



# Welcome to Kirkcudbright Primary School



December 2020



# Information at a Glance

## School Information

### School Address

Kirkcudbright Primary School  
St Mary's Wynd, Kirkcudbright, DG6 4JT

Telephone 01557 332610 Text 07860029398

Email [gw10officekirkcudbri@ea.dumgal.sch.uk](mailto:gw10officekirkcudbri@ea.dumgal.sch.uk)

Website: <https://blogs.glowscotland.org.uk/dg/kirkcudbrightprimary>

Parent Council Chairperson	Hollie Mitchell
Head teacher	Mr. David Stevens
School Roll	219
Denomination Status	Non Denomination
Status of Gaelic	No

### Staff

Depute Head Mrs K McClelland

P1	Mrs K McMillan	P2	Mr J Flannighan
P2/3	Mrs J Philip	P3	Mr B Wild
P4	Ms K Buchan	P5	Mrs C Pearsall
P5/6	Mrs A Kelly	P6	Mr R McClune
P7	Ms R Gordon		
Teachers	Ms J McLeman		Mrs C Pearsall

Support for Learning Teacher Mrs H Hermon

Nursery Manager Mrs H Hughes

Nursery Nurses Miss L Kelly

Mrs H Rudd Mrs L Wylie

Mrs J Graham Mrs M Martin

Early Years Support Assistant Mrs V Rodger

Mrs A Storey Miss M Carson

Miss S Anderson

Clerical Assistants Mrs J Eccles

Mrs Mladenovic Miss J Collins

Learning Assistants Mrs F Baird

Mrs J Baty Mrs Halliday

Mrs N Irving Mrs K Poet

Mrs C Pickthall

Playground Supervisor Ms McColm

Facilities Manager Darren Toole

Cleaning supervisor Miss F Cairnie

Cleaners Miss A Fawcett

Miss, W Middleton Mrs Z Whitehouse

Kitchen Assistant Mrs M Dowe

Catering assistants Mrs S Cairney

Mrs S Caulfield Mrs L Hannah

Mrs S Stevenson

School Support Manager Miss R Hickman

Speech and Language Therapist Mrs C Brown

School Nurse Mrs A Leonard

School Doctor Dr A Forbes

Pre School Education Visitor Mrs A Sinclair

Active Schools co-ordinator Miss A Niven

School Support Officer Mrs L Waugh

## The School Day

### Nursery

Morning Session	8:45/9.00am – 11.55am
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Afternoon Session	12.15.-3.15/3:25pm
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Back to Back Session	8:45am – 3:05pm
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### School

9.00 - 10.30am	class	10.30 - 10.50am	playtime
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10.50am - 12.30pm	class	12.30 - 1.30pm	lunch
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1.30pm - 3.15pm	class	3.15pm	School end
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### Breakfast club

Open to pupils from 8:15am for 75p per day. Children will get toast, cereal and a warm drink – ready for the day ahead.

### Start and End of the Day

Children should normally arrive no more than 15 minutes before school start time and should be out of the playground 15 minutes after school finishes. We cannot accept responsibility for children outwith these times. On wet mornings pupils may use the front door but parents are asked not to come into the school. Children travelling home by bus meet at the 'Indoor Bus Stop' (Community Room) and one of our Classroom Assistants walks them to their buses for 3.30pm.

### Break times

During morning break pupils have a snack brought from home. We remind parents that **we are a nut-free school**. We encourage parents to provide a healthy snack e.g fruit; we try to discourage sweets and sugar based snacks.

## Home/School Communication

The school communicates with parents in a variety of ways including text messaging, phone, e-mail, letter and face to face meeting. It is important to keep the school informed of any changes of address, telephone number (including emergency contacts) and e-mail address.

### 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 pupils of Kirkcudbright Primary School extend a warm welcome to all parents and their children.

We strive to make our school a happy, caring and stimulating place. Our staff are committed to providing the best possible education for all our pupils placing high importance on the basic skills of literacy and numeracy. We encourage pupils to solve problems, think creatively and to communicate their ideas.

We expect everyone to show effort and respect and we request the assistance and co-operation of all parents to achieve this.

Our handbook is provided to familiarise you with some of the educational, organisational and social aspects of our school. We hope you find our handbook useful, should you have any questions please do not hesitate to contact the school. I look forward to meeting and working with you in the future.

Yours sincerely

**David Stevens**  
Head Teacher

- Work closely with parents, carers, other colleagues, outside agencies and our community to share best practice and develop a variety of innovative learning experiences.
- Recognise achievement, celebrate success, promoting self-esteem and building confidence.
- Encourage individuality, creativity, independence and leadership at all levels

### **Our school vision:**

*To have a secure, happy, safe and inclusive learning environment. Where staff, pupils, parents and all partners work together to provide a variety of learning experiences that inspire confidence, celebrate achievement and supports pupils to reach their full potential.*

### **Our school values:**

The values to which Kirkcudbright Primary aspires for its pupils (as inscribed on the Mace in the Scottish Parliament) are: - wisdom, justice, compassion and integrity.

Within school we talk about and promote our golden rules which are:

- Be kind
- Look after things
- Try hard
- Listen and act
- Be honest
- Believe in yourself

Our aspirations for every child attending Kirkcudbright Primary are that they should be successful learners, confident individuals, responsible citizens and effective contributors to society and work.

## School Aims, Values and Ethos

### **Our school aims:**

- To provide a balanced curriculum with emphasis on literacy, numeracy and health and well being.
- Provide an environment which is caring, stimulating, challenging and where the needs of all pupils are met.
- To work towards closing the attainment gap between the most and least disadvantaged children and ensure we provide equity for all
- Encourage an environment of mutual respect and fairness



## 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](mailto: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

### Class Organisation

The school currently has 9 classes; pupils are taught in a single year class or composite class depending upon pupil numbers.

P1, P2 no more than 25 pupils

P3 – 7 may have up to 33 pupils in a straight class

A maximum of 25 pupils is allowed in a composite class.

### Positive Behaviour and Celebrating Success

Appropriate behaviour is encouraged at all times.

House points can be earned through good work and good behaviour. House points are counted every week and a shield presented to the winning house. Merit Medals are also awarded and presented in assembly these can be for effort, good work, or behaviour/ citizenship. Two pupils from the school, one from P1-4 the other from P5-7, are awarded the special silver trophy each assembly. This award goes to the pupil who always works hard, does their homework, settles well and gets on keeping the school rules.

Where a pupil's behaviour does not meet the expected standard the pupil is spoken to by an appropriate adult. Depending on the severity of the pupil's misdemeanour, a variety of sanctions may be used. These could include; writing a letter of apology, missing some playtime, choosing time or Golden Time. The behaviour will always be discussed with the pupil and options and making good choices explored. Parents may be contacted at an early stage so that school and parents may work in partnership towards changing the pupil's behaviour. On occasion it is decided that a parent will contact the school on a weekly basis to find out how the pupil has behaved during that week so that the matter may be reviewed.





## 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](http://www.dumgal.gov.uk)

Our uniform is red and black and consists of:

- Red sweat shirt or red knitted cardigan, with badge
- Black or red polo shirt, with badge
- Black/grey school trousers or skirt

We would ask that pupils wear appropriate school footwear.

Pupils should also bring a gym bag to leave at school with a t-shirt of their house colour, black shorts and plimsolls for P.E.

Pupils should change into appropriate indoor shoes when in the building, plimsolls and trainers are acceptable.

We ask that pupils come to school with a suitable coat as children do go out to play in all but very wet conditions.

We do not feel that make-up is appropriate during school time. Pupils will be asked to remove make-up if they persistently wear it at school.

Uniform can be ordered from:

Banks and Braes, 14 St Cuthbert's Street, Kirkcudbright, DG6 4HZ

## 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](http://www.dumgal.gov.uk)

## Absence from School

Pupils who need to leave school during the school day for 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.

English is at the heart of our cross curricular approach to learning, with topics and novel studies providing the context for developing much of our writing, listening and talking. Reading is taught from P1 beginning with pupils moving onto our graded reading scheme until they are independent readers. Specific skills are taught systematically as an integral part of the English curriculum.

French is taught throughout the school beginning with basic vocabulary.

Mathematics is normally taught daily. Pupils will learn about; number, money, measure, shape, position and movement and Information handling

All pupils will be given opportunities to practice mental maths and problem solving.

Pupils in P5-7 are currently taught maths in ability groups.

Health and Wellbeing throughout the school includes; Physical, mental, emotional, and social wellbeing, Physical education, Food and health, Substance misuse, Relationships, sexual health and parenthood.

All pupils receive input from specialist teachers for Art and Music.

Our topics help pupils to achieve knowledge and understanding of the world in which they live. They develop skills which will enable them to interact effectively with the environment and gain knowledge, understanding and skills associated with Science, Social Subjects and Technology.

Kirkcudbright Primary has a yearly curricular map for Interdisciplinary learning.

A programme for Religious and Moral Education includes understanding of Christianity and the other world religions along with moral values such as honesty, liberty, justice, fairness and concern for others

We also offer a wide range of activities such as residential trips, curricular trips and after school clubs.

We have a Pupil Council and run a house system of 5 Houses – Hornel=Red, King=Purple, Taylor=Blue, Sassoon=Green and Oppenheimer=Yellow.

## 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

Pupils may be issued with a homework diary at the start of the year. Parents should check this diary to see what homework has been issued for the week.

Parents are asked to help their child by listening to them read regularly at home. You can encourage and help your child by:

- Sharing a book they enjoy
- Let your child see you read often for pleasure
- Praise your child when they self-correct
- Encourage your child to use reading cues i.e. looking at the picture, does to make sense
- Encourage your child to use their finger to point to each word
- Ask questions about the book ask them to retell the story
- Reread familiar books to build confidence.

Beginning in the early years, spelling is given as homework and clear guidelines are given to parents regarding this. Mathematics homework is sent home as appropriate according to the various topics within the Mathematics Programme. Throughout the year class teachers will identify particular areas for homework i.e. grammar work, story writing, and research.

Homework can help you, as parents, to become involved with your child's work.

## 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](http://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](http://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.

In 2018-19 the school made improvements to the curriculum we deliver to pupils.

Staff developed their understanding and skills in teaching science. A lead teacher undertook training who cascaded this learning to all staff during after school sessions and INSET days. We also refreshed and added to the resources we used for science. A new science course has been developed and pupils have engaged well with the new format science lessons. The School now has a three year rolling programme to deliver science across all years.

We have put in place early intervention strategies for Reading and 'Listening and Talking' to help prevent pupils falling behind in the early years. Pupils who undertook the programme made significant progress after intense one to one work.

Staff across the Cluster schools have taken part in moderation exercises looking at standards and agreeing levels for writing.

The school continues to develop a tracking system enabling us to monitor pupil progress over the years.

## 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](#)