



Welcome to
Moniaive Primary School



December 2024

Information at a Glance

School Address

Moniaive Primary School
Chapel Street
Moniaive
DG3 4EJ

Phone: 01848 200 328

Email address:
gw08officemoniaive@ea.dumgal.sch.uk

Parent Council Chairperson:
Mrs Katie McKenzie-Wilson

Head Teacher John Carter

School Roll 38

Denomination Status Non-denominational

Status of Gaelic Not taught

School Staff:

Teaching Staff

P1-4 Mrs Clanachan / Ms Romay

P5-7 Mrs Watson
(Principal Teacher)

Teacher Mrs Lyagoba

Visiting P.E. Specialist: Mr Law

Additional Support
for Learning Teacher Miss Kormylo

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

Auxiliary Staff

Senior Clerical Assistant Wendy Davies

Janitor Michelle Storey

Learning Assistant Mrs Pauline Little

Catering Manager Mrs Rebecca Windle

The School Day

Primary School

School starts 9.10am

Morning interval 10.45am - 11.05am

Lunch 12.30pm - 1.15pm

School closes 3.15pm

School term dates can be found at:
www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates

Communicating with home

If you need to find out something, the quickest way to contact us is by phone. Our secretary is part-time, her office hours are:

Monday	8.45am - 2.45pm
Tuesday	8.45am - 12.15am
Wednesday	8.45am - 3.30pm
Thursday	8.45am - 12.15pm
Friday	8.45am - 3.30pm

Out with office hours you may also contact our partnership school. They will be pleased to take a message or transfer your call to the appropriate person.

Please contact Dunscore on 01387 820242.

We will make contact with you by telephone, by letter, text or email. In line with our eco approach we will, where possible, send information home electronically.



Welcome from the Head Teacher

Dear Parent / Carer

I am delighted to welcome you to Moniaive Primary, partnered with Dunscore Primary. Our school community is a happy, inclusive environment where no one is left behind. We are fortunate to have the support of the local and wider community as active partners in ensuring the best outcomes for all.

Our motto at Moniaive is "Learning Lots, Learning Well, Learning Together." To realise this we ensure that children are at the heart of everything we do.

I believe that children learn best when they feel safe, happy and included. We embrace these values and adopt them along with the other wellbeing indicators to ensure that your child can achieve their fullest potential.

I look forward to working closely with you as an indispensable partner in ensuring success in your child's learning journey.

Kind regards

John Carter
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

At Moniaive PS we aim to:

- Be a learning community of children, parents and our community partners working together to improve our school and our environment.
- Encourage all pupils to be confident in their own abilities, to challenge themselves and take responsibility for their own learning.
- Foster a climate of mutual care and respect in the whole school community.
- Work together to ensure we are Getting It Right For Every Child.

These aims are reflected in our school motto:

'Learning Lots, Learning Well, Learning Together'

At Moniaive Primary our shared values include:

Welcoming, Inspiring, Kind

Rights-Respecting, Courageous, Hardworking

Equality, Eco-friendly

Rights Respecting: We achieved gold status as a Rights Respecting school in March 2024.



Contact Us

The school welcomes suggestions and enquiries from parents and carers.

If you need to find out something

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

Comments, Complaints and Compliments

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

If you are not happy with the response you receive or a decision that has been made, you can 'Ask us to Look Again'. You can do this by contacting ParentalInvolvement@dumgal.gov.uk. At this point an Officer will contact you, 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

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

Class Organisation

Classes are organised in composite and multi-composite depending on numbers, with a maximum of 25 pupils in each class. At the time of writing, we have 2 classes, P1-4 and P5-7.

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

Positive Behaviour and Celebrating Success

In collaboration with pupils, parents, staff and partners we created our Better Relationships, Better Behaviour, Better Learning Policy. Our Anti-bullying Policy is regularly updated and will be reviewed again in January 2025, with pupils, parents and staff. Please ask the school office if you would like this sent to you.

These themes are regularly reviewed and revisited with children at Assemblies, Circletime and Health and Wellbeing learning.

We aim to promote an ethos of positive behaviour and responsibility in all our pupils and reward this through a variety of reward systems such as House Points, certificates, shout-outs at Assembly and stickers. This work is supported by our Rights Respecting School work; we have been awarded Gold status and continue to embed this approach across the school.

Success in children's learning is also recognised at Assemblies, e.g. shout-outs celebrating individual

achievements in learning in school and wider achievements from out with school.

Each class will share their learning at an Assembly for parents at least once throughout the session.

Please check [Moniaive School Blog](#) for information, updates, and successes in learning.

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

Dress code is as follows:

- Trousers/skirt/pinafore – black, grey or navy
- Polo Shirt – plain white or blue
- Sweatshirt – plain blue

Uniform can be purchased from School Trends, phone: 01142 512501 schooltrends.co.uk

Clothing which is unacceptable in school includes items which:

- Could cause offence (eg anti-religious or political slogans).
- Could cause health and safety difficulties such as loose fitting clothing, scarves, long necklaces and dangling earrings.
- Could cause damage to floors.
- Carry advertising, in particular for alcohol or tobacco.
- Could be used to inflict damage on other pupils.

This dress code will not lead to direct or indirect discrimination on the grounds of race, religion, gender, or disability.

Our P7 pupils have the option to wear a bespoke sweatshirt with the school badge, the year they leave and their names on it.

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 website or call us on 0800 182 2222.

Best Start Grant

Best Start Grant and Best Start Foods are payments that help towards the costs of being pregnant or looking after a child. Best Start Grant is made up of 3 one-off payments:

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

Best Start Foods is a prepaid card that can be used in shops or online to buy healthy foods like milk or fruit. The payments you can get now will depend on:

- how far along in your pregnancy you are
- how old your child is

Further information and an application can be made at: mygov.scot website

Clothing Grant

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

Further information and an application can be made at: Free school meals and associated payments - Dumfries and Galloway Council ([dumgal.gov.uk](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 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

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

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 or the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

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

Scottish Child Payment and Bridging Payments

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

School Transport

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

Free Travel for 5 - 22 year olds

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

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

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

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.

Curriculum for Excellence includes four contexts for learning:

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

Reporting to parents will include information about children's Experiences and Outcomes and about the Levels at which they are working.

We have a range of partners supporting the developing children's skills and wider achievement including: Active Schools, Feis Rois, Community Police Officer and local businesses.

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/

For more information on what is meant by parental involvement visit 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 Moniaive Primary, home learning activities are an important part of our home/school partnership and all children are encouraged to take part in a variety of tasks to enhance and support their work in class. This can provide valuable opportunities for parents and children to work in partnership and to share and enjoy learning experiences.

We will send out termly learning leaflets to let you know what your child will be learning and how you can help them at home. We will also provide opportunities for you to come in to school to see how we teach phonics, reading and numeracy strategies.

Support for All

Support for Learners

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

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

Getting It Right For Every Child (GIRFEC)

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

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

Child Protection

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

Our school improvement priorities for 2024 - 2025 are to:

- Update and further develop our planning and progression pathways for numeracy and maths. Embed the last session's progress on our literacy progression pathways, particularly writing, into our planning and assessment formats.



- Further develop and embed digital literacy learning and digital skills across our school, creating better opportunities for children and enhancing their learning experiences.
- Continue to improve communication with parents and increase opportunities for positive parental involvement and engagement in the life and work of the school.

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

Data Protection

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

ICT in Schools

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

Use of the Internet, Social Networking Sites

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

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

