



# Welcome to

## Lincluden Primary School

December 2019



## Welcome from the Head Teacher

Dear Parents and Carers,

Welcome to Lincluden Primary School. I hope that the time your child spends here will be happy and productive. All the adults in school will do their best to make your child feel secure and safe. We aim to equip all children with the necessary skills to make them successful and independent learners.

When parents and teachers work together children are always more successful. Take an interest in what they are doing, praise them for their successes, listen to them tell you about their day, join in with some homework games and enjoy their success.

Through school you will be able to access any help you need for your child and family, so if you have any concerns please just call in and speak to a member of staff.

Should you have any concerns at any time, please come in and talk to us here in school.

**Karen Scott**  
Head Teacher

## School Aims, Values and Ethos

Lincluden Primary never gives up providing chances for all of our pupils to be the best they can be.

### Lincluden School Ethos

Our school ethos is based around respect and equality and extends across the whole school community. We are nurturing in our approach to all our pupils. Staff recognise the individual needs of each child and are creative in their use of strategies to foster resilience.

All children should have opportunities to learn, work together and play in a safe and caring environment.

Everyone in Lincluden School is part of a team and we all work to help all our children to be the best they can be. We aim to involve parents, partner agencies and the wider community in the day to day life of our school.



## Values and Aims

<u>Values</u>	<u>Aims</u>
Equality	To give all children the equal start in life that they deserve.
Self-belief	To create a secure and safe environment where the whole team will support each other.
Respect	To develop pupils' self-respect for others and for property, as they work towards becoming responsible citizens.
Ambition	To encourage pupils to have the confidence to look beyond the school environment and aim high.
Tolerance	To develop healthy habits to help pupils have a healthy mind and healthy body.
Citizenship	To work in partnership with carers and parents to deliver the best for all of our children.
Effort	To encourage pupils to become independent learners who value their own achievement.

## 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 ten classes in the school as well as a Learning Centre and a Nursery. Each year classes have to be organised on the basis of the school roll, the balance of pupils in each stage and the needs of the pupils.

### Positive Behaviour and Celebrating Success

Lincluden Primary School is committed to implementing a positive behaviour management policy which encourages pupils to behave responsibly, co-operate with each other and show concern for others at all times.

Discipline originates from mutual respect for each other. Our approach is to praise pupils being good and reward them with encouragement rather than have the emphasis on bad behaviour.

We have many reward systems in place to encourage positive behaviour and to celebrate success. Respect Award, Pupil of the Week, Maths Star, Star Writer and Wider Achievements are recognised and celebrated every Friday at assembly, and house points are given to pupils who demonstrate following the Code of Conduct. Pupils and staff have drawn up a code of conduct together to promote positive behaviour.

### Lincluden Primary Code of Conduct

I agree to:

- treat everyone in school with respect
- be kind, friendly, fair and honest to others
- walk and behave sensibly in school
- treat school property with respect
- always try my best
- consider other people's space and feelings

Signed \_\_\_\_\_



We also have a range of sanctions if pupils do not manage to keep to the code of conduct. These include:

### Detention

Detention is earned if a child chooses the wrong behaviour in the playground. A detention means the child cannot go out for break but instead reports to a specified class. On most occasions one detention is given. However for more serious issues more than one detention may be earned. If a child is on detention frequently, parents will be contacted and strategies agreed on.

### Time Out

If a child ignores repeated warnings from a member of staff they can be sent for time out in another class. This allows the child to reflect on their behaviour.

### Support Class

If a child returns from time out and chooses to continue the inappropriate behaviour they will have earned support class. Support class is also earned if a serious incident occurs. This will be up to a full school day in another class and parents will be contacted about this.

## School uniform

All Pupils are expected to wear the school uniform each day.

### Lincluden Primary School Uniform

Turquoise sweatshirt – with Lincluden logo for P1-6 pupils

Red sweatshirt with school logo for P7 pupils only

White shirt/polo shirt – white polo with school logo available but plain white shirts are fine too

Grey, black or navy trousers / skirt

Trainers/shoes/boots – without elevated heels

Turquoise and red striped, black school tie (optional)

### ALL CLOTHING SHOULD BE CLEARLY MARKED WITH THE PUPIL'S NAME

Pupils should bring a pair of indoor shoes (not slippers) to change into for use inside the building. These can be kept in school overnight.

### Clothes for P.E.

Shorts, socks and T-shirt – not the same clothes being worn during the day.

Trainers

Football strips are not allowed



### **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> 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 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.

## What will the children be taught at Lincluden Primary School?

The framework we are following is the Scottish Curriculum – Curriculum for Excellence. It provides interesting, relevant, challenging and enjoyable experiences which will help prepare children for the challenges of life in the 21st century.

All pupils will take part in the eight areas of the school curriculum.

**Literacy and English** – includes reading, writing, talking and listening. Children will all have experience of a modern foreign language which is currently French.

**Numeracy** – includes number, money and measurement; shape, position and movement; information handling.

**Expressive Arts** – includes music, drama, dance and art and design.

**Social Studies** – includes people, place and environment; people, past events and societies; people, society, economy and business.

**Technologies** – includes technological developments in society in the modern world, ICT to enhance learning, craft, design and contexts for developing ICT.

Religious and Moral Education – includes Christianity, other world religions and development of beliefs and values.

**Health and Well-being** – includes mental, emotional, social and physical wellbeing; physical education and sport; relationships and making informed choices.

**Sciences** – includes Planet Earth, Forces, Electricity and Waves, Biological Systems and Materials.

Pupils will be encouraged to achieve in areas beyond the formal curriculum and there are numerous opportunities for this in Lincluden. Our 'Have a Go' sessions for P4-7 give the children the chance to develop skills for learning, life and work as well as building relationships beyond their own class. P5-7 Responsibility Groups encourage pupil leadership, responsibility, develop responsible citizens and effective contributors.

## 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 an opportunity for parents and children to work together and to have some fun with learning.

Children at all stages of the school may be sent home with small tasks such as learning spelling, preparing reading or completing maths tasks. Sometimes children will be asked to work on small research projects.

You can help by playing the fun activities with your child and by providing a regular place and time to be set aside for homework. Such a place should be well lit and comfortable, yet free from distractions like television and radio.

If your child has difficulty with homework, please write a note to the teacher in the homework jotter. Sometimes misunderstandings arise between children and parents about methods to be used. If you are in any doubt, get in touch with the class teacher.

We also run a homework club after school where pupils can receive additional input once a week. Class teachers will discuss this with you.

### Family Learning

Research shows that one of the most effective ways of raising attainment for children is to maximise parental involvement in children's education. We have monthly Shared Finish sessions where all parents are encouraged to come along and be involved in their child's learning. Nursery and P1/2 also run Stay and Play sessions where parents are encouraged to come along and join in with their 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 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

#### 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](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.

More information: [www.dumgal.gov.uk](http://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.



## School Improvement Plan 2019-2020

1. A continued focus on raising the attainment of our learners, with a focus on Science and Technology.

- Lincluden staff will work together to review our Science and Technology programmes. We will work with cluster staff to offer a wider range of learning experiences including using the Bridge.
- Lincluden staff will share ideas and work with a number of schools in our cluster and across Ayrshire.
- We will work on developing a better understanding of the data from SNSA assessments enabling us to support pupils.
- We will use Pupil Equity Funding to deliver interventions including Closing the Literacy Gap, Number Boost and TLQ to help individual pupils improve.
- We will reorganise the school library to encourage pupils to read for enjoyment.

2. Developing parental engagement in our children's learning.

- We will continue to develop the 'Stay and Build' parent events throughout the school.
- Nursery staff will arrange visits for families to use the local area.

3. Improving pupils' health and wellbeing.

- Lincluden staff will use outdoor learning and activities to improve pupils' health and engagement with their learning.
- Use Pupil Equity Funding to pay for swim passes, encouraging pupils to stay active in the school holidays.
- Revise our anti-bullying policy to promote respect and positive relationships.

## 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

Priory Road  
Lincluden  
Dumfries  
DG2 0PU  
Telephone: 01387 273010

### Email address:

[gw08officelincluden@ea.dumgal.sch.uk](mailto:gw08officelincluden@ea.dumgal.sch.uk)

**Parent Council Chairperson:** Kim Kirkpatrick

<b>Head Teacher</b>	Mrs Karen Scott
<b>Depute Head</b>	Mrs Rhona Johnstone
<b>School Roll</b>	Primary 1-7 - 235 Nursery - 47
<b>Denomination Status:</b>	Non-denominational
<b>Status of Gaelic:</b>	No Gaelic

## School Staff:

### Teaching Staff

Mrs Buglass	Mr McClatchey
Mrs Gallagher	Mrs Crofts
Mr Beck	Mrs Ross
Mrs Geddes	Mrs Gray (PT)
Mrs Mitchell	Mrs McGregor
Mrs Richardson	Mrs Beattie

### Learning Support Teachers

Mr Clark	(Principal Teacher)
Mrs Stewart	

### Auxiliary Staff

#### Nursery

Mrs Robinson	Miss H Graham
Mrs Crawford	Miss S Hayton
Mrs Lindsay	Mrs Fergusson
Miss K Bell	Mrs Brown
Miss Doidge	Miss H Fitzpatrick

### Learning Assistants

Ms Adams	Mrs Ogston
Miss Herries	Mrs Purdie
Mrs Jefferson	Mrs Roan
Mrs Macrae	Mrs Roberts
Mrs McGuffie	Mrs Roxburgh
Mrs McKenzie	Mrs Williams
Mrs Wilson	
Clerical Assistants	Mrs Mitchell/Mrs Patterson
Facilities Assistant	Mr Kearney
Cleaning staff	Mrs Crosbie/Mrs Hanratty/Mrs Crocket/Mrs Russell
Kitchen Staff	Miss Candlish/Mrs McKerlie

## The School Day

The school gates are opened at 08.45

**School starts 9:00 a.m**

All classes have a 20 minutes break during the morning. In wet weather the children remain indoors for their break.

**Lunch 2:30 – 1:10 p.m**

Infant classes often have a short activity break during the afternoon.

**School closes 3:00 p.m**

## Communicating with home

We recognise the importance of good communication between ourselves and parents. We continually strive to improve this. Remember to keep an eye out for letters that have been sent home by checking your child's bag regularly. Newsletters are sent out every month. Groupcall is also used to inform parents and carers of important information. Please ensure the school has up to date contact numbers.

### 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>