



# Welcome to

## Troqueer Primary School



December 2022



# Information at a Glance

## School Address

Troqueer Primary School, Hill Avenue,  
Dumfries, DG2 7LR Telephone: 01387 273020

Email address

[gw08officetroqueer@ea.dumgal.sch.uk](mailto:gw08officetroqueer@ea.dumgal.sch.uk)

Parent Council Chairperson Mrs Lynn Wilson

Parent Council email

[contacttpfc@gmail.com](mailto:contacttpfc@gmail.com)

Head teacher

Mr Martin Armstrong

School Roll

268 (and 39 in Nursery)

## Teaching Staff

Depute Head Teacher

Mrs N Torbett

Acting DHT

Mrs L Ashton

P1 Mrs L Campbell

P1/2 Mrs J Johnston

Miss Davies

P2 Miss K Beaton

P3 Miss J Matthews

Mrs E Cannon

P3/4 Mrs E Cannon

Mrs C den Oudsten

P4/5 Mrs A Owens

Mrs F Collins

P5 Miss Ness

Mrs Brownrigg

P6 Mr C Mackenzie

P6/7 Mr P Earl

P7 Mrs L Ashton

Mrs J Brownrigg

Music Mrs Collins

Specialist teachers

P.E. Mrs J Law

Learning Support

Mr Stephen Barbour

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

## Learning Assistants

Mrs D Wells

Mrs J Hopkins

Mrs F Scott

Mrs P Johnstone

Miss C Grieve

Mrs S Ritchie

## Clerical Assistants

Mrs J Hopkins

School Education

Support officer

Mrs K Cowan

Miss C Grieve

Mrs D Jackson

## Auxiliary Staff

Facilities Assistant

Catering

Cleaning

Mrs Jane Layden

Mr Charlie McCall

Mrs Jackie McKie

Mrs Lynn Cameron

Ms Sandra Kirkaldie

Miss Fiona Hair

## The School Day

The school gates are opened from 08.30 am.  
Playground staff including the HT / DHT when available supervise the playground from 08.45 am.  
On wet mornings access to the school will be given from 08.45 for pupils.

09:00 P1 to P7 Classes begin school

10.30–10.45 Morning break for all classes

12.30–1.15 Lunch for all classes

15:00 P1 to P7 Classes end of school day

School term dates can be found at:

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

## Communicating with home

Our main communication is through the School App for Parents by 'Connect Us'.

**School App:** Important dates, Letters, Updates and messages etc are regularly sent out on the App.

**Reports/ Consultations** staff will report on pupil progress - a summary of this will be sent out at the start of the academic year.

**Letters and/or telephone calls and/or emails:** requests to speak to a member of the SMT or a teacher can be made by emailing the school office [dg08officetroqueer@ea.dumgal.sch.uk](mailto:dg08officetroqueer@ea.dumgal.sch.uk)

**Website:** The school website hold information about our school

<https://www.troqueerprimaryschool.co.uk/>

**Facebook:** The school's Facebook is called Troqueer Primary School and Nursery Sharing Page

## Welcome from the Head Teacher

Dear Parent / Carer

Within the pages of this handbook is all the essential information that you might need as a parent or partner of our school.

We believe that the only way to achieve to highest standards is to work together, with the interests of the children at the core of all that we do. We are proactive in involving pupils and parents in the decisions we make.

We place a priority on high academic standards, particularly in core skills such as Maths and Language. We value independent thinking, problem solving, enterprise, creativity and collaborative learning.

We recognise our responsibilities to each other and fulfil these to the best of our ability – striving to live up to our motto ‘Aim high and be the best you can be’. Quality is expected.

Our vision for Troqueer is simple – We refuse to accept second best. .

Yours sincerely

**Martin Armstrong**  
Head Teacher

For more information about how we support parents and work with our schools please see our [Authority Handbook](#)

## School Aims, Values and Ethos

Our Vision is of a happy and safe school at the heart of our Community. We take the lead, we look for ways to share our ideas and our learning, and we set the right example, always. In every classroom there are children and adults who are kind, respectful, and responsible and lessons which are inspiring and linked to real life wherever possible. We set high expectations so that everyone can achieve their best, and know that we have the skills and knowledge to make a difference to our own and others’ lives.

There are a few mottos that have been used in our school for many years. These include the logo and school mottos-

**Logo Motto** - ‘I BID YE FAIR’ (Maxwell family motto who funded the original school in 1958)

**School Motto** - Care, Believe, Dream, Achieve. Aim High and be the best you can be.

### Aims

We want the best for all our pupils and we support every child to be-

**Successful Learners** who know how we learn best and know the next steps in our learning.

**Independent thinkers** who are curious to learn new ways to find things out.

**Challenged** in a place that gives us a sense of physical and emotional well-being where we feel safe, happy, cared for, included, valued and respected.

**Knowledgeable** about ‘Our Place’ in the world, and how we can change our own lives and influence the lives of others positively.

**Skilled** in our use of language and numeracy across all areas of learning.

## Values

We want our pupils to value themselves, others and their surroundings. We support our pupils to achieve these values by promoting-

**Activity.** We keep our brains and our bodies busy. (hard-working, effective, energetic, enthusiastic)

**Perseverance.** We keep going even when things are tough. (persistent, determined, resolute, devoted)

**Responsibility.** We show integrity at all times – we do the right thing. (dependable, conscientious, reliable, contribute, assertive, disciplined)

**Focus.** We give concentration and commitment to all that we do. (concentrate, committed, motivated, prepared)

**Creativity.** We use our imagination to think about new ways to do things. (imaginative, inspiring, resourceful, ingenious, innovative, ambitious)

**Kindness.** We think about others as well as ourselves. (thoughtful, considerate, caring, respectful)

Our mottos, aims, values and school ethos are summarised succinctly in the expectations that everyone is:

**Safe**

**Respectful**

**Ready to learn**

**Kind**



## 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.

We currently have 10 classes plus the Nursery.

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

### Positive Behaviour and Celebrating Success

Positive Behaviour is promoted at Troqueer Primary. We aim to provide all pupils with a safe, inclusive and supportive environment.

Pupils demonstrating our rules, are given colour coded dots to add to their charts, outside their classroom. In the case where children are not meeting our expectations, they will go through a process of reflection with their class teacher (with a coloured reflection card), and a slip will be sent home. If there are two incidents in a week pupils will miss out on opportunities shared by the whole, on Friday, where children will now choose from a selection of staff led activities for 45 minutes. If there are two in a week, this would result in a call home. Incidents of a serious nature would always result in a call home. Pupils are also given gold dots if we see kindness-to promote positive behaviour- a slip is sent home to parent.

### A,A,P,B charts

We celebrate all successes by issuing Star Awards and recording successes through our AAPB Achievement System.

Pupils can earn a Bronze, Silver and Gold award through this.

**Attainment:** e.g. an improvement in reading level, completed homework, high spelling scores for a term.

**Achievement:** e.g. sporting medal, completion of a challenge etc.

**Participation:** e.g. involvement in a school club, taking part in a competition.

**Daily Mile:** linked to number of miles achieved through daily exercise.

**Dots:** a different colour representing each rule, linked to behaviour.

For more information please see page 13 of the [Education Authority Handbook](#)

## School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. For more information on School Uniform, Dress Code, and School Clothing Grants visit [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

Our uniform is black shoes or trainers, dark grey or black trousers, shorts or skirt, white polo shirt, red gingham dress and red sweatshirt. Our main supplier is [www.myclothing.com](http://www.myclothing.com) or a fair trade option is [www.koolskools.co.uk](http://www.koolskools.co.uk) Enter the school name to be taken to clothing featuring the school badge. There is also a supply of used sweatshirts and cardigans available for a donation in school. There is no specific P.E. kit but pupils wear sensitive shorts or joggers and T-shirts. Some pupils wear a t-shirt in their House colour but this isn't compulsory: Solway (yellow), Criffel (green), Queensberry (red) and Nith (blue). To ensure items of clothing can be returned to their owner please have the pupil's name on labels.

## 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](https://mygov.scot) website or call us on 0800 182 2222.

#### Best Start Grant

Best Start Grant and Best Start Foods are payments that help towards the costs of being pregnant or looking after a child. Best Start Grant is made up of 3 one-off payments:

- Pregnancy and Baby Payment
- Early Learning Payment
- School Age Payment

Best Start Foods is a prepaid card that can be used in shops or online to buy healthy foods like milk or fruit. The payments you can get now will depend on:

- how far along in your pregnancy you are
- how old your child is

Further information and an application can be made at: [mygov.scot](https://mygov.scot) website

#### Clothing Grant

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is presently £134 per primary school child and £150 per secondary school child.

Further information and an application can be made at: Free school meals and associated payments - Dumfries and Galloway Council ([dumgal.gov.uk](https://dumgal.gov.uk))

Education and Learning Directorate are committed to supporting families through their Anti-Poverty Strategy – details of which can be found at [www.dumgal.gov.uk/poverty](https://www.dumgal.gov.uk/poverty) Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at the above link.

### School Meals

The Naturally D&G local provenance for a sustainable future ensures that meals are freshly prepared with seasonal ingredients and are free from undesirable additives.

Detailed information on school meals is available at [www.dumgal.gov.uk/schoolmenus](https://www.dumgal.gov.uk/schoolmenus)

### Special Dietary Requirements

Facilities Services – Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask the school for a 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](https://www.dumgal.gov.uk/schoolmeals)

Visit the school meal website for further information

[www.dgschoolmeals.co.uk](https://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.

We believe that happy children are successful children and they flourish when they are nurtured, encouraged, praised and celebrated. We acknowledge that children's strengths lie in many areas. We believe that success breeds success and by understanding the value that they bring to our school, they can thrive in other areas too. We want every child to reach their potential academically, but we also seek to provide many wider opportunities and offer a vast range of clubs throughout the session to support this. We celebrate individual success with children through our AAPB Achievement System.

The vast majority of our curriculum is planned but there are also aspects that are reactive. We continually seek opportunities to make learning relevant and to remove barriers to learning. We offer choice and personalisation as well as progression through levels, allowing the opportunity for attainment at the highest level for all.

We aspire then to enable our pupils to become effective contributors to our society. Building on the ethos above, our curriculum areas, and Interdisciplinary learning focus on developing skills to enable our pupils to become the leaders of the future. Our pupil voice groups, and community involvement are vehicles through which we provide challenge and opportunity within our curriculum.

In our immediate locality we are supported by a variety of local organisations and parents. We raise awareness and contribute to our wider national and International communities also, forging links in our partner school in Kenya and in the USA with the University of Atlanta.



## 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.

### 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

A range of learning at home activities are posted on Teams. The list below indicates the main types of homework your child will be asked to complete and post back to their teacher using Assignments on Teams or sometimes in jotters/ on paper. However, other learning activities may also periodically be set e.g. preparing a speech/presentation or other topic related activities.

### EARLY LEVEL

- Reading to share at home with parents.
- Specially created booklets for our phonics programme will be sent home with blending words, Tricky words, ORT words and reference sounds. These are accompanied by practice activities.

### FIRST LEVEL

- Practise reading with parents – P4 pupils will take their Accelerated Reading book home to read.
- Pupils from P2 onwards, will also receive phonics or spelling homework. Tricky words and practical activities that have been prepared.
- Activities to support work in Numeracy and Topic may also be sent home periodically.
- Online learning e.g. Nessy literacy or Rockstars numeracy

### SECOND LEVEL

- Homework expectations similar to FIRST Level, e.g. spelling, topic, reading.
- Numeracy homework is more frequent in the P6 and P7 stages including online activities.
- Pupils will take their Accelerated Reading book home to read.

## 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)

Our improvement focus has 3 priorities:

- Attainment – as always, we are looking to improve attainment for all children with a particular focus on Pupil Equity Funding and Care Experienced children. We are reviewing our Reading Curriculum (reading for pleasure and raising attainment).
- Ethos – we are re-establishing our ethos (including our new behaviour / relationship strategy and a new focus on Right Respecting Schools). We work



together with our families to evaluate what we do well and what improvements we can still make.

- Curriculum – our Vision, Values and Aims and curriculum rationale defines how and why we prioritise our curriculum. There is emphasis here on pupils having a voice, classroom practice and the teaching of reading.

We place high expectations on what our pupils can achieve, and our children are leaders within our school and our community. As well as high academic standards, we are committed to giving our pupils every opportunity to develop their talents. We have a very successful track record in regional and national competitions.



## 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](#)

