



Welcome to

Canonbie Primary School



December 2021

Information at a Glance

School Information

School Address

Canonbie Primary School
CANONBIE
Dumfriesshire
DG14 0XA

Telephone: 013873 71336

Email address:

gw08officecanonbie@ea.dumgal.sch.uk

Parent Council Chairperson: Mr Harry Stevens

Head Teacher Mrs Lauren McLean-Gill

Depute Head Mrs Carol Wilson

School Roll 68

Nursery Roll 9

Denomination Status: None

Status of Gaelic: N/A

School Staff:

Teaching Staff

P1/2/3 Teacher	Mrs Amy Johnstone
P3/4/5/6 Teacher	Mrs Andrea Brockley Mrs Gemma Tilley
P6/7 Teacher	Mrs Kathryn Butler
Learning Support Teacher	Miss Abbi Maxwell

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

Nursery Manager	Mrs Kate Smith
Nursery Nurses	Mrs Leoniek Van Belzen Miss Kayleigh Carter
Clerical Assistant	Mrs Lesley Hall
Learning Assistants	Mrs Fiona Bryson Mrs Kirsty Johnstone Mrs Leonna McVittie Mr Calum Heughan Miss Kirsty McHugh Mr Luke Tolson
Education Support Officer	Lesley Watson

Auxiliary Staff

Playground Supervisor/ Cleaner	Mrs Gill Todd
Janitor / Diningroom Assistant/Cleaner	Mrs Judy Helling

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:	10.45-11.00am (for Primary)
Lunch:	12.30-1.15pm
Primary Finish:	3.00pm (including infants)
Nursery Start:	8.30am
Nursery Finish:	3.30pm

School term dates can be found at:

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 regular newsletters, group calls, termly diary dates, cluster Facebook page and the cluster website.



Welcome from the Head Teacher

Dear Parent / Carer

At Canonbie Primary our aim is to provide children with the very best educational 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

Mrs Lauren McLean-Gill
Headteacher

Mrs Carol Wilson
Depute Headteacher

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

School Aims, Values and Ethos

Our core purpose is to ensure that every child and young person reaches their full potential and is well prepared to succeed in learning, life and work in the 21st century. We remain committed to closing the poverty related attainment gap.

Our Vision

To be a cluster of schools where everyone is listened to, supported and encouraged to aim high and do their best; where everyone takes responsibility for learning and every experience is a learning opportunity.

Our Values

Respect - we act with care for the feelings, wishes and rights of ourselves and each other and we look after our environment.

Endeavour - we try hard and aim high

Responsibility - we are accountable for our actions and deal with things in the right way

Our Aims

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

- A safe and supportive culture where everyone's individual talents are recognised, respected and developed
- Strong partnerships between home, school and our community where we all share responsibility for learning and improvement
- Learning and teaching which is engaging, active and appropriate to each learner, based on a rich, relevant and well-planned curriculum

- Progression in learning from 3 to 18 for all children and young people in all curricular areas particularly in literacy and numeracy
- A range of opportunities for wider achievement, adding breadth, choice and richness to our curriculum - allowing all pupils to experience success and develop confidence and self-belief
- Improvement in the health and well-being of our children and young people and high quality, coordinated support for all those who need it in an inclusive and nurturing setting
- Learning about employability and positive and sustained destination for every young person.

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 and discuss the issue and direct the enquirer as appropriate.

Remember you can also access Dumfries & Galloway Have Your Say at 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.

Roll of Primary School 68

P1/2/3 Class

P1- 10 pupils P2- 10 pupils P3- 3 pupils

P3/4/5/6 Class

P3- 4 pupils P4 - 10 pupils P5- 4 pupils P6- 4 pupils

P6/7 Class

P6 - 7 pupils P7 - 16 pupils

Nursery - Roll 9

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 from 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 a 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.



We aim to be a school where positive behaviour is expected, encouraged and rewarded by:

- Encouraging pupils to behave in a positive, responsible and respectful manner to everyone in school.
- Dealing effectively and appropriately with behaviour and attitudes, which are inappropriate to the general well-being of everyone in school.
- Rewarding, recognising and promoting positive behaviour and attitudes.
- Liaising, consulting and supporting parents in encouraging positive behaviour in school.

Positive behaviour is rewarded in various ways.

- classes organise their own systems such as 'Group Points'
- whole school 'Reward Times'
- House Points Challenges
- Presentation of certificates



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

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

For food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin 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 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 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 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 our 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.

We aim to equip our children with the attitudes and skills which will allow them to make a positive contribution in these key areas. In the development of these attitudes and skills, literacy and numeracy will be at the core. At all stages, teachers will be mindful of developing skills for life and skills for work.

The curriculum is organised into 8 areas:

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

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 www.dumgal.gov.uk/article/17608/Parental-Involvement

More information and support for Parents/ Parent Councils is available at connect.scot/

Parentclub Scotland 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: www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/

Parentzone Scotland

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

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 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 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 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

Cluster Improvement Plan

In April each year, our cluster publishes a Standards & Quality Report providing all stakeholders with a comprehensive summary of the school's work and learners' achievements over the last year. The first part of this report provides an overview of the each school's progress in addressing its key priorities, while the second part gives information about, for example, how well pupils are learning and achieving; how well each school is supporting children/young people to



develop and learn. In May, we publish a Cluster School Improvement Plan which outlines the key priorities for all schools during the year ahead, following due consultation with staff, pupils and parents. Each school setting creates a plan that indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward in each school. Both the report and the plans are published on the school's web-site in a parent and child friendly version of the plan is issued to each family.

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 [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](#)

