



Welcome to

# Kirkgunzeon Primary School



December 2025

# Information at a Glance

## School Address

Kirkgunzeon Primary school,  
Kirkgunzeon, Dumfries,  
DG2 8LA

Phone: 01387 760221

## Email address:

[gw08officekirkgunzeo@ea.dumgal.sch.uk](mailto:gw08officekirkgunzeo@ea.dumgal.sch.uk)

**Parent Council Chairperson:** Mr Dean Bryson

**Parent Council email:** [kirkgunzeonpc@gmail.com](mailto:kirkgunzeonpc@gmail.com)

**Head Teacher** Mrs Aleksandra Stores

**School Roll** 29

**Denomination Status** Non-denominational

**Status of Gaelic** Not taught

## School Staff:

### Teaching Staff

P1 to P3	Mrs Sarah Magee (Mon, Tue)
	Mrs Kay Miller (Tue, Wed, Thur, PT Fri)
P4 to 7	Mrs Sarah Jahn (PT Mon-Thurs)
	Mrs Sarah Magee (Fri)
Support Teacher	Mrs Joanne Harris
Additional Support for Learning Teacher	Wendy Fortnum

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

### Auxiliary Staff

Learning Assistants	Miss Nicola Thomson (Wed, Thu) Claire Galbraith (Fri)
Senior Clerical Assistant	Mrs Lorna Connelly
Catering Assistant	Ms Marta Borowska
Facilities Assistant	Mr Ron Smith
Cleaner	Ms Chara Wallace

### The School Day

#### Primary School

9am	Start of school day
10.45am to 11am	Morning interval
12.30pm to 1.15pm	Lunchtime
3pm	End of school day

School term dates can be found at:

[www.dumfriesandgalloway.gov.uk/schools-learning/schools/school-term-holiday-dates](http://www.dumfriesandgalloway.gov.uk/schools-learning/schools/school-term-holiday-dates)

### Communicating with home

Positive communication between home and school is actively encouraged to help your child achieve their learning goals and to address any changing needs promptly and effectively. School communicates with home in a range of formal and informal methods such as, weekly maildrop, school and class newsletters, annual report cards, family conversation meetings, open afternoons, texts, letters and emails. We post photos and regular updates on our DOJO app to celebrate our learning with our school families. A noticeboard outside the school and regular newspaper updates allows us to share events with our community.



## Welcome from the Head Teacher

Dear Parent / Carer

On behalf of the staff and pupils at Kirkgunzeon Primary School, I warmly welcome you and your family to our school and partnership. We are very proud of our rural setting on the edge of Kirkgunzeon Village, surrounded by the beautiful Galloway countryside.

Our aim is for every child to feel supported and challenged, enabling them to reach their full potential as independent, confident and successful learners. We are committed to fostering a friendly, inclusive and positive environment where children can thrive.

This handbook provides key information to help you and your child settle into school life. If you have any questions or you would like further details, please don't hesitate to get in touch.

Warm regards,

**Mrs Aleksandra Stores**  
Headteacher

**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 school community aims to provide a nurturing, safe and creative environment where all children are supported and empowered to become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

Our vision statement is:

## 'Small Schools, Big Achievers!'

Our values spell out REACH as we plan to reach out to those in our school, partnership and community:

- Respect
- Equity
- Achievement
- Courage
- Honesty

Kirkgunzeon Primary aims to make all learners and staff feel:

**S**afe  
**H**ealthy  
**A**ctive  
**N**urtured  
**A**chieving  
**R**espected  
**R**esponsible and  
**I**ncluded

We focus on promoting the positive in all that we do and setting a good example to others. Our school's nurturing ethos encourages all our learners to have the courage to work hard, dream big and aim high to achieve their goals. Regular opportunities for the Pupil Voice are key to our learners feeling valued and involved in school improvement, to ensure we continually aspire to be the best that we can be.



## 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'. Visit [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk) to find out how you can do this. At this point an Officer will contact you, discuss the issue and direct your enquiry as appropriate.

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.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.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.

### Primary School Class Organisation

Within education our clear purpose is to bring about success for all our young people through raising levels of achievement, attainment, and participation.

For more information on school class organisation please visit [Class Organisation Leaflet](#)

### Our classes at Kirkgunzeon are:

P1 to P3 classroom

P4 to P7 classroom

For more information please see the

[Education Authority Handbook](#)

### Positive Behaviour and Celebrating Success

As a Rights Respecting School, we are committed to ensuring that children's rights are embedded in our ethos and culture. We are committed to providing a happy, safe, welcoming, nurturing, calm and purposeful school environment. Positive classroom management is built around respect and consideration for others to help ensure the safety of staff, pupils and the environment in our school and across the partnership.

Weekly assemblies are held to celebrate pupil successes and recognise those who have demonstrated themselves to be successful learners, confident individuals, responsible citizens and effective contributors. The Headteacher issues a certificate to pupils who demonstrate the school values and/or a UNCRC Right to others. We use our interactive wall displays to highlight our super work and hold regular open days to welcome our community in to celebrate our learning with us.

Where a pupil does not follow the expectations, the teacher will review the situation with the child to help them reflect on their actions and support positive next steps to help avoid further incidents which may impact on the safety of others. The school recognises the vital part to be played by full co-operation between parents/carers and school where any behavioural difficulties arise. In such cases, an early referral to home will be made. 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.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

All Dumfries and Galloway schools must have a dress code that encourages pupils to dress in a way appropriate to attendance at school. Our uniform consists of a white polo shirt or shirt, royal blue sweatshirt, dark coloured trousers/skirts and indoor shoes. As well as being smart, our school uniform is very easy to wear

Uniform should be ordered using this link <http://kirkgunzeonps.imagescotland.com>

We sometimes have 'pre-loved' items available in the school office.

## 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.

For further information and an application please visit [www.dumfriesandgalloway.gov.uk](https://www.dumfriesandgalloway.gov.uk)

Education and Learning Directorate are committed to supporting families through their Anti-Poverty Strategy – details of which can be found at [costofliving.dumfriesandgalloway.gov.uk/cost-living-support](https://costofliving.dumfriesandgalloway.gov.uk/cost-living-support) 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 8,9,10 and 11)**

### 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.dumfriesandgalloway.gov.uk](https://www.dumfriesandgalloway.gov.uk)

#### 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.dumfriesandgalloway.gov.uk](https://www.dumfriesandgalloway.gov.uk)

#### 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 [www.dumfriesandgalloway.gov.uk](https://www.dumfriesandgalloway.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.

**Parents/Carers - Please register your child with the catering team as soon as you are aware of any allergens 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 [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

## 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 [freebus.scot](http://freebus.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.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.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

[Education Authority Handbook](#)

## 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.

Dumfries and Galloway Council have developed a dedicated [resource hub](#) for parents and carers, where you will find support and guidance in relation to supporting your child's regular attendance at school. Resources can be found at:

[blogs.glowscotland.org.uk](http://blogs.glowscotland.org.uk)

## 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.

- Literacy includes reading, writing, listening and talking skills, and Modern Languages. We are currently developing the 'Creating a Balanced Writer' to help raise attainment in writing.
- Numeracy and Maths covers number skills and mathematical concepts such as measure and shape. We are using the Framework for Numeracy to build confidence and agility in the accurate recall of number knowledge.
- Religious and Moral Education develops pupils' spiritual, moral, social and cultural values through the teachings of Christianity, Other World Religions and personal and social development, delivered by the class teachers.
- Inter-Disciplinary Learning helps learners make connections across different areas of learning. Our IDL topics include themes like The Vikings and Our Local Village.
- Expressive Arts (Art & Design, Dance, Drama and Music) are delivered both as unique topics and within IDL. We benefit from Scots music input by Youth Music Initiative each year.

- STEM (Science, Technology, Engineering and Maths) skills prepare learners for the jobs of tomorrow, encouraging them to generate, understand and analyse data.
- Health and Wellbeing input develops social, emotional and physical health. We refer to the Skills for Life programme to promote discussion of feelings and emotions. All children have an entitlement to two hours quality P.E. per week.
- Learning for Sustainability (Lfs) helps us think about our role in society and the impact our actions have on each other and the environment.

Where relevant, we work with our partners and local community to provide opportunities for children to learn from real life contexts.

## 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.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

Visit [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk) for more information on parental involvement.

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 (NPF5)

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

Reading and spelling/phonics are the focus of our regular homework tasks. Sumdog is an online literacy and numeracy program we use; the teacher sets activities for each child which can be completed at school and home so we encourage them to login regularly to help reinforce skills taught within the classroom and allow you to watch their learning in action. From time to time, personal projects, research and presentations will be issued to complete at home to help learners demonstrate their ability to transfer their skills in new contexts.

Support from home is key to successful learning and the teacher will send home guidance, advice and helpful hints throughout the year and is also contactable through the school office or the home-school diary.



Finding a quiet spot free from distraction and identifying a regular time to complete tasks at home will help you and your child learn together most effectively at home. Any other informal opportunities to talk, count and read together will help develop your child's core literacy, numeracy and wellbeing skills and we are most grateful for this.

## 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.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.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.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk) and on page 21 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 [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

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 [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk) Information regarding catchment areas can be found on the Council's website by accessing [Near Me](#).

### 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.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

In May/June of each year, the school publishes a Standards & Quality Report providing all stakeholders with a summary of the school's work and learners' achievements over the last year and the key areas for development for the following year. This year we are focussing on:

- Learning and Teaching – Raising attainment in writing
- Learning and Teaching – Moderation of pathways
- Achieve the Gold Rights Respecting School Award.

A Full School Improvement Plan is available on the council website, and a summary to parents is sent through the school email.

## 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.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

### Data Protection

Visit [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk) for information on how the Council uses personal data.

### 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 [Safe Digital Learning and Social Media Leaflet](#)

