



Welcome to
Belmont Primary School



December 2023

Information at a Glance

School Address

Belmont Primary School, Galloway Avenue,
Stranraer, DG9 7BH

Telephone 01776 702952

Email address:
gw08officebelmont@ea.dumgal.sch.uk

Parent Council Chairperson Miss Katy Blackwell

Parent Council email:
belmontprimaryparentcouncil@yahoo.com

Head Teacher Mr Bill Burns

School Roll 275

Nursery Roll 66

Denomination Status Non-denominational

Status of Gaelic Not taught

School Staff:

Depute Headteachers Mrs Sian Binnie
Mr Stuart Hunter

Principal Teacher Additional
Support for Learning Mrs Emma Buchanan

Teaching Staff

Mrs Joan Hamilton Mrs Pamela Taylor
Mrs Natalie Sherry Mrs Elaine Stevenson
Mrs Lesley McColm Miss Beth McAdam
Mrs Barbara Baillie Mrs Christine Smith
Mrs Jenny Macdonald Miss Niamh McDowell
Miss Arlene McKie Mr Robin Bell
Mrs Mary Flannighan

Additional Support for
Learning Teacher Miss Gemma Smith
Mrs Shirley Drysdale

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

Learning Assistants

Mrs Catrena Holmes
Ms June Anderson
Mrs Steph Sullivan
Miss Lisa Adair
Mrs Jacqueline Small
Mrs Angela Wilson
Mrs Jessica Patchett
Mrs Lyndsay Hannah
Mrs Katrina Cook
Miss Donna Jackson

Mrs Norma Sheil
Mrs Jackie Millar
Miss Claire Flannighan
Mrs Gayle Hunter
Mrs Jane Murray
Mrs Lorna Castle
Miss Caitlin McKie
Miss Adi Bullivant
Miss Siobhan Milligan
Miss Heather McLelland.

Auxiliary Staff

School Secretaries

Miss Caitlin Palmer
Mrs Fiona Harvey
Mrs Emma Stillwell
Mr John Black
Ann-Marie McMeikan

Janitor

Catering Supervisor

School Education

Support Officer

Mr David Maxwell

The School Day

9:00am

School starts

10:40-10:55am

Morning interval

12:30-1:15pm

Lunch (P.1-2)

12:45-1:30pm

Lunch (P.3-7)

3:00pm

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

The school recognises the importance of developing strong links with parents/carers. To this end, parents/carers are kept well informed as to what is happening in the school by means of the School App, Weekly Newsletter, letters, Group Call text messages, termly information sheets, seasonal factsheets, Parent Council/Nursery and Children's Centre Facebook Groups and School Twitter.

School App

Find the Belmont School App by searching in your phone/smart device's App Store for 'Jigsaw School App'

Download the app and, once opened, select 'Belmont Primary School'.

Twitter

https://www.twitter.com/Belmont_PS

Facebook

<https://www.facebook.com/BelmontPSStranraer/>

<https://www.facebook.com/groups/2788167531425180/?ref=share> (Children's Centre)

<https://www.facebook.com/groups/belmontnursery/?ref=share> (Nursery)

Welcome from the Head Teacher

Dear Parent / Carer

The purpose of this handbook is to provide you with all the key information you will need as your child starts at Belmont Primary School. If you have any queries about the content of the handbook, or any questions that the handbook does not answer, please do not hesitate to get in touch.

At Belmont Primary School, we aim to ensure that all children reach their full potential through:

- Raising attainment, particularly in literacy and numeracy, and weakening the link between attainment and socio-economic disadvantage
- Ensuring early intervention
- Supporting children to be healthy and active
- Using data gathered from school, the local authority, children, parents/carers and national organisations to find out what makes a positive difference to children's learning and health and wellbeing.

Yours sincerely

William J. Burns
Headteacher

For more links and detailed information about how we support parents and work with our schools, please see our **Authority Handbook**. This also includes a page detailing financial support which may be available for Children and Families.

School Aims, Values and Ethos

All staff aim to ensure the highest possible levels of attainment, achievement and participation for our children. By fostering partnerships with parents/carers, the local community and support networks in the wider community we endeavour to ensure the educational inclusion of all our children. We work closely with Dumfries and Galloway Council to develop our aim to be an integrated community school which meets our children's educational, social, emotional and health needs.

Our four key aims are to enable all children to become:

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

At Belmont Primary School pupils, staff, parents/carers and partners in the community work together:

- to create a supportive learning environment where everybody is happy, safe and achieving
- to raise attainment through relevant, meaningful learning experiences
- to ensure every child has the same opportunity to succeed.

At Belmont Primary School we are all **FRIENDS**:

Fun
Respected
Included
Enthusiastic
Nurtured
Determined
Supportive

'Across the school there is a strong sense of collaborative leadership with well-planned opportunities for all staff to be actively involved in developing and implementing practice that reflects the shared vision of the school. Children, parents, staff and the local community feel valued, included and that their opinions, actions and work are taken into consideration.' Her Majesty's Inspectorate (February 2018)



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, discuss the issue and direct your enquiry to the appropriate person/persons.

Remember you can also access Dumfries & Galloway Have Your Say at <http://www.dumgal.gov.uk/article/17349/Have-your-say>

If you remain dissatisfied, the Education and Learning Directorate operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at www.dumgal.gov.uk/article/15382/Complaints-procedure

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.

For more information, on School class sizes and groupings please visit www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings

At Belmont Primary, we currently have 11 mainstream classes which incorporate all children from P.1-7. In addition, children attend our Children's Centre (for severe and complex needs) and Nursery.

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

Positive Behaviour and Celebrating Success

The school reviews its 'Promoting Positive Behaviour Policy' on an ongoing basis. This policy is available to parents/carers on request and details the procedures that have been agreed to ensure the highest possible standards of behaviour.

The school has clear expectations concerning behaviour, but the primary aim of the positive behaviour policy is to promote good relationships so that the full school community can work together with the common purpose of helping everyone to learn. Each class has its own Classroom Code, which is agreed by the children and closely is linked to the United Nations Convention on the Rights of the Child.

At Belmont Primary, a variety of strategies are used to reward positive behaviour and celebrate success. This ranges from verbal praise and informal recognition of achievement, to formal rewards through our Celebrating Success Assemblies,

Pupil of the Week, Pride of Belmont Award and other achievement certificates. We also recognise and celebrate children's wider achievements in assemblies, on the School App and our social media channels.

'Children spoke of staff who show them great respect and model positive relationships. All staff are sensitive to children's needs, develop positive relationships and a nurturing ethos which is helping children to settle and get ready to learn.'

Her Majesty's Inspectorate (February 2018)

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

The uniform at Belmont Primary School is:

- yellow polo shirt with printed school badge and black sweatshirt/cardigan with printed school badge
- grey / black trousers or grey / black skirt or pinafore.

Parents/carers are asked to label all items of clothing and footwear with a permanent marker.

There are several opportunities to order uniform throughout each school session. Parents/carers are notified through our School App, Weekly Newsletter, Group Call and social media pages.

Financial Support for Children and Families

Grants and Bursaries

Scottish Child Payment

Scottish Child Payment helps towards the costs of supporting your family. It's a weekly payment of £25 that you can get for every child you look after who's under 16 years of age. You'll get the payment every 4 weeks if your application is successful.

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 supports special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons including specific meals for children of different ethnic origin. Simply ask the school for a Special Diet Request Forms to allow us to inform the catering team who will discuss your child's requirements in full. For more information contact DGschoolmeals@dumgal.gov.uk or the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

All parents/carers of children with allergens should register with the catering team as soon as they are aware that their child has an allergen or intolerance to food.

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.

Online pre-ordering of school meals is currently being rolled out to all secondary schools, information will be supplied by your school.

Free school meals can lead to a large saving in each year. Nursery and primary school pupils can save £361 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

Scottish Child Payment and Bridging Payments

The Scottish Government's Scottish Child Payment helps towards the costs of supporting your family and, as of 14 November 2022, applications are now open for all children under the age of 16. The weekly value of this award has also increased to £25.

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

All children and young people aged 5-22 are 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 the school office.

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.

CfE also includes Languages, Expressive Arts, Religious and Moral Education, Sciences, Social Studies and Technologies. The responsibility for the curriculum on offer in your school sits with the Headteacher.

The school has internal space for physical education and has a full range of equipment for the teaching of body movement skills and simple games skills. The school playground (hard surface) allows such activities to be carried on outdoors should the weather permit. A Multi-Use Games Area (M.U.G.A.) is available and consists of a fenced off, two tennis court size surface with run-out areas and recessed football goals.

Various extra-curricular activities, including a Breakfast Club, are offered by school staff, Active Schools, parent volunteers and coaches in the local community. The school is indebted to the hard-working group of adults - staff, parents/carers and friends of the school - who are prepared to devote their expertise and time for the good of our children and ultimately that of the community at large. Parents/carers wishing to be of assistance in our extra-curricular activities are asked to contact the school.

Primary 7 benefit from curling tuition at the North West Castle, participate in Bikeability and participate in an outdoor adventure residential experience. Swimming lessons are provided for children in Primary 4.

'The school recognises, celebrates and shares children's successes and achievements. Through the school app children's success is celebrated beyond the school. There is a wide variety of clubs and opportunities for children to become involved in.'

Her Majesty's Inspectorate (February 2018)

Parental Involvement and Engagement

Parents/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

For more information or support on how you can become involved in or to run your Parent Council please visit www.dumgal.gov.uk/

For more information on what is meant by parental involvement visit www.dumgal.gov.uk/

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 has an important place in supporting the curriculum offered by this school and should be seen as a meaningful extension of what is done at school. With this in mind, parents/carers are asked to practise certain exercises at home e.g. colour recognition, counting, times tables, spelling etc. Parents/carers are further asked to provide material, time and opportunity for reading. In the case of our younger learners, it is particularly helpful if parents/carers can listen to and be familiar with their child's reading. If homework is causing difficulty or anxiety for a child, parents/carers should contact the class teacher in the first instance.

Please note, as a school we are reviewing homework throughout Session 2023/2024, involving pupils and parents/carers in this process.



Support for All

Support for Learners

All children receive support at school and nursery to help them learn. 'Additional support for learning' is how we describe any support that is extra or different to the help that most children receive. Most of this additional support is provided by teachers in mainstream classes, focussed on learning and support to be fully involved in school life. For the majority of children and young people this will be delivered in a mainstream classroom supported by their classroom teacher, for a few this will mean some additional support alongside the classroom teacher and for a very few this will be part-time or full-time provision in a school with a learning centre or an inclusion base.

More information is available at www.dumgal.gov.uk 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, 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 they are aware of 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

In Session 2023/24, Belmont Primary School's key priorities are as follows:

Priority 1 - Raising Attainment & Achievement

Priority 2 – Engaging Parents/Carers and Families



Pupil Equity Funding (PEF) is additional funding allocated directly to schools and targeted at reducing the poverty-related attainment gap. PEF is allocated on the basis of free school meal registration, however headteachers can use their professional judgement to identify children who may benefit from targeted interventions and approaches. The school utilises PEF to provide targeted support for children, focusing on improvement activity in literacy, numeracy and health and wellbeing.

Universally, additional learning assistant input made available to classes across the school has supported Curriculum for Excellence Performance as evidenced at P.1, P.4 and P.7. Our school's performance in Reading, Writing and Maths is in advance of both the Stranraer Cluster and Dumfries and Galloway averages.

In addition, specific interventions: Talking, Listening and Questioning (T.L.Q.), Closing the Literacy Gap (CtLG) and Closing the Numeracy Gap (CtNG) have been instrumental in improving attainment and achievement for identified individuals and groups of learners.

Health and Safety

Emergency Procedures (including Safer Together Guidance)

If children feel unwell or have hurt themselves during the school day they must report this to an adult in the school. If we feel that they 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](#)

