



Welcome to

Duncow Primary School



December 2020



Information at a Glance

School Information

Duncow Primary School
Kirkmahoe
Dumfries and Galloway, DG1 1TA

Telephone 01387 710305

E-mail gw08officeduncow@ea.dumgal.sch.uk

Parent Council Chairperson Jane Russell

Head Teacher John Carter

Principal Teacher Mrs Morag Miller

School Roll 40

Denomination Status Non-Denominational

Status of Gaelic Gaelic medium is not currently available

Teaching Staff

P1-4 Miss Ellen Muir

P5-7 Mrs Miller

Mr Rudd

Visiting P.E. Specialist Mr Law

Additional Support for Learning Mrs Campbell

Support Staff

Senior Clerical Assistant Mrs Davidson

Janitor / Mrs Jardine

Playground Supervisor

Learning Assistants Mrs Stevens
Miss Catherine Moodycliffe

Catering Manager Mrs Tanya Patrick

The School Day

School starts	9.00am
Morning interval	10.35am - 10.55am
Lunch	12.15pm - 1.10pm
School closes	3.15pm

Communicating with Home

If you need to find out something, the quickest way to contact us is by phone. Our secretary is part-time, her office hours are:

Monday	8.45am - 3.00pm
Tuesday	8.45am - 3.00pm
Wednesday	8.45am - 3.00pm
Thursday	8.45am - 2.45pm
Friday	8.45am - 11.45pm

Out with office hours you may also contact either of our partner schools. They will be pleased to take a message or transfer your call to the appropriate person.

Please contact Dunscore on 01387 820242, or Moniaive on 01848 200328.

We can contact you by telephone, by text or email. In line with our eco approach we will, where possible, send information electronically.

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

I am delighted to welcome you to Duncow Primary and to our partnership with Dunscore and Moniaive Primaries. Duncow school community is a happy, inclusive environment where everyone is made to feel welcome, valued and inspired to achieve excellence and equity. I firmly believe that children learn best when they feel safe, happy, healthy, included and respected. At Duncow we embrace these values and adopt them along with the other wellbeing indicators to ensure that your child can achieve their fullest potential as part of our learning community.

The whole team at Duncow are committed to providing high quality learning and teaching. We embrace the key priorities outlined in the Scottish Government's National Improvement Framework aimed at delivering excellence and equity for all learners.

Our motto at Duncow is: "Working together to achieve excellence." We use the strengths and benefits from our partnership with Dunscore and Moniaive and the wider community to support us with this. We look forward to working closely with you as a valued member of our school community and an indispensable partner in ensuring success in your child's learning journey. I look forward to seeing you in and around the school.

John Carter
Partnership Head Teacher

School Aims, Values and Ethos

Our vision at Duncow Primary School is that we should:

- Create a learning environment which supports pupils, families, staff and partner agencies working together to enable all children to develop to their full potential
- Create a learning environment which provides access to a broad and balanced curriculum and seeks to improve the quality of education and levels of attainment and achievement for all learners
- Ensure our school is free from discrimination of any kind
- Support our learners to be creative, innovative and ambitious
- Work together to promote positive attitudes and healthy lifestyles
- Be imaginative, innovative and child-centred in developing a curriculum for excellence.
- Work together to ensure we are Getting It Right for Every Child.

These aims are reflected in our school motto:

'Working together to achieve excellence'

At Duncow Primary our shared values include:

- Being happy, being safe, being healthy, being welcoming and inclusive and nurturing. We demonstrate consideration and respect for others and believe in friendship, fairness, honesty and integrity.



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

Class Organisation

Classes are organised in composite and multi-composite depending on numbers, with a maximum of 25 pupils in each class. At the time of writing we have 2 classes, P1/2/3/4 and P5/6/7

Positive Behaviour and Celebrating Success

In collaboration with pupils, parents staff and partners we created our Better Relationships, Better Behaviour, Better Learning Policy. In addition to this, our Anti-bullying Policy was updated in November in conjunction with pupils and staff. Please ask the school office if you would like a copy sent to you. These will be regularly reviewed and revisited with children at Assemblies, Circletime and Health and Wellbeing activities.

We aim to promote positive behaviour and responsibility in all our pupils and reward this through a variety of reward systems such as House Points, certificates and stickers. This work is supported by our Rights Respecting School work, we were awarded Bronze status from UNICEF and are currently working towards the Silver Award status.

Success in children's learning is recognised at Assemblies e.g. Pupil of the Week, Athletics certificates, Study Ladder, Accelerated Reading certificates. Each class will share their learning at an Assembly for parents at least once throughout the session.





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

Dress code is as follows:

- Trousers/skirt/pinafore – black or grey
- Polo Shirt – white
- Sweatshirt – black

Uniform can be purchased through the school office. Our supplier is Nith Valley Embroidery.

Clothing which is unacceptable in school includes items which:

- Could cause offence (eg anti-religious or political slogans).
- Could cause health and safety difficulties such as loose fitting clothing, scarves, long necklaces and dangling earrings.
- Could cause damage to floors.
- Carry advertising, in particular for alcohol or tobacco.
- Could be used to inflict damage on other pupils.

This dress code will not lead to direct or indirect discrimination on the grounds of race, religion, gender, or disability.

Our P7 pupils have the option to wear a bespoke sweatshirt with the school badge, the year they leave and their names on it.

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](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 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.

Curriculum for Excellence includes four contexts for learning:

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

Experiences and Outcomes are what the learner will be able to explain or do. 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 is likely to include information about children's Experiences and Outcomes and about the Levels at which they are working.

We have a range of partners supporting the developing children's skills and wider achievement including: Active Schools, Feis Rois, Community Police Officer and local businesses.

We are fortunate to have a super-secret garden and use of a private wooded area and burn to promote outdoor learning.

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/>





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.

Homework/Family Learning

At Duncow Primary, home learning activities are an important part of our home/school partnership and all children are encouraged to take part in a variety of tasks to enhance and support their work in class. This can provide valuable opportunities for parents and children to work in partnership and to share and enjoy learning experiences.

We will send out termly learning leaflets to let you know what your child will be learning and how you can help them at home. We will also provide opportunities for you to come in to school to see how we teach phonics, reading and numeracy strategies.

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

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.

At Duncow we are making good progress with our current school improvement priorities for 2019-2020. Due to the Covid 19 Lockdown these priorities will continue for session 2020-2021. They are to:

- Improve the quality and pace of learning and teaching to maximise the raising of children's attainment in literacy and numeracy.
- Improve how we use assessment information to support teacher judgement on achievement of and progress through a level.
- Review and update policies to ensure the wellbeing entitlements of all learners, including Relationships, Anti-bullying and Homework.

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.

<https://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](#)

