



Welcome to

Troqueer Primary School



December 2020



Information at a Glance

School Information

School Address

Troqueer Primary School
Hill Avenue
Dumfries
DG11 1TD

Email address:

gw08armstrongmartin@ea.dumgal.sch.uk

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|----------------------------|---------------------|
| Parent Council Chairperson | Mrs Lisa Muirhead |
| Head teacher | Mr Martin Armstrong |
| School Roll | 277 |
| Denomination Status | Non denominational |
| Status of Gaelic | Non Gaelic |
| Teaching Staff | 18 |
| Auxiliary Staff | 7 |

Communicating with home

Our main method of communication is through a downloadable App. Here parents receive dates, messages and we are about to move to a paperless system providing news through the App too

Text messages are used to consult parents regarding Unexplained Pupil Absences, Late returns from excursions etc

Targets are sent home four times a year and we have two open classroom events.

Formal written reports are produced for parents in March.

Classes host an Assembly once per session and parents and family members are invited into school to share in the Assembly.

Parental Involvement information:

<http://www.dumgal.gov.uk/schools>

<https://www.parentclub.scot/>

Parentzone Scotland:

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

School term dates can be found at:

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



Welcome from the Head Teacher

Dear Parent / Carer

A document such as this can only ever tell you part of a story about a school.

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

We continually review our curriculum, to develop a curriculum that is vibrant, relevant and best prepare our children for their future. 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 and take into account individual needs in our learning. We actively encourage wider participation amongst our children, allowing them to discover new talents and presenting them with wide ranging opportunities.

We are a school that listens, and continually adapt our practice as we learn, striving to live up to our motto 'Aim high and be the best you can be'. Quality is expected.

Martin Armstrong
Head Teacher

School Aims, Values and Ethos

School Aims

– Troqueer Primary and Nursery School aims to enable all members of our school community to become:

- Knowledgeable
- Challenged
- Successful Learners
- Independent Thinkers
- Skilled

Enabling each child or young person to be:

- A Responsible Citizen
- A Successful Learner
- A Confident Individual
- An effective Contributor

School Ethos – Our school motto:

Care, Believe, Dream, Achieve
(Aim high and be the best you can be)

We, as a school community, agreed a set of values.
To be:

- Creativity
- Perseverance
- Responsibility
- Activity
- Focus
- Kindness

These values have are reflected upon weekly in assemblies and frequently in classes, with examples of pupils demonstrating these values celebrated.



Contact Us

The school welcomes suggestions and enquiries from parents and carers.

If you need to find out something

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

If you have a comment or concern

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

If you are not happy with the response you receive or a decision that has been made, you can Ask us to Look Again. You can do this by contacting EducationSupport@dumgal.gov.uk. At this point an Officer will contact you and discuss the issue and share directly with you the outcome of this work.

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

How the School Works

Class Organisation

Policy in Dumfries & Galloway Schools is that there will be a maximum of 25 children in P1 classes. Preferred policy is that P1 & P2 classes should have 25 children although Scottish Government policy is a maximum of 30 pupils. In classes P4 - P7 there can be a maximum of 33 children in a class. Composite classes have a maximum of 25.

Positive Behaviour and Celebrating Success

We have a proactive approach to teaching pupils about their behaviours, and the reasons behind behaviours. Where pupils behaviour falls below our expected standards, we have a process which enables pupils to reflect on their actions and the subsequent consequences. High standards of behaviour is expected. Pupils demonstrating exemplary behaviour are also awarded 'purple dots' recorded on their achievement poster (see below)

We place an emphasis on celebrating success. Success from within school and also from outwith school is celebrated in assemblies, and on achievement walls outside each classroom. Pupils receive Bronze, Silver and Gold awards to mark their achievements in academic subjects, wider learning, participation, daily mile and purple dots.





School uniform

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.

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

- Could potentially encourage factions (eg football colours).
- Could cause offence (eg anti-religious 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.
- Carry advertising, in particular for alcohol or tobacco.
- Could be used to inflict damage on other pupils.

Our uniform is a red sweatshirt, and white polo shirt, with dark skirt or trousers. Girls often also choose a dress, usually a red gingham style. Dark shoes are also preferable.

Parents in receipt of a grant for footwear and clothing from the authority will be encouraged to purchase items which are in accordance with the school dress code. Guidance is available on Clothing Grants from Pupil / Parent Support Unit on <http://www.dumgal.gov.uk/article/15081/Home>

School Clothing grants

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

School Meals

School Meals, Naturally D&G local provenance for a sustainable future.

Detailed information on school meals is available at <https://www.dumgal.gov.uk/schoolmenus>

Pre-ordering lunch

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

Special dietary requirements

For food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering)

Free School Meals

Free School Meals are provided for all pupils in Primary 1, 2 and 3. Younger children at nursery or older pupils at primary may also be eligible for free school meals in certain situations as well as those families on qualifying benefits.

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

School Transport

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

Attendance

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

More information: www.dumgal.gov.uk

Absence from School

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

Curriculum for Excellence

Curriculum for Excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18year olds – in nursery, primary, secondary, at college, workplace or community learning. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

Broad General Education

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

Subject Information - The Curriculum areas that are covered by Curriculum for Excellence are Literacy & English, Numeracy & Mathematics, Health & Wellbeing, Social Studies, Expressive Arts, Religious & Moral Education, Sciences and Technologies. Staff plan individually and collectively to ensure that there is broad and deep coverage of the Experiences and Outcomes detailed in each of the curriculum areas.

Extra Curricular Activities – There are a wide range of extra-curricular opportunities available.

We have Pupil Voice Groups which are responsible for developing different aspects of school life. Pupils make the decisions about the direction of school in line with our Vision, values and Aims. We have very strong links within our community, including the Church, The Rotary Club, Active Schools, Queen of the South and Dumfries Saints.

Home/School Partnership/Parental Involvement and Engagement

Parent Council and Parent Forum

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

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

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

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





Homework/Family Learning

Homework is seen as reinforcement of class work or as the consolidation of work completed in the classroom. Another aim is that homework builds home-school links by involving parents in their children's education and also keeps them informed as to pupil progress. Homework also allows pupils to plan and organise their work through the week. Homework diaries are used to record homework tasks.

How is my child doing?

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

Helping the School

There are many things which as a parent you can do to support your child's learning in school: www.dumgal.gov.uk/article/17608/Parental-Involvement

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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>

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 and Transitions

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

School Improvements

In May/June of each year, the school publishes a Standards & Quality Report providing all stakeholders with a comprehensive summary of the school's work and learners' achievements over the last year. The first part of this report provides an overview of the school's progress in addressing its key priorities, while the second part gives information about, for example, how well pupils are learning and achieving; how well the school is supporting children/young people to develop and learn. In June, we publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents.

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Achievements – pupils successes in 'Achievement, Attainment and Participation' are celebrated in assemblies and on display outside each classroom. We place a high priority on raising children's self-esteem by celebrating what they do well. Pupils are very clear about how to achieve success and are proud of the recognition which they receive.

Health and Safety

Emergency Procedures

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

Severe Weather and School Closure Arrangements

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

<http://www.dumgal.gov.uk/article/15240/Emergency-school-closures>

Data Protection

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

ICT in Schools

For more information on ICT in school please see page 19 of the [Education Authority Handbook](#)

Use of the Internet, Social Networking Sites

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

[Safe Digital Learning and Social Media](#)