



Welcome to
Moniaive Primary School



December 2025

Information at a Glance

School Address

Moniaive Primary
Chapel Street, DG34EJ

Email address:

gw08officemoniaive@ea.dumgal.sch.uk

Parent Council Chairperson: Shona Irvine

Head Teacher Siobhan James

School Roll 37

Denomination Status Non-denominational

Status of Gaelic Not currently taught

School Staff:

Teaching Staff

P1 to P4	Mr Rudd / Mrs Clanachan
P4 to P7	Mrs Watson Principal Teacher
Class Teacher	Mrs Lyagoba (Wednesday)
Visiting P.E.	Specialist Mr Law
Additional Support for Learning Teacher	Miss Kormylo

Auxiliary Staff

Senior Clerical Assistant	Wendy Davies
Building Facilities Assistant	Chantal Gibellini
Learning Assistant	Mrs Little

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

The School Day

Primary School

9.10am	School starts
10.45am to 11.05am	Morning interval
12.30pm to 1.15pm	Lunch
3.15pm	School closes

School term dates can be found at:

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

Communicating with home

The quickest way to contact us is by phone. Our school secretary works part-time and is available during the following office hours:

- Monday 8.45am to 2.45pm
- Tuesday 8.45am to 12.15pm
- Wednesday 8.45am to 3.30pm
- Thursday 8.45am to 12.15pm
- Friday 8.45am to 3.30pm

You can reach us at Dunscore Primary on 01387 820 242.

If you call outside these times, our Partnership School will be happy to take a message or direct your call to the right person.

We also use Class Dojo to share news and communicate with families. In addition, we may contact you by telephone, letter, text, or email when needed. As part of our eco-friendly approach, we aim to send information home electronically whenever possible.



Welcome from the Head Teacher

Dear Parent / Carer

It gives me great pleasure to welcome you to Moniaive Primary School.

As a Gold Rights Respecting School, we are proud to nurture a happy, inclusive, and supportive learning community where every child is valued and no one is left behind. We are fortunate to benefit from a strong partnership with Dunscore Primary as well as enjoying the encouragement of our local and wider community, who work alongside us as active partners in securing the very best outcomes for our children.

Our school motto, *“Learning Lots, Learning Well, Learning Together,”* reflects our belief that children thrive when they feel safe, happy, and included. At Moniaive, children are truly at the heart of everything we do. We embrace the wellbeing indicators to ensure that each child is supported and challenged to achieve their fullest potential.

I look forward to working in close partnership with you, as together we play an indispensable role in your child’s learning journey and celebrate every step of their success.

With warm regards,

Siobhan James
Head Teacher

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 Moniaive Primary, we are committed to creating a learning environment where every child can thrive.

Our aims guide everything we do:

- To be a learning community where children, families, and community partners work together to improve our school and our environment.
- To encourage every pupil to be confident in their abilities, to embrace challenges, and to take responsibility for their own learning.
- To foster a climate of care, kindness, and respect across our whole school community.
- To ensure we are always Getting It Right for Every Child (GIRFEC).

These aims are brought to life through our school motto:

**“Learning Lots, Learning Well,
Learning Together.”**

Our school values are at the heart of our daily life.

At Moniaive, we strive to be:

- Welcoming
- Equal
- Eco-Friendly
- Nurturing
- Rights-Respecting
- Inspiring
- Courageous
- Hardworking

Together, these values shape the way we learn, play, and grow as a 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.

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](#)

Classes are organised in composite and multi-composite depending on numbers, with a maximum of 25 pupils in each class. At the time of writing, we have 2 classes, P1 to P4 and P4 to P7.

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

Positive Behaviour and Celebrating Success

At Moniaive, we believe that positive relationships and behaviour are the foundation for successful learning. In collaboration with pupils, parents, staff, and partners, we developed our Better Relationships, Better Behaviour, Better Learning Policy. Alongside this, our Anti-Bullying Policy is regularly updated and reviewed with input from our whole school community. (Copies are available from the school office on request.)

These important themes are revisited regularly with pupils through Assemblies, Circle Time, and Health and Wellbeing learning, helping children to reflect on respect, responsibility, and kindness.

We promote an ethos of positive behaviour and responsibility by recognising and celebrating pupils' achievements. Rewards include House Points, certificates, stickers, and shout-outs during Assemblies. Success in learning is also celebrated in Assemblies-whether through academic progress, personal achievements, or wider successes beyond school.

This work is strengthened by our commitment as a Rights Respecting School. In March 2024, we were proud to achieve Gold status, and we continue to embed these principles across every aspect of school life.

Each class also has the opportunity to share their learning with parents by leading an Assembly at least once during the school year.

To keep up to date with our latest news, achievements, and celebrations, please visit the Moniaive School Blog.

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

Dress code is as follows:

- Trousers/skirt/pinafore – black, grey or navy
- Polo Shirt – plain white or blue
- Sweatshirt – plain blue

Uniform can be purchased from School Trends, phone: 01142 512501 schooltrends.co.uk.

Our P7 pupils have the option to wear a bespoke sweatshirt with the school badge, the year they leave and their names on it.

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

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.

CfE also includes Languages, Expressive arts, Religious and moral education, Sciences, Social studies and Technologies. The responsibility for the curriculum offer in your school sits with the Headteacher.

Curriculum for Excellence includes four contexts for learning:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement.

Reporting to parents will include information about children's Experiences and Outcomes and about the Levels at which they are working.

We have a range of partners supporting the developing children's skills and wider achievement including: Active Schools, Ram Tam, Nest Nurturing Futures Forest School, Community Police Officer and local businesses.

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 <https://connect.scot/>

Parentclub Scotland <https://www.parentclub.scot/> provides support information and guidance to expectant parents, baby, toddler, Child, Pre-teen and Parents and Carers.

The National Parent Forum of Scotland's (NPFS) Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers: <https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

Parentzone Scotland

<https://education.gov.scot/parentzone> information about the Curriculum and how you can be involved in your child's learning.

How is my child doing?

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



Helping Your Child and Family Learning

At Moniaive, our teachers take great care to plan engaging, high-quality learning experiences that make education both meaningful and enjoyable. We know that learning doesn't stop at the school gates, which is why home learning activities play an important role in our home-school partnership. Children are encouraged to take part in a variety of tasks designed to reinforce classroom learning, spark curiosity, and create opportunities to share learning with family members.

Home learning also provides valuable moments for parents and children to work together, celebrate progress, and enjoy learning as a shared experience.

To keep you informed and involved, we will share termly learning leaflets outlining what your child will be learning and offering practical ideas for how you can support them at home. In addition, you will be invited to in-school workshops and information sessions, where we will demonstrate how we teach phonics, reading, and numeracy strategies. These sessions are a great way to see learning in action and to build confidence in supporting your child's progress.

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

Our school improvement priorities for 2025-2026 are to:

- Develop a cohesive and progressive Literacy and Numeracy curriculum and consistent teaching approaches, effective tracking, and ongoing refinement of our Learning and Teaching policy.



- To develop a nurturing and inclusive school culture where every stakeholder feels valued, respected, and supported. We will prioritise the individual needs of all learners by promoting wellbeing, equity, and personalised approaches to learning, ensuring that diversity is celebrated and barriers to participation and achievement are actively addressed.

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](#)

