



# Welcome to

Calside Primary School



December 2020



# Information at a Glance

## School Information

### School Address:

Calside Road,  
Calside,  
Dumfries,  
DG1 4HB

Telephone 01387 263594

### Email address:

[Gw08officecalside@ea.dumgal.sch.uk](mailto:Gw08officecalside@ea.dumgal.sch.uk)

### Parent Council Chairperson:

Ms. Suzanne Urquhart

**Head teacher:** Mrs Louisa Gamble

**School Roll:** 196

Denomination Status: non-denominational

Status of Gaelic: not taught

## Teaching Staff

**Principal Teachers:** Mrs Cairns and Mrs Stores

**Class Teachers:** Miss Kennedy, Mrs Galligan, Miss Kempself, Mr Mclorum, Miss Brown, Miss MacRae, Mrs Brown, Mr Templeton, Mrs Hubbert, Miss McGuire, Miss Morgan

### Visiting Specialists:

**Art** Mrs Stephen

**P.E** Miss McLean

### Additional Support Needs Staff:

Principal Teacher Mrs Murray

### Support for Learning Teachers

Miss Howat and Mrs Hubbert

**Learning Assistants:** Mrs Adair, Mrs Ali, Miss Carruthers, Mrs Doan, Mrs Findlater, Mrs Geddes, Mr McKean, Mrs Halliday, Mrs Henderson, Mrs Neill, Mrs Smith

**Clerical assistants:** Mrs Copeland, Mrs Robertson and Mrs Wilson

### School Education Support Officer:

Mr David Maxwell

## Auxiliary Staff

**Janitor/Playground Supervisor** Mr Coupland

**Kitchen Supervisor** Mrs Houston

**Cleaning Supervisor** Mrs Wray

**Crossing Patrol** Mr Coupland

## The School Day

School starts: 9.00am

Morning Break: 10.30- 10.55am

Lunch Break: 12.30- 1.15pm

End of day: 3.10pm

Please note there is no playground supervision before 9am.

## Communicating with home

Information is shared between home and school in several ways:

- Weekly maildrop;
- Texts, telephone calls, emails, letters;
- School and class newsletters;
- Learning passports;
- School website;
- Celebrations of learning (including Come & Join Us sessions, assemblies, exhibitions of work)
- Learner conferences between teacher, pupil and parents;
- Annual progress reports.

If a parent has any aspect of their child's learning that they wish to discuss, they should contact the school via email or telephone message, so that the appropriate member of staff can help.

### 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

The staff and children of Calside Primary School extend a warm welcome to all parents, friends and visitors to our school. We want our school to be a happy, caring and stimulating place for everyone, and welcome your assistance and co-operation in achieving this.

Parents, carers and families are by far the most important influences in a child's life, playing a vital role through all stages of education. Parents who take on a supportive role in their child's learning make a difference in improving achievement and behaviour. The active involvement of parents can help promote a learning community in which young people can engage positively with adults and peers, and develop their talents and abilities to the full.

I look forward to meeting and working with you to ensure that your child's primary education is both happy and rewarding.

Yours sincerely

**Mrs Louisa Gamble**  
Head Teacher

## School Aims, Values and Ethos

**In all that they do we want our young people to be the best that they can be.**

### School Aims:

- For all members of the school community to value a high standard of achievement in all aspects of school life;
- To provide a happy and caring environment which fosters intellectual and social development and allows all learners to develop their own personalities and opinions;
- To provide a framework in which positive behaviour and self-discipline are practised by all;
- To provide a challenging, stimulating and balanced curriculum, which caters for individual needs;
- For links between home and school to be supportive and effective, so that everyone can help with learning.

### Our Values are:

- Creativity
- Enjoyment
- Friendship
- Positivity
- Resilience
- Respect
- Responsibility

### School Ethos:

In our safe and caring environment, everyone is valued and supported to realise their potential. We promote good behaviour, self-discipline and respect for others. Through high quality learning and teaching experiences which cater for all learning needs and styles, we develop positive attitudes towards our learning and recognise achievements. We encourage independence, creativity and ambition, in order to equip our learners with the skills and attitudes required to prosper in society and through life.



## Contact Us

The school welcomes suggestions and enquiries from parents and carers.

### If you need to find out something

We can be contacted by e-mail, telephone, group call text messages or face to face. Where it is not possible to resolve enquiries straight away, we will make arrangements to follow up as necessary with the most appropriate member of staff.

### If you have a comment or concern

A comment might be some brief feedback about how we have handled a situation or delivered a service. It is best to pass a comment straight to the school so that we can take any necessary action.

If you are not happy with the response you receive or a decision that has been made, you can Ask us to Look Again. You can do this by contacting [Educationsupport@dumgal.gov.uk](mailto:Educationsupport@dumgal.gov.uk). At this point an Officer will contact you and discuss the issue and share directly with you the outcome of this work.

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

## How the School Works

### Class Organisation

The school follows the Council policy for class organisation. Your child may be placed in one-stage or composite class (e.g. P4/5): in a composite class, two age groups are taught by the same teacher. When organising the classes, we consider additional support needs; gender balances, or placement of siblings.

### Positive Behaviour and Celebrating Success

Everyone have a right to feel happy and secure in school. We promote a caring co-operative atmosphere in which to work and play. Our children are supervised throughout the day and there is always an adult available should children want to discuss any concerns.

Our school rules are:

- We will respect everyone and everything in our school community, including ourselves.
- We will be ready to learn and do our best.
- We will enjoy school and have fun, but remember everyone else too.

Through our House System, children can win points for their house by working well, and following the rules. Merit certificates are awarded to pupils who have shown particular achievement or effort. These are recognised in assembly and shared on our Team Tree.

We also share successes with parents through electronic Learning Passports. These include current learning successes as well as Wider Achievements where parents can record any activities outwith school so we can celebrate these with the children.

This system has proven very successful in promoting positive behaviour, but behaviour issues will still crop up from time to time. Should behavioural difficulties arise, parents will be informed and possible courses of action will be explored together. In such cases, the full support of parents is expected to ensure the child conforms to the behaviour norms in school. In the rare and serious event when all else fails, Authority Policy regarding exclusion will be followed.





## School uniform

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

Wearing school uniform can encourage a sense of belonging and pride in our school. We strongly encourage the wearing of school uniform and we are grateful for the ongoing support of parents with this matter.

### Our uniform consists of:

- Grey or black trousers/shorts/skirt/pinafore
- Pale blue polo shirt with the school logo
- Royal blue sweatshirt with the school logo
- Blue blouse/shirt
- Blue gingham dress

Embroidered items can be ordered online from Uniform Easy using the following web address [www.uniformeasy.com/5940923](http://www.uniformeasy.com/5940923).

Pupils should also have:

- Appropriate indoor shoes;
- An old shirt or similar to protect their clothes during Art;
- Wellies, warm coat, waterproof coat as appropriate to the daily weather.

### P.E. Kit

For indoor P.E:

- Shorts and a change of T-shirt;
- Suitable gym shoes;
- No football kit as these can lead to arguments;
- Jewellery will be removed for safety.

### For outdoor P.E:

- Extra layers such as jogging bottoms, sweatshirt;
- Outdoor trainers;
- A waterproof.

### 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> or contact Education Support Services on 01387 260 493

## School Transport

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

## Attendance

It is your responsibility as parents to ensure that your child/children attend school regularly. For the safety of all children it is important for you to telephone the school office prior to/at the beginning of the absence. Absences are recorded in class registers and frequent or irregular absences not supported by a reasonable excuse, will be notified to parents and the matter may be referred to the Opportunities for All Service. If possible please, try to make dental/medical appointments outwith school hours. However, if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

More information: [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

### Absence from School

Pupils who need to leave school during the school day ie doctor /dentist appointments, must be collected by a named contact confirmed with the school office. They must also report to the school office on their return to school.

## Curriculum for Excellence

Curriculum for Excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18year olds – in nursery, primary, secondary, at college, workplace or community learning. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

### Broad General Education

Children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (Early, First, Second, Third, Fourth) and in each of the eight Curricular Areas. The five Curricular Levels span pre-school to the end of S3. This is the Broad General Education. Pupils progress at their own pace, working through the Experiences and Outcomes of the most appropriate level for them. Pupils will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3.

The school offers a broad and varied curriculum within the Curriculum for Excellence framework, with balance across all curricular areas. We promote an active and investigative approach where children increasingly accept responsibility for their own learning.

Pupil Health and Well-being is an integral part of the curriculum, and a pupil's ability to learn. All curricular areas contribute to personal and social development: fostering positive attitudes; co-operation as well as independence and self-confidence.

Our Health and Well-being programme covers aspects of physical, social, mental and emotional health such as hygiene, exercise and healthy eating. Units on issues such as bullying, discrimination and the misuse of drugs provide children with the experiences and information to help them to make informed choices in their lives. We also teach units on Relationships, Sexual Health & Parenthood as per national guidance.

### The Wider Curriculum:

We offer a wide range of extra-curricular activities throughout the year: offered by staff, Active Schools and our P6 & P7 Play Leaders. Activities that have been offered recently include: animation, football, badminton, drama and Spanish.

In Calside Primary, we aim to prepare our learners to be full citizens in society through many opportunities for the learners to participate in the life of the school. These include: Pupil Council, Eco Group, House Captains, Buddies and Peer Mediators.

We further enrich learning experiences through excursions related to learning. Recent trips have included museums, the seashore, Dynamic Earth and the Titanic exhibition in Belfast. Upper school pupils also develop their resilience during a residential experience: details of this trip are shared with parents at the time.

## 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 support is very important and we ask that you help with learning in the following ways:

- Take a general interest in your children's homework;
- Ensure that children do not become over anxious or spend too much time on the homework task;
- Let us know if concerns have arisen so that these can be addressed by the teacher;
- Provide an environment which is suited to the child for the completion of homework;
- Where appropriate, assist your child with references/ information for topic work;
- Encourage care, accuracy and tidiness in any set written homework without actually completing the task for the children;
- Encourage children to watch suitable information/ news programmes which may be relevant to their schooling;
- Encourage the use of computer programmes other than games which could help support the work the children do in school.

## Homework Tasks

The homework programme for the term will be advised through the termly class newsletter. If you require additional Literacy or Numeracy homework, please discuss this with your child's teacher.

## How is my child doing?

There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights/ Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.

## Helping the School

There are many things which as a parent you can do to support your child's learning in school: [www.dumgal.gov.uk/article/17608/Parental-Involvement](http://www.dumgal.gov.uk/article/17608/Parental-Involvement)

## Support for All

### 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](http://www.dumgal.gov.uk/girfec)

### Child Protection

All children have the right to be protected from harm, abuse and neglect. The vision for all children and young people in Dumfries and Galloway is that they should be: safe, healthy, achieving, nurtured, active, respected and responsible and included. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well. Further information can be found at <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

Parents, carers and pupils have a key role in keeping the school community safe. We would therefore urge parents to share any information which would keep everyone safe, and to support and encourage their child(ren) to do the same.



## 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.

Key improvements we are currently targeting include:

- Continuing to ensure that our curriculum covers the breadth of the Curriculum for Excellence, and develops skills as well as knowledge;
- Continue to monitor our tracking systems across the curriculum to ensure continuity, progression and depth;
- Ensuring that all new staff to the school are trained in our core Literacy, Numeracy and Health & Wellbeing approaches;
- Further developing the guidance for parents as to how they can support learning at home, through parental workshops and homework guidance;
- Refining the paperwork for Support for Learning;
- Development of the electronic Learning Passports to share success, learning targets and wider achievements between home and school;

The full School Improvement Plan is available on the school website, and a summary to parents is sent through the school maildrop twice a year.

## 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

