



Welcome to St Teresa's Primary School



December 2024

Information at a Glance

School Address

St Teresa's RC Primary School, Lochside Road,
Dumfries, DG2 0DY

Phone: 01387 255 732

Email address:

gw08officest4@ea.dumgal.sch.uk

Parent Council Chairperson: Mr Neil Hare

Parent Council email: pcstteresas@gmail.com

Head Teacher Mrs Clare Reid

School Roll 35

Denomination Status Roman Catholic

Status of Gaelic Not taught

School Staff:

Teaching Staff

Principal Teacher	Miss L Cullen
Nursery Manager	Mrs J Harper
P1/3	Mrs P Slattery
P4/7	Miss L Cullen
RICCT cover	Miss H Sharp
Learning Support	Mrs K Currie
Art Specialist	Mr P Parkhouse
Learning Assistant	Mrs A Graham
Early Year Practitioners	Mrs J Ackland, Miss K Venner, and Mrs M Curci

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	Miss R Hughes
Facilities Assistant	Mr J McMenamin
Catering manager	Mrs N Donowho
Catering Assistant	Mrs C Matheson
Cleaning	Mrs S Wield
Parish Priest	Fr Uchenna
Ass Parish Priest	Fr Francis

The School Day

The School gates open at 8.40am. Grab and Go breakfast club is on offer from 8.45am.

Nursery

9am - 3pm

Primary

9am	School begins
10.40am - 11.00am	Break
12.30pm - 1.10pm	Lunch
3pm End of School	Day

School term dates can be found at [School term and holiday dates - Dumfries and Galloway Council](#)

School term dates can be found at:

www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates

Communicating with home

Working in partnership with home is crucial. We understand our pupils are your most precious human beings. We use a variety of means to communicate with parents. Newsletters are posted Via email weekly. General school information can be found on our school's Facebook Page [St Teresa's RC Primary | Dumfries | Facebook](#)

We understand there may be times that you would like to speak to the class or head teacher. Parents/ Carers can arrange phone appointments by calling the school office.



Welcome from the Head Teacher

Dear Parent / Carer

At St Teresa's RC Primary school, we grow and learn together in a positive, caring learning environment, where nurture and responsibility are valued as we encourage every member of our school community to be the best they can be. We aim to provide each individual child the support and encouragement necessary for their moral, spiritual and intellectual development within the ethos of our catholic school.

We endeavour to ensure that all children achieve their potential in every area of a broad curriculum and leave primary with those necessary skills to transfer and use in the next stage of their education.

As a staff we are highly committed to raising attainment and achievement, working towards delivering excellence and equity for all, helping to reduce the poverty-related attainment gap.

We will work effectively with you to ensure that your child's journey through primary school is a memorable one where they achieve, attain and enjoy the whole experience.

We look forward to welcoming you into our school community

Yours sincerely

Mrs Clare Reid
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

At St Teresa's we are a Catholic Community, where we are members of God's family. We are a family where everyone feels safe, loved and valued. We help each other reach for the stars, cheering on every achievement and celebrating each other's successes. Together we create a place where everyone has equal opportunities to reach their full potential, making our community happy, inclusive and supportive.

Our Values

Honesty, Fairness, Respect, Kindness, Resilience, Friendship, Determination.

Our Aims

Responsible Citizens

We respect the rights of each other.

We behave in a way that ensures everyone is safe.

We represent the school positively.

We always use good manners.

We are Global Citizens.

We live our Gospel Values every day.

Effective Contributors

We listen carefully to each other.

We value each others opinion.

We share ideas.

We support each other with our work and our wellbeing.

Our whole school community work effectively as part of a team.

Successful Learners

We learn from our mistakes.

We keep trying, even when it is challenging.

We take pride in our work.

We value digital and outdoor learning.

We support children to achieve their potential in all aspects of their education and skills for life.

Confident Individuals

We speak up rather than be a bystander.

We share our God given talents.

We are encouraged to be independent and motivated learners.



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

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

St. Teresa's Primary is a two class Roman Catholic primary school encompassing a 16 place Nursery for per-school age children aged 3-5 years. At present the school is organised into a P1/3 class and a P4/7 class.

Positive Behaviour and Celebrating Success

At St Teresa's, we consider ourselves to be one big family and, as such, we support each other and celebrate success in all forms. Senior pupils' model good behaviour for younger pupils, and all are aware of expectations. Pupils are actively encouraged to show good manners, and all members of the school community are encouraged to show respect for each other, our community and our world.

Pupils are prepared for responsible citizenship by developing values, beliefs and attitudes compatible with living in a modern, democratic and multicultural society. Pupils are expected to develop acceptable standards of behaviour, courtesy and respect to all members of staff and to each other. All adults adopt positive approach to the question of discipline and the relationship between children and adults is based on mutual consideration and respect. All staff in St Teresa's work co-operatively and diligently to develop and maintain positive climate for learning across the school. Good behaviour is promoted through the

provisions of appropriate, interesting learning and teaching experiences, within a well-ordered school environment.

Parental support and co-operation in avoiding and eliminating instances of indiscipline will be sought at an early stage. Whenever appropriate we work co-operatively with parents, psychologist services, social work department and police to promote positive behaviour and support pupils.

Each week at assemblies each class awards a "pupil of the week" to an individual or group of children who have achieved either academically, creatively, sportingly or socially. Pupils are encouraged to share with us the many little successes they have out of school and can bring in awards or certificates gained which will be displayed and re-presented at assembly.

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

Our school colours are navy, sky blue and white. The recommended school uniform is as follows:

- White, sky blue or navy shirt or polo shirt
- School toe – available from the school office
- Navy blue sweatshirt, cardigan or pullover
- Navy blue fleece/ rain jacket.

These are comfortable and practical and provide a corporate identity for pupils, both in school and on outings.

School uniform can be purchased from [St Teresa's RC School – My Clothing](#)

For physical education each pupil requires a pair of shorts, T-shirt and a pair of trainers or gym shoes. In the interest of hygiene and safety all children should change for P.E.

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)

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.

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 end of S3. This is the Board 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.

Every child is entitled to a broad general education, whatever their level and ability. Every teacher is responsible for literacy and numeracy which unlock other subjects and are vital to everyday life.

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

It is customary when children are learning to read, for teachers to set reading/phonics homework each night. Parents are asked to co-operate by listening to their child read and discussing the content of stories and illustrations with them.

Other pieces of homework including spelling and personal research tasks will be set regularly in the upper stages of the primary school. There are many ways in which you can support your child's learning, and we would be delighted to welcome you into school. The expertise of parents can be a wonderful resource and can enhance the learning of the children. There are also regular opportunities for you to help, for example on school trips or at events planned within the school.

For prolonged or regular engagement parents would be required to undertake a PVG check and follow the school policy for volunteers in school which can be obtained through the school office.

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

In the current school session, our focus is to raise attainment in literacy and numeracy. A particular focus on Listening and Talking skills across the school. Staff will be involved with a pilot writing programme to improve confidence and raise attainment in writing in the latter terms of the school year. We put a great emphasis on the health and wellbeing of all members of our school community and work



to ensure a healthy mind and body. We have established Pupil Groups this session where pupils have the opportunity to work with others in the school and transfer their learning into other areas. Examples of our pupil groups are: Fairtrade, Pupil Council and Gardening. We encourage parents to help with these activities.

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](#)

