



Welcome to  
**Castle Douglas Primary School**



December 2024

# Information at a Glance

## School Address

Jenny's Loaning, Castle Douglas, DG7 1JA

Phone: 01556 502 071

Email address:

[gw08officecastle@ea.dumgal.sch.uk](mailto:gw08officecastle@ea.dumgal.sch.uk)

Parent Council Chairperson: Theresa Ironmonger

Parent Council email: [cdprimarypc@gmail.com](mailto:cdprimarypc@gmail.com)

Head Teacher Susan Davies

School Roll 343

Denomination Status Non-denominational

Status of Gaelic Not taught

## School Staff:

### Teaching Staff

Head teacher Miss S Davies

Depute Head Teachers Mrs C Carlyle  
Mrs A Graham

Principal Teacher (Learning Centre)  
Mr A Whan

Early Learning and Childcare Manager  
Mrs R Gowans

P1-7 Teaching Staff (including Learning Centre)

Mrs L Ashby	Miss A Forster
Miss E Baillie	Mrs E Harrison
Miss A Bell	Mrs L Hart
Miss E Biggar	Miss H Little
Miss J Bunch (The Keep)	Miss L McCall
Mr J Coulthard	Miss S McConnell
Mrs H Findlay	Mrs A McDavid (mat leave)

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

Ms E McDonald  
Miss F Newall  
Mrs N Rozniakowska  
Mr M Thomson

Cluster Supply  
Support for Learning

### Auxiliary Staff

Learning Assistants

Miss J Aitchison (absence cover)  
Mrs J Brannock  
Mrs L Carson  
Mrs F Dobbin  
Miss C Graves  
Mrs B Jennings (mat cover)  
Mrs S Johnson  
Mrs K McCarney  
Mrs M McMath  
Ms M Osbourne (mat leave)  
Mrs R Potter  
Mrs S Stevenson (Senior LA)  
Mrs I Tait  
Mrs E Wilson

Senior Clerical Assistants

Janitors

Miss S Sarahs  
Mrs C Philpott  
Mrs H Teale  
Miss S Wilson

Mrs K Murray

Mrs S Reilly

Miss S Ash  
Mrs H Campbell  
Mrs C Crearie  
Miss M Edmiston  
Mrs P Ho  
Miss M Johnston

Miss S Kirkman  
Miss D McCubbin  
Mrs I McMinn  
Mrs K Poet  
Mrs R Sharpe  
Mrs P Stitt  
Miss B Wilson

Mrs J Cunningham  
Miss I Geddes

Mr J McClelland  
Mr J Orr

## The School Day

Nursery Sessions 8:30am – 3:30pm

Day begins P1-7 9.00am

Interval P1-4 10.30 - 10.45am  
P5-7 10:40 - 10:55am

Lunchtime P1-4 12.30 - 1.15pm  
P5-7 12:40 – 1:30pm

Day ends P1-4 3:00pm  
P5-7 3:05pm

School term dates can be found at:

[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

Throughout the year, we have a range of events and sessions which invite parents to be part of their child's learning and to discuss progress in learning. The school provides information to parents twice a year in the form of a parents evening including a formal appointment and an open evening to view your child's current work. There are other opportunities for learning to be shared including open afternoons, assemblies and videos as well as through the new website and newsletters.

Parents can use the school email to ask a question or make an appointment to see the teacher, if there is a query or requirement to share information.

## Welcome from the Head Teacher

Dear Parent / Carer

I am very proud to be the head teacher of such an inclusive, ambitious family school with talented staff, supportive families and great children. We aim to provide not just a great education but the right education for every child. Education is a partnership and we invite you to join with us in making your child's memories of school days at Castle Douglas Primary happy and successful ones. We have a purpose built two-storey building including a nursery, additional support needs resources (soft play, hydrotherapy pool, multisensory room), thirteen mainstream class facilities and extensive grounds including an outdoor learning area.

I hope that the handbook will answer many of the questions you may have about the school but please do not hesitate to contact the school if you wish any advice or further information about any aspect of your child's progress or school life.

Yours sincerely

Susan Davies  
Head Teacher

**For more links and detailed information about how we support parents and work with our schools, please see our [Authority Handbook](#). This also includes a page for financial support for Children and Families.**

## School Aims, Values and Ethos

**Our vision** is for all our learners to be ready, respectful and safe.

**Our values** are kindness, inclusion, ambition and teamwork.

### Castle Douglas ELCC and Primary School aspires to:

- Be an ambitious, excellent school where all children get the best opportunity to realise their full potential through embracing the principles and values of the National Priorities and the 3-18 Curriculum, "A Curriculum for Excellence".
- Support and engage all staff, partner agencies and parents in improving the quality of education and raising levels of attainment, achievement and participation of all children.
- Provide a happy, stimulating and safe environment where every child is valued.



## Contact Us

The school welcomes suggestions and enquiries from parents and carers.

### If you need to find out something

We can be contacted by e-mail, telephone, group call text messages or face to face. Where it is not possible to resolve enquiries straight away, we will make arrangements to follow up as necessary with the most appropriate member of staff.

### Comments, Complaints and Compliments

A comment might be some brief feedback about how we have handled a situation or delivered a service. It is best to pass a comment straight to the school so that we can take any necessary action.

If you are not happy with the response you receive or a decision that has been made, you can 'Ask us to Look Again'. You can do this by contacting [ParentalInvolvement@dumgal.gov.uk](mailto:ParentalInvolvement@dumgal.gov.uk). At this point an Officer will contact you, discuss the issue and direct your enquiry as appropriate.

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

If you remain dissatisfied, the Education and Learning Directorate operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at [www.dumgal.gov.uk/article/15382/Complaints-procedure](http://www.dumgal.gov.uk/article/15382/Complaints-procedure)

## How the School Works

### Class Organisation

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

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

Children are placed in classes per Local Authority Policy. The maximum class sizes are 25 (P1 and P 2) 30 in P3 and 33 in P4-7. Mixed age classes - 25.

Class organisation may change from year to year depending on the number of pupil enrolments. Our LC children are allocated to a class base according to their age.

2024/25: P1a, P1b, P1/2, P2, P3a, P3b, P3/4, P4, P5, P5/6, P6, P6/7, P7

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

### Positive Behaviour and Celebrating Success

The responsibility for the behaviour of pupils when in care of the school is now, by law, shared by parents and teachers and demonstrated by our Positive Relationships Policy. It is our aim to co-operate with parents in helping our pupils to exercise self-discipline, to be tolerant and caring and to work happily with others. Parents and pupils are encouraged to bring concerns to the attention of staff and likewise staff will seek support from parents and pupils.

We agree that children and young people have a right to be: safe, healthy, active, nurtured, achieving, respected and responsible and included (SHANARRI) and every young person should be a successful learner, a confident individual, a responsible citizen and an effective contributor to society and at work. All

children have a right to feel happy and secure in our school and we encourage our children to respect other people, their belongings and the environment in which they live and work.

We are Ready Respectful Safe

Our pupils and staff work together to create, agree and follow routines, rules and have high expectations for positive behaviour and attitude in the class and the playground.

Positive behaviour is rewarded in various ways including recognition of good work and behaviour at both class and whole school levels including stickers, House points, certificates and awards.

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

It is expected that your child will be in full school uniform each day which consists of black skirt/trousers, black shoes, black sweatshirts/cardigans and gold polo shirts which has an embroidered school badge. These are available through the SchoolTrends website <https://www.schooltrends.co.uk/uniform/CastleDouglasPrimarySchoolDG71JA>

For PE - shorts, T-shirt and trainers. An outdoor PE kit is required. This should contain:

- Long tracksuit trousers
- T Shirt/sweatshirt
- Outdoor Trainers – not football studded boots.

Football shirts are not to be worn.

## 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](https://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://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://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.

**For more information on financial support please visit the Authority Handbook (pages 8,10 and 34)**

### 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)

#### Free School Meals

Free school meals are provided for all pupils in Primary 1, 2, 3, 4 and 5. Confirmation of when this will be rolled out to Primary 6 and Primary 7 from the Scottish Government has yet to be confirmed.

In Nursery, eligible children can receive up to 1140 hours a year of Early Learning and Childcare. As part of this funded offer, the child will be entitled to one free meal and a snack each day.

Online pre-ordering of school meals is currently being rolled out to all secondary schools, information will be supplied by your school.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £361 and secondary school pupils can save £370. You'll also be helping your child's school if you qualify for free school meals. Some Scottish Government funding provided directly to schools is linked to the number of pupils who are entitled to free school meals.

For more information visit [www.dumgal.gov.uk/schoolmeals](https://www.dumgal.gov.uk/schoolmeals)

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

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

#### Scottish Child Payment and Bridging Payments

The Scottish Government's Scottish Child Payment helps towards the costs of supporting your family and, as of 14 November 2022, applications are now open for all children under the age of 16. The weekly value of this award will also increase to £25 as of this point.

## School Transport

Free school transport is available for some school children attending primary or secondary school if they live within the school catchment area and if they meet certain criteria. For more information and guidance visit <http://www.dumgal.gov.uk/article/15245/Free-school-transport>

## Free Travel for 5 - 22 year olds

From 31 January 2022 all children and young people aged 5-22 will be entitled to free bus travel in Scotland. You can apply for free travel online from today at [www.getyournec.scot](http://www.getyournec.scot) (This cannot be done through your school)

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

## Absence from School

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

## Curriculum for Excellence

Curriculum for Excellence (CfE), now known as 'Scotland's Curriculum,' is bringing learning to life in the way education is delivered for all 3-18 year olds in nursery, primary, secondary, at college and via workplace or community learning. It aims to respond and adapt flexibly to meet the needs of an ever changing and evolving world and Scotland's place within it. At its heart lies a constant commitment and drive towards excellence and equity, to raise standards, improve knowledge, develop skills for all learners and close the gap between the lowest and highest achievers by ensuring everyone has an equal opportunity to be successful, no matter what their background or circumstances. Ultimately, it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

## Broad General Education

Children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (Early, First, Second, Third, Fourth) and in each of the eight Curricular Areas. The five Curricular Levels span pre-school to the end of S3. This is the Broad General Education. Pupils progress at their own pace, working through the Experiences and Outcomes of the most appropriate level for them. Pupils will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3.

CfE also includes Languages, Expressive arts, Religious and moral education, Sciences, Social studies and Technologies. The responsibility for the curriculum offer in your school sits with the Headteacher.

At Castle Douglas Primary we provide a broad, experiential curriculum that meets the needs of all our pupils and which develops their skills for learning, skills for life and skills for work. We also prepare our children for a world and a work place which is rapidly changing.

Our aim is to nurture our pupils as successful learners, confident individuals, effective contributors and responsible citizens.

Our curriculum has, at its centre, the national curriculum 'A Curriculum for Excellence' which gives schools the flexibility and opportunity to develop their own curriculum to reflect local needs, circumstances and environment. We plan to have a balance of local, national and international learning contexts for our pupils to explore and experience.

We plan for a wide variety of learning opportunities in school but learning also takes place outside the classroom, at home and in the wider community. Achievement and Participation covers learning in other areas of the life of the school, and in the variety of activities our learners are involved in.

Parents and carers are asked to encourage your child to share with the school their achievements beyond the classroom.

Through recognising and supporting children's achievements we can help them to:

- Develop their confidence and motivation for learning.
- Reflect on their learning and plan appropriate next steps.
- Achievements are shared in class, at assemblies and through social media.

## Parental Involvement and Engagement

### Parent/Carers and the Parent Council

Every parent who has a child at our school is a member of the Parent Forum. The parent council is a group of parents who have chosen to represent the parent forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Hear about what partnership with parents means in our school
- Be invited to be involved in ways and times that suit you
- Identify issues you want the parent council to work on with the school
- Be asked your opinion by the parent council on issues relating to the school and education it provides
- Work in partnership with staff
- Enjoy taking part in school life in whatever way possible

For more information or support for how you can become involved in or to run your Parent Council please visit [www.dumgal.gov.uk/](http://www.dumgal.gov.uk/)

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

More information and support for Parents/ Parent Councils is available at <https://connect.scot/>

Parentclub Scotland <https://www.parentclub.scot/> provides support information and guidance to expectant parents, baby, toddler, Child, Pre-teen and Parents and Carers.

The National Parent Forum of Scotland's (NPFS) Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers: <https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

### Parentzone Scotland

<https://education.gov.scot/parentzone>

information about the Curriculum and how you can be involved in your child's learning.

### How is my child doing?

There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights/ Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.



## Helping Your Child and Family Learning

Our pupils work hard during the school day and it is not our policy to burden the children with a lot of homework in the evening.

The aims and purposes of setting homework are:

- to support and build on classwork
- to make parents aware of the work children are doing in school and create channels for homeschool dialogue
- to encourage children to work independently and take responsibility for their own learning
- to promote good study habits
- to train pupils to plan and organise their time effectively
- to allow preparation for future classwork
- to offer access to resources not available in school, e.g. interview with parents, grandparents, members of the local community
- to provide information for parents
- to provide opportunities for individualised work

We utilise Teams and our new website as a platform for sharing work as well as jotters.

Even if you have little time, or don't know much about the subject or level your child is studying, you can still be involved. It's not your time or ability, but a positive and encouraging attitude to your child's learning that really matters.

## Support for All

### Support for Learners

All children receive support at school and nursery to help them learn. 'Additional support for learning' is how we describe any support that is extra or different to the help that most children receive. Most of this additional support is provided by teachers in mainstream classes, focussed on learning and support to be fully involved in school life. For the majority of children and young people this will be delivered in a mainstream classroom supported by their classroom teacher for a few this will mean some additional support alongside the classroom teacher, and for a very few this will be part-time or full-time provision in a school with a learning centre or an inclusion base.

More information is available at [www.dumgal.gov.uk/](http://www.dumgal.gov.uk/) and on page 18 of our [Education Authority Handbook](#)

### Getting It Right For Every Child (GIRFEC)

You are the expert on your child and what you think matters. Getting it right for every child (GIRFEC) means that the School will always seek to involve you, to listen to your opinions and take them seriously.

More information is available at [www.dumgal.gov.uk/girfec](http://www.dumgal.gov.uk/girfec) and on page 20 of our [Education Authority Handbook](#)

### Child Protection

All children have the right to be protected from harm, abuse and neglect. The vision for all children and young people in Dumfries and Galloway is that they should be: safe, healthy, achieving, nurtured, active, respected and responsible and included. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well.

Further information can be found at <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

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

### Enrolment in Schools - School Places

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

### School Improvements

Each year the school will publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents. The plan indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward. Both the report and the plan are published on the school's web-site and are also available in hard copy, on request. A copy can also be found by searching for your school at [www.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)

The school improvement plan is shared with parents and carers through the newsletter. A summary of the current development priorities is as follows:

#### Curriculum and Attainment

All learners will have a curriculum, which takes account of learners' entitlements and the four capacities.

The school rationale will fit to our current context.



Our learning pathways will support children to build on their prior learning and ensure appropriate progression for all learners.

Clear planning for progression leading to strong outcomes for learners maximizing successes and achievements

#### Pupil voice

Increased opportunities to seek and act on learner's views and rights to influence change, with an improvement to most pupils (+90%) reporting they can share their views and feel listened to.

Improving pupil awareness of rights and responsibilities through becoming Rights Respecting Schools (Silver)

#### Digital Literacy

To enhance the learning experiences delivered to our pupils by ensuring a high quality, consistent cluster approach to digital literacy

We work with pupils, parents and staff to establish the main priorities of improvement for CDPS with feedback in April on progress to date.



## Health and Safety

### Emergency Procedures (including Safer Together Guidance)

If your child feels unwell or have hurt themselves during the school day they must report this to an adult in the school. If we feel that they would be better at home we will telephone you or your emergency contact. Minor accidents, e.g. cuts, bruises, are dealt with by the school staff. Serious accidents are few, but should one occur your child will be immediately taken either to your doctor or to hospital, if necessary, and you or your emergency contact will be notified. We cannot stress enough the importance of supplying the school with the relevant information we require in such a situation, i.e. your own home and work number and a telephone number of an emergency contact. **Please remember that if your child stays in more than one home setting contact details should take account of this.**

### Health Care (inc First Aid)

Many children will require their health care needs to be met at sometime within the nursery/school environment, for most children this will be for short periods of time only, but for some children this may require more long-term planning and support. If your child has any health care needs, please contact the school to discuss arrangements. Full details of the support available and your role as a parent and the role of your child are contained within Health Care in Schools 3-18 (NHS and Dumfries and Galloway Council) which is available from the school.

For more information see our [Authority Handbook](#)

### Severe Weather and School Closure Arrangements

Headteachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance make it necessary in the best interests of the pupils. In these circumstances parents will be communicated with in a variety of ways including text messages/ phone calls and emergency contact arrangements. All school closures will be notified on the Council Website.

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

### Data Protection

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

### ICT in Schools

For more information on ICT in school please see page 14 of the [Education Authority Handbook](#)

### Use of the Internet, Social Networking Sites

As part of the process of learning we allow our children supervised access to the Internet and e-mail. The authority runs its own filter system to ensure that young people are not at risk from exposure to inappropriate material. This filtering system is regularly being upgraded. We have a policy for use of the Internet and a contract for responsible use, which we ask parents and young people to sign up to.

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

