



Welcome to

Closeburn Primary School



December 2023

Information at a Glance

School Information

School Address

Closeburn Primary, Closeburn. Dumfries
DG3 5HP

Tel: 01848 331240

Email address

gw08officecloseburn@ea.dumgal.sch.uk

Parent Council Chairperson Mrs Shona McKinley

Head teacher Mrs Derryth Hope

School Roll 53

Denomination Status Non-denominational

Status of Gaelic n/a

Teaching Staff

P1/2/3 Miss C. Forsyth

P3/4/5 Mrs U. Wilson Mon—Wed
Mrs Forsyth - Thurs, Fri

P5/6/7 Mr E. Traill (Principal Teacher)

Teacher (Wed & Thur) Mrs J. Scott

Additional Support for Learning

Teacher Ms S. Little

Cluster PE Teacher Mr R. Law

Nursery Staff

Manager Mrs L. McCormick

Early Years Practitioner Mrs K. McCaskie

Early Years Practitioner Mrs A. Harold

Early Years Support Assistant Vacancy

Auxiliary Staff

Senior Clerical Assistant Mrs N. Logan

Learning Assistant (Mon-Thur) Mrs H. Maitland

Learning Assistant (Wed-Fri) Mrs A. Menzies

Facilities Assistant & Playground

Supervisor Mr D Cowen

Catering Assistant Ms E. Hodgeson

Crossing Patrol Mrs C. Currie

The School Day

The school day is organised according to the following Schedule:

School starts	9am (please note there will be no staff available before 8.40 am)
Morning Interval	10.30am - 10.50am
Lunch	12.30pm - 1.10pm
School Closes	3.00pm

Communicating with home

Information about School News and events are communicated through the Newsletter. Parents/ Carers have the opportunity to attend Parent Share events throughout the year, open class in Oct, an interim report in Dec, a parent teacher meeting in Feb and a full report in the summer term. If you have a concern, please contact school to arrange to speak to your Child's Class Teacher or Mrs Hope - likewise, we will contact you if there is anything that we wish to discuss.

Parental Involvement information:

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

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,

Welcome to Closeburn and Penpont Partnership. The Partnership provides opportunities for children, staff and parents to work together whilst retaining the individual identity of each school. We provide a warm, friendly and caring atmosphere where we strive to create an active and enjoyable learning environment. All the decisions taken within our schools put the needs of the children first.

We work with our local community and, while we are aware that core skills are vitally important to our children's future, they also need to develop a sense of belonging to, and play a part in our community.

I hope that you find this Handbook useful and would emphasise that personal contact with the school is encouraged and if you require further information or simply want an informal meeting with myself or a member of my staff please do not hesitate to contact us.

Mrs Derryth Hope
Head Teacher

Vision, Values and Aims.

Partnership Vision.

Together we can achieve more

In our school we want everyone to reach their full potential. Our learners will be supported and challenged in their learning. Inclusion, providing choice and maximising opportunities will allow everyone to engage and become successful learners, responsible citizens, confident individuals and effective contributors.

Values

Within our partnership schools we value;

Respect – we actively promote respect for self, others and achievement

Responsibility – we encourage everyone take responsibility for themselves, each other and their learning

Resilience – we are supporting our young people to understand that we all face challenges in life and that there are a variety of people and skills that we can use to work through or around those challenges

Teamwork – it is through our work with others that we learn and grow. Our community is our team

Aims

- The partnership schools aim to be safe places where young people feel included, supported and listened to
 - The staff aim to develop confident learners who are excited and inquisitive about their learning and who want to explore and investigate the varied aspects of their curriculum
 - The staff in our schools will help learners towards an understanding of their emotions and feelings; supporting them to set and achieve their life goals
 - The schools aim to work closely with parents, families and partners as well as members and groups in the community and beyond to help our young people to learn about the world around them
 - We aim to celebrate! We want to celebrate differences, things we have in common, achievements,
 - challenges and our local and national communities
- We aim to cultivate respect of each other, our communities and our world

Our Ethos

The ethos of our Partnership is one of a sense of belonging to a family- your school family. In our schools there is a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children; an inclusive ethos which aims to honour the life, dignity and voice of each person. Our curriculum is embedded within our ethos. We focus on enabling our young people to be literate and numerate. We strive to provide a progressive approach to developing creative, cooperative, imaginative, lifelong learners who communicate confidently and embrace the challenge of solving problems in an increasingly skilled manner.

We actively promote well-being, inclusion, charity and tolerance. There is an ongoing commitment to making learning fun for children and engaging them through technologies and maximizing their talents and those of



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

As we are a 'small school' (having less than 150 pupils) our classes are Multi-Composite, meaning that pupils from different year groups are taught together in a class of no more than 25 pupils. This session our classes are:

P1/2/3 - 16 pupils

P3/4/5 - 18 pupils

P5/6/7 - 18 pupils

Positive Behaviour and Celebrating Success

We actively promote positive behaviour in our schools and support and encourage positive relationships. Children Receive individual awards both in class and in our weekly celebration assemblies. We use core values to support Success and encourage young people and families to share wider successes with us in school.

Celebrating Success

- In class, teachers will recognise pupil achievements during the course of lessons and at news times.
- At our weekly assemblies we recognise pupils who have received certificates, Head Teacher, behaviour, Mental Maths and Accelerated Reader awards.
- At our assembly we also recognise children who have achieved success in activities both in and out with school
These achievements are displayed in 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

We have a strong tradition of wearing school uniform and as such it is positively encouraged.

Children wear dark coloured (navy, grey or black) trousers/skirts/pinafores along with School polo-shirts and sweatshirts, making our uniform both smart and comfortable for the children to wear. Shoes/boots should be black with a change of trainers for P.E. activities.

Our supplier for school uniform is Rostrum who supply sweatshirts, polo shirts with the school crest, house t-shirts in team colours and house name which are worn for PE. Uniform should be ordered in May/June when the form comes out if possible.

We keep a limited stock of sweatshirts, polos and house t-shirts in school if items are required throughout the year.

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 £100 per child. Guidance and more information is available at <http://www.dumgal.gov.uk/article/15246/Schoolclothing-Grants>

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/Freeschool-transport>

School Meals

School Meals, Naturally D&G local provenance for a sustainable future.

Detailed information on school meals is available at <http://www.dumfriesandgalloway.scottishschoolmeals.co.uk>

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 can be sent home or ordered online.

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 Nursery & Primary 1-4. Free provision for P5-7 will follow in the near future. For more information on free school meal entitlement

visit <http://www.dumgal.gov.uk/schoolmeals> or contact Education Support Services on 01387 260 493

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 for 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 3-18 year 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.

Our Curriculum includes four contexts for learning:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement

We have developed a curriculum which has a clear focus on providing meaningful and challenging opportunities for children to develop skills for learning and for life. Literacy, Numeracy and Health and Well Being are given a high priority with pupils being given opportunities to develop and apply these skills across a range of curricular areas and contexts.

The Experiences and Outcomes within our Curriculum are delivered in 'bundles' within a meaningful context allowing for personal choice, enjoyment and flexibility, using a variety of strategies to meet the needs of all our learners.

A range of formative and summative assessments are used and pupils are becoming increasingly aware of what and why they are learning and what their next steps should be. Through our Pupil Learning Plans and Evaluations enable pupils to set targets and then reflect and evaluate on their progress and achievement. These plans are shared with Parents/Carers regularly throughout the year, along with samples of work that reflect pupil learning.

A wide range of partnerships such as Parents, local community and organisations, Emergency Services, Active Schools, Health and Cluster Staff, support and enhance a wide range of curricular areas.

Learning outdoors is a priority and pupils regularly use the 'natural outdoor classroom' provided in the woodland along from school. Our curriculum design is flexible so that it allows us to be responsive to the

needs of our pupils, their families, our local community and wherever possible, future employment and digital technologies.



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 <http://connect.scot/>



Homework/Family Learning

Homework supports and reinforces learning in the classroom. Individual homework tasks are set by the Class Teacher and communicated with a clear explanation of the task and the date by which it should be completed and returned to school. In addition to Homework set by school, Parents can support their child by:

- Listening, talking and encouraging - this can have a big influence on children's learning
 - Encouraging your child to talk to you about their learning, what learning is happening at school and do what you can at home to build on that
 - Talking to your child about their strengths/interests and how they are progressing
 - Encouraging your child to talk to you about their next steps in learning. Your Child's Learning Plans and Evaluations will assist with this
 - Attend our Learning Conversations along with your child
 - Ask for help if you think your child needs it for any reason
 - Attending our Family Learning Nights – these are great opportunities to learn alongside your child
- Praise your child if he/she is working hard at something or has achieved something within or out of the school

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

Additional Support for Learning

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/Additional-support-forlearning>

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-forchildren>

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.

More information: www.dumgal.gov.uk

Information on enrolment in school and catchment areas is available at <http://www.dumgal.gov.uk/>



Enrolment in Schools and Moving Secondary School - 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" <http://www.dumgal.gov.uk/index.aspx?articleid=6293>.



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.

- **Raising attainment, particularly in Literacy and Numeracy**

Pupils involved in planning learning and teaching.
D&G Four Stage Model to track progression
1-2-1 pupil and class teacher sessions to discuss their successes and areas for progress.
Accelerated Reading, the Partnership VCOP & Mental Maths programs.

- **Closing the attainment gap between most and least disadvantaged pupils**

'Closing The Numeracy Gap' program.
Additional transition visits to WHA.
Parents/carers attend family learning opportunities.
Nurture program.
Parents/Carers attend Care Plan Meetings and Learning Conversations

- **Improvement in employability skills and sustained school leaver destinations for all young people**

Use of D&G Skills for life, learning and work framework
All learners will reflect on skills that they are developing.
Parents/Carers will have an understanding as to how skills are transferable to employment

- **Improvement in young people's health and well being**

All staff familiar with being a 'Mentally Healthy School' and 'Emotion Works' Program
Learners to have a better understanding of their Mental and Emotional Well Being and to develop appropriate platforms for expressing emotions
All partners will have an understanding of 'Respect for All, Rights for All'



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 <http://www.dumgal.gov.uk/article/15129/Data-protection>

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.

