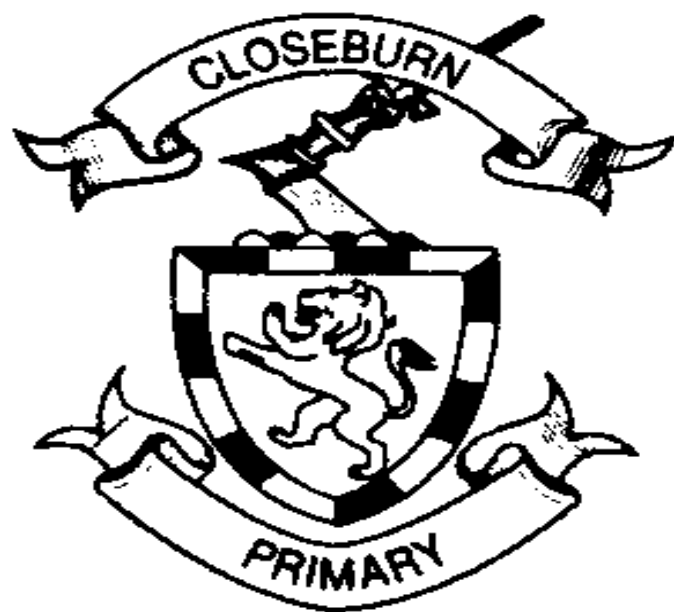


Welcome to

# Closeburn Primary School



December 2024



# Information at a Glance

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

## School Information

**Head Teacher** Mrs Derryth Hope  
**School Address** Closeburn Primary  
Closeburn  
Thornhill  
DG3 5HP  
**E-mail Address**  
[gw08officecloseburn@ea.dumgal.sch.uk](mailto:gw08officecloseburn@ea.dumgal.sch.uk)

**School Roll** 45  
**Nursery Roll** 20

## School Staff

### Teaching Staff

P1-3 Miss. C. Forsyth  
P3-5 Mrs. U. Wilson (Mon, Tue, Thurs)  
Mrs. F. Forsyth (Wed, Fri)  
P5-7 Mr. E. Traill  
Principal Teacher Mr. E. Traill  
RICCT Teacher Mrs. J. Scott  
ASL Teacher Mrs. L. Smith  
Cluster PE Teacher Mr. R. Law

### Non-Teaching Staff

Senior Clerical Assist. Mrs. L. Anderson  
Learning Assistant Mrs. H. Maitland  
Learning Assistant Mrs. A. Bell  
Learning Assistant Mr. B. Cook  
Learning Assistant Mrs. A. Menzies  
Nursery Manager Miss. L. Tinman  
Nursery Nurse Mrs. A. Harold  
Nursery Nurse Mrs. K. McCaskie  
Nursery Nurse Mrs. L. Cronie  
E.Y.S.A Mrs L. Gibson  
Catering Manager Mrs. E. Hodgson  
Facilities Assistants Mr. D. Cowan  
Mr. R. Similae

## The School Day

Our school day is organised as follows:

School Starts *	9am
Morning Interval	10:30am to 10:50am
Lunch	12:30pm to 1:10pm
School Finishes	3:00pm

\*There will be no staff available at school before 8:40am

## School Term Dates

These can be found at [School term and holiday dates - Dumfries and Galloway Council \(dumgal.gov.uk\)](#)

## Communicating with Home

Regular communications with parents go home electronically via the Just2Easy app for classroom news and through SWAY newsletters sent out termly with diary dates, achievements and school activities. Confidential communications are via ParentsPortal App or directly through email or telephone call.

Each year we have a parents evening, an open class opportunity and two reports (one short interim and one full). In addition there are invitations to class assemblies throughout the year.

Outside these planned communication times, we operate an "Open Door" policy, so please get in touch with the school office if you have any concerns or wish to arrange an appointment to



## Welcome from the Head Teacher

Dear Parent/Carer,

Welcome to Closeburn and Penpont Partnership. The Partnership provides opportunities for children, staff and parents to work together whilst retaining the individual identity of each school. We provide a warm, friendly and caring atmosphere where we strive to create an active and enjoyable learning environment. All the decisions taken within our schools put the needs of the children first.

We work with our local community and, while we are aware that core skills are vitally important to our children's future, they also need to develop a sense of belonging to, and play a part in our community.

I hope that you find this Handbook useful and would emphasise that personal contact with the school is encouraged and if you require further information or simply want an informal meeting with myself or a member of my staff please do not hesitate to contact us.

Mrs Derryth Hope  
Partnership 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

### Partnership Vision

#### *Together We Can Achieve More*

In our school we want everyone to reach their full potential. Our learners will be supported and challenged in their learning. Inclusion, providing choice and maximising opportunities will allow everyone to engage and become successful learners, responsible citizens, confident individuals and effective contributors.

### Values

*Within our partnership schools we value;*

#### **Respect**

*we actively promote respect for self, others and achievement*

#### **Responsibility**

*we encourage everyone take responsibility for themselves, each other and their learning*

#### **Resilience**

*we are supporting our young people to understand that we all face challenges in life and that there are a variety of people and skills that we can use to work through or around those challenges*

#### **Teamwork**

*it is through our work with others that we learn and grow. Our community is our team*



### Aims

- ◆ The partnership schools aim to be safe places where young people feel included, supported and listened to
- ◆ The staff aim to develop confident learners who are excited and inquisitive about their learning and who want to explore and investigate the varied aspects of their curriculum
- ◆ The staff in our schools will help learners towards an understanding of their emotions and feelings; supporting them to set and achieve their life goals
- ◆ The schools aim to work closely with parents, families and partners as well as members and groups in the community and beyond to help our young people to learn about the world around them
- ◆ We aim to celebrate! We want to celebrate differences, things we have in common, achievements, challenges and our local and national communities
- ◆ We aim to cultivate respect of each other, our communities and our world

### Our Ethos

*The ethos of our Partnership is one of a sense of belonging to a family—your school family. In our schools there is a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children; an inclusive ethos which aims to honour the life, dignity and voice of each person. Our curriculum is embedded within our ethos. We focus on enabling our young people to be literate and numerate. We strive to provide a progressive approach to developing creative, cooperative, imaginative, lifelong learners who communicate confidently and embrace the challenge of solving problems in an increasingly skilled manner. We actively promote well-being, inclusion, charity and tolerance. There is an ongoing commitment to making learning fun for children and engaging them through technologies and maximising their talents and those of adults within the context of our school, community and wider world.*

## 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, or Groupcall text messages. 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 share directly with you the outcome of this work.

Remember you can also access Dumfries and Galloway Have Your Say at <https://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 can be found at <https://www.dumgal.gov.uk/article/15382/Complaints-procedure>

## How the School Works

### Class Organisation

As we are a small School (having less than 150 pupils) our classes are Multi-Composite, meaning that pupils from different age groups are taught together in a class of no more than 25 pupils. Each year, it is the responsibility of the head teacher to organise the class structure. This session are classes are:

P1-3	—	13
P3-5	—	14
P5-7	—	18

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)

### Positive Behaviour and Celebrating Success

We actively promote positive behaviour in our schools and support and encourage positive relationships. Children receive individual awards both in class and in our weekly celebration assemblies. We use core values to support success and encourage young people and families to share wider successes with us in school.

### Celebrating Success

- In class, teachers will recognise pupil achievements during the course of the lessons and at news times.
- At our weekly assemblies we recognise pupils who have received merit certificates, Head Teacher, behaviour, VCOP, Mental Maths and Accelerated Reading awards.
- At our assemblies we also recognise children who have achieved success in activities outside school e.g. Rainbow promise, swimming certificates, sporting achievements.
- House points earned in class, around the school and in the dining room are collected, recorded and recognised at assembly. These go towards the House Shield awarded at the end of each session.

## 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 please see the Authority Handbook at [Authority Handbook](#)

We have a strong tradition of wearing school uniform and as such it is positively encouraged.

Children wear dark coloured (black, grey or navy) trousers / skirts/ shorts along with school polo-shirts and sweatshirts, making our uniform both smart and comfortable for the children to wear. Shoes/boots should be black with a change of trainers for PE activities.

Our supplier for school uniform is available through school which includes sweatshirts, cardigans and polo-shirts with the school logo, and PE t-shirts in house colours with house logo.

We also keep a “pre-loved” uniform rail which operates on a “Swap or Donate” system, to keep costs down and help the environment. We encourage parents to take advantage of pre-loved uniform and donate any old uniform which is still in good condition or make a small cash donation to our school fund which is used to purchase our book bags for all new P1 pupils and pupils joining us in other years.



## School Meals

Our school meals are cooked at Wallace Hall Academy and promptly taxied to us.

All menus are nutritionally analysed, offering a fantastic choice and flexibility.

### Pre-ordering lunch

Lunches are ordered via iPayImpact. A letter will be sent from DGSchoolMeals to all newly registered pupils. For those that pay for school meals, payments are also made via iPayImpact.

Details information on school meals is available at [www.dumgal.gov.uk/schoolmenus](http://www.dumgal.gov.uk/schoolmenus)

### Special Dietary Requirements

Facilities Services—Catering provide special dietart reuirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural specific meals for children of different ethnic origin. Simply ask the school for a Special Diet Request Form to allow us toinform 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 271112 and ask for 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.**

## Financial Support for Children and Families

### School Clothing Grant

The award of the clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or low income. The current award is £134 per primary school child and £150 per secondary school child.

### Free School Meals

Free school meals are provided for all pupils P1-5 at present. Pupils in nursery and P6-7 may also be eligible in certain situations or if their families receive certain benefits.

For more information on free meal entitlement please visit <https://www.dumgal.gov.uk/schoolmeals>

Further information and an application can be made at: [Free School Meals and Associated payments](#)



## 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 get for every child you look after who is under 16 years old. You’ll get the payment every four weeks if your application is successful.

Further information and an application can be made at: [mygov.scot](http://mygov.scot) or by calling 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 Grants are made up of three one-off payments:

- Pregnancy and Baby payment
- Early Learning payment
- School Age payment

Best Start Food 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 bow will depaebd on

- How far along you are in your pregnancy
- How old your child is.

Further information and an application can be made at: [mygov.scot](http://mygov.scot)

**For more information on financial support please visit the [Authority Handbook](#)**

**(pages 8,10 and 34)**

## 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 distance 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 adults aged 5-22 have been entitled to free bus travel in Scotland. You can apply for free travel through the ParentsPortal.scot app or online at <https://getyournec.scot/nec/> (This cannot be done through the school)

Active Travel is about making journeys in physically active ways like walking and cycling. We encourage parents and pupils to walk or wheel to and from school whenever possible.

## Attendance

It is your responsibility as parents to ensure that your child attends school regularly. For the safety of all children it is important for you to telephone the school office prior to or at the beginning of an 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 arrangements.

### Absence from School

Please contact the office as early as possible if your child is absent, and leave a message on the answering machine.

Pupils who need to leave school during the school day must be collected by a named contact confirmed with the school office. Children must also report to the school office on their return to school.

## Curriculum for Excellence

Curriculum for excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18 year olds - in nursery, primary, secondary, at college, 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 equality, to raise standards, improve knowledge, develop skills for all learners and close the gap between 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 school sits with our head teacher.

Our Curriculum includes four contexts for learning:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement

We have developed a curriculum which has a clear focus on providing meaningful and challenging opportunities for children to develop skills for learning and for life.

Literacy, Numeracy and Health and Well Being are given high priority with pupils being given opportunities to develop and apply these skills across a range of curricular areas and contexts.

The Experiences and Outcomes within our Curriculum are delivered in "bundles" within a meaningful context allowing for personal choice, enjoyment and flexibility, using a variety of strategies to meet the needs of all our learners.

A range of formative and summative assessments are used and pupils are becoming increasingly aware of what and why they are learning and what their next steps should be. Our Pupil Learning Plans and Evaluations enable pupils to set targets and then reflect and evaluate on their progress and achievements. These plans are shared with Parents/Carers regularly throughout the year, along with samples of work that reflect pupil learning.

A wide range of partnerships such as Parents, local community and organisations, Emergency Services, Active Schools, Health and Cluster Staff, support and enhance a wide range of curricular areas.

Learning outdoors is a priority and pupils regularly use the "natural outdoor classroom" provided by our extensive playground and surrounding area. Our curriculum design is flexible so that it allows us to be responsive to the needs of our pupils, their families, our local community and wherever possible, future employment and digital technologies.

## Home / School Partnership

### Parental Involvement and Engagement

#### Parent Council and Parent Forum

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

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

More information is available at <https://www.dumgal.gov.uk/article/17608/Parental-Involvement>

More information and support for Parents and 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

Further information about the Curriculum and how you can be involved in your child's learning can be found at <https://education.gov.scot/parentzone>

#### 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

Homework supports and reinforces learning in the classroom. Individual homework tasks are set by the Class Teacher and communicated via Homework Diaries with a clear explanation of the task and the date by which it should be completed and returned to school.

In addition to Homework set by school, parents can support their child by:

- Listening, talking and encouraging—this can have a big influence on children's learning.
- Encouraging your child to talk to you about their learning, what learning is happening at school and do what you can at home to build on that.
- Talking to your child about their strengths/ interests and how they are progressing
- Encouraging your child to talk to you about their next steps in learning. Your child's Learning Plans and Evaluations will assist with this
- Attend our Learning Conversations along with your child
- Ask for help if you think your child needs it for any reason
- Attending our Family Learning nights—these are great opportunities to learn alongside your child

Praise your child if he/she is working hard at something or has achieved something within or not of the school

#### Helping the School

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

[www.dumgal.gov.uk/article/17608/Parental-Involvement](https://www.dumgal.gov.uk/article/17608/Parental-Involvement)



## Support for All

### Support for Learning

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 class teacher; for a 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 [Dumfries and Galloway Council Support for learning](#) and on page 18 of the [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 at <https://www.dumgal.gov.uk/girfec>



### Child Protection

All children have the right to be protected from harm, abuse and neglect. The vision for all children and young people in Dumfries and Galloway is that they should be:

Safe, healthy, achieving, nurtured, active,  
respected, responsible and included.

Schools and front-line education and child services will play an important role in ensuring all children and young people are safe and well. Further information can be found at <https://www.dumgal.gov.uk/article/16640/support-for-children-and-families>

Parents, carers and pupils have a key role on keeping the school community safe. We would therefore urge parents to share any information which would keep everyone safe, and to support and encourage our pupils to do the same.

## Enrolment in Schools and Moving to Secondary School—Transitions

Information on enrolment in school and catchment areas is available at <https://www.dumgal.gov.uk/article/15241/School-places> and “Find my nearest” at <https://apps.dumgal.gov.uk/findnearest?q=>

## School Improvements

In May/June of each year, the school publishes a Standards and Quality Report providing all stakeholders with a comprehensive summary of the school’s work and learners’ achievements over the last year. The first part of this report provides an overview of the school’s progress in addressing its key priorities, while the second part gives information about, for example, how well pupils are learning and achieving; how well the school is supporting children/young people to develop and learn. In June, we publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents.

1: Increase progress and attainment in Literacy

- Introduce Play Pedagogy
- Use of Creativity Weeks
- Developing contexts for writing through use of outdoor learning
- Use CYPIC methodology for writing

2: Increase progress and attainment in Maths

- Use of opportunities for outdoor learning.
- Use of Developing Number Knowledge in classes.
- Use of digital technology to support learning.

## Health and Safety

### Emergency Procedures

If your child feels unwell or have hurt themselves during the school day they must report this to an adult in school. If we feel that they would be better at home we will telephone you, or your emergency contact. Minor accidents e.g. cuts and bruises are dealt with by school staff. Serious accidents are rare, but should one you (or your emergency contact if you are unavailable) will be contacted immediately and your child taken to the local health centre or hospital if necessary. **It is very important that your child's emergency contact details are kept up to date, including home and work telephone numbers. If your child stays in more than one home setting during the week, please make sure the school is aware of all contact numbers.**

### Health Care (including First Aid)

Many children will require their health care needs to be met at sometime within the school environment, for most children this will be for short periods of time only, but for some 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, your role as 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.

Further information can be found in the [Authority Handbook](#)

### Data Protection

Information on how the Council uses personal data is available at <https://www.dumgal.gov.uk/article/15129/Data-protection>

### ICT in Schools

For more information in ICT in school please see page 15 of the [Authority Handbook](#)

### Use of the Internet and Social Networking Sites

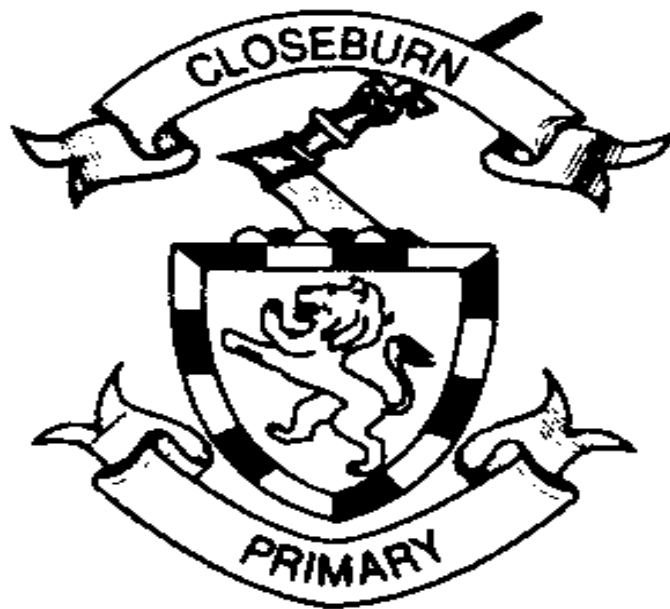
As part of the process of learning we allow our children supervised access to the internet and e-mail. The authority runs its own filter system to ensure that young people are not at risk from exposure to inappropriate material. This filtering system is regularly being upgraded. We have a policy for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

More information can be found in the [Safe Digital Learning and Social Media Leaflet](#)



### Severe Weather and School Closure Arrangements

Headteachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstances 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. <https://www.dumgal.gov.uk/article/15240/Emergency-school-closures>



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