



# Welcome to

Duncow Primary School



December 2022



# Information at a Glance

## School Address

Duncow Primary School  
Kirkmahoe  
Dumfries and Galloway, DG1 1TA

Telephone 01387 710305

E-mail [gw08officeduncow@ea.dumgal.sch.uk](mailto:gw08officeduncow@ea.dumgal.sch.uk)

Parent Council Chairperson Mrs Dawn Young

Head Teacher John Carter

Principal Teacher Mrs Morag Miller

School Roll 40

Denomination Status Non-Denominational

Status of Gaelic Gaelic medium is not currently available

## Teaching Staff

P1-4 Miss Muir

P5-7 Mrs Miller

Mrs Lyagoba

Visiting P.E. Specialist Mr Law

Additional Support for Learning Mrs Campbell

## Support Staff

Senior Clerical Assistant Mrs Davidson

Janitor / Mrs Jardine

Playground Supervisor

Learning Assistants Mrs Stevens  
Mrs Mason

Catering Manager Mrs Tanya Patrick

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

## The School Day

School starts	9.00am
Morning interval	10.35am - 10.55am
Lunch	12.15pm - 1.10pm
School closes	3.15pm

School term dates can be found at:

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

## Communicating with Home

If you need to find out something, the quickest way to contact us is by phone. Our secretary is part-time, her office hours are:

Monday	8.45am - 3.00pm
Tuesday	8.45am - 3.00pm
Wednesday	8.45am - 3.00pm
Thursday	8.45am - 2.45pm
Friday	8.45am - 11.45pm

Out with office hours you may also contact either of our partner schools. They will be pleased to take a message or transfer your call to the appropriate person.

Please contact Dunscore on 01387 820242, or Moniaive on 01848 200328.

We can contact you by telephone, by text or email. In line with our eco approach we will, where possible, send information electronically.



## Welcome from the Head Teacher

Dear Parent / Carer

I am delighted to welcome you to Duncow Primary and to our partnership with Dunscore and Moniaive Primaries. Duncow school community is a happy, inclusive environment where everyone is made to feel welcome, valued and inspired to achieve excellence and equity. I firmly believe that children learn best when they feel safe, happy, healthy, included and respected. At Duncow we embrace these values and adopt them along with the other wellbeing indicators to ensure that your child can achieve their fullest potential as part of our learning community.

The whole team at Duncow are committed to providing high quality learning and teaching. We embrace the key priorities outlined in the Scottish Government's National Improvement Framework aimed at delivering excellence and equity for all learners.

Our motto at Duncow is: "Working together to achieve excellence." We use the strengths and benefits from our partnership with Dunscore and Moniaive and the wider community to support us with this. We look forward to working closely with you as a valued member of our school community and an indispensable partner in ensuring success in your child's learning journey. I look forward to seeing you in and around the school.

**John Carter**

Partnership 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 at Duncow Primary School is that we should:

- Create a learning environment which supports pupils, families, staff and partner agencies working together to enable all children to develop to their full potential
- Create a learning environment which provides access to a broad and balanced curriculum and seeks to improve the quality of education and levels of attainment and achievement for all learners
- Ensure our school is free from discrimination of any kind
- Support our learners to be creative, innovative and ambitious
- Work together to promote positive attitudes and healthy lifestyles
- Be imaginative, innovative and child-centred in developing a curriculum for excellence.
- Work together to ensure we are Getting It Right for Every Child.

These aims are reflected in our school motto:

***'Working together to achieve excellence'***

At Duncow Primary our shared values include:

Being happy, being safe, being healthy, being welcoming and inclusive and nurturing. We demonstrate consideration and respect for others and believe in friendship, fairness, honesty and integrity.



## 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.

Classes are organised in composite and multi-composite depending on numbers, with a maximum of 25 pupils in each class. At the time of writing we have 2 classes, P1/2/3/4 and P5/6/7

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

### Positive Behaviour and Celebrating Success

In collaboration with pupils, parents staff and partners we created our Better Relationships, Better Behaviour, Better Learning Policy. In addition to this, our Anti-bullying Policy was updated in November in conjunction with pupils and staff. Please ask the school office if you would like a copy sent to you. These will be regularly reviewed and revisited with children at Assemblies, Circletime and Health and Wellbeing activities.

We aim to promote positive behaviour and responsibility in all our pupils and reward this through a variety of reward systems such as House Points, certificates and stickers. This work is supported by our Rights Respecting Journey School work, we were awarded Silver status from UNICEF and are currently working towards the Gold Award status.

Success in children's learning is recognised at Assemblies e.g. Pupil of the Week, Athletics certificates, Study Ladder, Accelerated Reading certificates. Each class will share their learning at an Assembly for parents at least once throughout the session.

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](http://www.dumgal.gov.uk)

Dress code is as follows:

- Trousers/skirt/pinafore – black or grey
- Polo Shirt – white
- Sweatshirt – black

Uniform can be purchased through the school office. Our supplier is Nith Valley Embroidery.

### Clothing which is unacceptable in school includes items which:

- Could cause offence (eg anti-religious or political slogans).
- Could cause health and safety difficulties such as loose fitting clothing, scarves, long necklaces and dangling earrings.
- Could cause damage to floors.
- Carry advertising, in particular for alcohol or tobacco.
- Could be used to inflict damage on other pupils.

This dress code will not lead to direct or indirect discrimination on the grounds of race, religion, gender, or disability.

Our P7 pupils have the option to wear a bespoke sweatshirt with the school badge, the year they leave and their names on it.



## Financial Support for Children and Families

### Grants and Bursaries

#### Scottish Child Payment

The Scottish Child Payment is a payment for families on certain benefits or tax credits. Eligible families will get £40 every four weeks for each child under six.

Further information and an application can be made at: [mygov.scot](http://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](http://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](http://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](http://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](http://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 registration form to allow us to inform the catering team who will discuss your child's requirements in full.

For more information contact the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

### 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.

All primary schools are now operating a pre-order system for school lunches for paid and free school meals. Parent / Carer will receive a letter informing them of how to create and set up an account for their child.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £360 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](http://www.dumgal.gov.uk/schoolmeals)

Visit the school meal website for further information

[www.dgschoolmeals.co.uk](http://www.dgschoolmeals.co.uk)



## 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](http://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](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.

Curriculum for Excellence includes four contexts for learning:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement

Experiences and Outcomes are what the learner will be able to explain or do. There are detailed Experiences and Outcomes for all subjects available on the Education Scotland website; teachers work to deliver these, and the progress of learners is measured in the achievement of Outcomes. Reporting to parents is likely to include information about children's Experiences and Outcomes and about the Levels at which they are working.

We have a range of partners supporting the developing children's skills and wider achievement including: Active Schools, Feis Rois, Community Police Officer and local businesses.

We are fortunate to have a super-secret garden and use of a private wooded area and burn to promote outdoor learning.



## 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

At Duncow Primary, home learning activities are an important part of our home/school partnership and all children are encouraged to take part in a variety of tasks to enhance and support their work in class. This can provide valuable opportunities for parents and children to work in partnership and to share and enjoy learning experiences.

We will send out termly learning leaflets to let you know what your child will be learning and how you can help them at home. We will also provide opportunities for you to come in to school to see how we teach phonics, reading and numeracy strategies.



## 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 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](http://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](http://www.dumgal.gov.uk/schools)

We remain committed to ensuring every child can achieve their fullest potential, with this in mind our school improvement priorities for 2022-2023 are:

- Continue to raise the pace and quality of learning and teaching to ensure all children make the best possible progress, including reviewing our programmes for teaching and assessing reading and writing.
- Continue to Review and update our Curriculum Rationale with pupils, parents, staff and stakeholders
- Improve our communication and increase opportunities for positive parental involvement and engagement in the life and work of the school.



## 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 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](#)

