



# Welcome to

## Rephad Primary School



December 2020



# Information at a Glance

## School Information

### School Address

Ladies Walk, Stranraer, DG9 8BW

Tel 01776 704195

Email address [gw08officerephad@ea.dumgal.sch.uk](mailto:gw08officerephad@ea.dumgal.sch.uk)

Parent Council Chairperson Ruth-Anne Henderson

Head teacher Karen Logue

School Roll 205 Primary Pupils  
61 Nursery Pupils

Denomination Status Non-denominational

Status of Gaelic Non-gaelic

### Teaching Staff

Depute Head Teacher Mrs Moira Baird

Class Teachers Mrs Alison Gratton  
Mrs Morag Irons  
Miss Kirsty Teasdale  
Mrs Naomi Miller  
Miss Amy Bingham  
Mrs Kimberly Whyte

### Nursery Staff

Nursery Manager Mrs Eilidh Paisley

Depute Nursery Manager Mrs Emma Morrison

Nursery Nurse Mrs Jennifer Hastings  
Ms Kerry Jolly  
Miss Natalie McKie  
Miss Orrin Dewar

Early Years Support Assistant Miss Karen Gallacher  
Mrs Lorna McDonald  
Mrs Joy Jardine

### Auxiliary Staff

Office Staff Mrs Penny McGeoch  
Mrs Louise Jamieson

Additional Support For Learning Teacher Mr Garry Anderson

Learning Assistants Mrs Karon Cooke  
Mrs Ellen Johnstone  
Mrs Shelley Jenkins

School Janitor

Mr John Arnott

General Assistant

Miss Rachael Murray

School Patrol Officer

Mr Iain Houston

Kitchen Staff

Mrs Sandra Knowles  
(Catering Manager)

Mrs Elizabeth Adair  
Mrs Tracy McMillan  
Miss Lana Gladstone

Mrs Heather Cairnie  
Miss Denise McGarva

## The School Day

### Nursery

We offer 1140 hours. Provision begins at 8am but session times may vary depending on parental requests.

### Primary

Children are requested to arrive on the playground from 8:45 onwards.

Entry Bell	9:00am
Playtime	10:30-10:45am
Lunch	12:15 - 1:00am
Dismissal	3:00am

## Communicating with home

We use a variety of mean to communicate with families. We have a school App in the Jigsaw platform. We use email to communicate with parents, send documents, surveys and newsletters. Parents can contact us through the office email. Our school blog is <https://blogs.glowscotland.org.uk/dg/rephadconnects/classes/> and further information about our Parent Council, pupil committees and events at school as well as handbooks can also be found there.

We also use online Learning Journals to share successes and achievements with families.

### 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

I would like to welcome you and your child to Rephad Primary School and Nursery. It is a warm, welcoming environment that has the best interests of your child at its heart. We know children learn best when they are happy, positive, and resilient.

All staff work together to ensure consistency from nursery through to P7. We believe in nurturing pupils and staff while we also celebrate the achievements of pupils and staff in and out of school.

Rephad is a kind, caring and encouraging school. Every member of staff supports each other in keeping these qualities at the forefront of our practice so your child grows and develops successfully. We will work with you closely through this process.

I look forward to working with you and your child through their primary education.

Yours sincerely

Karen Logue  
Head Teacher

## School Aims, Values and Ethos

### **Rephad School aspires to:**

**Develop Successful Learners, Confident Individuals, Effective Contributors to Society and Responsible Citizens.**

We will endeavour to promote effective learning and the highest possible attainment, participation and achievement for all.

Inclusion and equity of opportunity for all are central aspects of our core values.

To do this we will work in partnership with:

- Young People
- Their Parent/Carers
- Our Communities
- Our Staff
- Other agencies.

At Rephad School we aim to develop every child to "be the best they can be" by providing high quality learning and teaching throughout a broad and relevant curriculum. We believe the development of the whole child to be vital.

### **It is the aim of everyone at Rephad to ensure that:**

- There is a welcoming atmosphere and a positive ethos throughout the school and all children are educated in a safe, secure, happy and health – promoting environment.
- All members of the Rephad community foster tolerance, care, concern and respect for themselves and others.
- Learning and achievement of all children is valued and high aspirations and achievements are promoted.
- Children are enabled to develop strong foundations of knowledge and understanding and become masters of their own learning with appropriate skills and self-discipline.
- Within our inclusive school, every child is given the confidence, attributes and capabilities to make valuable contributions to our society and are encouraged to become informed and responsible citizens.
- Each child is brought to a deeper understanding of their rights and responsibilities and is helped to appreciate the diversity of other cultures and beliefs.
- A strong partnership with parent/carers is established and that they are kept fully informed and active participants in their children's progress.
- Transition events from nursery to P1 and P7 to the academy are meaningful and information sharing is paramount

We will seek every opportunity to celebrate and foster excellence so that children and young people:

- Are healthy, confident, well-motivated, well-adjusted and resilient
- Are literate and numerate – to a level at or above that of their peers in the rest of the world
- Fully understand their place and play their parts as citizens of a modern democratic society
- Experience equity and able to seize opportunities regardless of background, circumstances, disadvantage or adversity
- Have the skills and aptitudes to work flexibly and to embrace change throughout their future lives.
- Provide a safe, fit for purpose, caring learning environment that is well maintained and enhances learning & achievement

## 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](mailto: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 8 classes, several of these are composites.

#### P1; P1/2; P2/3; P3/4; P4; P5; P6; P7

Our nursery is an open concept space with free flow to safe outdoor areas. Our two year olds are blended with our N4 and N5 pupils.

### Positive Behaviour and Celebrating Success

Good school discipline depends on a happy relationship between staff, pupils and parent/carers. Mutual respect is paramount. The school aims to develop an ethos in children where they can acknowledge self-discipline in all situations and circumstances and take responsibility for their actions. We listen to children and take action as needed. When behavioural difficulties arise that begin to cause concern in School, parent/carers are involved at an early stage. The school has a Positive Behaviour and Anti-Bullying Policy that is in line with authority and Scottish government guidelines.

In primary school, we use the Skills for Life programme to teach children how to cope and develop resilience in all situations in class, on the playground and in their wider lives. In the nursery staff support children in all interactions to develop the ability to play successfully with peers and build independence.

We recognise children's achievements in class, through assemblies and on our Learning Journal site. The site also allows parent/carers to share their child's achievements from the home environment. We feel it is very important to recognise all successes a child has and make connections to a wide variety of skills to help develop further abilities.

A positive mind set is encouraged and teachers use Visible Learning techniques to support children in understanding their targets for class lessons and their own development. Engaged children are also more positive in class, which results in fewer low level behaviours.





## 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)

The wearing of uniform is strongly encouraged. It is important that clothes are clearly marked or have nametags; children have difficulty recognising their own belongings, especially when they look alike.

The wearing of tracksuits, jeans or hoodies is not part of the school dress code.

### **Boys** (*children who identify as male*)

Dark trousers (black or grey)  
White or Royal Blue polo shirt  
Royal blue school sweatshirt  
Grey or black school shorts

### **Girls** (*children who identify as female*)

Dark skirt or trousers (black or grey)  
White or Royal Blue polo shirt  
Royal blue school sweatshirt or cardigan  
Summer dress (blue/white/gingham)  
Grey or black school shorts

The school will always seek to work positively with parents and young people as appropriate to meet any gender identity or trans-gender issues that may arise.

## School Shoes

We strongly encourage parents to provide their children with suitable school shoes to help ensure children's feet grow and develop properly.

## Suppliers of School Uniform

Several companies supply uniforms for the school and they are available online.

## 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> 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.

Our curriculum is focussed on Literacy, Numeracy and Health and Wellbeing (HWB). It is the base of all experiences and highlighted to children so they can make effective connections between tasks to develop their understanding of key learning areas. Each child is encouraged to achieve his/her potential at a pace best suited to his/her level of ability. The individual needs of the children are paramount and are catered for as far as possible through a wide range and variety of different learning strategies.

The school prides itself on being involved with the local community while broadening curriculum experiences. We reinforce our Eco message with links to the Friendship Garden in town. We develop an understanding of needs in the community by participating in fundraising events on behalf of local causes. We learn about our history and our current local setting to understand and appreciate the place we live in.

We use Interdisciplinary Learning (IDL) opportunities to connect learning in science, social studies, technology, RME, modern languages, and the expressive arts while broadening literacy, numeracy and HWB skills. Our curriculum has a progression focus so children have the opportunity to be involved in a breadth of activities during their years at Rephad. Our connections between the nursery and primary are important to the skills development.

In the last few years the school has focussed on developing their use of ICT to enhance the curriculum and to communicate with families. We are working towards the goals required for a Digital Literacy Award.

## 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

We promote family experiences in both the nursery and primary school as a way of sharing the learning taking place at school. Reading is very much promoted as we develop a positive engagement with pupil to encourage reading as a past time as well as reading to function within school and society.

Families are very involved in the school attending curriculum events, cultural events and sharing information in progress meetings or reviews for our ASN children. We encourage families to come into school to observe and take part in our literacy and numeracy activities in both the primary and nursery.

Our Parent Council are active and engaged and create opportunities for the whole parent forum to share questions or queries and to find out about the school. They organise and run several after-school/evening events throughout the year to help raise funds for the school. These events have the added bonus of allowing staff and families to engage with each other and spend time together during informal situations.

Parent helpers are also key in supporting some children develop literacy or numeracy skills with one-to-one settings. This is very beneficial for all involved.

### 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)

### 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.

Each year the school and nursery are responsible for creating a School Improvement Plan (SIP). We evaluate the aspects of the plan on an annual basis and send a Standard and Qualities report to families to describe where we have made improvements and what our next steps are.

Our current SIP for the 2020-2021 session is to:

- Adapt procedures and practices to meet the COVID 19 expectations and guidance while ensuring positive wellbeing for all pupils and staff
- Continue to use our PEF funding to enable us to provide the required resources to take forward our initiatives in order to raise attainment.
- Implement the "Skills for Life" programme to support the development of resilience and coping skills.
- Further develop reading strategy implementation to broaden decoding and comprehension skills.
- Incorporate the online profiling system "Learning Journals" to further improve information sharing with families.
- Respond to the recommendations within the nursery Care Inspectorate report and the primary school authority review
- Review and adapt planning and framework documents to allow teaching and nursery staff to effectively plan, deliver and assess experiences for pupils.

## 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