



Welcome to
Belmont Primary School



December 2025

Information at a Glance

School Address

Belmont Primary School,
Galloway Avenue, Stranraer, DG9 7BH

Telephone: 01776 702952

Email address:

gw08officebelmont@ea.dumgal.sch.uk

Parent Council Chairperson Lynda Nicholson

Head Teacher Mr Stuart Hunter

School Roll 284

Denomination Status Non-denominational

Status of Gaelic Not taught

School Staff:

Teaching Staff

Depute Headteachers: Mrs Sian Walker
and Mrs Rachael McGhie

Teaching Staff:

Mrs Pamela Taylor	Miss Catriona Egerton
Mrs Natalie Sherry	Mrs Lesley McColm
Mrs Jackie Anderton	Mrs Rachael Coulter
Mrs Elaine Stevenson	Mrs Christine Smith
Miss Megan Laurie	Mrs Jenny Macdonald
Miss Arlene McKie	Mr Robin Bell
Mrs Joan Hamilton	Mrs Jan McCornick
Mrs Ashleigh Appleton	

Additional Support for Learning Teacher:
Miss Gemma Smith

Belmont Children's Centre:

Principal Teacher Additional Support for Learning:

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

Mrs Emma Buchanan
Mrs Caitlin MacCaig
Miss Rachel MacKinnon

A team of Learning Assistants support children across P1 to P7, Children's Centre and Nursery.

Auxiliary Staff

Senior Clerical Assistants	Mrs Emma Stilwell Mrs Caitlin Milby Mrs Fiona Harvey
Janitor	Mr John Black
Catering Supervisor	Ann-Marie McMeikan
Quality Improvement Officer	Mr David Maxwell

The School Day

Primary School

9am	School Starts
10.40am 10.55am	Morning Interval
12:30pm to 1.15pm	Lunch (P1 to P2)
12:45pm to 1.30pm	Lunch (P3 to P7)
3pm	End of School Day

School term dates can be found at:

www.dumfriesandgalloway.gov.uk/schools-learning/schools/school-term-holiday-dates

Communicating with home

We place great importance on building strong links with parents/carers by keeping families well informed about school life. To support this, we share information through the School App, School/Parent

Council Facebook Page, weekly newsletters, Group Call text messages, letters, class newsletters, seasonal calendars, and our Nursery and Children's Centre closed Facebook groups.

School App Search your device's App Store for 'Jigsaw School App'. Download the app and, once opened, select 'Belmont Primary School'.

Information about Belmont Children's Centre (Sway): <https://sway.cloud.microsoft/WfInfPpuRCshTBja?ref=Link&loc=play>

Facebook

<https://www.facebook.com/BelmontPSStranraer/>

<https://www.facebook.com/groups/2788167531425180/?ref=share> (Children's Centre)

<https://www.facebook.com/groups/belmontnursery/?ref=share> (Nursery)



Welcome from the Head Teacher

Dear Parent / Carer

Welcome to the Belmont Primary School Community

At Belmont Primary, we are committed to providing a nurturing environment where every child feels safe, happy and ready to learn. Our dedicated staff work in partnership with supportive families who play an active role in school life.

This handbook is designed to share key information about the school's policies, procedures and expectations. It also sets out our Vision, Values and Aims for everyone at Belmont Primary, Children's Centre and Nursery.

We operate an open-door policy to ensure families and other stakeholders feel included, valued and warmly welcomed. If you have any questions or would like to discuss any aspect of your child's education, please call into school or contact the School Office on 01776 702952.

Mr. Stuart Hunter
Headteacher

For more links and detailed information about how we support parents and work with our schools, please see our **Authority Handbook**. This also includes a page for financial support for Children and Families.

School Aims, Values and Ethos

At Belmont Primary School, we all work together:

- To 'Get It Right For Every Child' by supporting children to be happy, safe, active, respected and responsible
- To raise attainment and promote wider achievements through pupil and parent/ carer participation, outdoor learning, digital technologies and links with the local community
- To be nurturing and inclusive, ensuring every child has the same opportunity to succeed.

Our Values:

- B**e kind and caring
- E**ncourage and support each other
- L**ead by example
- M**ake friends and maintain positive relationships
- O**pen to new challenges
- N**ever give up
- T**ake pride in everything we do!

Our four key aims are to enable all children to become:

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

Our talented children produced a short video to share our Vision, Values and Aims with the school community. Watch it **HERE**.



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'. Visit www.dumfriesandgalloway.gov.uk to find out how you can do this. At this point an Officer will contact you, discuss the issue and direct your enquiry as appropriate.

If you remain dissatisfied, the Education and Learning Directorate operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at www.dumfriesandgalloway.gov.uk

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.

Primary School Class Organisation

Within education our clear purpose is to bring about success for all our young people through raising levels of achievement, attainment, and participation.

For more information on school class organisation please visit [Class Organisation Leaflet](#)

We have 11 mainstream classes, a Children's Centre with two classrooms supporting children with severe and complex needs, and a Nursery/ELC setting.

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

Positive Behaviour and Celebrating Success

The school reviews its Promoting Positive Behaviour Policy on an ongoing basis. This policy, available to parents/carers on request, sets out the agreed procedures to ensure the highest possible standards of behaviour.

While we have clear expectations for behaviour, the main aim of the policy is to promote positive relationships, enabling the whole school community to work together with the shared purpose of helping everyone to learn. Each class generates its own Classroom Code, agreed by the children and closely linked to the United Nations Convention on the Rights of the Child (UNCRC).

We use a range of strategies to reward positive behaviour and celebrate success. These include

verbal praise, recognition of achievement and formal rewards such as our Celebrating Success Assemblies, Pupil of the Week, Pride of Belmont Award and other achievement certificates. We also highlight children's wider achievements during assemblies, on the School App and through our social media channels.

For more information please see 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.dumfriesandgalloway.gov.uk

We want all children to feel comfortable, confident and ready to learn and play. To support this, we encourage an Always Active Uniform every day. This includes:

- Yellow or black school polo shirt and black school jumper or cardigan
- Comfortable bottoms (e.g. joggers, leggings or shorts)
- Trainers

Please note:

- Formal school shoes, trousers, skirts or pinafores are completely optional
- Football kits are not permitted
- All items of clothing and footwear should be clearly labelled with your child's name (a permanent marker is recommended)
- Information on ordering school uniform is available on the School App.

Financial Support for Children and Families

Grants and Bursaries

Scottish Child Payment

Scottish Child Payment helps towards the costs of supporting your family. It's a weekly payment of £25 that you can get for every child you look after who's under 16 years of age. You'll get the payment every 4 weeks if your application is successful.

Further information and an application can be made at: 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 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.

For further information and an application please visit www.dumfriesandgalloway.gov.uk

Education and Learning Directorate are committed to supporting families through their Anti-Poverty Strategy – details of which can be found at costofliving.dumfriesandgalloway.gov.uk/cost-living-support Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at the above link.

For more information on financial support please visit the Authority Handbook (pages 8,9,10 and 11)

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.dumfriesandgalloway.gov.uk

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.

Online pre-ordering of school meals is currently being rolled out to all secondary schools, information will be supplied by your school.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £361 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.dumfriesandgalloway.gov.uk

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 Special Diet Request Forms to allow us to inform the catering team who will discuss your child's requirements in full. For more information contact www.dumfriesandgalloway.gov.uk or the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

Parents/Carers - Please register your child with the catering team as soon as you are aware of any allergens or intolerance to food.

Scottish Child Payment and Bridging Payments

The Scottish Government's Scottish Child Payment helps towards the costs of supporting your family and, as of 14 November 2022, applications are now open for all children under the age of 16. The weekly value of this award will also increase to £25 as of this point.

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 www.dumfriesandgalloway.gov.uk

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 freebus.scot (This cannot be done through your school)

For more information on Active Travel which is about making journeys in physically active ways like walking, wheeling and cycling, we encourage parents and pupils to walk, wheel, cycle and scoot all or some of the journey to and from school, where it is safe to do so. Please click on this link:

www.dumfriesandgalloway.gov.uk

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

[Education Authority Handbook](#)

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.

Dumfries and Galloway Council have developed a dedicated [resource hub](#) for parents and carers, where you will find support and guidance in relation to supporting your child's regular attendance at school. Resources can be found at:

blogs.glowscotland.org.uk

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

The school has indoor space for physical education and is well equipped for teaching movement skills and simple games. The playground (hard surface) also provides opportunities for outdoor activities, weather permitting. In addition, we are fortunate to have a Multi-Use Games Area (M.U.G.A.) which is a fenced, two tennis court sized surface with run-out areas and recessed football goals.

A wide range of extra-curricular activities, including a Breakfast Club, are offered by school staff, Active Schools, parent volunteers and local community coaches. We are very grateful to the dedicated adults - staff, parents/carers and friends of the school - who generously give their time and expertise for the benefit of our children and the wider community. Parents/carers who would like to support our extra-curricular programme are warmly encouraged to contact the school.

Primary 7 pupils benefit from curling tuition at the North West Castle, take part in Bikeability and enjoy an outdoor adventure residential experience. Swimming lessons are also provided for children in Primary 4.

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

For more information or support for how you can become involved in or to run your Parent Council please visit www.dumfriesandgalloway.gov.uk

Visit www.dumfriesandgalloway.gov.uk for more information on parental involvement.

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

Parentclub Scotland <http://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

Homework plays an important role in supporting the curriculum and should be viewed as a meaningful extension of learning in school. Parents/carers are encouraged to support this by practising key skills at home, such as colour recognition, counting, times tables, spelling and similar activities.

For our younger learners, it is especially valuable when parents/carers take time to listen to their child's reading. For all children, we ask that families provide time, materials and opportunities for reading a variety of texts at home. At the start of each school session, pupils are normally provided with login details for digital resources such as Sumdog and Glow.

If homework ever causes difficulty or anxiety for your child, please contact the class teacher in the first instance so that we can provide support.

Support for All

Support for Learners

All children receive support at school and nursery to help them learn. 'Additional support for learning' is how we describe any support that is extra or different to the help that most children receive. Most of this additional support is provided by teachers in mainstream classes, focussed on learning and support to be fully involved in school life. For the majority of children and young people this will be delivered in a mainstream classroom supported by their classroom teacher for a few this will mean some additional support alongside the classroom teacher, and for a very few this will be part-time or full-time provision in a school with a learning centre or an inclusion base.

More information is available at www.dumfriesandgalloway.gov.uk 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.dumfriesandgalloway.gov.uk and on page 21 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 www.dumfriesandgalloway.gov.uk

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 www.dumfriesandgalloway.gov.uk Information regarding catchment areas can be found on the Council's website by accessing [Near Me](#).

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.dumfriesandgalloway.gov.uk

School Improvement Priorities

For Session 2025/26, our School Improvement Plan focuses on the following priorities:

- **Priority 1** - Raising Attainment and Achievement
- **Priority 2** - Ensuring Wellbeing, Equality and Inclusion



Pupil Equity Funding (PEF) is additional funding allocated directly to schools to help reduce the poverty-related attainment gap. Although PEF is distributed based on free school meal registration, headteachers can use their professional judgement to identify children who may benefit from targeted support. At Belmont Primary, we use PEF to provide tailored interventions in literacy, numeracy and health and wellbeing.

Impact of PEF and Improvement Work Across the school, additional learning assistant input has strengthened Curriculum for Excellence performance, as evidenced at P1, P4 and P7. Our children's performance in Reading, Writing and Maths is generally above both Stranraer Cluster and Dumfries and Galloway averages.

Specific interventions such as Talking, Listening and Questioning, Closing the Literacy Gap and Closing the Numeracy Gap have been instrumental in raising attainment and achievement for identified individuals and groups of learners.

Health and Safety

Emergency Procedures (including Safer Together Guidance)

If your child feels unwell or have hurt themselves during the school day they must report this to an adult in the school. If we feel that they 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.dumfriesandgalloway.gov.uk

Data Protection

Visit www.dumfriesandgalloway.gov.uk for information on how the Council uses personal data.

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 [Safe Digital Learning and Social Media Leaflet](#)

