



# Welcome to

## Rephad Primary School



December 2022

# Information at a Glance

## School Address

Ladies Walk, Stranraer, DG9 8BW

Tel. 01776 704 195

Email address:

[gw08officerephad@ea.dumgal.sch.uk](mailto:gw08officerephad@ea.dumgal.sch.uk)

Parent Council Chairperson Jayne Lee

Head teacher Karen Logue

School Roll 213 Primary Pupils  
61 Nursery Pupils

Denomination Status Non-denominational

Status of Gaelic Non-gaelic

## Teaching Staff

**Head Teacher** Mrs Karen Logue  
Remits Overall responsibility for the school;  
Child Protection Coordinator

**Depute Head Teacher** Mrs Moira Baird  
Remits Deputising for HT; Overseeing Pupil Support  
Needs

**Class Teachers** Miss Kirsty Teasdale  
Mrs Morag Irons Miss Amie Pritchard  
Mrs Alison Gratton Mrs Rachel Fitton  
Miss Laura McCulloch Mrs Laura Mitchell  
Miss Karen McLean Miss Amy Bingham  
Mrs Lorna Hamilton Mrs Shirley Drysdale  
Mrs Kimberly Whyte

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

## Nursery Staff

<b>Nursery Manager</b>	Mrs Eilidh Paisley
<b>Depute Nursery Manager</b>	Mrs Senga McKinstry
<b>Nursery Nurse</b>	Mrs Emma Morrison
Mrs Jennifer Hasting	Miss Emily Cleer
Ms Kerry Jolly	Miss Mandy Gorman
<b>Nursery Nurse</b>	Miss Pamela McKie
Mrs Alison Slavin	Miss Orin Dewar
<b>Early Years Support Assistant</b>	Miss Caitlin Smith
	TBC

## Auxiliary Staff

<b>Office Staff</b>	Mrs Penny McGeoch
	Mrs Fiona Morrisson
<b>Additional Support For Learning Teacher</b>	Mrs Bonita Sutherland
<b>Learning Assistants</b>	Mrs Karon Cooke
Mrs Lesley Little	Mrs Ellen Johnstone
Mrs Shelley Jenkins	Miss Rachael Murray
<b>School Janitor</b>	Mr John Arnott
<b>General Assistant</b>	Miss Holly Livingstone
<b>School Patrol Officer</b>	Mr Hugh Murdoch
<b>Kitchen Staff</b>	Mrs Rachel Rhind
	(Catering Manager)
Mrs Heather Cairnie	Mrs Tracy McMillan
Miss Denise McGarva	Miss Lana Gladstone

## The School Day

### Nursery

We are an 1140 nursery and hours differ for children depending on parental requests. Provision begins at 8am and flexibility of hours are developed from there.

### Primary

Children are requested to arrive on the playground from 8:45 onwards.

09:00	Entry Bell
10:30 - 10:45	Playtime
12:30 - 13:15	Lunch
15:00	Dismissal

School term dates can be found at:

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

## Communicating with home

We use a variety of means to communicate with families. We use the Safer Schools app to share community information and allow you to receive advice about digital safety from the Safer Schools Team. We use email to communicate with parents, send documents, surveys and newsletters. Our school blog is <https://blogs.glowscotland.org.uk/dg/rephadconnects/classes/> and further information about our Parent Council, pupil committees and events at school as well as handbooks can also be found there.

Our Nursery uses online Learning Journals to share successes and achievements with families.

## Welcome from the Head Teacher

Dear Parent / Carer

I would like to welcome you and your child to Rephad Primary School and Nursery. It is a warm, welcoming environment that has the best interests of your child at its heart. We know children learn best when they are happy, positive, and resilient.

All staff work together to ensure consistency from nursery through to P7. We believe in nurturing pupils and staff and, we celebrate the achievements of pupils and staff in and out of school.

Rephad is a kind, caring and encouraging school. Every member of staff supports each other in keeping these qualities at the forefront of our practice so your child grows and develops successfully. We will work with you closely through this process.

I look forward to working with you and your child through their primary education.

Sincerely

**Karen Logue**  
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

### Rephad School aspires to:

Develop Successful Learners, Confident Individuals, Effective Contributors to Society and Responsible Citizens.

We will endeavour to promote effective learning and the highest possible attainment, participation and achievement for all.

Inclusion and equity of opportunity for all are central aspects of our core values. We believe Children's Rights are important and we promote rights regularly in our practice.

To do this we will work in partnership with:

- Young People
- Their Parent/Carers
- Our Communities
- Our Staff
- Other agencies.

### Our Vision

At Rephad Primary School and Nursery we aspire to develop every child to "be the best they can be" by providing high quality learning and teaching throughout a broad and relevant curriculum. We believe the development of the whole child to be vital.

### Our Values

We are respectful and inclusive. We promote resilience, hard-work and creativity. We have an aspirational learning environment.

### Our Aims

- Develop all learners' potential to the full by assisting them to overcome barriers, develop resilience and have high aspirations

- Ensure all children are included and celebrated and staff are proactive in supporting and differentiating for children as required.
- Fully engage learners, parents, staff and other appropriate agencies in the learning process from nursery through transition to secondary school
- To embed key priorities into our daily learning experiences including focussing on National and Local government agenda's such as GIRFEC, UNCRC, National Improvement Framework and D&G Development Skills Priorities
- To promote forums for children, staff and parents to share their views and to move the school forward
- Equip all learners with the skills required to take a full and active place in society
- Develop creative, interactive and meaningful experiences for children in and out of the classroom
- Recruit, retain and develop well-qualified and committed staff.

We will seek every opportunity to celebrate and foster excellence so that children and young people:

- Are healthy, confident, well-motivated, well-adjusted and resilient
- Are healthy, literate and numerate – to a level at or above that of their peers in the rest of the world
- Fully understand their place and play their parts as citizens of a modern democratic society
- Experience equity and able to seize opportunities regardless of background, circumstances, disadvantage or adversity
- Have the skills and aptitudes to work flexibly and to embrace change throughout their future lives.

Provide a safe, fit for purpose, caring learning environment that is well maintained and enhances learning & achievement

## 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 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.

We currently have 9 classes, with several composites.

#### **P1/2I; P1/2T; P2/3; P3; P4; P4/5; P5/6; P6; P7**

Our nursery has an open concept free flow with safe outdoor access. Our two year olds are blended with our N4 and N5 pupils.

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

### Positive Behaviour and Celebrating Success

Good school discipline depends on a positive and respectful relationship between staff, pupils and parent/carers with everyone promoting consistent expectations. The school aims to develop an ethos in children where they can acknowledge self-discipline in all situations and circumstances and take responsibility for their actions. We listen to children and take action as needed and, parent/carers are involved. The school has a Positive Behaviour and Anti-Bullying Policy that is in line with authority and Scottish government guidelines and we consistently refer to our school expectations and Golden Rules.

In the school, we use the Skills for Life programme to teach children how to cope and develop resilience in all situations in class, on the playground and in their wider lives. In the nursery staff support children in all interactions to develop the ability to play successfully with peers and build independence all focussing on Rights Respecting School goals.

We recognise children's achievements in class and at home, through assemblies and with displays. We feel

it is very important to recognise all successes a child has and make connections to a wide variety of skills to help develop further abilities.

A positive mind set is encouraged and teachers use Visible Learning techniques to support children in understanding their targets for class lessons and their own development. Engaged children are also more positive in class, which results in fewer low level behaviours.

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)

It is important that clothes are clearly marked or have nametags. The wearing of tracksuits, jeans or hoodies is not part of the school dress code.

<b>Boys</b> (children who identify as male)	<b>Girls</b> (children who identify as female)
Dark trousers (black or grey)	Dark skirt or trousers (black or grey)
White or Royal Blue polo shirt	White or Royal Blue polo shirt
Royal blue school sweatshirt	Royal blue school sweatshirt or cardigan
Grey or black school shorts	School summer dress (blue/white/gingham)
	Grey or black school shorts

The school will always seek to work positively with parents and young people as appropriate to meet any gender identity or trans-gender issues that may arise.

## Financial Support for Children and Families

### Grants and Bursaries

#### Scottish Child Payment

The Scottish Child Payment is a payment for families on certain benefits or tax credits. Eligible families will get £40 every four weeks for each child under six.

Further information and an application can be made at: [mygov.scot](https://www.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](https://www.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](https://www.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](https://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](https://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 registration 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](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

### 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 are now operating a pre-order system for school lunches for paid and free school meals. Parent / Carer 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 in each year, nursery and primary school pupils can save £360 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](https://www.dumgal.gov.uk/schoolmeals)

Visit the school meal website for further information [www.dgschoolmeals.co.uk](https://www.dgschoolmeals.co.uk)



## 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.

Our curriculum is focussed on Literacy, Numeracy and Health and Wellbeing (HWB). It is the basis of all experiences and highlighted to children so they can make effective connections between tasks to develop their understanding of key learning areas. Each child is encouraged to achieve his/her potential at a pace best suited to his/her level of ability. The individual needs of the children are paramount and are catered for, as far as resources allow, through a wide range and variety of different learning strategies.

The school prides itself on being involved with the local community while broadening curriculum experiences. We reinforce our Eco message with links to the Friendship Garden in town. We develop an understanding of needs in the community by participating in fundraising events on behalf of local causes. We learn about our history and our current local setting to understand and appreciate the place we live in.

We use Interdisciplinary Learning (IDL) opportunities to connect learning in science, social studies, technology, RME, modern languages, and the expressive arts while broadening literacy, numeracy and HWB skills. Our curriculum has a skills focus so children have the opportunity to apply their learning to different contexts. Our connections between the nursery and primary are important to the skills development.

In the last few years the school has focussed on developing their use of ICT to enhance the curriculum and to communicate with families. We promote Internet Safety in school and at home.

## 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

We promote family experiences in both the nursery and primary school as a way of sharing the learning taking place at school. Reading is very much promoted as we develop a positive engagement with pupil to encourage reading as a past time as well as reading to function within school and society.

Families are very involved in the school attending curriculum events, cultural events and sharing information in progress meetings or reviews for children. We encourage families to come into school to observe and take part in our literacy and numeracy activities in both the primary and nursery.

Our Parent Council are active and engaged and create opportunities for the whole parent forum to share question, queries and find out about the school. They organise and run several after-school/ evening events throughout the year to help raise funds for the school. These events have the added bonus of allowing staff and families to engage with each other and spend time together during informal situations.

Parent are also key in supporting children to develop literacy or numeracy skills with one-to-one settings. This is very beneficial for all involved.

## Support for All

### Support for Learners

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/Support-for-Learners> 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 and nursery are responsible for creating a School Improvement Plan (SIP). We evaluate the aspects of the plan on an annual basis and send a progress report is shared with families to describe where we have made improvements and what our next steps are.



Our current SIP for the 2022-2023 session is to:

- Continue to use PEF funding to provide the required resources to take forward initiatives in order to raise attainment.
- For nursery staff continue to develop a framework for tracking children's progress and develop action points within the Care Inspectorate framework.
- Developing writing attainment across the school through CLPL work with Stephen Graham
- Begin the process of the attaining Rights Respecting School's Award Bronze Level.



## Health and Safety

### Emergency Procedures (including Safer Together Guidance)

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.**

### 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](#)

