



Welcome to

Dalbeattie Primary School



2022/23
Handbook

Welcome from the Head Teacher

Dear Parent / Carer

Dalbeattie Primary School extends a warm welcome to everyone at all times - pupils, parents, friends and staff alike. Our aim in line with Dumfries and Galloway's Education Services Annual Plan, The National Improvement Framework and Education Bill, is to provide your child with the very best educational opportunities we can offer. We have high expectations and high aspirations for pupils and staff. We aim to provide a good start in life for all and are committed to giving all our children and young people an equal chance to make the most of their potential. We look forward to working with you to ensure that your child's school days are happy, fulfilling and educationally rewarding.

Yours sincerely

Elizabeth Duncan
Head Teacher

School Ethos

Dalbeattie Primary School aims to prepare every child to take their place in society by providing high quality, engaging, inspiring and motivating learning experiences in a caring and nurturing environment.

School Vision, Values and Aims

School Vision

Dalbeattie Primary School aims to prepare every child to take their place in society by providing high quality, engaging, inspiring and motivating learning experiences in a caring and nurturing environment.

Values

By working in partnership with parents and carers, the pupils of Dalbeattie Primary School aspire to:

- Show commitment to learning and achievements both in and out of school
- Show kindness, respect, consideration, honesty and good manners to each other at all times
- Show a sense of inclusion and equality by accepting that people are all different, unique and diverse but have equal rights
- Show a sense of social responsibility and respect to school, the wider community and globally to promote an ethos of sustainability in our care of the planet

School Aims

In the spirit of the Curriculum for Excellence we aim to enable our children to become: Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens by encouraging everyone to **believe** in themselves and each other and to **achieve** their very best.



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

At Dalbeattie Primary we place children in classes according to their age although there may be times of exception with regards additional support needs. In Primary 1 classes are limited to 25 pupils. P2-P3 classes can accommodate up to 30 pupils. P4-P7 can accommodate up to 33 pupils. Should we have a composite class, this is never more than 25. The school currently has 10 classes.

Positive Behaviour and Celebrating Success

We all want to enjoy our time at school, so we ask everyone in Dalbeattie Primary to always set a good example by:

- Showing respect to everyone at all times.
- Be friendly and helpful, to everyone.
- Showing respect for pupil and school property.
- Looking after each other and never allow bullying, fighting, throwing stones or bad language to occur.
- Remaining within the school grounds and never leaving them without the Head Teacher's permission.
- Wearing the school uniform at all times.
- Walking smartly in the corridors and showing good manners especially to visitors.
- Walking away and never reacting in anger or violence.
- Always be truthful.

We celebrate success in and out of school. Within our weekly assemblies we celebrate these successes and celebrate achievements with the whole school. Every week each teacher nominates one pupil from their class as 'The Achiever of the Week' and they receive a certificate at the Assembly. Wider achievement is also celebrated, displayed throughout the school and recorded on the school Dojo page.





School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. www.dumgal.gov.uk

We encourage all children to wear the Dalbeattie Primary School uniform. Our uniform consists of:

- A sweatshirt in royal blue with the school logo
- White polo shirt
- Grey trousers or shorts
- Blue, black or grey skirt
- Checked blue or grey pinafore/dress.

The school office organises uniform orders in the summer term from School Trends but orders can be placed at any time by parents online using www.schooltrends.co.uk. Uniform can also be bought from a local company, Mug Shots. Some stock is also kept in school.

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 £100 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 <http://www.dumfriesandgalloway.scottishschoolmeals.co.uk>

Pre-ordering lunch

All menus are nutritionally analysed, offering a fantastic choice and flexibility. Primary schools have introduced an online pre order system for lunch on iPayimpact. Information to register for this will be provided when your child starts school.

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, 3, 4 and 5. 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> 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 Team. 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 3-18 year 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.

At Dalbeattie Primary we follow the Curriculum for Excellence framework. Curriculum for Excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18 year olds. 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.

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

At Dalbeattie Primary, homework is perceived as being beneficial for pupils and provides an opportunity for parents to keep some contact with pupil's work and progress. In general, homework is linked to class work but this may not have to be done every day. We ask parents to check their child's Homework Diary/Class Dojo on a daily basis.

Areas of the curriculum where homework may be appropriate include:

- Reading
- Spelling
- Number work
- Research into class topics

It should take:

- P1-P2 up to 15mins
- P3-P5 up to 20mins
- P6-P7 up to 30mins

If a pupil has not completed a reasonable amount of work in school, the pupil may be asked to complete the work at home.

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

Support for All

Additional Support for Learning

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/Additional-support-for-learning>

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.

More information: www.dumgal.gov.uk



Enrolment in Schools and Moving Secondary School - 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" <http://www.dumgal.gov.uk/index.aspx?articleid=6293>.

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.

The priorities for Dalbeattie Primary this session are:

School Priority 1

Raising attainment in writing throughout the school.

School Priority 2

Our school becoming a rights, respecting school where children are respected, their talents are nurtured and they are able to thrive.

School Priority 3

Tracking the attainment and progress of children's learning through CfE levels

Nursery Priority 1

Identify gaps within numeracy and literacy attainment and ensure staff have access to training.

Nursery Priority 2

Ensure that our nursery environment will now also provide high quality learning experiences for our 2 year olds.

Nursery Priority 3

Ensure that the self-evaluation process becomes a regular part of nursery life.

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 <http://www.dumgal.gov.uk/article/15129/Data-protection>

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.

Information at a Glance

School Information

School Address

Dalbeattie Primary School
Dalbeattie Learning Campus
Craignair Road, Dalbeattie, DG5 4LU

Email gw08officedalbeatti2@ea.dumgal.sch.uk

Parent Council Chairperson	Ms Valerie White
Head teacher	Mrs Elizabeth Duncan
School Roll	261
Denomination Status	Non-Denominational
Status of Gaelic	N/A

Teaching Staff

Our teaching staff this session:

Mrs Fitzsimmons	Ms Scott
Mrs R McLean	Mrs Stephenson
Miss Kirkpatrick	Mrs Anderson
Mr Summers	Mrs Dyson
Mrs Lumsden	Mr Caldwell
Mrs Campbell	Miss Clendinning
Mrs Fortnum	Mrs Howie

Auxiliary Staff

Learning Assistants

Mrs Blackwood	Mrs Connel
Mrs Cox	Mrs McConnell
Mrs Ross	Mrs Stapleton
Mrs McConnell	Mrs Hall
Mrs Tandy	

School Office	Mrs L Murray Mrs D Newbould
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Janitorial	Mr D Parker Mrs J Radwell Mrs J Widdowson
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Cook	Mrs E Henderson
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Playground Assistant	Miss L Maxwell
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Crossing Patrol	Mrs J Cameron
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The School Day

Our school day is as follows:

Start	9.00am
Break for P1- P3	10.25 - 10.40am
P4 - P7	10.45 - 11.00am
Lunch	12.30 - 1.15pm
Finish	3.00pm

Communicating with home

Regular newsletters, giving parents up-to-date information, are sent to parents via children's schoolbags or by email. They can also be accessed on the school's blog and Dojo pages.

Messages and reminders may also sometimes be sent by Groupcall text.

Please check school bags regularly for any information that may have been given out.

Parental Involvement information:

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

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>

