



Welcome to

Port William Primary School



December 2020



Information at a Glance

School Information

School Address

Port William Primary School
High Street, Port William, DG8 9JX

Telephone 01988 700207

Email address gw08officeport@ea.dumgal.sch.uk

Parent Council Chairperson Mrs Kay Christie

Head teacher Mrs Jennifer Blakeman
Partnership Head Teacher with Kirkinner

School Roll 65

Status of Gaelic: Not Currently Taught

Port William Playgroup (in the same building as the school) is not a council run Nursery.

Teaching Staff

Principal Teacher Mrs Pomfret

P1/2/3 Mrs G. Donnan

P3/4/5 Mrs C. Marshall
Mrs F Doherty

P6/7 Mrs. F. Pomfret

Support for Learning

Classroom Assistants Mrs. M. Old
Mrs H. Campbell
Mrs L. Kiltie
Mr Gary Lawton

Learning Support Teacher Mrs. V Patterson

Auxiliary Staff

Clerical Assistant Mrs. S. Causer

Kitchen Staff Mrs. M. Gilmour
Mrs. E. Wilson

Janitor Mr. D. Kevan

Cleaning Staff Mrs. E. Wilson
Ms L. Wright

The School Day

The school gates are opened at 8.45am

School commences. Bell rings at 8.55am

pupils are brought into school, fill water bottles, go to toilet and ready to start at 9.00am

Morning Interval 10.30-10.50am

Lunch 12.30-1.15pm

School closes at 3pm

Pupils should not arrive at school before 8.45 as there is no playground supervision prior to this time.

Communicating with home

We can be contacted via telephone, email or group call.

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

We would like to welcome you and your children to Port William Primary School.

This Handbook gives you some information about our school and how we work and we hope this will be of help in settling your children quickly and happily into the routine of school life.

At Port William Primary we look on learning as a shared process between school and home to provide a caring learning environment for your children.

We hope the handbook will answer most if not all of the questions you might have about Port William School and if there is any further information or advice you require please do not hesitate to contact the School.

Yours sincerely

Jennifer Blakeman
Headteacher

School Aims, Values and Ethos

Our Vision

Grow and learn Together

Our Aims

- Stay safe and healthy
- Provide fun, real and active learning
- Challenge each other
- Excel in reading, writing and maths
- Build confidence and be positive

Our Values

Respect, Friendship, Enjoyment, Being responsible, Teamwork, Creativity

School Ethos

These are the values of our school and some examples of how they are achieved.

Respect

- The importance of respect is reinforced at Assemblies
- Pupils are expected to show respect to each other and all adults in school community

Friendship

- The importance of friendship is delivered through our Health and Well Being Programme
- Buddying takes place between Playgroup and P2, P7 and P1
- Anti – bullying assemblies and workshops regularly take place throughout the year and during National Anti-Bullying week. Anti-bullying is also delivered through Health and Well Being programme
- Members of the pupil council can be 'Playground Pals'
- P7's are trained to be Sports Leaders

Enjoyment

- activities are created taking into account pupil interests and relevance to their lives
- pupils have a say and choose which pupil council they would like to be in
- teachers regularly ask pupils to reflect on types of learning they enjoy and then adapt future activities e.g. if pupils say they like to learn through drama, the teacher will take this into consideration
- a range of after school activities take place

Being responsible

- all pupils from P1-7 are members of a pupil council
- all pupils are encouraged to reflect on their learning and set targets with parents and staff
- classes often have pupil helpers

Teamwork

- group working takes place in all classes and in all subjects

Creativity

- pupils are involved in planning their learning
- through interdisciplinary learning pupils often have a task to investigate or solve

"All my children both present and past, have gained better knowledge and understanding of all the school values through fun, exciting activities, a caring support team in school, and consistency in their education."

Parent



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

Currently we have three classes arranged in year groups.

P1-2, P3-5, P5-7. (For further information see Primary Schools Class Organisation 2011 - Dumfries and Galloway Policy)

Positive Behaviour and Celebrating Success

School Rules

The atmosphere within the school is all important in creating a happy and caring environment. We try to help children develop positive and responsible attitudes and hope our rules reflect this.

During session 20/21 we will be reviewing our positive behaviour policy along with our anti-bullying policy which will be renamed our 'Respect for All policy'.

We have agreed 3 new school rules which are:

- Respectful
- Ready
- Safe

Throughout 20/21 we will be working on consequences, supports and models of appropriate behaviours.

Celebrate Success

There are many ways in which we celebrate the success of pupils –

- Annual achievement ceremony
- Class of the week award
- Success assemblies (capability certificates, great work awards, sporting achievements)
- Great work wall in corridor
- Concerts, church services, entertaining,
- Pupil recording of achievements
- Achievement wall
- Use of local press, church magazine etc. to showcase pupil work





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

Suggested Uniform

- Grey/black trousers, skirts
- School sweatshirts (red)
- School polo shirts (red or white)

Red sweatshirts and white or red polo shirts displaying the school badge are available through the school. Orders are normally made towards the beginning of the summer term.

All children need to keep a pair of indoor shoes at school at all times as they change into indoor shoes whenever they come into school. This is for health and safety reasons and also to maintain the fabric of the building, e.g. carpets. Most pupils wear gym shoes indoors however if you would prefer children not to wear gym shoes, then another pair of indoor shoes should be brought in from home. (Note – gym shoes would still be required for P.E.)

Children are given a school tie on entry to school which we ask them to wear for special occasions eg music festival.

The school office holds a small supply of uniform and often has donated uniform which has been outgrown by pupils and this is available at a reduced cost.

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.

Pupils will follow a 3-18 curriculum:

- Languages and Literacy (Listening, Talking, Reading, Writing, French in P1-7)
- Mathematics and Numeracy
- Health and Well Being (including physical education)
- Technologies (including computing)
- Social Studies (people in the past, people and place, people in society)
- Sciences
- Expressive Arts (Art and Design, Drama, Music, Dance)
- Religious and Moral Education

As we aim to excel in literacy and numeracy these are taught daily, both as standalone lessons and within other curricular areas, where children can apply their skills. At Port William Primary we follow a 3 year rotational programme for other curricular areas. Often these can be linked together to create an interesting topic / context.

Currently we have a P.E. specialist who delivers lessons to all pupils once a week.

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

Although pupils don't often like doing homework it is generally agreed by parents and teachers that it is an essential part of the curriculum. Pupils should be encouraged to approach homework with a positive attitude to learning and achievement. We consider the setting of homework important for the following reasons:

- To encourage pupils to develop the practice of independent study.
- To develop perseverance and self-discipline.
- To allow practice, where it is needed, of skills learned in the classroom.
- To open up areas of study, use of materials and sources of information that are not accessible in the classroom.
- To involve parents and other adults in pupils' work.

Children are given homework by their class teacher. The older pupils are given a homework jotter which they should keep at home to record their homework. All children will have a reading book and a 'Connect 4' book to read during the week. The younger children will be given words and sounds to learn with their parents at home.

Children should be aware of what they are expected to achieve and understand the purpose of the homework task. They are responsible for completing homework tasks on time and in a satisfactory manner. If you find any aspect of homework puzzling please contact school.

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

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

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.

Recovery Curriculum

- Ensure that all pupils can access digital technology to access and support learning in numeracy, literacy, Health & wellbeing both in school and at home.
- Provide pupils with an appropriate Health & Wellbeing programme of work to allow assessments to guide staff in supporting children's emotional and mental wellbeing.
- Continue to build on our assessments of literacy and numeracy to ensure learning and teaching is relevant and appropriate for all our learners.

Curriculum

- Review our vision, values and aims including our curriculum rationale.
- Create a Talking and Listening and Writing progressions which pupils and parents find useful. This alongside our developed Numeracy Progressions will assist pupils to understand where they are in their learning and what their next steps are. They will also help with the target setting process and ensure the pace and challenge is appropriate for all our learners.
- To implement personal Achievement Records for pupils to record their skills development within skills for Life, Learning and Work.

Learning and Teaching

- Continue to develop the use of Learner Capabilities with pupils assessing where they are using a Learner Capability Rubric to monitor their progress.
- Staff to implement their knowledge and skillsets gained from their development work and training sessions within literacy and numeracy last session to enhance pupils learning.
- Develop Visible Learning further within the topic of feedback. This will ensure that feedback to pupils will be relevant, meaningful and will impact positively on pupil attainment.

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](#)