



Welcome to

Portpatrick Primary School



August 2024

Information at a Glance

School Information

School Address

Portpatrick Primary School, Portpatrick,
STRANRAER, DG9 8LG

Tel: 01776 810395

[http://blogs.glowscotland.org.uk/dg/
portpatrickprimary/](http://blogs.glowscotland.org.uk/dg/portpatrickprimary/)

Email address

gw08officeportpatric@ea.dumgal.sch.uk

Parent Council Chairperson: Carolyn Cerexhe

Head teacher: Mandy Whorlow

Principal teacher: Mr John Morrison

School Roll 16

Denomination Status Non-denominational

Status of Gaelic Non-Teaching

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

Teaching Staff

P1-7 Class teachers
(Mon/Alternate Tue)

Mr John Morrison
Mrs Catherine Copeland

Additional support
for Learning Teacher

Mrs Susan Archibald

Clerical Assistant

Mrs Rosemary Henry

Learning Assistants

Mrs Rosemary Henry
Miss Kim Stevenson

Auxiliary Staff

Catering

Ms Senga Campbell

Janitor

Ms Kim Stevenson

Cleaning

Ms Mel Vance

The School Day

Start time	9.00 am
Morning interval	10.30 - 10.45 am
Lunch	12.30 - 1.15 pm
Close	3.00 pm

School term dates can be found at:

[http://www.dumgal.gov.uk/article/15239/
School-term-and-holiday-dates](http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates)

Communicating with home

We aim for parents to have a good understanding of what their children are learning at school.

Much of our communication is sent to parents via email or via the Parental Portal app. Every Friday a newsletter is sent out. Every month a calendar of events is issued. Every term a curricular sheet is issued detailing the planned learning in class.

Paper copies of communication are available for all parents, if requested.

We offer three learning conversations throughout the course of the school year to allow targets to be set and reviewed for individual pupils through discussions with pupils, parents and teachers.

Our Parent Council also has a closed Facebook page for further communication.



Welcome from the Head Teacher

Dear Parent / Carer,

Welcome to our school.

The purpose of this handbook is to provide you with key information you will need as your child starts attending our school. If you have any queries about the content of the handbook, or any questions that the handbook does not answer, please do not hesitate to get in touch.

It is our professional aim to provide a high-quality education for all children. We are all proud of our achievements, attainment and participation of pupils. We aim to offer opportunities for children to enhance their Broad General Education.

You have a significant part to play in supporting your child's education and, through working in partnership with us, we can help ensure we do the very best for your children. We look forward to working with you and welcoming you all to Portpatrick Primary.

Mandy Whorlow
Partnership Head Teacher

For more information about how we support parents and work with our schools please see our [Authority Handbook](#)

School Aims, Values and Ethos

The **West Rhins Partnership** is committed to preparing pupils for an ever-changing world. We ensure we deliver excellent and inspiring experiences that equip children with the skills for life, learning and work.

We aim to develop ambition and aspiration in our pupils so that they strive to reach their potential. We want to empower them with the knowledge, skills, values and attributes to shape a sustainable future as a successful learner, confident individual, effective contributor and responsible global citizen.

Underpinned by the UNCRC, as a Rights Respecting School, we aspire towards achieving an inclusive and nurturing ethos which celebrates diversity, faith and difference; where everyone feels valued and is given the same opportunities to succeed.

Our school is at the heart of our community. We are supported by numerous organisations and individuals within the village and our local area. This enables us to offer rich experiences for our children and develop their skills in the four capacities for Curriculum for Excellence: Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.

Our Vision, Values and Aims have been created in 2024 in consultation with our pupils, families and staff.



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. At this point an Officer will contact you and discuss the issue and direct the enquirer as appropriate.

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

Class Organisation

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure.

Portpatrick is a small school, with pupils organised in one P1 – 7 class. We have a committed staff team who all work together to create a warm and secure learning environment to meet the needs of all our children.

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

Positive Behaviour and Celebrating Success

The school expects that pupils will conduct themselves in a manner that is appropriate to maintaining high standards of behaviour. This is equally important in the classroom, in the playground, in the dinner hall and on excursions outside school. We hope that parents take an active role in ensuring that their children are well behaved and will help us support and endorse school policy in a positive manner in discussion with their children.

At Portpatrick there are many different mechanisms in place for us to celebrate the success of pupils – both school based and wider achievement.

We display achievements on our “proud wall”. This may include learning in class, hobbies, and successes. These are all linked to meta-skills development for learning, life and work.

Our “Press Wall” we display any newspaper cuttings which are shared in the wider community, reflecting achievements of pupils at school. We also celebrate our values and success at weekly assemblies.

At the end of term celebration and achievement ceremony in June we formally recognise achievement throughout the session, across the curriculum.

All of the above are tracked and recorded in individual pupil overviews. This serves as a record of achievements throughout their time at Portpatrick Primary.

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 for attendance at school. For more information on School Uniform, Dress Code, and School Clothing Grants visit www.dumgal.gov.uk

Uniform is worn by all pupils and is positively encouraged. It helps foster a feeling of community and is a practical and cost-effective way of equipping pupils with suitable clothing for school.

Portpatrick Primary School Uniform is a navy blue sweatshirt, navy or white polo shirt and either grey or black trousers, skirt or shorts. Order forms are available in school or an order can be placed directly with WBS (a local supplier).

For PE we ask that the children bring a change of kit including t-shirt and shorts. For outdoor P.E., we ask that children come suitably prepared with appropriate clothing. Parents are requested to provide their children with indoor footwear for use within the school building.

We would ask that parents put names on all items of school clothing to allow for misplaced items to be reclaimed.

Financial Support for Children and Families

Grants and Bursaries

Scottish Child Payment

The Scottish Child Payment helps towards the cost of supporting your family. It's a weekly payment of £26.50 that you can get for every child you look after who is under 16 years of age. You'll get a 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.

Further information and an application can be made at: Free school meals and associated payments - Dumfries and Galloway Council (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 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

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 Form to allow us to inform the catering team who will discuss your child's requirements in full. For more information contact the Solutions Centre on 01387 271 112 or 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.

All primary schools operate a pre-order system for school lunches for paid and free school meals. Parent/Carers will receive a letter informing them of how to create and set up an account for their child.

Free school meals can lead to a large saving 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

Visit the school meal website for further information www.dgschoolmeals.co.uk

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 (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 valid reason, 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

Absence from School

Pupils who need to leave school during the school day, e.g. medical 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 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.

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Pupil Voice:

Pupil Council

Our pupil council meet regularly. The Pupil Council supports pupil voice in the development of the school. The council has assisted with leading positive improvements in health and safety, playground development and learning & teaching. Minutes are recorded and distributed to parents for information. Our Pupil Council are also the steering group for our Rights Respecting Schools activities.

Eco Schools

Our Eco group actively engage taking positive action and meet regularly. We have held our Green Flag since 2014.

School Trips

Educational visits are frequently organised to provide meaningful experiences. We are regularly out and about in the local community and further afield. As part of the senior pupils' development, we like to offer pupils the chance to participate in residential Outdoor Education visits. We pride ourselves in providing a wide variety of experiences for pupils.

The Community

We involve members of the community in our work. We have visits to/from our local Minister. We have also formed productive partnerships with members of the local community, including Community Council groups who we like to invite into school. Fundraising events are organised with pupils and are advertised locally. We also hold open afternoons and assemblies in which friends and family can come along and join in our activities. We invite our families and wider community to attend our annual school show each Christmas.

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

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/>

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

Children who are working hard during school do not, generally, need large amounts of extra work at home. Usually, it is enough for their parents to share in what they have been doing in school and to encourage a positive attitude towards work.

We do encourage that daily reading is promoted and supported at home for all ages and stages.

Our Rainbow spelling scheme aims to develop individual pupils in learning keywords in a progressive manner from P2-7. Similarly, our Rainbow Tables and Big Maths scheme aims to encourage pupils to learn their number facts through motivational certificates and celebrating success.

Some homework challenges may be of a cross-curricular nature and involve pupils being creative in their thinking. These projects offer an excellent chance for parents to be part of their child's learning. All pupils are given a homework diary as a method of communication between home and school. Please check and sign this regularly and write in any comments you may have.

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/ 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 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, Responsible and Included. Schools and frontline 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 website 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

In May each year, the school publishes a Standards and Quality Report providing 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 pupils achievement and how 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 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.

School improvements are shared at every Parent council meeting and parents, staff and pupils are invited to participate in the dialogue to enable us to work together to take the school forward.



Health and Safety

Emergency Procedures (including Safer Together Guidance)

If your child feels ill during the school day and 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 contact information we require in such a situation, i.e. your own home and work number and an emergency telephone number contact. **Please remember that if your child stays in more than one home setting contact details should take account of this.**

Health Care (including 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 weather conditions 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

Data Protection

Information on how the Council uses personal data is available at www.dumgal.gov.uk/article/15129/Data-protection and 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 pupils to sign up to.

For more information visit our [Education Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

