



Welcome to

St Andrew's Primary School

MAIN ENTRANCE



December 2019

Welcome from the Head Teacher

Dear Parent / Carer

We extend a warm welcome to all children, parents and friends. The aim of this Handbook is to provide you with information about our values as well as practical, curriculum, personnel and school day matters.

We hope that it conveys the sense of care and challenge that we try to develop in St. Andrew's, but above all we hope that it begins to encapsulate the distinctive Catholic Christian ethos your child will enjoy at this school. This approach underpins our curriculum. Health and well-being, inclusion, charity and tolerance are key elements of our curriculum rationale.

We look forward to working with you in partnership to provide the best education for your child so that her/his school experience will be happy and rewarding.

Yours sincerely

Mark Valentine
Head Teacher

School Aims, Values and Ethos

Our children have decided what our school means to us and we review these thoughts every couple of years.

What our school means to us: being creative, faith and family, being responsible, fun in our learning, Gospel Values, confidence to learn, trust, being safe, being successful, partnership, being there for me, being effective, keeping going and not giving up, thinking about everyone all over the world, showing what we can do.

The aims influence our curriculum rationale.

Curriculum Rationale

The curriculum in St. Andrew's Primary is defined as the totality of the experiences each child receives in their learning.

Its purpose is to offer a coherent, broad, general education throughout, but one that is grounded in several key themes.

The curriculum is embedded within an ethos of Catholic Christianity and its impact on community. It focuses on enabling our young people to be literate and numerate. It provides a progressive approach to developing creative, cooperative, imaginative, lifelong learners who communicate confidently and embrace the challenge of solving problems (in their widest sense) in an increasingly skilled manner.

The curriculum actively promotes fitness and health, inclusion, charity and tolerance.

It does all this within an ongoing commitment to making learning fun for children, engaging them through technologies and maximizing their talents and those of adults within the context of our school, community and wider world.

Through and ongoing commitment from children and adults within our community we will continue to adjust and develop our thinking around our aims and curriculum in order to adapt to the changing needs of our community.



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

Since opening over ten years ago the school population has grown by around one third. With that growth has come increased class sizes. It has also meant we have had a mixture of composite and straight classes during that time. When we have to composite classes we do so in line with local authority guidance.

Positive Behaviour and Celebrating Success

We believe that everyone has something positive to offer and we all have potential to be realised. We believe that positive behaviour and celebrating success are closely linked. As a school we continually endeavour to improve how we encourage positive behaviour through celebrating success. That may be from the level of weekly assemblies where we gather to celebrate success in our lives to how we encourage and guide our young people in resolving problems. We all need more positives than negatives in our lives. We need hope when we are feeling bad about ourselves. It is the role of all (with particular emphasis on adults) to build children's learning resilience that comes from getting this balance correct. A positive, productive working relationship between home and school is key. Our parents are valued and through our curriculum, reporting and parental engagement our shared understanding of where our children are doing well and what we can do to help them means that we build a community of young people who have the learning resilience to be able to deal positively with the challenges of learning in life, including school.

You can read about our successes on our school blog, newsletters, school app and from time to time in the local press.





School uniform

Dark, self coloured trousers or skirt. White polo shirt
White shirt (tie optional) School sweatshirt

School fleece (optional) PE kit - t-shirt, shorts and training shoes/ plimsolls.

All Dumfries and Galloway schools must have a dress code which encourages pupils to dress in a way appropriate to attendance at school.

www.dumgal.gov.uk

This code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, or disability. Prior to drawing up the dress code, parents, pupils and staff should be fully consulted and it is the expectation of Education Services that parents will be supportive of the dress code.

Clothing which is unacceptable in school under any circumstances would include items which:

- Could potentially encourage factions (eg football colours).
- Could cause offence (eg antireligious or political slogans).
- Could cause health and safety difficulties such as loose fitting clothing, dangling earrings.
- Are of flammable materials which may be a danger in certain classes.
- Could cause damage to floors.

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 £100 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 <http://www.dumfriesandgalloway.scottishschoolmeals.co.uk>

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.

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Curriculum For Excellence (CfE)

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 takes a fresh approach to what, how and where young people learn. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers.

Ultimately it aims to nurture young people as successful learners, confident individuals, effective contributors and responsible citizens.

We endeavour to achieve this through a joined up approach to learning, that suits the learner, is engaging for them and relevant to their life.

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

Homework is planned on a weekly basis. Notification of homework should give you time to plan for its completion around your family life that week. Homework should reflect what your child has been learning. Homework should provide an opportunity to build a routine at home that suits the family. It is a support to learning. Homework will focus mainly on the key areas of literacy and numeracy but will involve other areas from time to time, reflecting class areas of interest being covered in other areas of the curriculum. These may also provide opportunities for families to learn, enquire, discover or make things together.

Being organised in our approach to homework is key, from school to home. It encourages children to take responsibility for their own learning, understand the importance of personal organisation and prepares them for the increased demands of secondary school and later life.

Our Accelerated Reading scheme enables the results of progress quizzes to be shared with home on the day your child takes the quiz.

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

Additional Support for Learning

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/Additional-support-for-learning>

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](https://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.

More information: www.dumgal.gov.uk



Enrolment in Schools and Moving Secondary School - 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" <http://www.dumgal.gov.uk/index.aspx?articleid=6293>.

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.

School Standards and Quality Reports are produced annually. The School Improvement Plan is produced as a result of that process. These are submitted to local and national government as required. We share prioritise with our whole school community via our Parent Forum, information screens in school etc. Online consultation questionnaires for parents will play part of this process in the coming year.

Provision for improved expression of feeling and emotions, cooperative working through science, technology, engineering and maths skills and improved monitoring and tracking practices are some of the more recent improvements to our school's day to day business.

Some improvements we are working on this year include finding ways to widen the meaningful contribution stakeholders have in our improvements, improving awareness of skills for life and work/employability as well as improving collaboration with schools outside of Dumfries and Galloway.

All improvements depend on effective collaboration within our school community. We will continue to try to look for improvements in this area as we always have.

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 <http://www.dumgal.gov.uk/article/15129/Data-protection>

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.

Information at a Glance

School Information

School Address

Craigs Road, Dumfries DG1 4EX

Email gw08officest6@ea.dumgal.sch.uk

Parent Council Chairperson Mrs Kate Brown

Head teacher Mr Mark Valentine

School Roll 187

Denomination Status Roman Catholic

Status of Gaelic N/A

Teaching Staff

Primary 1 Mrs Annette Barnett

Primary 2/1 Mrs Claire Kerr (Mon-Th)/
Mrs Louise Lowther (Fri)

Primary 3 Mrs Aisling Gilligan (M-W)/
Mrs Lorena Davidson (Th/Fri)

Primary 4 Mrs Nichola McIntyre

Primary 5 Mrs Katherine MacPherson

Primary 6 Mrs Margaret Turnbull

Primary 7 Miss Louise Cullen

Auxiliary Staff

Learning Assistants Mrs Sandra Woods
Ms Angela O'Neill
Mrs Hayley Ostroznik
Mrs Talia Carter

Clerical Mrs Shirley Graham

Janitor (AMEY) Mr John Orr

Playground Supervisor Ms Andrea Graham

Crossing Patrol Mr Colin Currie

The School Day

8.55 am School starts

10.35 - 10.55 am Morning Break

12.15 - 1.00 pm Lunch Break (Primaries 1 and 2)

12.30 - 1.15 pm Lunch Break (Primaries 3 and 4)

12.45 - 1.30 pm Lunch Break (Primaries 5, 6 and 7)

3.00 pm School finishes

Communicating with home

There is a school blog which is regularly updated

[https://blogs.glowscotland.org.uk/dg/
StAndrewsPrimarySchoolBlog/](https://blogs.glowscotland.org.uk/dg/StAndrewsPrimarySchoolBlog/)

This has become increasingly important over the last few years as a means of sharing what is going on in your child's class. It also has valuable links to homework activities and other educational sites.

We also have a school app which keeps parents up to speed with latest developments and upcoming events. MySchoolApp can be downloaded for free.

We also have monthly School Newsletters.

There are parent information evenings, consultation evenings and reports on progress each year.

Parental Involvement information:

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

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

