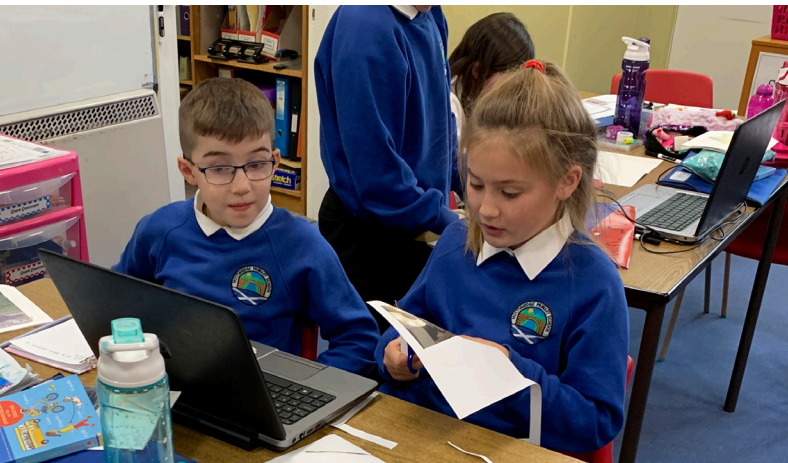


Welcome to Hottsbridge Primary School



December 2019



Welcome from the Head Teacher

Dear Parent / Carer

On behalf of all staff and pupils at Hotttsbridge Primary School, I would like to say hello and welcome. At Hotttsbridge Primary School we have a clear vision for learning. Staff strive to create a happy, nurturing and safe learning environment, where everyone is respected and included. Through positive learning experiences at school, at home and in the wider community, pupils are supported on their journey to achieving their goals and realising their full potential. We aim to help all our pupils become: Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

This handbook gives you information about our school, our aspirations and our shared values. I hope that it provides you with all the information that you need, however if you have questions that remain unanswered please call and we will be more than happy to help with your query.

Close working relationships between pupils, parents and staff build a spirit of teamwork and trust. We value partnership and community links and welcome the creativity and support of local people. We also aim to contribute to our local community and enjoy participating in local initiatives which make us proud of our local heritage and culture.

I look forward to working in partnership with you, to provide your child with a very positive learning experience at Hotttsbridge Primary and look forward to their many achievements and successes.

Melinda Clark
Head Teacher

School Aims, Values and Ethos

At Hotttsbridge Primary School, we work with partners to create a nurturing school of learning, where challenge is embraced, confidence is grown, successes are celebrated and pupils are prepared for life.

Our aims

We work together to promote aspiration, attainment, personal development and a love of learning, by working with children to:

- create an inclusive, tolerant, supportive and respectful school community where the uniqueness of everyone is valued and celebrated.
- become confident individuals who work and try hard to help ourselves and others as we gain knowledge of our place in the world around us.
- have a “can-do” attitude and know that we will work together to achieve whatever we set out to achieve inside and outside of school.
- look after body, mind and spirit to promote wellbeing and selfworth.
- be curious, enquiring, lifelong learners who always strive to do our best in order to achieve success.
- gain transferrable skills that we will need in the future.
- protect nature and our environment for the benefit of everyone now and in the future.

C O N F I D E N C E
C O N T R I B U T I O N
A C H I E V E M E N T
A M B I T I O N
P O S I T I V I T Y
I N T E G R I T Y
H A P P I N E S S
G R O W T H



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 Educationssupport@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

Positive Behaviour and Celebrating Success

It is the aim of the school to create a safe, relaxed, happy atmosphere in which your child can develop self-discipline and thought for other people. We are hoping for full co-operation between the school and parents when behaviour difficulties arise. If a pattern of disruptive behaviour develops, which prevents your child or others from learning, parents will be notified and the possible courses of action explored together.

Children at Hottsbridge School are encouraged to develop a sense of self discipline. Children should feel happy and secure at school and, when a parent sees signs of difficulties arising, he/she should contact the class teacher immediately. Children are encouraged to take a pride in their school and its warm and friendly ethos. Difficulties are explored with children in an open and frank way. Staff ensure that children understand the impact of their behaviour and support the child to modify undesirable behaviour.

Similarly, if a child's behaviour or attitude towards work is giving staff cause for concern, it is our policy to contact the parent with a view to looking for possible solutions.

Through home and school working together, every effort is made to remedy the problem. General rules, applicable to all children and centred around the smooth running of the school as well as safety, are implemented throughout the school. Classroom rules also exist. These are usually negotiated between children and class teacher.

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

In keeping with Dumfries and Galloway Policy, the school encourages the wearing of school uniform. School sweatshirts, polo shirts, fleeces and knitted hats can be purchased from school. Order forms are issued after confirmation of enrolment or from the school office. We aim to order once or twice a year to allow uniform top ups where required.

Children are encouraged to wear grey, black or navy trousers, skirts, pinafores or school shorts. Gingham dresses are also worn in the summer months. Prices are outlined next, although these are subject to change if our suppliers increase their prices.

- Sweatshirt £7.80
- Polo Shirts £7.00
- Reversible coat £18.50
- Sweatcardi £9.80
- Fleeces £12.50
- Book Bag £4.95

P.E.

T-shirts and shorts should be brought to school for P.E. lessons. Children will also require rubber-soled shoes or trainers. Items for P.E. should be comfortable and practical. Outdoor trainers are also needed depending on the activity and season. We ask that a PE kit is sent to school each week to allow children to participate in PE lessons.

Suitable indoor footwear is required for use during the school day. This is requested to protect the floor coverings and to keep our school as clean as possible. These are kept in school during term time.

Please label all property and items of clothing clearly with your child's name.

Book Bags

Each child is issued with a book bag. Where we can, we operate a paperless information sharing system via email. Where returns from parents are required, we send paper copies of documents home in the Friday bag drop. Please return completed replies to school the following Monday morning.

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> 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.

At Hottsbridge we foster an environment where our pupils become active participants in their learning. Education should not be passive but an exciting, fun and challenging time in a child's life. We aim to give children a breadth of experiences and a hunger for knowledge, equipping our young people with skills they will take to the world of work and life. A Curriculum for Excellence sets out values, purposes and principles to enable children and young people to reach their full potential. At Hottsbridge we have fully embraced the guidance in these documents to improve the quality of learning and teaching as well as increasing attainment and achievement for all children, including those who need additional support in their learning.

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.

How does Curriculum for Excellence work? Curriculum for Excellence includes four contexts for learning:

Curriculum areas and subjects

- The formal curriculum
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement

Playground Supervision

Staff members are readily accessible to children during break times. As our school roll is currently below 50 pupils, we do not have a designated member of staff for playground supervision

The school meals supplier is responsible for supervision in the dinner hall but members of the teaching staff are always available. A member of staff is always in the dining hall to help the younger children cut up food etc.

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

At Hottbridge we operate a regular homework programme:

- To reinforce and revise class work
- To promote responsibility for pupils' own learning
- To promote home/school links

P1 pupils are given a homework programme on an individual need basis.

P2 - P7 pupils follow a weekly homework programme, which includes reading, spelling, maths and additional activities related to class work. Children are given reading throughout the week. This should be heard by an adult until the child starts to read longer more complex books. At this point parents should ask the child about their reading once they are finished. This encourages the children to think about what they have read and improves their comprehension skills.

We really appreciate the time parents spend encouraging and supporting their child with homework. This helps build up a routine and attitude which will help them greatly in life beyond primary school. We encourage you to work with your child to ensure work is neat and well presented, giving your child help and support when needed. It is important to be encouraging without pressurising.

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

We welcome parental involvement in school life so please come forward if you would like to be involved. Volunteers may be asked to accompany and transport children to competitions, help with parties and concerts. All volunteers will be PVG checked and given initial supportive training about working in a school. The Parent Council is very informal and is always looking for new members.

Reporting to Parents

Reporting takes many forms at Hottsbridge. It is used to both give feedback on achievements and next steps and to create an agenda for discussion. Discussions take place between children and their peers, their teacher and their parents. Listed below are examples of reporting procedures in place.

Learning Conversations

Learning Conversations are regular opportunities to discuss individual progress and next steps in learning. The emphasis is on working together to support your child to maximise his/her potential.

Target Setting

Every child in Hottsbridge has targets which are set 3 times per academic year. This is added to throughout the session and is a record of their progress throughout the year. In the profile, the children, in consultation with their teacher, set themselves targets each term and then traffic light the progress they have made with the target. The targets are shared with parents at regular intervals throughout the year. Parents should discuss targets with their children as a means of encouraging and supporting learning.

Pupil Profiles

A profile is a snapshot of a child's or young person's best achievements at a given point in time. Profiles are primarily aimed at children and their parents and draw together a range of information about a child or young person's learning. It is one of the ways in which a child's achievements can be recognised. Nationally it has been agreed that profiles will be produced at the P7 and S3 stage. The profiling process gives your child the opportunity to talk about their learning and achievements with yourself and others and can challenge, motivate and support all learners. The intention is to give a rounded picture of your child, their achievements and progress in learning to date.

There is a guidance note for parents on profiling which is available from your school.

Helping your child

There are many things, which as a parent you can do to support your child's learning in school:

- Listen, talk, and encourage – this can have a big influence on children's learning.
- Encourage your child to talk to you about their learning, what learning is happening at school and do what you can at home to build on that.
- Talk to your child about their strengths and interests and how they are progressing.

- Encourage your child to talk to you about their next steps in learning and find out how you can work with the school to support this.
- Ask for help if you think your child needs it for any reason.
- Praise your child if he/she is working hard at something or has achieved something within or out of school.
- Encourage reading.
- Look for opportunities at home to develop literacy and numeracy skills: money, number problems, time, measuring, matching, size, reading, writing, understanding instructions, questioning information.
- Encourage your child to take part in activities e.g. hobbies, clubs which will provide opportunities to develop a range of skills.
- Help them work on tasks on their own and then talk about it with you afterwards.
- Do things together where appropriate - learn together e.g. if your child has a project or task to do, take an interest and discuss with them what he/she is doing or offer support if this is needed.
- Help prepare for change particularly at key transitions – talk about the change together.
- Talk to them about how they are feeling.

Work together with the school by taking part in discussions about your child's learning and progress e.g. at parents' nights, reviews. [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. 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 council web-site and are also available in hard copy, on request.

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

Hottsbridge Primary School
Waterbeck, Lockerbie

Telephone 01461 600243

Email gw08officehottsbridg@ea.dumgal.sch.uk

School Roll 30 pupils

Denomination Status Non denominational

Gaelic is not taught at Hottsbridge Primary School

Head Teacher Mrs Melinda Clark

Principal Teacher Mrs D Carter and Raising
Attainment Co-ordinator (Hottsbridge Primary School)

Teaching Staff

P4,5,6,7 Miss S Barker

P1,2,3 Mrs K Davies

Additional Support
for Learning Ms C Murray

RICCT Teacher Miss E Leslie

Senior Clerical Assistant Miss H Brown
Mrs L Bryson

Janitor Mrs V Graham

Domestic Mrs V Graham

Catering Mrs J Jefferson-Smith

Active Schools Co-ordinator Mr A Mair

Community Police Officer PC Ewan Fraser

The School Day

School starts 8.55am

Morning interval 10.30am -10.50am

Lunch 12.30pm -1.15pm

School finishes 3.00pm

Teachers are available for consultation at the end of the school day by arrangement.

Communicating with Home

School Offices are not manned on a full-time basis. Where office staff are not available the telephone answering machine will be activated. If your enquiry is not urgent please leave a message, if your enquiry requires an immediate response please contact one of our partnership schools and your call will be redirected appropriately.

Office Times

Eaglesfield

Monday to Friday 10.30 - 3.00
Tel 01461 500280

Hoddom

Monday, Wednesday, Thursday, Friday 8.30 - 3.30
Tel 01576 300613

Hottsbridge

Monday 8.00 – 3.15 Tuesday to Friday 9.00 - 1.00
Tel 01576 600243

Group Call is used to communicate with parents. We also operate a text messaging service which parents can use to communicate with school.

The text messaging numbers across our partnership are:

Eaglesfield 07860 029362

Hoddom 07860 029381

Hottsbridge 07860 029383

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>