



Welcome to

Beattock Primary School



December 2021

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

Information at a Glance

School Information

School Address

Beattock Primary School
 Craigieland Park
 Beattock
 DG10 9RB

Telephone: 01683 300363

Email address:

gw08officebeattock@ea.dumgal.sch.uk

Parent Council Chairperson Emma Davidson

Head Teacher Mrs Tara Woods

Acting Depute Head Teacher Mrs Hazel Graham

Depute Head Teacher GIRFEC / Pupil Support Mrs Nicola Brown

School Roll Primary P1-7 = 52
 Nursery = 18

Denomination Status: None

Status of Gaelic: None

School Staff:

Teaching Staff

Nursery Teacher	Mrs R. Leigh
P1/2/3 teacher	Mrs M. Miller and Mrs C. Berridge (Thurs)
P3/4/5 teacher	Mrs A. Craig and Mrs C. Berridge (Fri)
P6/7 teacher	Mrs H. Graham Mon & Tues), Mrs L. Young (Wed-Fri)
Learning Support	Miss M. Love and Mrs L. O'Sullivan
Early Years Practitioners	Miss J. Murray, Miss J. Musiej and Ms S. Dowson

Early Years Support Assistant	Mrs C. Wilde
Clerical Assistant	Miss T. Somerville
Learning Assistants	Mrs J. Paterson, Miss T. Somerville and Mrs E. Murray

School Education Support Officer	Mrs R. Jarvis
School Education Support Officer	Mr J Auburn

Auxiliary Staff

Playground Supervisor	Mrs S. Martin and Mrs E. Murray
Janitor	Mrs S. Martin
Catering	Miss D. Eddleston
Cleaning	Mrs M. Boa

The School Day

The school gates are open at 8.30am

Nursery

8.30am - 3pm

Primary School

9am	School Begins
10:30am - 10:45am	Morning interval
12:15pm - 1pm	Lunchtime
3pm	End of school day

School term dates can be found at:

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

Communicating with home

We operate an "open door policy" at Beattock Primary and welcome parents/carers questions, feedback and suggestions. We encourage parents/carers to contact us quickly if they have concerns/queries so that any issues can be resolved. From time to time we send out text messages and/or emails to share information with parent/carers. We also send letters and termly newsletters via pupils' schoolbags to share information.

Welcome from the Head Teacher

Dear Parent / Carer

A very warm welcome to Beattock Primary; part of the Beattock and Moffat Academy Cluster.

We are a deeply committed, caring and inclusive school community. Nurture is at the heart of all that we do, as we strive to ensure that every young person reaches their full potential.

This handbook contains all of the key information necessary for school life. In addition, you will find that our website provides lots of information which is updated on a regular basis with newsletters, calendar dates and school announcements.

We are confident that your child will really enjoy their time here. We aim to give all our children a great start in life by fostering a love of learning and a desire to be the best they can.

We look forward to working with you and your family over the coming years.

Yours sincerely,

Mrs Tara Woods
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

As a school we are constantly reflecting on and evaluating our work with pupils, staff, parents and with our partners in the local community.

Our school motto/vision statement is:

“Come aboard our learning journey for life, work and play.”

Our agreed values are:

Respect, Responsibility, Honesty, Kindness, Achievement.

Our aims are to ensure all our pupils develop as:

Successful Learners:

- Children who are motivated and active in their learning
- Children who understand what and why they are learning
- Children who are involved in planning and making choices in their learning
- Children who can think about their learning and setting next steps and how they can improve
- Children who have an opportunity to learn in lots of ways
- Children who are able to apply their learning and are encouraged to solve problems

Responsible Citizens:

- Children who are good role models and are able to respect the needs and feelings of others
- Children who are polite and well behaved: they can take ownership of their actions

- Children who are actively involved in making their school and community a healthier and greener place
- Children who are aware of Scottish culture and all the cultures that make our society special.

Confident Individuals:

- Children who feel safe, secure and confident in school and display the same confidence in their local/wider community
- Children who know their own strengths and have a “can do” attitude
- Children who can contribute and communicate their opinions and ideas

Effective Contributors:

- Children who can take on different roles by working independently and in a team
- Children who work hard to meet the high expectations we have of them
- Children who listen to and value the contributions of others to help them in their learning
- Children who are able to talk about their learning and share it with others

School Ethos

In Beattock Primary School, we see our “Community” as the coming together of: children, parents/carers, staff and the local and wider community. As a school community, we aim to work together to provide our learners with the best possible education and allow them to become successful, responsible, confident and effective individuals in this 21st century world.

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.

The school has multi-composite classes (maximum capacity 25). We believe there is a need for each child to be able to learn at his/her own rate and which is best suited to his/her own experience and ability. Therefore, we choose a group approach as our basic mode of organisation.

Positive Behaviour and Celebrating Success

Promoting a positive ethos is at the heart of what we all do. All staff strive to promote positive and respectful behaviour throughout the school. In March 2018 we created our Relationship Policy with the contribution of all stakeholders. The policy sets out clear expectations of all adults and children at Beattock Primary underpinned by UNCRC and GIRFEC principles.

We also celebrate success by rewarding 'Star of the Week' and 'Learner of the Week' certificates at our weekly assemblies. Pupils names and certificates are displayed on our Celebrating Success wall display too. We encourage children to bring in achievements/ awards they have received out with school and celebrate this success at assembly.

We use a house system whereby each child is assigned to either Craigiellands, Evan and Hartfell. Pupils earn points in a variety of ways, for example, working hard, effort, kindness and so on. Points are tallied up termly and the winning house gets rewarded.



In June 2018, we proudly became the first school in Dumfries and Galloway to achieve Unicef accredited Gold Rights Respecting School status. The United Nations Convention on the Rights of the Child (UNCRC) is at the heart of all we do at Beattock Primary School. Each class creates their own charter and we ensure every Beattock Primary School pupils' rights are met here. We are proud that our pupils are global citizens who critically engage and explore global issues and actively participate and take action.





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

School uniform creates a positive, healthy attitude towards school. The uniform for Beattock Primary includes black or grey trousers/skirts, navy blue jumpers/cardigans/sweatshirts and a white polo shirt/blouse/shirt. School uniform (polo shirts, sweatshirts, fleeces, jackets and PE kits) can be ordered at any time of year from Border Embroideries at <https://www.border-embroideries.co.uk/schools/beattock-primary-school.html> Shoes are preferred and pupils are encouraged to bring a pair of plimsolls/trainers to wear within the school building.

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.

Curriculum for Excellence – bringing learning to life and life to learning.

Curriculum for Excellence (CfE) is embedded across Scotland for all 3-18 year olds –wherever they learn. The aim of CfE is to raise attainment and close the attainment gap. CfE balances the importance of knowledge and skills and enables professionals to teach subjects creatively, work together and share best practice through eight curricular areas:

- Mathematics
- Languages
- Health and Wellbeing
- Social Studies
- Sciences
- Technologies
- Expressive Arts
- Religious and Moral Education

The curriculum of course, extends beyond the classroom. We look to enhance and embed what the children learn through wider experiences and opportunities. Throughout their time at Beattock Primary pupils will have the opportunity to participate in a wide range of educational visits and residential experiences. They will also have the opportunity to take part in a range of extra-curricular activities and take on learnership roles through our pupil committees. These committees include: Eco Schools, Rights Respecting Schools, Fairtrade and Charities and the Pupil Council.

Ultimately, we aim to support and challenge our young people to be fit, able and determined to succeed in life in the 21st century by presenting them with the opportunity to develop their skills and abilities, not only through the curriculum, but also through the wider life of the school community.

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

Parents have a crucial role to play for homework to be effective. Our Homework Policy is intended to assist parents in helping their child to complete homework tasks. The amount and nature of homework set will vary from stage to stage, and child to child. For example, pupils who are in receipt of learning support may require continual revision of key facts on a daily basis.

The amount of homework set will also vary depending upon the area of study currently undertaken; challenges the child might be experiencing, or indeed a disruption to 'normal' classroom routines (excursions, sports events).

Homework is used to help a child share what they are learning in school with parents/carers. It helps the child to consolidate new skills, to become more secure in their learning and develop attitudes and responsibilities towards their learning.

We use reading records/homework diaries to communicate with home the purpose of the homework. If at any time homework is becoming problematic and you/your child are becoming stressed about the task then a meeting with the class teacher is recommended so that the difficulties can be rectified and productive homework can begin again.

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

The school works with stakeholders on an annual basis to set improvement priorities for the following academic session. These improvement priorities are influenced not only by the feedback and information we receive from our pupils, parents/carers and other stakeholders, but also by national improvement priorities. These priorities are then incorporated into our School Improvement Plan. This plan outlines our key priorities and indicates the expected impact of these priorities on our young people. This then



forms the basis for our work throughout the year and is published on our school website. Progress and evidence towards the targets set out in the School Improvement Plan are shared through our annual Standards and Quality Report. This provides a comprehensive summary of the school's progress in addressing its key priorities and learner's achievements over the last academic year.

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](#)

