

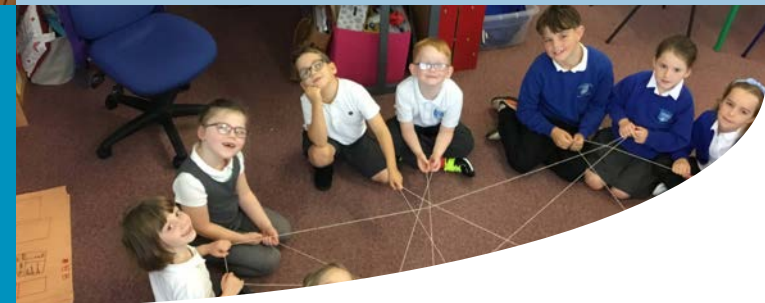


# Welcome to

Carrutherstown Primary School



December 2021



# Information at a Glance

## School Information

### School Address

Carrutherstown Primary School  
Carrutherstown  
Dumfries  
DG1 4LD

Telephone: 01387 840644

### Email address:

[gw08officecarruthers@ea.dumgal.sch.uk](mailto:gw08officecarruthers@ea.dumgal.sch.uk)

### Parent Council Chairperson:

Mrs Heather Tinning

### Parent Council email:

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

**Head Teacher** Mr Alan Bell

**School Roll** 38

**Denomination Status** Non-denominational

**Status of Gaelic** No Gaelic teaching

## School Staff:

### Teaching Staff

PT & RICCT	Mrs Natalie Torriani
P1-4	Miss Danielle McAnespie
P5-7	Miss Skye Warwick
Support for Learning	Mrs Jacqueline Jefferson
Learning Assistant	Mrs Ashley Graham
Education Support Officer	Mrs L Waugh

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

### Auxiliary Staff

School Support Officer	Mrs Karen Howatson
Senior Clerical Assistant	Mrs Wendy Kirkpatrick
Facilities Assistant and Cleaning	Mrs Linda Campbell
Catering Assistant	Mrs Christine Reid

## The School Day

Breakfast Club 8.15am

9am	School Starts
10.40am - 11am	Morning interval
12.30pm - 1.10pm	Lunchtime
3pm	End of school day

School term dates can be found at:

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

## Communicating with home

The partnership with parents and carers is integral to our pupils learning. We communicate with parents in a variety of ways, through the class dojo platform, newsletters, emails and notes home. We involve parents fully in children's learning through curriculum workshops, learning conversations and joint learning events. Our Parent Councils support us in the development of strong partnerships with parents and also the development of policies and programmes of learning.



## Welcome from the Head Teacher

Dear Parent / Carer

The staff and children of Carrutherstown Primary School would like to extend a warm welcome to all parents, friends and visitors. Our ethos is based around our 5 core values of Determination, Achievement, Respect, Responsibility and Empathy. We pride ourselves on the relationships that we establish with all members of our school community and the care and attention that we can offer in our small setting.

This handbook is provided to familiarise you with some of the educational, organisational and social aspects of our school, and to support the vital partnership between home and school. Through the National Improvement Framework and our Education Services Annual Plan we ensure our learning provision adheres to national and local guidance.

We look forward to working with you to ensure your child enjoys a happy and rewarding primary education of the highest standard.

Yours sincerely

**Alan Bell**  
Partner 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 school vision is to provide a safe, secure and happy environment where every child can reach their full potential and overcome barriers to learning. We DARE to succeed at Carrutherstown Primary!

We use our school grounds and amazing local environment to learn with and about nature, ensuring that every child develops a love and respect for our natural world.

Our pupils have worked with staff and parents to develop core values which we celebrate through all aspects of school life:

### **Determination:**

- We know how to break down problems into easy answers.
- We know to keep on trying if something is tricky.
- We are given opportunities to try new things.
- We work hard to take care of the world around us.

### **Respect and Responsibility:**

We make choices and decisions through our learning and pupil groups.

- We care for and respect everyone in our school and wider community.
- We know it is ok to make mistakes and take responsibility for our actions.
- We listen to others and know that we are listened to.

### **Achievement:**

- We get to share and celebrate our achievements.
- We are encouraged to always try our best.
- We know what we are good at and what we can do to improve our learning.
- We learn in and from the world around us.

### **Empathy / kindness**

- We feel safe and welcome in our school.
- We help each other to feel included and happy.
- We include the local community in our events and learning.
- We nurture and care for the wildlife in our environment.

### **Through these values we aim to:**

- Provide a safe and secure learning environment where all learning experiences are valued
- Provide a balanced and stimulating educational experience for all
- Create an inclusive, welcoming and positive ethos
- Create healthy, active confident individuals
- Develop skills and attitudes essential for independence and team working.



## 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 have 2 classes at Carrutherstown – currently a P1-4 and P5-7. Pupils learn at their own levels within these multi-stage groupings and work with others in their year group and across the school.

### Positive Behaviour and Celebrating Success

We are committed to providing a safe, supportive environment for everyone at Carrutherstown Primary School. We believe that our pupils and staff have the right to learn and teach in a climate of mutual respect and trust. Through our core values of Respect, Determination, Empathy (Kindness), Achievement and Responsibility we encourage everyone to demonstrate caring, considerate behaviour. We understand that negative behaviour and bullying is never acceptable. We have developed a Positive Relationship Policy with pupils, parents and staff across our school community. We celebrate our learner's achievements in a variety of ways:

#### Class Level:

- Positive praise and feedback
- Stickers, notes home, Dojo messages and phone calls
- Individual and team reward challenges i.e. button challenge for accelerated reading / marbles in the team jar
- Kindness trophy for acts of kindness in class
- House Points

#### School Level:

- Values Certificates to recognise pupils who demonstrate our values
- Reward certificates for individual achievement
- Prizes for specific endeavours
- Sharing assemblies to celebrate success and achievements out of school
- Reward time/activities
- Head Teacher's awards and badges





## 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)

We ask that all children to adhere to our dress code, which is:

- Blue school sweatshirt / sweatcardi / bodywarmer / hoodie (for colder weather)
- Blue / white checked dress
- White polo shirt
- Grey / black trousers / skirts

Children must always have a pair of separate indoor shoes / plimsolls to wear in school and suitable outdoor shoes and coat for break time / outdoor learning.

School uniform orders can be placed at any by contacting our supplier.

**Carlisle Embroidery:** Tel. 01228 597 649  
sales@carlisleembroidery.co.uk

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

## Pre-ordering lunch

All menus are nutritionally analysed, offering a fantastic choice and flexibility. Primary schools have introduced an advanced pre order system for lunch. Pre order forms are handed out to all pupils.

## Special dietary requirements

Specific meals for children with food allergy and intolerances, medically prescribed diets, or diets for religious or cultural reasons, may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering). We recommend that all children with a food allergy or intolerance register even if your child does not have school meals.

## Free School Meals

Free School Meals are provided for all pupils in Primary 1, 2, 3 and 4. Primary 5 pupils will be entitled to Free School Meals from January 2022 and Primary 6 and 7 pupils will all be entitled to Free School Meals from August 2022.

Roll out of online payments for school meals to Primary 5, 6 and 7 parents / pupils will be rolled out to all schools in Dumfries and Galloway Schools from 30 August 2021. Younger children at nursery or older pupils at primary may also be eligible for free school meals in certain situations as well as those families on qualifying benefits. In Nursery eligible children can receive up to 1140 hours a year of Early Learning and Childcare.

As part of this funded offer the child will be entitled to one free meal and a snack each day.

The Council Webpage and Facebook will be updated with information for parents.

[www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds](http://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](http://www.dumgal.gov.uk/schoolmeals) or contact Education Support Services on 01387 260 493

## School Transport

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

## Attendance

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

For more information on Attendance, Absences, Lateness and responsibilities of parents please visit [www.dumgal.gov.uk](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 Carrutherstown Primary School we foster an environment where all children are able to ask questions, challenge themselves and make mistakes in a safe and respecting environment. A Curriculum for Excellence sets out values, purposes and principles to enable children and young people to

reach their full potential. We have fully embraced the guidance in these documents to improve the quality of learning and teaching as well as increasing attainment and achievement for all children, including those who need additional support in their learning. We have developed a curriculum in consultation with children, parents and staff that is relevant to the local context and also the children's personal interests.

We aim to make learning activities fun and exciting to ensure that all children develop a lifelong love of learning and that they develop the skills required for the world of life and work. Our curriculum educates children about the United Nations Convention of Human Rights and we also use Emotionworks to help children develop their social and emotional understanding. We recognise the importance of outdoor learning and regularly make use of the fantastic outdoor spaces we have to make learning active and fun. In addition to this we offer a range of extra-curricular clubs, take part in a variety of sporting events and engage with our local community to give children a breadth of experiences and a hunger for knowledge.



## 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

Research shows that children achieve more when parents are actively engaged with their education. We aim to involve parents fully in their child's learning through curriculum workshops, learning conversations and joint learning events. Our Parent Councils support us in the development of strong partnerships and also the development of policies and programmes of learning.

Home learning tasks are set and monitored using Class Dojo. We expect our children to read regularly and complete mathematical activities each week. We also provide access to maths games through the Sumdog online platform and provide weekly tasks that are linked to other curriculum areas. These allow children to research and problem solve in a variety of contexts and appeal to their own interests.

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.

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.

## Support for All

### Support for Learners

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

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

### Getting It Right For Every Child (GIRFEC)

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

More information is available at [www.dumgal.gov.uk/girfec](http://www.dumgal.gov.uk/girfec)

### Child Protection

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

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

### Enrolment in Schools - School Places

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

### School Improvements

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

Following the Covid-19 Pandemic our school improvements aim to re-focus our priorities on delivering engaging learning that ensures all children make excellent progress.

### Visible Learning

Through staff and pupils participating in this programme, we are developing the 'language of learning' to ensure that everyone in our school community can recognise success and identify their next steps. Pupils will be able to self-asses their own learning and recognise the progress that they have made. Following on from this, with the support of the feedback from their teachers, they will be able to set themselves targets and explain how they will achieve them.

### Maths Curriculum

The introduction of a new maths progression document will focus staff and children on identifying the small steps required to secure mastery understanding. We will seek training, support and new resources to develop effective teaching practice in maths and gather feedback from all stakeholders. Throughout the next session we will work collaboratively with our partner school to develop a consistent approach that will allow all learners to make excellent progress in maths.





## 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 25 of the [Education Authority Handbook](#)

### Use of the Internet, Social Networking Sites

As part of the process of learning we allow our children supervised access to the Internet and e-mail. The authority runs its own filter system to ensure that young people are not at risk from exposure to inappropriate material. This filtering system is regularly being upgraded. We have a policy for use of the Internet and a contract for responsible use, which we ask parents and young people to sign up to.

For more information visit [Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

