



Welcome to

Collin Primary School



December 2021

Information at a Glance

School Information

School Address

2 Main Road, Collin, DUMFRIES, DG1 4JE

Email address

gw08officecollin@ea.dumgl.sch.uk

Parent Council Chairperson Vacant

Head teacher Miss Jennifer Irvine

School Roll 29

Denomination Status Non-denominational

Status of Gaelic Not taught

Teaching Staff

P1-4 Miss A Patterson

P4-7 Mrs N Mullen

Senior Clerical Assistant(s)

Mrs L McBurnie Mrs D Dixon

Learning Assistant(s)

Mrs A Henderson Mrs I Webster

Auxiliary Staff

Facilities Assistant Mrs R Hundertmark

Catering Mrs R Hundertmark

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

The School Day

0900	School Begins
1030-1045	Morning Interval
1230-1315	Lunch
1500	End of school day

Communicating with home

Information is shared between home and school in several ways. We can be contacted by e-mail, telephone or group call text messages. 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. The school welcomes suggestions and enquiries from parents and carers.



Welcome from the Head Teacher

Dear Families,

Welcome to Collin Primary. The years your child spends in nursery and primary school are crucial to their development. Therefore, in Collin Primary, we aim to provide a high quality, inclusive education in a positive and inspiring learning environment, which promotes achievement, attainment and creativity. We aim to develop skills, knowledge, confidence and self-esteem in all our children.

We consider communication with, and involvement of parents, crucial when working towards providing the best all round education for your child and look forward to working with you all. If you have any questions or would like any further information on any aspect of this handbook or the education of your child, please do not hesitate to contact me.

Yours sincerely

Jennifer Irvine

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

At Collin Primary we create a positive and inspiring promotes achievement, attainment and creativity learning environment, which To ensure every child, regardless of their background or circumstances, reaches their fullest potential, aspires to be the best they can be leaving Collin Primary ready for their next stage in life.

We aim to provide an excellent and equitable education that enables pupils to become:

Confident Individuals "I matter"

Achieving Pupils "I can do my best"

Responsible Citizens "I care"

Effective contributors "I play my part"

Our Values

- Respect
- Responsibility,
- Fairness
- Honesty



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 <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 two multi-composite classes at Collin Primary.

Primary 1 - 4

Primary 4 - 7

Positive Behaviour and Celebrating Success

Our children take great pride in their school and demonstrate respect and tolerance for others. At Collin, we aim to create a nurturing, safe and happy environment where we care about one another's wellbeing, learning and achievements. We adopt a positive, nurturing behaviour approach across our school. Learners are involved in the development of our Schools Vision Aims and Values as well as planning their own learning, the design and development of the school grounds and school rules. We have consistently high expectations of behaviour. We regularly share strategies to support the children in school and engage in purposeful, solution focused discussions when they face difficulties.

Every week we have a special assembly we call Gathering. At this time we gather together to celebrate each child's proud moment from their week and celebrate successes. Pupils are rewarded for a range of achievements such as positive attitude, helping others and demonstrating our school values throughout their school week in class. We share and celebrate pupil's success in and out of school so please let us know if your child has achieved something special!





School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. For more information on School Uniform, Dress Code, and School Clothing Grants visit www.dumgal.gov.uk

The school encourages all children to wear school uniform as it not only provides clothing which is fit for purpose, but encourages a sense of unity and belonging across all stages of the school.

The uniform consists of a red jumper/cardigan, white polo-shirt and dark coloured trousers/skirt.

We work hard to:

- Promote the school colours by wearing our school jumpers/cardigans or a similar plain coloured top.
- Encourage sports clothes for PE and Outdoor Learning days.
- Wear wellies when taking part in forest classroom activities.
- Discourage the wearing of football shirts or clothes with slogans on.

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

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

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 <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

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.

We ensure our curriculum provides learners with breadth, depth, challenge and application of skills across all subject areas. We ensure we identify and, wherever possible, remove barriers to learning, providing necessary supports and challenges to allow learners to achieve and exceed their learning potential. Literacy, Numeracy and Health and Wellbeing are interwoven throughout the curriculum and staff provide rich, stimulating contexts for learning which includes pupil voice and involvement in the design and direction of their learning, suggesting contexts and activities collaboratively with their class teachers. Staff are continuously involved in evaluating the learning process to ensure all children are achieving their expected targets. Children are involved in this process across the school year and set these targets regularly with their class teacher. Using Curriculum for Excellence, our curriculum is joined up from 3-18 years and is built on previous learning, making connections between subjects to help make sense of the world and it has more focus on knowledge and skills.

Wider achievements are celebrated across the school and our Hi5 programme of skills based activities allows for opportunities for pupils to participate in, and achieve accreditation and recognition of skills that in the wider world of work. This includes participation in activities such as:

- Growing fruit and vegetables
- Cooking and baking
- Wood work
- Sewing, knitting cross-stich
- Animation
- Science exploration

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

Purposes/Aims of Home 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 out with 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 work alongside their children and learn more about their child's knowledge, skills and abilities.

We ask you to;

- Take an interest in your children's homework
- Ensure that children do not become over anxious or spend too much time on the homework task
- Let us know if concerns have arisen so that these can be addressed by the teacher
- Provide an environment which is suited to the child for the completion of homework
- Where appropriate, assist your child with references/ information for topic work
- Encourage care, accuracy and tidiness in any set written homework without actually completing the task for the children

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

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

In May/June of each year, the school 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 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 the school is supporting children/young people to develop and learn. In June, we publish



a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents.

This year our key improvement areas for development are:

- Stability and Recovery following the pandemic and subsequent periods of school closure
- Refresh of the Digital Literacy strategy after D&G Windows 10 rollout

A copy of our latest school improvement plan can be found on our school website

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 [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](#)

