



Welcome to

Kirkcudbright Primary School



December 2022



Information at a Glance

School Address

Kirkcudbright Primary School
St Mary's Wynd, Kirkcudbright, DG6 4JT

Tel. 01557 332610 Text: 07860029398

Email address

gw10officekirkcudbri@ea.dumgal.sch.uk

Parent Council Chairperson Emma McKenzie

Parent Council email

kbtparentcouncil@yahoo.com

Head teacher Mr. David Stevens

School Roll 234

Denomination Status Non Denomination

Status of Gaelic No

Teaching Staff

Mrs K McMillan P1 Mr J Flannighan P1/2

Mrs J Philip P2 Mrs C Summers P3

Ms K Buchan and Mr McClune P4/5

Miss S McConnell P5 Mrs A Kelly P5/6

Mr R McClune P6/7 Ms R Gordon P7

Mrs E Brown Teacher Ms J McLeman Teacher

Mrs C Pearsall Support for Learning Teacher

Auxiliary Staff

Clerical Assistants Mrs J Eccles Miss J Collins

Learning Assistants Mrs F Baird Mrs J Baty

Mrs Halliday Mrs N Irving Mrs J McCulloch

Mrs K Poet Ms J Wild Mr B Wild

Playground Supervisor Mrs McColm

Facilities Manager Mr D Toole

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

Cleaning supervisor

Mrs D Baty

Cleaners

Mrs E Middleton

Mrs M Neguroiu

Ms M Gill

Kitchen Assistant

Mrs M Dowe

Catering assistants

Mrs L Hannah

Mrs S Stevenson

School Support Manager

Mrs R Robertson

Speech and Language Therapist

Mrs C Brown

School Nurse

Mrs A Leonard

School Doctor

Dr A Forbes

Pre School Education Visitor

Mrs A Sinclair

Active Schools co-ordinator

Miss A Niven

School Support Officer

Mr M Armstrong

Children should arrive no more than 15 minutes before school starts. We ask that all pupils arrive at school promptly as lateness can have an adverse effect on the education of the whole class. On very wet mornings pupils may be invited to use the front door. The Playground supervisor is in the playground from 8.45am until 9.00am, morning break and lunchtime. Children travelling home by bus meet at the 'Indoor Bus Stop' (Community Room) until their arrives at 3:30pm.

Break times

During morning break pupils may have a small snack brought from home. No nuts please.

School term dates can be found at:

<http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>

Communicating with home

The school communicates with parents in a variety of ways, our usual method is via e-mail or text messaging but we may also use; phone, letter, Facebook, Twitter, the school Blog/Website and face to face meeting. It is important to keep the school informed of any changes of address, telephone number (including emergency contacts) and e-mail address.

Parents can contact the school by telephone, text (07860029398) or e-mail.

If your child is absent from school please inform us, the best way to do this is via text using the number above.

The School Day

School starts 9.00am

Break time 10.30am - 10.50am

Lunch 12.35pm - 1.30pm

School finishes 3.15pm

Breakfast club

Breakfast club is open to all pupils from 8:30am at a cost of 75p per day.

Start and End of the Day

Children in P1 classes enter the school via the gate from the car park into the playground. Parents may accompany their children to the class door for the first term. Parents use the same gate at 3:15pm and collect children from the classroom door.

Welcome from the Head Teacher

Dear Parent / Carer

The staff and pupils of Kirkcudbright Primary School extend a warm welcome to all parents and their children.

We strive to make our school a happy, caring and stimulating place. Our staff are committed to providing the best possible education for all our pupils placing high importance on the basic skills of literacy and numeracy. We encourage pupils to solve problems, think creatively and to communicate their ideas.

We expect everyone to show effort and respect and we request the assistance and co-operation of all parents to achieve this.

Our handbook is provided to familiarise you with some of the educational, organisational and social aspects of our school. We hope you find our handbook useful, should you have any questions please do not hesitate to contact the school. I look forward to meeting and working with you in the future.

Yours sincerely

David Stevens
Head Teacher

For more information about how we support parents and work with our schools please see our **[Authority Handbook](#)**

School Aims, Values and Ethos

Our school aims

- To provide a balanced curriculum with emphasis on literacy, numeracy and health and wellbeing.
- Provide an environment which is caring, stimulating, challenging and where the needs of all pupils are met.
- To work towards closing the attainment gap between the most and least disadvantaged children and ensure we provide equity for all
- Encourage an environment of mutual respect and fairness
- Work closely with parents, carers, other colleagues, outside agencies and our community to share best practice and develop a variety of innovative learning experiences.
- Recognise achievement, celebrate success, promoting self-esteem and building confidence.
- Encourage individuality, creativity, independence and leadership at all levels

Our school vision

To have a secure, happy, safe and inclusive learning environment where, staff, pupils, parents and all partners work together to provide a variety of learning experiences that inspire confidence, celebrate achievement and supports pupils to reach their full potential.

Our school values

The values to which Kirkcudbright Primary aspires for its pupils (as inscribed on the Mace in the Scottish Parliament) are: - wisdom, justice, compassion and integrity.

Within school we talk about and promote our golden rules which are:

- Be kind
- Look after things
- Try hard
- Listen and act
- Be honest
- Believe in yourself

Our aspirations for every child attending Kirkcudbright Primary are that they should be successful learners, confident individuals, responsible citizens and effective contributors to society and work.



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 and discuss the issue and direct the enquirer as appropriate.

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

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure.

The school currently has 9 classes; pupils are taught in a single year class or composite class depending upon pupil numbers.

- P1, P2 no more than 25 pupils
- P3 – 7 may have up to 33 pupils in a straight class

A maximum of 25 pupils is allowed in a composite class.

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

Positive Behaviour and Celebrating Success

Appropriate behaviour is encouraged at all times.

House points can be earned through good work and good behaviour. House points are counted every week and a shield presented to the winning house. Merit Medals are also awarded and presented in assembly, these can be for effort, good work, or behaviour/citizenship. Two pupils from the school, one from P1-4 the other from P5-7, are awarded the special silver trophy each assembly. This award goes to the pupil who always works hard, does their homework, settles well and gets on keeping the school rules.

Where a pupil's behaviour does not meet the expected standard the pupil is spoken to by an appropriate adult. Depending on the severity of the pupil's misdemeanour, a variety of sanctions may be used. These could include; writing a letter of apology, missing some playtime or choosing time, not earning Golden Time. The behaviour will always be discussed with the pupil and options and making good choices explored. Parents may be

contacted at an early stage so that school and parents may work in partnership towards changing the pupil's behaviour. On occasion it may be decided that a parent will contact the school on a weekly basis to find out how the pupil has behaved during that week so that the matter may be reviewed.

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

Our uniform is red and black and consists of:

- Red sweat shirt or red knitted cardigan, with badge
- Black or red polo shirt, with badge
- Black/grey school trousers or skirt

We would ask that pupils wear appropriate school footwear.

Pupils should also bring a gym bag to leave at school with a t-shirt of their house colour, black shorts and plimsolls for P.E.

Pupils should change into appropriate indoor shoes when in the building, plimsolls and trainers are acceptable.

We ask that pupils come to school with a suitable coat as children do go out to play in all but very wet conditions.

We do not feel that make-up is appropriate during school time. Pupils will be asked to remove make-up if they persistently wear it at school.

Uniform can be ordered from: Banks and Braes, 14 St Cuthbert's Street, Kirkcudbright. Tel: 01557 339277

Financial Support for Children and Families

Grants and Bursaries

Scottish Child Payment

The Scottish Child Payment is a payment for families on certain benefits or tax credits. Eligible families will get £40 every four weeks for each child under six.

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 registration form to allow us to inform the catering team who will discuss your child's requirements in full.

For more information contact the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

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.

All primary schools are now operating a pre-order system for school lunches for paid and free school meals. Parent / Carer will receive a letter informing them of how to create and set up an account for their child.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £360 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

Visit the school meal website for further information

www.dgschoolmeals.co.uk



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.

Literacy and English is at the heart of our cross curricular approach to learning, with topics and novel studies providing the context for developing much of our writing, listening and talking. Reading is taught from P1 beginning with pupils moving onto our graded reading scheme until they are independent

readers. Specific skills are taught systematically as an integral part of the English curriculum.

French is taught throughout the school beginning with basic vocabulary.

Mathematics is normally taught daily. Pupils will learn about; number, money, measure,

shape, position and movement and Information handling

All pupils will be given opportunities to practice mental maths and problem solving.

Health and Wellbeing throughout the school includes; Physical, mental, emotional, and social wellbeing, Physical education, Food and health, Substance misuse, Relationships, sexual health and parenthood.

Our topics help pupils to achieve knowledge and understanding of the world in which they live. They develop skills which will enable them to interact effectively with the environment and gain knowledge, understanding and skills associated with Science, Social Subjects and Technology.

Kirkcudbright Primary has a yearly curricular map for Interdisciplinary learning.

A programme for Religious and Moral Education includes understanding of Christianity and the other world religions along with moral values such as honesty, liberty, justice, fairness and concern for others.

We also offer a range of activities such as residential trips, curricular trips and after school clubs.

We have a Pupil Council and run a house system of 5 Houses – Hornel=Red, King=Purple, Taylor=Blue, Sassoon=Green and Oppenheimer=Yellow.

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

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/>

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

Pupils may be issued with a homework bag in P1 or a diary at the start of the year.

Parents should check the bag and diary to see what homework has been issued for the week.

Parents are asked to help their child by listening to them read regularly at home. You can encourage and help your child by:

- Sharing a book they enjoy
- Let your child see you read often for pleasure
- Praise your child when they self-correct
- Encourage your child to use reading cues i.e. looking at the picture, does it make sense
- Encourage your child to use their finger to point to each word
- Ask questions about the book, ask them to retell the story
- Reread familiar books to build confidence.

Spelling is given as homework and clear guidelines are given to parents regarding this. Mathematics homework is sent home as appropriate according to the various topics within the Mathematics Programme. Throughout the year class teachers will identify particular areas for homework i.e. grammar work, story writing, and research.

Homework can help you, as parents, to become involved with your child's work.

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> 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

In recent years the school has developed a three year science programme ensuring all pupils have access to all the Learning Intentions within the Science Curriculum. We have focused on Health and Wellbeing, Numeracy and Literacy. The School has continued to develop the maths curriculum and some aspects of Literacy. We are currently developing our programme for Writing, Outdoor Learning provision and Inter-disciplinary Learning



Health and Safety

Emergency Procedures (including Safer Together Guidance)

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.**

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](#)

