

Welcome to

Caerlaverock Primary School



December 2020



Information at a Glance

School Information

School Address

Caerlaverock Primary School
Church Street
Glencaple
Dumfries, DG1 4QU

Telephone number: 01387 770237

Email address:

gw08officecaerlaverock@ea.dumgal.sch.uk

School website: <https://blogs.glowscotland.org.uk/dg/caerlaverockprimary/>

Parent Council Chairperson: Jackie Gemmell

Head teacher: Miss Cochrane

School Roll: 29

Denomination Status: non-denominational

Status of Gaelic: no Gaelic teaching

Teaching Staff

P1/2/3/4 Mrs McGinley

P5/6/7 Mr Tennant
(Principal Teacher)

Additional Support
or Learning Mrs Little

Music Mrs Montgomery

Art Miss McAuley

Clerical Assistant Mrs Spence

Learning Assistants Mrs Wightman

School Support Officer Mr Maxwell

Auxiliary Staff

Catering Mrs Bonner

Playground Supervisor Mrs Jackson

Janitor Mr McQueen

The School Day

School starts	8.55am
Interval	10.35 until 10.55am
Lunch	12.30 until 1.20pm
School finishes	3.10pm

Whilst in the playground, children are unsupervised before 8.55am.

Communicating with home

Information is shared in a number of different ways:

- Newsletters
- School web-site
- Letters, telephone calls and text messages
- Reports and Journals of Excellence
- Interviews with teachers at Learning Consultation Evenings
- Open Days.

Communication is a two-way process. We would like all parents to feel that the school and the staff welcome contact with parents. We are all working together for the benefit of the pupil.

Parental Involvement information:

<http://www.dumgal.gov.uk/schools>

<https://www.parentclub.scot/>

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>

Welcome from the Head Teacher

Dear Parent / Carer

The staff and children of Caerlaverock Primary School extend a warm welcome to all parents, friends and visitors to our school. We want our school to be a happy, caring and stimulating place for everyone, and welcome your assistance and co-operation in achieving this.

Parents, carers and families are by far the most important influences in a child's life. Their support can play a vital role at all stages of education. Parents who take on a supportive role in their children's learning make a difference in improving achievement and behaviour. The active involvement of parents can help promote a learning community in which children and young people can engage positively with practitioners and their peers. I look forward to meeting and working with you to ensure that your child's primary education is both happy and rewarding.

Yours sincerely

Alice Cochrane
Head Teacher

School Aims, Values and Ethos

School Aims

- To take responsibility for our own learning in health and wellbeing, literacy and numeracy
- To self-evaluate our own learning in order to celebrate our successes and find next steps
- To improve and use team work and cooperation, in school and out
- To be responsible and caring, in school and out
- To share our thinking and ideas with others

Our aims help us to deliver a Curriculum for Excellence and allow us to develop Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

School Ethos

We are given the opportunity to achieve our full potential and develop our skills for learning, life and work. Through learning in a caring, stimulating, enterprising and safe environment, and through working with our partners, we shall have the self-belief and motivation to prepare us for our next chapter.

Our values are:

- Teamwork
- Friendship
- Independence
- Self-belief
- Achievement

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 EducationSupport@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

We currently have two multi-composite classes. The Education Service supports single stage and composite class groups based on a pupil's age. Your child's date of birth determines the class in which they are placed. There are a few exceptions:

- gender imbalances
- pupils with additional support needs
- placing of siblings

Promoting Positive Behaviour

It is the aim of the school to create a happy relaxed yet purposeful atmosphere in which children can develop self-discipline, consideration for others and concern for the fabric of the school. Our children are supervised throughout the day and there is always an adult available should children want to discuss any concerns or worries. Staff have consistent clear and high expectations of pupils with regard to acceptable behaviour. The school recognises the vital part to be played by co-operation between home and school. Should behavioural difficulties arise, an early referral to parents will be made and possible courses of action will be explored together, in such cases, the full support of parents is expected to ensure the child conforms to the behaviour norms of the school. If, in the rare and serious event when all else fails, Authority Policy regarding exclusion will be followed.

Celebrating Successes

During assemblies we congratulate the 'Pupil of the Week'. We have two houses: Nith (blue) and Criffel (red). Each child gains credit for academic, social, physical and creative achievements throughout the week and these are converted into points. Assemblies are an opportune time for the whole school to recognise personal achievements of pupils both inside and outside school.

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

School Uniform/Dress Policy

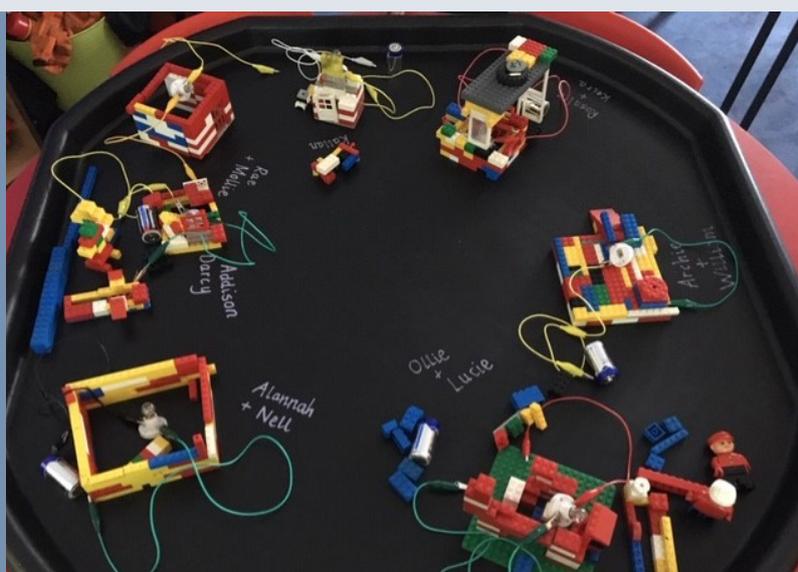
Our dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, poverty or disability. Prior to drawing up the dress code, parents, pupils and staff should be fully consulted and it is the expectation of Education Services that parents will be supportive of the dress code. Clothing which is unacceptable in school under any circumstances would include items which:

- Could potentially encourage factions (eg football colours).
- 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.

School uniforms can be purchased from the school office.

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 <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 <https://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

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> 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 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) is bringing learning to life in the way education is delivered for all 3-18year 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

There are detailed Experiences and Outcomes for all subjects available on the Education Scotland website; teachers work to deliver these, and the progress of learners is measured in the achievement of Outcomes. Reporting to parents includes information about children's Experiences and Outcomes and the Levels at which they are working.

The Wider Curriculum

At Caerlaverock we encourage pupils to take part in a variety of activities. The number of volunteers we have to lead them defines the scope for these extra activities. School staff, Active Schools and parents/friends of the school who have been PVG checked give generously of their time and talents to provide pupils with opportunities in a variety of activities – eg football, table tennis, and badminton.

We endeavour to take the pupils outwith the school on a regular basis to extend their education. We are fortunate to have a wealth of educationally rich resources in the near vicinity. We aim to take pupils to appropriate venues to support, in particular, the Interdisciplinary learning programme of topics.

We also encourage visitors to come into school to enhance the curriculum. We have had drama and storytelling groups and a science workshop on energy and forces. We also have regular visits from the emergency services: Fire Brigade, Police and the School Nurse. We attempt to provide a residential experience for senior pupils on a bi-annual basis. We visited Manor Adventure at Lockerbie this year along with pupils from Ae, Amisfield and Brownhall Primaries. On these visits we aim to foster team building, social skills and empathy. Pupils have great fun and take part in a selection of outdoor education activities.

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

Purposes/Aims of Home Learning

- To continue to build on prior learning that has taken place in school
- To encourage each child to develop his/her skills in various contexts outwith the classroom
- To provide an opportunity for parents to become more involved in their child's learning
- To foster good home/school working relations which benefit each child's development

The amount and frequency of home learning will vary throughout the year, and will be managed by the teacher, with regard to the needs of the children and home setting. Parents are encouraged to seize this opportunity to work alongside their children and learn more about their child's knowledge, skills and abilities. Effective two way communication is essential; please make any comment in the homework diary.

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

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>



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.

Enrolment in Schools and 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".

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.

Refresh of the Digital Literacy strategy after D&G Windows 10 rollout -

- Update to all primary schools, the cluster digital literacy strategy to be updated to reflect the range of software and hardware now available
- A cluster inventory of hardware e.g. Sphero, Micro:bits to be collated so that all schools can access the same range of hardware
- Development of professional learning opportunities
- Achieve Digital Literacy Award

Refresh of our curriculum following new documentation from D&G and national guidance

- Review the Literacy, Numeracy/Maths and HWB tracking.
- Following the publication of updated D&G Health & Well-being Strategy, evaluate our HWB programme against the strategy and update as needed.

Continue to develop pupil ownership of their learning and promote parental engagement

- Whole staff to work together to build a shared, consistent language and format at each stage.
- Evaluate updates, and refine if needed.
- IEP targets to be moderated at cluster level, and adjustments made as needed.



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 <https://www.dumgal.gov.uk/article/15129/Data-protection> and <https://www.dumgal.gov.uk/privacy>

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.

Safe Digital Learning and Social Media

