



Welcome to
Gretna Primary School



December 2025

Information at a Glance

School Address

Gretna Primary School
Victory Avenue, Gretna, DG16 5AG
Tel: 01461 339105

Email address:
gw08officegretna@ea.dumgal.sch.uk

Parent Council Chairperson Mrs Linzi Davies

Parent Council email
gretnapriaryparentcouncil@gmail.com

Head Teacher	Mrs K A Fraser
School Roll	260
Nursery Roll	60
Denomination Status	Non-denominational
Status of Gaelic	Not taught

School Staff

Headteacher	Mrs K. A. Fraser (Child Protection Officer)
Depute Headteacher	Mrs L. Dignan (Depute CPO)
Principal Teachers	Mrs C. Milligan Mr C. Dolderson

Class Teachers	Mrs M. Adams	Mrs C. Barker
Mrs E. Burgess	Mrs K. Callaghan	Ms J. Davis
Mr C. Dolderson	Mrs A. Graham	Mr A. Gray
Miss E. Holmes	Miss M. Irving	Miss K. Jardine
Miss J. Kirkpatrick	Miss K. Johal	Mrs H. Lucas
Miss K. Miller	Mrs C. Milligan	Mrs A. Todd
Mrs M. O'Connor		

Support for Learning Teachers	Mrs L. Henderson Mrs R. Little
--------------------------------------	-----------------------------------

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

Learning Assistants

Ms A. Allan
Mrs L. Byers
Mrs J. Hogg
Mrs S. McCracken
Miss T. Mitchell
Mr C. McClure-Towers

Mrs J. Aitken
Mrs L. Burgess
Mrs M. Glendinning
Mrs D. McCubbin
Miss E. McMorron
Mrs L. Muir
Mrs C. Riddick

School Secretaries

Mrs S. Bryden
Mrs L. Jackson

Nursery

Nursery Depute Manager

Mrs E. Mechan

Nursery Nurses

Mrs M. Dixon
Mrs M. Glendinning
Miss K. Lamont
Miss E. McMillan

Miss A. Calvert
Mrs S. Glendinning
Mrs B. Irving
Miss R. Nelson

Learning Assistants

Mrs M. Glendinning
Mrs A. Moffat

Early Years Support Assistants

Mrs L. Dalgliesh	Mrs S. Erskine	Miss C. McMillan
Mrs A. Muir	Mrs H. Runcie	

Facilities Assistant

Miss L. Crombie

Crossing Patrol

Mrs M. Fell

Catering

Ms L. Boyd
Miss T. Renwick

Ms L. Dubyk (Manager)
Mrs L. McKenzie
Mrs J. Ward

Cleaning

Mrs J. Mossop
Mrs E. White

Ms L. Boyd
Mrs L. Smith

Regular Visitors

Brass & Percussion Instructor	Mr R. Bahlaj
Educational Psychologist	Mrs A-M Walker
Active School Co-ordinator	Mrs S. Proudfoot
Speech and Language Therapist	Mrs A. Lang
School Nurse	Mrs H. Moir

The School Day

The school gates are opened at 8:45am.

School starts	9:00am
Morning intervals	10:30am to 10:50am
Lunches	12:00noon to 12:45pm
	12:15pm to 1:00pm
	12:30pm to 1:15pm
School closes	3:05pm

Please note that the school day begins at 9:00am. Please try to ensure that children are in the playground before 9:00am. Children should not arrive at school before 8:45am, unless they are attending Breakfast Club (opens 8:30am).

School term dates can be found at:

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

Communicating with home

At Gretna Primary, we value strong partnerships between home and school and strive to keep parents and carers well-informed on all aspects of school life. To ensure clear and regular communication, we provide updates through fortnightly newsletters, a Parent Information Padlet, group calls, and emails etc. This range of communication methods helps us stay connected with our families, keeping everyone engaged and up-to-date throughout the school year.

Welcome from the Head Teacher

Dear Parent / Carer

Welcome to Gretna Primary School!

It's a privilege to serve as Head Teacher and work with such a vibrant community of pupils, staff, and families. At Gretna Primary, we're dedicated to fostering a positive, caring environment where every child can feel safe, supported, and motivated to achieve their best. Our goal is to inspire a love for learning, nurture individual strengths, and build resilience for the future. We see education as a shared journey and value our partnership with parents and caregivers to help each child flourish. Thank you for your support and for being part of our wonderful school community. Together, we look forward to a successful and inspiring year ahead!

Warm regards,

Mrs K A Fraser
Headteacher

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

School Moto

BE ALL YOU CAN BE

Our VISION is to:

Create a safe and nurturing environment which inspires everyone to work to their full potential.

Our school VALUES are:

READY SAFE RESPECTFUL and KIND

Our school AIMS are:

To be respectful, kind and care for each other, our community and the environment

In our learning we will be confident and creative within a motivating and engaging culture

To raise attainment and deliver excellence and equity through ensuring that all children receive access to a supportive, challenging and progressive curriculum to achieve their full potential



Staff Expectations

Our Vision, Values, and Aims are prominently displayed in every classroom and are actively incorporated into daily discussions and activities. At the start of each academic year, these principles are introduced and explored with all pupils, ensuring that everyone understands and embraces them.

Throughout the year, assemblies reinforce these values, providing opportunities to revisit and celebrate them as a school community. Teachers engage with pupils to discuss how our Vision, Values, and Aims apply within their specific classroom setting, leading to the creation of a unique class charter that reflects these shared goals.

Annually, our self-evaluation process involves gathering feedback from pupils, parents, and staff to confirm that our Vision, Values, and Aims remain meaningful and relevant for everyone in our community.

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](#)

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure.

Current 2025/26 school structure: Nursery (Early Years), P1, P1/2, P2, P3, P3/4, P4/5, P5, P6, P6/7, P7.

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

Positive Behaviour and Celebrating Success

Every child deserves to feel happy and secure at our school. We foster a caring, cooperative environment both in the school and on the playground, where staff model fairness, politeness, and respect. Children work and play in a calm atmosphere and are supervised throughout the day, with supportive adults always available to discuss any concerns.

From an early age, we teach children to respect others, their belongings, and our shared environment. Almost all of our pupils uphold these values, recognizing that school rules are essential for their wellbeing and the smooth running of the school. To encourage positive behaviour and teamwork, we use a house system where each child is a member of Baird, Bell, Bruce, or Burns. Pupils earn house points through hard work, good manners, empathy, and helpfulness. We celebrate achievements through certificates and assemblies.

Collaboration between home and school is key, especially if concerns arise.

As a Rights Respecting School, we champion equality and positive relationships. Every member of our school community is entitled to three basic rights:

- The right to learn
- The right to be treated with respect
- The right to be safe

Our behaviour management approach focuses on fostering children's understanding of these rights and their responsibility in upholding them for all.

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

This code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, disability or poverty. It is the expectation of Education and Learning Directorate that parents will be supportive of the dress code. Clothing which is unacceptable in school under any circumstances would include items which:

- Could potentially encourage factions (e.g. football colours).
- Could cause offence (e.g. anti-religious or political slogans).
- Could cause health and safety difficulties (loose-fitting clothing, dangling earrings)
- Are of flammable materials which may be a danger in certain classes.
- Could cause damage to floors.
- Carry advertising, (such as alcohol or tobacco)
- Could be used to inflict damage on other pupils.

Parents in receipt of a clothing grant for from the Authority will be encouraged to purchase items which are in accordance with the school dress code.

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.

At Gretna Primary, we encourage pupils to learn actively through exploration and hands-on investigation. We celebrate individual strengths across all curriculum areas and extracurricular activities, fostering a supportive environment for diverse talents.

Technology is integrated into every classroom, enhancing learning across all subjects.

Throughout their seven years with us, pupils enjoy a variety of enriching excursions connected to their studies, including visits to local sites around Gretna, Roman sites and museums, nearby forests, castles, farms, and points of interest across Dumfries and Galloway, as well as excursions to Glasgow, Edinburgh, and beyond.

To further bring learning to life, we incorporate live link-ups, guest speakers, and collaborations with the Youth Music Initiative. These experiences give pupils direct access to experts, inspiring curiosity, confidence, and a deeper understanding of the world around them.

We believe in giving children ownership of their learning. By exploring what they already know and what they are curious to discover, teachers shape lessons around these interests, creating purposeful and engaging learning experiences.

Throughout the year, we proudly celebrate Wider Achievements in various ways:

- Assemblies – Wider Achievements are recognized at assemblies and displayed on our Golden Tree. Parents are invited into school as the pupils share their learning through class assemblies
- Newsletters – Milestones and accomplishments are highlighted in our school newsletter.

This holistic approach supports our pupils' growth into confident, well-rounded individuals, equipped with the skills, knowledge, and curiosity to thrive both in and beyond school.

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

At Gretna Primary, each class teacher provides a termly learning overview with guidance on homework and updates. We also offer helpful numeracy and literacy resources to support learning at home. We focus on quality over quantity, believing that the type of homework your child does is often more valuable than the amount.

Even with limited time or knowledge, you can make a meaningful impact by showing a positive, encouraging attitude toward your child's learning. Homework is designed for children to complete independently, especially as they grow older, but we understand that each child has a unique learning style, which can affect how they approach tasks. Our staff are here to support you and are happy to work with parents to adjust homework as needed to ensure it suits your child's individual needs.

We want parents to feel confident and comfortable in their role with homework. Participation is flexible; if you decide not to complete a specific task with your child, simply let the class teacher know, and we will work with you to provide appropriate support.

With a focus on flexibility and encouragement, we aim to make family learning a positive experience for all.

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

Together with pupils, parents, and staff, we identify areas for improvement to ensure Gretna Primary continues to grow. In May, we review progress and provide updates before working with our community to establish priorities for the upcoming session. These priorities are shared with everyone from June to August, guiding our goals for the following year.

For a parent-friendly version of the current improvement priorities, please contact the school.



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](#)

