

Welcome to

Sanquhar Primary School



December 2021

Information at a Glance

School Information

School Address

Sanquhar Primary School
Queensberry Court, Sanquhar, DG4 6BD
Telephone: 01659 50275

Email address:

gw08officesanquharpr@ea.dumgal.sch.uk

Parent Council Chairperson Mr David Robertson

Head teacher Mr Steve Beattie

School Roll: Primary: 157 pupils

Nursery: 40 pupils

Denomination Status Non-

Denominational

Status of Gaelic N/A

Teaching Staff

Principal Teacher (Primary) Mrs V Hastie

Principal Teacher (Additional Support for Learning) Miss A Weir

Class Teachers
Miss A White
Ms C Carroll Mr P Saunders
Mr S Kilpatrick Mrs S Clark
Mrs E McNay Mrs E Phillips
Mrs N Montgomery

Learning Support Teachers Mr J Ferguson

Nursery Teacher Mrs J McKie

Nursery Nurses
Mrs K Anderson
Miss B Weir Mrs A Noonan
Mrs K Hubbard Miss C West
Miss L Sharpe

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

Mrs J Campbell
Miss E McWilliam

Family Learning Co-ordinator Mrs M Riddell

Learning Assistants
Mrs E Gallacher
Mrs E Gray
Mrs F Cairns
Mrs S McVey
Mrs Haddow

Secretary

Miss J Carter

Mrs C McGoldrick
Mrs S Gibson
Mrs M Weir
Mrs S Lockerbie
Miss L Elliott
Mrs L McMillan

Mrs M Cook
Mrs M Weir

Auxiliary Staff

Janitor

Crossing Patrol

Cleaner

Mrs N Walker

Cleaner & Crossing Patrol

Catering Manager

Catering Assistant

Mr W Love

Mrs L McNulty

Mrs S Black

Mrs L McCrone

Ms J Marr

Mrs N Elliott

Mrs S West

During breaks and lunch time, pupils are supervised by the Janitor & Learning Assistants, our Senior Leadership team also monitor the playground and lunch hall.

Nursery hours are available between 8.45 – 2.45pm

School term dates can be found at:

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

Communicating with home

Sanquhar Primary makes use of Groupcall messaging to communicate with parents/carers regarding unexplained absences, and also to deliver messages regarding school trips or closures etc. Please keep the school informed of any change to your telephone number.

To be environmentally friendly we also use email to communicate and send home our regular and term time newsletters electronically to inform parents of events for the forthcoming term and of any developments which affect the school.

Finally, we also have a Facebook page and our school App. Please check this regularly for information and updates.

The School Day

School opens at 8.50am for pupils to come into the dinner hall and order lunch and milk.

School Begins	9.00
Morning Interval	10.30-10.45
Lunch	12.15-13.00
End of school day	15.00

Welcome from the Head Teacher

Dear Parent / Carer

Welcome to our school from all at Sanquhar Primary School.

The purpose of this handbook is to provide you with all the key information you will need as your child starts at the school. If you have any queries about the content of the handbook or any other questions, please do not hesitate to get in touch.

At Sanquhar we are proud of our friendly, caring atmosphere within the school and the level of staff knowledge regarding their pupils. We offer a stimulating and active learning environment in the school and a broad range of opportunities for wider achievement. We enjoy strong partnerships with parents and the wider community and our pupils are enthusiastic, motivated, confident and keen to learn. We continue to look for ways to strengthen and improve on the high quality learning and teaching which takes place in Sanquhar Primary to enable all pupils to fulfil their potential. We look forward to working with you and developing a positive, longlasting relationship.

Yours sincerely

Steve Beattie
Head Teacher

For more information about how we support parents and work with our schools please see our [Authority Handbook](#)

Our Vision, Values and Aims:

Sanquhar Nursery, Primary and Learning Centre aims to be a safe, happy place which children want to attend and where staff, pupils and parents work together to fully support every child.

Happiness

Effort

Always Kind

Respect

Teamwork

Pupils are encouraged to achieve in their learning to the very best of their ability – “Be the very best we can”. Pupils are expected to be respectful towards each other and towards all staff. Other values which are regularly discussed and encouraged e.g. through assemblies and personal and social development lessons are: - Self belief, cooperation, sharing, team work, responsibility and trust.

At Sanquhar we aim to enable all our pupils to become:

Successful Learners with

- Enthusiasm and motivation for learning
- Determination to reach high standards or achievement
- Openness to new thinking and ideas

And able to

- Use literacy, communication and numeracy skills
- Use technology for learning
- Learn independently and as part of a group
- Make reasoned evaluations
- Link and apply different kinds of learning in new situations

Confident Individuals with

- Self respect
- A sense of physical, mental and emotional wellbeing
- Secure values and beliefs

And able to

- Relate to others and manage themselves
- Pursue a healthy and active lifestyle
- Be self aware
- Develop and communicate their own beliefs and views of the world
- Live as independently as they can be
- Assess risk and take informed decisions
- Achieve success in different areas of activity

Responsible Citizens with

- Respect for others
- Commitment to participate responsibility in political, economic, social and cultural life

And able to

- Develop knowledge and understanding of the World and Scotland's place in it
- Understand different beliefs and cultures
- Make informed choices and decisions
- Evaluate environment, scientific and technological issues
- Develop informed, ethical views of complex issues

Effective Contributors with

- An enterprising attitude
- Resilience
- Self-reliance

And able to

- Communicate in different ways and in different settings
- Work in partnership and in teams
- Take the initiative and lead
- Apply critical thinking in new contexts
- Create and develop
- Solve problems

Contact Us

The school welcomes suggestions and enquiries from parents and carers.

If you need to find out something

We can be contacted by e-mail, telephone, group call text messages or face to face. Where it is not possible to resolve enquiries straight away, we will make arrangements to follow up as necessary with the most appropriate member of staff.

Comments, Complaints and Compliments

A comment might be some brief feedback about how we have handled a situation or delivered a service. It is best to pass a comment straight to the school so that we can take any necessary action.

If you are not happy with the response you receive or a decision that has been made, you can Ask us to Look Again. You can do this by contacting ParentalInvolvement@dumgal.gov.uk. At this point an Officer will contact you and discuss the issue and direct the enquirer as appropriate.

Remember you can also access Dumfries & Galloway Have Your Say at <http://www.dumgal.gov.uk/article/17349/Have-your-say>



How the School Works

Class Organisation

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure.

Classes are formed before the start of the school year so that pupils and parents know what is happening when they begin the new session. This session in Sanquhar Primary we have seven classes - Primary 1 to Primary 7, our learning center class and nursery class.

Positive Behaviour and Celebrating Success

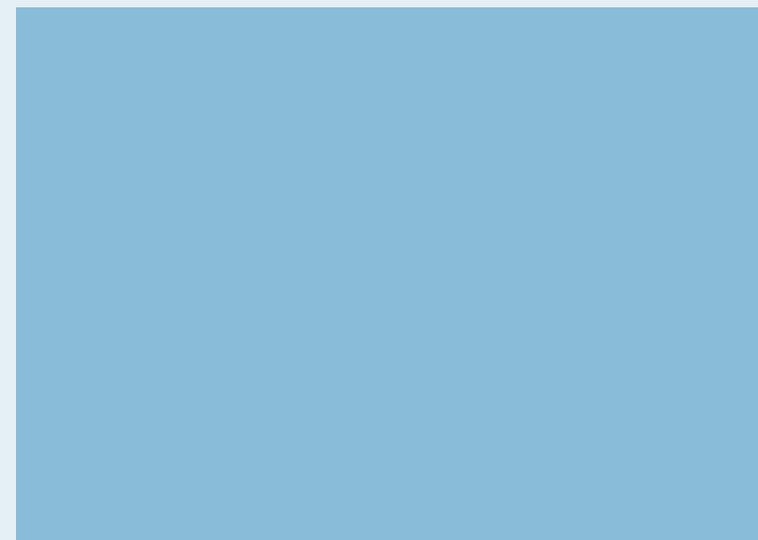
At Sanquhar Primary

- Expectations of pupil behaviour are high yet realistic; and behaviour is understood, taught and expected.
- Behaviour is influenced by how, where and what young people are taught.
- Every member of the school has a right to have their views, feelings and efforts respected and valued.
- There is a consistency of approach in terms of rewards sanctions and behaviour management agreed throughout school.
- Standards are modelled consistently by all members of the community.

“A healthy sense of self-esteem forms the cornerstone for constructive relationships with others.” If children are to develop the notion of respect and equality between different groups of people, then a strong sense of self-worth is essential. “In addition to the positive effects of high self-esteem on social skills, there is increasing evidence



of the benefits in terms of academic achievement. If high self-esteem positively influences both intellectual and social skills, then it seems essential that each child’s daily classroom experience should include the giving and receiving of affirmation.” In this school, social education based on a sense of self worth is considered an important part of the curriculum, not something that children will simply acquire but something that will be actively taught. All staff, teaching and non-teaching are aware of the importance of adult models for children. Children learn from us, are treated with care and respect and learn to do the same to others.





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

We encourage the wearing of school uniform in Sanquhar Primary. We feel it gives children a sense of pride in their school and promotes inclusion.

Our children wear

- Black trousers or skirts
- White blouses/ shirts or school polo shirts
- Blue school sweatshirt/hoodie

Sweatshirts, polo shirts, hoodies and jackets are available from the School Office.

To take part in Sporting activities, we would ask that pupils change into appropriate clothing such as a T-shirt, shorts and gym shoes. Children change from outdoor to indoor shoes when they come into school. Please make sure that your child has a pair of soft shoes suitable for classroom wear. Part of your child's school curriculum will involve art and craft activities.

It is helpful if pupils have an overall or apron to wear for such occasions. An old adult-sized shirt with the sleeves shortened can serve the purpose effectively.

Please mark with name tags all items of clothing and footwear your child is likely to remove in school.

School Clothing grants

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is £134 per child. Guidance and more information is available at www.dumgal.gov.uk/article/15246/School-clothing-grants

For information on our School Uniform Bank Project, for donations and collection see supportdg.dumgal.gov.uk/FreeSchoolUniform

School Meals

The Naturally D&G local provenance for a sustainable future ensures that meals are freshly prepared with seasonal ingredients and are free from undesirable additives.

Detailed information on school meals is available at www.dumgal.gov.uk/schoolmenus

Pre-ordering lunch

All menus are nutritionally analysed, offering a fantastic choice and flexibility. Primary schools have introduced an advanced pre order system for lunch. Pre order forms are handed out to all pupils.

Special dietary requirements

Specific meals for children with food allergy and intolerances, medically prescribed diets, or diets for religious or cultural reasons, may be catered for. Ask the school for a registration form or call 030 33 33

3000 and ask for Facilities Operations (Catering). We recommend that all children with a food allergy or intolerance register even if your child does not have school meals.

Free School Meals

Free School Meals are provided for all pupils in Primary 1, 2, 3 and 4. Primary 5 pupils will be entitled to Free School Meals from January 2022 and Primary 6 and 7 pupils will all be entitled to Free School Meals from August 2022.

Roll out of online payments for school meals to Primary 5, 6 and 7 parents / pupils will be rolled out to all schools in Dumfries and Galloway Schools from 30 August 2021. Younger children at nursery or older pupils at primary may also be eligible for free school meals in certain situations as well as those families on qualifying benefits. In Nursery eligible children can receive up to 1140 hours a year of Early Learning and Childcare.

As part of this funded offer the child will be entitled to one free meal and a snack each day.

The Council Webpage and Facebook will be updated with information for parents.

www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds

For more information on free school meal entitlement visit www.dumgal.gov.uk/schoolmeals or contact Education Support Services on 01387 260 493

School Transport

Free school transport is available for some school children attending primary or secondary school if they live within the school catchment area and if they meet certain criteria. For more information and guidance visit <http://www.dumgal.gov.uk/article/15245/Free-school-transport>

Attendance

It is your responsibility as parents to ensure that your child/children attend school regularly. For the safety of all children it is important for you to telephone the school office prior to/at the beginning of the absence. Absences are recorded in class registers and frequent or irregular absences not supported by a reasonable excuse, will be notified to parents and the matter may be referred to the Opportunities for All Service. If possible please, try to make dental/medical appointments outwith school hours. However, if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

For more information on Attendance, Absences, Lateness and responsibilities of parents please visit www.dumgal.gov.uk

Absence from School

Pupils who need to leave school during the school day ie doctor /dentist appointments, must be collected by a named contact confirmed with the school office. They must also report to the school office on their return to school.

Curriculum for Excellence

Curriculum for Excellence (CfE), now known as 'Scotland's Curriculum,' is bringing learning to life in the way education is delivered for all 3-18 year olds in nursery, primary, secondary, at college and via workplace or community learning. It aims to respond and adapt flexibly to meet the needs of an ever changing and evolving world and Scotland's place within it. At its heart lies a constant commitment and drive towards excellence and equity, to raise standards, improve knowledge, develop skills for all learners and close the gap between the lowest and highest achievers by ensuring everyone has an equal opportunity to be successful no matter what their background or circumstances. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

Broad General Education

Children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (Early, First, Second, Third, Fourth) and in each of the eight Curricular Areas. The five Curricular Levels span pre-school to the end of S3. This is the Broad General Education. Pupils progress at their own pace, working through the Experiences and Outcomes of the most appropriate level for them. Pupils will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3.

Curriculum for Excellence is bringing learning to life for all in our nursery and primary. The 'learner journey' will be joined up from 3-18 to avoid gaps and overlaps in learning and to make the most of achievements outside school. Pupils will work at a pace that suits, with enough challenge and support to stretch them. Lessons are engaging, inspiring and relevant to everyday life. Teachers make connections between subjects, helping our children make sense of the world. Our children learn how to learn and how to use their learning, not just memorise information to pass tests. This helps them adapt in an uncertain future with the ability to think, make sound judgements, challenge, enquire and find solutions. We focus on knowledge and skills – including vital skills: literacy and numeracy, which underpin all learning and are critical in life. We assess and monitor progress and report to give learners, parents and employers better information on potential and achievement. Our learning and teaching is planned across Language, Mathematics, Social Studies, Expressive Arts, Religious, Social and Moral Education, Health & Wellbeing, Technologies and Sciences.

Our curriculum includes Interdisciplinary learning this is a planned approach to learning which uses links across different subjects to enhance learning. It ensures progression in skills and in knowledge and understanding. Learning whether it is through discrete subjects or IDL studies will involve pupils developing skills for learning, life and work, including literacy, numeracy and health and wellbeing in and out of the classroom.

A number of extra curricular activities may be offered in the school at any time eg. sporting clubs, football training, games, Homework Club, Ukulele Group and Gardening Group.

Parental Involvement and Engagement

Parent/Carers and the Parent Council

Every parent who has a child at our school is a member of the Parent Forum. The parent council is a group of parents who have chosen to represent the parent forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Hear about what partnership with parents means in our school
- Be invited to be involved in ways and times that suit you
- Identify issues you want the parent council to work on with the school
- Be asked your opinion by the parent council on issues relating to the school and education it provides
- Work in partnership with staff
- Enjoy taking part in school life in whatever way possible

More information is available at <http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

More information and support for Parents/ Parent Councils is available at <https://connect.scot/>

Parentclub Scotland <https://www.parentclub.scot/> provides support information and guidance to expectant parents, baby, toddler, Child, Pre-teen and Parents and Carers.

The National Parent Forum of Scotland's (NPFs) Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers: <https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

Parentzone Scotland

<https://education.gov.scot/parentzone>

information about the Curriculum and how you can be involved in your child's learning.

How is my child doing?

There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights/ Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.



Helping Your Child and Family Learning

Parental views were sought on homework to update the school policy. At Sanquhar it was agreed that Homework should be:

- Relevant and complementary to class work.
- Varied to stimulate and encourage the child.
- Suited to the child's ability. Challenging but achievable.
- Manageable in the time given.
- Enjoyable and rewarding.
- Well explained and purposeful.
- Supported by teachers and parents.

Homework Progression in Sanquhar Primary

P1 Sounds/Reading

P2 Reading/Spelling/Research for class talks

P3 Reading/Spelling/Research for class talks

P4 Reading/Spelling/Preparation for class talks

P5 Research/Tables/Maths

P6 Reading/Spelling/Preparation for class talks/Maths

P7 Research for personal projects/Maths/Language

Homework diaries are used throughout and it is helpful if parents check what homework is to be done and support children, where necessary, in doing it.

Homework Club

There is an afterschool homework club in the school open to children in P2 – P7. During this time, children may have access to a computer. The club is supervised by a learning assistant.

Support for All

Support for Learners

Dumfries and Galloway Council is committed to the well-being and educational development of all learners. The process of inclusion requires all involved in the business of learning and teaching to demonstrate commitment, innovation and flexibility to ensure that all children and young people have access to quality learning opportunities and experiences.

More information is available at <https://www.dumgal.gov.uk/article/16163/Support-for-Learners> and in our [Authority Handbook](#)

Getting It Right For Every Child (GIRFEC)

You are the expert on your child and what you think matters. Getting it right for every child (GIRFEC) means that the School will always seek to involve you, to listen to your opinions and take them seriously.

More information is available at www.dumgal.gov.uk/girfec

Child Protection

All children have the right to be protected from harm, abuse and neglect. The vision for all children and young people in Dumfries and Galloway is that they should be: safe, healthy, achieving, nurtured, active, respected and responsible and included. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well. Further information can be found at <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

Parents, carers and pupils have a key role in keeping the school community safe. We would therefore urge parents to share any information which would keep everyone safe, and to support and encourage their child(ren) to do the same.

Enrolment in Schools - School Places

Information on enrolment in school and catchment areas is available at <http://www.dumgal.gov.uk/article/15241/School-places> Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest".

School Improvements

Each year the school will publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents. The plan indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward. Both the report and the plan are published on the school's web-site and are also available in hard copy, on request. A copy can also be found by searching for your school at www.dumgal.gov.uk/schools

Throughout Session 21-22 we aim to drive improvement in:

Priority 1 - Improvement in Literacy

All teaching staff within our cluster (Sanquhar Primary, Kelloholm Primary and Sanquhar Academy) will participate in Creating a Balanced Reader and Writer training by Stephen Graham. The cluster will work together to implement what has been learned within the training to develop continuity and consistency for our learners. Staff within the clusters

will meet regularly to moderate which should lead to a high quality teaching and learning experience for all learners. Parental Information sessions are planned to share our literacy developments.

Priority 2 - Development of High Quality Personalised Learning and a Can Do Approach to Learning

i) Personal Learning Plans will be re-introduced to ensure that a wide range of pupil attainment and achievement is recognised, valued and recorded. This will be shared regularly with parents to ensure that they are an integral part of their child's learning journey.

ii) To Develop a Culture of Growth Mindset and Learning Powers to Build a 'Can Do' approach to Learning. Sanquhar Learning Powers will be created and embedded to increase learners' confidence to learn and develop a positive growth mindset. Information will be shared with parents and all shareholders through presentations and views will be gathered.

Health and Safety

Emergency Procedures (including Safer Together Guidance)

If your child feels ill during the school day and we feel that he/she would be better at home, we will telephone you or your emergency contact. Minor accidents, e.g. cuts, bruises, are dealt with by the school staff. Serious accidents are few, but should one occur your child will be immediately taken either to your doctor or to hospital, if necessary, and you or your emergency contact will be notified. We cannot stress enough the importance of supplying the school with the relevant information we require in such a situation, i.e. your own home and work number and a telephone number of an emergency contact. Please remember that if your child stays in more than one home setting contact details should take account of this.

Health Care (inc First Aid)

Many children will require their health care needs to be met at sometime within the nursery/school environment, for most children this will be for short periods of time only, but for some children this may require more long-term planning and support. If your child has any health care needs, please contact the school to discuss arrangements. Full details of the support available and your role as a parent and the role of your child are contained within Health Care in Schools 3-18 (NHS and Dumfries and Galloway Council) which is available from the school.

For more information see our [Authority Handbook](#)

Severe Weather and School Closure Arrangements

Headteachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance make it necessary in the best interests of the pupils. In these circumstances parents will be communicated with in a variety of ways including text messages/ phone calls and emergency contact arrangements. All school closures will be notified on the Council Website.

www.dumgal.gov.uk/article/15240/Emergency-school-closures

Data Protection

Information on how the Council uses personal data is available at www.dumgal.gov.uk/article/15129/Data-protection and www.dumgal.gov.uk/privacy

ICT in Schools

For more information on ICT in school please see page 25 of the [Education Authority Handbook](#)

Use of the Internet, Social Networking Sites

As part of the process of learning we allow our children supervised access to the Internet and e-mail. The authority runs its own filter system to ensure that young people are not at risk from exposure to inappropriate material. This filtering system is regularly being upgraded. We have a policy for use of the Internet and a contract for responsible use, which we ask parents and young people to sign up to.

For more information visit [Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

