



# Welcome to

## Penninghame Primary School



December 2020



# Information at a Glance

## School Information

### School Address

Penninghame Primary School/Nursery, Auchendoon Road, Newon Stewart, DG8 6HD

Email address

[gw08officepenningham@ea.dumgal.sch.uk](mailto:gw08officepenningham@ea.dumgal.sch.uk)

Parent Council Chairperson	Mrs Caroline Lyons
Head Teacher	Miss Leona Wallace
School Roll	221 + 65 place Nursery
Denominational Status	Non-denominational
Status of Gaelic	Gaelic not taught

### Leadership Team

Mr D Andrews (Depute Headteacher)  
Miss J Wallace (Principal Teacher)  
Mrs R Donnelly (Principal Teacher, ASL)  
Mrs A McMillan (Nursery Manager)

### Teaching Staff

Mr G Anderson	Mrs D Diffey
Mrs R Donnelly	Miss R Goupillot
Miss S Hannah	Mr M Houston
Mrs J Johnstone	Miss A McGill
Mrs L McQuat	Miss C Nicol
Mrs K Niven	Miss R Thomson
Miss R White	

### Nursery Staff

Miss C Cairnie	Miss E Cleer
Miss K Hay	Miss K Henderson
Miss L Jardine	Mrs K Locke
Mrs L Marshall	Miss H McInnes
Miss K Plunkett	Mrs K Ross
Miss A Wright	

### Clerical Assistant

Mrs C Jess (School)  
Mrs C McIlwraith (Nursery)

### Learning Assistants

Mrs M Campbell	Mrs B Chambers
Mrs A Halkett	Mrs I Johnstone
Mrs C Jolly	Mrs H Kennedy
Mrs K Kirkwood	Mrs H Stirling
Miss J Telfer	

### Auxiliary Staff

Janitorial	Mr J Adair
Catering Staff	
Mrs M Gardiner	Mrs L Mason
Mrs Y Whyte	Mrs M Zybert
Cleaning	
Miss N McCallum	Miss L McDowall
Mrs S Rudd	

## The School Day

<b>Nursery</b>	Starts	8:00
	Ends	5:30
<b>School</b>	Starts	9.00
	Interval	10:35 - 10:55
	Lunch	12.30 - 1.20
	Ends	3.05

Whilst in the playground, children are supervised from 8:45am daily.

### Breakfast Club

The school runs a Breakfast Club every morning from 8:15am – 9am. This is available for P1 – P7 pupils and costs 75p per day.

There is no playground supervision before 8:45am.

If you know you are going to be late in collecting your child, please let the school know as soon as possible.

## Communicating with Home

We communicate using the school app, which can be downloaded from your usual app store, Penninghame and St Ninian's Primary Parents Facebook page, monthly newsletters, texts, emails and pupil diaries.

If you wish to discuss anything you can speak to staff before or after school, if staff are available. Every effort is made to accommodate requests however you are requested to make an appointment.

### 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

Penninghame Primary School and Nursery is an inclusive school with high expectations and ambitions; we strive to meet the needs of all learners.

Our team of dedicated staff aim to provide the best possible opportunities and experiences for our pupils, ensuring children develop a broad range of skills and capacities which support their learning, growth and development.

The education of your child is a partnership between home and school which is fostered in nursery and continues throughout the primary stages. This partnership can only function through a mutual trust and understanding which open communication brings.

This handbook will explain the policies and procedures of our school. However if you have any questions please do not hesitate to get in touch.

My staff and I look forward to meeting you and we hope you will contribute and become actively involved in the life of the school.

With best wishes,

**Miss Leona Wallace**  
Head Teacher

## School Aims, Values and Ethos

We at Penninghame Primary School & Nursery aim to enable all children to develop their capabilities as

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

These aims are related to the seven key areas of school life

### Curriculum

- To ensure a broad and balanced curriculum that provides young people with the best possible learning opportunities and experiences.

### Attainment

- To ensure that all pupils are able to realise their potential through the promotion and recognition of achievement and excellence both within the classroom and without.

### Learning and Teaching

- Build on pupils' knowledge, understanding, skills and attitudes in all curricular areas ensuring continuity and progression.

- Use a variety of approaches to provide high quality learning experiences for every pupil.
- Encourage independent learning by working with pupils to evaluate progress and set appropriate learning targets.

### Support for Pupils

- Create opportunities for pupils to develop self-expression, enjoy a sense of achievement and enhance self-esteem.
- Ensure that all pupils are able to experience a calm, positive and safe learning environment that promotes good behaviour, self-discipline and respect for others.
- Provide structured and effective support for learning and work collaboratively with all agencies to implement Additional Support Needs procedures

### School Ethos

- Create an open and positive learning environment.
- Promote an ethos of achievement and high expectations.
- Ensure that everyone who is part of the school community works closely together to help children learn.
- Work with parents, carers and local organisations to ensure a breadth of opportunities and dialogue so that pupils can reach their potential.
- Prepare pupils for responsible citizenship by developing values, beliefs and attitudes compatible with living in a modern, democratic and multicultural society.
- Promote self-respect, respect for others, respect for the environment and equal opportunities

### Accommodation and Resources

- Present a welcoming, stimulating and safe environment for staff, pupils, parents and all visitors to the school.
- Provide appropriate resources which are well organised and accessible.
- Deploy all school staff effectively, promoting and supporting their professional development.

### Management, Leadership and Quality Assurance

- Provide clear vision and direction.
- Recognise, value and develop the skills of individuals.
- Ensure an ongoing programme of monitoring and self-evaluation leads to continuous improvement.

## 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

Maximum class sizes are:

P1	25	P2-3	30
P4-7	33	Composite classes	25

We currently have 9 classes, a Learning Centre and a 65 place Nursery.

Pupils are allocated to composite classes with consideration given to:

- Learning Needs
- Gender Balance
- Siblings
- Age

### Positive Behaviour and Celebrating Success

Our behaviour policy was created with the help of staff, pupils and parents.

We have a Pupil Council with representatives from each class who help shape our behaviour policy.

Achievements and success are recognised and celebrated in school through displays, assemblies, showcases, school app and newsletters. Success is also shared through newspapers, Engage magazine and on websites.





## 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)

Penninghame Uniform is as follows:

- Navy Sweatshirt
- White Polo Shirt
- Black trousers/skirt/shorts

We do not allow

- Football colours
- Clothing with anti-religious or political slogans
- Dangling earrings

Pupils also need a pair of soft soled shoes or trainers to wear indoors and a PE kit in school at all times.

## 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 3-18year 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.

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Curriculum for Excellence includes four contexts for learning:

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

Curriculum Subjects:

- Literacy and English
- Numeracy and Mathematics
- Expressive Arts
- Technologies
- Social Studies
- Sciences
- Religious and Moral Education
- Health and Well Being

Pupils are given opportunity to practise and further develop their skills through Inter Disciplinary Projects. There are also regular learning opportunities through Enterprise Education and Eco Schools and opportunities for personal achievement through school, inter school, regional and national competitions, representing the school at different events and activities and through participation in extra-curricular activities.

The outdoor environment has massive potential for learning and we plan and deliver outdoor learning experiences for our pupils.

Interdisciplinary Learning enables teachers and learners to make connections in their learning through exploring clear and relevant links across the curriculum. Learning beyond subject boundaries provides learners with the opportunity to experience deep, challenging and relevant learning.

Extra Curricular Activities usually offered are:

- Football – P5-7
- Netball – P5-7

Other activities are offered in short blocks throughout the year. These may include dancing, badminton and rugby.

Children have 2 hours of PE per week. This is delivered by 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/>



## Homework/Family Learning

The school has a homework guidance leaflet which outlines expectations from each class/year group and gives helpful hints and websites. Children are set homework which is linked to their class work. This is not always on a daily basis and varies from class to class and from term to term.

The aims and purposes of setting homework are:

- to support and build on classwork
- to provide opportunities for choice and individualised work
- to prepare for future classwork
- to involve parents in the work children are doing in school
- to encourage pupils to take responsibility for their own learning
- to train pupils to plan and organise their time effectively and develop good study habits
- to offer access to resources not available in school, e.g. interview with family or members of the local community
- to create channels for home-school dialogue

Consideration is given to the amount of time that can realistically be expected of pupils after working hard at school. Many pupils take part in clubs and activities after school which also have educational value.

Common homework tasks include:

- Reading
- Learning sounds and key words
- Spelling activities
- Maths activities – learning number bonds, practising times tables etc
- Research activities
- Project 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.

Every school is on a journey to improvement and every year we compile a plan which shares how we will improve our work. We use information from surveys and our ongoing evaluation in school against 'HGIOS 4' to set our improvement journey. This session we have three priorities across our campus which we shared with you at the start of term 1. This is our update on how we have been getting on in September and October.

Our improvement priorities for 2019/20 are:

1. To create a vision and positive ethos across the campus.
2. To raise attainment with a particular focus on literacy and numeracy.
3. To ensure consistent high quality learning and teaching across the campus.

## 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