



Welcome to

Minnigaff Primary School



December 2021



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

Information at a Glance

School Information

School Address

Minnigaff Primary School
McGregor Drive
Minnigaff
DG8 6PE

Telephone: 01671 402477

Email address:

gw08officeminnigaff@ea.dumgal.sch.uk

Head Teacher

Miss Joy Bell

School Roll

Primary 1-7 = 84

Denomination Status

Non-Denominational

Status of Gaelic

No Gaelic taught

School Staff:

Teaching Staff

P1/2/3

Mrs G Dingwall

P3/4/5

Miss K Collins (Principal

Teacher)

Mr W McKenna

P5/6

Miss G Anderson

P6/7

Mrs J Smith (Acting Principal

Teacher)

Mrs M Gordon

NCT Teacher

Learning Support

Miss K Morrison

Clerical Assistant

Mrs V Sharples

Learning Assistant

Mrs S Baxter

Mrs L McColm

Mr B McDowall

The School Day

The school gates are opened at 8.45am

Primary School

9am

School Begins

10.30 - 10.50am

Morning interval

12:30 - 13:15pm

Lunchtime

3.05pm

End of school day

Whilst in the playground, children are supervised from 8.45am daily.

School term dates can be found at:

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

Communicating with home

You can contact us via the phone number or email address above. The school has a blog which is regularly updated and gives parents an opportunity to leave positive comments. School makes use of Groupcall to message parents either by text or email. Please ensure that your contact details are kept up to date.



Welcome from the Head Teacher

Dear Parent / Carer

On behalf of everyone at Minnigaff Primary, I would like to welcome you and your child to our school. The next seven years of your child's life are crucial and we are very much looking forward to sharing this time with you. I am sure that you will find Minnigaff Primary School a warm and caring environment where we instil in our children a sense of pride in their school. We put our children and young people at the heart of all that we do and we work hard in order to develop strong and positive relationships with them.

At Minnigaff Primary we hope that parents/carers will enter into a partnership with the school. We are always pleased to welcome parents/carers into school and encourage your involvement in school life. I hope that this handbook will help to inform you about Minnigaff Primary and about how we can work together to provide the best possible education for your child. Should you wish to discuss your child's progress or have any other concerns, please do not hesitate to contact us. On a personal note I feel very privileged to be the Head of Minnigaff Primary and look forward to working with you in order that we all enjoy a happy and fulfilling school life.

Yours sincerely

Miss Joy Bell
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 Vision - Learners For Life

Our Values

In Minnigaff Primary we value

- Successful Learners who are enthusiastic, good learners, creative, hard workers, literate and numerate.
- Effective Contributors who are team workers, co-operative, problem solvers, leaders and enterprising.
- Confident Individuals who are happy, confident, honest, independent and resilient.
- Responsible Citizens who are polite, respectful, responsible, friendly and forgiving.

Our school aims are written by our pupils.

We aim to

- Take learning at the right speed for every child and help them when they have problems with their learning. We will look after everyone's wellbeing.
- Make sure everyone plays their part and joins in with the learning and helps everyone move on to their next class.
- Give pupils the opportunity to work in their community to develop life and work skills.
- Get better results by making sure everyone joins in and does their best.
- Make sure all pupils can read, write, spell, do their maths, have good social skills and work well together.
- Celebrate all achievements in and out of school.
- Make sure all staff meets the curriculum so that all children get a better education.



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.

The Head Teacher will compose the classes prior to the beginning of the new session in line with Local Authority guidance.

Positive Behaviour and Celebrating Success

Our School ethos is underpinned by our Vision, Values and Aims. We encourage three simple rules – Respect yourself, Respect others, Respect the School. In line with our Promoting Positive Behaviour Policy we promote positive behaviour strategies both within the class and the playground.

We are keen to celebrate success and achievements both within and out with the school. Once a month we have a Super Show and Tell Assembly where children can share their successes and achievements with others. Each week class teachers award Pupil of the Week certificates based on success and achievements during that week. These are handed out at Assembly at the same time as celebrating the House which has won the most House Points that week.

Classes have Achievement walls celebrating curricular success and success out with school.

Our Blog is regularly updated where you can follow our achievements online.

We are keen to share children's success in Head Teacher newsletters so please let us know if your child has done something that we should be celebrating.





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

Parents have agreed that all children should wear the same colours. Children should wear a grey sweatshirt, red polo shirt / shirt, grey or black skirt / trousers / pinafore.

During the summer months children may also wear school shorts / dresses. Order forms are given out at the beginning of each school year but orders may also be placed throughout the year.

A PE kit is also available to order. Children are expected to change for PE lessons.

Parents may order school uniform online throughout the year by accessing www.border-embroideries.co.uk/schools

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.

In Minnigaff Primary we strive to provide a broad and challenging curriculum underpinned by the following statements

- The 'learner journey' will be joined up from 2-12 to avoid gaps and overlaps in learning and to make the most of achievements outside school.
- Children will work at a pace that suits, with enough challenge and support to stretch them.
- Lessons will be engaging, inspiring and relevant to everyday life.
- Teachers will make connections between subjects, helping children make sense of the world.
- Children will learn how to learn and how to use their learning, not just memorise information to pass tests. This will help them adapt in an uncertain future with the ability to think for themselves, make sound judgements, challenge, enquire and find solutions.
- Focus will be on knowledge and skills – including vital skills: literacy, numeracy and Health and Wellbeing which underpin all learning and are critical in life.
- Teachers and children will work together to assess and discuss progress and next steps in learning.

School produces a yearly calendar of events for children and parents detailing the varied opportunities for Wider Achievement and Participation.

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

Homework is a valuable link between school and home. Homework is usually set on a Monday in all classes with additional tasks being added throughout the week. Parents will discover that homework activities tend to be active and inclusive of the home environment.

School uses homework diaries to inform parents of the various homework tasks for each week. Parents are encouraged to engage with homework and the homework diary. Currently any homework will be mainly set online. Please encourage your children to check into their class TEAM.

Throughout the session, parents are offered many opportunities to join their children in learning activities such as Stay and Learn sessions, Drop Everything and Read sessions and family learning homework task grids.

Parent volunteers are welcomed in school and are currently involved in supporting some initiatives within the school.

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/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.

You can access the most recent School Improvement Plan on our school blog at

<https://blogs.glowscotland.org.uk/dg/MinnigaffPrimary/>

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](#)

