



Welcome to  
**Castle Kennedy Primary School**



December 2025

# Information at a Glance

## School Address

Castle Kennedy Primary School, Castle Kennedy,  
Stranraer, DG9 8RY

Phone: 01776 702 988

## Email address:

[gw08officecastlekenn@ea.dumgal.sch.uk](mailto:gw08officecastlekenn@ea.dumgal.sch.uk)

Parent Council Chairperson: Mrs A Milligan

## Parent Council email:

[weeangiepat@hotmail.com](mailto:weeangiepat@hotmail.com)

## Head Teacher

James D Ferguson

## School Roll

30

## Denomination Status

Non-denominational

## Status of Gaelic

Not currently taught

## School Staff:

### Teaching Staff

Principal Teacher

Mrs M. Downie

Teacher Class P1/2/3/4

Mrs J. Gregg  
Mrs M. Downie  
Mrs D. MacKinnon

Teacher Class P5/6/7

Mrs M. Downie  
Mr W. McKenna

Support for

Learning Teacher

Miss M. Baillie

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

### Auxiliary Staff

Support for Learning

Mrs H. Hardy

Assistants

Mrs S. Petrucci

Admin/Clerical

Mrs M. Mitchell

Janitor

Mr G. McGuigan

Playground Supervisor

Mrs H. Hardy

Kitchen Staff

Mrs K. Cousins

Cleaner

Miss R. Smedley

### The School Day

The school gates are opened at 08.45

### Primary School

9am to 10.45am

School starts

10.45am to 11am

Interval

t12.30pm to 1.15pm

Lunch

1.15pm to 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 use the following forms for communicating information home.

**Text:** This is our most frequently used method of communication. Our system allows one mobile number per family.

**Email:** In order to save paper, most of our letters will come via email. Please ensure you provide us with an email address.

**FACEBOOK:** We use this app to share learning and class teachers use it as an extra means of communicating with home.

**Class Dojo:** This app is widely used as a free school communication platform that connects teachers, pupils, and families through various features such as messaging, photo/video sharing, and behaviour management tools.



## Welcome from the Head Teacher

Dear Parent / Carer

Castle Kennedy and Glenluce Primary are partnership schools, and we strive to ensure that all the children are able to reach their full potential, in line with the Education Bill (2015) and the National Improvement Framework.

At Castle Kennedy Primary we 'aspire to inspire'. Education is a genuine partnership between pupils, teachers and parents, and we invite you to join with us in making your child's memories of school days at Castle Kennedy Primary happy and successful ones. As a Gold Rights Respecting school we set and expect a standard where children cooperate and support each other in all aspects of their school life.

I hope that this handbook will answer many of the questions you may have about the school, but please do not hesitate to contact the school if you wish any advice or further information about any aspect of your child's progress or school life.

Kindest regards,

**James D. Ferguson**  
Head Teacher  
Yours sincerely

**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

This school, as a community, will provide a welcoming and secure learning environment in which individuals can fully realise their potential in a climate of mutual respect.

We are committed to ensuring that the Castle Kennedy Primary School community is one in which:

- We trust and respect each individual
- We respect and care for each other and value the diversity which exists among people
- Students develop responsibility for themselves and a sense of self-worth which is strong in success or failure
- There is a policy of inclusion and a commitment to education as a life-long experience for all
- Everyone is kind to each other, and we develop an awareness of our social responsibilities

## School Ethos

This school, as a community, will provide a welcoming and secure learning environment in which individuals can fully realise their potential in a climate of mutual respect. The staff of this school aim to ensure the highest possible levels of achievement of our children. By fostering partnerships with parents/carers, the local community and support networks in the wider community, we endeavour to ensure the educational inclusion of all our children. We work closely with our Education Authority to develop our aim to be an integrated community school, which meets the needs of our children's educational, social, emotional and health needs.



## 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](#)

Currently we have two classes arranged in year groups, P1 to P4 and P5 to P7. In accordance with regional policy, the classes are generally arranged chronologically.

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

### Positive Behaviour and Celebrating Success

To promote positive behaviour all children and staff have a shared understanding of well-being and children's rights and responsibilities. All staff model behaviour which promotes and supports the well-being of all, consequently, an environment of trust exists within the school where children know that they will be listened to, and their thoughts and opinions will be respected. Staff and children work within the framework of GIRFEC (Getting it Right for Every Child) and are familiar with the well-being indicators (Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, Included).

The school promotes outdoor education and physical activity to encourage both physical and mental well-being. Regular opportunities exist for the children to work outdoors through forest schooling. Classes organise their own positive behaviour rewards and there is also a whole school 'House Points system' where children can gain individual points which also count towards the House Cup. Merits are awarded for outstanding work, effort, acts of kindness etc. Throughout the session certificates for

our Achievement Wall are shared and celebrated at Assemblies. Success is also shared through photographs and scanned work on display in the foyer and through Facebook etc. We have five key words which are our 'school values':

**RESPECT   KINDNESS   RESPONSIBILITY  
INCLUSION   HONESTY**

These five words enable pupils and staff to work together to create, agree and uphold our values and have high expectations for positive behaviour and attitude in the class and the playground.

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)

Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. Our school uniform consists of blue sweatshirts / cardigans and red polo shirts which has an embroidered school badge. We also have a fleece and shower proof jackets. These are reasonably priced and of good quality. Current prices are available on request.

## 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.

At Castle Kennedy Primary we are continually reflecting on our curriculum to ensure that we are meeting the needs of all our learners, preparing them for their role in a constantly changing world, to ultimately ensure a positive destination for all.

## 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

The aims and purposes of setting homework are:

- to support and build on classwork
- to make parents aware of the work children are doing in school
- to encourage children to work independently
- to develop perseverance and self-discipline
- to promote good study habits
- to train pupils to plan and organise their time effectively
- to allow preparation for future classwork
- to provide information for parents
- to provide opportunities for individualised work
- to encourage pupils to take responsibility for their own learning
- to create channels for home-school dialogue

Homework is always given out with plenty of time to enable the child to complete the exercise without any pressure. It is felt that supervising homework is one of the ways in which parents can take an active part in their children's education. The type of homework set is left to individual class teachers and the time to be spent on it will probably range from about five minutes per night at the early stages, gradually increasing to a maximum of 30 minutes at the upper stages of the school.

## Support for All

### Support for Learners

All children receive support at school and nursery to help them learn. 'Additional support for learning' is how we describe any support that is extra or different to the help that most children receive. Most of this additional support is provided by teachers in mainstream classes, focussed on learning and support to be fully involved in school life. For the majority of children and young people this will be delivered in a mainstream classroom supported by their classroom teacher for a few this will mean some additional support alongside the classroom teacher, and for a very few this will be part-time or full-time provision in a school with a learning centre or an inclusion base.

More information is available at [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk) and on page 18 of our [Education Authority Handbook](#)

### Getting It Right For Every Child (GIRFEC)

You are the expert on your child and what you think matters. Getting it right for every child (GIRFEC) means that the School will always seek to involve you, to listen to your opinions and take them seriously.

More information is available at [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk) and on page 21 of our [Education Authority Handbook](#)

### Child Protection

All children have the right to be protected from harm, abuse and neglect. The vision for all children and young people in Dumfries and Galloway is that they should be: safe, healthy, achieving, nurtured, active, respected and responsible and included. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well.

Further information can be found at [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

Parents, carers and pupils have a key role in keeping the school community safe. We would therefore urge parents to share any information which would keep everyone safe, and to support and encourage their child(ren) to do the same.

### Enrolment in Schools - School Places

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

### School Improvements

Each year the school will publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents. The plan indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward. Both the report and the plan are published on the school's web-site and are also available in hard copy, on request. A copy can also be found by searching for your school at [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

In June, we publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents.

Our priorities for 25/26 are outlined below:

- Raising attainment for all pupils in reading, writing and maths.



- Making effective use of a range of literacy and numeracy resources. This includes using digital technologies to create and sustain effective, engaging learning environments, as well as provide appropriate support and challenge for all children.
- The embedding of outdoor learning and forest schooling as a key teaching approach to ensure children are meaningfully and actively involved in leading their play and learning.
- Equip our children with the vital digital skills which will lead to improved educational outcomes.
- Pupils will be inspired and motivated to address the challenges of living within the environmental limits of our planet and to build a just, equitable and peaceful society.
- Continue to fully implement the Rights Respecting Schools programme in order to get re accreditation for our current Gold Award Status.

## 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](#)

