



Welcome to  
**Beattock Primary School**



December 2025

# Information at a Glance

## School Address

Beattock Primary School, Craigiels Park, Beattock,  
DG10 9RB

Phone: 01683 300 363

## Email address:

[gw08offiebeattock@ea.dumgal.sch.uk](mailto:gw08offiebeattock@ea.dumgal.sch.uk)

## Head Teacher

Mr Chris Palmer

## School Roll

35

## Nursery Roll

11

## Denomination Status

Non-denominational

## Status of Gaelic

Not currently taught

## School Staff:

### Teaching Staff

Principal Teacher and P1-4 Class Teacher  
Mrs Hazel Graham

P5-7 Class Teacher (August-December)  
Miss Lauren Henderson

P5-7 Class Teacher (January-July)  
Miss Danielle Malyon

### Auxiliary Staff

Nursery Manager Miss Jill Murray

Early Years Practitioners Ms Sarah Dowson  
Miss Justyna Musiej  
Mrs Monika Proudfoot

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

### Early Years Support Assistant

Mrs Samantha Taylor

### Senior Clerical Assistant, Learning Assistant and Crossing Patrol

Mrs Tracy McKinstry

### Learning Assistant and Janitor

Mrs Sonia Martin

### Cleaner

Mrs Myra Boa

### Catering Assistant

Miss Donna Eddleston

## The School Day

The school gates are opened at 08.45

### Primary School

9am School Starts

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

We can be contacted by e-mail, telephone, group call text messages or face to face. There 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.



## Welcome from the Head Teacher

Dear Parent / Carer

The staff and children at Beattock Primary School extend a warm welcome to all parents/carers, friends and visitors. It is our aim to ensure that our school is a happy, nurturing and stimulating environment where every child feels safe, valued, achieves their potential and strives to be the best they can be. Working in partnership with families and the school community is at the centre of what we do at Beattock and we pride ourselves on the positive relationships which exist between home and school.

This handbook is designed to help you familiarise you with different aspects of school life in our school. Should you require any additional information please do not hesitate to get in touch.

I look forward to working with you all and am confident that we can provide the best lifelong learning skills and educational experiences for your child as we move forward together.

Yours sincerely

**Mr Chris Palmer**  
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

As a school we are constantly reflecting on and evaluating our work with pupils, staff, parents and with our partners in the local community.

### **Our school motto/vision statement is:**

“Come aboard our learning journey for life, work and play.”

### **Our agreed values are:**

Respect, Responsibility, Honesty, Kindness, Achievement.

Our aims are to ensure all our pupils develop as:

### **Successful Learners:**

- Children who are motivated and active in their learning
- Children who understand what and why they are learning
- Children who are involved in planning and making choices about their learning
- Children who can think about their learning and setting next steps and how they can improve
- Children who have the opportunity to learn in lots of ways
- Children who are able to apply their learning and are encouraged to solve problems

### **Responsible Citizens:**

- Children who are good role models and are able to respect the needs and feelings of others
- Children who are polite and well behaved: they can take ownership of their actions

- Children who are actively involved in making their school and community a healthier and greener place
- Children who are aware of Scottish culture and all the cultures that make our society.

### **Confident Individuals**

- Children who feel safe, secure and confident in school and display the same confidence in their local/wider community
- Children who know their own strengths and have a ‘can do’ attitude
- Children who can contribute and communicate their opinions and ideas

### **Effective Contributors**

- Children who can take on different roles by working independently and in a team
- Children who work hard to meet the high expectations we have for them
- Children who listen to and value the contributions of others to help them in their learning

### **School Ethos**

In Beattock Primary School, we see our ‘Community’ as the coming together of children, parents/carers, staff and the local and wider community. As a school community, we aim to work together to provide our learners with the best possible education and allow them to become successful, responsible, confident and effective individuals in this 21st century world.

## 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 are multi-composite. We believe that everyone should learn at their own rate. We work closely with families to ensure children are appropriately placed in class.

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

### Positive Behaviour and Celebrating Success

Promoting a positive ethos is at the heart of what we do. All staff strive to promote positive and respectful behaviour throughout the school. Our Relationship Policy has been created with the contribution of stakeholders. The policy sets out clear expectations of all adults and children at Beattock Primary underpinned by UNCRC and GIRFEC principles.

We celebrate success by rewarding certificates at our weekly assemblies. We also acknowledge wider achievement on our whole school achievement train and encourage children to bring in achievements from out with school.

We use a house system whereby each child is assigned to either Craigielslands, Evan or Hartfell. Pupils earn points in a variety of way, e.g. working hard, effort and kindness. Winning houses earn a weekly reward.

In June 2018, we proudly became the first school in Dumfries and Galloway to achieve UNICEF accredited Gold Rights Respecting School status and are delighted to be the first Sustaining Gold School

in the Authority since reaccreditation in 2022. The United Nations Convention on the Rights of the Child (UNCRC) is at the heart of all we do at Beattock Primary School. Each class creates their own charter and we ensure every pupils' rights are met here. We are proud that our pupils are global citizens who engage and explore issues and actively participate and take action.

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)

Beattock Primary's uniform include navy blue jumpers/cardigans/sweatshirts, a white polo shirt/blouse/shirt and grey or black trousers/skirts,. Embroidered school uniform can be ordered directly from Border Embroideries:

<https://www.border-embroideries.co.uk/schools/beattock-primary-school.html>

## 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.

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The curriculum of course, extends beyond the classroom. We look to enhance and embed what the children learn through wider experiences and opportunities. Throughout their time at Beattock Primary, pupils will have the opportunity to participate in a wide range of extra-curricular activities and take on leadership roles through our committees. These committees include Eco Schools, Rights Respecting Schools, Fairtrade and Charities and the Pupil Council.

## 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.

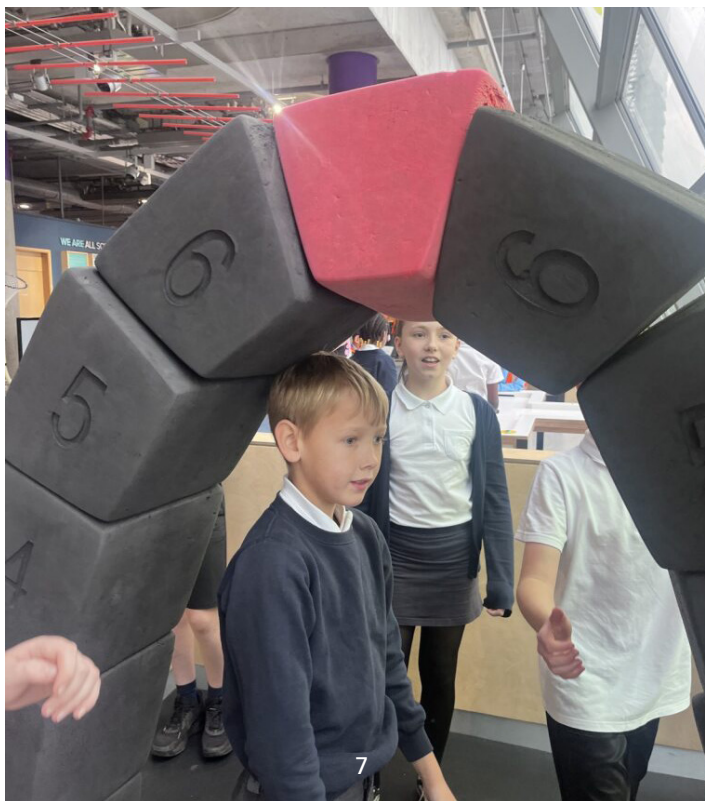
The National Parent Forum of Scotland's (NPFs) Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers: <https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

### 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

Parents have a crucial role to play for homework to be effective. Our Homework Policy is intended to assist parents in helping their child to complete homework tasks. The amount and nature of homework set will vary from stage to stage, and child to child. For example, pupils who are in receipt of learning support may require continual

revision of key facts on a daily basis. The amount of homework set will also vary depending upon the area of study currently undertaken; challenges the child might be experiencing, or indeed a disruption to 'normal' classroom routines (excursions, sports

events). Homework is used to help a child share what they are learning in school with parents/carers. It helps the child to consolidate new skills, to become more secure in their learning and develop attitudes and responsibilities towards their learning. We use

reading records/homework diaries to communicate with home the purpose of the homework. If at any time homework is becoming problematic and you/ your child are becoming stressed about the task then a meeting with the class teacher is recommended so that the difficulties can be rectified and productive homework can begin again.

## 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)

The school works with stakeholders on an annual basis to set improvement priorities for the following academic session.

These improvement priorities are influenced not only by the feedback and information we receive from our pupils, parents/carers and other stakeholders, but also by national improvement priorities. These priorities are then incorporated into our School



Improvement Plan. This plan outlines our key priorities on our young people. This then forms the basis of our work throughout the year and is published on our school website. Progress and evidence towards the targets set out in the School Improvement Plan are shared through our annual Standards and Quality Report. This provides a comprehensive summary of the school's progress in addressing its key priorities and learner's achievements over the last academic year.

## 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](#)

