



Welcome to

Borgue Primary School



December 2019



Welcome from the Head Teacher

Dear Parent / Carer

Welcome to school from all at Borgue Primary.

Borgue Primary is a rural school, set in the heart of Borgue Village surrounded by beautiful Galloway countryside. We promote a friendly, welcoming and positive ethos where your child is appreciated as an individual who can grow and develop within a stimulating and secure environment.

This handbook is designed to give you as much information as possible about your child's new school. It cannot replace direct personal contact between school and parents but we hope that it will provide a basis for understanding and reinforce a sound parent, child and school relationship which is so vital in the early stages of your child's education.

Through Scottish Education and The National Improvement Framework we work towards achieving excellence and equity for all learners, regardless of social background and circumstances.

Yours sincerely,

Lesley McDevitt
Head Teacher

Our Vision, Values and Aims

Borgue Primary is a very welcoming school where all pupils are inspired, challenged and nurtured to be the very best they can be. Everyone in our school and wider community is included, respected and treated fairly. In school we work hard to achieve high expectations of learning and achievement. We explore, discover and create in an active, fun and safe environment. We look ahead by using technology in our learning and developing life skills in the world of work, ready for growing and learning in our future lives.

Our School Motto

Be the Best You Can Be!

Our School Aims and Ethos

At Borgue School we aim to enable all children to develop their capabilities as:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

Our School Values

Be Respectful Be Responsible Be Kind Be Honest

These aims are related to the seven key areas of school life:

1. Curriculum

Provide a real and relevant inspiring curriculum supported by learning from local to global. Be committed to ensure that our pupils are responsible citizens who are equipped with the skills, attitudes and expectations which are required for our ever changing multi-cultural society.

2. Attainment

Ensure all pupils are able to realise and achieve their learning potential through high quality learning and teaching experiences.

3. Learning and Teaching

Enable each child to be successful and develop their full potential and thus achieve their highest level of attainment as well as having a belief in their own abilities and promoting achievement throughout the school. To use digital technology and expertise from Partners, Cluster Schools and the local community to broaden the scope of digital learning.

4. Support for Pupils

Provide for the pastoral, social, emotional, spiritual and physical needs of each child. Use a variety of learning and teaching approaches to meet the needs of all learners

5. Ethos

Create an open and positive learning environment which promotes an ethos of achievement and high expectations for all.

6. Accommodation and Resources

Present a welcoming, stimulating and safe environment for everyone in school. Provide professional learning to ensure all staff can develop in their roles leading to improvement in our education provision.

7. Management, Leadership and Quality Assurance.

Provide a clear vision and direction to lead the school forwards. Develop and value the skills of all staff ensuring that ongoing monitoring and self-evaluation leads to continuous improvement.



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

We have two classes arranged by chronological age (date of birth), a maximum of 25 pupils in class.

Primary 1 - 4 Junior Class

Primary 5 - 7 Senior Class

Pupils can be arranged by age, ability and gender; ratio of boys and girls. The class composition arrangements can change each year.

Positive Behaviour and Celebrating Success

Our school aims to be a happy, well-adjusted community where respect for each individual is clear. The main aim for each child is self-discipline and respect for other people's thoughts, feelings and property. Discussions with children reveal they expect the school to be a fair place that offers everyone freedom to express their opinions. There are a number of ways the school celebrates behaviour and achievement.

Golden Time

Daily, pupils earn Golden Time leading to a 30 minute 'Golden Time' session on Fridays. If "Golden Rules" are not followed, pupils do not earn all of their Golden Time. When persistent behaviour difficulties occur or if there is a serious incident we feel parents would want to know about, then parents are invited to school to discuss the problem and to work out a joint school/parent initiative. Such meetings are always held with the child's best interests at heart. The school recognises the vital part to be played by full co-operation between parent and school where behavioural difficulties arise.

House points

We have two school houses 'Ross' and 'Brighthouse' House points are awarded for good behaviour and demonstrating our school values.

House Captains

They develop their leadership skills by giving short motivational speeches to their House and acting as 'role models' for behaviour.

Pupils of the Week

Children receive a certificate recognising why they have been awarded, linked to one of the **Four Capacities**; a **Confident Individual**, an **Effective Contributor**, a **Responsible Citizen** or a **Successful Learner**.





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

Parents can order school uniform via the school office or by ordering online from 'Brigade.'

www.brigade.uk.com

We place uniform orders twice per year in May and October. Pupils should wear uniform at school concerts, Church services, photos and on school trips.

Borgue Primary uniform is as follows:

- Blue Sweatshirt or cardigan embroidered with school logo
- Maroon or white polo shirt
- Black or grey trousers or skirt.
- Blue gingham / summer dress,
- Blue tartan pleated kilt (Brigade)

All uniform must be named.

A uniform donation scheme runs across the partnership. All recycled uniform is £1 per item. The rack of donated uniform and shoes are located in the school corridor for browsing and buying.

PE Kit

Weekly for PE, pupils need shorts or joggers and a T-shirt. PE Kit can be left in school in a gym bag. Trainers or plimsolls are required for PE or for indoors when the weather is wet.

Daily Mile Footwear

Pupils take part in the "daily mile." It is preferable if pupils have spare trainers which can remain in school.

School Clothing grants

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is £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 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.

We aim to provide children with a well-balanced overarching experience that prepares all our children for life both now and in the future.

Literacy and English - Literacy includes Reading, Writing and Listening and Talking. English underpins all learning.

Numeracy and Mathematics - Maths and Numeracy are taught daily through direct teaching, mental and active maths. Online programmes include Mathletics, Sumdog and Problem Solving.

Health and Well Being Education - includes physical, social and emotional wellbeing, looking after our bodies and keeping safe.

Technologies - Digital Literacy skills are developing throughout the Curriculum where children can use technology in a wide variety of contexts.

Social Studies - include history, social and economic studies and geography from a local, national and global perspective.

Sciences - Through the Sciences, children develop their early interests in, and understanding of, the living, material and physical world.

Expressive Arts - Learning the skills of Art and Design, Dance and Drama in a variety of mediums

Religious and Moral Education (RME) - Children learn about World faiths and cultures. Planned "Religious Observance" will encourage pupils to think about themselves, our community and our core values.

Cross Curricular Work or Interdisciplinary Learning - is when two or three planned curricular areas are used together to complete learning.

Wider Achievement and Celebrations - Many pupils have skills and talents outside of school, it is important to share all successes! Please send photos which can be displayed on the 'Wider Achievements Wall.'

Reporting to Parents Programme - Across the year there will be two 'Learning Conversations' with target setting between pupil, teacher and parents (October and February), two open afternoons and a final written Report in June.

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 provides opportunities for independent study and learning activities from the teacher. We consider the setting of homework important for the following reasons:

- To develop the practice of independent study.
- To open up areas of study and information outside of the classroom.
- To involve parents and other adults in pupils' work.

Pupils receive weekly reading and spelling homework with maths homework identified through the Maths scheme.

Education is a Partnership between Home and School

Children benefit greatly from shared reading times at home, this forms a crucial part of learning together for children right through the primary years but particularly in P1-3. It is also important that parents support children with spelling, times- tables and early number skills. All children have a homework diary to help keep parents informed of tasks set, parents should check and sign the Homework Diary on completion of homework. Teachers prepare "Curriculum News" for class learning each term.

All children are provided with reading/homework bags in Primary 1. All pupils have a "Home Learning Kit" filled with equipment to support any learning at home. Included is a 'Literacy and Numeracy Booklet' showing ways in which parents can support learning at home and in the community.

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>

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.

Auchencairn and Borgue Partnership School Improvement Plan

- To continue improving Science learning and teaching by developing a consistent Science programme across the Kirkcudbright Cluster. To create planning documents for Science at Early, First and Second Levels.
- To raise attainment and achievement in Literacy through 'Closing the Literacy Gap' training for Teachers and Learning Assistants across the Partnership. Using planned assessments PiPs Primary1, Talking Listening and Questioning, PM Reading, Schonell Spelling and Scottish National Standardised Assessments (P1/P4/P7 only). Using data to identify improvements and next steps.
- To raise attainment and achievement in Numeracy through 'Closing the Numeracy Gap' and 'Developing Number Knowledge' training for Teachers. Using planned assessments PiPs P1, MALT (Maths Assessment of Learning and Teaching) for P2-P7 and Scottish National Standardised Assessments (P1/P4/P7 only). Using this data to identify improvements and next steps.
- Pupils will learn about the World of Work through the "Developing the Young Workforce" programme, combined with parental engagement and involvement in school. To develop 'creativity' in digital technology skills.

All members of the school community are involved in the evaluation of the School Improvement Plan.

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

Borgue Primary School
Borgue, Kirkcudbright, DG6 4SH

Telephone 01557 870249

Email gw08officeborgue@ea.dumgal.sch.uk

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

Parent Council Chairperson	Mrs Ellie Goodare
Head Teacher	Mrs Lesley McDevitt
School Roll	28
Denomination Status	Non-denominational
Status of Gaelic	Non- speaking

Teaching Staff

Principal Teachers	Mrs. M. Kirk Mrs. K. Buchan
P1-4	Mrs. E. Harrison Mrs. K. Buchan
P5-7	Mrs. M. Kirk Miss. J. Ross
Learning Support Teacher	Mrs. A. Scrimshaw
Specialist Teachers	
Art Teacher	Mrs. J. McLeman
Learning Assistant	Mrs. M. King
Learning Assistant	Mrs. R. MacPherson

Auxiliary Staff

Clerical Assistant	Mrs. J. Watson
Cook	Mrs. S. Cairney
Facilities Assistant/Cleaner	Mrs. M. Sneddon
Educational Psychologist	Mrs. F. Irving Mrs. K. Howartson
School Education Support Officer	Mr D Maxwell

The School Day

School Starts	9:00am
Morning Interval	10:30 - 10:45am
Lunch	12.30 - 1:15pm
School Finishes	3:00pm

Supervision in the playground or in the school hall on wet days starts from 8:45am

Communicating with Home

We use a variety of methods to communicate with home such as phone calls, letters, school diaries, texts (Group Call), emails, Curriculum News and monthly Newsletters. Letters with reply slips need to be returned as soon as possible, so the information can be processed. Please contact school if your child is ill or has any appointments.

Tell school immediately of changes to personal information including phone numbers or address details, in case of an emergency and we need to contact family.

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>