



Welcome to
Kirkcudbright Primary School



December 2025

Information at a Glance

School Address

Kirkcudbright Primary School, St Mary's Wynd,
Kirkcudbright, DG6 4JT

Telephone: 01557 332 610

Text: 07860 029 398

Email address:

gw08officekirkcudbri@ea.dumgal.sch.uk

Parent Council Chairperson: Mrs Emma McKenzie

Parent Council email:

kbtparentcouncil@yahoo.com

Head Teacher Miss Mary Cruickshanks

School Roll 224

Nursery Roll 35

Denomination Status Non-denominational

Status of Gaelic Not currently taught

School Staff:

Teaching Staff

Learning Centre Mrs J Geddes (Mon, Tue, Fri) and Miss C Nicol (Wed, Thur)

P1 Mrs K McMillan (Mon and Wed)
Mrs J Middleton (Thur and Fri)

P2 Miss G Cull (Mon, Wed, Thur, Fri)
Mr B Wild (Tue)

P3/4 Mrs J Middleton (Mon and Tue)
Mrs J Philip (Wed, Thur and Fri)

P4 Miss K Wright

P5 Mrs Summers

P5/6 Mrs A Kelly (Mon, Tue and Wed)
Mrs E Brown (Thur and Fri)

P6 Mrs R Gordon

P7 Mr R McClune

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

Depute Headteacher Mr J Flannigan

Principal Teacher Additional Support for Learning
Mrs J Geddes

RICCT Teacher Ms J McLeman (Tue, Wed, Thur)

Support for Learning Teacher
Mrs C Pearsall (Tue and Wed)

Permanent Supply Teacher for our Cluster Schools
Mr B Wild (Mon)
Mrs J Middleton (Wed)

Auxiliary Staff

Clerical Assistants Mrs V McGoldrick (Mon and Tue)
Ms S White (Wed, Thur, Fri)
Mr R Newman (Wed and Thur)

Learning Assistants (normal allocation)
Mrs A Halliday (Tues and Wed)

Learning Assistants (Pupil Equity Funding)
Miss S Holman (Wed, Thur, Fri)
Miss J Wild (Mon, Tue, Wed)
Mrs C Gilston (Fri)

Learning Assistants (Learning Centre)
Ms N Thomson Mrs A Coid
Mrs G Saunders Miss N Irving
Miss G Storey Mrs S Ritchie
Mrs E Cowan

Communicators for the Deaf
Mrs A Stewart (Mon, Tue, Thur, Fri)
Mrs V Murray (Mon, Tue, Wed)
Ms A McFegan (Wed)
Ms Thompson (Thur, Fri)

Playground Supervisor Mrs McColm

Facilities Manager Mr D Toole

Cleaners
Ms V McHenry (Supervisor) Mrs L Gould
Mr D McKie Mrs A Rimboi

Catering Assistants

Mrs J Osborne Mrs L Hannah
Mrs A McCaig Mrs S Stevenson

School Support Manager (Temporary) Mrs J Collins
School Doctor Dr A Forbes
School Nurse Mrs M Coulthard
Educational Psychologist Mrs F Irving
Active Schools Coordinator Ms E Davidson

The School Day

Children should arrive promptly, no more than 15 minutes before school. Playground supervision is from 8.35am and during breaks. Pupils travelling home by bus meet at the 'Indoor Bus Stop' until the bus arrives at 3:30pm. **No nuts please for snack.**

8.20am Breakfast Club, 75p per day, open to all pupils

Primary School

8.50am to 10:30am	School Starts
10.30am to 10.50am	Break time
10.50am to 12.40pm	Classes
12.40pm to 1.30pm	Lunch
13.30 to 3pm	Classes
3pm	School Ends

P1 Parents may accompany their children to the class door for the first few weeks.

School term dates can be found at:

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

Welcome from the Head Teacher

Dear Parent / Carer,

Welcome to Kirkcudbright Primary School where your child will develop a love of learning in our wonderful setting!

We are situated in a beautiful part of Dumfries and Galloway with many opportunities for learners to use our local community to enrich their experiences.

Our school vision statement is 'We all paint this picture' because we work as a team to ensure that every child is appropriately challenged and that any barriers to learning are reduced.

The purpose of this handbook is to provide you with the key information you will need as your child joins our school. If you have any queries, then please get in touch. I would also encourage you to read our inspection results.

We look forward to getting to know you and your child(ren).

Yours sincerely,

Miss Mary Cruickshanks
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.

Communicating with home

The school communicates with parents in a variety of ways. Our usual method is via e-mail or text messaging but we may also use, telephone, letter, Facebook (we try to post each Friday), the school Blog/Website and via face to face meetings. It is important to keep the school informed of any changes of address, telephone number (including emergency contacts) and e-mail address. Parents can contact the school by telephone, text (07860029398) or e-mail. If your child is absent from school please inform us. The best way to do this is via text using the number above.

School Aims, Values and Ethos

Kirkcudbright Primary School was opened in 2010 and is situated in the beautiful harbour town of Kirkcudbright, also known as 'The Artists' Town'. We have strong links with our local community and utilise many opportunities to enrich children's experiences within and out with the school.

Our school has ten classrooms, a wonderful nursery, a Learning Centre, a beautiful library, a community room, a large PE hall with changing rooms and a spacious playground with a MUGA. Kirkcudbright Academy is located next door providing many opportunities for transition into S1. Hot meals are cooked there and brought across to us where they are served by catering staff.

We are very proud of our welcoming ethos, positive relationships and the quality of learners' experiences. We had a positive HMIE inspection in June 2024 and have a strong foundation to build upon.

We are an inclusive school and promote Children's Rights as defined in the UNCRC. We are working

towards our Silver Rights Respecting Schools Award. Our school song reflects our vision, values and aims.

Our vision statement is:

'We all paint this picture'

Our Values

Kindness

Respect

Ambition

Inclusion

Creativity

Our Aims

- To provide a balanced curriculum to prepare learners for the future.
- To promote positive relationships and a sense of wellbeing.
- To raise attainment and recognise all achievements.
- To provide a range of engaging learning experiences within and out with the school.
- To encourage individuality, creativity, independence and leadership at all levels.



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 currently have eight classes.

Class sizes cannot exceed:

P1 = 25 pupils

P2 and P3 = 30 pupils

P4 to P7 = 33 pupils

Composite classes = 25 pupils

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

Positive Behaviour and Celebrating Success

We have a Positive Relationships and Anti-Bullying Policy that clearly sets the standard of behaviour expected in our school and beyond. Children's Rights underpin our thinking. All behaviour is communication and just as a child learns to read, they must be supported to navigate and manage relationships (Article 6). Every child has the right to be safe and protected from violence (Article 19).

We celebrate success through verbal praise, stickers, certificates and House points. We have weekly assemblies where achievements related to our values are celebrated. We also have other opportunities to recognise wider achievements in learning.

When learners display behaviour that is not in keeping with our school values we frame our conversations around Children's Rights. It is important for learners to reflect upon what happened, their thoughts at the time, the impact

of their actions and to identify what they can do to prevent this from happening again. It is important that learners realise that there are consequences for their actions. We also use our 'Mood-o-Meter' to help us reflect on strategies that we can use to help us be settled and ready to learn.

We will contact you if we become concerned about your child's behaviour and we ask that you keep us informed of any changes at home that may impact upon their wellbeing.

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

Our uniform consists of:

- Red sweatshirt/ cardigan, with badge
- Black/ red polo shirt, with badge
- Black/grey school trousers/ skirt

Pupils should also bring a gym bag to leave at school containing a t-shirt (House colour), black shorts and trainers for P.E.

Pupils should change into appropriate indoor shoes when in the building. E.g. Trainers.

Uniform can be ordered from: Banks and Braes, 14 St Cuthbert's Street, Kirkcudbright

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.

The national expectation is that all children will be successful learners, confident individuals, effective contributors and responsible citizens.

Most learners should achieve:

- Early level by the end of P1
- First Level by the end of P4
- Second level by the end of P7
- Third/ Fourth level by the end of S3

In our school we follow a three-year rolling programme to ensure coverage of all Experiences and Outcomes. This provides breadth and depth of learning in a way that is meaningful and relevant. It allows opportunities for pupil choice and leadership in learning.

Learners engage in a variety of learning experiences within the school, the outdoor environment and the local community. We have an active Pupil Council and all learners are involved in decision making via our 'LEAP' groups. We work closely with our partners and carefully plan links within our curriculum. We plan residential trips, curricular trips and after school clubs.

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/>

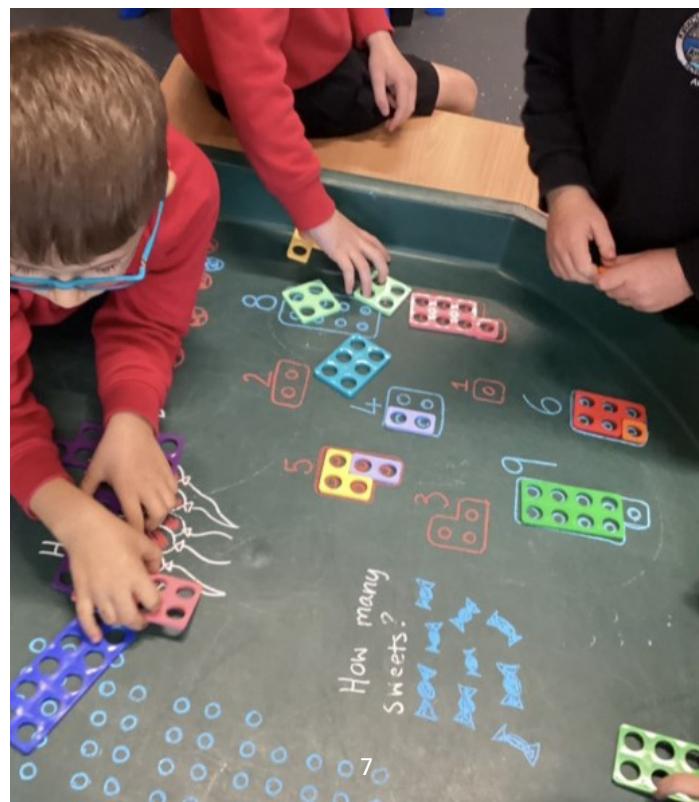
Parentzone Scotland

<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

Pupils may be issued with a homework bag in P1 or a diary at the start of the year.

Parents should check the bag and diary to see what homework has been issued for the week.

Parents are asked to help their child by listening to them read regularly at home. You can encourage and help your child by:

- Sharing a book they enjoy
- Let your child see you read often for pleasure
- Praise your child when they self-correct
- Encourage your child to use reading cues i.e. looking at the picture, does it make sense
- Encourage your child to use their finger to point to each word
- Ask questions about the book, ask them to retell the story
- Re-read familiar books to build confidence.

Spelling is given as homework and clear guidelines are given to parents regarding this. Mathematics homework is sent home as appropriate according to the various topics within the Mathematics Programme. Throughout the year class teachers will identify particular areas for homework i.e. grammar work, story writing, and research.

Homework can help you, as parents, to become involved with your child's work. There is advice about how to support your child at home on our website.

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

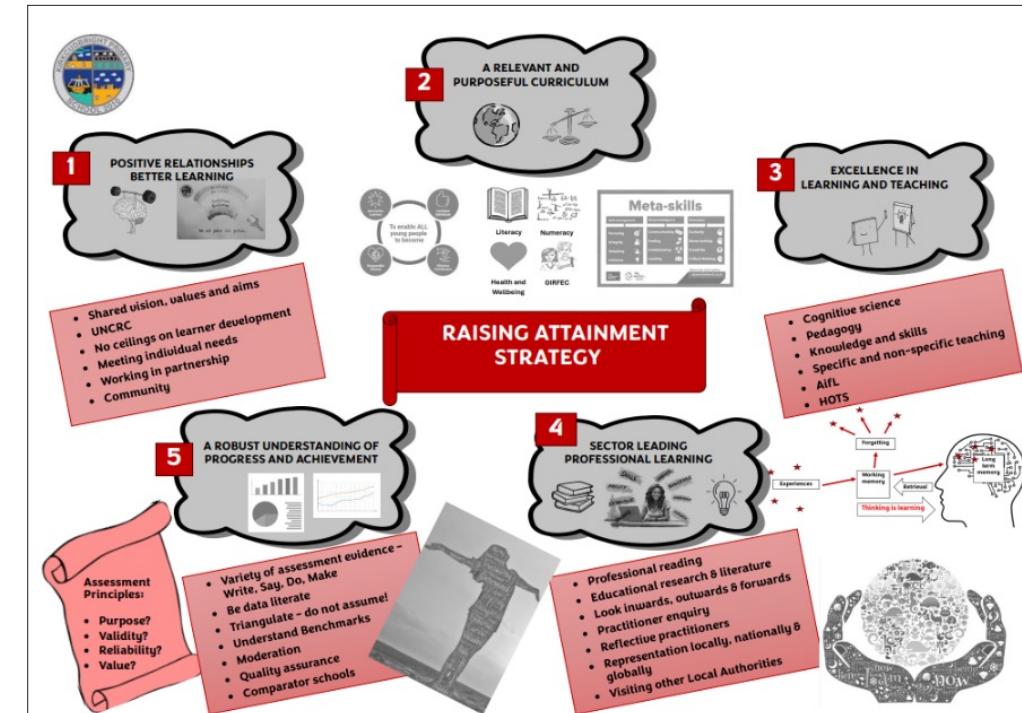
We re-visited our Learning and Teaching Policy and focused on improving the quality of Learning Intentions and Success Criteria to make it easier to identify learners' progress and next steps in learning.

We also created an Assessment Framework including an assessment calendar. This ensures that we gather a variety of assessment evidence at the right time to help inform teachers' professional judgements about learners' achievement of a curricular level.

We developed our Positive Relationships and Anti-Bullying procedures and prepared a leaflet for the school community. We need to write our Anti-Bullying Policy in a more formal format.

In 2025/2026 our School Improvement Plan priorities are:

1. To embed our Positive Relationships and Anti-Bullying procedures
2. To raise attainment in writing - national CYPIC programme in P4 and P5, and the Storyline approach
3. To improve the quality of learning and teaching by focusing on 'differentiation'



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](#)

