



# Welcome to

Kirkpatrick Fleming and  
Springfield Primary Schools



December 2022

# Information at a Glance

## School Information

### School Address

Kirkpatrick Fleming DG11 3AU,  
Bensmoor Road, Springfield, DG16 5HS

Email address:

[gw08officekirkpatric@ea.dumgal.sch.uk](mailto:gw08officekirkpatric@ea.dumgal.sch.uk)

[gw08officespringfiel@ea.dumgal.sch.uk](mailto:gw08officespringfiel@ea.dumgal.sch.uk)

Parent Council Chairperson	Ms T Lockhart Mrs K Balmer
Head teacher	Mrs L Dempster
School Roll	67/31
Denomination Status	None
Status of Gaelic	None

### Teaching Staff

Principal Teachers	Mr P Callaghan Mrs S Matthews
Class Teachers	Mrs S Craig Mrs D Suttie Miss J McGill Mrs L Murray Mrs S Vallance
Support for Learning	Mr M Kay
Music	Ms J Davis
Learning Assistants	Mrs L Burgess Mrs E Close Mrs M Glendinning Mrs C Riddick Mrs L McDairmant

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

### Auxiliary Staff

Clerical Assistants	Mrs J Rae Miss R Johnstone
Catering Assistants	Mrs E White Mrs I Miller
Cleaners	Mrs H Warwick Mrs S Glendinning
Education Support Officer	Mrs L Waugh
School Support Manager	Mrs K Howatson

### The School Day

#### Kirkpatrick Fleming

School starts	9am
Interval	10.30am until 10.45am
Lunch	12.30pm until 1.15pm
School finishes	3pm

#### Springfield

School starts	9am
Interval	10.30am until 10.50am
Lunch	12.30pm until 1.15pm
School finishes	3.05pm

School term dates can be found at:

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

### Communicating with home

Our school app is our primary method of contact with home. You can download this to as many devices as you wish for free. Here you will find all our information on events, clubs and fundraisers as well as text reminders.

Of course parents are always welcome to telephone school directly should there be something you wish to discuss with a member of staff. Likewise we may occasionally contact you by telephone.

Homework diaries are also used by staff to write information regarding pupils' learning and parents are encouraged to add comments here too.



## Welcome from the Head Teacher

Dear Parent / Carer

As Acting Head Teacher of Kirkpatrick Fleming and Springfield Primary Schools, I would like to extend a very warm welcome to our school partnership. Our hardworking and committed team look forward to working with you and your child in the coming years.

We are proud to provide a safe, nurturing and inclusive environment where we value all of our learners. We work towards the National Improvement Framework aims of:

- Improving attainment, particularly in literacy in numeracy
- Closing the attainment gap between the most and least disadvantaged children.
- Improving skills for learning, life and work.

We recently revised our school aims, values and ethos in consultation with families, staff, learners, and the wider school community. By following these new shared values, we aim to work with families to nurture confident young people who are: courageous enough to try new things; ambitious in their expectations of themselves; respectful of others around them and the environments in which they live; and who enjoy all that school and life have to offer them.

By working in partnership with families, and following our shared vision and values, we can further improve the positive impact that our schools have on our children and young people.

### Mrs L Dempster

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

### Courage Ambition Respect Enjoyment

With kindness and trust, our pupils will experience safe, positive and creative schools. We will work in and with our communities to provide learning experiences promoting courage, ambition, respect and enjoyment. We will listen to the voices of our pupils, families, staff and communities and underpin our work with the United Nations Convention on the Rights of the Child. We will take measured risks to push beyond our comfort zones as we continue on our journey of lifelong learning.

### 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.

### Kirkpatrick Fleming

Has three classes, P1-3, P3-5 and P5-7.

### Springfield

Has two classes P1-3 and P4-7.

For more information please see the [Education Authority Handbook](#)



## Positive Behaviour and Celebrating Success

Our schools are part of the UNICEF Rights Respecting Schools programme which promotes an understanding of children's rights and responsibilities. This programme supports our schools in creating a positive, nurturing and caring environment where all are included and respected. We currently hold our Bronze Award. This year we are also developing our Respect Me policy in conjunction with all stakeholders.

We are very proud that all learners have the opportunity to participate in concerts, open afternoons with e.g. displays of singing and drama, assemblies and celebration of success events. Out of the classroom, pupils compete in cross country, tag rugby, relay events, netball, swimming and football. Our Cluster also runs regular events like triathlon and sportshall athletics for pupils to come together. All pupils participate in enterprise activities, support local charities and work on community projects such as intergenerational working.

Pupils have many opportunities for achievement beyond the school day. The partnership runs around fifteen after school clubs per year, many of which



allow pupils to train, and represent the school in sporting competitions. We have had great success this year in our sports and also Scots language poetry. Pupils are also encouraged to share successes from out of school activities, horse riding, swimming etc. at our weekly assemblies.

For more information please see page 13 of the [Education Authority Handbook](#)

## 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)

This code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, or disability. Prior to drawing up the dress code, parents, pupils and staff should be fully consulted and it is the expectation of Education Services that parents will be supportive of the dress code.

Clothing which is unacceptable in school under any circumstances would include items which:

- Could potentially encourage factions (e.g. football colours).
- Could cause offence (e.g. anti-religious or political slogans).
- Could cause health and safety difficulties such as loose fitting clothing and dangling earrings.
- Are of flammable materials which may be a danger in certain classes.
- Could cause damage to floors.
- Carry advertising, in particular for alcohol or tobacco.

- Could be used to inflict damage on other pupils.

While it would not normally be the policy of the authority to exclude a pupil from school solely on the basis of his/her dress, persistent refusal to respond to a reasonable dress code could be deemed to be a challenge to the Head Teacher's authority and thus be detrimental to the well-being of the whole school community. In such circumstances, a Head Teacher could justify the use of the school disciplinary procedures.

- Springfield Primary School uniform is maroon and Kirkpatrick Fleming is red
- Grey or black skirt/trousers
- Sweatshirt with embroidered logo
- Polo shirt with embroidered logo
- Black school shoes
- Jackets and fleeces with logo are also available

Orders for the above are taken in May and October. Pupils require shorts, t shirts and plimsolls for PE and/or music movement and/or dancing. Parents are asked to clearly mark their child's property.



## Financial Support for Children and Families

### Grants and Bursaries

#### Scottish Child Payment

The Scottish Child Payment is a payment for families on certain benefits or tax credits. Eligible families will get £40 every four weeks for each child under six.

Further information and an application can be made at: [mygov.scot](http://mygov.scot) website or call us on 0800 182 2222.

#### Best Start Grant

Best Start Grant and Best Start Foods are payments that help towards the costs of being pregnant or looking after a child. Best Start Grant is made up of 3 one-off payments:

- Pregnancy and Baby Payment
- Early Learning Payment
- School Age Payment

Best Start Foods is a prepaid card that can be used in shops or online to buy healthy foods like milk or fruit. The payments you can get now will depend on:

- how far along in your pregnancy you are
- how old your child is

Further information and an application can be made at: [mygov.scot](http://mygov.scot) website

#### Clothing Grant

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 presently £134 per primary school child and £150 per secondary school child.

Further information and an application can be made at: Free school meals and associated payments - Dumfries and Galloway Council ([dumgal.gov.uk](http://dumgal.gov.uk))

Education and Learning Directorate are committed to supporting families through their Anti-Poverty Strategy – details of which can be found at [www.dumgal.gov.uk/poverty](http://www.dumgal.gov.uk/poverty) Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at the above link.

### 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)

### Special Dietary Requirements

Facilities Services – Catering provide 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. Simply ask the school for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

For more information contact the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

### Free School Meals

Free school meals are provided for all pupils in Primary 1, 2, 3, 4 and 5. Confirmation of when this will be rolled out to Primary 6 and Primary 7 from the Scottish Government has yet to be confirmed.

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.

All primary schools are now operating a pre-order system for school lunches for paid and free school meals. Parent / Carer will receive a letter informing them of how to create and set up an account for their child.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £360 and secondary school pupils can save £370. You'll also be helping your child's school if you qualify for free school meals. Some Scottish Government funding provided directly to schools is linked to the number of pupils who are entitled to free school meals.

For more information visit [www.dumgal.gov.uk/schoolmeals](http://www.dumgal.gov.uk/schoolmeals)

Visit the school meal website for further information [www.dgschoolmeals.co.uk](http://www.dgschoolmeals.co.uk)



## 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>

## Free Travel for 5 - 22 year olds

From 31 January 2022 all children and young people aged 5-22 will be entitled to free bus travel in Scotland. You can apply for free travel online from today at [www.getyournec.scot](http://www.getyournec.scot) (This cannot be done through your school)

## 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 (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 (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 takes a fresh approach to what, how and where young people learn. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture young

people as successful learners, confident individuals, effective contributors and responsible citizens.

### How does Curriculum for Excellence work?

- 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.
- Learners will work at a pace that suits, with enough challenge and support to stretch them.
- Lessons will be more engaging, inspiring and relevant to everyday life.
- Teachers will make connections between subjects, helping children make sense of the world.
- Children will learn how to learn and how to use their learning, not just memorise information to pass tests. This will help them adapt in an uncertain future with the ability to think for themselves, make sound judgements, challenge, enquire and find solutions.
- There's more focus on knowledge and skills – including vital skills: literacy and numeracy, which underpin all learning and are critical in life.

All pupils are taught the following subjects of which literacy and numeracy are an integral part.

Literacy and English (listening and talking, reading, writing), Modern Language (French), Numeracy and Mathematics, Religious and Moral Education, Sciences, Social Studies, Expressive Arts, Health and Wellbeing and Technologies.

The school has a strong focus on pupils' physical and mental health and wellbeing. We promote an active lifestyle and continue to strengthen our after school activities to provide the widest range of opportunities for activity. We work closely with partners at CAMHS (Child and Adolescent Mental Health Service) and the Health Promotion team at SONAS in Annan.

## 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

The Partnership's policy is for homework to be completed by pupils and thereby enable parents to share in their child's learning. Homework tasks are given on a Monday with details of the week's homework and completion times.

Learning Conversations take place in October and March. These consultations involve the learner, parent/carer and teacher where successes are acknowledged and next steps are discussed. A summary report is then sent to parents.

'Assessment' is the word used to describe all the things which schools do to see how your child is getting on, what they are learning and what they know and understand. It is important to know how each child is getting on so that schools can make sure that each child is progressing and developing according to their abilities. Assessment happens all the time in schools and your child's progress will not just be based on 'tests' but also on how they learn both in class and in other settings. Written work will be used to assess your child but so will their ability to take part in class discussions, make presentations, be in a production team, produce drawing or projects etc. Parents will be involved both informally in discussion with teachers, looking at their child's work and also formally through parents' nights, profiles and reports. In senior school children will also have the opportunity to be assessed through a range of qualifications.

Pupils in P1, P4 and P7 will also undertake online Scottish National Standardised Assessments (SNSA.) in literacy and numeracy. These assessments help identify children's progress, provide diagnostic information and help support teachers' professional judgement. There is no pass or fail and assessments are undertaken as a normal part of daily learning.

## 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 on page 18 of our [Education 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) and on page 20 of our [Education Authority Handbook](#)

### 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 & 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 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. Both the report and the plan are published on the school's web-site and are also available in hard copy, on request.

Our improvements this year in 2022-23 focus specifically on literacy, numeracy and health and wellbeing.



## 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 14 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 our [Education Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

