



Welcome to Lockerbie Primary School



December 2019



Welcome from the Head Teacher

Dear Parent / Carer

Thank you for reading our school handbook and I wish you a warm welcome to Lockerbie Primary School. Your child is important to us and we want to work in partnership with you to continue the lifelong learning process which you have already begun at home. Children learn best when they are happy. I hope that our children grow to love school and learning and look forward to each new day at Lockerbie Primary.

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

If you have any concerns about your child or something is happening which may affect their attendance, behaviour or attainment in class, please contact us so that we can be aware and able to support you and your child. We may be able to signpost you to agencies which can support in various ways.

Your child will get most out of school when we all play our part together. Welcome to this handbook and to our school. I look forward to working with you.

Yours sincerely

Mr Brian Asher
Head Teacher

School Aims, Values and Ethos

Our school motto is Together we can. We want to work together as parents, pupils, school staff and staff from other agencies to help our children to develop into successful learners, confident individuals, responsible citizens and effective contributors, the four capacities of the Curriculum for Excellence.

We are all working towards a school where pupils, staff and parents listen to each other, where we learn from any mistakes and where we make good decisions. We

will support each other to acknowledge and share successes and work together to ensure that we are Getting It Right For Every Child.

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 Educationssupport@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

Classes are mainly organised by age. Depending on the intake, there may be a need for composite classes at certain stages. Composite classes are limited in size to a maximum of 25 pupils.

Positive Behaviour and Celebrating Success

We have a Better Relationships, Better Behaviour, Better Learning Policy which has been updated this session with pupils, staff and parents. This is regularly reviewed and shared with the children during assemblies, Circletime and Health and Wellbeing activities. We believe in promoting positive behaviour and use a variety of reward systems including Pupil of the Week, House Points, stickers, positive comments in journals, certificates etc. Whole school assemblies are currently held on a Friday morning and are a way of sharing success across the school and meeting together. We have a Pupil of the Week from each class, including Nursery and Learning Centre, celebrating the ways in which pupils are successful learners,



confident individuals, responsible citizens or effective contributors. An update to the House Points total is also shared and House Captains update the house boards. We practise our whole school language learning and find out what the groups in our school have been doing, led by pupils. We may have visitors to speak at assemblies. Each class will also present an assembly during the session on an aspect of their learning and you will be invited to attend on that day and enjoy the assembly. During the session, there will be at least six opportunities for you to join in our Time for Reflection on a Friday morning – all are welcome to attend on those days and information about them is shared in the newsletter.

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

Our school uniform consists of a royal blue sweatshirt with the school logo and navy or white polo shirt. Pupils should wear dark coloured school trousers, skirt or dress and sensible flat shoes. Clothing which is unacceptable in school under any circumstances would include items which:

- Could potentially encourage factions (eg football colours) – no football items at all should be brought to school. This includes lunchboxes, PE kit, jackets, schoolbags, scarves etc
- Could cause offence (eg anti-religious or political slogans)
- Could cause health and safety difficulties such as loose fitting clothing, dangling earrings
- Are of flammable materials which may be a danger in certain classes
- Could cause damage to floors
- Carry advertising, in particular for alcohol or tobacco
- Could be used to inflict damage on other pupils.

Our P7 pupils wear our Leavers' uniform of black sweatshirt with Leavers 2020 embroidered around the school badge.

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 advanced pre order system for lunch. Pre order forms are handed out to all pupils.





Special dietary requirements

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

Free School Meals

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

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

School Transport

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

Attendance

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

More information: www.dumgal.gov.uk

Absence from School

Pupils who need to leave school during the school day i.e 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.

Curriculum for Excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18 year olds – in education and childcare centres (nursery), primary, secondary, at college, workplace or community learning. It takes a fresh approach to what, how and where young people learn. It aims to raise standards, improve knowledge and develop skills for learning, life and work, 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.

The school curriculum is split into 8 different curricular areas: Language (including a modern foreign language at all stages and a second from P5). Currently we teach French from nursery and an introduction to Spanish from P5-7), Maths, Social Studies (previously known as History, Geography and Modern Studies), Health and Wellbeing (including PE), Expressive Arts (art, music, drama), Science, Religious and Moral Education and Technologies.

We are well supported by our Active Schools Coordinator who offers short courses or clubs in various sports and activities during each session and can signpost children to clubs within the community. They also run a number of events during the session including a variety of cross country and Sprint4 Fun events and the Active Games both at cluster and Dumfries and Galloway level. A group of parents facilitate our after school swimming club and other after school clubs are currently offered in cross country running, tennis, multi-sports and dance by members of staff or parents or by Active Schools or SFA qualified staff. Information is shared by school bag mail, in our monthly newsletter and on our Facebook page.

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

During each school year there will be many ways for you to find out more about your child's learning, including a journal to note homework and record feelings about the day's learning. This has information about our school and prompts to support learning. Please check the journal daily and sign it weekly.

We will send you a Learning Leaflet termly with your child's timetable, including PE days, and gives you information about the class homework plan. There will also be information about all that children learn in school and what the term's focus will be.

We may hold an open afternoon early in term one so that you can meet your child's teacher and see what his/ her class is like. You are encouraged to participate in the activities taking place during the afternoon with your child. We also hold four formal opportunities each year for you to visit school which may vary in format.

A summative report on your child's learning will be sent to you in June. You and your child are asked to comment on this report, identifying areas of which you are proud and any aspects to work on.

Our Family Learning Coordinator, Eileen Johnstone, is attached to Lockerbie Primary and Nursery and offers a number of different learning opportunities for families throughout the year. Information will be shared regularly.

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.

Over the past 12 months, we have made massive improvements in:

- whole-school behaviour – exclusions are down 93%
- attainment – Lockerbie Primary is now outperforming other schools in our Cluster and is ahead of the average for our region in all stages

Our three priorities for this session are:

1. Assessment and moderation – work as a staff to continuously improve our assessment of children's progress and the consistency of our judgements
2. Tracking and Monitoring – create and use a new system to follow children's progress through school
3. 2-18 – continually evaluate how this pilot had gone for the past two years and get ready to make a decision about the future of our campus – should we stay 2-18 or not?

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

Lockerbie Primary School
Glasgow Road
Lockerbie
DG11 2AT
Telephone: 01576 205180

Email address:

gw08officelockerbiep@ea.dumgal.sch.uk

Parent Council Chairperson: Rena Hastings

Head Teacher Mr Brian Asher

School Roll 320

Denomination Status: Non-Denominational

Status of Gaelic: Not taught

School Staff:

Teaching Staff

Depute Head Teacher Mrs Karen Carter (GIRFEC)

Depute Head Teacher Miss Joyce Fraser (M T) (Learning and Teaching)
Mr Gillies (W Th F) (Nursery)

Principal Teachers Miss Joyce Fraser W Th F
Mr Scott Anderson

School Support Manager Mrs Cameron

Learning Centre Miss Emma Watson
Principal Teacher

Learning Centre Teachers Mrs Joanne Patterson
Miss Christie Carter

Nursery Teachers Miss Gordon (M,T, W) Vacancy (Th,F)

P1 Mrs Findlay (M-F)
Mrs Graham (M-Th)
Mrs Gemmell (F)

P1/2 Mrs Ballantyne (M, T, F)
Mrs Gemmell (W and T)

P2 Mrs Carpenter (M)
Miss Fergusson (T-F)

P3A Mr Prater (M, F) Miss Davies (T,W,Th)

P3B Mrs Kerr (M,T,F) Mrs Gibson (W,Th)

P4 Mr Anderson (M Tam W Tham F)
Mrs Taylor Tpm Thpm

P5 Mrs Barty

P5/6 Miss Atkinson

P6 Mrs Wright (M, T)
Miss Fraser (W, Th,F)

P7W Mrs Walker (M-Th) Mrs Gibson (F)

P7M Mrs Mitchell

Additional Support Mr Dale (part time)
for Learning teacher

Auxiliary Staff

Nursery Nurses Mrs Bell, Miss Hamer,
Miss Dunn and (vacancy)

EYSA Miss Notman

Learning assistants Ms Armstrong, Mrs Murray,
Mrs Dobbin, Mrs Robertson,
Miss Holmes, Mrs Craig

Clerical assistants Mrs Dee/ Mrs Jarvis

Facilities Manager Mr Adair

Catering Manager Mrs Hathaway

The School Day

Nursery

8.45 - 11.55 Morning Session

12.15 - 15.25 Afternoon Session

Primary School

09:00 School Starts

10.30 - 10.45 Morning interval

12:00 - 12:45 Lunch (older classes)

12:20 - 13:05 Lunch (younger classes)

15.00 End of school day

If your child is late for school, s/he should enter through the main door at the office as the gates to the playground will be locked. You should bring your child to the office, otherwise we will text you to ensure that you know s/he was late.

Communicating with home

If you need to find something out, please ring, email, contact the school's Facebook page or pop in to the school office at any time. We will try to help you immediately. If you have concerns or questions about your child's learning, please contact the class teacher in the first instance. If s/he is unable to help, s/he will pass your concern on to the appropriate person. If you have a concern about another aspect of school life, please contact Mr Asher.

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>