



Welcome to

Tundergarth Primary School



December 2021

Information at a Glance

School Information

School Address

Bankshill, Lockerbie, DG11 2QA

Telephone 01576 710221

Email address
gw08officetundergart@ea.dumgal.sch.uk

Parent Council Chairperson Mrs Kim Jardine

Head teacher Mrs Wilma Missenden

School Roll 10

Denomination Status non-denominational

Status of Gaelic not taught

Teaching Staff

Principal Teacher Mrs Fiona Thomson

Teacher Mrs Zoe Caprani

Support for learning Mr Michael Kay

Partnership Recovery Mrs Zoe Caprani

Auxiliary Staff:

Learning Assistant Mrs Natasha McCabe

Clerical Mrs Yvonne Smith
(Based at St Mungo Primary)

Janitor Mrs Karen Beattie

Cleaner Mrs Natasha McCabe

Dining Room Assistant Mrs Karen Beattie

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

The School Day

9am-3pm

Breaktime 10.30-10.45am

Lunchtime 12.30-1.15pm

School term dates can be found at:

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

Communicating with home

Effective learning is best supported by home and school working in partnership. Open communication is highly valued by both staff and parents, with Groupcall and ClassDojo used effectively to support this. Should parents wish to speak directly with staff they are invited to telephone the school first thing (8.45-9am) or after school (after 3pm). Mutually convenient appointments can also be made for private/more detailed discussions with either the Principal Teacher or the Headteacher.



Welcome from the Head Teacher

Dear Parent / Carer

Welcome to Tundergarth!

Tundergarth School is set in the small rural community of Bankshill surrounded by beautiful hills and woodlands. The village is situated 3 miles from Lockerbie and 15 miles from Langholm.

We are fully committed to developing each child's potential within a secure and caring environment, believing that children should reach their best academically and also develop a thirst for knowledge and a love of learning. We are very proud of our family atmosphere and strive to not only provide the highest quality of education, but also help our children become happy, successful and fulfilled individuals.

As Headteacher of the Hightae, St Mungo and Tundergarth Primary Schools Partnership I look forward to working with you.

Yours sincerely

Wilma Missenden
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 school Visions, Values and Aims were reviewed by our community in 2020. Staff, pupils and families had changed considerably so a total refresh was in order.

Vision

Our goal as a school is to equip our young people with the skills and mindset to thrive and then take on the world.

Values - Our fabulous 3

Respect

Honesty

Teamwork

Underpinned by an inclusive ethos, where kindness is shown, responsibility is expected and learning is fun.

Our aims

- For our young people to have a love of learning and be equipped with the skills they need for life and work, locally and beyond
- For our young people to be digitally literate and adaptable to changes in technology
- For our young people to positively contribute to their community/ Schools Partnership /the wider world
- For our young people to be entrepreneurs, skilled in thinking independently and being creative

The staff of Tundergarth Primary work closely to create a positive learning environment where everyone is treated with respect and encouraged to share ideas, thoughts and opinions. We regularly evaluate our learning experiences using a variety

of methods and welcome constructive feedback on events and activities from staff, parents, children and other partners using these responses to inform future practice. We are often complimented on our polite, calm and friendly attitude as well as the feeling of being part of one big family! We encourage leadership skills in the children through their involvement in a variety of pupil groups within the school such as Eco Schools, Charity, Pupil Council and Junior Road Safety Officers. P6/7 undertake Playground Leadership training. We know our children well and tailor learning experiences to try to ensure that they achieve their fullest potential. Our children are keen to participate in events in our local area as individuals or to represent Tundergarth. The children are encouraged to develop awareness and deeper understanding of our wider community and places further afield.

Our Hightae, St Mungo and Tundergarth Partnership has the motto "Work together, Learn together, Play together". We are exploring ways to enhance this partnership through digital technology, especially during this challenging time (Covid-19 recovery).



Contact Us

The school welcomes suggestions and enquiries from parents and carers.

If you need to find out something

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

Comments, Complaints and Compliments

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

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

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



How the School Works

Class Organisation

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

Tundergarth has a single multi-composite of Primary 1-7 pupils. The Principal Teacher is the main class teacher, with full-time learning assistant support. The Principal Teacher is supported by a class teacher one day per week, a Covid19 Recovery teacher half a day per week and some Support for Learning teacher allocation.

Positive Behaviour and Celebrating Success

It is the school aim to create a safe, relaxed, happy atmosphere in which the children can develop self-discipline appropriate to all occasions and circumstances. We follow a set of 6 Golden Rules:

- We are kind, polite, helpful, and aware of other's feelings.
- We listen carefully to others without interrupting them.
- We look after our own and other people's property.
- We try our best, work hard and learn from our mistakes.
- We treat other people the way we like to be treated.
- We always tell the truth.



Staff actively praise pupils for good behaviour and they are also rewarded with Dojo points/stickers and certificates. If a pattern of disruptive behaviour develops which prevents the pupil and others from learning, parents will be notified and the possible courses of action explored together





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

The recommended school uniform for Tundergarth Primary is:

- White polo shirt, shirt or blouse.
- School sweatshirt
- Dark trousers/skirt or pinafore
- Outdoor shoes
- Rubber soled shoes or trainers for indoors/PE.

Waterproofs and wellies recommended for outdoor learning.

The School Sweatshirt/t-shirt can be ordered through the school, we also have a small supply of good condition second hand sweatshirts and t-shirts which are available.

School Clothing grants

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

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

School Meals

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

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

Pre-ordering lunch

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

Special dietary requirements

Specific meals for children with food allergy and intolerances, medically prescribed diets, or diets for religious or cultural reasons, may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering). We recommend that all children with a food allergy or intolerance register even if your child does not have school meals.

Free School Meals

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

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

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

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

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

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

School Transport

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

Attendance

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

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

Absence from School

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

Curriculum for Excellence

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

Broad General Education

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

In March 2020 children, parents and staff reflected on Tundergarth's uniqueness and the learning contexts most relevant for our pupils. This informed revised planning from August 2020.

There are normally many opportunities for every pupil to participate in extra curricular activities. These include learning to play the Penny Whistle, Football, Swimming (Club), Curling, Cross Country, Bikeability, Orienteering, Outdoor/Residential, Organising and taking part in Fund Raising events for Charity, as well as any new experiences as they occur.

Our pupils' suggestions, as well as their views are welcomed and respected. We have an active Pupil Council who have begun to engage with How Good Is OUR School, with pupils taking a leading role in self-evaluation activity and school improvement.

School trips are seen as a vital part of giving pupils at Tundergarth real life experiences and take place throughout the session. They aim to develop the curriculum and also offer pupils the opportunity to experience activities unavailable within the school setting. We are exploring ways to bring these experiences into school, using technology, while restrictions are in place.

Tundergarth Primary is well supported by the Local Community which also provides learning opportunities for pupils through links with local businesses, the church and local rural links.

Although there is no formal Eco group at Tundergarth Primary, pupils participate in Eco School Activities. Themes include Improving our Community, Gardening and Recycling.

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

Family learning activities in reading, spelling and maths are regularly set to consolidate school based learning, with a move towards using GLOW/Microsoft Teams and ClassDojo to support this.

We value the diversity of pupils' home lives and the range of opportunities for wider achievement outwith school, and are mindful of the varying demands on your time and energy. We appreciate the time taken to help children with home learning.

Please notify the school if there are difficulties when undertaking the tasks or if family circumstances prevent homework from being completed. This avoids pupils becoming unnecessarily upset or stressed. Please also let us know if you need assistance with the technology – we appreciate that new ways of working can be challenging and we are happy to support your learning too!

Across Hightae, St Mungo and Tundergarth Partnership we are exploring ways to bring learning more online through Glow, as well as continuing to use ClassDojo. A range of family learning opportunities will develop as we all learn to use the technology to its' fullest.

Support for All

Support for Learners

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

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

Getting It Right For Every Child (GIRFEC)

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

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

Child Protection

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

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

Enrolment in Schools - School Places

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

School Improvements

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

Priorities for 2020/21 are:

- **Promote opportunities for Digital Learning:** review interdisciplinary learning to promote increased use of digital technologies. Our original focus has widened to consider the whole curriculum as Covid-19 school closures highlighted a need to develop pupil skills in the use of GLOW to support and enhance learning. Teachers and children are adapting to use GLOW as a medium for both school based lessons and homework, across the curriculum.



- **Promote opportunities for Outdoor Learning:** develop increased use of the outdoor learning environment to support and enhance learning across the curriculum, particularly in interdisciplinary learning.
- **Raise attainment in writing:** Attainment at early level is good but could improve at first level and beyond. Clicker 8 has been purchased to try to address this. We await installation of Windows10 to allow usage.

The priorities above were identified in partnership with pupils, parents and staff, through self-evaluation activities including meetings, questionnaires and previous year's School Improvement Plan review.

- **D&G Covid-19 Recovery:** Identify and address pupil needs, both health and well-being and academic, caused by Covid-19 school closures.

Health and Safety

Emergency Procedures (including Safer Together Guidance)

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

Health Care (inc First Aid)

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

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

Severe Weather and School Closure Arrangements

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

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

Data Protection

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

ICT in Schools

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

Use of the Internet, Social Networking Sites

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

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

