



Welcome to

Cummertrees Primary School



December 2020



Information at a Glance

School Information

School Address:

Cummertrees Primary School,
Cummertrees,
Annan
DG12 5PD

Telephone: 01461 700257

Email address:

gw08officecummertree@ea.dumgal.sch.uk

Parent Council Chairperson: Mr Steve Smith

Head teacher: Mrs Sarah Graham

School Roll: 25

Denomination Status: non-denominational

Status of Gaelic: no Gaelic teaching

School Staff:

Teaching Staff

P4-7 Mr Alan Bell

P1-3 Miss Amy Moore

Auxiliary Staff

Additional Support
for Learning Miss Kirsty McMath

Senior Clerical Assistant Mrs Emma Cliffe

Facilities Assistant Mrs Irene McIlveen

The School Day

Breakfast Club 8am

9am School Starts

10.40am - 11am Morning interval

12.30pm - 1.10pm Lunchtime

3pm End of school day

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.

Parental Involvement information:

<http://www.dumgal.gov.uk/schools>

<https://www.parentclub.scot/>

Parentzone Scotland:

<https://education.gov.scot/parentzone>

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

The staff and children of Cummertrees 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. 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 curriculum and learning provision adheres to national and local guidance.

We hope you find our handbook informative, please contact us if there is anything else you would like to know.

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

Sarah Graham

Partner Head Teacher

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. Teamwork makes the Dreamwork at Cummertrees 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 & 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.

If you have a comment or concern

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 EducationSupport@dumgal.gov.uk. At this point an Officer will contact you and discuss the issue and share directly with you the outcome of this work.

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

We have 2 classes at Cummertrees – currently a P1-3 and P4-7. 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 Cummertrees 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 and phone calls
- Individual and team reward challenges i.e. button challenge for accelerated reading / marbles in the team jar
- House Points
- Superstar Selfies for those who identify achievement of a core value

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
- Head Teacher's awards and badges
- 'Fun Fridays' have been developed by pupils as a way to celebrate positive behaviour and friendship.





School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. www.dumgal.gov.uk

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

- Red school sweatshirt / sweatcardi / bodywarmer / hoodie (for colder weather)
- Red / 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.

School uniform orders can be placed at any time online at

<http://www.our-catalogue.com/CARL/>

Or by telephone: Carlisle Embroidery 01228 597 649,

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 <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

School Meals

School Meals, Naturally D&G local provenance for a sustainable future.

Detailed information on school meals is available at <https://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)

Free School Meals

Free School Meals are provided for all pupils in Primary 1, 2 and 3. 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.

For more information on free school meal entitlement visit [http:// 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.

More information: 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) is bringing learning to life in the way education is delivered for all 3-18 year olds – in nursery, primary, secondary, at college, workplace or community learning. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. 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.

Curriculum for Excellence includes four contexts for learning:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement

The curriculum has two stages: the broad general education (from the early years to the end of S3) and the senior phase (S4 to S6).

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Home/School Partnership/Parental Involvement and Engagement

Parent Council and Parent Forum

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/>

Homework/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 with parents and also the development of policies and programmes of learning.

Homework across the partnership is an area we are currently developing through our home learning policy in light of recent events and the increase in pupil confidence accessing ICT following lockdown.

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 the School

There are many things which as a parent you can do to support your child's learning in school: www.dumgal.gov.uk/article/17608/Parental-Involvement

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>

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 and Transitions

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

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.

Our school improvements are focussed on the key area of recovery following the COVID 19 lockdown and resulting impact on learning. We are following a recovery curriculum which places emotional health firmly at the centre of everything we do.

Emotionworks

Through this programme our pupils are developing a shared language to support their emotional development following lockdown. They will have an improved emotional vocabulary and will be able to identify feelings and body sensations associated with positive and negative emotions. They will learn skills and strategies to use when they experience unpleasant emotions and know how to support one another.

Curriculum Review

The COVID pandemic has given us the opportunity to review and evaluate our priorities in learning. We will therefore be continuing to review our curriculum provision (started last session) and specifically our opportunities for wider learning following the disruption to pupil's education. Pupils and parents will be involved through discussion, questionnaires and focus groups to shape our wider curriculum. This is an exciting opportunity to shape our children's learning using the skills and experience lockdown has given us.

Health and Safety

Emergency Procedures

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.

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.

<http://www.dumgal.gov.uk/article/15240/Emergency-school-closures>

Data Protection

Information on how the Council uses personal data is available at <https://www.dumgal.gov.uk/article/15129/Data-protection> and <https://www.dumgal.gov.uk/privacy>

ICT in Schools

For more information on ICT in school please see page 19 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.

Safe Digital Learning and Social Media

