



Welcome to

Cargenbridge Primary School



December 2025

Information at a Glance

School Address

Cargenbridge Primary School, Waterside Road
Cargenbridge Dumfries DG2 8LL

Email address:

gw08officecargenbrid@ea.dumgal.sch.uk

Parent Council Chairperson Michelle Dunn

Parent Council email

cargenbridgecpa@gmail.com

Head Teacher Elaine Watson

School Roll 118

Nursery Roll 36

Denomination Status Non-denominational

Status of Gaelic Not taught

School Staff:

Teaching Staff

Mrs. Aimee Boardman P1/2

Mrs. Rachel Mahon P2/3

Mrs. Nadine Johnstone
and Mrs. Lyndsey Vivek P3/4

Mrs. Amy Bell P5/6

Miss Claire Marchbank P6/7

To be appointed (RICCT and P1/2 on a
Wednesday)

Additional Support
for Learning Ms. Liz Gorard
(Thursday)

PE Mrs. Jennifer Law

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

Auxiliary Staff

Mrs. Julie Patrick (Learning Assistant)

Mrs. Julie Garside (Learning Assistant)

Secretary Mrs. Fiona Denholm
(W,Th,F)
Mrs. Fiona Byar (M,T)

Facilities Assistant/
Playground Supervisor Mrs. Emma Currie

Catering Supervisor Mrs. Kirsty Rogerson

Catering Assistants Mrs. Claire Jardine

Ms. Lynn Cameron

Active School Coordinator Mrs. Jacqui Byers

The School Day

Start 9am

Morning Break 10.40 to 11.00am

Lunchtime 12.30 to 1.10pm

Finish 3pm

School term dates can be found at:

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

Communicating with home

Communication with all parents is vital and we do so in a variety of ways:

- Our fortnightly newsletter via email or on our facebook page. We send home mail drop on Fridays. Please ensure you check your child's bag for this for communication. We are starting to use Microsoft forms to communicate with parents too.
- Our school noticeboard displays information about our school
- We use text messaging as a simple and quick way to communicate messages to parents
- Opportunities to meet individually or together at various parent events throughout the year.
- Chatting at the beginning and end of the day
- Through emails and facebook
- If you are concerned about anything please speak to a member of staff. Communication is two-way.



Welcome from the Head Teacher

Dear Parent / Carer

The staff and children of Cargenbridge 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 we welcome your assistance and co-operation in achieving this. We are very proud of our school and the real family inclusive friendly ethos we have. We nurture and care for our learners and provide them with a range of exciting learning opportunities in and out of school. Our learners are at the heart of everything we do.

Yours sincerely

Elaine Watson
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

Working Together Learning Together

Our Vision

At Cargenbridge we want learning to be fun, enjoyable and for everyone to have success. We want our pupils to have a thirst for learning and have high aspirations for the future.

Our Aims

At Cargenbridge we make sure our learners are:

- Happy
- Confident
- Nurtured
- Safe
- Have skills for life
- Have strong friendships and relationships
- Respectful to all

Our important values are:

- Resilience
- Kindness
- Inclusive
- Empathy
- Compassion
- Fairness

We are proud of our school.

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](#)

Since this is a rural school most of our classes are composite. We currently have 5 classes. Here is the link to the further information about class organisation.

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

Positive Behaviour and Celebrating Success

At Cargenbridge, a positive learning community is key to effective learning and teaching. This is dependent on positive relationships between all those in school; pupils, staff and parents.

Aims

- To create an atmosphere and ethos of mutual respect, trust and joint responsibility.
- To raise and maintain high standards of attainment and behaviour.
- To involve parents, pupils and staff in setting rules/standards of behaviour within school.
- To help children develop a sense of personal, individual responsibility for his/her own behaviour.

- To enable pupils to manage their own behaviour effectively while respecting the rights of others, build relationships and build their own self esteem.
- To work together positively with parents to support their child's behaviour and learning.

Restorative Approaches are used throughout the school where possible to resolve any disagreements/issues.

Positive Behaviour in the classroom

Research shows that the best way of helping pupils to behave well is to reward appropriate behaviour. Some of the ways we reward our learners are-

- Success is celebrated at weekly assemblies where Student of the Week, Well Done Stickers and our four capacities awards are given.
- Parents and children are encouraged to inform us of achievements so these can be celebrated.
- Children in our Pupil Voice Groups are given extra responsibility.
- House points; The winning house is celebrated at assembly.
- At least twice a term the HT holds a Posh Tea party with chosen children.

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



We have a very smart basic uniform, which consists of:

- Black/grey skirt/pinafore/trousers (no jeans/black jeans)
- Yellow/white polo shirt
- School sweatshirt black/gold (no labels on polo shirts/sweatshirts, other than school badge) or plain black sweatshirt or grey/black jumper
- White shirt/blouse
- School tie for formal occasions
- Yellow gingham dress (summer)
- A pair of indoor non marking shoes to wear in the classroom and for PE.
- T shirt and shorts/joggers for PE. No sports colours

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://www.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://www.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-of-living-support](https://www.costofliving.dumfriesandgalloway.gov.uk/cost-of-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.

Curriculum – including wider achievement and participation

- The school offers a broad, balanced and varied curriculum encompassing the eight curricular areas - Language/Literacy (French & English) (Listening, Talking, Reading, Writing)
- Mathematics/Numeracy
- Health and well being (including PE)
- Science
- Social Studies
- Religious and Moral Education
- Expressive Arts (Music, Art, Drama and Dance)
- Technologies
- Modern languages – French and Spanish from P5-P7

Numeracy, literacy and health and well being are our foundation stones. Skills development is a key aspect of our curriculum. These are developed as part of our positive work with our partners, in particular with Mylar Speciality Films when we take part in World Quality Day challenges and a Careers Project. Community-based activities build the confidence and motivation of our learners and develop their skills for learning, life and work, preparing them for future roles in society. We work with different groups as it

takes "A whole Community to Educate a Child"

We are keen to provide our learners with as many different experiences as possible. Children share with us their achievements in class and at wider achievement assemblies. Children participate in Pupil Voice groups to help move the school forward. We are currently working towards a silver Rights Respecting School Award.

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 (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

At Cargenbridge Primary School we view and value homework as an important and integral part of each child's education. Here at Cargenbridge, homework reinforces classroom learning, encourages the child to develop self discipline, encourages a conscientious attitude to work, helps fulfill individual needs and develops personal interest.

Types and frequency of homework

As children progress through the school there will be variation in the types of homework. In the early years there is a focus on regular and frequent practicing of core skills. As children move through the school there will be an additional focus on using these skills to tackle more complex tasks. At Cargenbridge, we are aware that our pupils and parents are very busy after school attending various after school and evening activities and clubs. We will take this into account when planning and issuing homework. Homework should be a positive experience for everyone. Each class teacher will share with you information about the homework to expect. As appropriate, opportunities for parents/ carers to attend family learning events about the curriculum will be organised

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



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 the development of inclusive practices and the values-based approach of the UNCRC in order to achieve Silver Rights Respecting School Award and the development of effective high-quality learning, teaching and assessment and the effective use of data to identify and support areas for improvement.

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](#)

