



# Welcome to

Castle Douglas Primary School



December 2021

# Information at a Glance

## School Information

### School Address

Jenny's Loaning, Castle Douglas, DG7 1JA

Telephone 01556 502071

Email address

[gw08officecastle@ea.dumgal.sch.uk](mailto:gw08officecastle@ea.dumgal.sch.uk)

Parent Council Chair Ms Mary Devereux

Parent Council Email [cdprimarypc@gmail.com](mailto:cdprimarypc@gmail.com)

Head teacher Miss Susan Davies

School Roll 348

Denomination Status Non-denominational

Status of Gaelic Currently not taught

## School Staff

### Teaching Staff

Headteacher Miss S Davies

Depute Headteachers Mrs C Carlyle  
Mrs A Graham

Principal Teacher (Learning Centre) Mrs J Green

Early Learning and Childcare Manager Mrs R Reid

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

### P1-7 Teaching Staff

Miss E Biggar

Mr J Coulthard

Miss L Graham

Miss L McCall

Ms E McDonald

Mrs C Milligan

Mrs N Rozniakowska

Mrs H Teale

Miss J Wright

### Support for Learning

#### Learning Assistants

Mrs L Carson

Miss M Edmiston

Mrs T Grierson

Mrs S Johnson

Miss D McCubbin

Miss K Potts

Miss S Pringle (Senior LA)

Mrs I Tait

#### General Assistants (Pupil Equity Fund)

Miss C McMiken

Miss A Bell

Miss A Conacher

Mrs R DeSilva

Mrs L Hart

Mrs J McCulloch

Mrs J Middleton

Miss F Newall

Miss S Sarahs

Mr A Whan

Mrs S Reilly

Mrs H Campbell

Mrs C Crearie

Miss C Graves

Mrs P Ho

Mrs K McCarney

Mrs M McMath

Mrs R Potter

Mrs R Sharpe

Mrs J Smith

#### Senior Clerical Assistants

Mrs L Little

#### Janitors

Mrs J Cunningham

Mrs S Paterson

Mr J McClelland

Mr S Robb

## The School Day

Nursery Sessions 8:30am – 3:30pm

### P1 - 7

Day begins - **P1** 8:50am, **P2-7** 9.00am

Interval - 10.30 - 10.45am

Lunchtime - **P1-4** 12.30 - 1.15pm, **P5-7** 12:30 – 1:20pm

Day ends - **P1** - 2:50pm, **P2-4** - 3:00pm, **P5-7** - 3:05pm

School term dates can be found at:

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

## Communicating with home

We believe strongly in the importance of partnership working between home and school. As well as the arrangements in place for Parents Evenings and Report Cards families are also kept informed of school activities by newsletters, by text, class emails, Teams, our website - <https://blogs.glowscotland.org.uk/dg/cdps>, School App and Twitter pages.

Download the App on Apple or Android platforms by searching for School App for Parents. Once downloaded search for the school name and our school badge will then appear. There are tabs for calendar, messages and news. Where a parent is non-resident then information can be shared by letter or email – please contact the school to let us know contact details.

If you have any concerns about any aspect of school life then please contact the school at an early stage.

## Welcome from the Head Teacher

Dear Parent / Carer

I am very proud to be the head teacher of such an inclusive, ambitious family school with talented staff, supportive families and great children. We aim to provide not just a great education but the right education for every child. Education is a partnership and we invite you to join with us in making your child's memories of school days at Castle Douglas Primary happy and successful ones.

We have a purpose built two-storey building including a nursery, additional support needs resources (soft play, hydrotherapy pool, multi-sensory room), thirteen mainstream class facilities and extensive grounds including an outdoor learning area.

I hope that the handbook will answer many of the questions you may have about the school but please do not hesitate to contact the school if you wish any advice or further information about any aspect of your child's progress or school life.

Yours sincerely

Susan Davies  
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

Have each pupil say -

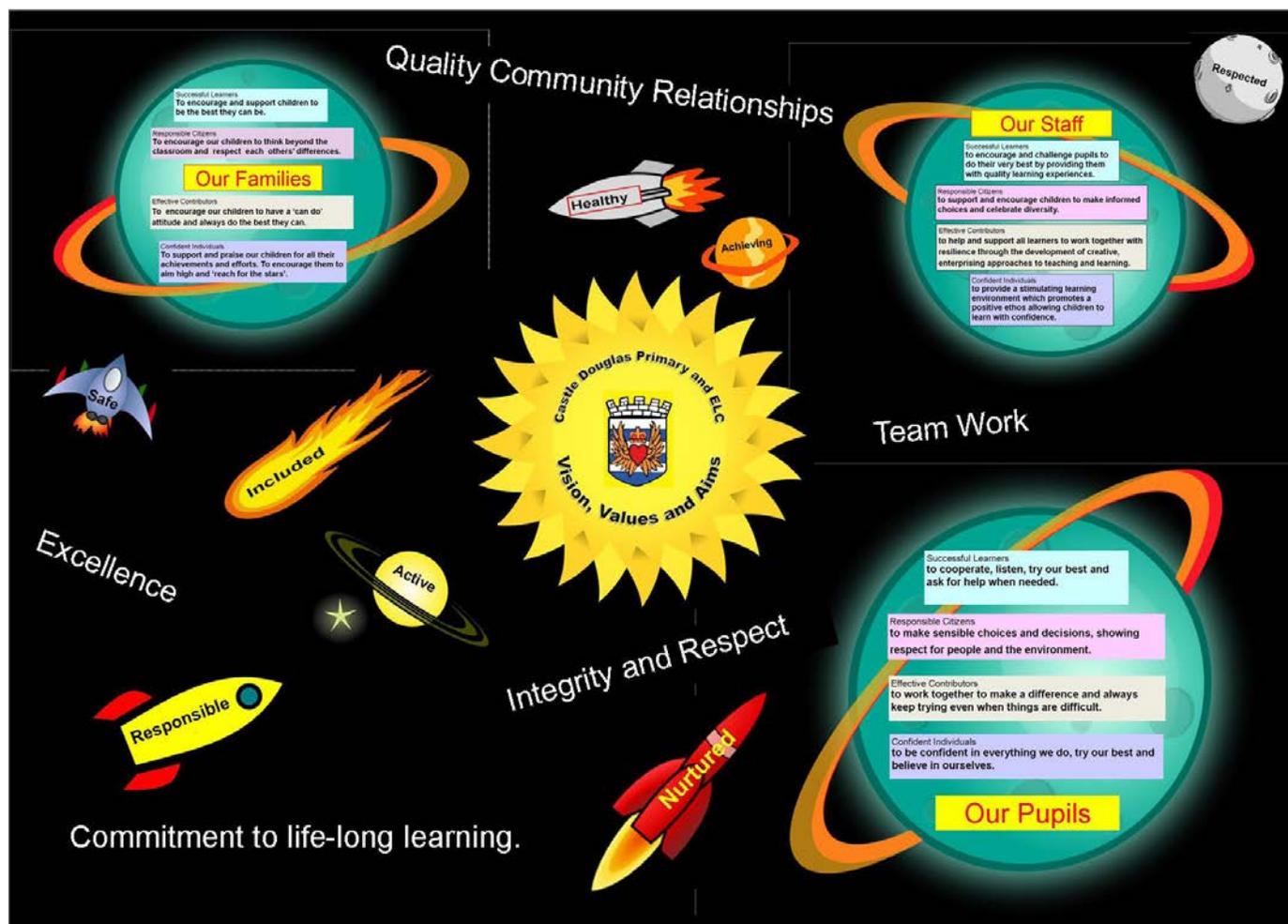
***"This is my school and I love it here!"***

Castle Douglas ELCC and Primary School aspires to:

Be an ambitious, excellent school where all children get the best opportunity to realise their full potential through embracing the principles and values of the National Priorities and the 3-18 Curriculum, "A Curriculum for Excellence".

Support and engage all staff, partner agencies and parents in improving the quality of education and raising levels of attainment, achievement and participation of all children.

Provide a happy, stimulating and safe environment where every child is valued.



## 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.

Children are placed in classes per Local Authority Policy. The maximum class sizes are 25 (P1 and P 2) 30 in P3 and 33 in P4-7. Mixed age classes - 25. Class organisation may change from year to year depending on the number of pupil enrolments.

**2021/22:** P1a, P1b, P2, P2/3, P3, P3/4, P4, P4/5, P5, P6a, P6b, P7a, P7b

### Positive Behaviour and Celebrating Success

The responsibility for the behaviour of pupils when in care of the school is now, by law, shared by parents and teachers and it is important that everyone is aware of their responsibilities.

Our Positive Relationships Policy together with our Promoting Positive Behaviour Policy are key elements of Castle Douglas Primary's framework for supporting the needs of all children.

These guidelines for staff, pupils and parents on developing positive relationships in schools are based on the philosophical framework from Getting it Right for Every Child (Scottish Executive 2004) that children and young people have a right to be: safe, healthy, active, nurtured, achieving, respected and responsible and included (SHANARRI).

These Guidelines also support 'A Curriculum for Excellence', which provides a framework to support the Scottish Government's aspiration that every young person should be a successful learner, a confident individual, a responsible citizen and an effective contributor to society and at work.

Our broad aims are to:

- Foster development of positive and responsible attitudes to enable our pupils to exercise self-discipline appropriate to all occasions and circumstances.
- Develop self-awareness and a respect of the needs of others and their surroundings.
- To promote a friendly, orderly and safe atmosphere within the school which will encourage each child to learn and develop to the best of their ability.

We aim to be a school where positive behaviour is expected, encouraged and rewarded by:

- Encouraging pupils to behave in a positive, responsible and respectful manner to everyone in school.
- Dealing effectively and appropriately with behaviour and attitudes, which are inappropriate to the general well-being of everyone in school.
- Rewarding, recognising and promoting positive behaviour and attitudes.
- Liaising, consulting and supporting parents in encouraging positive behaviour in school.

Positive behaviour is rewarded in various ways including recognition of good work and behaviour at both class and whole school levels including Dojo points, House points, Golden Time, certificates and awards.

We have three key words which are our 'school rules':

## Ready      Respectful      Safe

These three words enable pupils and staff to work together to create, agree and follow routines, rules and have high expectations for positive behaviour and attitude in the class and the playground.



## 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)

The school uniform consists of black sweatshirts / cardigans and gold polo shirts which has an embroidered school badge. We also have a fleece and shower proof jackets. These are reasonably priced and of good quality. Current prices are available on request.

Primary 7 pupils also have the option of a different style of black sweatshirt.

## 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 £134 per child. Guidance and more information is available at [www.dumgal.gov.uk/article/15246/School-clothing-grants](http://www.dumgal.gov.uk/article/15246/School-clothing-grants)

For information on our School Uniform Bank Project, for donations and collection see [supportdg.dumgal.gov.uk/FreeSchoolUniform](http://supportdg.dumgal.gov.uk/FreeSchoolUniform)

## 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)

## 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

Specific meals for children with food allergy and intolerances, medically prescribed diets, or diets for religious or cultural reasons, may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering). We recommend that all children with a food allergy or intolerance register even if your child does not have school meals.

## Free School Meals

Free School Meals are provided for all pupils in Primary 1, 2, 3 and 4. Primary 5 pupils will be entitled to Free School Meals from January 2022 and Primary 6 and 7 pupils will all be entitled to Free School Meals from August 2022.

Roll out of online payments for school meals to Primary 5, 6 and 7 parents / pupils will be rolled out to all schools in Dumfries and Galloway Schools from 30 August 2021. 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. 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.

The Council Webpage and Facebook will be updated with information for parents.

[www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds](http://www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds)

For more information on free school meal entitlement visit [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.

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.

At Castle Douglas Primary we provide a broad, experiential curriculum that meets the needs of all our pupils and which develops their skills for learning, skills for life and skills for work. We also prepare our children for a world and a workplace which is rapidly changing.

Our aim is to nurture our pupils as successful learners, confident individuals, effective contributors and responsible citizens.

Our curriculum has, at its centre, the national curriculum 'A Curriculum for Excellence' which gives schools the flexibility and opportunity to develop their own curriculum to reflect local needs, circumstances and environment. We plan to have a balance of local, national and international learning contexts for our pupils to explore and experience

We plan for a wide variety of learning opportunities in school but learning also takes place outside the classroom, at home and in the wider community. **Achievement and Participation** covers learning in other areas of the life of the school, and in the variety of activities our learners are involved in.

Parents and carers are asked to encourage your child to share with the school their achievements beyond the classroom.

Through recognising and supporting children's achievements we can help them to:

Develop their confidence and motivation for learning.

Reflect on their learning and plan appropriate next steps.

Achievements are shared in class, at assemblies and through social media.

P6 and P7 learners also have access to an online ePortfolio 'My World of Work' to record and reflect on their achievements which are continued when in secondary school.

## 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

Our pupils work hard during the school day and it is not our policy to burden the children with a lot of homework in the evening. The aims and purposes of setting homework are:

- to support and build on classwork
- to make parents aware of the work children are doing in school and create channels for home-school dialogue
- to encourage children to work independently and take responsibility for their own learning
- to promote good study habits
- to train pupils to plan and organise their time effectively
- to allow preparation for future classwork
- to offer access to resources not available in school, e.g. interview with parents, grandparents, members of the local community
- to provide information for parents
- to provide opportunities for individualised work

We utilise Teams as a platform for sharing work as well as jotters. Communication between class and home is facilitated by our class e-mails, so feel free to ask if you have any queries.

## 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 in our [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)

### 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)

### School Development Priorities 2021 / 2022

A summary of the current development priorities is as follows:

Priority	Outcomes for learners
Mathematics	85% of pupils in P1, P4, P7 and S3 should be on track to achieve their expected CfE level in numeracy and mathematics by April 2022.
Health and wellbeing	By April 2022, we should be reporting an increase in the percentage of pupils on track to achieve their expected CfE levels in Literacy and Language and in Numeracy and Maths in P1, P4, P7 and S3.  Increase in pupils' motivation and wellbeing: by April 2022, we should be reporting an increase in pupils' overall sense of health and wellbeing and readiness to learn.
Progress and Attainment	To improve the quality of learning and teaching through building staff confidence in the principles of evaluation and moderation (learning, teaching and assessment cycle) To improve the quality of learning and teaching through building staff confidence in the principles of evaluation and moderation (learning, teaching and assessment cycle).
Raising Attainment and Pupil Equity Fund.	a) Continue to build on the Literacy developments from session 20/21  b) Mathematics – reduce the gap in attainment and achieve 85% pupils on track in May 2022  c) health and wellbeing – provide nurture opportunities for identified pupils

## 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 25 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 [Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

