



Welcome to
Hecklegirth Primary School



December 2023

Information at a Glance

School Information

Hecklegirth Primary School
Solway Street, Annan, DG12 6HY
Telephone: 01461 202629

Email address:
gw08officehecklegirt@ea.dumgal.sch.uk

Parent Council email:
hecklegirthparentcouncil@gmail.com

Head Teacher Mr. Gary Cother

School Roll 201

Nursery Roll 66

Denomination Status: Non Denominational
Status of Gaelic: Not taught

School Staff:

Teaching Staff

P1 Mrs A. Lindsay
P2 Miss J. Campbell
P2/3 Mrs K. Rodger (Mon-Wed) & L. Gordon (Wed-Fri)
P3/4 Miss L. Thompson
P4 Mrs K. Menzies
P5 Mr. I. Stevenson
P6 Mrs C. Bell (Mon – Thurs) & Mr. C. Palmer (Fri)
P7 Miss. E. Dennis

Additional Support for
Learning Teacher Mr. J. Dale
Non-Class Contact Teacher Ms. Kirsten Quince

Nursery Staff:

Nursery Manager Mrs. L. Greiner
Depute Nursery Manager
/ Nursery Nurse Mrs. J. Carruthers

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

Nursery Nurses:

Miss A.M. Paul	Miss. G. Carruthers
Mrs. M. Hamer	Miss. Z. Awde
Mrs R. Stott	Miss. K. Mossop
Miss. K. Armstrong	Miss. N. Grayson
Miss E. Fleming	Miss. C. Ritchie
Mrs S. Sproat	Mrs. D. Patterson

Early Years Support Assistants:

Miss. K. Dunion	Mrs. C. Wilson
Miss. A. Carruthers	

Auxiliary Staff

Senior Clerical Assistants:

Mrs. L. Robson	Miss. E. Richards
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Learnings Assistants:

Mrs. M. Hamilton	Mrs R. McCole
Mrs J. Moore	Mrs. L. McLaren (PEF Funded)

Facilities Assistant: Mr. K. Smith

Playground Supervisor: Mrs. C. Mace

Catering Manager: Ms. S. Myatt

Catering Staff:

Ms. S. Quinn	Mrs. S. Parker
Mrs. T. Baxter	Ms. S. Williamson

Cleaning Staff:

Mrs. S. Henderson	Mrs. H. Hughes
Mrs. A. Batey	Ms. C. Campbell

The School Day

Nursery

We provide 30 hours per week for all eligible children from 2-5 years. Nursery is open from 8 am until 6 pm during term time. Children can access no more than 8 hours in one day and each session must be at least 2.5 hours long. For further information please contact the Nursery Manager.

Primary

School gate opens	8.40 am
School starts	8.55 am
Morning interval	10.30–10.50 am
Lunch	12.15–1 pm or 12.30 -1.15 pm
School ends	3.00pm

School term dates can be found at:

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

Communicating with home

Our main form of communication with parents/carers is through our Groupcall system (text / email) and phone. Letters will be emailed out to primary contacts.

If your child is absent, we ask that you inform us by phone call (a message can be left), email or text. All reasons must be confirmed in writing via letter, text or email.

We recognise that family structures can vary and we aim to include all parents in their children's school life. If an additional parent is to be a contact (e.g. for newsletters, reports etc.) we ask that they contact the main office in writing with contact details.

It is imperative that email addresses and phone numbers (including mobiles) are kept up to date in case of emergencies and to ensure that messages reach their correct destination.

Welcome from the Head Teacher

Dear Parent / Carer

Welcome to 'Team Heckie'.

The children are at the heart of everything we do. We endeavour to create a nurturing, friendly environment for all and support every member of our community to attain and achieve to their highest potential. We deliver a broad general education with particular focus on children's health and well-being and improving literacy and numeracy skills.

We encourage our pupils to be creative, confident, citizens and to 'AIM High'. We expect them to do their best and be respectful to themselves, others and school community.

We hope you find the information in this handbook useful. Positive communication is key and we encourage all parents who have any questions or concerns to contact the school to support. We will do our utmost to support you and your child.

Kind regards
Mr. Gary Cother

Headteacher

For more links and detailed information about how we support parents and work with our schools, please see our [Authority Handbook](#). This also includes a page for financial support for Children and Families.

School Aims, Values and Ethos

Our motto at Hecklegirth Primary school is 'Aim High'. Staff work with stakeholders and partner agencies to provide access to a broad general education to enable learners to reach their full potential and in turn improve life chances for everyone. Staff and pupils are encouraged to be ambitious in their daily learning and teaching and motivated to reach their future aspirations.

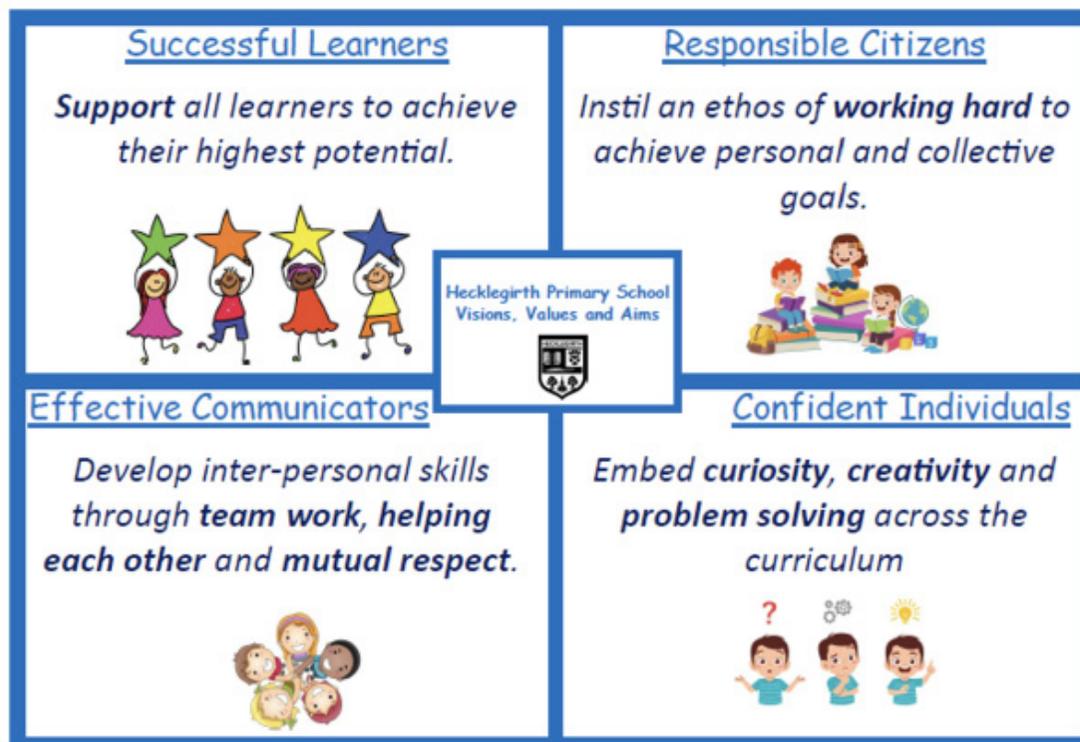
Our curriculum rationale has been further developed this year and is underpinned by United Nations Conventions on the Rights of the Child (UNCRC) and Getting It Right For Every Child (GIRFEC). It is now ready to be shared with pupils and families.

By putting the child at the centre of all activities and planning, staff at Hecklegirth can observe, assess

and review the developmental wellbeing of all children to ensure they are safe, healthy, achieving, nurtured, active, respected, responsible and included. Where gaps are identified, we work alongside pupils, families and partner agencies to identify and plan interventions and resources to support them effectively and allow them to reach their potential helping us raise attainment while Pupil Equity Funding is provided by the Scottish Government to help us address and close the poverty-related attainment gap.

Our school values have been reviewed and updated this session with our school community. Staff, the pupil council and house captains as well as a parent working group worked together to create updated values to reflect our current context. Our values have been linked to the four capacities and will under

pin all that we do together in our school community to ensure learners reach their full potential. Our values are promoted visually in display and orally at assemblies and classrooms around the school as well as used as part of our ongoing self-evaluation process.



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, discuss the issue and direct your enquiry as appropriate.

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

If you remain dissatisfied, the Education and Learning Directorate operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at www.dumgal.gov.uk/article/15382/Complaints-procedure

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.

For more information, on School class sizes and grouping please visit www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings

For organisational purposes, schools are structured into classes. Classes at Hecklegirth are either single stream (e.g. P5) or composite classes covering 2 stages (P3/4).

For more information please see the [Education Authority Handbook](#)

Positive Behaviour and Celebrating Success

At Hecklegirth, we promote and encourage positive behaviour across our school. Our Positive Relationships Policy (including Anti-Bullying Policy) is regularly reviewed alongside children, parents and staff.

We aim to promote a co-operative, nurturing and welcoming environment where children and adults are treated with respect and feel safe. We understand behaviour as a form of communication and work with all children to develop important life skills including empathy, problem solving, decision making and social skills. We set high, achievable expectations for all and support them to reach these.

By promoting positive behaviour within the school we hope to focus on achievements and celebrating success. Inappropriate behaviour is addressed through a variety of restorative approaches. Further information can be found in our Promoting Positive Behaviour policy which is available at our school office.

We are proud of our community and enjoy celebrating individual and collective successes. Each week the children can earn points, take part in weekly challenges set around our AIM values and be recognised for achievements in and out of school. During assemblies we celebrate wider achievements

which are shared wider with parents and our community through newsletters, school displays and local press.

For more information please see page 13 of the [Education Authority Handbook](#)

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

At Hecklegirth our recommended uniform is

- Grey/Blue sweatshirt
- Blue or white polo-shirt
- Dark shorts/trousers/skirt
- Appropriate footwear.

PE

- T-shirt (jumper if outside)
- Shorts/joggers
- Secure footwear

School uniform can be ordered at www.myclothing.com or from Carlisle Embroidery who do a uniform sale in May and October each year in school. Second hand uniform is available Annan Newstart at certain times. Children should not wear items that can lead to direct / indirect discrimination on grounds of race, religion, gender or disability.

Due to the changeable Scottish weather, we ask that children come prepared with a suitable coat and footwear. Outdoor play is vital for children's development and we will go outside in all but very wet/unsafe conditions.

Financial Support for Children and Families

Grants and Bursaries

Scottish Child Payment

Scottish Child Payment helps towards the costs of supporting your family. It's a weekly payment of £25 that you can get for every child you look after who's under 16 years of age. You'll get the payment every 4 weeks if your application is successful.

Further information and an application can be made at: mygov.scot website or call us on 0800 182 2222.

Best Start Grant

Best Start Grant and Best Start Foods are payments that help towards the costs of being pregnant or looking after a child. Best Start Grant is made up of 3 one-off payments:

- Pregnancy and Baby Payment
- Early Learning Payment
- School Age Payment

Best Start Foods is a prepaid card that can be used in shops or online to buy healthy foods like milk or fruit. The payments you can get now will depend on:

- how far along in your pregnancy you are
- how old your child is

Further information and an application can be made at: mygov.scot website

Clothing Grant

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 presently £134 per primary school child and £150 per secondary school child.

Further information and an application can be made at: Free school meals and associated payments - Dumfries and Galloway Council (dumgal.gov.uk)

Education and Learning Directorate are committed to supporting families through their Anti-Poverty Strategy – details of which can be found at www.dumgal.gov.uk/poverty Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at the above link.

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

Special Dietary Requirements

Facilities Services – Catering provide 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. Simply ask the school for a Special Diet Request Forms to allow us to inform the catering team who will discuss your child's requirements in full. For more information contact DGschoolmeals@dumgal.gov.uk or the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

All Children with allergens should register with the catering team as soon as they are aware that their child has an allergen or intolerance to food.

Free School Meals

Free school meals are provided for all pupils in Primary 1, 2, 3, 4 and 5. Confirmation of when this will be rolled out to Primary 6 and Primary 7 from the Scottish Government has yet to be confirmed.

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.

Online pre-ordering of school meals is currently being rolled out to all secondary schools, information will be supplied by your school.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £361 and secondary school pupils can save £370. You'll also be helping your child's school if you qualify for free school meals. Some Scottish Government funding provided directly to schools is linked to the number of pupils who are entitled to free school meals.

For more information visit www.dumgal.gov.uk/schoolmeals

Scottish Child Payment and Bridging Payments

The Scottish Government's Scottish Child Payment helps towards the costs of supporting your family and, as of 14 November 2022, applications are now open for all children under the age of 16. The weekly value of this award will also increase to £25 as of this point.

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>

Free Travel for 5 - 22 year olds

From 31 January 2022 all children and young people aged 5-22 will be entitled to free bus travel in Scotland. You can apply for free travel online from today at www.getyournec.scot (This cannot be done through your school)

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.

CfE also includes Languages, Expressive arts, Religious and moral education, Sciences, Social studies and Technologies. The responsibility for the curriculum offer in your school sits with the Headteacher.

Hecklegirth Primary offers your child's entitlement to a broad general education within Scotland's Curriculum for Excellence. It is organised across

curricular areas with Health and Well-Being, Literacy and Numeracy permeating all of the other curricular areas (Social Subjects, Sciences, Expressive Arts, Technologies and Religious and Moral Education).

Children learn across the school community and we plan for learning across the 4 contexts:

- Curriculum Areas and Subjects
- Interdisciplinary Learning: opportunities to link learning across curricular areas
- Ethos and Life of the School: Our values, whole school events (e.g. charity events, shows, sports day)
- Opportunities for Personal Development: wider achievements, personal projects, active school events.

We recognise that children learn at different rates which vary throughout their time at school and beyond. Teachers plan learning which aims to meet these individual needs and interests whilst providing appropriate challenge for every child. They work together and with our partners (e.g. Additional Support for Learning, Speech and Language, Educational Psychology) to plan learning which caters for each child's needs and provides opportunities for success.

Through our curriculum, opportunities for wider achievements are planned throughout the year so that every child can experience success in school. These include;

- Class enterprises
- Class, school and community competitions
- Charity Days
- Active School events
- Extra-curricular clubs and activities.

We also encourage parents and community members to share their interests and learning with the children in class and through extra-curricular activities. If you would like to do this then please contact the school office.

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

For more information or support for how you can become involved in or to run your Parent Council please visit www.dumgal.gov.uk/

For more information on what is meant by parental involvement visit www.dumgal.gov.uk/

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

Learning outside of school is as vital as the learning taking place in school. Your child has a wealth of experiences even before they arrive and this continues as they progress with us.

Throughout the year class teachers will identify key home learning tasks to be completed and communicate this through their class information letters, Class Dojo and regular communications. These will always be linked to learning taking place in class and aims to:

- Consolidate / revise learning done in the classroom
- Provide opportunities to extend learning
- Allow your child to personalise their learning
- Prepare for activities that are planned

Home learning provides the children with a great opportunity to share their learning with families and help you to see how well they are doing. It is also a key part in developing important skills for life, learning and work and supports raising a child's level of attainment and achievement. This is enhanced by the mutual support and interest of families and teachers encouraging them to learn at school and at home.

Education Department guidelines prevent Class Teachers from setting homework for pupils who are on holiday during term time.



Support for All

Support for Learners

All children receive support at school and nursery to help them learn. 'Additional support for learning' is how we describe any support that is extra or different to the help that most children receive. Most of this additional support is provided by teachers in mainstream classes, focussed on learning and support to be fully involved in school life. For the majority of children and young people this will be delivered in a mainstream classroom supported by their classroom teacher for a few this will mean some additional support alongside the classroom teacher, and for a very few this will be part-time or full-time provision in a school with a learning centre or an inclusion base.

More information is available at www.dumgal.gov.uk/ and on page 18 of our [Education 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 and on page 20 of our [Education Authority Handbook](#)

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

At Hecklegirth we are continually evaluating the work that we do based on our Improvement Plan and How Good is Our School? 4 (HGIOS?4). Our findings are used to support our decisions on how well we are working and what our priorities for the following year are. This is done in partnership with our parents, children, staff and community. Each year, we publish a Standards & Quality Report providing all



stakeholders with a comprehensive summary of the school's work and learners' achievements over the last year.

The report provides an overview of the school's progress in addressing its key priorities from the improvement plan, and gives information about how well the school is performing against national expectations. For example:

- How well do pupils learn and achieve?
- How well has attainment risen over time?
- What has the impact of parental involvement been?

Alongside this, the report also shares how well the school has supported children and families through Pupil Equity Funding (PEF).

We also publish a School Improvement Plan which outlines the key priorities for the school during the year ahead. It sets out our key tasks alongside their intended impact and outcomes for learners.

These documents are available from the school office and on the council website.

Health and Safety

Emergency Procedures (including Safer Together Guidance)

If your child feels unwell or have hurt themselves during the school day they must report this to an adult in the school. If we feel that they 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 14 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 our [Education Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

