



Welcome to

Sanquhar Primary School



December 2020



Information at a Glance

School Information

School Address

Sanquhar Primary School
Queensberry Court, Sanquhar, DG4 6BD
Telephone: 01659 50275

Email address:

gw08officesanquharpr@ea.dumgal.sch.uk

Parent Council Chairperson	Mr David Robertson
Head teacher	Mrs Lesley Miglis
School Roll:	Primary: 157 pupils Nursery: 40 pupils
Denomination Status	Non- Denominational
Status of Gaelic	N/A

Teaching Staff

Principal Teacher (Primary)	Mrs V Hastie
Principal Teacher (Additional Support for Learning)	Miss A Weir
Class Teachers	Miss A White Mrs E Lethardy Miss J Lewis Miss O Wallace Mrs E McNay Mrs C Irvine
Learning Support Teachers	Mr J Ferguson
Nursery Teacher	Mrs J McKie
Nursery Nurses	Mrs K Anderson Mrs A Noonan Mrs S Gibson Miss L Sharpe Miss J Carter
Family Learning Co-ordinator	Mrs M Riddell
Learning Assistants	Mrs C McGoldrick Mrs S Gibson Mrs M Weir Mrs F Cairns Mrs S Lockerbie Miss L Elliott Mrs L McMillan
Secretary	Mrs M Cook Mrs M Weir

Auxiliary Staff

Janitor	Mr W Love
Crossing Patrol	Mrs L McNulty
Cleaner Supervisor	Mrs S Cameron
Cleaner	Mrs S Black
Mrs N Walker	Mrs L McCrone
Cleaner & Crossing Patrol	Mrs A Haddow
Catering Manager	Mrs N Elliott
Catering Assistant	Mrs S West

The School Day

School opens at 8.50am for pupils to come into the dinner hall and order lunch and milk.

School Begins	9.00
Morning Interval	10.30-10.45
Lunch	12.15-13.00
End of school day	15.00

During breaks and lunch time, pupils are supervised by the Janitor & Learning Assistants, our Senior Leadership team also monitor the playground and lunch hall.

Nursery hours are available between 8.45 – 2.45pm

Communicating with home

Sanquhar Primary makes use of Groupcall messaging to communicate with parents/carers regarding unexplained absences, and also to deliver messages regarding school trips or closures etc. Please keep the school informed of any change to your telephone number.

To be environmentally friendly we also use email to communicate and send home our regular and term time newsletters electronically to inform parents of events for the forth coming term and of any developments which affect the school.

Finally, we also have a Facebook page and information is available on our school App. Please check this regularly for information and updates.

Parental Involvement information:

<http://www.dumgal.gov.uk/schools>

<https://www.parentclub.scot/>

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

Welcome from the Head Teacher

Dear Parent / Carer

Welcome to our school from all at Sanquhar Primary School.

The purpose of this handbook is to provide you with all the 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 other questions, please do not hesitate to get in touch.

At Sanquhar we are proud of our friendly, caring atmosphere within the school and the level of staff knowledge regarding their pupils. We offer a stimulating and active learning environment in the school and a broad range of opportunities for wider achievement. We enjoy strong partnerships with parents and the wider community and our pupils are enthusiastic, motivated, confident and keen to learn. We continue to look for ways to strengthen and improve on the high quality learning and teaching which takes place in Sanquhar Primary to enable all pupils to fulfil their potential. We look forward to working with you and developing a positive, longlasting relationship.

Yours sincerely

Lesley Miglis
Head Teacher

Our Vision, Values and Aims:

Sanquhar Nursery, Primary and Learning Centre aims to be a safe, happy place which children want to attend and where staff, pupils and parents work together to fully support every child.

Together we can be:

Supportive	Achieving	Nurturing
Questioning	Understanding	Healthy
Aspiring	Respectful	

Pupils are encouraged to achieve in their learning to the very best of their ability – “Be the very best we can”. Pupils are expected to be respectful towards each other and towards all staff. Other values which are regularly discussed and encouraged e.g. through assemblies and personal and social development lessons are: - Self belief, cooperation, sharing, team work, responsibility and trust.

At Sanquhar we aim to enable all our pupils to become:

Successful Learners

with

- Enthusiasm and motivation for learning
- Determination to reach high standards or achievement
- Openness to new thinking and ideas

And able to

- Use literacy, communication and numeracy skills
- Use technology for learning
- Learn independently and as part of a group
- Make reasoned evaluations
- Link and apply different kinds of learning in new situations

Confident Individuals

with

- Self respect
- A sense of physical, mental and emotional wellbeing
- Secure values and beliefs

And able to

- Relate to others and manage themselves
- Pursue a healthy and active lifestyle
- Be self aware
- Develop and communicate their own beliefs and views of the world
- Live as independently as they can be
- Assess risk and take informed decisions
- Achieve success in different areas of activity

Responsible Citizens

with

- Respect for others
- Commitment to participate responsibly in political, economic, social and cultural life

And able to

- Develop knowledge and understanding of the World and Scotland's place in it
- Understand different beliefs and cultures
- Make informed choices and decisions
- Evaluate environment, scientific and technological issues
- Develop informed, ethical views of complex issues

Effective

Contributors with

- An enterprising attitude
- Resilience
- Self-reliance

And able to

- Communicate in different ways and in different settings
- Work in partnership and in teams
- Take the initiative and lead
- Apply critical thinking in new contexts
- Create and develop
- Solve problems

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. 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

Classes are formed before the start of the school year so that pupils and parents know what is happening when they begin the new session. This session in Sanquhar Primary we have seven classes - Primary 1 to Primary 7, our learning center class and nursery class.

Positive Behaviour and Celebrating Success

At Sanquhar Primary

- Expectations of pupil behaviour are high yet realistic; and behaviour is understood, taught and expected.
- Behaviour is influenced by how, where and what young people are taught.
- Every member of the school has a right to have their views, feelings and efforts respected and valued.
- There is a consistency of approach in terms of rewards sanctions and behaviour management agreed throughout school.
- Standards are modelled consistently by all members of the community.

"A healthy sense of self-esteem forms the cornerstone for constructive relationships with others." If children are to develop the notion of respect and equality between different groups of people, then a strong sense of self-worth is essential. "In addition to the positive effects of high self-esteem on social skills, there is increasing evidence of the benefits in terms of academic achievement. If high self-esteem positively influences both intellectual and social skills, then it seems essential that each child's daily classroom experience should include the giving and receiving of affirmation." In this school, social education based on a sense of self worth is considered an important part of the curriculum, not something that children will simply acquire but something that will be actively taught. All staff, teaching and non-teaching are aware of the importance of adult models for children. Children learn from us, are treated with care and respect and learn to do the same to others.





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

We encourage the wearing of school uniform in Sanquhar Primary. We feel it gives children a sense of pride in their school and promotes inclusion.

Our children wear

- Black trousers or skirts
- White blouses/ shirts or school polo shirts
- Blue school sweatshirt/hoodie

Sweatshirts, polo shirts, hoodies and jackets are available from the School Office.

To take part in Sporting activities, we would ask that pupils change into appropriate clothing such as a T-shirt, shorts and gym shoes. Children change from outdoor to indoor shoes when they come into school. Please make sure that your child has a pair of soft shoes suitable for classroom wear. Part of your child's school curriculum will involve art and craft activities. It is helpful if pupils have an overall or apron to wear for such occasions. An old adult-sized shirt with the sleeves shortened can serve the purpose effectively.

Please mark with name tags all items of clothing and footwear your child is likely to remove in school.

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 £134 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 <https://www.dumgal.gov.uk/schoolmenus>

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

Absence from School

Pupils who need to leave school during the school day for 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 3-18 year 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.

Curriculum for Excellence is bringing learning to life for all in our nursery and primary. The 'learner journey' will be joined up from 3-18 to avoid gaps and overlaps in learning and to make the most of achievements outside school. Pupils will work at a pace that suits, with enough challenge and support to stretch them. Lessons are engaging, inspiring and relevant to everyday life. Teachers make connections between subjects, helping our children make sense of the world. Our children learn how to learn and how to use their learning, not just memorise information to pass tests. This helps them adapt in an uncertain future with the ability to think, make sound judgements, challenge, enquire and find solutions. We focus on knowledge and skills – including vital skills: literacy and numeracy, which underpin all learning and are critical in life. We assess and monitor progress and report to give learners, parents and employers better information on potential and achievement. Our learning and teaching is planned across Language, Mathematics, Social Studies, Expressive Arts, Religious, Social and Moral Education, Health & Wellbeing, Technologies and Sciences.

Our curriculum includes Interdisciplinary learning this is a planned approach to learning which uses links across different subjects to enhance learning. It ensures progression in skills and in knowledge and understanding. Learning whether it is through discrete subjects or IDL studies will involve pupils developing skills for learning, life and work, including literacy, numeracy and health and wellbeing in and out of the classroom.

A number of extra curricular activities may be on offer in the school at any time eg. sporting clubs, football training, games, Homework Club, Ukulele Group and Gardening Group.

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

Parental views were sought on homework to update the school policy. At Sanquhar it was agreed that Homework should be:

- Relevant and complementary to class work.
- Varied to stimulate and encourage the child.
- Suited to the child's ability. Challenging but achievable.
- Manageable in the time given.
- Enjoyable and rewarding.
- Well explained and purposeful.
- Supported by teachers and parents.

Homework Progression in Sanquhar Primary

P1 Sounds/Reading

P2 Reading/Spelling/Research for class talks

P3 Reading/Spelling/Research for class talks

P4 Reading/Spelling/Preparation for class talks

P5 Research/Tables/Maths

P6 Reading/Spelling/Preparation for class talks/Maths

P7 Research for personal projects/Maths/Language

Homework diaries are used throughout and it is helpful if parents check what homework is to be done and support children, where necessary, in doing it.

Homework Club

There is an afterschool homework club in the school open to children in P2 – P7. During this time, children may have access to a computer. The club is supervised by a learning assistant.

Family Learning

Parents are often invited to parental workshops to find out about new curriculum developments, school life or to participate in class activities.

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

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>

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

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 and Transitions

Information on enrolment in school and catchment areas is available at <http://www.dumgal.gov.uk/article/15241/School-places> Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest".

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.

Throughout Session 20-21 we aim to drive improvement in:

Play Based learning

Create a learning environment where play is freely chosen, personally directed and intrinsically motivated. Promote playful, learner led approaches in the classroom/outdoors particularly in Nursery and P1.

Health and Wellbeing

Recreate the school's approach to behaviour and develop a whole school policy to respect for all. Develop our understanding of resilience and nurturing approaches and implement our school programme to support youngsters, enabling parents/carers to support their children through enhanced understanding. To implement RSHP, develop a shared approach and specific vocabulary related to this and identify resources to support its delivery across the school and ELC. Engage parents/carers in family learning to increase understanding of programme, resources and methodology. Develop as a communication friendly school.

Effective Teaching of Numeracy and Assessment, Moderation and Profiling

Raise attainment in Numeracy across the school through analysis of data, development of consistent learning and teaching, creation of holistic assessments and moderation. Revisit effective questioning and feedback strategies in order to close the gap for youngsters. Investigate profiling tools to showcase learner's achievements.

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 <https://www.dumgal.gov.uk/article/15129/Data-protection> and <https://www.dumgal.gov.uk/privacy>

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.

[Safe Digital Learning and Social Media](#)