



Welcome to
Port William Primary School



December 2023

Information at a Glance

School Address

Port William Primary School, High Street,
Port William DG8 9JX

Email address

gw08officeport@ea.dumgal.sch.uk

Parent Council Chairperson Mrs Emily Nicholson

Parent Council email

portwilliamparentcouncil@yahoo.com

Head Teacher

Mrs Lesley McDevitt

School Roll

69

Denomination Status

Non denominational

Status of Gaelic

Not taught

School Staff:

Teaching Staff

Principal Teachers

Mrs C Marshall
Mrs F Doherty

Class Teachers

P1-P2

Mrs Donnan
Miss K Walker

P3-P4

Mrs C Marshall
Mrs F Doherty

P5-P7

Mr L Summers

Learning Support Teacher

Mr G Anderson

Support for Learning

Mrs M Old
Miss R Milven

Mrs H Campbell
Mrs D Kiltie

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

Auxiliary Staff

Clerical Assistant

Mrs C Whyte

Kitchen Staff

Mrs M Gilmour
Mrs E Wilson

Janitor

Mr D Kevan

The School Day

8.45am School gates open

8.55am (Pupils in school to fill water bottles,
go to the toilet and ready to start at
9.00am)

10.30-10.50am Morning Interval

12.30-1.15pm Lunch

3.00pm School Ends

Pupils should not arrive at school before 8.45am as
there is no playground supervision prior to this time.

School term dates can be found at:

[http://www.dumgal.gov.uk/article/15239/
School-term-and-holiday-dates](http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates)

Communicating with home

Parents are welcome to contact school to discuss any matter concerning their child. We can be contacted via telephone, email, Groupcall or the School Xpressions App. We also have a Facebook page for further communication.

Every month a newsletter is emailed home with a variety of school information, including termly curriculum planning for each class, school events and diary dates for the following month.

Over the year we also offer three "Reporting to Parents" events. An open afternoon in Term 1, a full written report in Term 3 and a final pupil, parent and teacher meeting in Term 4. It is important that everyone is involved in the reporting of progress and attends parent events.



Welcome from the Head Teacher

Dear Parent / Carer

Welcome to Port William Primary School!

This Handbook gives you some information about our school. We hope this helps to settle your children quickly and happily into the routine of school life.

We look on learning as a shared process between school and home. Through working in partnership, we can help ensure that we do the very best together for your children.

We aim to provide a high-quality education for all children in a safe, happy and nurturing environment. We are proud of our achievements, attainment and participation by pupils, including many experiences for children to enhance their learning.

We look forward to welcoming you to Port William Primary. If you require any further information or advice, please contact school.

Yours sincerely

Lesley McDevitt
Partner 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

Port William Primary is at the heart of its community. We are a rural school, whose members value everyone within the school community. We continually aim to develop learning links within our village and surrounding areas using local facilities, local history, geography and places of interest to enhance pupil learning. We hope our pupils will also be a credit to their community and develop a powerful sense of community and citizenship.

The Values we promote in school will help our pupils flourish in both our school and local community. All pupils, parents, families, partners and members of the community are involved in creating the vision, values and aims of Port William Primary School.

Our Vision for Port William Primary is to “Grow and Learn Together”

Our Values are

Friendly
Resilient
Inspired
Encouraging
Nurturing
Determined
Supportive

Our Aims

- Stay safe and healthy
- Provide fun, real and active learning
- Challenge each other
- Excel in reading, writing and maths
- Build confidence and be positive

At Port William Primary we aim for our children to become confident individuals who are successful in their learning, who are evolving into young responsible citizens and finally are growing into effective contributors in their local communities as they move through primary education and beyond.

We aim to inspire children in their learning by providing a broad variety of learning opportunities and experiences including:

- Residential Outdoor Activity visits (Lockerbie Manor)
- Specialist Education Partners such as Royal Horticultural Education Team (RHET)
- Science Technology Engineering Art and Maths (STEAM)
- Active Schools –Health, Wellbeing and Sports
- Learning for Sustainability (learning at a local, national and global level)
- Outdoor Learning
- Life Long Learning Skills
- Developing the Young Workforce (DYW and The World of Work) and
- Learning with DEHS Secondary School



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, discuss the issue and direct your enquiry as appropriate.

Remember you can also access Dumfries & Galloway Have Your Say at www.dumgal.gov.uk/

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

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

Port William Primary has three composite classes. Primary 1-2, Primary 3-4 and Primary 5-6-7. Across the year we create many opportunities to learn together and from each other.

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

Positive Behaviour and Celebrating Success

School Rules

The ethos within school is important in creating a happy, and caring environment. We aim to help children develop positive relationships and responsible attitudes throughout their time at Port William Primary.

We have three school rules, be...

Ready – prepared and ready to learn.

Respectful – show respect towards each other and all members of our school community.

Safe - make sure we keep ourselves and others safe through responsible behaviour.

We always promote positive behaviour using a restorative approach. All staff model and inspire pupils to maintain a high standard of behaviour; to be polite, kind, and safe. This is equally important in all areas of the school environment. We hope parents take an active role in ensuring their children are well behaved and will support positive behaviour conversations with their children at home and in school.

We celebrate success in a variety of ways. We have a Wider Achievement Wall which celebrates activities outside of school. Our Community Wall focuses on skills

development and learning in the local community. Our weekly assemblies proudly celebrate success in pupil's learning through Learner Capability certificates, Connect 4 Reading awards and House Points.

Our Celebration and Achievement Ceremonies in June formally recognise achievement throughout the year and across the curriculum. All the above achievements and celebrations are recorded in individual pupil overviews.

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

All children proudly wear school uniform at Port William Primary.

Our uniform is a red sweatshirt, white or red polo shirt bearing the school logo (optional) and grey or black trousers/skirt. For special occasions a shirt and school tie can be worn.

Names should be put on all clothing as this saves time finding owners of lost property. Watches and stud earrings are allowed.

Uniform can be ordered directly from WBS Signs. co.uk. Current pricing will be available on their website. Anyone eligible for a clothing grant should contact the school Office.

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 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 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 or the Solutions Centre on 01387 271 112 or 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

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 (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.

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.

In Scotland all children learn through "The Curriculum for Excellence" (CfE), the subjects include

- Languages and Literacy: Listening & Talking, Reading and Writing
- Modern Languages: French P1-7 and Spanish P5-7
- Mathematics and Numeracy
- Health and Well Being (including PE)
- Technologies
- Social Studies (people in the past, people and place, people in society)
- Sciences
- Expressive Arts (Art and Design, Drama, Music, Dance)
- Religious and Moral Education

There are three main levels of learning as children move through school from Primary 1 to Primary 7.

Early Level – achieved by most children by the end of Primary 1

First Level - achieved by most children by the end of Primary 4

Second Level - achieved by most children by the end of Primary 7

Our main priorities are Literacy, Numeracy and Health & Wellbeing and that all children have equal opportunities to achieve during their education. To have the greatest impact across all learning, literacy and numeracy are taught daily; both as standalone lessons and within other curricular areas, where children can apply their skills. At Port William Primary we follow a three year cycle for all subjects to ensure breadth and depth of knowledge, which can then be applied through Interdisciplinary learning. Regular opportunities for outdoor learning, sustainable learning in the local area and specialist partners also enhances the learning we provide.

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/

For more information on what is meant by parental involvement visit 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

Pupils should be encouraged to approach homework with a positive attitude to learning and achievement. Although pupils do not often like doing homework it is generally agreed by parents and teachers that it is an essential part of the curriculum. We consider the setting of homework important for the following reasons-

- To encourage pupils to develop the practice of independent study.
- To develop perseverance and self-discipline.
- To allow practice, where it is needed, of skills learned in the classroom.
- To open areas of study, use of materials and sources of information that are not accessible in the classroom.
- To involve parents and other adults in pupils' work.

The class teacher ensures that all pupils have a weekly homework plan which will be used to record homework as it is given out. Children should be aware of what they are expected to achieve and understand the purpose of the homework task. They are responsible for completing homework tasks on time and in a satisfactory manner.

It is hoped that parents will check and sign the homework record regularly. If you find any aspect of homework puzzling, please contact the school for some support from your child's teacher.

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/ 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

The 'Port William and Kirkiner Partnership School Improvement Plan for 2023-2024

1. Writing

To raise attainment in writing, by continuing to improve the quality of learning, teaching and feedback through the Stephen Graham Writing Programme.



To review the Spelling programme linked to reading and writing.

2. To introduce the 'Framework for Inclusion' to the whole school community

To continue growing a strong UNCRC Rights Respecting Schools culture, ethos and understanding across the whole school community aimed at achieving the RRS Silver Level Award.

To develop and apply a 'Nurture' based approach across the partnership incorporating our Positive Relationships policy to support positive behaviour and outcomes for all learners.

3. To extend the Skills for Learning, Life and Work by extending the 'Developing the Young Workforce Program to P1-P7.

Through experiencing a variety of activities using skilled partners and wider community members, pupils will aim to be able to describe, understand and compare different types of jobs.

All learners will benefit from taking part in 'Skills Fridays' experiences linked to curriculum learning: Local Community, Outdoor Learning, Food Skills and Health.

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

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](#)

