



Welcome to Gretna Primary School



December 2023

Information at a Glance

School Information

Gretna Primary School
Victory Avenue, Gretna, DG16 5AG
Telephone: 01461 339105

Email address:

gw08officegretna@ea.dumgal.sch.uk

Parent Council Chairperson: Miss Erin Lamont

Parent Council email:

gw08officegretna@ea.dumgal.sch.uk

Head Teacher Mrs K. Fraser

School Roll 276

Nursery 60

Denomination Status: Non-denomination

Status of Gaelic: None

School Staff:

Headteacher Mrs K. Fraser
(Child Protection Officer)

Depute Mrs L. Dignan
(Depute Child Protection Officer)

Principal Mrs E Milligan
(Depute Child Protection Officer)

Class Teachers

Mrs M. Adams	Miss M. Irving
Mrs E. Burgess	Miss K. Johal
Mrs K. Callaghan	Mrs H. Lucas
Miss C. Carroll	Mrs R. McNair
Ms J. Davis	Mrs E Milligan
Mrs L Dignan	Miss K. Miller
Mr C. Dolderson	Mrs M. O'Connor
Mrs A. Graham	Mrs L. Schoolar
Mr A. Gray	Mrs A. Todd
Miss E. Holmes	

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

Learning Support

Support for Learning Teachers

Mrs S. Bremner Mrs K. Wright

Mrs L. Henderson

Learning Assistants

Mrs J. Aitken

Ms A. Allan

Mrs L. Byers

Miss B. Grant

Mrs J. Hogg

Mrs K. Hogg

Mrs S. McCracken

Mrs D. McCubbin

Mr C. McClure-Towers

Miss E McMorran

Mrs L. Muir

Mrs A. Woodman

Nursery

Nursery Manager

Vacany

Nursery Nurses

Miss A. Calvert, Mrs M Dixon

Mrs S. Glendinning

Mrs M. Glendinning

Mrs B. Irving, Miss K. Lamont

Miss R. Nelson

Miss E. McMillan

Mrs L. Dalgliesh

Mrs S. Erskine, Miss T. Mitchell

Mrs A. Muir, Mrs H. Runcie

Early Years

Support Assistants

Support Staff

School Secretaries

Mrs S. Bryden

Mrs L. Jackson

Facilities Assistant

Miss L. Crombie

Crossing Patrol

Mrs M. Fell

Catering

Mrs J. Wells (Manager)

Mrs L. McKenzie

Mrs E. Harper

Miss C. Thoburn, Ms L. Boyd

Ms L. Boyd, Mrs J. Mossop

Mrs L. Smith, Mrs E. White

Regular Visitors

Educational Psychologist

Mrs A. Walker

Active School Co-ordinator

Mrs S. Proudfoot

Speech and Language Therapist

Mrs A. Lang

School Nurse

Mrs H McClelland

The School Day

The school gates are opened at 8:45am.

The school day is organised as follows:

School starts 9:00am

Morning intervals 10:30am to 10:50am

Lunches 12:15pm to 1:00pm (P1-P4)

12:30pm to 1:15pm (P5-P7)

School closes 3:05pm

Please note that the school day begins at 9:00am.

Please try to ensure that children are in the playground before 9:00am. Children should not arrive at school before 8:45am, unless they are attending Breakfast Club (opens 8:30am).

School term dates can be found at:

<http://www.dumgal.gov.uk/article/15239/>

[School-term-and-holiday-dates](#)

Communicating with home

Gretna Primary encourages a close relationship between home and school and endeavours to keep parents/carers fully informed on all matters by issuing regular newsletters throughout the session, regular posts on social media and as well as regular emails.

Welcome from the Head Teacher

Dear Parent / Carer

We are delighted to welcome you and your child to Gretna Primary School. We are immensely proud of our school, as we aspire to provide a secure and friendly atmosphere in which each child can develop to their full potential educationally, socially, and emotionally. Through working as a dedicated team of teachers, staff and parents we believe that open communication, mutual respect, and shared goals are the cornerstones of this partnership.

Our motto is 'Be all you can be.' which demonstrates our commitment that we wholeheartedly embrace. We aim for all children to be both supported and challenged, to maximise their potential to become independent, confident and successful learners.

Together, I am sure we can make your child's primary education both successful and enjoyable.

If you have any queries or questions, that the handbook does not answer, then please do not hesitate to get in touch.

Yours sincerely

Mrs K. Fraser
Headteacher

For more links and detailed information about how we support parents and work with our schools, please see our [Authority Handbook](#). This also includes a page for financial support for Children and Families.

School Aims, Values and Ethos

School Moto

BE ALL YOU CAN BE

Our VISION is to:

Create a safe and nurturing environment which inspires everyone to work to their full potential.

Our school VALUES are:

READY SAFE RESPECTFUL KINDNESS

Our values at Gretna Primary underpins and are at the heart of everything we do. We share and promote these regularly to ensure our children are developing the skills to become confident individuals, successful learners, responsible citizens and effective contributors.

We believe in the values of:

Being Respectful - We treat each other as we would like to be treated. We are responsible for our own actions. We will tell the truth no matter how difficult it may be at the time.

Being Safe - We follow our school class charter rules. We all work together as a team to learn and to make our school a safe, fantastic place to be in.

Being Ready - Make the most of every opportunity and never give up! We learn from our mistakes and remember... FAIL = First Attempt In Learning

Being Kind - Kindness is being selfless, caring, compassionate and unconditionally kind. We share kindness with others through kind acts such as a smile, a nice word, being polite, an unexpected deed, or even a planned surprise, as well as trying to understand how others feel and help it we can.

Our school AIMS are:

- To be respectful, kind and care for each other, our community and the environment
- In our learning we will be confident and creative within a motivating and engaging culture
- To raise attainment and deliver excellence and equity through ensuring that all children receive access to a supportive, challenging and progressive curriculum to achieve their full potential

Staff expectation

Our Vision, Values and Aims are consistently on display in all classes, referred to and discussed.

At the start of the new academic year, these aims are a focus and are discussed with all pupils to ensure clarity.

Children are reminded about vision, values and aims during assemblies.

Teachers discuss with pupils what these aims look like and their individual classes, and their own class charter is created around these.

Parents, pupils and staff are consulted via the annual school self-evaluation exercise to ensure that our vision, values and aims were and still relevant to all.



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, discuss the issue and direct your enquiry as appropriate.

Remember you can also access Dumfries & Galloway Have Your Say at <http://www.dumgal.gov.uk/article/17349/Have-your-say>

If you remain dissatisfied, the Education and Learning Directorate operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at www.dumgal.gov.uk/article/15382/Complaints-procedure

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.

For more information, on School class sizes and grouping please visit www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings

Current 2023/24 school structure:

Nursery (Early Years), P1, P1/2, P2, P3, P3/4, P4, P5C, P5R, P6, P7D, P7J.

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

Positive Behaviour and Celebrating Success

All At Gretna Primary we are an inclusive school, with children's rights being embedded in our ethos and culture. We are committed to providing a happy, safe, welcoming, nurturing, calm and purposeful school environment in which:

Every member of the school community has the right to feel safe, valued, respected and treated fairly.

We strive to ensure that everyone in our school community is equipped with the skills and knowledge to learn effectively, build positive relationships, enabling them to grow in confidence, responsibility, achieve success and effectively contribute to ensuring that we can achieve the highest standards possible.

House Captains

We have four 'Houses' at Gretna:

Baird, Bell, Bruce and Burns

From entering our school all children are assigned to a house, with Primary 7 pupils being voted in as House Captains and Vice House Captains.

The House Captains promote our school values through organising fun activities such as quizzes and themed days, as well as announcing the winning houses every week in assembly. The weekly winning house receive stickers as well as at the end of each term, the House Captains organise an additional games playtime for the winning house/houses.

Pupils can be given house points by adults for, for example, working hard, displaying good manners, empathising with and helping their peers etc.

We also have a variety of general certificates as well as our school values certificates which are given out and celebrated during assemblies.

Promoting Positive Behaviour – Whole School Policy

We have recently updated our whole school policy (December 2023) for supporting positive behaviour across our school. All parents, staff and children inputted into this and our new updated approaches were launched in January 2024. This policy is available to provide you with more detail upon request.

Assemblies

We celebrate pupil achievements as well as our school values in our weekly school assemblies. As part of our assembly programme we build in time for reflection at least 6 times per year. This reflection time is linked to our assembly theme and provides the opportunity for the children to quietly reflect upon the areas being discussed. Should you not wish your child to take part in this please let your child's class teacher or the school office know and alternative suitable arrangements can be made.

Rights Respecting School

We are committed to promoting and supporting equality and good relationships. We know everyone in our school is entitled to three basic rights:

- The right to learn
- The right to be treated with respect
- The right to be safe

Our approach to managing behaviour is based on developing our children's understanding of these rights and their role and responsibility in ensuring these rights are maintained for all members of our school community.

For more information please see the Education Authority Handbook.

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

This code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, disability or poverty. It is the expectation of Education and Learning Directorate 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 (e.g. football colours).
- Could cause offence (e.g. anti-religious or political slogans).

- Could cause health and safety difficulties (loose-fitting clothing, dangling earrings)
- Are of flammable materials which may be a danger in certain classes.
- Could cause damage to floors.
- Carry advertising, (such as alcohol or tobacco)
- Could be used to inflict damage on other pupils.

Parents in receipt of a clothing grant for from the Authority will be encouraged to purchase items which are in accordance with the school dress code.

Financial Support for Children and Families

Grants and Bursaries

Scottish Child Payment

Scottish Child Payment helps towards the costs of supporting your family. It's a weekly payment of £25 that you can get for every child you look after who's under 16 years of age. You'll get the payment every 4 weeks if your application is successful.

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 Special Diet Request Forms to allow us to inform the catering team who will discuss your child's requirements in full. For more information contact DGschoolmeals@dumgal.gov.uk or the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

All Children with allergens should register with the catering team as soon as they are aware that their child has an allergen or intolerance to food.

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.

Online pre-ordering of school meals is currently being rolled out to all secondary schools, information will be supplied by your school.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £361 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

Scottish Child Payment and Bridging Payments

The Scottish Government's Scottish Child Payment helps towards the costs of supporting your family and, as of 14 November 2022, applications are now open for all children under the age of 16. The weekly value of this award will also increase to £25 as of this point.

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.

At Gretna Primary we deliver core programmes for:

- Literacy (Reading, Writing, Listening & Talking and Modern Languages)
- Numeracy & Maths
- Health & Wellbeing
- Technologies (ICT, Food, Textiles and Design)
- Expressive Arts (Art, Music, Dance & Drama)
- Social Studies
- Science
- RME

When planning the delivery of the curriculum, class teachers will contextualise subjects into a interdisciplinary approach. This enables children to see the connection between learning and apply skills in different contexts. Where relevant, we work with our partners and local community to provide opportunities for children to learn from real life contexts.

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

For more information or support for how you can become involved in or to run your Parent Council please visit www.dumgal.gov.uk/

For more information on what is meant by parental involvement visit www.dumgal.gov.uk/

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

At Gretna, each class teacher produces a termly newsletter which outlines class homework guidance. We produce numeracy and literacy helpful hints guidance for further information. We believe it's quality that matters, not quantity - the kind of homework your child does is often more important than the amount. Even if you have little time, or don't know much about the subject or level your child is studying, you can still be involved. It's not your time or ability, but a positive and encouraging attitude to your child's learning that really matters.

Homework is for children to do, not for parents. How we learn is as unique as our fingerprint, so every child might well approach homework differently, as a result of this we work closely with parents to decide if adaptations need to be made to the class homework to meet the needs of children.

We also make parents aware that homework is not compulsory, and you have the right not to undertake tasks set with your child, we would ask that you notify the class teacher of this request.

Support for All

Support for Learners

All children receive support at school and nursery to help them learn. 'Additional support for learning' is how we describe any support that is extra or different to the help that most children receive. Most of this additional support is provided by teachers in mainstream classes, focussed on learning and support to be fully involved in school life. For the majority of children and young people this will be delivered in a mainstream classroom supported by their classroom teacher for a few this will mean some additional support alongside the classroom teacher, and for a very few this will be part-time or full-time provision in a school with a learning centre or an inclusion base.

More information is available at www.dumgal.gov.uk/ 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

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

We work with pupils, parents and staff to establish the main priorities of improvement for Gretna. We will provide feedback in May on progress to date before working with partners to establish next steps and the priority agenda for the next session 2024/25. This is shared with all between June and August. A parent version of the current priorities is available from the school – please ask. A copy can also be found by searching for your school at www.dumgal.gov.uk/schools.



Health and Safety

Emergency Procedures (including Safer Together Guidance)

If your child feels unwell or have hurt themselves during the school day they must report this to an adult in the school. If we feel that they 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](#)

