



Welcome to

Hoddom Primary School



December 2021

Information at a Glance

School Information

Hoddom Primary School,
Langlands Road, Ecclefechan. DG11 3DS

Telephone 01576300613

Email
address:gw08officehoddom@dumgal.sch.uk

Parent Council Chairperson Mrs Louise Clark-
MacLean

Email for Parent Council Chair
hpspc20@outlook.com

School Roll 68 pupils P1-7
30 Nursery

Denomination Status Non-denominational

Gaelic is not taught at Hoddom Primary School

School Staff

Head Teacher Mrs Melinda Clark

Principal Teacher Mrs H Hinch (Nursery)
Mrs L Maxwell (Primary)

Teaching Staff

P1/2/3 Mrs J Scott

P3/4/5 Mrs L Maxwell

P6/7 Mr J McKie

RICCT Teache Mrs K Rodger

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

Nursery Staff

Miss I. Hope

Miss J Hill

Additional Support for
Learning Assistant

Senior Clerical Assistant

School Education
Support Officer

Janitor

Domestic

Catering
Mrs A. Young

Mrs S Tait

Mrs V Stewart

Mrs C Simpson
Mrs J Tunley

Vacancy

Mrs K Bryden

Mrs V Graham

Mrs V Graham

Mrs M McCulloch
Miss A Johnstone

The School Day

The school gates are opened at 8.40am
for primary 1-7

The playground is supervised from 8.50am and
during mid-morning and lunchtime breaks.

8.55am

10.20am -11.00am

12.00pm -1.15pm

3.00pm

School starts

Morning interval
(staggered breaks)

Lunch (staggered
lunches)

School finishes

Nursery

8.30am

3.30pm

Nursery opens

Nursery closes

School term dates can be found at:

[http://www.dumgal.gov.uk/article/15239/
School-term-and-holiday-dates](http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates)

Communicating with home

School Offices are not manned on a full-time basis. Where office staff are not available the telephone answering machine will be activated. If your enquiry is not urgent please leave a message, if your enquiry requires an immediate response please contact one of our partnership schools and your call will be redirected appropriately.

Office Times

Eaglesfield: Monday to Friday 10.15am – 2.45pm
Tel 01461 500280

Hoddom: Monday to Friday 8.45am to 3.00pm
Tel 01576 300613

Hottsbridge: Monday to Friday 9.00am to 1.00pm
Tel 01576 600243

Group Call is used to communicate with parents. We also operate a text messaging service which parents can use to communicate with school. The text messaging numbers across our partnership are: Eaglesfield 07860 029362, Hoddom 07860 029381 and Hottsbridge 07860 029383.

We also post homework and classwork on our class TEAMS pages. Please contact the school for information on how to access this service.

Welcome from the Head Teacher

Dear Parent / Carer

On behalf of all staff at Hoddom Primary School, I would like to say welcome. At Hoddom, we have a clear vision for learning. Staff strive to create a happy, nurturing and safe learning environment, where everyone is respected and included. Through positive learning experiences, pupils are supported on their journey to achieving their goals and realising their potential. We aim to help all our pupils become: Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

We value partnership and community links and welcome the creativity and support of local people. We enjoy participating in local initiatives which make us proud of our local heritage and culture. I look forward to working with you, to provide your child with a very positive learning experience at Hoddom Primary and look forward to celebrating their many achievements and successes.

Melinda Clark

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 aims

We work together to promote aspiration, attainment, personal development and a love of learning, by working with children to:

- create an inclusive, tolerant, supportive and respectful school community where the uniqueness of everyone is valued and celebrated.
- become confident individuals who work and try hard to help ourselves and others as we gain knowledge of our place in the world around us.
- have a "can-do" attitude and know that we will work together to achieve whatever we set out to achieve inside and outside of school.
- look after body, mind and spirit to promote wellbeing and self-worth.
- be curious, enquiring, lifelong learners who always strive to do our best in order to achieve success.
- gain transferrable skills that we will need in the future.
- protect nature and our environment for the benefit of everyone now and in the future.

We are preparing our learners to:

- be confident
- contribute to wider society
- achieve their potential
- be ambitious
- be positive
- have integrity
- be happy
- grow



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.

Class composition is usually shared with parents by mid-June in time for children to know who their teacher will be and to arrange a "bump up" afternoon to support transition.

Positive Behaviour and Celebrating Success

It is the aim of the school to create a safe, relaxed, happy atmosphere in which your child can develop self-discipline and thought for other people. We are hoping for full co-operation between the school and parents when behaviour difficulties arise. If a pattern of disruptive behaviour develops, which prevents your child or others from learning, parents will be notified and the possible courses of action explored together.

Children at Hoddum School are encouraged to develop a sense of self discipline. Children should feel happy and secure at school and, when a parent sees signs of difficulties arising, he/she should contact the class teacher immediately. Children are encouraged to take a pride in their school and its warm and friendly ethos. Difficulties are explored with children in an open and frank way. Staff ensure that children understand the impact of their behaviour and support the child to modify undesirable behaviour.



Similarly, if a child's behaviour or attitude towards work is giving staff cause for concern, it is our policy to contact the parent with a view to looking for possible solutions.

Through home and school working together, every effort is made to remedy the problem. General rules, applicable to all children and centred around the smooth running of the school as well as safety, are implemented throughout the school. Classroom rules also exist. These are usually negotiated between children and class teacher.



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

Children are encouraged to wear grey, black or navy trousers, skirts, pinafores or school shorts. Gingham dresses are also worn in the summer months. Prices are outlined next, although these are subject to change if our suppliers increase their prices.

Uniform can be purchased from:
www.border-embroideries.co.uk

- Sweatshirt £8.85
- Cardigan £9.30
- Polo Shirts £7.35
- Fleeces £9.38/£11.93
- Reversible coat £18.08
- Partnership tie £6.00

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.

The school recognises the importance of wider achievement across the contexts of learning and personal achievement. Achievements are recognised through assemblies, pupil of the week award and head teacher awards. We also recognise that effort is extremely important and each term we award a trophy for effort: this could be something inside of school or outside in local clubs or the community. Children can take their trophy home for parents to see and celebrate with their child but we ask that they come back to school the following day so that they are reminder to everyone that effort as well as achievement brings rewards.



Parental Involvement and Engagement

Parent/Carers and the Parent Council

Every parent who has a child at our school is a member of the Parent Forum. The parent council is a group of parents who have chosen to represent the parent forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Hear about what partnership with parents means in our school
- Be invited to be involved in ways and times that suit you
- Identify issues you want the parent council to work on with the school
- Be asked your opinion by the parent council on issues relating to the school and education it provides
- Work in partnership with staff
- Enjoy taking part in school life in whatever way possible

More information is available at www.dumgal.gov.uk/article/17608/Parental-Involvement

Parent Council

The Parent Council is a group of parents who represent parents' views. The Parent Council works on behalf of all parents to discuss educational matters that are of importance to all. This can include working with the school to decide key priorities, being a voice for parents within the school and communicating regularly with all parents to hear views and keep them informed. The parent council also fundraises to provide new opportunities

academically, socially and within the community. Hoddam Primary Parent Council welcomes all parents of children in the school and nursery.

More information and support for Parents/ Parent Councils is available at <https://connect.scot/>

Parentclub Scotland www.parentclub.scot/ provides support information and guidance to expectant parents, baby, toddler, Child, Pre-teen and Parents and Carers.

The National Parent Forum of Scotland's (NPFs) Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers: <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

We operate a regular homework programme:

- To reinforce and revise class work
- To promote responsibility for pupils' own learning
- To promote home/school links

All pupils follow a weekly homework programme, which may include reading, spelling, maths and additional activities related to class work. Children are given reading throughout the week. This should be heard by an adult until the child starts to read longer more complex books. At this point parents should ask the child about their reading once they are finished. This encourages the children to think about what they have read and improves their comprehension skills.

We really appreciate the time parents spend encouraging and supporting their child with homework. This helps build up a routine and attitude which will help them greatly in life beyond primary school. We encourage you to work with your child to ensure work is neat and well presented, giving your child help and support when needed. It is important to be encouraging without pressurising

During the Corona Virus pandemic we used Microsoft teams to provide work. We continue to promote the use of teams because we need to be prepared for the eventuality of any unforeseen disruption to pupil learning and we are preparing our children for a digital world of work which has many unknowns: we are keen to give our pupils every advantage. IT skills are essential for learners now and when our youngsters become independent workers in their future careers. If you would like any support to access TEAMS, please just ask.

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

Our first improvement initiative in both the school and nursery is to work on developing approaches to moderation and systematic approaches to assessment will help improve the accuracy of judgements and identify next steps and targeted support more effectively. Moderation is the process by which teachers share standards and expectations which ensures consistency in pupil assessment.

We also intend to work towards achieving the Rights Respecting School Award. This award is consistent with the United Nations Convention on the Rights



of the Child and is central to the values we hold in school. We will work to ensure that all learners have access to safe and inspiring places to learn, where children are respected, their talents are nurtured and they are able to thrive at school, at home and in the wider community.

Our third improvement priority is to work collaboratively to improve the delivery of problem solving in maths in school. We will look at both new and existing delivery methods which are based on current research and best practice.

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](#)

