



# Welcome to

St Ninian's RC Primary School



December 2022

# Information at a Glance

## School Address

St Ninian's RC Primary School  
Church Lane, Newton Stewart, DG8 6ER

Telephone 01671 402210

Email Address:  
[gw08officest5@ea.dumgal.sch.uk](mailto:gw08officest5@ea.dumgal.sch.uk)

Parent Council Chairperson Mrs Hannah Higgins

Head Teacher Miss Leona Wallace

School Roll 10

Denominational Status Roman Catholic

Status of Gaelic: Gaelic not taught

## Teaching Staff

Mrs J Plunkett Principal Teacher

Mrs L Crosbie Teacher RICCT & Management Time

Learning Assistants Mrs M Frame

## Auxiliary Staff:

Janitor and Senior Clerical Assistant Miss R

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

## Maginess

### The School Day

School begins	9.00 a.m.
Morning Interval	10.30 – 10.45am
Lunch	12.15 – 1.00 p.m.
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

Routine enquiries relating to school or your child which are causing you concern should be made to the class teacher or failing this through the school office. An appropriate member of school staff will then aim to respond to your enquiry directly.

We communicate with families using Penninghame and St Ninian's Primary Parents Facebook page, monthly newsletters, texts, emails and pupil diaries.



## Welcome from the Head Teacher

Dear Parent / Carer

I would like to extend a warm welcome to all our new parents, guardians, carers and new pupils. St. Ninian's R.C. School is an inclusive school with high expectations and ambitions; we strive to meet the needs of all learners.

Our team of dedicated staff aim to provide the best possible opportunities and experiences for our pupils to ensure children develop a broad range of skills and capacities which support their learning, growth and development. The education of your child is a partnership between school, home and our wider faith community.

The purpose of this handbook is to explain the policies and procedures of our school. Many questions you may have about the day to day running of the school will be answered but this does not replace personal contact between the school and parents. There may be some points that you wish clarified or require further information on. In either case please do not hesitate to contact us.

My staff and I look forward to meeting you at the various school occasions that go on throughout each session and we hope you will contribute and become actively involved in the life of the school.

Miss Leona Wallace  
Headteacher

**For more information about how we support parents**

## School Aims, Values and Ethos

### Our Vision

Our vision at St Ninian's is to be a community of faith and learning. Our children will be empowered with the skills to be lifelong learners who are kind, safe and show respect.

### Our Values

To uphold the Gospel Values of Hope, Charity, Justice and Peace in which every individual is valued and able to achieve their potential academically, spiritually and socially.

### Our Aims

To be an inclusive campus where we meet the dignity of God's children. The needs of all our learners are met in a safe, caring, nurturing and stimulating environment.

To provide a curriculum that provides learners with the tools to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We will be Learning Superheroes!

To uphold the moral teaching, faith tradition and sacramental life of the Catholic Church, so that our children know Jesus Christ as the son of God, to become familiar with his teaching and to use their own talents in order to give personal witness to him in their daily lives.



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

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



## How the School Works

### Class Organisation

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure.

### Maximum additional 30 words

Presently we are a one teacher school with a P1-7 class.

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

### Positive Behaviour and Celebrating Success

St. Ninian's has a whole school behaviour policy supported and followed by the whole school community, parents, teachers and children based on a sense of community and shared values. The aim of this is to create a caring atmosphere in which teaching and learning can take place in a safe and happy environment. We teach, through the school curriculum, values and attitudes as well as knowledge and skills. (This will promote responsible behaviour, encourage self-discipline and mutual self-respect amongst the children and respect for other people's property). The staff encourage good behaviour rather than simply punish bad behaviour, making clear to children the distinction between minor and more serious misbehaviour and the range of sanctions that will follow. Problems are dealt with when they occur in a caring and sympathetic manner in the hope of achieving an improvement in behaviour.

We actively promote positive behaviour through praise and the celebration of their successes. Children's successes and achievements are recognised in many ways at St. Ninian's and children are

encouraged to share their good work with other staff and the Headteacher.

Once a term, families are invited to a special assembly where children show what they have been learning in school and their wider achievements. At this assembly, a pupil from each class is awarded a certificate for showing excellence in learning. We also have a display where photographs and information about the children's wider experiences are displayed.

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)

At St. Ninian's we encourage children to wear school uniform and school sweatshirts, polo shirts, P.E. kits and jackets are available through school and to order online. Order forms and prices are available at the school office. Clothing grant forms are also available on request from the school office.

Parents in receipt of a grant for footwear and clothing from the authority will be encouraged to purchase items which are in accordance with the school dress code. Guidance and more information is available at <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

## Financial Support for Children and Families

### Grants and Bursaries

#### Scottish Child Payment

The Scottish Child Payment is a payment for families on certain benefits or tax credits. Eligible families will get £40 every four weeks for each child under six.

Further information and an application can be made at: [mygov.scot](http://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](http://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](http://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](http://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](http://www.dumgal.gov.uk/schoolmenus)

### Special Dietary Requirements

Facilities Services – Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask the school for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

For more information contact the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

### Free School Meals

Free school meals are provided for all pupils in Primary 1, 2, 3, 4 and 5. Confirmation of when this will be rolled out to Primary 6 and Primary 7 from the Scottish Government has yet to be confirmed.

In Nursery eligible children can receive up to 1140 hours a year of Early Learning and Childcare. As part of this funded offer the child will be entitled to one free meal and a snack each day.

All primary schools are now operating a pre-order system for school lunches for paid and free school meals. Parent / Carer will receive a letter informing them of how to create and set up an account for their child.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £360 and secondary school pupils can save £370. You'll also be helping your child's school if you qualify for free school meals. Some Scottish Government funding provided directly to schools is linked to the number of pupils who are entitled to free school meals.

For more information visit [www.dumgal.gov.uk/schoolmeals](http://www.dumgal.gov.uk/schoolmeals)

Visit the school meal website for further information [www.dgschoolmeals.co.uk](http://www.dgschoolmeals.co.uk)



## School Transport

Free school transport is available for some school children attending primary or secondary school if they live within the school catchment area and if they meet certain criteria. For more information and guidance visit <http://www.dumgal.gov.uk/article/15245/Free-school-transport>

## Free Travel for 5 - 22 year olds

From 31 January 2022 all children and young people aged 5-22 will be entitled to free bus travel in Scotland. You can apply for free travel online from today at [www.getyournec.scot](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.

Our curriculum consists of eight subject areas:

- Literacy & English
- Expressive Arts
- Health and Wellbeing
- Numeracy & Mathematics
- Religious Education In Roman Catholic Schools
- Sciences
- Social Studies
- Technologies

As well as the eight subjects we also recognise that the development of skills in Literacy, Numeracy and Health and Well Being permeate across all areas of the curriculum and school life. Pupils are taught specific skills during blocks of core learning or discrete subject lessons, but are given opportunity to practise and further develop their skills through Inter Disciplinary Projects. There are also regular learning opportunities through Enterprise Education and opportunities for personal achievement through school, inter school and national competitions, representing the school at different events and activities and through participation in extra-curricular activities. Pupils also learn French from P1 – P7.

## Parental Involvement and Engagement

### Parent/Carers and the Parent Council

Every parent who has a child at our school is a member of the Parent Forum. The parent council is a group of parents who have chosen to represent the parent forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Hear about what partnership with parents means in our school
- Be invited to be involved in ways and times that suit you
- Identify issues you want the parent council to work on with the school
- Be asked your opinion by the parent council on issues relating to the school and education it provides
- Work in partnership with staff
- Enjoy taking part in school life in whatever way possible

More information is available at <http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

More information and support for Parents/ Parent Councils is available at <https://connect.scot/>

Parentclub Scotland <https://www.parentclub.scot/> provides support information and guidance to expectant parents, baby, toddler, Child, Pre-teen and Parents and Carers.

The National Parent Forum of Scotland's (NPFS) Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers: <https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

### Parentzone Scotland

<https://education.gov.scot/parentzone> information about the Curriculum and how you can be involved in your child's learning.

## Helping Your Child and Family 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.



Our aims in giving homework are to familiarise families with the work their children are doing in school, to consolidate what has been taught and to give the children the opportunity to work independently out-with the classroom.

There are many things which as a parent you can do to support your child's learning in school including:-

- Listen, talk, and encourage – this can have a big influence on children's learning
- Ask for help if you think your child needs it for any reason.
- Praise your child if he/she is working hard at something or has achieved something within or out of school
- Encourage any reading
- Look for opportunities at home to develop literacy and numeracy skills: money, number problems, time, measuring, matching, size, reading, writing, understanding instructions, questioning information
- Encourage your child to take part in activities e.g. hobbies, clubs which will provide opportunities to develop a range of skills
- Help them work on tasks on their own and then talk about it with you afterwards
- Do things together where appropriate – learn together e.g. if your child has a project or task to do, take an interest and discuss with them what he/she is doing or offer support if this is needed.
- Help prepare for change
- Talk to them about how they are feeling
- Work together with the school by taking part in discussions about your child's learning and progress e.g. at parents nights, reviews

## Support for All

### Support for Learners

Dumfries and Galloway Council is committed to the well-being and educational development of all learners. The process of inclusion requires all involved in the business of learning and teaching to demonstrate commitment, innovation and flexibility to ensure that all children and young people have access to quality learning opportunities and experiences.

More information is available at <https://www.dumgal.gov.uk/article/16163/Support-for-Learners> and on page 18 of our [Education Authority Handbook](#)

### Getting It Right For Every Child (GIRFEC)

You are the expert on your child and what you think matters. Getting it right for every child (GIRFEC) means that the School will always seek to involve you, to listen to your opinions and take them seriously.

More information is available at [www.dumgal.gov.uk/girfec](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)

Every school is on a journey to improvement and every year we compile a plan which shares how we will improve our work. We use information from surveys and our ongoing evaluation in school against 'HGIOS 4' to set our improvement journey. This session we have three priorities across our campus which we shared with you at the start of term 1. There is a progress update each month on our newsletter.

### Our improvement priorities for 2022/23 are:

1. Curriculum innovation across the four contexts for learning: We plan to develop the use of play based learning, digital technologies, Wider Achievements and our awareness of Rights, Respecting Schools.
2. Getting It Right for All Learners: We plan to upskill all staff in assessment techniques to support learners' progress, review how we plan for individuals with additional support needs, help pupils to make better progress in Numeracy and support parents to engage with children and their learning).
3. Sustained Implementation and Improvement of Change: We plan to build on the improvement work of previous years. This will include promoting the Vision and Ethos of the Campus, continue to focus on high quality learning and teaching to help learners make good progress in literacy and numeracy.





## Health and Safety

### Emergency Procedures (including Safer Together Guidance)

If your child feels ill during the school day and we feel that he/she would be better at home, we will telephone you or your emergency contact. Minor accidents, e.g. cuts, bruises, are dealt with by the school staff. Serious accidents are few, but should one occur your child will be immediately taken either to your doctor or to hospital, if necessary, and you or your emergency contact will be notified. We cannot stress enough the importance of supplying the school with the relevant information we require in such a situation, i.e. your own home and work number and a telephone number of an emergency contact. **Please remember that if your child stays in more than one home setting contact details should take account of this.**

### Health Care (inc First Aid)

Many children will require their health care needs to be met at sometime within the nursery/school environment, for most children this will be for short periods of time only, but for some children this may require more long-term planning and support. If your child has any health care needs, please contact the school to discuss arrangements. Full details of the support available and your role as a parent and the role of your child are contained within Health Care in Schools 3-18 (NHS and Dumfries and Galloway Council) which is available from the school.

For more information see our [Authority Handbook](#)

### Severe Weather and School Closure Arrangements

Headteachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance make it necessary in the best interests of the pupils. In these circumstances parents will be communicated with in a variety of ways including text messages/ phone calls and emergency contact arrangements. All school closures will be notified on the Council Website.

[www.dumgal.gov.uk/article/15240/Emergency-school-closures](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](#)

