



# Welcome to

## Park Primary School



December 2019



## Welcome from the Head Teacher

Dear Parent / Carer

A warm welcome to Park School. The purpose of this handbook is to provide you with all the key information you will need as your child starts school. If you have any queries about the content of the handbook, or any questions that the handbook does not answer, please don't hesitate to get in touch.

Children, staff and parents alike have a strong sense of pride in our school. Staff are continually exploring new ways to improve experiences and increase opportunities for children. As your child begins their primary school journey we hope that you too will feel proud and be able to celebrate and share in your child's and our school's achievements.

Park School is a learning community that extends beyond the school boundaries, working in close partnership with a wide range of organisations to provide support and offer exciting opportunities for children and families. We have an open door policy and welcome your ideas and suggestions. Working together, we can all help create a positive, nurturing centre for learning where children can achieve.

In reading through the handbook you will discover many ways to get involved. I look forward to working with you throughout your child's primary school years.

Yours sincerely

**Olive Caldwell**  
Head Teacher

## School Aims, Values and Ethos

We aim to work in the heart of the community with you as our closest partners. Our staff numbers around fifty and we are all here to ensure the care, support and well-being of your child. In working in partnership, our vision is to

- create a happy, safe and inclusive school
- provide relevant experiences to allow everyone to

achieve and learn to the best of their ability

We have very clear and simple values, which helps to create and maintain a positive and encouraging

learning environment. They are summed up in our school motto RESPECT.

- RESPECT YOURSELF (Believe in yourself, be kind to yourself, make healthy choices)
- RESPECT EACH OTHER (Be caring, friendly and polite to all. Respect individual differences.)
- RESPECT LEARNING (Work hard, challenge yourself, stay focussed, grab opportunities.)

We aim for all children to reach their potential by:

- Leading learning and setting ambitious targets.
- Having the courage to keep trying when things are hard.
- Doing what we can for our school and community.
- Knowing that we are all important and equal.

## 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

Over recent years, the school roll has grown significantly. There are currently 10 primary classes, 3 supported learning classes and an 80 place nursery. Class organisation is reviewed each school session to take account of the number of pupils at each stage and class capacities.

### Positive Behaviour and Celebrating Success

Park School RESPECT code promotes positive behaviour in all aspects of school life; in learning, making positive choices, respecting others.

Children are encouraged to work as part of a house team to earn points. Rewards are given when a house reaches a points target. These could include anything from non-uniform days to afternoon tea with the headteacher.

Children can also win gold stars for individual achievements e.g. showing resilience in learning, demonstrating kindness to others, achievements outwith school (swimming, Brownie badges) etc. Once a child receives 9 gold stars, they are able to choose a prize from the prize cabinet.

Other ongoing awards include pupil of the month,

kindness awards and word millionaire (reading award) presented at assembly to mark individual achievements within school.

Wider achievements are acknowledged through 'Proud at Park' notifications on the school app and newsletter e.g. qualifying for a football/netball team, winning a regional/national competition, taking part in an event, etc.

Every year the school awards special prizes to celebrate individual achievement in communication, creativity, mathematics and enterprise. Prizes are also awarded for endeavour and sporting achievement. The supported learning class also presents a special award for achievement.

### School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

School uniform helps children to feel part of the Park Team and is strongly encouraged. The uniform consists of a navy polo shirt or white shirt and school tie if you prefer, grey or black skirt/trousers/pinafore and a red jumper or cardigan. Sweatshirts, cardigans and polo shirts are available to purchase from school. Items of uniform can also be purchased from supermarkets and department stores. We also encourage parents to pass on items of uniform that still have some wear left. The school also has a uniform swap shop with FREE new and nearly new uniform items. This can be found just outside the school office. Children are asked to bring shorts, a tee-shirt and gym shoes for PE.

### 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](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.

Our curriculum has been designed and will continue to develop to take account of the skills children will need as they move through life and into the world of work. There are 8 curricular areas; literacy & modern languages, numeracy & mathematics, digital technologies, health & wellbeing, social subjects, science, technology, religious & moral education. These may be taught as discrete subjects or as part of what's

called 'interdisciplinary learning' where more than one subject will be developed at a time e.g. recording the findings of a science experiment as a graph (maths and science) or writing a newspaper report from a particular point of view (literacy and social subjects). Children will progress through carefully designed learning programmes to build knowledge about their local area and the wider world and develop key skills such as communicating, finding information, working with numbers, using digital technologies and most importantly making healthy choices.

Children will be supported in developing learning characteristics to enable them to continue to learn and adapt in our ever changing world. Learning characteristics include resilience, ownership, communication, reflection, challenge and innovation.

The school seeks to promote wider achievement and participation in a number of ways. All children from primary 5-7 are given the opportunity to learn to play a musical instrument and perform as part of the school band/orchestra. Many of our youngsters go onto play in the local Brass Band. Like most schools we have sport teams where children can take part in local and regional leagues and competitions. We also offer a wide range of off-site excursions, including residential experiences, as well as a selection of after school clubs.

## 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

Many parents have different views about homework. Homework can be a useful way of finding out about your child's learning and understanding your child's strengths and next steps in learning. Taking 15 minutes each night can make a huge difference to your child's motivation. Set homework will usually include literacy tasks (reading, sounds/spelling, preparing a talk) and numeracy (practising number bonds, times tables, etc). There are also a wide range of online programmes to support learning at home e.g. Sumdog. Please check and sign your child's homework diary every week. For younger pupils, checking daily would be helpful.

The school works closely with community learning and development to provide opportunities for parents and families to engage in learning. These include the weekly 'brew, blether and book' sessions for parents with pre-school children, family holiday programmes (activities and lunch) and supporting our parent council's family 'services and support fair'. A number of parents have been successful in gaining SVQ qualifications in early childhood development through school programmes. Advice and support is also available to help parents with literacy and numeracy skills as well as digital technologies.

### 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](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.

Over recent years the school has seen increased attainment in literacy and numeracy. Pupil Equity Funding has enabled the school to support children through interventions to identify and address 'gaps' in learning as well as helping to make excursions and experiences more affordable for families.

In session 19-20 we will:

- Continue to raise attainment in numeracy and mathematics.  
*(Teachers will look closely at how we are teaching number awareness to ensure children have a solid knowledge and understanding on which to build skills).*
- Build resilience and confidence through play and wider achievement. Increase awareness of the world of work.  
*(This will be done through play based learning in the early years and in the upper school, teachers will plan opportunities for children to develop skills for work and work related experiences).*



- Continue to raise attainment in literacy, particularly writing.

*(New pathways for learning will be developed by teachers to support writing progression. Children and teachers will set clear targets to improve individual children's writing).*

## 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

### Park School

Ashwood Drive  
Stranraer  
DG9 7NW  
Telephone: 01776 704032

### Email address:

[gw08officepark@ea.dumgal.sch.uk](mailto:gw08officepark@ea.dumgal.sch.uk)

**Parent Council Chairperson:** Mrs Deborah Blain

**Head Teacher** Mrs Olive Caldwell

**School Roll** 236

**Denomination Status** Non-demoninational

**Status of Gaelic** No Gaelic offered

## School Staff:

### Teaching Staff

#### Headteacher:

Mrs Olive Caldwell

#### Depute Headteacher:

Mrs Lisa Calderwood

#### Principal Teacher (Supported Learning Classes):

Mrs Stacey Wilson

#### Nursery Manager:

Mrs Diane Lowe

#### Supported Learning Class:

Miss Fiona McCallum

#### Supported Learning Class (Autism and Social Communication):

Mrs Alison Wallace

#### Additional Support for Learning:

Mr John Morrison, Mrs Agnes Crowe

### Auxiliary Staff

#### Clerical Assistants:

Miss Gillian McAllister, Mrs Amy Burns, Mrs Karen Little

#### Facilities Assistant:

Mrs Sheila Robinson

### Catering Staff:

Mrs Carol Sibery, Mrs Kim Smith, Mrs Nan King, Mrs Laura Calderwood, Mrs Michelle Doyle

### Cleaning Staff:

Mrs Katie Wilson, Mrs Nan King, Mrs Laura Calderwood, Mrs Jackie McLean

## The School Day

8:35 Breakfast Club (free, no need to book)

9:00 School Begins

10:45-11:00 Morning Break

12:15-1:00 Lunch

1:00-3:00 Afternoon session

School finishes at 3pm.

Primary 1 and 2 pupils will be brought to the side gate where they should be collected by an adult. Primary 3 -7 pupils will exit through the main gate at the front of the building.

Nursery 8:30-3:30 (Children will be allocated times within this period).

## Communicating with home

Please keep an eye on the school app for updates. Newsletters will be posted weekly in the files section of the app. A paper copy newsletter is also available, just ask at the office.

All children have a homework diary; please check and sign this daily for younger children or weekly for older children.

You will also get updates of your child's progress through Class Dojo. You can also drop class teachers a message however, it's always better to phone or arrange an appointment if you have concerns.

### 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>