



# Welcome to Locharbriggs Primary School



December 2024

# Information at a Glance

## School Address

Locharbriggs Primary School, Wallamhill Road,  
Locharbriggs, Dumfries, DG1 1UW

Email address:

[gw08officelocharbrig@ea.dumgal.sch.uk](mailto:gw08officelocharbrig@ea.dumgal.sch.uk)

Parent Council Chairperson    McGovern

Parent Council email:

[Locharbriggsparentcouncil@gmail.com](mailto:Locharbriggsparentcouncil@gmail.com)

Head Teacher                    Mr John McDowall

School Roll                        118

Nursery Roll                      27

Denomination Status        Non-denominational

Status of Gaelic                Not taught

## School Staff:

### Teaching Staff

Principal Teacher:            Mr McClatchey

Mrs McMath  
Mrs Lawrie  
Mrs Gordon  
Miss Dixon  
Miss Haley  
Mrs Leyva  
Mrs Klose  
Mrs Hogg  
Mrs Graham  
Mr Sharp

Additional Support for  
Learning Teacher            Miss Robertson

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

Learning Assistants	Mr Smith Mrs Bell Miss Laidlaw Miss Redman
Nursery Manager	Ms McGovern
Nursery Nurse	Mrs Black Miss Lethardy
Early Years Practitioner	Miss Murray Mr Smith

### Auxiliary Staff

Senior Clerical Assistant	Mrs Chipchase
Facilities Assistant	Mr Morgan
Playground Supervisor	Mr McGeary
Catering Manager	Mrs Braid
Catering Staff	Mrs Coltart, Mrs Fleming, Miss Skimming
Cleaning	Mrs Tweedie, Miss Burgess Ms Ferguson

## The School Day

The school gates are opened at 8:45am.

The school day is organised as follows:

School starts	9:00am
Morning intervals	10:30am to 10:50am
Lunch	12:20pm to 1:00pm
School closes	3pm

Please note that the school day begins at 9:00am. Please try to ensure that children are in the playground by 9:00am. Children should not arrive at school before 8:45am, unless they are attending Breakfast Club (opens 8:20am).

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

Locharbriggs Primary encourages a close relationship between home and school and endeavours to keep parents/carers fully informed on all matters by issuing regular newsletters throughout the session, regular posts on social media and as well as regular emails.



## Welcome from the Head Teacher

Dear Parent / Carer

The staff and children of Locharbriggs Primary extend a warm welcome to all visitors to our school. We want our school to be a happy, caring and stimulating place for everyone and welcome your assistance and co-operation in achieving this. The aim of our handbook is to provide you with as much information as possible but please get in touch if you can't find what you are looking for. At Locharbriggs Primary, we are proud of the achievements of all pupils. We have an inclusive culture where all pupils are encouraged to contribute to the life of the school and take on leadership roles and responsibilities. As a Rights Respecting School we have an ethos of mutual respect where pupils feel safe, happy and are motivated to learn. We have a dedicated staff team who create a safe, nurturing and stimulating learning environment. I look forward to working with you to ensure that your child's education is happy and rewarding.

Yours sincerely

**John McDowall**  
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, Values and Aims were updated in September 2024 with support of pupils, parents and staff.

Our vision is to develop wellbeing through understanding our strengths as individuals and as a school community. This will help us to become the best version of ourselves, whilst inspiring everyone to work to achieve their full potential in a safe and nurturing environment.

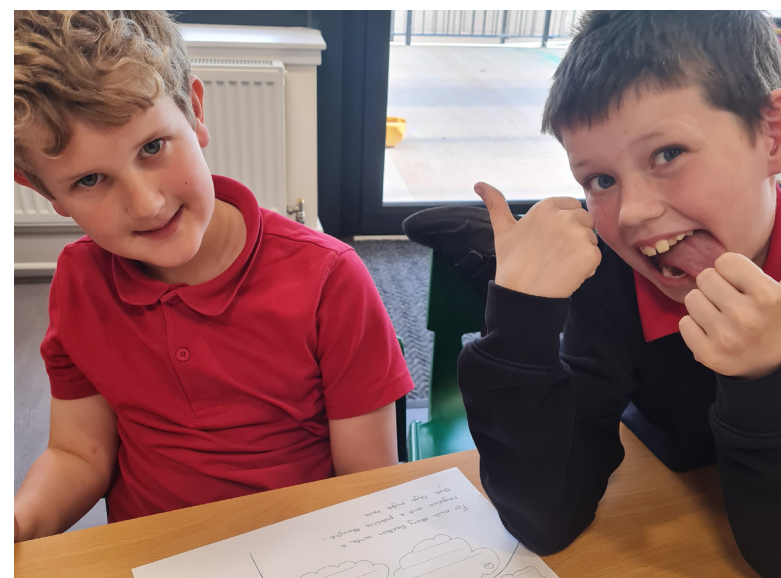
Values: **STAR** (Strong relationships, Teamwork, Achievement, Resilience).

Aims: Locharbriggs Primary School is a community of learners where everyone can be successful and strive to continually improve on their personal best.

The school will try to:

- treat all children fairly, care for them and ensure their safety
- help all children to develop a sense of personal responsibility and an awareness of the importance of being considerate and caring towards other
- do our very best to meet the individual needs of all children within the school community
- keep parents regularly informed about their child's progress and about all aspects of school life
- be welcoming at all times and offer parents the opportunity to become involved in the daily life of the school
- promote physical fitness and an awareness of the importance of personal hygiene, exercise and diet
- develop in each child an understanding, appreciation and respect for different

religions, beliefs and moral values. Through the development of tolerance and mutual understanding we seek to prepare children for living in a multi-cultural society



## 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>

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

## How the School Works

### Class Organisation

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

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

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2024/25: Nursery, P1/2, P2/3, P3/4, P4/5, P5/6, P7.

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

### Positive Behaviour and Celebrating Success

All children have the right to feel happy and secure in our school. We aim to promote a caring and cooperative atmosphere in the school and playground. Staff are fair and polite to children, and we provide a quiet, calm environment in which children can work and play.

We have created a Positive Relationships Policy which promotes positive relationships and behaviours amongst all children and adults. It is underpinned by Respect for All, Rights Respecting Schools and GIRFEC. Wellbeing and Positive Relationships are priorities within the School Improvement Plan. In our school everyone is made to feel welcome. Children feel connected to our school and the staff team.

To endorse good behaviour and promote teamwork we operate a house system. Each child belongs to a house and Pupils receive points for their house by demonstrating our school values. STAR of the Week is nominated in line with our school values.

## Rights Respecting School

We are committed to promoting and supporting equality and good relationships. We know everyone in our school is entitled to three basic rights:

- The right to learn
- The right to be treated with respect
- The right to be safe

We celebrate Wider Achievements in lots of ways. These include:

- Certificates and stickers in assemblies
- School's social media
- Newsletters
- Glow Blogs

## 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) At Lochaberbriggs our uniform consists of:

- Black skirt/pinafore/trousers/shorts
- Black/red polo shirt
- School sweatshirt/cardigan in red/black
- White shirt/blouse and a school tie
- Red gingham dress

We hold a 'Uniform Bank' of second-hand items which can be requested through the school office or Parent Council.

A pair of indoor shoes is required. For PE every child should wear shorts/joggers, T-shirt and trainers. PE kit should be kept in a bag in school.

## 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.

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Pupils at Locharbriggs are encouraged to learn by activity and investigation. Individual talents are positively encouraged. Digital Technology is used in all classes, and it will permeate all areas of the curriculum. Whenever possible, we invite people with a special talent/knowledge to come into the classroom/school to talk to the children and to answer their questions. This makes the curriculum more meaningful, and gives our pupils first-hand experience, thus helping them to become more confident and caring young people.

At Locharbriggs we believe that children should have ownership of their learning. We do this by finding out what they know about a subject and then asking all the pupils what they would like to find out. From this the teacher plans experiences (lessons) based around finding the answer.

## 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

At Locharbriggs, each class produces a termly newsletter which outlines the homework for that term. We produce numeracy and literacy helpful hints guidance for further information. We believe it's quality that matters, not quantity - the kind of homework your child does is often more important than the amount. 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.

Homework is for children to do, not for parents. How we learn is as unique as our fingerprint, so every child might well approach homework differently, as a result of this we work closely with parents to decide if adaptations need to be made to the class homework to meet the needs of children. We also make parents aware that homework is not compulsory, and you have the right not to undertake tasks set with your child, we would ask that you notify the class teacher of this request.

## 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)

We work with pupils, parents and staff to establish the main priorities of improvement for Locharbriggs. We will provide feedback in May on progress to date before working with partners to establish next steps and the priority agenda for the next session 2024/25. This is shared with all between June and August. A parent version of the current priorities is available from the school – please ask.





## 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](#)

