



Welcome to

Lochmaben Primary School



December 2021



Information at a Glance

School Information

School Address

Annandale Crescent,
Lochmaben
DG11 1NR

Telephone: 01387 810208

Email address:

gw08officelochmabenp@ea.dumgal.sch.uk

Parent Council Chairperson: Mrs Joanna Dick

Parent Council email:

Lochmabenparentpartnership1@gmail.com

Head Teacher Mrs Jennifer Docherty

School Roll 249

Denomination Status Non-denominational

Status of Gaelic Gaelic not taught

School Staff:

Teaching Staff

Depute Head Miss N Graham

Principal Teacher

Support for Learning Miss N Kerr (0.6)

Acting Principal Teacher Mrs S Clark (0.4)

P1 Mrs S Clark, Mrs D Windsor

P1/2 Miss G Moffat

P2/3 Mrs C Berridge,
Mrs S Stankiewicz

P3 Miss L Montgomery

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

P3/4

Mrs A Brolls, Mrs S McCrone

P4/5

Mrs C Maxwell

P5

Miss R Woods

P6

Miss E Fairbairn,
Mrs M Woods

P7

Miss K Geddes

Nursery

Miss A Mallaby

Support for Learning

Mr J Dale

Learning Centre

Mrs A Murray

Mr S Horne

RICCT

Mr W Swan

Auxiliary Staff

Clerical Staff:

Mrs L Hyslop

Mrs K Common

Facilities Assistant:

Mr P Byers

Learning Assistants

Miss K Ellis, Mrs F Gonlag

Mrs T Green

Mrs L Loughran

Mrs N Lynn, Miss K McColm

Mrs A McEwan

Mrs M Park, Mrs G Parry

Mrs N Robson, Mrs J Wojcik

Mrs A Rae Watson

Mrs H Duncan

Nursery Staff:

Miss C Ross, Miss D Todd

Mrs S Carruthers

Mrs M Jeans, Mrs S Tait

The School Day

The school day usually operates as follows:-

Primary School

9am School begins

10.30am - 10.45am Interval

12.15pm-1pm Lunch

3pm End of school day

However due to the recent climate we have been operating staggered starts, breaks, lunches and finishes.

School term dates can be found at:

<http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>

Communicating with home

We use a variety of means to communicate out to parents/carers. Regular newsletters, group call texts, emails and through our Facebook page are the most frequently used.

You will find us on Facebook: Lochmaben Primary School.

Staff may also communicate by making individual phone calls.

Welcome from the Head Teacher

Dear Parent / Carer

At Lochmaben Primary we take great pride in ensuring that we offer a warm welcome to all pupils, parents / carers and members of the local and wider community. We as a staff, look forward to working in partnership with parents and carers to provide a rich and stimulating education for all our learners. We make every effort to offer the highest standard of education in a safe, caring and interesting environment. Through a well- balanced curriculum we provide opportunities to allow each child to achieve their full potential. We hope that children and parents/ carers alike enjoy being with us at Lochmaben and that everyone will take away happy memories from their time with us.

Should you wish further information please do not hesitate to contact me here at the school.

Jennifer Docherty
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

The vision for Lochmaben Primary School is **'believe and achieve.**

We believe all our pupils will achieve great things and we wish our children to participate in a wide range of activities, events and experiences which will allow them to achieve their full potential. We have five core values which we believe provide the basis for life within Lochmaben Primary and we aim to promote these and reinforce them throughout our daily routine, resources, events and activities.

- **Courage and Confidence** – to be brave and become confident individuals and successful learners
- **Hard work** – to try our very best at all times
- **Honesty and Trust** – to always tell the truth and to make everyone feel safe and welcome
- **Kind and Caring**- to be kind and care for each other, our community and the environment
- **Respect** – to work together to value everyone in our school and become responsible citizen

We aim to achieve a Nurturing approach within Lochmaben Primary and have adopted the Nurture principles.

Our School Aims are as follows:

For everyone in our school community:-

- To be safe, happy and healthy
- To always try, try, try their best and believe that they can achieve their full potential
- To feel confident and know that they can learn by their mistakes
- To understand and respect differences
- To prepare for future opportunities and challenges



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 and 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.

We have ten mainstream classes, including composite classes. Our class structure varies each academic session according to the number of pupils within each year group.

Positive Behaviour and Celebrating Success

Our Rationale

At Lochmaben Primary we are adopting the '**Better Relationships-Better Learning**' approach with an aim to promote positive relationships where all stakeholders feel welcomed, valued and respected. This approach moves away from a punitive approach to a restorative approach and has a focus on nurture, restorative practice and is solution focused.

A restorative school is one which takes a restorative approach to resolving conflict and preventing harm.

Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to put it right.

Teachers will adopt different restorative approaches depending on the level/severity of behaviour and using their professional judgement.

Learners may be asked to take part in a conversation/complete a reflection record if they have been disrupted/harmed or caused disruption/harm.

Expectations for All

We expect all our pupils, staff, parent/carers and partners to adhere to our expectations.

- Show manners and respect at all times
- Always follow instructions
- Keep hands, feet and unkind words to ourselves

Whole School Reward System

At Lochmaben Primary we believe children need to be encouraged and praised for their positive actions and behaviours. Children's positive behaviours will be rewarded by earning 'house points'.

Free Time Friday

Every week children will participate in thirty minutes of free time, if they have not lost any time from this during the week.





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

In Lochmaben Primary School we recognise our own school uniform as:

- red school sweatshirt
- white polo shirt
- dark skirt or trousers

During P.E. pupils should wear gym shoes or trainers, shorts / joggers and a T-shirt.

Clothing which is unacceptable in our school under any circumstances would include items which:

- Could potentially encourage factions
e.g. football colours
- Could cause offence
e.g. anti-religious or political slogans
- Could cause health and safety difficulties (loose-fitting clothing, dangling earrings)
- Are of flammable materials which may be a danger in certain classes
- Could cause damage to floors
- Carry advertising, (such as alcohol or tobacco)

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.

There are eight identified Curricular Areas within Curriculum for Excellence.

- Health and Wellbeing
- Literacy and English (including Modern Languages)
- Numeracy and Mathematics
- Sciences
- Social Studies
- Expressive Arts
- Religious and Moral Education
- Technologies

Sometimes these subject areas will be taught as a discrete subject area and at other times the subject area may be included as a Curricular Area within an Interdisciplinary Learning Plan, i.e. as part of an identified theme or topic.

Within each subject area a variety of learning and teaching resources are used as is a variety of resources as appropriate.

The Experiences and Outcomes are 'bundled' together to create our programmes for learning.

Extra-Curricular Activities

Our pupils are usually offered a varied selection of extra-curricular activities and clubs throughout the school session. Some activities last for a specific period of time e.g. a term or a block of 6-8 weeks, while others continue throughout the session. The targeted age group for pupils varies accordingly throughout the year.

Staff and parent volunteers give their time on a voluntary basis to host out of school activities and we are extremely grateful for their enthusiasm.

Pupil Committees

In order to support leadership and at levels and skills for learning, life and work we have a variety of Pupil Committees which usually operate here in school:

- SNAG (School Nutrition Action Group)
- Library Committee
- Eco Committee
- Global Citizenship Committee
- Pupil Voice Group
- NOSAP Committee
- Excellence Committee
- Community Committee
- Gardening Committee
- WOW Group

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

Through homework we aim to:

- Help reinforce and extend children's learning
- Provide opportunities to work independently thus developing good study habits and self-discipline
- Encourage ownership and responsibility for learning
- Consolidate work in school and therefore raise attainment levels
- Promote partnership between school and home
- Provide opportunities for parents to become involved in children's learning
- Keep parents aware of their child's educational progress
- Help children develop good work habits for the future

Teachers will send home learning tasks out via the children's GLOW email accounts.

We do appreciate you noting any concerns / queries about any aspect of school life, and we will respond as appropriate.

Time spent on homework will vary according to age, ability and the child's pace of work. (Full details can be seen in the school Homework Position Statement).

Usually parents/carers are invited into School several times a year to participate in our Family Learning activities with their children.

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 of each year, the school publishes a progress 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. Also towards the end of May 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. Parents are asked to contribute to this process and we seek views on this annually. 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. A parent friendly version is issued to parents/carers. A termly update on progress towards our proprieties is included within School and Nursery newsletters.

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](#)

