



Welcome to  
**Carrutherstown Primary School**



December 2023

# Information at a Glance

## School Address

Carrutherstown School, Carrutherstown,  
Dumfries. DG1 4LD

Email address:

[gw08officecarruthers@ea.dumgal.sch.uk](mailto:gw08officecarruthers@ea.dumgal.sch.uk)

Parent Council Chairperson Jennifer Goldie

Parent Council email

[parentcouncilcarrutherstownps@gmail.com](mailto:parentcouncilcarrutherstownps@gmail.com)

Head Teacher Mr Alan Bell

School Roll 34

Denomination Status Non-denominational

Status of Gaelic Not taught

## School Staff:

### Teaching Staff

PT & P 4-7	Miss Skye Warwick
P1-3	Miss Abby Howat Miss Kaiserin Maggs
RICCT	Miss Kaiserin Maggs
Support for Learning Teacher	Mrs Iona Hoyle
Learning Assistants	Mrs Ashley Graham Mrs Fiona Jamieson
Quality Improvement Officer	Mrs Andrea MacFarlane

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

## Auxiliary Staff

School Support Officer	Mrs Karen Howatson
Senior Clerical Assistant	Mrs Wendy Kirkpatrick
Facilities Assistant	Mrs Linda Harkness
Catering Assistant	Mrs Christine Reid

## The School Day

9am	School Starts
10.40am - 11am	Morning interval
12.30pm - 1.10pm	Lunchtime
3pm	End of school day

School term dates can be found at:

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

## Communicating with home

The partnership with parents and carers is integral to our pupils learning. We communicate with parents in a variety of ways: newsletters, emails and notes home. We involve parents fully in children's learning through curriculum workshops, learning conversations and joint learning events. Our Parent Council supports us in the development of strong partnerships with parents and also the development of policies and programmes of learning.

Group Call is also used to communicate with parents. We operate a text messaging service which parents can use to communicate with school. Absences can also be reported using this number.

The text messaging number for Carrutherstown School is 07860 029335



## Welcome from the Head Teacher

Dear Parent / Carer

The staff and children of Carrutherstown Primary School would like to extend a warm welcome to all parents, friends and visitors. Our ethos is based around our 4 core values of Diversity, Achievement, Resilience and Empathy. We pride ourselves on the relationships that we establish with all members of our school community and the care and attention that we can offer in our small setting.

This handbook is provided to familiarise you with some of the educational, organisational and social aspects of our school, and to support the vital partnership between home and school.

We look forward to working with you to ensure your child enjoys a happy and rewarding primary education of the highest standard.

### Alan Bell

Partner 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 school vision is to develop well-rounded, confident individuals who take responsibility for their learning to achieve their full potential and be successful global citizens. DARE to succeed at Carrutherstown School!

Our pupils have worked with staff and parents to develop core values which we celebrate through all aspects of school life:

### Diversity

- We celebrate that everyone is unique.
- We recognise each other's strengths and learn how to make use of these.
- We respect that people have different views and opinions.
- We learn about the differences between people and cultures in the world around us.

### Achievement

- We get to share and celebrate our achievements.
- We are encouraged to always try our best.
- We know what we are good at and what we can do to improve our learning.
- We learn in and from the world around us.

### Resilience

- We always try our best in everything we do
- We learn best when we make mistakes and learn from them.
- We keep trying, even when things may be difficult.
- We are open to different ways of working and trying new things.

### Empathy

- We feel safe and welcome in our school.
- We help each other to feel included and happy.
- We try to understand why others may act the way they do.
- We nurture and care for the wildlife in our environment.

### Through these values we aim to

- Develop successful and resilient learners in a safe environment where differences are celebrated and trusting relationships are formed.
- Develop skills for learning, life and work through STEM, digital learning and real life contexts to enable all children to achieve to their full potential.
- Encourage awareness of the value in our rural location and engage with global issues and sustainability to create responsible citizens.
- Develop effective contributors who have an understanding of rights and responsibilities by considering the rights of the child and having a voice in decision making.
- Create a learning community through partnership with parents and the wider community.
- Encourage personal creativity and talents through celebration of achievements in and out of school.

Develop confident individuals who can speak about the learning process and have the ability to express and discuss thoughts, feelings and emotions.

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

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

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

We have 2 classes at Carrutherstown – currently a P1-3 and P4-7. Pupils learn at their own levels within these multi-stage groupings and work with others in their year group and across the school.

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

### Positive Behaviour and Celebrating Success

We are committed to providing a safe, supportive environment for everyone at Carrutherstown Primary School. We believe that our pupils and staff have the right to learn and teach in a climate of mutual respect and trust. Through our core values of Diversity, Achievement, Resilience and Empathy, we encourage everyone to demonstrate caring, considerate behaviour. We understand that negative behaviour and bullying is never acceptable. We have developed a Positive Relationship Policy with pupils, parents and staff across our school community (due to be reviewed in the 2023-2024 session). When dealing with behaviour we are fully committed to the use of restorative approaches to support our children to understand the consequences of their actions and how they can modify these in the future.

We celebrate our learner's achievements in a variety of ways:

#### Class Level:

- Positive praise and feedback
- Stickers, notes home and phone calls
- House Points
- Celebration of work and achievements on class displays
- Self and peer assessment of work in class and discussions with the teacher

### School Level:

- Values Certificates to recognise pupils who demonstrate our values
- Reward certificates for individual achievement
- Prizes for specific endeavours
- Sharing assemblies to celebrate success and achievements out of school
- Reward time/activities

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)

Our dress code is:

- Blue school sweatshirt / cardigan (with or without the school badge)
- Blue / white checked dress
- Blue / white polo shirt (with or without the school badge)
- Grey / black trousers / skirts
- White T-shirt and black shorts for P.E.

Children must have a pair of separate indoor shoes / plimsolls to wear in school and suitable outdoor shoes and coat for break time / outdoor learning.

School uniform orders can be placed by contacting our supplier.

Carlisle Embroidery: Tel. 01228 597 649  
[sales@carlisleembroidery.co.uk](mailto:sales@carlisleembroidery.co.uk)

## 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.

At Carrutherstown School we foster an environment where all children are able to ask questions, challenge themselves and make mistakes in a safe and respecting environment. Curriculum for Excellence sets out values, purposes and principles to enable children and young people to reach their full potential. We have fully embraced the guidance in these documents to improve the quality of learning and teaching as well as increasing attainment and achievement for all children, including those who need additional support in their learning. We have developed a curriculum in consultation with children, parents and staff that is relevant to the local context and also the children's personal interests.

We aim to make learning activities fun and exciting to ensure that all children develop a lifelong love of learning and the skills required for the world of work. Our curriculum educates children about the United Nations Convention of Human Rights and we also use Emotionworks to help develop social and emotional understanding. We recognise the importance of outdoor learning and regularly make use of our fantastic outdoor spaces to make learning active and fun. In addition to this, we take part in a variety of local sporting events.

Religious Observance: It is our duty to provide religious observance which is an inclusive, valuable and meaningful experience for all. Parents have the right to withdraw their child from a Religious Observance if a written request is made. If you wish to withdraw your child, please discuss this with the Headteacher.

## 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

Research shows that children achieve more when parents are actively engaged with their education. We aim to involve parents fully in their child's learning through curriculum workshops, learning conversations and joint learning events. Our Parent Council supports us in the development of strong partnerships and also the development of policies and programmes of learning.

Home learning tasks are set and monitored by the classteachers. We expect our children to read regularly and complete mathematical activities each week. We also provide access to maths games through the Sumdog online platform and provide weekly tasks that are linked to other curriculum areas. These allow children to research and problem solve in a variety of contexts and appeal to their own interests.

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.

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.

## 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)

### Raising Attainment in Literacy

We are working with other schools across our cluster to develop our approaches to the teaching and assessment of listening and talking. This is to ensure that we are explicitly teaching the skills associated with listening and talking and supporting teachers to be more rigorous in their assessments towards



achievement of a level. We are also continuing to develop our approaches to writing by creating a progression document for the teaching of punctuation and grammar.

### Health and Wellbeing: Developing resilience and independence

We are building our children's ability to be more resilient and independent in their learning. We aim to do this by developing our curriculum rationale, reviewing our positive relationships policy and developing leadership opportunities for the children.

### Digital Skills

We are supporting our teachers to develop the 5 key digital skills for teachers so that they are able to support our children to be more digitally literate. The children will then be able to access and use technology to enhance their learning across the curriculum.



## 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](#)

