



# Welcome to

Caerlaverock Primary School



December 2022



# Information at a Glance

## School Information

Caerlaverock Primary School

Church Street

Glencaple

Dumfries, DG1 4QU

Telephone number: 01387 770237

Email address:

[gw08officecaerlaverock@ea.dumgal.sch.uk](mailto:gw08officecaerlaverock@ea.dumgal.sch.uk)

School website: [blogs.glowscotland.org.uk/dg/caerlaverockprimary/](http://blogs.glowscotland.org.uk/dg/caerlaverockprimary/)

Parent Council Chairperson: Ami Aindow

Parent Council email:

[caerlaverockprimarypc@gmail.com](mailto:caerlaverockprimarypc@gmail.com)

Head Teacher Miss Cochrane

School Roll 30

Denomination Status: non-deonominational

Status of Gaelic: no Gaelic teaching

## School Staff:

### Teaching Staff

P1/2/3/4 Miss McCabe/Mrs Barr

P5/6/7 Mr Tennant  
(Principal Teacher)

Additional Support  
for Learning Mrs White

Clerical Assistant Mrs Spence

Learning Assistants Mrs Wightman

School Support Officer Mr Maxwell

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

### Auxiliary Staff

Catering	Mrs Bonar
Playground Supervisor	Mrs Jackson
Janitor	Mr McQueen

### The School Day

The school gates are opened at 08.45

School starts	8.55am
Interval	10.35 until 10.55am
Lunch	12.30 until 1.20pm
School finishes	3.10pm

Whilst in the playground, children are supervised from 8.45am daily.

School term dates can be found at:

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

### Communicating with home

Information is shared in a number of different ways:

- Newsletters
- School web-site
- Letters, telephone calls and text messages
- Class Dojo
- Emails
- Reports and termly Targets and Reflections
- Interviews with teachers at Learning Consultation Evenings
- Open Days.

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 the pupil.





## Welcome from the Head Teacher

Dear Parent / Carer

The staff and children of Caerlaverock Primary School extend a warm welcome to all parents, friends and visitors to our school. 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 and families are by far the most important influences in a child's life. Their support can play a vital role at all stages of education. Parents who take on a supportive role in their children's learning make a difference in improving achievement and behaviour. The active involvement of parents can help promote a learning community in which children and young people can engage positively with practitioners and their peers. I look forward to meeting and working with you to ensure that your child's primary education is both happy and rewarding

Yours sincerely

**Alice Cochrane**  
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

### School Aims

- To take responsibility for our own learning in health and wellbeing, literacy and numeracy
- To self-evaluate our own learning in order to celebrate our successes and find next steps
- To improve and use team work and co-operation, in school and out
- To be responsible and caring, in school and out
- To share our thinking and ideas with others

Our aims help us to deliver a Curriculum for Excellence and allow us to develop Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

### School Ethos

We are given the opportunity to achieve our full potential and develop our skills for learning, life and work. Through learning in a caring, stimulating, enterprising and safe environment, and through working with our partners, we shall have the self-belief and motivation to prepare us for our next chapter.

Our values are:

- Teamwork
- Friendship
- Independence
- Self-belief
- Achievement



## 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](mailto:ParentalInvolvement@dumgal.gov.uk). At this point an Officer will contact you and discuss the issue and direct the enquirer as appropriate.

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



## How the School Works

### Class Organisation

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure.

We currently have two multi-composite classes. The Education Service supports single stage and composite class groups based on a pupil's age.

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

### Promoting Positive Behaviour

It is the aim of the school to create a happy relaxed yet purposeful atmosphere in which children can develop self-discipline, consideration for others and concern for the fabric of the school. 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, an early referral to parents will be made and possible courses of action will be explored together, in such cases, 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.

### Celebrating Successes

During assemblies we congratulate the 'Pupil of the Week'. We have two houses: Nith (blue) and Criffel (red). 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.

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](http://www.dumgal.gov.uk)

This code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, disability or poverty. Prior to drawing up the dress code, parents, pupils and staff should be fully consulted, and it is the expectation of Skills, Education and Learning Directorate 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 (eg football colours).
- Could cause offence (eg anti-religious or political slogans).
- Could cause health and safety difficulties (loose-fitting clothing, dangling earrings).
- Are of flammable materials which may be a danger in certain classes.
- Could cause damage to floors.
- Carry advertising, (such as alcohol or tobacco).
- Could be used to inflict damage on other pupils.

## Financial Support for Children and Families

### Grants and Bursaries

#### Scottish Child Payment

The Scottish Child Payment is a payment for families on certain benefits or tax credits. Eligible families will get £40 every four weeks for each child under six.

Further information and an application can be made at: [mygov.scot](https://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](https://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](https://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](https://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](https://www.dumgal.gov.uk/schoolmenus)

### Special Dietary Requirements

Facilities Services – Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask the school for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

For more information contact the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

### Free School Meals

Free school meals are provided for all pupils in Primary 1, 2, 3, 4 and 5. Confirmation of when this will be rolled out to Primary 6 and Primary 7 from the Scottish Government has yet to be confirmed.

In Nursery eligible children can receive up to 1140 hours a year of Early Learning and Childcare. As part of this funded offer the child will be entitled to one free meal and a snack each day.

All primary schools are now operating a pre-order system for school lunches for paid and free school meals. Parent / Carer will receive a letter informing them of how to create and set up an account for their child.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £360 and secondary school pupils can save £370. You'll also be helping your child's school if you qualify for free school meals. Some Scottish Government funding provided directly to schools is linked to the number of pupils who are entitled to free school meals.

For more information visit

[www.dumgal.gov.uk/schoolmeals](https://www.dumgal.gov.uk/schoolmeals)

Visit the school meal website for further information

[www.dgschoolmeals.co.uk](https://www.dgschoolmeals.co.uk)





## School Transport

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

## Free Travel for 5 - 22 year olds

From 31 January 2022 all children and young people aged 5-22 will be entitled to free bus travel in Scotland. You can apply for free travel online from today at [www.gettyournec.scot](http://www.gettyournec.scot) (This cannot be done through your school)

## Attendance

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

For more information on Attendance, Absences, Lateness and responsibilities of parents please visit [www.dumgal.gov.uk](http://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.

At Caerlaverock 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 and parents/friends of the school who have been PVG checked give generously of their time and talents to provide pupils with opportunities in a variety of activities – eg football, table tennis, and badminton.

We endeavour to take the pupils outwith 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, in particular, 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 a science workshop on energy and forces. We also have regular visits from the emergency services: Fire Brigade, Police and the School Nurse. We attempt to provide a residential experience for senior pupils on a bi-annual basis. We have visited Manor Adventure at Lockerbie along with pupils from Ae, Amisfield and Brownhall Primaries. On these visits we aim to foster team building, social skills and empathy. Pupils have great fun and take part in a selection of outdoor education activities.

## Parental Involvement and Engagement

### Parent/Carers and the Parent Council

Every parent who has a child at our school is a member of the Parent Forum. The parent council is a group of parents who have chosen to represent the parent forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Hear about what partnership with parents means in our school
- Be invited to be involved in ways and times that suit you
- Identify issues you want the parent council to work on with the school
- Be asked your opinion by the parent council on issues relating to the school and education it provides
- Work in partnership with staff
- Enjoy taking part in school life in whatever way possible

More information is available at <http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

More information and support for Parents/ Parent Councils is available at <https://connect.scot/>

Parentclub Scotland <https://www.parentclub.scot/> provides support information and guidance to expectant parents, baby, toddler, Child, Pre-teen and Parents and Carers.

The National Parent Forum of Scotland's (NPFS) Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers: <https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

### Parentzone Scotland

<https://education.gov.scot/parentzone> information about the Curriculum and how you can be involved in your child's learning.

### How is my child doing?

There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights/ Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.



## Helping Your Child and Family Learning

- 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 outwith 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 children 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.

## Support for All

### Support for Learners

Dumfries and Galloway Council is committed to the well-being and educational development of all learners. The process of inclusion requires all involved in the business of learning and teaching to demonstrate commitment, innovation and flexibility to ensure that all children and young people have access to quality learning opportunities and experiences.

More information is available at <https://www.dumgal.gov.uk/article/16163/Support-for-Learners> and on page 18 of our [Education Authority Handbook](#)

## Getting It Right For Every Child (GIRFEC)

You are the expert on your child and what you think matters. Getting it right for every child (GIRFEC) means that the School will always seek to involve you, to listen to your opinions and take them seriously.

More information is available at [www.dumgal.gov.uk/girfec](http://www.dumgal.gov.uk/girfec) and on page 20 of our [Education Authority Handbook](#)

## Child Protection

All children have the right to be protected from harm, abuse and neglect. The vision for all children and young people in Dumfries and Galloway is that they should be: safe, healthy, achieving, nurtured, active, respected and responsible and included. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well. Further information can be found at <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

Parents, carers and pupils have a key role in keeping the school community safe. We would therefore urge parents to share any information which would keep everyone safe, and to support and encourage their child(ren) to do the same.

## Enrolment in Schools - School Places

Information on enrolment in school and catchment areas is available at <http://www.dumgal.gov.uk/article/15241/School-places> Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest".

## School Improvements

Each year the school will publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents. The plan indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward. Both the report and the plan are published on the school's web-site and are also available in hard copy, on request. A copy can also be found by searching for your school at [www.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)

## Digital Literacy

**Improvement in attainment, providing learners with the right skills to succeed**

### Key Tasks

Improve staff skill and confidence in the software and hardware now available to us.

Use the Education Scotland documents "Features of Highly Effective Digital Learning, Teaching and Assessment in Schools" (January 2022) and "What Digital Learning Might Look Like" to support each school to ascertain where they currently are within their Digital Schools Journey.

Support attainment and achievement both within the digital literacy curriculum, and across the curriculum.

## Rights Respecting school programme

### School improvement

### Teacher Professionalism

### Key Tasks

Create safe and inspiring places to learn, where children are respected, their talents are nurtured and they are able to thrive.

Together young people and the school community learn about children's rights, putting them into practice every day -

- Children are healthier and happier
- Children feel safe
- Children have better relationships
- Children become active and involved in school life and the wider world

## Learning for Sustainability

### School improvement

### Teacher Professionalism

### Key Tasks

Enable learners, teachers and school communities to build a socially-just, sustainable and equitable society.

Weave together global citizenship, sustainable development education and outdoor learning to create coherent, rewarding and transformative learning experiences -

- Ensure that learners receive their entitlement to learning for sustainability
- increasing the confidence, skills and attainment of learners in your school
- adopt a whole school and community approach to learning for sustainability



## 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](http://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](http://www.dumgal.gov.uk/article/15129/Data-protection) and [www.dumgal.gov.uk/privacy](http://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](#)

