

# Welcome to

## Troqueer Primary School



December 2021



# Information at a Glance

## School Information

### School Address

Troqueer Primary School  
Hill Avenue, Dumfries, DG2 7LR

Telephone: 01387 273020

### Email address:

[gw08officetroqueer@ea.dumgal.sch.uk](mailto:gw08officetroqueer@ea.dumgal.sch.uk)

**Parent Council Chairperson:** Mrs Lisa Muirhead

### Parent Council email:

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

**Head Teacher** Mr Martin Armstrong

**School Roll** 273 (and 50 in Nursery)

**Denomination Status** Non-demoninational

**Status of Gaelic** Gaelic is not taught

## School Staff:

### Teaching Staff

Depute Head Teacher Mrs N Torbett

Acting Depute Head Teacher Mrs L Ashton

P1 Mrs L Campbell and Mrs F Collins

P1/2 Mrs J Johnston and Mrs L Erskine

P2 Mrs C den Oudsten and Mrs J Johnston

P3 Mrs A Owens and Miss B Currie

P3/4 Mrs E Cannon

P4/5 Miss K Beaton

P5/6 Miss C Brown and Miss J Ness (Wed)

P6 Mr C Mackenzie

P6/7 Mr P Earl

P7 Mrs L Ashton and Mrs J Brownrigg

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

Specialist teachers	P.E. Mrs J Law and Music Mrs I Riddick
Learning Support	Mr Stephen Barbour
Learning Assistants	Mrs P Johnstone, Mrs D Wells, Miss C Grieve, Mrs J Hopkins, Mrs L Mitra, Mrs F Scott
Clerical Assistants	Mrs K Cowan, Mrs J Hopkins, Miss C Grieve
School Education Support officer	Mrs D Jackson
<b>Auxiliary Staff:</b>	
Facilities Assistant	Mr Charlie McCall
Catering	Mrs Jackie McKie, Mrs Lynn Cameron
Cleaning	Ms Sandra Doidge

## The School Day

The school gates are opened from 8.30am. Playground staff including the Head Teacher/Depute Head Teacher when available supervise the playground from 8.45am. On wet mornings access to the school will be given from 08.45 for P3 - P7 pupils.

8:45am	P1 and P1/2 begin school
9am	P2 to P7 begin school
10:15-10.30am	Morning break P3- P
10.30-10.45am	Morning break P1, P1/2 and P2
12:15-1.00pm	Lunch for P3- P
12.30-1.15pm	Lunch for P1, P1/2 and P2
2:45pm	P1 and P1/2 end of school day
3pm	P2 to P7 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

Our main communication is through the School App for Parents by Connect Us.

**School App:** Important dates, regular HT newsletters, messages etc are regularly sent out on the App.

**Teams-** Class information is shared and homework using Assignments is posted. Pupils can communicate with their teacher(s) through the Questions channel.

**Reports/ Consultations** – staff will report on pupil progress - a summary of this will be sent out at the start of the academic year.

**Letters and/or telephone calls and/or emails** – requests to speak to a member of the Senior Management Team or a teacher a can be made by emailing the school office

**Website:** The school website hold information about our school

<https://www.troqueerprimaryschool.co.uk/>

**Facebook:** The school's Facebook is called Troqueer Primary School and Nursery Sharing Page

## Welcome from the Head Teacher

Dear Parent / Carer

Within the pages of this handbook is all the essential information that you might need as a parent or partner of our school.

We believe that the only way to achieve to highest standards is to work together, with the interests of the children at the core of all that we do. We are proactive in involving pupils and parents in the decisions we make.

We place a priority on high academic standards, particularly in core skills such as Maths and Language. We value independent thinking, problem solving, enterprise, creativity and collaborative learning.

We recognise our responsibilities to each other and fulfil these to the best of our ability – striving to live up to our motto ‘Aim high and be the best you can be’. Quality is expected.

Our vision for Troqueer is simple – We refuse to accept second best.

Yours sincerely

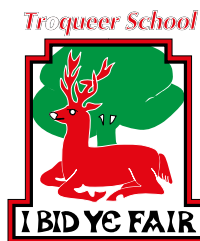
**Martin Armstrong**  
Head Teacher

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

## School Aims, Values and Ethos

Our Vision is of a happy and safe school at the heart of our Community. We take the lead, we look for ways to share our ideas and our learning, and we set the right example, always. In every classroom there are children and adults who are kind, respectful, and responsible and lessons which are inspiring and linked to real life wherever possible. We set high expectations so that everyone can achieve their best, and know that we have the skills and knowledge to make a difference to our own and others’ lives.

There are a few mottos that have been used in our school for many years. These include the logo and school mottos-



**Logo Motto ‘I BID YE FAIR’**  
(Maxwell family motto who funded the original school in 1958)

**School Motto**  
**Care, Believe, Dream, Achieve. Aim High and be the best you can be.**

### Aims

We want the best for all our pupils and we support every child to be:

- **Successful Learners** who know how we learn best and know the next steps in our learning.
- **Independent thinkers** who are curious to learn new ways to find things out.
- **Challenged** in a place that gives us a sense of physical and emotional well-being where we feel safe, happy, cared for, included, valued and respected.

- **Knowledgeable** about ‘Our Place’ in the world, and how we can change our own lives and influence the lives of others positively.
- **Skilled** in our use of language and numeracy across all areas of learning.

### Values

We want our pupils to value themselves, others and their surroundings. We support our pupils to achieve these values by promoting:

- **Activity.** We keep our brains and our bodies busy. (hard-working, effective, energetic, enthusiastic)
- **Perseverance.** We keep going even when things are tough. (persistent, determined, resolute, devoted)
- **Responsibility.** We show integrity at all times – we do the right thing. (dependable, conscientious, reliable, contribute, assertive, disciplined)
- **Focus.** We give concentration and commitment to all that we do. (concentrate, committed, motivated, prepared)
- **Creativity.** We use our imagination to think about new ways to do things. (imaginative, inspiring, resourceful, ingenious, innovative, ambitious)
- **Kindness.** We think about others as well as ourselves. (thoughtful, considerate, caring, respectful)

Our mottos, aims, values and school ethos are summarised succinctly in the expectations that everyone is

**Safe**

**Respectful**

**Ready to learn**



## 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.

We currently have 10 classes plus the Nursery

### Positive Behaviour and Celebrating Success

We have a culture that encourages respect, values opinions, celebrates difference and promotes positive relationships. We aim to provide all pupils with a safe, inclusive and supportive environment in which to learn. We use 'Reflection' to promote positive behaviour and guide children to reflect on behaviours that may be deemed inappropriate.

At the start of each session classes create a class code of expectations using our mottos, aims, values and school ethos. Each week there is a planned structured activity time and pupils 'earn' time to undertake activities by demonstrating expectations.

Assemblies focus on revisiting our expectations with pupils e.g. being kind. All adults in school are challenged to 'catch' and reward pupils demonstrating the focus.

We celebrate all successes by issuing Star Awards and recording successes through our AAPB Achievement System (Attainment, Achievement, Participation and Behaviour).

Pupils can earn a Bronze, Silver and Gold award. Records are kept of achievements met in the following area-

- Attainment, e.g. an improvement in reading level, term of completed homework, high spelling scores for a term, etc.

- Achievement, e.g. sporting medal, completion of an outdoor walking challenge, etc.
- Participation, e.g. involvement in a school club, taking part in a competition
- Daily Mile- linked to number of miles achieved through daily exercise
- Purple Dots- behaviour and work exceeding expectations achieves a purple dot.

Completion of the set number of boxes for each Bronze, Silver and Gold category leads to the award of a certificate in the Achievement Assembly.





## 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)

Our uniform is black shoes or trainers, dark grey or black trousers, shorts or skirt, white polo shirt, red gingham dress and red sweatshirt. Our main supplier is [www.myclothing.com](http://www.myclothing.com) or a fair trade option is [www.koolskools.co.uk](http://www.koolskools.co.uk) Enter the school name to be taken to clothing featuring the school badge. There is also a supply of used sweatshirts and cardigans available for a donation in school. There is no specific P.E. kit but pupils wear sensitive shorts or joggers and T-shirts. Some pupils wear a t-shirt in their House colour but this isn't compulsory: Solway (yellow), Criffel (green), Queensberry (red) and Nith (blue). To ensure items of clothing can be returned to their owner please have the pupil's name on labels.

## School Clothing grants

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

For information on our School Uniform Bank Project, for donations and collection see [supportdg.dumgal.gov.uk/FreeSchoolUniform](http://supportdg.dumgal.gov.uk/FreeSchoolUniform)

## School Meals

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

Detailed information on school meals is available at [www.dumgal.gov.uk/schoolmenus](http://www.dumgal.gov.uk/schoolmenus)

## Pre-ordering lunch

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

## Special dietary requirements

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](http://www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds)

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

## School Transport

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

## Attendance

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

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

## Absence from School

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

## Curriculum for Excellence

Curriculum for Excellence (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.

A range of learning at home activities are posted on Teams. The list below indicates the main types of homework your child will be asked to complete and post back to their teacher using Assignments.

However, other learning activities may also periodically be set e.g. preparing a speech or reading instructions to:

### Early Level

- Reading to share at home with parents.
- Specially created booklets for our phonics programme will be sent home with blending words, Tricky words, ORT words and reference sounds. These are accompanied by practice activities.
- Online literacy support - ZIP

### First Level

- Practise reading with parents – P4 pupils will take their Accelerated Reading book home to read.
- Pupils from P2 onwards, will also receive phonics or spelling homework. Tricky words and practical activities that have been prepared.
- Activities to support work in Numeracy and Topic may also be sent home periodically.
- Online learning e.g. Nessy literacy or Rockstars numeracy

### Second Level

- Primary 5-7 learners use a diary to record all homework
- Homework expectations similar to FIRST Level, e.g. spelling, topic, reading.
- Numeracy homework is more frequent in the P6 and P7 stages including online activities.
- Pupils will take their Accelerated Reading book home to read.



## 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

Our improvement focus is two-fold. We are focussing on a review of our curriculum and re-establishing our vision.

The pandemic affected all of us in different ways. Our main focus is to understand any gaps that there may be in children's learning, and get them back on track as quickly as possible.

As well as high academic standards, we are committed to giving our pupils every opportunity to develop their talents. We have a very successful track record in regional and national competitions.

We place high expectations on what our pupils can achieve and our children are leaders within our school and our community. Through partnerships that we have developed we have an strong influence within our community.

We work together with our families to evaluate what we do well and what improvements we can still make.

## Support for All

### Support for Learners

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

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

### Getting It Right For Every Child (GIRFEC)

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

More information is available at [www.dumgal.gov.uk/girfec](http://www.dumgal.gov.uk/girfec)

### Child Protection

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

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

### Enrolment in Schools - School Places

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

### School Improvements

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

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## Health and Safety

### Emergency Procedures (including Safer Together Guidance)

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

### Health Care (inc First Aid)

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

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

### Severe Weather and School Closure Arrangements

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

[www.dumgal.gov.uk/article/15240/Emergency-school-closures](http://www.dumgal.gov.uk/article/15240/Emergency-school-closures)

### Data Protection

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

### ICT in Schools

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

### Use of the Internet, Social Networking Sites

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

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

