



# Welcome to

St Andrew's RC Primary School



December 2023

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

## Information at a Glance

### School Information

#### School Address

St Andrew's RC Primary School  
Craigs Road  
Dumfries  
DG1 4EX

Telephone: 01387 273001

#### Email address:

[gw08officest6@ea.dumgal.sch.uk](mailto:gw08officest6@ea.dumgal.sch.uk)

Parent Council Chairperson: Mrs Rea Hunter

#### Parent Council email:

[standrewsrcparentcouncil@gmail.com](mailto:standrewsrcparentcouncil@gmail.com)

**Head Teacher** Mr. R. Barry McIntyre

**School Roll** 196

**Denomination Status** Roman Catholic

**Status of Gaelic** None

### School Staff:

#### Teaching Staff

Primary 1S	Mrs Annette Barnett
Primary 1R	Ms Jeni Learmont
Primary 2	Mrs Nicola Luebke
Primary 3	Mrs Aisling Gilligan (Mon-Wed) Mrs Lorena Davidson (Th/Fri)
Primary 4	Mrs Margaret Turnbull (M-Th)/ Mrs Jane Loughran (Fri)
Primary 5	Mrs Barbara Chierici Black
Primary 6	Mrs Nichola McIntyre
Primary 7	Mrs Claire Kerr

#### Auxiliary Staff

Learning Assistants	Mrs Donna Dowell Mrs Ineke Case Mrs Charlotte Wilde
Clerical Assistant	Mrs Shirley Graham
Playground Supervisor	Mrs Andrea Watts
Crossing Patrol	Mr Colin Currie
Janitor (AMEY)	Ms Angela Dowling
Catering	Ms Elaine Hearton

### The School Day

Children can have access to the school from 8.30am

#### Primary School

8:55am	School Day begins
10:35 - 10:55am	Morning Break
12:15 - 1pm	Lunch Break (Primaries 1 and 2)
12:30 - 1:15pm	Lunch Break (Primaries 3 to 7)
3:00pm	End of school day

School term dates can be found at:

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

### Communicating with home

There is a school blog which is regularly updated

<https://blogs.glowscotland.org.uk/dg/StAndrewsPrimarySchoolBlog/>

This has become increasingly important over the last few years as a means of sharing what is going on in your child's class. It also has valuable links to homework activities and other educational sites.

We also have a school app which keeps parents up to speed with latest developments and upcoming events. MySchoolApp can be downloaded for free.

We also have weekly School Newsletters.

There are parent information evenings, consultation evenings and reports on progress each year.

However, due to the current Covid restrictions, we have been unable to have information and consultation evenings with parents, although we communicate through e-mail, Glow Teams, etc.

## Welcome from the Head Teacher

Dear Parent / Carer

We extend a warm welcome to all children, parents and friends. The aim of this Handbook is to provide you with information about our values as well as practical, curriculum, personnel and school day matters.

We hope that it conveys the sense of care and challenge that we try to develop in St. Andrew's, but above all we hope that it begins to encapsulate the distinctive Catholic Christian ethos your child will enjoy at this school. This approach underpins our curriculum. Health and well-being, inclusion, charity and tolerance are key elements of our curriculum rationale.

We look forward to working with you in partnership to provide the best education for your child so that her/his school experience will be happy and rewarding.

Yours sincerely

**Barry McIntyre**  
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

Our children have decided what our school means to us and we review these thoughts every couple of years.

*“A Community of faith and learning that values everyone for who they are and what they bring.”*

### Safe

We keep ourselves and others safe

### Family & Faith

We live our gospel values every day

### Responsible

We care for our environment

### Respectful

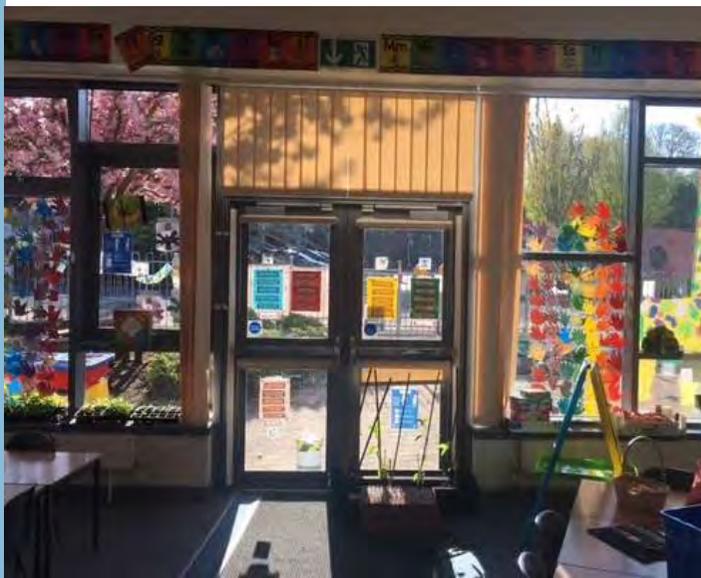
We treat others the way we want to be treated

### Creativity

We have the confidence to share our ideas and try new things

### Resilient

We keep going and don't give up



## Curriculum Rationale

The curriculum in St. Andrew's Primary is defined as the totality of the experiences each child receives in their learning.

Its purpose is to offer a coherent, broad, general education throughout, but one that is grounded in several key themes.

The curriculum is embedded within an ethos of Catholic Christianity and its impact on community. It focuses on enabling our young people to be literate and numerate. It provides a progressive approach to developing creative, cooperative, imaginative, lifelong learners who communicate confidently and embrace the challenge of solving problems (in their widest sense) in an increasingly skilled manner.

The curriculum actively promotes fitness and health, inclusion, charity and tolerance.

It does all this within an ongoing commitment to making learning fun for children, engaging them through technologies and maximizing their talents and those of adults within the context of our school, community and wider world.

Through an ongoing commitment from children and adults within our community we will continue to adjust and develop our thinking around our aims and curriculum in order to adapt to the changing needs of our community.

## 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.

Since opening over ten years ago the school population has grown by around one third. With that growth has come increased class sizes. It has also meant we have had a mixture of composite and straight classes during that time. When we have to composite classes we do so in line with local authority guidance.

### Positive Behaviour and Celebrating Success

We believe that everyone has something positive to offer and we all have potential to be realised. We believe that positive behaviour and celebrating success are closely linked. As a school we continually endeavour to improve how we encourage positive behaviour through celebrating success. That may be from the level of weekly assemblies where we gather to celebrate success in our lives to how we encourage and guide our young people in resolving problems. We all need more positives than negatives in our lives. We need hope when we are feeling bad about ourselves. It is the role of all (with particular emphasis on adults) to build children's learning resilience that comes from getting this balance correct. A positive, productive working relationship between home and school is key.

Our parents are valued and through our curriculum, reporting and parental engagement our shared understanding of where our children are doing well and what we can do to help them means that we build a community of young people who have the learning resilience to be able to deal positively with the challenges of learning in life, including school.

You can read about our successes on our school blog, newsletters, school app and from time to time in the local press.





## 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)

Dark, self-coloured trousers or skirt. White polo shirt  
White shirt (tie optional) School sweatshirt

School fleece (optional) PE kit - t-shirt, shorts and training shoes/ plimsolls.

All Dumfries and Galloway schools must have a dress code which encourages pupils to dress in a way appropriate to attendance at school. 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 cause offence or encourage factions (e.g. football colours, antireligious or political slogans).
- Could cause health and safety difficulties such as loose-fitting clothing, dangling earrings.
- Are of flammable materials which may be a danger in certain classes.
- Could cause damage to floors

## 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. All meals are now ordered online. Children given a designated code number.

## 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 still pay for lunches at the present time.

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 Attendance Support Officer. If possible, please, try to make dental/medical appointments out with school hours. However, if it is not possible to do this, please inform the school either in writing, by e-mail or by telephone of the appointment and arrange to collect your child from the School Office.

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 schoolday i.e., 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, to develop skills for all learners and to 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.

### Our Curriculum Rationale (summary)

The curriculum in St. Andrew's Primary is defined as the totality of the experiences each child receives in their learning.

Its purpose is to offer a coherent, broad, general education throughout, but one that is grounded in several key themes.

The curriculum is embedded within an ethos of Catholic Christianity and its impact on community.

It focuses on enabling our young people to be literate and numerate.

It provides a progressive approach to developing creative, cooperative, imaginative, lifelong learners who communicate confidently and embrace the challenge of solving problems (in their widest sense) in an increasingly skilled manner.

The curriculum actively promotes fitness and health, inclusion, charity, and tolerance.

It does all this within an ongoing commitment to making learning fun for children, engaging them through technologies and maximizing their talents and those of adults within the context of our school, community, and wider world.

### Curriculum for Excellence (CfE)

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.

We endeavour to achieve this through a joined-up approach to learning that suits the learner, is engaging for them and relevant to their life.

## 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

Homework is planned on a weekly basis. Notification of homework should give you time to plan for its completion around your family life that week. Homework should reflect what your child has been learning. Homework should provide an opportunity to build a routine at home that suits the family. It is a support to learning. Homework will focus mainly on the key areas of literacy and numeracy but will involve other areas from time to time, reflecting class areas of interest being covered in other areas of the curriculum. These may also provide opportunities for families to learn, enquire, discover or make things together.

Being organised in our approach to homework is key, from school to home. It encourages children to take



responsibility for their own learning, understand the importance of personal organisation and prepares them for the increased demands of secondary school and later life.

Our Accelerated Reading scheme enables the results of progress quizzes to be shared with home on the day your child takes the quiz.

## 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 those 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 and 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 website 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)

School Standards and Quality Reports are produced annually. The School Improvement Plan is produced as a result of that process. These are submitted to local and national government as required. We share prioritise with our whole school community via our Parent Forum, information screens in school etc. Online consultation questionnaires for parents will play part of this process in the coming year.

Provision for improved expression of feeling and emotions, cooperative working through science, technology, engineering and maths skills and



improved monitoring and tracking practices are some of the more recent improvements to our school's day to day business.

Some improvements we are working on this year include finding ways to widen the meaningful contribution stakeholders have in our improvements, improving awareness of skills for life and work/employability as well as improving collaboration with schools outside of Dumfries and Galloway.

All improvements depend on effective collaboration within our school community. We will continue to try to look for improvements in this area as we always have.

## 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 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](#)

