



Welcome to

Castle Kennedy Primary School



December 2022

Information at a Glance

School Information

School Address

Castle Kennedy Primary School
Aird Crescent, Castle Kennedy, DG9 8RY

Email address
gw08officecastlekenn@ea.dumgal.sch.uk

Parent Council Chairperson T.B.C.

Head teacher Mr. James D. Ferguson

School Roll 31

Denomination Status Non-denominational

Status of Gaelic: N/A

Teaching Staff

Principal Teacher Mrs M. Downie

Teacher Class1/2/3/4
Mrs J. Gregg
Mrs D. MacKinnon

Teacher Class 5/6/7
Mrs M. Downie
Mr W. McKenna

Forest School Teacher Mrs A. Heatlie

Support for Learning Teacher Mrs S. Archibald

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

Learning Assistants	Mrs S. Downie
Mrs M. Mitchell	Mrs G. Lochhead
Admin/Clerical	Mrs M. Mitchell
Janitor	Mr R. Bryson
Playground Supervisor	Mrs S. Downie
Kitchen Staff	Mrs T. Henderson
Cleaner	Miss R. Smedley

The School Day

	9.00 a.m. – 10.45 a.m.
	10.45 a.m. – 11.00 a.m.
Interval	11.00 a.m. -12.30 p.m.
	12.30 p.m. – 1.15 p.m.
Lunch	1.15 p.m. – 3.00 p.m.

School term dates can be found at:

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

Communicating with home

Text: This is our most frequently used method of communication. Our system allows one mobile number per family.

Email: In order to save paper, most of our letters will come via email. Please ensure you provide us with an email address.

Class Dojo App: We use this app to share learning and as an extra means of communicating with home.



Welcome from the Head Teacher

Dear Parent / Carer

Dear Parent / Guardian,

Castle Kennedy Primary and Glenluce Primary are partnership schools, and we strive to ensure that all the children are able to reach their full potential, in line with the Education Bill (2015) and the National Improvement Framework.

At Castle Kennedy Primary we 'aspire to inspire'. Education is a genuine partnership between pupils, teachers and parents, and we invite you to join with us in making your child's memories of school days at Castle Kennedy Primary happy and successful ones.

I hope that this 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.

Kindest regards,

James D. Ferguson

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

This school, as a community, will provide a welcoming and secure learning environment in which individuals can fully realise their potential in a climate of mutual respect.

We are committed to ensuring that the Castle Kennedy Primary School community is one in which:

- We trust and respect each individual
- We respect and care for each other and value the diversity which exists among people
- Students develop responsibility for themselves and a sense of self-worth which is strong in success or failure
- There is a policy of inclusion and a commitment to education as a life-long experience for all
- Everyone is kind to each other and we develop an awareness of our social responsibilities

School Ethos – This school, as a community, will provide a welcoming and secure learning environment in which individuals can fully realise their potential in a climate of mutual respect. The staff of this school aim to ensure the highest possible levels of achievement of our children. By fostering partnerships with parents/carers, the local community and support networks in the wider community, we endeavour to ensure the educational inclusion of all of our children. We work closely with our Education Authority to develop our aim to be an integrated community school, which meets the needs of our children's educational, social, emotional and health needs.



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. 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.

Currently we have two classes arranged in year groups, P.1/2/3/4 and P.5/6/7. In accordance with regional policy, the classes are generally arranged chronologically and children are taught in groups and individually so that all have the opportunity to realise their maximum potential according to age and ability.

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

Positive Behaviour and Celebrating Success

To promote positive behaviour all children and staff have a shared understanding of well-being and children's rights and responsibilities. All staff model behaviour which promotes and supports the well-being of all, consequently, an environment of trust exists within the school where children know that they will be listened to, and their thoughts and opinions will be respected. Staff and children work within the framework of GIRFEC (Getting it Right for Every Child) and are familiar with the well-being indicators (Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, Included). The school promotes outdoor education and physical activity to encourage both physical and mental well-being. Regular opportunities exist for the children to work outdoors through forest schooling. Classes organise their own positive behaviour rewards and there is also a whole school 'House Points system' where children can gain individual points which also count towards the House Cup. Merits

are awarded for outstanding work, effort, acts of kindness etc. Throughout the session certificates for our Achievement Wall are shared and celebrated at Assemblies. Success is also shared through photographs and scanned work on display in the foyer and through Class Dojo etc. We have five key words which are our 'school values':

Respect Kindness Responsibility Inclusion Honesty

These five words enable pupils and staff to work together to create, agree and uphold our values and have high expectations for positive behaviour and attitude in the class and the playground.

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

Our school uniform consists of green sweatshirts / cardigans and yellow 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.

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. Guidance and more information is available at <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

Financial Support for Children and Families

Grants and Bursaries

Scottish Child Payment

The Scottish Child Payment is a payment for families on certain benefits or tax credits. Eligible families will get £40 every four weeks for each child under six.

Further information and an application can be made at: 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 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)

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 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

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 registration form to allow us to inform the catering team who will discuss your child's requirements in full.

For more information contact the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

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.

All primary schools are now operating a pre-order system for school lunches for paid and free school meals. Parent / Carer will receive a letter informing them of how to create and set up an account for their child.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £360 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

Visit the school meal website for further information

www.dgschoolmeals.co.uk



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 (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

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.

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At Castle Kennedy Primary we are continually reviewing and reflecting on our curriculum to ensure that we are meeting the needs of all our learners, preparing them for their role in a constantly changing world, to ultimately ensure a positive destination for all.

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

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
- to encourage children to work independently
- to develop perseverance and self-discipline
- to promote good study habits
- to train pupils to plan and organise their time effectively
- to allow preparation for future classwork
- to provide information for parents
- to provide opportunities for individualised work
- to encourage pupils to take responsibility for their own learning
- to create channels for home-school dialogue

Homework is always given out with plenty of time to enable the child to complete the exercise without any pressure. It is felt that supervising homework is one of the ways in which parents can take an active part in their children's education. The type of homework set is left to individual class teachers and the time to be spent on it will probably range from about five minutes per night at the early stages, gradually increasing to a maximum of 30 minutes at the upper stages of the school.

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 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 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

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.

Our priorities for 22/23 are outlined below:

- Raising attainment for all pupils in reading, writing and maths.
- Making effective use of a range of literacy and numeracy resources. This includes using digital technologies to create and sustain effective,



engaging learning environments, as well as provide appropriate support and challenge for all children.

- The embedding of outdoor learning and forest schooling as a key teaching approach to ensure children are meaningfully and actively involved in leading their play and learning.
- Equip our children with the vital digital skills which will lead to improved educational outcomes.
- Pupils will be inspired and motivated to address the challenges of living within the environmental limits of our planet and to build a just, equitable and peaceful society.
- Fully implement the Rights Respecting Schools programme in order to achieve Gold Award Status.

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

Data Protection

Information on how the Council uses personal data is available at www.dumgal.gov.uk/article/15129/Data-protection and 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](#)

