



Welcome to

Caerlaverock Primary School



December 2025

Information at a Glance

School Address

Caerlaverock Primary School
Church Street, Glencaple, Dumfries and Galloway
DG1 4QU

Email address:

gw08officecaerlaverock@ea.dumgal.sch.uk

Parent Council Chairperson	Darren Young
Head Teacher	Mrs Karen Scriven
School Roll	26
Denomination Status	Non-denominational
Status of Gaelic	Not taught

School Staff:

Teaching Staff

P1/2/3	Mrs Thomson (PT – M/T/W/Th)
	Mrs McGinley
P4/5/6/7	Mrs Caprani (Principal Teacher - F)
	Mrs McGinley

Additional Support for Learning Teacher	Mrs White
Learning Assistant	Mrs Scott
Clerical Assistant	Mrs Spence
Quality Improvement Officer	Mrs Burnett

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

Auxiliary Staff

Catering	Mrs Bonar
Playground Supervisor	Mrs Jackson
Janitor	Mr McQueen
Cleaner	TBC

The School Day

The school gates are opened at	8.45am
School starts	9.00am
Interval	10.35am to 10.55am
Lunch	12.30pm to 1.20pm
School finishes	3.10pm

School term dates can be found at:

www.dumfriesandgalloway.gov.uk/schools-learning/schools/school-term-holiday-dates

Communicating with home

We produce a 'Caerlaverock News' Newsletter every 2 weeks for parents/carers. This is to share the learning and teaching experiences of the children, supported with photographic evidence, of the ongoing activities that take place across the school weeks. We use Class Dojo to share school events and photographs. We liaise directly with parents through our Groupcall system from school via email or text message. Parents can also reach the school through the school email account or telephone directly.



Welcome from the Head Teacher

Dear Parent / Carer

The staff and children of Caerlaverock Primary School extend a warm welcome to all parents, friends and visitors to our school. We want our school to be a happy, caring and stimulating place for everyone, and welcome your assistance and co-operation in achieving this. Parents, carers and families are by far the most important influences in a child's life. Their support can play a vital role at all stages of education. Parents who take on a supportive role in their children's learning make a difference in improving achievement and behaviour. The active involvement of parents can help promote a learning community in which children and young people can engage positively with practitioners and their peers. I look forward to meeting and working with you to ensure that your child's primary education is both a happy and rewarding experience.

Yours sincerely

Karen Scriven
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

Caerlaverock – Motto – Small, but mighty

School Aims

- To take responsibility for our own learning in health and wellbeing, literacy and numeracy
- To self-evaluate our own learning in order to celebrate our successes and find next steps
- To improve and use teamwork and cooperation, in school and out
- To be responsible and caring, in school and out
- To share our thinking and ideas with others

Our aims help us to deliver a Curriculum for Excellence and allow us to develop Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

School Ethos

We are given the opportunity to achieve our full potential and develop our skills for learning, life and work. Through learning in a caring, stimulating, enterprising and safe environment, and through working with our partners, we shall have the self-belief and motivation to prepare us for our next chapter.

Our values

- Teamwork
- Friendship
- Independence
- Self-belief

Achievement

We are in partnership with Brownhall Primary School. We are affectionately and collectively known as Brownrock and our school / partnership mascot is Brownrock Bear. Our Partnership Mission Statement is: We are aware that it is important to see our schools as one piece in the jigsaw that makes up the wider community. There is a huge range of people involved in the day-to-day life of our schools, and only when we work in partnership can our schools be fully effective.



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 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

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](#)

We have two multi-composite classes. The Education Service supports composite class groups based on a pupil's age. Your child's date of birth determines the class in which they are placed.

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

Positive Behaviour and Celebrating Success

Promoting Positive Behaviour

It is the aim of the school to create a happy relaxed yet purposeful atmosphere in which children can develop self-discipline and consideration for others. Our children are supervised throughout the day and there is always an adult available should children want to discuss any concerns or worries. Staff have consistent clear and high expectations of pupils with regard to acceptable behaviour. The school recognises the vital part to be played by co-operation between home and school. Should behavioural difficulties arise, an early referral to parents will be made and possible courses of action will be explored together. Full support of parents is expected to ensure the child conforms to the behaviour norms of the school. If, in the rare and serious event when all else fails, Authority Policy regarding exclusion will be followed.

Celebrating Successes

During assemblies we congratulate the pupil voted for demonstrating the 'Value' of the week. 'Being Well' and 'Doing Well' certificates are awarded every fortnight for each award. We have two houses: Nith (blue) and Criffel (red). Each child gains credit for academic, social, physical and creative achievements throughout the week and these are converted into points. Assemblies are also an opportune time for the whole school to recognise personal wider achievements of pupils both inside and outside school.

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. This code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, poverty or disability. Parents are expected to support the dress code. For more information on School Uniform, Dress Code, and School Clothing Grants visit www.dumfriesandgalloway.gov.uk

Clothing which is unacceptable are items that:

- Could potentially encourage factions (eg football colours).
- Could cause offence (eg anti-religious or political slogans).
- Could cause health and safety difficulties
- Are of flammable materials which may be a danger
- Could cause damage to floors
- Carry advertising, in particular for alcohol or tobacco
- Could be used to inflict damage on other pupils

Financial Support for Children and Families

Grants and Bursaries

Scottish Child Payment

Scottish Child Payment helps towards the costs of supporting your family. It's a weekly payment of £25 that you can get for every child you look after who's under 16 years of age. You'll get the payment every 4 weeks if your application is successful.

Further information and an application can be made at: mygov.scot website or call us on 0800 182 2222.

Best Start Grant

Best Start Grant and Best Start Foods are payments that help towards the costs of being pregnant or looking after a child. Best Start Grant is made up of 3 one-off payments:

- Pregnancy and Baby Payment
- Early Learning Payment
- School Age Payment

Best Start Foods is a prepaid card that can be used in shops or online to buy healthy foods like milk or fruit. The payments you can get now will depend on:

- how far along in your pregnancy you are
- how old your child is

Further information and an application can be made at: mygov.scot website

Clothing Grant

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is presently £134 per primary school child and £150 per secondary school child.

For further information and an application please visit 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 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

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

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 or the Solutions Centre on 01387 271 112 or 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

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 (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

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

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.

There are detailed Experiences and Outcomes for all subjects available on the Education Scotland website; teachers work to deliver these, and the progress of learners is measured in the achievement of Outcomes. Reporting to parents includes information about children's progress through the Levels.

At Caerlaverock we encourage pupils to take part in a variety of activities. Volunteers, School staff, Active Schools and parents/friends of the school who give their time and talents generously, helps to provide pupils with opportunities in a variety of activities.

We endeavour to take the pupils out with the school on a regular basis to extend their education. We are fortunate to have a wealth of educationally rich resources in the near vicinity. We aim to take pupils to appropriate venues to support the Interdisciplinary learning programme of topics.

We also encourage visitors to come into school to enhance the curriculum. We have had drama and storytelling groups and science workshops. We also have regular visits from the emergency services: Fire Brigade and Police. We attempt to provide a residential experience for senior pupils on a bi-annual basis. We visit Manor Adventure at Lockerbie along with pupils from other small schools and Brownhall Primary. On these visits we aim to foster team building, social skills and empathy. Pupils have great fun and take part in a selection of outdoor education activities.

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

Visit 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

Purposes/Aims of Home Learning

- To continue to build on prior learning that has taken place in school
- To encourage each child to develop his/her skills in various contexts out with the classroom
- To provide an opportunity for parents to become more involved in their child's learning
- To foster good home/school working relations which benefit each child's development

The amount and frequency of home learning will vary throughout the year, and will be managed by the teacher, with regard to the needs of the children and home setting. Parents are encouraged to seize this opportunity to work alongside their children and learn more about their child's knowledge, skills and abilities. Effective two-way communication is essential; please make contact with the school to discuss further with a member of staff.

We make opportunities to invite parents/carers into school for an informal 'Caerlaverock Chatter'. We sometimes use themes or topics that are raised by parents/carers to chat about in order to support families with their child's learning.



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 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 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

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 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

School Improvement Priorities:

1. To further improve the quality of learning, teaching and assessment through targeted professional learning for staff:
 - Review and improve teaching of writing including mechanics of writing and writing for different purposes



- Assessment of writing and link to four stages of progress
 - Moderation of writing in small rural schools and larger schools at cluster level
2. Develop opportunities for cross cluster moderation of ACEL both in-person and through a digital platform:
 - Develop proforma for moderation in partnership with Authority Advisor and Quality Improvement Officer at cluster level based on national moderation model
 - Engagement in in-person moderation
 - Develop digital platform to support practitioner judgement of ACEL
 3. To achieve Silver Rights Respecting School (RRS) at accreditation 2025-26:
 - A Brownrock Staff RRS steering group will be established
 - Each partnership school will establish a RRS steering group made up of pupils, school staff, parents, partners and members of the community.
 - Additional opportunities will be provided for family engagement through information shared via Newletters, Dojo and 'Caerlaverock Chatters'.

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

Data Protection

Visit 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](#)

