



Welcome to

Loreburn Primary School



December 2022

Information at a Glance

School Information

School Address

Loreburn Primary School, George Street
Dumfries, DG1 1EA

Email address

gw08officeloreburn@ea.dumgal.sch.uk

Parent Council Chairperson Mrs Heidi Wu

Parent Council email

loreburnpc@gmail.com

Head teacher

Miss Lesley Farrell

School Roll:

162

Denomination Status

Non-denominational

Status of Gaelic

N/A

Teaching Staff

Ms T Graham

Principal Teacher

Mrs J Barr

Mrs C Burgess

Miss L Corner

Mrs M McCutcheon

Mrs A McKie

Mrs N Rae

Miss L Rajszyz

Mrs L Roxburgh

Mrs E Tyre

Additional Support for
Learning Teacher

Mrs K Currie

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

Auxiliary Staff

Learning Assistants

Mrs L Miller

Miss C Fairholm

Mrs A McKenzie

Clerical Assistant

Mrs C Wyllie

Facilities Assistant

Mr S Walls

Catering Manager

Mrs K McLachlan

Catering Assistant

Mrs V Foster

Educational Psychologist

Ms W Stoker

Quality Improvement Officer

Mrs K Bryden

School Chaplain

Mr D Campbell

The School Day

9am-3pm

Breakfast Club

8.30 - 8.50 in The Bothy

P4-7 Interval

10.20 - 1.40

P1-3 Interval

10.40 - 11.00

P4-7 Lunch

12.20 - 1.00

P1-3 Lunch

12.40 - 1.20

School term dates can be found at:

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

Communicating with home

Regular newsletters are sent home via email to keep Parents and Carers updated on what is happening in school. We also use Class Dojo and text messaging systems if we need to communicate additional information to parents throughout the week. Parents and carers are welcome to email or phone the school office at any point in the school year to speak to a member of staff about their child's progress or any concerns they may have.



Welcome from the Head Teacher

Dear Parent / Carer

The staff and children of Loreburn Primary extend a warm welcome to pupils, parents and visitors. It is our aim to ensure that our school is a happy, caring and stimulating place where everyone feels valued, achieves their potential and strives to be the best they can be. Working in partnership with parents is at the core of what we do and we pride ourselves on the positive relationships which exist between home and school. This handbook is designed to help familiarise you with some of the educational, organisational and social aspects of our school. Please get in touch should you have any questions and we can clarify these for you. We look forward to working with you and have confidence that together we can provide the very best educational experiences for your child.

Yours sincerely

Mrs Lesley Farrell
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

Vision

Our vision is to have children and staff who work to the best of their ability. We want to prepare our pupils to become confident individuals who can play an effective part in the society in which they live.

Values

At the top of our values we have:

- Friendship
- Trust
- Kindness

These are regularly discussed in class and at assemblies

Aims

At Loreburn we aim to:

- Ensure a happy safe and welcoming environment for learning to take place
- Provide a broad, balanced and appropriate learning experience for each individual child through Curriculum for Excellence
- Foster enthusiasm for, and a commitment to, lifelong learning by celebrating success
- Build effective partnerships with parents, the wider community and school support professionals

Effectively teach literacy, mathematics and health and wellbeing as core subjects



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.

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

Positive Behaviour and Celebrating Success

We have high expectations of all our learners, particularly in terms of their behaviour. We encourage positive relationships across the whole school and adopt a restorative approach to any conflicts which arise. Restorative discussions enable both sides of a situation to reflect and identify strategies to support them when faced with challenges. It provides an opportunity for the children to see things from the others' perspective and allows relationships to be restored and mended.

Celebrating Success

We strongly promote the 4 Capacities in school:

- Successful Learners
- Confident Individuals
- Effective Contributors
- Responsible Citizens

Pupils who demonstrate any of the 4 capacities in school will receive a merit from the Head teacher and their name will be placed on the 'Wall of Fame' for all to see. Weekly assemblies are also used to celebrate success and children receive merit certificates recognising all their hard work and commitment for the week. Wider Achievements are also celebrated in school and pupils' successes are displayed in the school foyer.

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

School uniform is strongly encouraged and demonstrates the high standards we have within our school. Loreburn colours are:

- Black, White and Gold
- School tie
- Black trousers or skirts
- White shirt or blouse
- Gold or white polo shirts
- Black shoes or trainers
- Yellow checked dresses

We take pride in the fact that all our pupils wear uniform and so many of them wear a shirt and tie.

Ordering Uniform

Order forms are sent out in spring for parents to order uniform for the forthcoming session. A price list is available in school. We also have a pre-loved selection of school clothing which can be purchased for a small donation. P.E t-shirts in the school house colours are also available to buy at the school office.

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.

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 holistically as well as academically. We ensure we identify and, wherever possible, remove barriers to learning for our pupils and provide necessary supports and challenges to allow them to achieve and exceed their learning potential. Literacy and Numeracy are inter-woven throughout the curriculum and staff provide rich contexts for learning making links across all curricular areas. The children are involved in the design and direction of their learning each term and 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 of evaluating their targets across the school year and set these regularly with their class teacher.



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

Each class teacher produces a termly newsletter which details the learning for the term and any other requirements for your child in terms of homework or P.E kit. This newsletter also includes ways in which you can support your child at home with Literacy and Numeracy. We want to support you as parents with the learning process and any homework task set by the class teacher is done so to consolidate learning and support your child. Early years classes will have a large focus on literacy and reading. Key words, sounds and reading will require consolidation at home and the progress children make as a result of this is invaluable. As the children progress through school, their homework tasks may vary. We endeavour to set work which is clear, interesting, varied and directly related to class work. Homework is not designed to add stress so please do not hesitate to contact your child's class teacher if you or your child is struggling at home to complete homework tasks.

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.

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 May/June each year, the school publishes a Standards and 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 priorities identified in this plan and progress in relation to these is shared with parents throughout the school year. Please email the school office if you would like to see our improvement plan for this session.

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](#)

