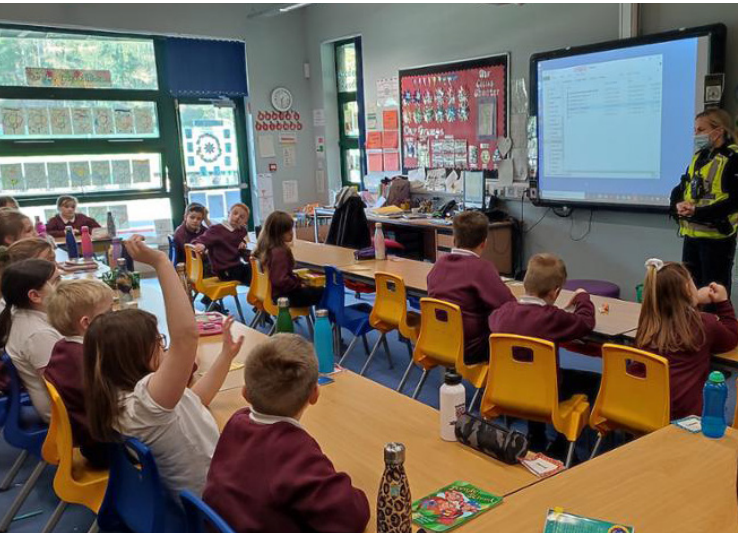




Welcome to  
**Langholm Primary School**



December 2023

# Information at a Glance

## School Information

Langholm Primary School,  
Thomas Telford Road,  
Langholm, DG13 0BL

Telephone: 013873 80900

### Email address:

[gw08officelangholmp@ea.dumgal.sch.uk](mailto:gw08officelangholmp@ea.dumgal.sch.uk)

**Parent Council Chairperson:** Colin Cox

**Head Teacher** Mrs L McLean-Gill

**Depute Headteacher** Mrs K Vidler  
(Child Protection Coordinator)

**School Roll** 157

**Nursery Roll** 32

**Denomination Status:** Non Denomination

**Status of Gaelic:** Non Gaelic

## School Staff:

### Teaching Staff

P1 Mrs A Wright  
P2 Mr D Murray  
P3 Mrs Reidford  
P4 Mrs E Heughan  
P5 Miss K Waitt  
P6 Mrs K Anderson (Principal Teacher)  
P7 Mr J Robison

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

Support for  
Learning Teacher Miss A Maxwell  
Class Teacher Mrs Tilley  
Class Teacher Mrs Paisley

Learning Assistants: Mrs J Nicholson  
Mrs M Irving  
Mrs L Tait  
Miss B Smith

Nursery Manager: Miss D Nicol

Nursery Nurse: Mrs C Smith  
Mrs D McKinnel  
Mrs J Richardson-McVittie

Early Years Support  
Assistants: Mrs C Kingstree  
Mrs C Divers

Clerical Assistants: Mrs K Dickson  
Mrs G Skelton

### Auxiliary Staff

Janitor: Mr S Cuthbertson

Catering Staff: Mrs V Hogg  
Mrs H Carson  
Mrs S Warwick  
Mrs D Wilson  
Mrs P Scott

Cleaning Staff: Miss P Armstrong  
Miss L Hogg  
Mrs V Cartner

## The School Day

### Nursery

08.30 - 15.30

### Primary School

9am	School day begins
10:45am - 11am	Morning Interval
12:15pm - 1pm	Lunchtime
3pm	End of school day

Whilst in the playground, children are supervised from 8.45am daily. School term dates can be found at: <http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>

## Communicating with home

### School Website

[www.langholmandcanonbieschools.dumgal.sch.uk](http://www.langholmandcanonbieschools.dumgal.sch.uk)

### School Facebook Page

Search Langholm and Canonbie Schools Cluster





## Welcome from the Head Teacher

Dear Parent / Carer

This prospectus is designed to give parents information about the aims, organisation and day-to-day running of Langholm Primary. If, however, there are any questions that are not answered by this prospectus, please do not hesitate to contact the school. The office is generally staffed throughout the school day and enquiries may be made either by telephone or by personal visit. It is our policy to work as closely as possible with parents and to maintain the best communication possible between school and home. If you have any suggestions, which might improve communication in general, or this prospectus in particular, we would be happy to hear them.

Langholm Primary School was opened in April 2014 and forms part of the Langholm Cluster which includes Langholm Academy and Canonbie Primary School. Mrs Lauren McLean-Gill is the Headteacher of all three schools.

The building is bright, modern, secure and very spacious and consists of eight classrooms, a nursery and a library. We have a large gym hall and use of three 3G pitches for sporting activities. All classrooms have direct access to the playground for outdoor learning and the nursery enjoys its own outdoor play area.

All children enter and leave the school through the main gate at the end of the car park dedicated to parental parking.

**Mrs Lauren McLean-Gill**  
Cluster Headteacher

**Mrs Karen Vidler**  
Depute 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 aim is to raise attainment and deliver excellence and equity.

### Honesty

### Ambition

### Respect

### Responsibility

### Kindness

Our curriculum enables every young person with the opportunity to reach their potential.



## 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, 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](http://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](http://www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings)

Primary 1 has a maximum class size of 25. In primary 2 and 3 the maximum number of pupils is 30. Primary 4 through to Primary 7 the maximum number is 33. We can have composite classes that combine age groups. The maximum number of children in these classes is 25.

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



### Positive Behaviour and Celebrating Success

Good behaviour is an essential pre-requisite for good learning. At Langholm Primary School we believe that every child has a right to the best education that we can provide, and therefore aim to provide secure, calm surroundings through strong, consistent and fair management of pupil behaviour. Providing this good learning environment is the most basic and important thing that we do.

We aim to achieve good behaviour by the following means:

- By using a positive approach to behaviour management
- By having high expectations of pupils and encouraging them to have high expectations for themselves and others
- By promoting positive staff relationships, pupil/staff relationships and pupil/pupil relationships.
- By helping children develop confidence and self-esteem through our PSD (Personal and Social Development)
- By involving parents and promoting positive and mutually supportive home/school links.

The school approach to good behaviour is based on positive behaviour management. Clear simple rules for the classroom are created in the form of a contract between pupils and their class teacher at the beginning of term. Every pupil is then personally responsible for managing their own behaviour.

The positive behaviour plan has three sections: promotion of positive relationships, positive behaviour strategies and rewards and unacceptable behaviour strategies. In implementing the plan, the teacher ensures that the children are taught these

regularly and that good behaviour is praised: the aim is to praise each child every day.

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)

Parents can purchase our school uniform direct from Border Embroideries at any time during the year.

- Maroon sweatshirt bearing the school crest
- White polo shirt
- Black or grey trousers or skirt
- Black school shoes or plain black trainers (no logos).
- Children may wear cardigans and pinafores. School dresses may be worn in summer

The children should have T-shirts and shorts for PE. They also require suitable shoes for PE. The wearing of excessive jewellery and make-up is not permitted. Children with pierced ears should wear studs or sleepers in school. It is the policy of the authority that for safety reasons jewellery must not be worn during PE/games/swimming. Children who are unable to remove earrings should bring sticking plaster (e.g. Elastoplast) to cover the earrings. Pupils are regularly reminded about the requirement to wear appropriate clothing and footwear and about PE kits. Parents are asked to support the school's efforts to implement this dress code, which has now been in operation a number of years.

## 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](https://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](https://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](https://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](https://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](https://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](mailto:DGschoolmeals@dumgal.gov.uk) or the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto: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](https://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](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.

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.



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 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.



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

For more information on what is meant by parental involvement visit [www.dumgal.gov.uk/](http://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.

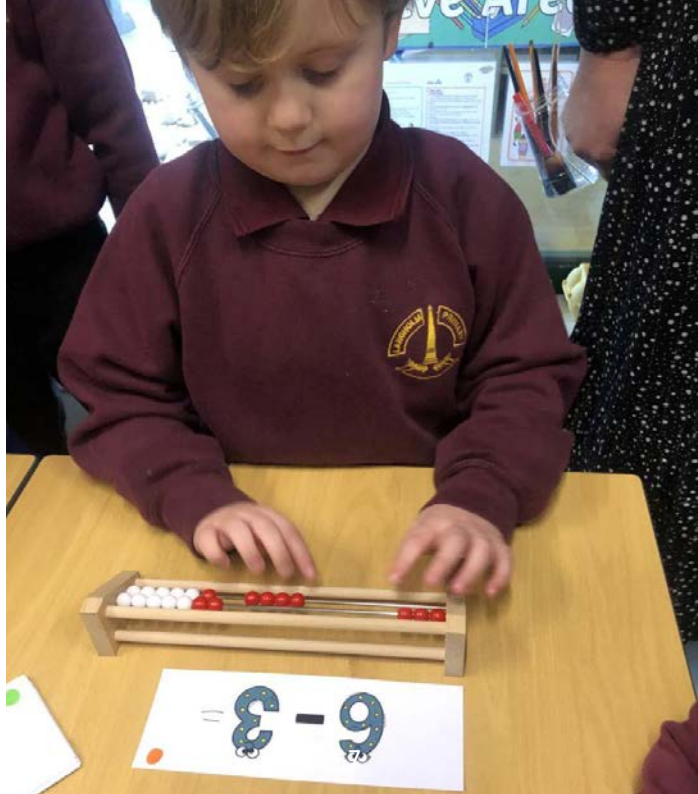
The National Parent Forum of Scotland's (NPFS) Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers: <https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

### 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

Parents, carers and other family members can and do make a real difference to children's education. When parents and schools work together, children do better. Children learn a great deal at pre-school and school and you can add to that learning by supporting them at home. For example, showing an interest in their homework and talking to them about it really helps them to learn. With support and encouragement, children find it easier to get into the homework habit.

Homework helps your child to:

- learn how to organise and manage their time
- take more responsibility for their own learning
- practise and build on what they have learned at school
- develop confidence to deal with frustrations, overcome difficulties and solve problems
- learn and work independently in the future.

Homework helps teachers to check your child's understanding of class work and keep track of their progress. It lets you find out what your child is doing at school and get involved in their learning. Children in P1 through to P7 should expect to receive weekly homework. Pupils may also be given research tasks to complete from time to time. Homework diaries or class dojo are used to communicate homework tasks to pupils and parents.



## 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/](http://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](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.

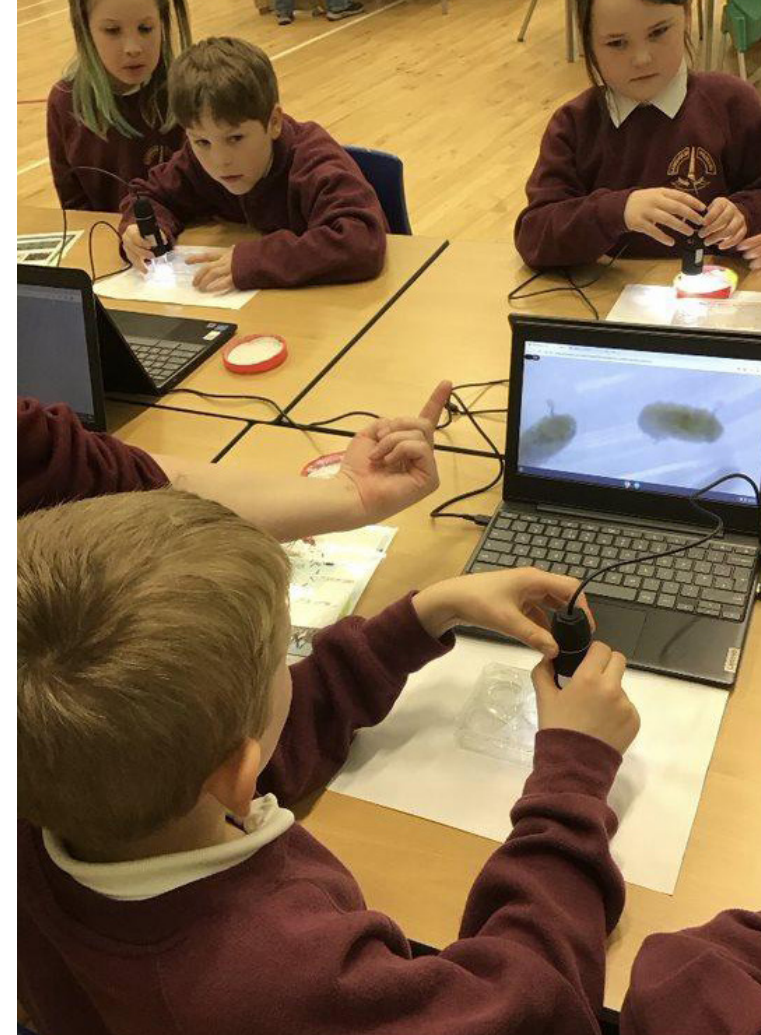
### Enrolment in Schools - School Places

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)

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 due consultation 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 website and are also available in hard copy, on request.



## 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](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](#)

