



Welcome to  
**Georgetown Primary School**



March 2025

# Information at a Glance

## School Information

### Georgetown Primary School

Gillbrae Road,  
DG1 4EJ  
Telephone: 01387 264079

Email address:

[gw08officegeorgetown@ea.dumgal.sch.uk](mailto:gw08officegeorgetown@ea.dumgal.sch.uk)

Parent Council Chairperson: Lorelei Lynn

Susan Coates

Parent Council email:

[georgetownparentcouncil@gmail.com](mailto:georgetownparentcouncil@gmail.com)

Head Teacher Mrs L. Macleod

School Roll 323

Nursery Roll 48

Denomination Status: Non Denominational

Status of Gaelic: Not taught

## School Staff:

Depute Head Teachers Miss R. Dickson  
Mrs L. Proudlock

Principal Teacher Mrs J. McNay

**Teaching Staff**  
Mrs G. Dingwall Miss K. Harkness  
Mrs L. Cairns Mrs L. Gillespie  
Miss C. Murray Mrs L. Hodge  
Mrs G. Doyle Miss M. Shuttleworth  
Miss J. Irving Mr C. Cannon  
Mrs J. Irving

Mrs W. Jones  
Mrs J. Brown  
Mr C. Taylor  
Miss L. Leonard  
Miss L. Penman  
Mrs V. Irvine- Mclean  
Mrs J. Crombie  
Miss Z. Duncan  
Miss N. Lowry  
Mrs T. Mechan

**Additional Support For Learning Teachers** Mrs M. McDonald  
Mrs I. Hoyle  
**Nursery Staff**  
Nursery Manager Miss A. Daly  
Nursery Nurses  
Mrs J. Magee Miss L. Weir  
Mrs B. Henderson Miss S. Rogerson

**Early Year Support Assistants**  
Mrs C. Hodson Miss R. McNish  
Mrs L. Mitchell Miss Z. Gilligan

**Learning Assistants**  
S. Little S. Ward K. Carroll  
S. Mitchell M. Adams L. Jones  
R. McConville B. Harrop J. Kerr  
L. Nicholson J. Dolzalova C. Watts  
M. Mckean L. Baxter J. Green  
M. Firth L. Howat L. Pirrie

## Auxiliary Staff

Office Staff  
School Janitor

Miss J. Malone Miss L. MacKenzie  
Mr D. Latimer

**understanding this or need it in  
please contact 030 33 33 3000.**

## The School Day

**Nursery** 8.30am - 3.30pm

### Primary School

9am School

Begins 10.30am - 10.45am

Morning interval

12.15pm - 1pm

Lunchtim

e P4-7 12.30pm - 1.15pm

Lunchtim

e P1-3 3pm End of  
school day

We use a wide variety of methods to communicate with parents; we ask parents to sign up to Class Dojo, our school Facebook page, private Instagram page, website, monthly newsletters, text messages, parents' evenings, pupil reports, open evenings, drop-ins, 'Emails and the Xpressions App. For many of these we require up-to-date contact details from parents.

Information can be shared with non-resident parents following an initial request via the school office.

School term dates can be found at:

<http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>

## Communicating with home

## Welcome from the Head Teacher

Dear Parent / Carer

Georgetown School extends a warm welcome at all times to everyone - pupils, parents, friends and staff alike.

We recognise the importance of working in partnership and have planned this booklet to provide you with as much information as possible about our school but if you would like more details, please do not hesitate to contact us.

We aim to provide a good start in life for all and are committed to giving all our children an equal chance to make the most of their potential. We aim to encourage all pupils to achieve of their best in a friendly, relaxed, supportive and inclusive atmosphere.

The part you play in this process is a crucial one and we look forward to working with you to ensure that your child's school days are happy, fulfilling and educationally rewarding.

**Mrs L. Macleod**  
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

The task of education is to satisfy the needs of the individual and society and to promote the development of knowledge and understanding, practical skills and attitudes and values.

Our vision statement at Georgetown is:  
**“Everyone Learning Together For A Better World”**

The school aims are our sense of purpose, they translate our vision into reality. Our aims set out clear expectations for, and positive attitudes to, diversity, equality, sustainability and inclusion.

All members of the school community take full account of the school's aims when reviewing its work, implementing improvements and shaping future direction.

At Georgetown Primary we aim to:-

- Provide the best quality of education for life, with the needs of our pupils at the centre of all we do.
- Ensure Georgetown Primary is a place where all are active, challenged and engaged in their learning.
- Equip pupils with the skills to become successful, confident and responsible contributors to the world they live in.
- Encourage all to achieve to their potential in a friendly, relaxed, supportive and inclusive atmosphere.
- Work in partnership with parents and the wider community to provide quality experiences and outcomes for children.

We aim to instil the following values across the education we provide: Caring, Equality, Honesty, Learning, Respect and Responsibility.

Pupils, families and members of staff are encouraged to play a full part in helping the school to achieve these aims and to motivate others to do likewise.



## 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'. You can do this by contacting [ParentalInvolvement@dumgal.gov.uk](mailto:ParentalInvolvement@dumgal.gov.uk). At this point an Officer will contact you, discuss the issue and direct your enquiry as appropriate.

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

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.dumgal.gov.uk/article/15382/Complaints-procedure](http://www.dumgal.gov.uk/article/15382/Complaints-procedure)

## 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.

For more information, on School class sizes and grouping please visit [www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings](http://www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings)

We follow Scottish Government guidelines and the organisation of classes is dependent on numbers within each year group. This is reviewed yearly and the structure planned for the following school year. Parents are consulted before changes occur.

Class structures may consist of composite or single stage. Please see separate guidance.

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

### Positive Behaviour and Celebrating Success

As part of our school ethos we aim to encourage all to achieve to their potential in a friendly, relaxed, supportive and inclusive atmosphere. Staff create an environment where children and young people feel listened to and are secure in their ability to discuss personal and sensitive aspects of their lives.

Developing these relationships and positive behaviour in the classroom is essential for creating the right environment for effective learning and teaching. Where children and young people feel included, respected, safe and secure and when their achievements and contributions are valued and celebrated, they are more likely to develop self-confidence, resilience and positive views about themselves.

Within Curriculum for Excellence all staff are expected to be proactive in promoting positive relationships and behaviour. All staff share a responsibility for identifying the care and wellbeing needs of children:

- Establishing open, positive, supporting relationships across the community, where children will feel that they are
- Listened to and able to discuss sensitive aspects of their lives.
- Promoting a climate in which children feel safe and secure.
- Being sensitive and responsive to the wellbeing of each child.

Promoting positive behaviour is fundamental to education and is the responsibility of everyone directly or indirectly involved in the education of young people. All in Georgetown Primary School are committed to the education of the whole child and the development of learning environments where every young person can achieve their potential.

For more information please see page 13 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.dumgal.gov.uk](http://www.dumgal.gov.uk)

Georgetown Primary School uniform consists of:-

- White polo shirt
- Red school Sweatshirt/zoodie
- Red Cardigan
- Black/Grey skirt
- Black/Grey trousers
- School Fleece Jackets (coloured Red) are also available.
- P7 pupils wear a black school sweatshirt.

Sweatshirts may be ordered through a link on the school website, at any time of the year.

For P.E lessons the requirements are: -

- Sports shorts/bottoms
- T-shirt or polo shirt in your child's House Colour
- Plimsolls or trainers

Lost property boxes are kept in both departments of the school. Please feel free to call in to school to check these for lost items

## 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](http://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](http://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.

Further information and an application can be made at: Free school meals and associated payments - Dumfries and Galloway Council ([dumgal.gov.uk](http://dumgal.gov.uk))

Education and Learning Directorate are committed to supporting families through their Anti-Poverty Strategy - details of which can be found at [www.dumgal.gov.uk/poverty](http://www.dumgal.gov.uk/poverty) Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at the above link.

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

## 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 [DGschoolemeals@dumgal.gov.uk](mailto:DGschoolemeals@dumgal.gov.uk) or the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

**All Children with allergens should register with the catering team as soon as they are aware that their child has an allergen or intolerance to food.**

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

## 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 <http://www.dumgal.gov.uk/article/15245/Free-school-transport>

## 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 [www.getyournec.scot](http://www.getyournec.scot) (This cannot be done through your school)

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

## Absence from School

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

## Curriculum for Excellence

Curriculum for Excellence (CfE), 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.

Our aspiration for every young person is that they should be successful learners, confident individuals, responsible citizens and effective contributors to society and at work. Our curriculum aims to ensure that all children develop the knowledge, skills and attributes they will need to flourish in life, learning and work as effective citizens.

Lessons will be engaging, inspiring and relevant to everyday life and teachers will make connections between subjects, helping children make sense of the world. Learners will work at a pace that suits with enough challenge and support to stretch them.

We endorse an active, engaged learning approach. Active Learning is learning which engages and challenges children's thinking, using real and imaginary situations.

Our aim is also to enable pupils to learn how to learn and how to use their learning. Our focus is on knowledge and skills for Learning, Life and Work - including vital skills: literacy, numeracy and many others which underpin all learning and are critical in life. We believe this will help pupils adapt in an uncertain future with the ability to think for themselves, make sound judgements, challenge, enquire and find solutions.

We recognise the contribution of learning experiences available through a wider curriculum which is not classroom based and that the ethos and life of the school are complimented by contributions of learning in other aspects of school and within the wider community. We celebrate pupil successes in a wide variety of methods and platforms, recognising that children are both Being Well and Doing Well.

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

For more information on what is meant by parental involvement visit [www.dumgal.gov.uk/](http://www.dumgal.gov.uk/)

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

Homework is an important link between school and home. It keeps parents/guardians informed of their child's day to day progress, makes them aware of their strengths and weaknesses. It allows parents to play their part in praising their child's efforts, to encourage them to develop specific interests, develops good working habits and encourages self-discipline.

As a general rule, however, homework may take the following forms:-

- Consolidation / practice of skills already taught e.g. reading, tables, spelling, and phonics
- Research activities, which may well be related to a topic being investigated in class e.g. pupils may be asked to consult newspapers or reference books in the local library

- At the request of the pupil. On occasion a child may wish to follow something up or pursue a particular interest.

If you are unsure about how to help your child, please do not hesitate to contact the class teacher or a member of the management team.

Whatever form the homework takes it is vital that parents / guardians take an interest in what is being undertaken and ensure that tasks are completed

## 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.dumgal.gov.uk/](http://www.dumgal.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.dumgal.gov.uk/girfec](http://www.dumgal.gov.uk/girfec) and on page 20 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 <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

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

### Enrolment in Schools - School Places

Information on enrolment in school and catchment areas is available at <http://www.dumgal.gov.uk/article/15241/School-places> Information regarding catchment areas can be found on the Council’s website by accessing “Find My Nearest”.

### School Improvements

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.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)

Each year, the school publishes a Standards & Quality Report providing a comprehensive summary of the school’s work achievements over the last year. This report provides an overview of the school’s progress in addressing its key priorities and gives information about how well pupils are learning and achieving; how well the school is supporting children/young people to develop and learn. We also publish a School Improvement Plan which outlines the key priorities during the year ahead, following consultation 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.

Our priorities for the 2024/25 session will be

- To embed, enhance and solidify existing in-school curricular advancements and policies.
- To strengthen partnership collaboration to enhance health and wellbeing outcomes for all children and their families.
- To improve first level Curriculum for Excellence writing attainment.

For fuller details in each section, please see the full plan.

## 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.dumgal.gov.uk/article/15240/Emergency-school-closures](http://www.dumgal.gov.uk/article/15240/Emergency-school-closures)

### Data Protection

Information on how the Council uses personal data is available at [www.dumgal.gov.uk/article/15129/Data-protection](http://www.dumgal.gov.uk/article/15129/Data-protection) and [www.dumgal.gov.uk/privacy](http://www.dumgal.gov.uk/privacy)

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

