



Welcome to

Loreburn Primary School



December 2020



Information at a Glance

School Information

School Address

Loreburn Primary School,
George Street, Dumfries, DG1 1EA

Tel: 01387 254642

Email address

gw08officeloreburn@ea.dumgal.sch.uk

| | |
|----------------------------|--------------------|
| Parent Council Chairperson | Ms Rachael Allen |
| Head teacher | Lesley Farrell |
| School Roll | 164 |
| Denomination Status | Non-denominational |
| Status of Gaelic | N/A |

Teaching Staff

| | |
|-------------------|--|
| Principal Teacher | Ms T Graham |
| Class Teacher | Mrs C Burgess Miss L Corner Ms J Hogarth Miss J Jones Miss L McAuley Mrs A McKie Mrs N Rae Miss L Rajszys Mrs L Roxburgh Mrs N Wood |

| | |
|--|----------------|
| Additional Support for Learning Teacher | Miss A Kalotka |
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Auxiliary Staff

| | |
|-----------------------------|--|
| Learning Assistant | Mrs L Miller Miss L McCreadie Miss L McWhirter |
| Clerical Assistant | Mrs C Wyllie |
| Facilities Assistant | Mr B Fraser |
| Catering Manager | Mrs K McLachlan |
| Catering Assistant | Mrs V Foster Mrs S Smith |
| Educational Psychologist | Ms W Stoker |
| Quality Improvement Officer | Mr A Young |
| School Chaplain | Mr D Campbell |

The School Day

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|--------------------|---------------|
| School Starts | 9.00am |
| Morning Interval 1 | 10.20-10.40am |
| Morning Interval 2 | 10.40-11.00am |
| Lunch 1 | 12.00-12.40pm |
| Lunch 2 | 12.40-1.20pm |
| School Ends | 3.00pm |

Communicating with home

Regular newsletters are sent home via email to keep Parents and Carers updated on what is happening in school.

We also use a text messaging system if we need to communicate additional information to parents throughout the week.

Parents and carers are welcome to email or phone the school office at any point in the school year to speak to a member of staff about their child's progress or any concerns they may have.

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 children of Loreburn Primary extend a warm welcome to pupils, parents and visitors. It is our aim to ensure that our school is a happy, caring and stimulating place where everyone feels valued, achieves their potential and strives to be the best they can be. Working in partnership with parents is at the core of what we do and we pride ourselves on the positive relationships which exist between home and school. This handbook is designed to help familiarise you with some of the educational, organisational and social aspects of our school. Please do not hesitate to get in touch should you have any additional questions and we can clarify these for you.

We look forward to working with you in the very near future and have confidence that together we can provide the very best educational experiences for your child.

Yours sincerely

Lesley Farrell
Head Teacher

School Aims, Values and Ethos

Vision

Our vision is to have children and staff who work to the best of their ability. WE want to prepare our pupils to become confident individuals who can play an effective part in the society in which they live.

Values

At the top of our values we have:

- **Friendship**
- **Trust**
- **Kindness**

These are regularly discussed at assemblies

Aims

At Loreburn we aim to:

- Ensure a happy safe and welcoming environment for learning to take place
- Provide a broad, balanced and appropriate learning experience for each individual child through Curriculum for Excellence
- Foster enthusiasm for, and a commitment to, lifelong learning by celebrating success
- Build effective partnerships with parents, the wider community and school support professionals
- Effectively teach literacy, mathematics and health and wellbeing as core subjects



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 EducationSupport@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

We currently have seven single stage classes at Loreburn Primary School, P1-P7.

Our class organisation may vary and is dependent on our school roll

Positive Behaviour

We have high expectations of all our learners, particularly in terms of their behaviour. We encourage positive relationship across the whole school and adopt a restorative approach to any conflicts which arise. Restorative discussions enable both sides of a situation to reflect and identify strategies to support them when faced with challenges. It provides an opportunity for the children to see things from the others' perspective and allows for relationships to be restored and mended.

Celebrating Success

We strongly promote the 4 Capacities in school:

- Successful Learners
- Confident Individuals
- Effective Contributors
- Responsible Citizens

Pupils who demonstrate any of the 4 capacities in school will receive a merit from the Head teacher and their name will be placed on the 'Wall of Fame' for all to see. Weekly assemblies are also used to celebrate success and children receive merit certificates recognising all their hard work and commitment for the week.

Wider Achievements are also celebrated in school and pupils' successes are displayed in the school foyer.





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

The wearing of school uniform is strongly encouraged and demonstrates the high standards we have within our school.

Loreburn colours are:

- Black, white and Gold
- School tie
- Black trousers or skirts
- White shirt or blouse
- Gold or white polo shirts
- Black shoes or trainers
- Yellow checked dresses

We take pride in the fact that all our pupils wear uniform and so many of them wear a shirt and tie.

Ordering Uniform

Order forms are sent out in spring for parents to order uniform for the forthcoming session. A full price list is available in school. We also have a pre-loved selection of school clothing which can be purchased for a small donation.

P.E t-shirts in the school house colours are also available to buy at the school office

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 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.

We ensure our curriculum provides all learners with breadth, challenge and application of skills across all subject areas.

Health and well-being is central to our learning and our nurture approach supports the development of our learners holistically as well as academically. We ensure we identify and, wherever possible, remove barriers to learning for our pupils and provide necessary supports and challenges to allow them to achieve and exceed their learning potential.

Literacy and Numeracy are inter-woven throughout the curriculum and staff provide rich contexts for learning making links across all curricular areas. The children are involved in the design and direction of their learning each term and plan the Inter-Disciplinary Learning activities collaboratively with their class teachers.

Staff are continuously involved in Self-evaluating the learning process to ensure all children are achieving their expected targets. Children are involved in this process of evaluating their targets across the school year and set these regularly with their class teacher.

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/>





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>

Homework/Family Learning

At Loreburn each class teacher produces a termly newsletter which details the learning for the term and any other requirements for your child in terms of homework or P.E kit. This newsletter also includes ways in which you can support your child at home with Literacy and Numeracy. We want to support you as parents with the learning process and any homework task set by the class teacher is done so to consolidate learning and support your child.

Early years classes will have a large focus on literacy and reading. Key words, sounds and reading will require consolidation at home and the progress children make as a result of this is invaluable. As the children progress through school, their homework tasks may vary. We endeavour to set work which is clear, interesting, varied and directly related to class work. Homework is not designed to add stress to your child or family so please do not hesitate to contact your child's class teacher if you or your child is struggling at home to complete homework tasks.

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

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 each year, the school publishes a Standards and 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. The improvement priorities identified in this plan and progress in relation to these is shared with parents throughout the school year. Please email the school office if you would like to see our improvement plan for this session.

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](#)