



Welcome to Gretna Primary School



December 2019





Welcome from the Head Teacher

Dear Parent/Carer,

Thank you for making the decision to educate your child at Gretna Primary School. It is my pleasure as Head Teacher to welcome you and to provide useful information within this handbook to assist you in engaging with the school. We aim to ensure that each child achieves their full potential during their time with us; developing and nurturing both social and academic targets. Parental support is very important to us and we endeavour to work in partnership with families for the benefit of all our pupils.

I very much welcome you to Gretna Primary School and hope this will be the beginning of a long and happy association for you and your child. You will find the school staff extremely approachable and only too willing to address any concerns you may have.

We are continually looking to improve the facilities for our pupils and to make Gretna Primary School an attractive, pleasant, working environment for both pupils and staff.

The staff at Gretna Primary are a highly qualified, caring staff who are dedicated to ensuring that your child will develop his or her skills to their full potential. We work to ensure that the time your child spends with us is happy and fruitful. We hope that by the time your child leaves he or she will have grown into a mature, responsible young person ready to make the most of his or her secondary school education.

Throughout this handbook we have tried to give you an impression of life in our school and the many ways we will cater for the individual needs of each child. I look forward to getting to know you and your family and hope that you will soon feel a welcomed and valued member of our school community here at Gretna. I hope your child / children will be very happy here.

If the answers to your questions are not here, please do not hesitate to contact the school.

Yours sincerely

John McDowall
Head Teacher

School Information

Gretna Primary School is a non-denominational school catering for pupils aged 2 - 12 years. Our present school roll is 290 and we also have 80+ pupils in our Nursery class.

We want our school to be at the heart of the community and we place a high level of importance on getting involved in local events and encouraging the community of Gretna to become involved in the life of our school.

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 Educationssupport@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>

Contact Information

School Address

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

Email address:

gw08officegretna@ea.dumgal.sch.uk

Headteacher

Mr J. McDowall

gw08mcdowalljohn@ea.dumgal.sch.uk

Depute Headteacher

Mrs A. Redden

gw08reddenarna@ea.dumgal.sch.uk

Parent Council (2019-20) TBC

Staff Member

TBC

Parent Council gw08officegretna@ea.dumgal.sch.uk

Vision, Values and Aims

We revised our vision, values and aims in September 2019, in consultation with staff, parents and pupils.

GRETNA PRIMARY SCHOOL

Be all you can be!

Successful Learners

We will:

Encourage our pupils to fulfil their potential by:

- providing rich and varied learning opportunities.
- develop attitudes that value learning.
- encourage children to take a pride in all they do.
- provide a safe learning environment to allow our pupils to learn from mistakes.

Confident Individuals

We will:

Develop self confidence and self esteem in our pupils by:

- encouraging independence.
- being involved in decision making.
- valuing opinions and ideas.
- valuing children as individuals.
- celebrating individual attainment and achievement.

Growth

We strive to to develop a love of learning, inspired by quality teaching, building and developing all of our individual talents.

Respect

Appreciating one another with fairness, honesty and acceptance.

Equality

We promote equality, equal opportunities, respect, diversity and value the contributions everyone can make.

Tolerance

We promote tolerance through providing a safe, supportive & inclusive community where we value everyone.

Nurture

We are a nurturing school offering a safe, happy and caring and stimulating environment with a positive ethos.

Achievement

We work hard to ensure we are being the best we can be!

Responsible Citizens

We will:

Inspire our pupils to develop a sense of responsibility towards each other and our local community by:

- encouraging pupils to take responsibility for Their actions.
- instilling a sense of respect for themselves and others.
- continuing to develop a sense of pride and belonging to our local area.
- demonstrating and promoting social inclusion.

Effective Contributors

We will:

Support our pupils to play an effective role as a member of our community by:

- develop skills in order to interact effectively with others.
- encouraging pupils to voice their opinions respectfully and value that of others.
- praise and reward pupils as appropriate.
- providing opportunities for our pupils to develop non vocational skills.

Class Organisation

Primary 1A, Primary 1M, Primary 2, Primary 3, Primary 3/4J, Primary 3/4M, Primary 4/5, Primary 5, Primary 5/6, Primary 6, Primary 6/7, Primary 7

School Staff

Headteacher	Mr J McDowall (Child Protection Officer)
Depute Headteacher	Mrs A. Redden (Depute Child Protection Office)

Class Teachers

Mrs M. Adams, Mrs L. Ansbro, Mrs K. Callaghan, Miss J. Davis, Mr C. Dolderson, Miss E. Holmes, Miss S. Hughes, Miss M. Irving, Miss K. Johal, Miss M. Johal, Mrs H. Lucas, Mrs S. Martin, Miss K. Miller, Mrs M. O'Connor, Ms A. Thomson, Mrs A. Todd

Learning Support

Mrs S. Vallance	Support for Learning Teacher
Mrs L. Burgess	Learning Assistant
Mrs G. Dunne	Learning Assistant
Mrs S. Erskine	Learning Assistant
Mrs K. Hogg	Learning Assistant
Mrs H. Runcie	Learning Assistant
Mrs E. Scott	Learning Assistant
Miss J. Smith	Learning Assistant

Nursery

Mrs C. Reynolds	Nursery Manager & Depute Child Protection Officer
Miss A. Calvert	Nursery Nurse
Mrs S. Glendinning	Nursery Nurse
Mrs B. Irving	Nursery Nurse
Miss K. Lamont	Nursery Nurse
Mrs D. McClimonds	Nursery Nurse
Miss R. Nelson	Nursery Nurse

Support Staff

Mrs S. Bryden	School Secretary
Mrs G. Dunne	School Secretary
Mrs L. Jackson	School Secretary
Miss L. Crombie	School Janitor

Regular Visitors

Dr. R. Hayton Educational Psychologist
Mrs S. Proudfoot Active Schools Co-ordinator
Miss E. Ross Speech and Language Therapist

School Day

The school day is organised as follows:

School starts	9.00am
Morning interval	10.35am to 10.55am
Lunch	12.30pm to 1.15pm
School closes	3.05pm

Please note that the school day begins at 9.00am. Persistent late coming is disturbing to any class and usually upsets the latecomer. If a pupil is constantly late for school, then the school will contact the Attendance Support Officer, in line with authority policy. Please try to ensure that children are in the playground before 9.00a.m. Children should not arrive at school before 8.45am, unless they are attending Breakfast Club (opens 8.30am) or a Breakfast Club Activity (opens at 8am).

Activity Sessions and Breakfast Club

The importance of a healthy breakfast for children is recognised by educational and health professionals. Our Breakfast Club has been running now for a number of years, set up to ensure that children get the opportunity to start the day with a healthy breakfast. As well as benefiting children's health, breakfast clubs are also known to help improve children's attendance, punctuality and educational performance at school. This session we are delighted

to be able to continue with our Breakfast sessions in the hope that we can increase attendance, and also to offer our pupils a 'soft' start to the day. On Monday, Wednesday and Friday mornings, 8.00am - 8.30am, we are delighted to be able to offer a range of activities and response has been very positive.

Aspects of the Curriculum

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18. The curriculum includes the totality of experiences which are planned for children and young people through their education, wherever they are being educated. It is underpinned by the values inscribed on the mace of the Scottish Parliament - wisdom, justice, compassion and integrity.

The purpose of Curriculum for Excellence is encapsulated in the four capacities – to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor. Curriculum planning at Gretna

Primary is based on the seven principles of curriculum design:

- Challenge and enjoyment
- Breadth
- Progression
- Depth
- Personalisation and choice
- Coherence
- Relevance

Our timetable for curriculum development is agreed with the Local Education Authority and is described three years in advance in our School Improvement Plan. Copies of this are sent home every session, and are always available from the school office. Quality of provision and improvement is monitored regularly using Scottish Executive and other self-assessment criteria, published for all schools. Quality Assurance whole school audit takes place, when all stakeholders are invited to comment on all aspects of school life.

Nursery education provision is assessed annually by The Care Inspectorate and Primary education provision (including nursery) is assessed periodically by Education Scotland. Our most recent inspection report can be viewed via www.educationscotland.gov.uk

The Primary Curriculum

Languages (including Literacy, English and Modern Foreign Language)

Mathematics

Health and Wellbeing

- Mental, emotional, social and physical wellbeing
- Health and Food
- Physical Education, activity and sport
- Substance misuse
- Planning for choices and changes
- Relationships, sexual health and parenthood

* It is important to note that parents will be informed when pupils will be learning about potentially sensitive issues, and will have the option to withdraw their child, if necessary.

Expressive Arts

- Art
- Dance
- Drama
- Music

Social Studies

- People, past events and societies
- People, place and environment
- People in society, economy and business

Technologies

- Technological developments in society
- ICT to enhance learning
- Business
- Computing science
- Food and textiles
- Craft, design, engineering and graphics

Sciences

- Planet earth
- Forces, electricity and wave
- Biological systems
- Materials
- Outdoor Learning

Religious and Moral Education

- Links with Gretna Old (Church of Scotland) and All Saints Church (Scottish Episcopalian)
- Christianity and other world religions
- Reflection time i.e. values and morals

Learner Participation

Whole school assemblies are held on Fridays. Pupils are awarded 'Pupil of the Week' certificates and are encouraged to bring along details of any out of school achievements. Pupils who are awarded Pupil of the Week also enjoy a special lunch with the Headteacher on a Friday afternoon. Photographs are taken and displayed on the TV in the foyer of the school.

Our Primary 1-4 pupils participate in the weekly 'Big Talk'. Children are given a subject to think about at home, discuss in class and then are chosen by their peers to speak at assembly.

- Pupil Council - chaired by a member of the School Management Team, representatives from sub groups will meet monthly to discuss issues raised in classes. Suggestions will be carried forward where appropriate.
- Minutes from Pupil Council will be posted in the staff room and on the Pupil Council board in the main hall. Minutes will also be posted on the school's outdoor notice board.
- Feedback from these meetings should be given at the start of each group meeting.

Parent/Carer Participation

We need everyone to participate in the learning experiences that we provide for every child within our learning community.

You can do this as a parent/carers by

- Discussing with your child their experiences at school
- Speaking to the staff at the school about your child
- By completing any forms/progress slips and returning them on time
- Coming into school for open days/parent's evenings etc
- Filling in any questionnaires/evaluations which are sent out
- Helping with events and fund raising activities etc
- Participating in our Parent Council
- Taking part in focus groups which may develop throughout the year
- Being a parent/friend helper

Staff can participate by

- Being a positive contributor to the ethos of the school
- Having regular discussions with other staff
- Providing ideas and evaluations at staff meetings
- Having involvement in development days
- Listening to feedback from pupils and parents
- Having ownership of professional discussions on individuals, class and school issues
- Completing questionnaires when required

Pupils can participate by

- Providing a pupil voice at class discussions/circle time
- Taking a role on one of the pupil committees
- Being involved in the planning of experiences
- Talking to adults about their needs and experiences
- Promoting parent/guardian participation.

Staff are available to speak to parents/carers on an informal basis daily. Appointments can be made for more formal discussion with teachers or the Head Teacher. The school phone number is 01461 339105 and the school email is gw08officegretna@ea.dumgal.sch.uk.

Recognising Personal Achievement

Gaining recognition for their achievements, skills for life and skills for work, and development through them, can benefit young people. It can increase their confidence, raise their aspirations, improve their motivation for learning and keep them engaged in education. As part of Curriculum for Excellence, Gretna Primary School endeavours to recognise and celebrate the achievements of our pupils. It is important to us that we educate the whole child and acknowledge successes and milestones of their lives both in and outwith school. Each child will begin a folio of work in Nursery which will follow them through to the end of primary school. This showcase of work to be proud of will be shared with parents throughout the year.

Contact with Parents and Carers

Presently, parents and carers of pupils attending Dumfries & Galloway schools receive a Full Report in June. Reporting dates coincide with Parent Consultation Evenings. Parents are always welcome to make an appointment with teachers at a mutually convenient time throughout the school year.

A monthly newsletter will be sent home from the Headteacher as well as a class newsletter to keep you updated termly with school news.

Our school makes good use of Facebook and school app to communicate with parents/carers on a regular basis. Staff use these to celebrate children's work.

For more information about reporting, profiling and assessments, visit www.educationscotland.gov.uk.

School Discipline and Behaviour Management

Good discipline is essential in school. Staff set the highest behaviour standards and work with pupils at all stages to promote and develop children's self-discipline and self-control. We ask that parents co-operate with staff at all times and offer support when necessary. At Gretna Primary we expect a high standard of behaviour from our children. The rules are as follows:

- Swearing, bullying, kicking and play fighting are strictly forbidden;
- No child may leave the playground during morning or lunch intervals, nor leave the school at any time during the day without permission;
- Children should cross Annan Road with the crossing patrol only;
- In the interest of safety, pupils should not bring canned drinks or glass bottles into school;
- Any pupil with a concern, or who is being bullied or bothered by another person, should inform their teacher, a Buddy or a responsible adult straight away;
- Pupils should not bring mobile telephones into school;

The children are encouraged to play safely at all times. In running games they must look after themselves and the safety of others. There are playground supervisors on duty at all playtimes. A copy of Gretna Primary School's 'Promoting Positive Behaviour Policy' is available in school and is reviewed annually.

Pupils are trained in school to take good care of all equipment. Parents are asked to reinforce this and to help by covering books, etc. that are taken home on a regular basis. In instances of malicious damage to school property, pupils and parents may be asked to contribute to the cost of repair or replacement.

Pupil Activities

A wide range of school activities are offered for all of our pupils. In recent years activities have included football, rugby, cross-country, gardening, gymnastics, choir, computers, drama and crafts. We are always willing to consider any activities that parents can offer to supplement what we have already.

School Outings

The school encourages staff to take pupils on excursions in order to widen their experience, develop knowledge and understanding of the world and to develop responsible attitudes to the environment. Excursions may be into the local community are covered by a blanket consent form. Parental permission will be sought for trips requiring transport and a letter giving details of the trip will be sent to parents prior to the excursion. During all excursions the ratio of adults to pupils will meet at least the minimum requirement.

Tuck Shop

Kitchen staff operate a school tuck shop, selling sugar free snacks and drinks at a reasonable price. Tuck shop is open between 10.30 –10.40am each day. Milk is available for sale to all pupils every day. Chewing gum is forbidden in school and on any school excursion.

Nut Free School

Please note that due to some pupils having severe allergies to certain foods we are a nut free school. We ensure that refuse containers are secured and away from the school building to prevent contamination.

Fresh Drinking Water

Fresh drinking water is readily available for all children during class time. Pupils can purchase self-sealing water bottles early in the school year, which they may fill from water coolers, located throughout the school. Pupils are asked to take bottles home regularly to be washed.

Wet Weather Procedures

In bad weather pupils have their playtime in class.

Supervision is undertaken by school staff, assisted by senior pupils (Buddies). In order to guarantee adult supervision in classes before school starts (i.e. before 9.00am) on wet days, the doors will not be opened before 8.45am.

Medicines and Medical Information

Medication will only be given by authorised members of staff on receipt of a Parental Permission Form. These forms can be obtained from the school office. It is the responsibility of parents to provide the Headteacher with sufficient information about the child's health needs and treatment in school and to give permission for this to be shared with appropriate staff. It is also the responsibility of parents to ensure that their child is well enough to attend school and to provide the school with an emergency contact. It is also the responsibility of parents to ensure that medical confirmed information regarding their child is provided and kept up-to-date, so to assist with general day-to-day activities in school and medical emergencies.

Intimate Care

From time to time accidents involving soiling or wetting do happen. If this happens to your child, staff will endeavour to deal with the situation as sensitively and discreetly as possible, and to keep you informed. The action taken might include:

- Offering your child fresh, clean clothes from a stock held in school, and the opportunity to wash or wipe themselves in private;
- Helping your child to clean up, if they are happy for this to happen, and if there is a suitable adult around to assist;
- Contacting parents to come into school to assist, or to take children home to clean up.

If your child has an ongoing condition or problem which is likely to make accidents an issue, do please discuss it with your child's class teacher, the Headteacher or the School Nurse.

Groupcall Text Messaging System

From time to time text messages are sent to a pupil's main contact mobile telephone or email, using the Groupcall Text Messaging. It is therefore imperative that mobile numbers are kept up-to-date to ensure these messages reach the correct destination. Types of messages include school closure information, meeting dates, school excursion information (return times), information requests of pupil absence from school, etc. It is also now possible for you to reply to text messages.

Mobile Telephones / Electronic Equipment

Children are encouraged not to bring mobile



telephones into school and are not permitted to have them on school trips, including residential visits. The Head Teacher or teacher in charge or an Education Services representative will contact parents directly in the event of any incident or emergency.

Any parent wishing their child to carry a mobile phone should put this request in writing to the Headteacher. In this instance the phone should be switched off during the school day. Any contact made with your child should be made through the school office.

Children are also not permitted to bring cameras, iPods or hand-held games e.g. DS, tablets to school. The school will not be held responsible for lost, damaged or stolen items.

School Security and Entry System

Following the Cullen Inquiry, 1996, security arrangements to prevent unauthorised access to school buildings were put in place. Entry to the school should always be through the main door. This door is fitted with an electro-magnetic lock and to enter visitors must ring the bell or enter an access code. All other doors are secured during the school day, except for break times when there is supervised entry and exit. In this school the security measures are:

- A security surveillance/ door entry systems with magnetic locks fitted;
- Signs asking visitors to report to the school office via the main entrance are displayed at all doors;
- Refuse containers are secured away from the building to minimise access to the roof;
- Building access points are reduced to a minimum by the removal of external door handles. Such doors are easily opened from the inside without the need for keys;
- External lighting is fitted around the building;
- Boundary fencing has been erected.
- CCTV operates 24 hours a day.

Safety – Fire and Lockdown

Regular fire and lockdown drills are held throughout the year, usually once a term and the school evacuation and lockdown procedures are posted in every classroom and throughout the school. The first priority of staff is the safety of the pupils in their charge. Every pupil and member of staff receives training in:

- General fire prevention;
- Action to be taken if they discover a fire;
- How to raise the alarm;
- Action to be taken on hearing the alarm;
- Location of escape routes and assembly points;
- Lockdown procedures – ‘Safe Inside Together’;
- Evacuation and roll call procedures.

Arrangements are made for the safe evacuation of those with disabilities, which may include learning, physical and sensory difficulties. Operational checks of the fire detection and protection systems are continual and records of these procedures are kept and updated weekly.

Transporting Pupils

Recent government initiatives encourage parents to walk to and from school, where possible, with their children. This practice is encouraged on the grounds that valuable time can be spent together, money on fuel is saved and atmospheric pollution is reduced.

Where it is not possible to walk, parents are asked to stop their cars well away from the crossing patrol on Annan Road. The car park at the front of the school is often congested with staff cars and offers little room for turning. Parents are asked, therefore, not to drive into the car park, but to drop off children next to the pavement on Victory Avenue. Our local Police regularly monitor traffic around our school and will act on any driver parking illegally.

Dumfries & Galloway Education Services

Dumfries & Galloway Education Services have a dedicated Handbook containing information relating to all schools throughout our region. Information includes:

- Attendance;
- Action to be taken if they discover a fire;
- School Transport;
- School Meals including special dietary requirements;
- Terms and Holidays;
- School Uniform/Dress Policy including Clothing Grants;

- Additional Support for Learning; We work hard to ensure we are being the best we can be!
- Getting it Right for Every Child (GRIFEC);
- Child Protection;
- Educational Psychology Service;
- Health and Safety;
- Information and Communication Technologies;
- Useful Links.

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/School-clothing-grants>

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 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 ie doctor /dentist appointments, must be collected by a named contact confirmed with the school office. They must also report to the school office on their return to school.

Curriculum for Excellence

Curriculum for Excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18year olds – in nursery, primary, secondary, at college, workplace or community learning. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

Broad General Education

Children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (Early, First, Second, Third, Fourth) and in each of the eight Curricular Areas. The five Curricular Levels span pre-school to the end of S3. This is the Broad General Education. Pupils progress at their own pace, working through the Experiences and Outcomes of the most appropriate level for them. Pupils will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3.

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/>

How is my child doing?

There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights/ Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.

Helping the School

There are many things which as a parent you can do to support your child's learning in school: www.dumgal.gov.uk/article/17608/Parental-Involvement

Support for All

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-for-learning>

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.

More information: 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.

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.



Information at a Glance

School Information

School Address

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

Email address:

gw08officegretna@ea.dumgal.sch.uk

Parent Council Chairperson: TBC

Head Teacher Mr J. McDowall

School Roll Primary 1 - 7 = 290
Nursery = 75+

Denomination Status: Non-denomination

Status of Gaelic: None

School Staff

Head Teacher Mr J McDowall (Child Protection Officer)

Depute Headteacher Mrs A. Redden (Depute Child Protection Office)

Class Teachers

Mrs M. Adams, Mrs L. Ansbro, Mrs K. Callaghan, Miss J. Davis, Mr C. Dolderson, Miss E. Holmes, Miss S. Hughes, Miss M. Irving, Miss K. Johal, Miss M. Johal, Mrs H. Lucas, Mrs S. Martin, Miss K. Miller, Mrs M. O'Connor, Ms A. Thomson, Mrs A. Todd

Learning Support

Mrs S. Vallance Support for Learning Teacher
Mrs L. Burgess Learning Assistant
Mrs G. Dunne Learning Assistant
Mrs S. Erskine Learning Assistant
Mrs K. Hogg Learning Assistant
Mrs H. Runcie Learning Assistant
Mrs E. Scott Learning Assistant
Miss J. Smith Learning Assistant

Nursery

Mrs C. Reynolds Nursery Manager & Depute Child Protection Officer
Miss A. Calvert Nursery Nurse
Mrs S. Glendinning Nursery Nurse
Mrs B. Irving Nursery Nurse
Miss K. Lamont Nursery Nurse
Mrs D. McClimonds Nursery Nurse
Miss R. Nelson Nursery Nurse

Support Staff

Mrs S. Bryden School Secretary
Mrs G. Dunne School Secretary
Mrs L. Jackson School Secretary
Miss L. Crombie School Janitor

Regular Visitors

Dr. R. Hayton Educational Psychologist
Mrs S. Proudfoot Active Schools Co-ordinator
Miss E. Ross Speech and Language Therapist

The School Day

School starts 9.00am
Morning interval 10.35am to 10.55am
Lunch 12.30pm to 1.15pm
School closes 3.05pm

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>