



# Welcome to

## Johnstonebridge Primary School



December 2020



# Information at a Glance

## School Information

### School Address

Johnstonebridge Primary School  
Johnstonebridge  
DG11 1ES

Telephone: 01576 470 246

### Email address:

[gw08officejohnstoneb@ea.dumgal.sch.uk](mailto:gw08officejohnstoneb@ea.dumgal.sch.uk)

**Parent Council Chairperson:** Mrs Claire Barn

**Head Teacher** Miss Evonne Cameron

School Roll 28 pupils

Denomination Status None

Status of Gaelic None

## School Staff:

### Teaching Staff

P1-4 Mrs Wendy Crawford  
(Acting Principal Teacher)

P5-7 Miss Ailsa Robertson

Covid Recovery  
Teacher/RICCT Teacher Miss Lucy Graham

Learning Support Mr Julian Dale

Clerical Assistant Mrs Anita Cooper

Learning Assistant Mrs Sharon Bell

Inclusion Team Teacher Miss Amy Fryer

School Education  
Officer Dr Elizabeth Gair

### Auxiliary Staff

Facilities Assistant Mrs Anita Cooper

Catering Mrs Margaret Currie

Cleaning Mrs Anita Cooper

## The School Day

The school gates are opened at 8.40am

### Primary School

9am School starts

10.30am - 10.45am Break time

12.15 - 1pm Lunchtime

3pm School finishes

Our learners are supervised in the playground during most breaks and lunchtimes

## Communicating with home

We use a variety of ways to communicate with our families; our school Facebook Page, school newsletters, Group Call text messaging, phone calls and most recently, we email parents key communications.

Achievement Books, which are a learning record, go home to communicate learning targets and progress and we have twice yearly Learning Conversations about individual's progress and achievements. We also use diaries or reading records to communicate between school and home.

### 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

The staff and children of Johnstonebridge Primary School extend a warm welcome to all parents, friends and visitors. It is our aim to ensure that our school is a happy, nurturing and stimulating place where everyone feels valued, achieves their potential and strives to be the best they can be. Working in partnership with families is at the centre of what we do at Johnstonebridge and we pride ourselves on the positive relationships which exist between home and school.

This handbook is designed to familiarise you with different aspects of life in our school. Should you require any additional information, please do not hesitate to get in touch.

I look forward to working with you all and am confident that we can provide the best educational experiences for your child as we move forward together.

Yours sincerely

**Miss Evonne Cameron**  
Head Teacher



## School Aims, Values and Ethos

At Johnstonebridge Primary, our vision is to provide high quality experiences which motivate our learners to achieve their full potential in school and in the wider community. We are a Nurture School and our core values are based on the wellbeing of the whole child.

Our motto is 'In A Race' to be ace!

**Inclusion**

**Nurture**

**Achievement**

**Respect**

**Ambition**

**Citizenship**

**Equity**

We aim to...

**Set high ambition for all our learners.**

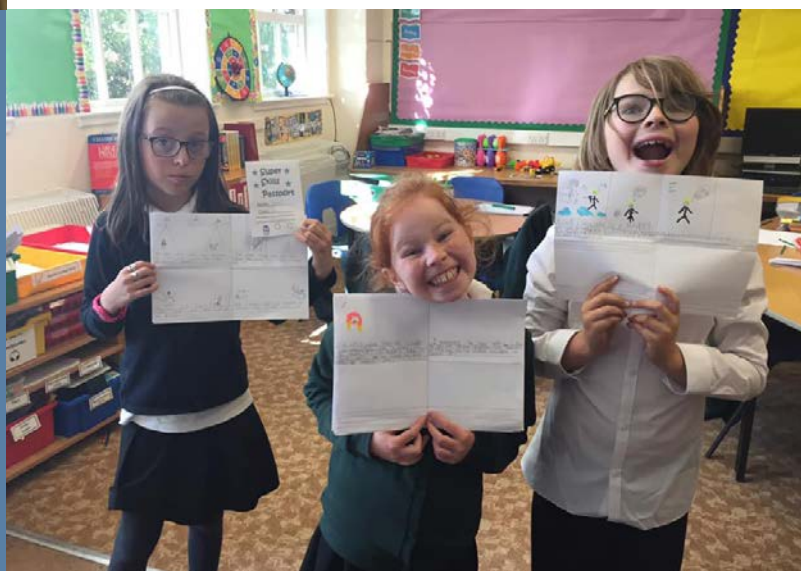
Develop responsible citizens, confident individuals, successful learners and effective contributors.

Work effectively with partners in school and across the wider community to promote healthy lifestyles.

Encourage our learners to achieve success.

Our ethos promotes a strong sense of belonging and pride in our school and in our community. Johnstonebridge Primary School also works in partnership with Nethermill Primary School. We enjoy working together to enhance what we provide at both schools. As a partnership, we do this to improve the outcomes and experiences for all of our learners across both schools while still maintaining each school's own identity.

We regularly reflect on and review our school aims to ensure that they remain fresh, relevant and seek the views of our whole school community.



## 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](mailto: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

We have two multi-composite classes at Johnstonebridge Primary.

Primary 1-4

Primary 5-7

### Positive Behaviour and Celebrating Success

At Johnstonebridge Primary, we aim to create a relaxed, safe and happy environment where we care about one another's wellbeing, learning and achievements.

We pride ourselves in being a nurturing school and were awarded a Sketch Note from Education Scotland during a recent inspection to show the excellent Nurture practise that happens at Johnstonebridge Primary. We adopt a positive, nurturing behaviour approach across our school. Learners are engaged in the design of classroom and school rules and we have consistently high expectations of their behaviours. We regularly share strategies to support the children in school and engage in purposeful, solution focused discussions when they face difficulties. We have a designated Bloom Room where learners have a safe space to reflect, explore and develop their emotions and behaviours. Emotion Works is also a focus across our school to enhance emotional literacy for everyone.

Learners have many opportunities for achievement beyond the school day. The impact of Covid 19 has been widely felt and it limits what we can currently offer. We usually run a Breakfast Club every morning and weekly Craft Clubs, Choir, Sporting Clubs or Homework Clubs to cater for all of our pupils. We seek the views of our pupils to try and offer a wide range of activities that they enjoy or would like to experience. Pupils are also encouraged to share successes from home so we can celebrate these at our whole school assemblies or school communications.





## 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](http://www.dumgal.gov.uk)

At Johnstonebridge Primary the children are proud to belong to their school and wear their green Johnstonebridge sweatshirt or cardigan with pride. The school encourages all children to wear school uniform as it not only provides clothing which is fit for purpose, but encourages a sense of unity and belonging across all stages of the school. The uniform consists of a green jumper/cardigan, white polo-shirt and dark coloured trousers/skirt.

We work hard to:

- Promote the school colours by wearing our school jumpers/cardigans or a similar plain coloured top.
- Encourage sports clothes for PE and Outdoor Learning days.
- Wear wellies when taking part in Forest Schools.
- Discourage the wearing of football shirts or clothes with slogans on to prevent factions.
- Wear comfortable outdoor and indoor shoes (no high heels) and dress for the weather.

Parents in receipt of a grant for footwear and clothing from the authority will be encouraged to purchase items which are in accordance with the school dress code. Guidance is available on Clothing Grants from <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

## 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> 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](http://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.

We ensure our curriculum provides all learners with breadth, challenge and application of skills across all subject areas. Health and well-being is central to our learning and our nurture approach supports the development of our learners. We ensure we identify and, wherever possible, remove barriers to learning, providing necessary supports and challenges to allow learners to achieve and exceed their learning potential.

Literacy, Numeracy and Health and Wellbeing are interwoven throughout the curriculum and staff provide rich contexts for learning. The children are involved in the design and direction of their learning each term and help plan the Inter-Disciplinary Learning activities collaboratively with their class teachers. Staff are continuously involved in self-evaluating the learning process to ensure all children are achieving their expected targets. Children are involved in this process across the school year and set these targets regularly with their class teacher. They also plan and deliver Skills Groups weekly to enhance experiences and develop new skills.

At Johnstonebridge, we believe that there is a need for each child to be able to learn at his/her own pace, with enough challenge and support to stretch them. Using Curriculum for Excellence, our curriculum is joined up from 3-18 years and is built on previous learning, making connections between subjects to help make sense of the world and it has more focus on knowledge and skills. Wider achievements are celebrated across the school and we aim to provide a wide range of extra-curricular activities to enhance our learner's experiences.

## 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/>



## Homework/Family Learning

Homework is most effective when supported by parents/carers and also when a routine is formed to encourage a 'homework time'. Once this is established it can defuse any conflict over when homework is done. We always encourage our learners to try their best in homework tasks and to share their learning at home. Any homework set is part of a planned programme of work and is there to consolidate learning. Homework tasks are usually set at the start of the week with specific dates for return to allow for some flexibility around when to complete.

Learning Conversations are discussions that teachers have with the learner and their families (in November and May) to talk about successes in learning, to set targets to work on and discuss next steps. Reports are then sent home as a record.

We provide Open Days and information sessions throughout the year where families are encouraged to come in school and find out about what their child is learning and how best to support this at home. The children also lead assemblies to showcase skills and knowledge they have developed. We also try to have workshops for parents and carers to introduce them to new materials.

## 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](http://www.dumgal.gov.uk/article/17608/Parental-Involvement)

## 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](http://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.



## 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.

The Improvement 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. We share a parent/carer friendly overview with our families every year and work with the learners throughout the session to work towards achieving our priorities.

Our Improvement Priorities this year are focussed specifically on Recovery, especially following the five month closure we had due to Covid 19 and ongoing Home Learning for some of our learners. Our priorities are Raising Attainment in Literacy, Raising Attainment in Numeracy, Health and Wellbeing and we also have a focus on Outdoor Learning at Johnstonebridge.

## 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 <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

