



# Welcome to

Portpatrick Primary School



December 2021

# Information at a Glance

## School Information

### School Address

Portpatrick Primary School

Portpatrick, Stranraer, DG9 8LG

Tel: 01776 810395

<http://blogs.glowscotland.org.uk/dg/portpatrickprimary/>

Email

[gw08officeportpatric@ea.dumgal.sch.uk](mailto:gw08officeportpatric@ea.dumgal.sch.uk)

Parent Council Chairperson Kim Stevenson

Head teacher Mrs S Baillie

Partnership Principal teacher Ms M Whorlow (Acting)

School Roll 27

Denomination Status Non-denominational

Status of Gaelic Non teaching

## Teaching Staff

P1-3 Class teacher Miss E Mc Geoch (0.5 Principal teacher)

P4-7 Class teacher Miss SJ Hayes

Additional support for Learning Mrs S. Archibald

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

## Auxiliary Staff

Learning & Clerical Assistant Mrs R. Henry

Learning assistants Mrs V Rice  
Mrs B Richardson

Catering assistant Vacancy

Janitor Ms K Stevenson

School Cleaner Ms M Vance

## The School Day

Start time 9.00 am

Morning interval 10.30 – 10.45 am

Lunch 12.30 – 1.15 pm

Close 3.00 pm

School term dates can be found at:

[www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates](http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates)

## Communicating with home

We aim for parents to have a good understanding of what their children are learning at school.

Much of our communication is sent to parents via email. Every Friday a newsletter is sent out. Every month a calendar of events is issued. Every term a curricular sheet is issued detailing the planned learning in class.

Paper copies of communication are available for all parents, if requested.

We offer three learning conversations throughout the course of the school year to allow targets to be set for individual pupils through discussions with pupils, parents and teachers.

Our Parent Council also has a Facebook page for further communication.





## Welcome from the Head Teacher

Dear Parent / Carer

Whether you are parents new to the school, or already have children here, whether you came to the school as a child yourself, or are new to the area, I hope you find the information informative.

There may be questions that are not answered in these few pages, so please don't hesitate to ask if there is something you want to know about.

It is our professional aim to provide a high quality education for all children. We are all proud of our achievements, attainment and participation of pupils. We hope to offer numerous opportunities for children to enhance their Broad General Education.

You too, have a major part to play in supporting your child's education and through working in partnership with us, can help ensure that together we do the very best for your children. We look forward to working with you and welcoming you all to Portpatrick Primary.

**Sheila Baillie**  
Partnership 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

### Vision

Within the North Rhins Partnership, each school is at the heart of its local community and we strive to develop close partnerships in order to deliver excellent learning experiences. We provide a welcoming and nurturing environment within which individuals are support and encouraged to **REACH for the stars** and achieved their potential; ensuring excellence and equity for al are a priority.

We aspire to empower pupils with the knowledge, skills and attributes to become active and responsible global citizens who act upon their ambitions.

With a climate of mutual respect, pupils at the centre of everything we do.



- R**esilience and perseverance are key
- E**very mistake is an opportunity to learn
- A**lways try your best
- C**oncentrate, concentrate, concentrate!
- H**elp others and be a team player



## REACH for the stars

At Portpatrick Primary our vision is for the school to be one which is continually developing and is at the heart of the local community. At Portpatrick everyone is encouraged to give their best and to be proud of their own and each other's achievements.

Underpinning the vision of Portpatrick Primary school is that of a true **community school**. The school is supported by numerous individuals and organisations within the village who all pull together to facilitate both learning in and out of the classroom and enhance the experiences on offer.

The vision and values were created in 2018, in consultation with the pupil council, parents and staff.

## 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](mailto: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.

Portpatrick is a small school, with pupils split between 2 classes. We have a committed staff team who all work together to create a warm and secure learning environment to meet the needs of all our children.

### Positive Behaviour and Celebrating Success

The school expects that pupils conduct themselves in a manner that is appropriate to maintaining high standards of behaviour. This is equally important in the classroom, in the playground, in the dinner hall and out of school on school trips. We hope that parents take an active role in ensuring that their children are well behaved, and will support and endorse school policy in a positive manner in discussion with their children.

At Portpatrick there are many different mechanisms in place for us to celebrate the success of pupils – both school based and wider achievement.

In the hall we have our “proud wall”. Achievements may include learning in class, hobbies, success at clubs and competition winners. These are all linked to skills development.

On our “Press Wall” we display any newspaper cuttings which are shared in the wider community, reflecting achievements of pupils at school.

At our weekly assemblies we regularly celebrate success. We share learning and recent events as well as rewarding success in Accelerated reading, Rainbow spelling/tables, behaviour and attendance with certificates



At the end of term celebration and achievement ceremony in June we formally recognise achievement throughout the session, across the curriculum.

All of the above mechanisms for celebrating success are tracked and recorded in individual pupil overviews and scrapbooks “What have I done today to make me feel proud”. This serves as a record of achievements throughout their time at Portpatrick Primary.



## 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](http://www.dumgal.gov.uk)

Uniform is worn by all pupils and is positively encouraged. It helps foster a feeling of community and is a practical and cost effective way of equipping pupils with suitable clothing for school.

Portpatrick Primary School Uniform is a navy sweatshirt, navy or white polo shirt and either grey or black trousers, skirt or shorts. Order forms are available in school or an order can be placed directly with WBS.

For PE we ask that the children bring a change of kit including t-shirt and shorts. If we are going outside for a sport like rugby in the colder weather we ask that children come suitably prepared with tracksuit trousers. Parents are requested to provide their children with indoor footwear for use within the school building.

We would ask that parents put names on all items of school clothing.

## 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](http://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](http://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](http://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). 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](http://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](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.

For more information on Attendance, Absences, Lateness and responsibilities of parents please visit [www.dumgal.gov.uk](http://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 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.

Please see our school curricular guide for details of approaches to learning and teaching in our school.

## **Extra-curricular activities**

At Portpatrick we offer a range of extra-curricular clubs, across all stages throughout the year. Parents are notified of these via the weekly newsletter.

### **Pupil Council**

The pupil council meet every term. The Pupil Council enables pupil voice in the development of the school. In the past the pupil council has assisted health and safety issues, playground development and learning and teaching. Minutes are recorded and distributed to parents for information.

### **School Trips**

Educational visits are frequently organised to provide a meaningful context. We are regularly out and about in the local community and further afield. As part of the senior pupils' development, we like to offer pupils the chance to participate in residential Outdoor Education visits.

We pride ourselves in providing a wide variety of experiences for pupils.

The Community We involve members of the community in our work. We have visits to from the local Minister. We have formed many productive partnerships with members of the local community, including the Community Council. We also like to invite the local community into school. Fundraising events are advertised locally. We also hold open afternoons and assemblies in which friends and family can come along and see what we are doing. Our annual concert is held in the school hall to which all are invited to attend.

### **Eco Schools**

Our Eco group helped the school gain a "Green Flag" in July 2019.

## 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 (NPF5) 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

Children who are working hard during school do not, as a general rule, need large amounts of extra work at home. Usually, it is enough for their parents to share in what they have been doing in school and to encourage a positive attitude towards work.

Regular reading is promoted at home, in all ages and stages.

Our Rainbow spelling scheme aims to develop individual pupils in learning keywords in a progressive manner from P2-7. Similarly our Rainbow tables and Big Maths scheme aims to encourage pupils to learn their number facts through motivational certificates and celebrating success.

Homework challenges may be of a cross curricular nature and involve pupils being creative in their thinking. These projects offer an excellent chance for parents be part of the learning.

All pupils are also given a homework diary as a method of communication between home and school. Please check and sign this regularly and write in any comments you may have.





## 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](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 - 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](http://www.dumgal.gov.uk/schools)

In May each year, the school publishes a "Standards and quality" report providing all 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 due consultation 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.

School improvements are shared at every Parent council meeting and parents, staff and pupils are invited to participate in the dialogue to enable us to work together to take the school forward.



## 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](http://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](http://www.dumgal.gov.uk/article/15129/Data-protection) and [www.dumgal.gov.uk/privacy](http://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](#)

