



Rise to the Challenge

Welcome to

Elmvale Primary School



December 2021

Information at a Glance

School Information

School Address

Wood Avenue, Annan DG12 6DH

Telephone (01461) 202036

Email address
gw08officeelmvale@ea.dumgal.sch.uk

Blog address
<https://blogs.glowscotland.org.uk/dg/risetothechallengeelmvale/>

Parent Council Chairperson Ms Sophie Helyer
PTA Chairperson Mrs Fiona Robson
Head Teacher Mrs Lynn McAulay Sharp
Principal Teacher Mrs J Hall
School Roll 147 P1-7
Denomination Status Non Denominational
Status of Gaelic Gaelic is not currently taught

Teaching Staff

P1/2 Mrs J Hall
P2/3 Mrs L Wilson
P3/4 Mrs L Warwick
P5 Miss C Potts, Mrs A Corrie on a Wednesday
P6 Miss J Howat
P7 Miss K Smith
Support for Learning Mrs J Jefferson
Music Specialist Ms J Davis

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

Senior Clerical Assistant Mrs S Loughran
Facilities Assistant & Playground Supervisor Mrs A Bell
Learning Assistants Mrs L Gordon
Mrs C Howell
Cook in Charge Ms S Willacy
Cleaner in Charge Mrs C Macdonald
School Psychologist Ms A Walker-Hayton
School Chaplain Rev J Pickles

The School Day

Office Hours

Mon - Wed 8.30am - 4.30pm
Thursday 8.30am - 4.15pm
Friday 8.30am - 3.30pm

School starts 8.55am
Breakfast Club 8.15am – 8.45am
Morning Interval 10.30am – 10.50am
Lunch 12.30pm – 1.10pm
School ends 2.55pm

Communicating with home

Throughout the year we have a range of events and sessions which invite parents to be part of their child's learning and to discuss progress in learning. This includes – open afternoons/assemblies/performances/drop ins/ information sessions etc. Teachers assess in a wide variety of ways to ensure all pupils are appropriately supported, challenged and are progressing. The school provides information to parents 2x a year in the form of parent/pupil/teacher Learning Discussions. We also use Class Dojo which is an electronic communication platform between class teacher and parent/carer. Most staff can have a quick chat at the end of the day when the children are leaving but this is not a confidential setting and would ask that this is used purely for passing on brief information.



Welcome from the Head Teacher

Dear Parent / Carer

It gives me great pleasure to welcome you and your family to Elmvale Primary School. This handbook is written to provide you with information that you may find helpful while your child is with us, but it does not take the place of personal contact between home and school. Your children's school years are most important to you as parents and to us as teachers. We feel that when we all work together to achieve the best conditions for learning, our children will accept the challenge and be a credit to their family, themselves, their school and their community. We aim to enable them to become Responsible Citizens, Successful Learners, Confident Individuals and Effective Contributors. This can only be done through a positive, open and working partnership between the school and home.

We trust your child will be happy and benefit fully from their schooling at Elmvale.

Yours sincerely

Lynn McAulay Sharp

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

Our Vision

We wish Elmvale to be a positive and supportive, respected and resilient, family and child-centred learning environment where everyone and their present and future achievement is known about and matters ~ and where all efforts and learning are valued. We wish learning to be seen as fun and worthwhile, providing skills for further learning, life and work in Elmvale, Annan, Scotland and the wider world, with pupils, staff, parents and families working together in a positive way, listening to and collaborating with each other as a strong team and feeling proud of Elmvale. It matters that everyone, whether a pupil, member of staff, parent, family, friend or visitor feels welcomed, included, supported, valued and celebrated as a unique individual.

Our Aims

At Elmvale we aim to create and be:

Successful Learners through a broad, balanced, evolving curriculum with high standards, taught by committed staff, supported by well-informed, involved families, encouraging the best possible learning experiences, lifelong ambition, desire to learn and constantly improve, leading to fulfilment of potential and independence.

Confident Individuals by ensuring everyone does their best for now and the future, by expecting and praising high standards of achievement and excellence, valuing learning, motivation, success, diversity, aspiration, determination and mistakes! We aim to be able to use our imaginations, be open to changing our minds and work enthusiastically with new ideas in a safe, respectful, caring environment.

Responsible Citizens, allowing everyone to see and respect others' points of view through responsible citizenship and taking responsibility for own learning and development of potential.

Effective contributors by ensuring everyone joins in and has clear rights and responsibilities, to themselves and to others, through constant reflection, self-evaluation, collaboration and cooperation in all school activities and in our wider community.

Our Values

R – responsible

E – equal and eco

S – sensible

P – prepared, polite and positive

E – enthusiastic, effective workers

C – confident

T – trustworthy, thoughtful and together

F – friendly and fun

U – unique

L – loving and loyal



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.

There are national and local agreements in Dumfries and Galloway about class sizes in a primary school. Under present arrangements class sizes are determined by the number of pupils on the total school roll and the finance available for staffing. Head teachers are responsible for the internal organisation of classes.

Positive Behaviour and Celebrating Success

All children have a right to feel happy and secure in our school. We aim to promote a caring and co-operative atmosphere in the school and playground. Our staff are fair and polite to children and we provide a quiet, calm environment in which children can work and play. Our children are supervised throughout the day and there is always an adult available should children want to discuss any concerns or worries.

To encourage a smooth transfer from nursery to P1 we run a buddy system where a P1 child is paired with a P7 mentor. The P1 child is introduced to his/her buddy during transition visits and the buddy then looks after the younger child throughout primary 1.

It is our aim to co-operate with parents in helping our pupils to exercise self-discipline, to be tolerant and caring and to work happily with others. Therefore parents and pupils are encouraged to bring concerns to the attention of staff and likewise staff will seek support from parents and pupils.

From an early age our children are encouraged to respect other people, their belongings and the environment in which they live and work. Almost all of our pupils behave well and recognise that our school rules are necessary (a) for their well being and (b) for the efficient running of the school.

In order to endorse good behaviour and promote team-work we operate a house system. Each child belongs to a house: Ash, Beech, Chestnut, Oak and can win or lose points for their house by working hard, displaying good manners, empathising with and helping their peers. Points are totalled at the end of the week and the winning 'House' is presented with the trophy on which their colours are displayed. We also have a variety of certificates and stickers which are given when we celebrate at assemblies. This system has proved very successful in promoting positive behaviour but we know from experience that behavioural difficulties will still crop up from time to time. We recognise the importance of full co-operation between parent and school especially where cause for concern arises. In such cases, an early referral to parents will be made and the co-operation of parents is expected to ensure that the child conforms to the behaviour expected by the school.





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

School uniform is recommended at the request of most parents and is encouraged by staff because it helps towards creating a good, healthy attitude to school as a place of work. This is supported by Dumfries & Galloway Authority's Policy on School Dress - a copy of which is available either on the council's web site or from the school.

Our uniform:

- grey/black trousers/skirt/shorts/pinafore
- green school sweatshirt
- yellow polo shirt
- white shirt
- school tie
- green school cardigan
- green/white check dress or yellow/white check dress

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.

Pupils at Elmvale are encouraged to learn by activity and investigation. Individual talents in all areas of the curriculum as well as extra-curricular talents are positively encouraged. Technology is used as an aid to learning in all classes and it will permeate all areas of the curriculum.

During their seven years here, the children will be taken on visits related to their class-work, e.g. local museums , the forest , a castle, a farm, places of interest in Dumfries and Galloway, further afield to e.g. Glasgow, Edinburgh and Carlisle

Whenever possible we invite people with a special talent/knowledge to come into the classroom to talk to the children and to answer their questions. This makes the curriculum more meaningful, and gives our pupils first-hand experience, thus helping them to become more confident and caring young people.

Every child in Elmvale is part of a "Parliament" group eg Pupil Council, Press Pack, Eco Warriors, Charity. Our Parliament allows pupil voice to be heard in our school and it gives opportunities for participation and wider achievement to all children. Groups meet once a month.

Learning Portfolios are used to capture each child's progress towards learning targets and wider achievements

P7 pupils maintain our school blog where wider achievement and participation is celebrated

Assemblies and Together Time – we celebrate wider achievement with certificates which then are shown on our Wider Achievement Wall

We run a wide variety of after school clubs throughout the school year including gymnastics, board games, netball, computer, drama, football and gardening.

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?

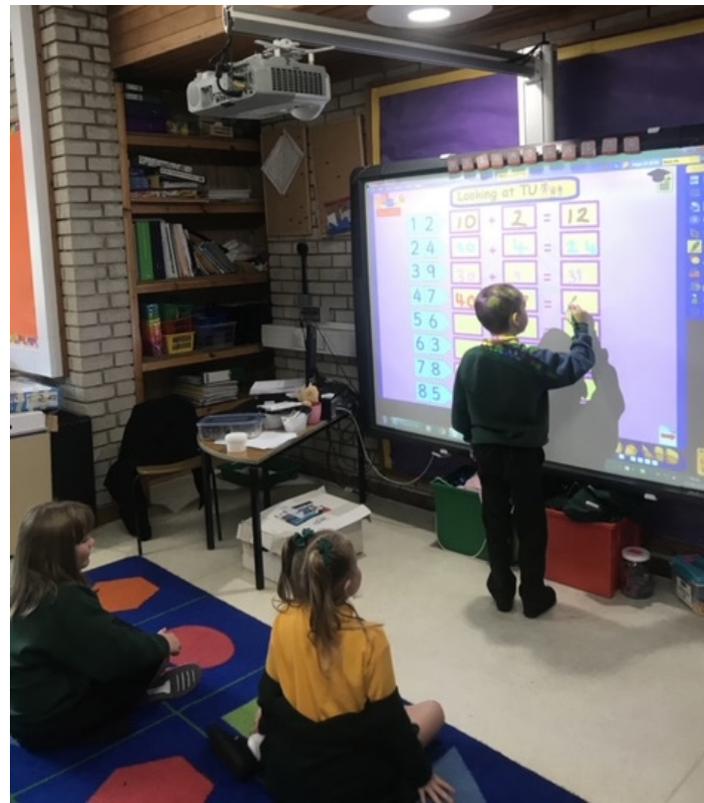
There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights/ Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.



Helping Your Child and Family Learning

Homework is given from the early stages and is prescribed when it is purposeful and useful. It is an extension of classwork, and therefore an area of work that has already been taught. At Elmvale each class teacher produces a termly homework grid which outlines class a variety of homework tasks to be completed across the term. The activities reinforce class work and could be reading, spelling, practice in mathematics, researching information related to a project, problem solving or using media. The length of time home learning will take to complete will vary depending on the stage and ability of pupils.

Sometimes misunderstandings arise between children and their parents about the methods to be used. If you are in any doubt about this, please get in touch with the class teacher or Head teacher. Parental support is necessary and is appreciated in this matter. Parents are asked to check home learning, helping to maintain a link between home and school. The class teacher will record non-return of home 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 <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.

We work with pupils, parents and staff to establish the main priorities of improvement for Elmvale. We provide feedback in April on progress to date before working with partners to establish next steps and the priority agenda for the next session. This is shared with all between May and August. A version of the current priorities is available on our Blog or in hardcopy from the school – please ask.

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](#)

