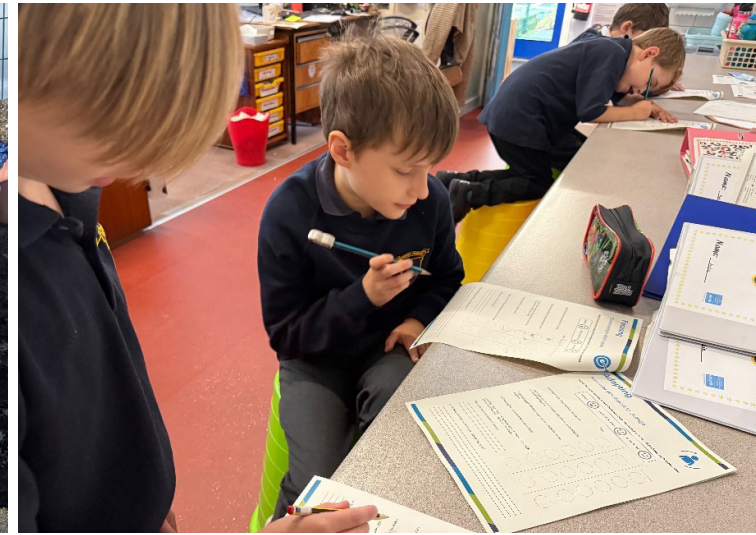


Welcome to  
**Brydekirk Primary School**



December 2025

# Information at a Glance

## School Address

Brydekirk Primary, School Street, Brydekirk, DG12 5LX

Phone: 01461 202 449

## Email address:

[gw08officebrydekirk@ea.dumgal.sch.uk](mailto:gw08officebrydekirk@ea.dumgal.sch.uk)

Parent Council Chairperson: Emma Dinnin

## Parent Council email:

[brydekirkparentcouncil@yahoo.com](mailto:brydekirkparentcouncil@yahoo.com)

## Head Teacher

Mrs Melinda Clark

## School Roll

23

## Denomination Status

Non-denominational

## Status of Gaelic

Not currently taught

## School Staff:

### Teaching Staff

P1 to P3 (Principal Teacher) Ms J Primrose

P4 to P7 Mrs K Brown

RICCT / Management Cover Mrs K Lucas

Support for Learning Teacher Mr M Kay

Music Teacher Ms J Davies

### Auxiliary Staff

Senior Clerical Assistant Mrs E Flett

Janitor Mr W Wyllie

Cleaner Mrs T Cordley

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

## The School Day

The school gates are opened at 8.45am

### Primary School

8.30am The school gates open at

8.50am Pupils can access the building

9am School day starts

10.45am to 11am Morning Interval

12.15pm to 1pm 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

School Offices are not manned on a full-time basis. Where office staff are not available the telephone answering machine will be activated. If your enquiry is not urgent please leave a message, if your enquiry requires an immediate response please contact our partnership school Hoddum Primary on 01576300613 and your call will be redirected appropriately.

Group Call is used to communicate with parents and parents can also use to communicate with school. The text messaging number is 07860 029328.

Parent's Portal is also used to communicate with parents and for reporting absences. More information will be provided when pupils are registered at school.



## Welcome from the Head Teacher

Dear Parent / Carer

On behalf of everyone at Brydekirk Primary School, I would like to say hello and welcome.

At Brydekirk we have a clear vision for learning. Staff create a happy, nurturing and safe learning environment, where everyone is respected and included. Through positive learning experiences at school, at home and in the wider community, pupils are supported on their journey to achieving their goals and realizing their full potential. We aim to help all our pupils become: Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

Close working relationships between pupils, parents and staff build a spirit of teamwork and trust. We value partnership and community links and welcome the creativity and support of local people. We also aim to contribute to our local community and enjoy participating in local initiatives which make us proud of our local heritage and culture.

Yours sincerely

**Mrs Melinda Clark**  
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

### Vision

To educate our children for their future.

### Values

#### To PERRRfect

At Brydekirk, we strive to be the best version of ourselves and work to perfect everything that we do. Our values are an integral part of school life and mould our culture and ethos. Our values are

**Positivity:** we have a positive outlook which helps us all to learn and grow.

**Engaged:** we are actively involved in our learning in all areas of the curriculum. This means that we are highly motivated and committed.

**Respectful:** we are a Gold Rights Respecting School, and we advocate for the rights of all children locally and globally. We are respectful of one another.

**Resilient:** we acknowledge that life presents challenges for us all so we want to make sure that as children and adults we support one another to recover or adjust quickly to difficult situations.

**Responsible:** as children and adults we want to contribute to the world so we are working to become accountable through being reliable, dependable and trustworthy.

### Aims

To gain core subject, knowledge and skills.

To equip our children with the personal attributes that they will need for their future.

To create a warm learning environment where our children and families are safe, happy, secure and confident.

To build respectful relationships and friendships with our community.

To work towards the goals we set for ourselves and celebrate our achievements.

To lead our own learning through inquiry and play.

To make the most of and enjoy every learning opportunity by using our imagination, taking risks and problem solving independently or as part of a team.

To sustain our environment through working towards the Global Goals so we help to build a greener, fairer, better 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](#)

#### Class Organisation

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure. This will usually be communicated to parents by mid-June.

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

### Positive Behaviour and Celebrating Success

Brydekirk is a Rights Respecting School. Children are expected to develop acceptable standards of behaviour, courtesy & respect to everyone. Adults adopt a positive approach to the question of discipline & the relationship between children & adults is based on mutual consideration & respect. Staff work co-operatively & diligently to develop & maintain a positive climate for learning. Good behaviour is promoted through the provision of appropriate, interesting learning & teaching experiences.

Parental support & co-operation in avoiding & eliminating instances of indiscipline will be sought as needed. Whenever appropriate we work cooperatively with parents, Psychological Services, School Inclusion & other agencies in order to promote positive behaviour & support pupils.

Staff are committed to providing a caring, friendly & safe environment, where pupils learn in a secure

atmosphere in which bullying is considered to be unacceptable.

Our Respect for All Policy aims to:

- Give clear messages that bullying is not acceptable.
- Treat any form of bullying seriously & deal with it in a calm & effective manner.
- Maintain a climate of openness where children & parents can raise issues of bullying.
- Reassure children & parents that all matters of bullying are taken seriously & dealt with effectively.
- Raise awareness of bullying through the curriculum, adopting strategies such as no-blame common concern, peer support, Circle Time discussions & Restorative Practice.

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)

The school uniform is fully supported by all our parents and pupils. Uniform order forms are sent home once a year and requests for further order forms can be made through the school office. Our uniform consists of a white/blue/navy polo-shirt, navy sweater/cardigan with a school badge, black/grey trousers/skirts. In summer many girls wear a navy school summer dress and many boys prefer black/grey school shorts.

## 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.

Pupils will be supported in collecting evidence of their achievements in the Learning Journal app. Children and parents are encouraged to comment on work that is shared with home: children find parental feedback very motivating to continue to produce the very highest quality of work. If you are unsure of how to access our Learning Journals, please contact the school office and we will arrange assistance.

## 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

We operate a regular homework programme:

- To reinforce and revise class work
- To promote responsibility for pupils' own learning
- To promote home/school links

All pupils follow a weekly homework programme, which may include reading, spelling, maths and additional activities related to class work. Children are given reading throughout the week. This should be heard by an adult until the child starts to read longer more complex books. At this point parents should ask the child about their reading once they are finished. This encourages children to think about what they have read and improves their comprehension skills.

We really appreciate the time parents spend encouraging and supporting their child with homework. This helps build up a routine and attitude which will help them greatly in life beyond primary school. We encourage you to work with your child to ensure work is neat and well presented, giving your child help and support when needed. It's important to be encouraging without pressurising.

Some children will require some additional support. Where this is the case, we will be in touch to discuss the supports that we are putting in place and how we can work together to ensure the best possible outcome.

## 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)

Each year, we choose key areas to improve learning for every pupil, based on feedback from children, families, and staff. This year, we're focusing on:

#### 1. Child-Led Learning

Children explore their interests through play and discovery. Teachers will create engaging provocations, observe learning more closely, and ask open questions to deepen thinking.



#### 2. Curriculum Rationale with the Community

We're shaping a curriculum that reflects Brydekirk's values. Families, pupils, and local partners will help define what we teach and how children learn. Share your views via surveys, meetings, or informal chats.

#### 3. Teaching, Learning and Assessment

Staff will work with cluster schools to refine teaching strategies—like better questioning and boosting pupil engagement. We'll improve how we assess progress and design activities that get children more involved.

#### Benefits for Your Child

- More chances to follow their interests and think independently.
- Teaching based on current research and tailored to their progress.
- A curriculum shaped by our community.

#### Get Involved

Watch for newsletters and surveys, talk with your child about their learning, or contact the school to share ideas.

## 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](#)

