



Welcome to  
**Noblehill Primary School**



December 2023

# Information at a Glance

## School Address

233 Annan Road, Dumfries, DG1 3HB

## Email address:

[gw08officenoblehill@ea.dumgal.sch.uk](mailto:gw08officenoblehill@ea.dumgal.sch.uk)

Parent Council Chairperson Gillian Sturrock

Parent Council email [Nh.pc@outlook.com](mailto:Nh.pc@outlook.com)

Head Teacher Mrs Rachel Chandler-Rogers

School Roll 268

Nursery Roll 44

Denomination Status Non-denominational

Status of Gaelic Not taught

## School Staff

### Teaching Staff

Depute Head Teacher	Miss H Cooper
Principal Techer	Miss L Kirkwood
Acting Principal Teacher (ASN)	Mrs T Findon
P1	Mrs L Boyd
P2/1	Miss A Bell
P2	Mrs K van der Burgh
P3/2	Mrs C Richardson Mr R Sanderson
P4/3	Mrs L Vallance
P4	Mr J Healy
P5/4	Mrs A Foss
P6/5	Mrs H Dougan
P6	Miss A Best Miss H Cooper
P7	Miss E Daly

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

Additional Support  
for Learning

Mrs K McClatchey

Nursery Nurses

Mrs V Bell

Miss R Clark

Miss M Gardiner

Mrs Y Henderson

Early Years Support Assistants

Mrs N Laurie

Miss N Byers

Miss P Philip

Acting Nursery Manager

Miss M Ritchie

Depute Manager

Miss K Birkbeck

Clerical Assistants

Mrs R McCracken

Mrs M McCreadie

QIO

Jessica Burnett

Educational Psychologist

Gwyneth Davies

Police Liaison Officer

PC J Wilson

### Auxiliary Staff

Facilities Assistant

Mr J Daly

Crossing Patrol

Mrs L Nish

Catering

Mrs L Nish

Mrs J Nivison

Mrs C Given

Cleaning

Mrs K Gee

Mrs K Rogerson

## The School Day

School Starts

8.45am

Morning Interval

10.30-10.50am

Lunch

12.35-1.30pm

School Closes

3pm

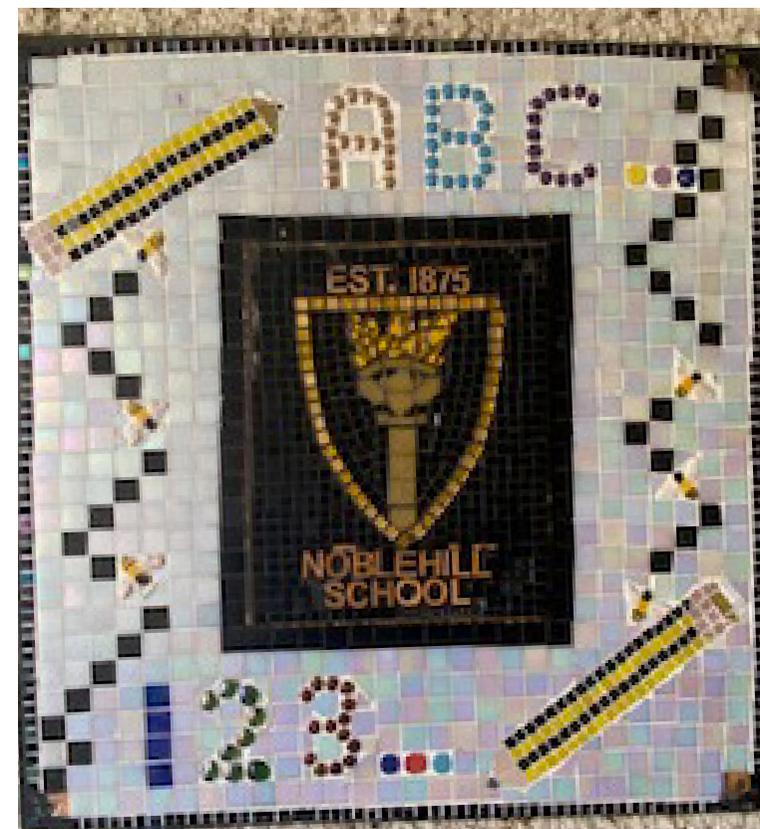
School term dates can be found at:

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

## Communicating with home

Noblehill Primary encourages a close relationship between home and school and endeavours to keep parents/carers fully informed on all matters by issuing regular newsletters throughout the session.

School mail, where possible is issued on a Friday.



## Welcome from the Head Teacher

Dear Parent / Carer

Dear Families,

I am delighted to welcome you to the Noblehill Primary School handbook which will provide you with key information you will need as your child starts at the school. If you have any queries about the content of the handbook, or any questions, please do not hesitate to get in touch.

At Noblehill we are one big family who strive for everyone to 'Be all you can be.' Through our school values of Respect, Trust, Teamwork, Effort and Care we aim to support all our learners and help them to be ready for the next stages of their learning, life and work.

We are a warm, welcoming and inclusive school and look forward to working with you in partnership to support your children to achieve their full potential.

Yours sincerely

**Rachel Chandler-Rogers**

Head Teacher

For more links and detailed information about how we support parents and work with our schools, please see our [Authority Handbook](#). This also includes a page for financial support for Children and Families.

## School Aims, Values and Ethos

### Be all you can be

#### Vision

We inspire everyone to work to their full potential in a safe and nurturing environment.

#### Values

- Respect
- Effort
- Care
- Teamwork
- Trust

#### Aims

Together we will create and sustain a welcoming and inclusive environment. Through meaningful and positive reflection, we ensure a sense of achievement for all.

In our learning we will be creative and motivate and challenge each other.

Our school ethos is to ensure a warm welcome for all, ensuring we provide the support and challenge to enable learners to meet their full potential. We work hard to make our school an inclusive and nurturing environment where everyone is valued, respected and achievements-however small-are celebrated.

## 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 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](mailto:ParentalInvolvement@dumgal.gov.uk). At this point an Officer will contact you, discuss the issue and direct your enquiry as appropriate.

Remember you can also access Dumfries & Galloway Have Your Say at <http://www.dumgal.gov.uk/article/17349/Have-your-say>

If you remain dissatisfied, the Education and Learning Directorate operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at [www.dumgal.gov.uk/article/15382/Complaints-procedure](http://www.dumgal.gov.uk/article/15382/Complaints-procedure)

## 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, on School class sizes and grouping please visit [www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings](http://www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings)

Class sizes are based on the Scottish Government guidelines. It says no single age class should exceed a maximum size of:

Primary 1 - 3 30

Primary 4 - 7 33

Composite classes are made up from two or more year groups. Composite classes have a maximum size of 25.

We have a total of 10 classes with a mixture of composite and non-composite classes throughout the school.

We have a learning centre and a nursery within our school

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

### Positive Behaviour and Celebrating Success

As a Rights Respecting School, Noblehill Primary is committed to ensuring that children's rights are embedded in our ethos and culture. We are committed to providing a happy, safe, welcoming, nurturing, calm and purposeful school environment in which:

- every member of the school community has the right to feel valued, respected and treated fairly

- our young people can learn effectively and reach the highest standards of which they are capable i.e. Be all they can be!

Good behaviour and mutual respect is essential to ensuring that high quality learning and teaching can take place and we believe that a positive whole school approach is the most appropriate means to achieving this goal.

The aim of our Respect Policy is to ensure consistency of approach within our entire school community.

### Rights Respecting School

We are committed to promoting and supporting equality and good relationships. We know everyone in our school is entitled to three basic rights:

#### The right to learn

#### The right to be treated with respect

#### The right to be safe

Our approach to managing behaviour is based on developing our children's understanding of these rights and their role and responsibility in ensuring these rights are maintained by and for all members of our school community. We base our restorative practice on the six nurture principles and positive relationships amongst everyone.

### Rewards

Staff will consistently recognise positive behaviour and achievement in a variety of ways:

- verbal praise
- written praise on work
- regular encouragement
- high quality feedback
- use of visual recognition eg stamps, stickers

- Star cards
- classroom displays
- celebrating achievement at assemblies
- other rewards as appropriate

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

Our uniform is:

- Gold / Black Polo Shirt
- Black footwear
- Gold / black school sweatshirt / cardigan / jumper
- Black trousers, shorts, pinafore or skirt

Uniform can be ordered from;

[www.border-embroideries.co.uk](http://www.border-embroideries.co.uk)

Ties and iron/sew on school badges can be purchased from the office.

ALL clothing should be labelled with your child's name.

For PE children must wear sports clothing and footwear suited to outdoor conditions. Football strips should not be worn at school. We request that no child wears long earrings. Jewellery must be removed for PE and hair tied back.

We encourage outdoor play and learning and as such request that children have appropriate garments with them.

## Financial Support for Children and Families

### Grants and Bursaries

#### Scottish Child Payment

Scottish Child Payment helps towards the costs of supporting your family. It's a weekly payment of £25 that you can get for every child you look after who's under 16 years of age. You'll get the payment every 4 weeks if your application is successful.

Further information and an application can be made at: [mygov.scot](https://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](https://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](https://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](https://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](https://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 Special Diet Request Forms to allow us to inform the catering team who will discuss your child's requirements in full. For more information contact [DGschoolmeals@dumgal.gov.uk](mailto:DGschoolmeals@dumgal.gov.uk) or the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

**All Children with allergens should register with the catering team as soon as they are aware that their child has an allergen or intolerance to food.**

### 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.

Online pre-ordering of school meals is currently being rolled out to all secondary schools, information will be supplied by your school.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £361 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](https://www.dumgal.gov.uk/schoolmeals)

### Scottish Child Payment and Bridging Payments

The Scottish Government's Scottish Child Payment helps towards the costs of supporting your family and, as of 14 November 2022, applications are now open for all children under the age of 16. The weekly value of this award will also increase to £25 as of this point.

## 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](http://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](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), 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.

CfE also includes Languages, Expressive arts, Religious and moral education, Sciences, Social studies and Technologies. The responsibility for the curriculum offer in your school sits with the Headteacher.

At Noblehill we deliver core programmes for:

- Literacy (Reading, Writing, Listening & Talking and Modern Languages)

- Numeracy & Maths
- Health & Wellbeing
- Technologies (ICT, Food, Textiles and Design)
- Expressive Arts (Art, Music, Dance & Drama)
- Social Studies
- Science
- RME

When planning the delivery of the curriculum, class teachers will contextualise subjects into an interdisciplinary approach. This enables children to see the connection between learning and apply skills in different contexts. Where relevant, we work with our partners and local community to provide opportunities for children to learn from real life contexts.

Staff continually assess, plan and deliver a wide variety of learning through a range of teaching approaches including play, curiosity approach, outdoor learning, stem digital learning and more to ensure that all children's preferred learning styles are met. Learning is appropriately differentiated and scaffolded to meet the needs of learners across the school and to provide stretch and challenge to those youngsters who need it.

We consider a broad range of learning needs throughout our school and provide specialist intervention to those who need it, to ensure that all children make progress particularly in literacy and numeracy. We look to ensure that we provide enhanced curricular opportunities for all learners through trips and visits or visits from partners into school.

We offer opportunities within the community and further afield for children to represent the school and use their strengths, talents and interests in real life contexts.

## 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

For more information or support for how you can become involved in or to run your Parent Council please visit [www.dumgal.gov.uk/](http://www.dumgal.gov.uk/)

For more information on what is meant by parental involvement visit [www.dumgal.gov.uk/](http://www.dumgal.gov.uk/)

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

Class teachers will allocate home learning activities as appropriate across the year to support, reinforce and extend learning. All classes provide phonics/spelling and tricky words, number or maths activities and reading. These opportunities not only allow learners to extend or reinforce their learning at home but also to share what they do in class with you, their families.

We will strive to offer opportunities for families to join us within school to have fun and learn alongside their children, offer their views, help us to self-evaluate and give their opinions on what we do well or could do better.

We have an open-door policy and want to maintain good links and relationships with all of our families. We hope that we can support you and your children throughout your time with us and ask that parents work with us, communicate respectfully to give compliments, complaints and comments and allow us to continue to develop and improve to get the best for all children!

We work in partnership with other agencies who may, at times, also work with you at home.

## Support for All

### Support for Learners

All children receive support at school and nursery to help them learn. 'Additional support for learning' is how we describe any support that is extra or different to the help that most children receive. Most of this additional support is provided by teachers in mainstream classes, focussed on learning and support to be fully involved in school life. For the majority of children and young people this will be delivered in a mainstream classroom supported by their classroom teacher for a few this will mean some additional support alongside the classroom teacher, and for a very few this will be part-time or full-time provision in a school with a learning centre or an inclusion base.

More information is available at [www.dumgal.gov.uk/](http://www.dumgal.gov.uk/) 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](http://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](http://www.dumgal.gov.uk/schools)

### Our Key Priorities this year are:

Planning and Assessment for Writing across all levels in order to secure 85% (stretch aim) of all learners achieving age related expectation and 100% (stretch aim) of learners making progress in writing.

To consistently use a wide range of creative teaching



approaches to promote engagement in learning and enhanced curricular opportunities which lead to high-quality learning outcomes.

The learning environment is built on positive, nurturing and appropriately challenging relationships which lead to high-quality learning outcomes.

## Health and Safety

### Emergency Procedures (including Safer Together Guidance)

If your child feels unwell or have hurt themselves during the school day they must report this to an adult in the school. If we feel that they 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](http://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](http://www.dumgal.gov.uk/article/15129/Data-protection) and [www.dumgal.gov.uk/privacy](http://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](#)

