Four Capacities; a Confident Individual, an Effective Contributor, a Responsible Citizen' or a Successful Learner.



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

Parents can order school uniform via the school office or by ordering online from 'Brigade.'

www.brigade.uk.com

Pupils must wear uniform at school concerts, school photos and on school trips.

Auchencairn Primary uniform is as follows:

- Green Sweatshirt, cardigan or hooded top embroidered with the School Logo
- Gold or white polo shirt
- Black or grey smart trousers or skirt.
- Green gingham/summer dress,
- Green tartan pleated kilt

All uniform must be named.

A uniform donation scheme runs across the partnership. All recycled uniform is £1 per item. The rack of donated uniform and shoes are located in the school corridor for browsing and buying.

PE Kit

Weekly for PE, pupils need shorts or joggers and a T-shirt. PE Kit can be left in school in a gym bag. Trainers or plimsolls are required for PE or for indoors when the weather is wet.

Daily Mile Footwear

Every day pupils take part in the "DAILY MILE" and walk/run for 15 minutes. Pupils need spare trainers/ outside shoes for running; this footwear remains in school.

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 www.dumgal.gov.uk/article/15246/School-clothing-grants

For information on our School Uniform Bank Project, for donations and collection see supportdg.dumgal.gov.uk/FreeSchoolUniform

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

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

Specific meals for children with food allergy and intolerances, medically prescribed diets, or diets for religious or cultural reasons, may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering). We recommend that all children with a food allergy or intolerance register even if your child does not have school meals.

Free School Meals

Free School Meals are provided for all pupils in Primary 1, 2, 3 and 4. Primary 5 pupils will be entitled to Free School Meals from January 2022 and Primary 6 and 7 pupils will all be entitled to Free School Meals from August 2022.

Roll out of online payments for school meals to Primary 5, 6 and 7 parents / pupils will be rolled out to all schools in Dumfries and Galloway Schools from 30 August 2021. 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. 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.

The Council Webpage and Facebook will be updated with information for parents.

www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds

For more information on free school meal entitlement visit 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.

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 aim to provide children with a well-balanced over-arching experience that prepares all our children for life both now and in the future. We make every effort to encompass many aspects of learning for life and developing the young workforce throughout the Curriculum for Excellence.

Literacy and English - Literacy includes Reading, Writing and Listening and Talking. English underpins all learning.

Numeracy and Mathematics - Maths and Numeracy are taught daily through direct teaching, mental and active maths. Online programmes include Mathletics, Sumdog and Problem Solving.

Expressive Arts - Learning the skills of Art and Design, Dance and Drama in a variety of mediums

Technologies - Digital Literacy skills are developing through the curriculum and children can use technology in a wide variety of contexts.

Social Studies - Social Studies include history, social and economic studies and geography from a local, national and global perspective.

Sciences - Through the Sciences, children and young people develop their early interests in, and understanding of, the living, material and physical world.

Cross Curricular Work or Interdisciplinary Learning - "Interdisciplinary Learning" is when two or three planned curricular areas are used together to complete learning.

Religious and Moral Education (RME) - Children learn about World faiths and cultures. There are planned times for "Religious Observance." with opportunities to think about ourselves, our community and our core values;

Health and Well Being Education - HWB includes physical, social and emotional wellbeing as well as, looking after our bodies and keeping safe.

Wider Achievement and Celebrations - Many pupils have skills and talents outside of school, it is important to share all successes! Please send photos which can be displayed on the 'Wider Achievements Wall.'

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

Homework provides opportunities for independent study and learning activities from the teacher. We consider the setting of homework important for the following reasons:

- To develop the practice of independent study.
- To develop perseverance and self-discipline.
- To open up areas of study and information outside of the classroom.
- To involve parents and other adults in pupils' work.

Pupils will receive weekly reading and spelling homework with maths homework identified through the Maths scheme.

Education is a Partnership between Home and School

Children benefit greatly from shared reading times at home and this forms a crucial part of learning together for children right through the primary years but particularly in P1-4. It is also important that parents support children with spelling, tables and early number skills. All children have a homework diary to help keep parents informed of tasks set, parents should check and sign the Homework Diary on completion of homework.

All children are provided with reading/homework bags in Primary 1. All pupils have a "Home Learning Kit" filled with equipment to support any learning at home. Included also is a 'Literacy and Numeracy Booklet' showing ways in which parents can support learning at home and in the community.

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 in our [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

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

Auchencairn and Borgue Partnership School Improvement Plan 2021-22

In May the school provides a Standards & Quality Report providing all stakeholders with a summary of the school's development and achievements over the past 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 to develop and learn. In June, we publish a School Improvement Plan which outlines the key priorities for the year ahead;

Literacy

- Develop a writing programme with progression, an appropriate assessment model and tracking data at each level. Identify inspirational opportunities for writing for all pupils across the year

Digital Literacy

- Complete a 3 year curriculum cycle for Technology including interdisciplinary learning subjects. Increase technology and digital literacy learning across learning with improved technology resources.

Health and Well being

- Relationships and Sexual Health and Parenthood programme will be shared in the school community.
- Learn about how to look after children's Mental Health and well-being and how to build 'Resilience' in our children.

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 25 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 [Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

