

Welcome to  
**North West Community Campus Primary School**



December 2024

# Information at a Glance

## School Address

North West Community Campus  
Alloway Road  
Lochside  
Dumfries

DG1 9DF

Phone: 01387 245 100

Email address:

[gw18officenorthwest@ea.dumgal.sch.uk](mailto:gw18officenorthwest@ea.dumgal.sch.uk)

Parent Council Chairperson: Stacey Candler

Parent Council email:

Head Teacher Mr Bradey Maxwell-Grierson

School Roll 302

Denomination Status Non denominational

Status of Gaelic Not taught

## School Staff:

### Teaching Staff

Depute Head Teacher Miss Emma Henry

Principal Teacher (Learning Centre) Mrs Wendy Thin

Principal Teacher (P1-P3) Mrs Carol Maxwell

Principal Teacher (P4-P7) Mr Darren Malin

P1 Miss Reece Russell /  
Mrs Michelle McCutcheon

P1/2 Mrs Louise James

P2 Miss Beth Allen

P3A Mrs Laura Whillis /  
Miss Astrid Lyttle

P3B Miss Sarah Hamilton

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

P4A Mrs Ashley Campbell /

Mrs Catriona Love

P4B Mr Greg Clark

P5 Mr Chris Palmer

P5/6 Miss Sarah Hogg /

Mr Chris Palmer

P6/7 Mr Darren Malin

P7A Miss Klaudia Zeman

P7B Mrs Clare Kirkpatrick /

Mrs Catriona Love

Nurture Miss Aileen Bell

Learning Centre

Mrs Wendy Thin / Miss Amber Dalton / Miss Tracy  
Milligan

Additional Support for Learning

Mrs Danielle Sharpe / Mrs Rachael McCubbin

### Auxiliary Staff

Learning Assistants

Mrs Tracey Anderson

Mrs Aimee Burnett

Miss Jennifer Campbell

Mr Paul Lockhart

Mrs Lynette Moore

Miss Alex Pattterson

Mrs Tracey Roberts

Mrs Angela Williamson

Miss Maureen Shuttleworth

Admin Staff

Mrs Latimer

Mrs Hoskins

Miss Young

Mrs Hannah Bell

Miss Alicen Byres

Mrs Karen Kerr

Ms Tracey McCutcheon

Mrs Tracey Moore

Mrs Angela Pool

Mrs Stacy Ronald

Miss Sarah Westgarth

Miss Nisbet

Mrs Johnstone

## The School Day

### Primary School

Timings of the school day to be amended as follows:

9am Start of the school day

10.30 – 10.45am Morning break (P1-P7)

12-12.45pm Lunch (P1-4)

12.30-1.15pm Lunch (P5-P7)

3pm End of the school day

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

We have clear systems in place for communication with families to keep them informed about school activities. A variety of methods and approaches are used by our school to communicate with parents/ carers including face to face, Group Call, Parents Portal, our school website and social media- our Facebook page is "NWCC Nursery & Primary". Consideration will always be given when communicating with parents who have technology and language barriers. We ensure that parents know who to contact when they wish to discuss their child's learning or wellbeing and we make sure parents are given adequate time and support. Parents are welcome to contact the school at any time to arrange an opportunity to discuss any matter with the Class Teacher, Principal Teacher, Depute Head Teacher or Head Teacher.

## Welcome from the Head Teacher

Dear Parent / Carer

Welcome to North West Community Campus Nursery and Primary. I am delighted to welcome you to our school handbook. I hope that the information that you will find in our handbook will be helpful, however, we have a large team of dedicated staff and enthusiastic learners who would be delighted to support you in learning more about our wonderful school.

As a school, we pride ourselves on developing positive relationships with learners, families, staff, and other partners. Our staff are committed to creating a safe learning environment for all of our learners while adopting a nurturing approach. We value each child as an individual and strive to do our very best for everyone.

Please do not hesitate to get in touch if you have any queries.

Kind regards,

**Mr. B Maxwell-Grierson**  
Acting 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

In January 2025, we reviewed our Primary School Vision with all learners, staff and families. Following consultation, we created a Vision statement that reflects who we are and what is important to us. Our Vision statement for our Primary is that:

At NWCC Primary we are a TEAM. We are Relational, Resilient, Embracing Challenge and Self-Motivated. Every child is supported to discover their inner superhero and reach their full potential.



We have also been awarded our Silver Rights Respecting Schools award and are proud to support children's understanding of the UN Conventions on the Rights of the Child. We look for opportunities to embed Children's Rights across our Curriculum.

### Our Values

We refer to our school values as Learning Powers. Our Learning Powers are incorporated in all that we learn and do in school and we celebrate the achievements of our learners using them. They are as follows:

- Relational
- Resilient
- Self-Motivated
- Embracing Challenge

### Our School Rules

In school, we have 3 school rules that we demonstrate indoors and outdoors. They are:

- Be Safe
- Be Respectful
- Be Ready to Learn

We actively provide leadership roles for our learners and are proud to have every child in our school work within a Pupil Leadership Group. These are as follows:

- Digital Leaders
- Accelerated Reading Leaders
- Learning and Teaching/PEF
- Health & Wellbeing Heroes
- Wider Achievement
- Sports Scotland Ambassadors
- House Captains
- Fundraising/Charity
- Learner Council
- Eco-Warriors
- Rights Respecting Schools
- Junior Road Safety Officers/Active Travel
- Playground/Garden
- Equalities
- Hi5

## 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)

Our classes comprise of straight and composite classes. We also have a Learning Centre with access to their own indoor and outdoor spaces.

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

### Positive Behaviour and Celebrating Success

We pride ourselves on establishing positive relationships with all learners. Each classroom creates a Class Charter at the beginning of the school year in line with the United Conventions on Rights of the Child.

We are a solution-focused school and have a restorative approach when supporting learners to understand their behaviours – our positive relationships framework supports this. Our restorative conversations focus on our school rules of Being Safe, Being Respectful and Being Ready to Learn.

Each week, we celebrate the success of our learners at assembly. We celebrate a 'Star Pupil' from each class as well as celebrating a Learning Power award winner. Our children work towards earning house points in school – house points are linked to our school rules and learning powers. We love getting together to celebrate the wonderful achievements of our learners.

Class Teachers will initially contact families if they become concerned with the behaviour of a

child. Where this behaviour continues to escalate, supportive meetings will be arranged with the family, the Class Teacher and a member of our Senior Leadership Team.

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

## School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. For more information on School Uniform, Dress Code, and School Clothing Grants visit [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

A school uniform provides a sense of belonging so we encourage all children to come to school dressed according to our uniform policy. Our uniform is as follows:

- Black trousers/skirt or a purple or black dress
- Purple polo shirt (with or without our school logo)
- Black jumper or cardigan (with or without the school logo)
- Black footwear

Please note that items of clothing with spots logo are not permitted.

Children should also come to school prepared with a PE kit as follows:

- Black shorts
- White T shirt
- Black footwear

School uniform (with a logo) can be purchased online <https://myclothing.com/collections/north-west-community-campus-pupil-uniform-26222>

We have a number of uniform items available in school free of charge. Please let us know if you would like any support with this.

## 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.

Our curriculum has been developed by our staff through the four contexts for learning: ethos and life of the school in the community, the eight curricular areas, inter disciplinary learning and the celebration of success and wider achievement. We use the four contexts to capture pupil voice in relation to intended learning. This creates an inclusive and respectful environment where children feel listened to.

Inter disciplinary learning is planned for with the children, helping children make connections between different subjects and areas of learning.

We have a focus on participation and strive to provide wider achievement opportunities across our Curriculum.



## 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

Following consultation with staff, learners and families, we created a home learning policy that clearly outlines what the expectation is with homework across each stage in the school. This is regularly reviewed and amended where applicable. In addition, we will always support families who would like to access further home learning activities through signposting. We recognise the pressure that homework can put on families, and following engagement with research, we agreed that we would not provide frequent nor compulsory homework.

Year	Homework
P1	Weekly flash cards focusing on sounds and tricky words that have been taught in class. Suggested Numeracy grid issued once per term.
P2	Weekly flash cards focusing on sounds and tricky words that have been taught in class. A list of suggested reading materials will be provided termly by the class teacher.
P3	Suggested Numeracy grid issued once per term. A list of suggested reading materials will be provided termly by the class teacher. 1 x solo talk.
P4	Suggested weekly reading activities provided on MyOn* by the class teacher. Suggested topic grid and Numeracy grid issued once per term. 1 x solo talk.
P5	Suggested weekly reading activities provided on MyOn* by the class teacher. Suggested topic and Numeracy grid issued once per term. 1 x solo talk
P6	Suggested weekly reading activities provided on MyOn* by the class teacher. 1 x topic project/activity. Suggested Numeracy grid issued once per term.
P7	Suggested weekly reading activities provided on MyOn* by the class teacher. 1 x topic project/activity. Suggested Numeracy grid issued once per term.

## 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)

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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)



## 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](#)

