



Welcome to

Hoddom Primary School



December 2020



Information at a Glance

School Address:

Hoddom Primary School
Langlands Road
Ecclefechan
DG11 3DS

Telephone 01576300613

Email address:

gw08officehoddom@dumgal.sch.uk

Parent Council Chairperson:

Mrs Louise Clark-MacLean

School Roll

69 pupils P1-7

15 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 School)

Teaching Staff

P1/2	Mrs J Scott
P3/4	Miss S Anderson
P5/6	Mrs L Maxwell
P6/7	Miss K Thomson
RICCT Teacher	Mrs K. Rodger

Nursery Staff

Miss I. Hope
Mrs M. Hill
Mrs K Hodgeson
Mrs V. Stewart

Additional Support for Learning Assistant

Mrs J. Morgan
Mrs C. Simpson

Senior Clerical Assistant

Mrs L. Bryson

School Education Support Officer

Dr. E. Gair

Janitor

Mrs V. Graham

Domestic

Mrs V. Graham

Catering

Mrs M. McCulloch

Mrs A. Young

Miss A Johnstone

The School Day

The School gates are opened at 8.40am

Primary 1-7

8.55am	School starts
10.40am -11.00am	Morning interval
12.30pm -1.15pm	Lunch
3.00pm	School finishes

By arrangement, teachers are available for consultation at the end of the school day.

Nursery

8.30am	Nursery opens
3.30pm	Nursery closes

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 10.30am - 3pm

Tel 01461 500280

Hoddom

Monday to Friday 8.45am to 3.00pm

Tel 01576 300613

Hottsbridge

Tuesday 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

Hottsbridge 07860 029383

Parental Involvement information:

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

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

On behalf of all staff and pupils at Hoddom Primary School, I would like to say hello and welcome. At Hoddom Primary School 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 at school, at home and in the wider community, pupils are supported on their journey to achieving their goals and realising their full potential. We aim to help all our pupils become: Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

This handbook gives you information about our school, our aspirations and our shared values. I hope that it provides you with all the information that you need, however if you have questions that remain unanswered please call and we will be more than happy to help with your query.

Close working relationships between pupils, parents and staff build a spirit of teamwork and trust. We value partnership and community links and welcome the creativity and support of local people. We also aim to contribute to our local community and enjoy participating in local initiatives which make us proud of our local heritage and culture.

I look forward to working in partnership with you, to provide your child with a very positive learning experience at Hoddom Primary and look forward to their many achievements and successes.

Melinda Clark
Head Teacher

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 selfworth.
- 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

C O N F I D E N C E
C O N T R I B U T I O N
A C H I E V E M E N T
A M B I T I O N
P O S I T I V I T Y
I N T E G R I T Y
H A P P I N E S S
G R O W T H



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 Educationssupport@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

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. www.dumgal.gov.uk

In keeping with Dumfries and Galloway Policy, the school encourages the wearing of school uniform. School sweatshirts, polo shirts, fleeces and knitted hats can be purchased from school. Order forms are issued after confirmation of enrolment or from the school office. We aim to order once or twice a year to allow uniform top ups where required.

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.

- Sweatshirt £8.40
- Sweatcardi £10.10
- Polo Shirts £7.50
- Fleeces £11.30
- Reversible coat £18.40
- 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 <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 3-18year 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.

At Hoddom we foster an environment where our pupils become active participants in their learning. Education should not be passive but an exciting, fun and challenging time in a child's life. We aim to give children a breadth of experiences and a hunger for knowledge, equipping our young people with skills they will take to the world of work and life. A Curriculum for Excellence sets out values, purposes and principles to enable children and young people to reach their full potential. At Hoddom we have fully embraced the guidance in these documents to improve the quality of learning and teaching as well as increasing attainment and achievement for all children, including those who need additional support in their learning.

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How does Curriculum for Excellence work? Curriculum for Excellence includes four contexts for learning:

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

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

Homework

At Hoddom 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 includes 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.

Wider Achievements

The school recognises the wider achievements of the pupils through a display in the school. Children are encouraged to share their successes and celebrate these at assembly.

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.

This academic year, our priorities will be a direct response to the unprecedented lockdown caused by the Covid 19 Pandemic. Our priorities will be on the core areas of the curriculum and will include physical and mental health and wellbeing, literacy and numeracy. We will also incorporate some digital learning using TEAMS and Glow and technologies such as green screen. If you require more information about school improvement planning, please feel free to contact the Head Teacher; Mrs Clark.



