



Welcome to
Canonbie Primary School



December 2023

Information at a Glance

School Address

Canonbie Primary School, CANONBIE, DG14 0XA

Email address:

gw08officecanonbie@ea.dumgal.sch.uk

Parent Council Chairperson Mr Neil Imrie

Parent Council email: canonbieparentcouncil@outlook.com

Head Teacher Ms Lauren McLean

School Roll 51

Nursery Roll 16

Denomination Status None

Status of Gaelic Not taught

School Staff:

Teaching Staff

P1/2 Teacher Miss Katrina Donaldson

P3/4 Teacher Mrs Andrea Brockley
Mrs Carol Wilson

P5/6/7 Teacher Miss Julie Macaulay
Mrs Kathryn Butler

Learning Support Teacher Miss Abbi Maxwell

Auxiliary Staff

Nursery Manager Mrs Claire Reynolds

Nursery Nurses Miss Kayleigh Cartner

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

	Mrs Mhairi Porteous
Early Years Assistant	Mr Luke Tolson
Senior Clerical Assistant	Mrs Lesley Hall Mrs Sarah Howe
Learning Assistants	Mrs Fiona Bryson Mr Calum Heughan
Mrs Leonna McVittie Mr Luke Tolson	
Janitor/Diningroom Assistant	Mrs Judy Helling
Playground Supervisor/ Cleaner	Mrs Gill Todd
Cleaner	Miss Isla Sandford

Communicating with home

The school recognises the importance of developing strong links with parent/carers. To this end parents/carers are kept well informed as to what is happening in the school by means of regular newsletters, group calls, termly diary dates, cluster Facebook page and cluster website.

The School Day

Primary Start: 9.00am (Children should not be sent to school any earlier than is absolutely necessary, especially in bad weather. Children arriving before 8.30am will not be supervised.)

Morning Break	10.45-11.00 (for primary)
Lunch	12.15-1.00pm (P1/2) 12.30-1.15pm (P3-7)
Primary Finish	3.00pm
Nursery Open	8.30am-3.30pm

School term dates can be found at:

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



Welcome from the Head Teacher

Dear Parent / Carer

At Canonbie our aim is to provide children with the very best educationally opportunities so that they can achieve their full potential. We have a dedicated team who work in partnership with our supportive parents and the local community.

Our handbook provides a great deal of information which we hope will answer many of your questions but please do not hesitate to get in touch if you wish any further advice or information on any aspect of your child's life at school.

Given our commitment to partnership working we look forward to working with you to make your child's memories of school days at Canonbie happy and successful ones.

Yours sincerely,

Ms Lauren McLean
Headteacher

Mrs Carol Wilson
Depute 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 for financial support for Children and Families.

School Aims, Values and Ethos

Our Vision

Our vision is to prepare all pupils to become lifelong learners and responsible citizens ready to meet the challenges of a rapidly changing world. In partnership with families and our local communities, we create relevant learning opportunities for pupils – both inside and outside the classroom – that help pupils develop the curiosity, knowledge, critical thinking skills and character necessary to succeed.

Pupils will have success for today and be prepared for tomorrow.

Our Values

Honesty	Ambition
Respect	Responsibility
Kindness	

Our Aims

We aim to raise attainment and deliver excellence and equity through:

- Developing a culture where all children and young people feel cared for, valued and encouraged to reach their full potential.
- Ensuring children's rights are respected, everyone is treated fairly and equally, and all achievements are celebrated
- Developing strong partnerships with our pupils, parents, staff and wider communities where we all share responsibility for learning and improvement
- Delivering progressive teaching and learning from 3-18, which reflects our unique rural schools, to ensure our pupils experience high quality learning both within and beyond the classroom

- Providing a wide range of opportunities to ensure our pupils develop their individual passions, their self-confidence and self-belief
- Prioritising pupils' health and wellbeing and providing high quality, coordinated support in an inclusive and nurturing setting
- Creating pathways to assist pupils in achieving their educational and personal goals leading to a fulfilling future within a positive and sustained destination

Our Ethos

Canonbie Primary aims to make everyone welcome and treat all showing kindness and equity in partnership with our families and communities.



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 as appropriate.

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 grouping please visit www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings

Roll of Primary School 51

P1/2 Class - P1 - 8 pupils, P2 - 3 pupils

P3/4 Class - P3 - 9 pupils, P4 - 10 pupils

P5/6/7 Class - P5 - 6 pupils, P6 - 10 pupils, P7 - 5 pupils

Nursery - Roll 16

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

Positive Behaviour and Celebrating Success

The responsibility for the behaviour of pupils when in care of the school is now, by law, shared by parents and teachers and it is important that everyone is aware of their responsibilities.

Our Promoting Positive Behaviour Policy is key to Canonbie Primary's framework for supporting the needs of all children. These guidelines for staff, pupils and parents on developing positive relationships in schools are based on the philosophical framework for Getting it Right for Every Child (Scottish Executive, 2004) that children and young people have a right to be : safe, healthy, active, nurtured, achieving, respected and responsible and included (SHANARI)

These guidelines also support 'Curriculum for Excellence', which provides the framework to support the Scottish Government aspiration that every young

person should be a successful learner, a confident individual, a responsible citizen and an effective contributor to society and at work.

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

At Canonbie Primary our expectations are for pupils to wear:

Sweatshirt/cardigan	Maroon
Poloshirt	White
Trousers/Skirts	Black
Summer Dresses	Red
Footwear	Black

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 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 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 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 will also increase to £25 as of this point.

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.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 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.

CfE also includes Languages, Expressive arts, Religious and moral education, Sciences, Social studies and Technologies. The responsibility for the curriculum offer in your school sits with the Headteacher.

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At Canonbie Primary our learners from Nursery to Primary 7 will experience a 'learning journey' which is planned to avoid gaps and overlaps in learning and to make the most of achievements outside school.

Our curriculum is designed to offer opportunities for children to develop through

- active learning
- independent and collaborative learning
- play which is teacher directed or initiated and pupil initiated across the stages
- problem solving through investigating and exploring Citizenship, Enterprise, Creativity and Sustainable Development are important elements in a global society.

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

For more information or support for 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

Children are set homework which is linked to their class work across the week.

The aims and purposes of setting homework are:

- to support and build on classwork
- to make parents aware of the work children are doing in school
- to encourage children to work independently
- to promote good study habits
- to help pupils to plan and organise their time effectively
- to allow preparation for future classwork
- to offer access to resources not available in school, e.g. interview with parents/grandparents/members of the local community
- to provide information for parents
- to provide opportunities for individualised work
- to encourage pupils to take responsibility for their own learning
- to create channels for home-school dialogue

A balance has to be struck between the amount of time that:

- can realistically be expected of pupils after working hard at school
- parents can support children at home
- staff have to prepare and correct homework

Most of the weekly homework will centre around reading, spelling and numeracy tasks and these are set from P1 onwards. Children will also be given occasional pieces of homework linked to the wider curriculum and challenges to encourage family learning.

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 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



Health and Safety

Emergency Procedures (including Safer Together Guidance)

If your child feels 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](#)

