



Welcome to  
**Hoddom Primary School**



December 2025

# Information at a Glance

## School Address

Hoddum Primary School, Langlands Road,  
Ecclefechan, DG11 3DS

Phone 01576 300 613

## Email address:

[gw08officehoddum@ea.dumgal.sch.uk](mailto:gw08officehoddum@ea.dumgal.sch.uk)

Parent Council Chairperson: Mrs Ashleigh Ault

Parent Council email: [hpspc20@outlook.com](mailto:hpspc20@outlook.com)

Head Teacher Mrs Melinda Clark

School Roll 63

Nursery Roll 26

Denomination Status Non-denominational

Status of Gaelic Not currently taught

## School Staff:

### Teaching Staff

P1 and P2 Mrs Bethany Cronie  
Miss Lucy Murphy

P3 to P5 Mr Peter Sanders

P6 and P7 Mrs Hayley Hinch (Principal Teacher)

Class Teacher Non-Contact time  
Mrs Kelly Lucas

### Auxiliary Staff

Additional Support for Learning Assistants

Ms Johanna Tunley

Mr Logan Murray

Mrs Emma Murray

Senior Clerical Assistant Mrs Emma Murray

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

Nursery Manager	Mrs Moira Hoban
Nursery Nurses	Mrs Ellie Styles Miss Vicky Stewart Mrs Sarah Tait
Early Years Support Assistants	Miss Alicea Carruthers Miss Lisa Hogg Miss Vicky Stewart
School Education Support Officer	Mrs Andrea MacFarlane
Janitor	Mrs Vivienne Graham
Domestics	Mrs Vivienne Graham Miss Alannah Irving
Catering	Mrs Annabelle Young Mrs Jade Chapman

## The School Day

The school gates are opened at 8.40am for primary 1 to primary 7. Supervision of children prior to the school day is parental responsibility. The playground is supervised during mid-morning and lunchtime breaks.

### Primary School

8.55am	School starts
10.40am to 11.00am	Morning interval
12.30pm to 1.15pm	Lunch
3pm to	School finishes

School term dates can be found at:

[www.dumfriesandgalloway.gov.uk/schools-learning/schools/school-term-holiday-dates](http://www.dumfriesandgalloway.gov.uk/schools-learning/schools/school-term-holiday-dates)

## Communicating with home

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

### Office Times Hoddum:

Monday to Friday 8am to 3pm Tel 01576 300 613

### Office Times Brydekirk:

Monday to Friday 9am to 12.30pm Tel 01461 202 449

Group Call is used to communicate with parents and parents can also use to communicate with school. The text messaging number is 07860 029 381.

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



## Welcome from the Head Teacher

Dear Parent / Carer

On behalf of all staff and pupils at Hoddom Primary School, I would like to say hello and welcome.

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

I look forward to working in partnership with you, to provide your child with a very positive learning experience at Hoddom Primary and look forward to their many achievements and successes.

Yours sincerely

**Melinda Clark**  
Head Teacher

**For more links and detailed information about how we support parents and work with our schools, please see our [Authority Handbook](#). This also includes a page for financial support for Children and Families.**

## School Aims, Values and Ethos

### **Our vision:**

Creating Futures with Care, Compassion and Kindness

### **Our Values:**

Ambition, Care, Compassion, Kindness

### **Our Aims:**

To provide and support our young people to:

- Have a fair and equitable experience at school
- Enjoy positive feelings of self-worth and wellbeing through nurturing body, mind and spirit
- Have a “can-do” attitude
- Have curious, enquiring, minds which support individual aims and ambitions
- Gain core subject knowledge and skills
- (literacy, numeracy, digital and health and wellbeing)
- Gain transferable skills that will be needed for work
- (communication, teamwork, digital skills, problem solving and financial knowledge)
- Be able to make decisions about whether problems can be solved independently or with help
- Stick with challenges until they are met

Protect nature and our environment for the benefit of everyone now and in the future



## 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](#)

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

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

### Positive Behaviour and Celebrating Success

Hoddon Primary is a Silver Rights Aware School. Our aim is to create a safe, relaxed, happy atmosphere in which your child can develop self-discipline and regard for other people.

We hope for full co-operation between the school and parents when behaviour difficulties arise. If a pattern of disruptive behaviour develops, parents will be notified, and possible courses of action explored together. We are committed to restorative practice and children are accordingly encouraged to develop a sense of self-pride and self-discipline.

All children should feel happy and secure at school and, if a parent / carer sees signs of difficulties arising, they should contact the class teacher

immediately. Challenges are explored with children in an open and honest way. Staff ensure that children understand the impact of their behaviour and support the child to display positive behaviour.

Similarly, if a child's behaviour or attitude towards work is giving staff cause for concern, it is our policy to adopt a solution focused approach with parents.

Children are encouraged to take a pride in their school. Through home and school working together, every effort is made to ensure positive behaviour. Ready, safe and respect are our key approaches which ensures consistent and effective management of our school. Please feel free to ask for our policy Respect for All if you require additional information.

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)

Children are encouraged to wear grey, black or navy trousers, skirts, pinafores or school shorts. Gingham dresses are also worn in the summer months. Polo-shirts can be white or blue and sweatshirts or cardigans are royal blue or purple. Uniform can be purchased from: [www.border-embroideries.co.uk](http://www.border-embroideries.co.uk)

School badges can be purchased in school for £4.50 which can be sewn on to plain school jumpers or cardigans if parents wish.

## Financial Support for Children and Families

### Grants and Bursaries

#### Scottish Child Payment

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

Further information and an application can be made at: [mygov.scot](https://mygov.scot) website or call us on 0800 182 2222.

#### Best Start Grant

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

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

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

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

Further information and an application can be made at: [mygov.scot](https://mygov.scot) website

#### Clothing Grant

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

For further information and an application please visit [www.dumfriesandgalloway.gov.uk](https://www.dumfriesandgalloway.gov.uk)

Education and Learning Directorate are committed to supporting families through their Anti-Poverty Strategy – details of which can be found at [costofliving.dumfriesandgalloway.gov.uk/cost-living-support](https://costofliving.dumfriesandgalloway.gov.uk/cost-living-support) Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at the above link.

**For more information on financial support please visit the Authority Handbook (pages 8,9,10 and 11)**

### School Meals

The Naturally D&G local provenance for a sustainable future ensures that meals are freshly prepared with seasonal ingredients and are free from undesirable additives.

Detailed information on school meals is available at [www.dumfriesandgalloway.gov.uk](https://www.dumfriesandgalloway.gov.uk)

#### Free School Meals

Free school meals are provided for all pupils in Primary 1, 2, 3, 4 and 5. Confirmation of when this will be rolled out to Primary 6 and Primary 7 from the Scottish Government has yet to be confirmed.

In Nursery, eligible children can receive up to 1140 hours a year of Early Learning and Childcare. As part of this funded offer, the child will be entitled to one free meal and a snack each day.

Online pre-ordering of school meals is currently being rolled out to all secondary schools, information will be supplied by your school.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £361 and secondary school pupils can save £370. You'll also be helping your child's school if you qualify for free school meals. Some Scottish Government funding provided directly to schools is linked to the number of pupils who are entitled to free school meals.

For more information visit [www.dumfriesandgalloway.gov.uk](https://www.dumfriesandgalloway.gov.uk)

#### Special Dietary Requirements

Facilities Services – Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask the school for a Special Diet Request Forms to allow us to inform the catering team who will discuss your child's requirements in full. For more information contact [www.dumfriesandgalloway.gov.uk](https://www.dumfriesandgalloway.gov.uk) or the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

**Parents/Carers - Please register your child with the catering team as soon as you are aware of any allergens or intolerance to food.**

#### Scottish Child Payment and Bridging Payments

The Scottish Government's Scottish Child Payment helps towards the costs of supporting your family and, as of 14 November 2022, applications are now open for all children under the age of 16. The weekly value of this award will also increase to £25 as of this point.

## School Transport

Free school transport is available for some school children attending primary or secondary school if they live within the school catchment area and if they meet certain criteria. For more information and guidance visit [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

## Free Travel for 5 - 22 year olds

From 31 January 2022 all children and young people aged 5-22 will be entitled to free bus travel in Scotland. You can apply for free travel online from today at [freebus.scot](http://freebus.scot) (This cannot be done through your school)

For more information on Active Travel which is about making journeys in physically active ways like walking, wheeling and cycling, we encourage parents and pupils to walk, wheel, cycle and scoot all or some of the journey to and from school, where it is safe to do so. Please click on this link:

[www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

## Attendance

It is your responsibility as parents to ensure that your child/children attend school regularly. For the safety of all children it is important for you to telephone the school office prior to/at the beginning of the absence. Absences are recorded in class registers and frequent or irregular absences not supported by a reasonable excuse, will be notified to parents and the matter may be referred to the Opportunities for All Service. If possible please, try to make dental/medical appointments outwith school hours. However, if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

For more information on Attendance, Absences, Lateness and responsibilities of parents please visit

[Education Authority Handbook](#)

## Absence from School

Pupils who need to leave school during the school day ie doctor /dentist appointments, must be collected by a named contact confirmed with the school office. They must also report to the school office on their return to school.

Dumfries and Galloway Council have developed a dedicated [resource hub](#) for parents and carers, where you will find support and guidance in relation to supporting your child's regular attendance at school. Resources can be found at:

[blogs.glowscotland.org.uk](http://blogs.glowscotland.org.uk)

## Curriculum for Excellence

Curriculum for Excellence (CfE), now known as 'Scotland's Curriculum,' is bringing learning to life in the way education is delivered for all 3-18 year olds in nursery, primary, secondary, at college and via workplace or community learning. It aims to respond and adapt flexibly to meet the needs of an ever changing and evolving world and Scotland's place within it. At its heart lies a constant commitment and drive towards excellence and equity, to raise standards, improve knowledge, develop skills for all learners and close the gap between the lowest and highest achievers by ensuring everyone has an equal opportunity to be successful, no matter what their background or circumstances. Ultimately, it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

## Broad General Education

Children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (Early, First, Second, Third, Fourth) and in each of the eight Curricular Areas. The five Curricular Levels span pre-school to the end of S3. This is the Broad General Education. Pupils progress at their own pace, working through the Experiences and Outcomes of the most appropriate level for them. Pupils will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3.

CfE also includes Languages, Expressive arts, Religious and moral education, Sciences, Social studies and Technologies. The responsibility for the curriculum offer in your school sits with the Headteacher.

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

## Parental Involvement and Engagement

### Parent/Carers and the Parent Council

Every parent who has a child at our school is a member of the Parent Forum. The parent council is a group of parents who have chosen to represent the parent forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Hear about what partnership with parents means in our school
- Be invited to be involved in ways and times that suit you
- Identify issues you want the parent council to work on with the school
- Be asked your opinion by the parent council on issues relating to the school and education it provides
- Work in partnership with staff
- Enjoy taking part in school life in whatever way possible

For more information or support for how you can become involved in or to run your Parent Council please visit [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk)

Visit [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk) for more information on parental involvement.

More information and support for Parents/ Parent Councils is available at <https://connect.scot/>

Parentclub Scotland <https://www.parentclub.scot/> provides support information and guidance to expectant parents, baby, toddler, Child, Pre-teen and Parents and Carers.

The National Parent Forum of Scotland's (NPFs) Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers: <https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

### Parentzone Scotland

<https://education.gov.scot/parentzone> information about the Curriculum and how you can be involved in your child's learning.

### How is my child doing?

There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights/ Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.



## Helping Your Child and Family Learning

### Homework

We operate a regular homework programme:

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

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

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

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

## Support for All

### Support for Learners

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

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

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

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

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

### Child Protection

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

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

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

### Enrolment in Schools - School Places

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

### School Improvements

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

Each year we evaluate progress against agreed targets and our new targets form our School Improvement Plan.

### Assessment is for Learning

Staff at Hoddum are aiming for 85% of pupils in P 1, 4 and 7 to progress in all areas of literacy and numeracy. We will improve the quality of



our teaching and learning through undertaking a research based small test of change associated with our pedagogy.

### Development of Child Led Learning

Termly, children and their teacher set academic targets together in Learning Journals in literacy, numeracy and one other curriculum area. This session we will create and adopt a robust self-evaluation tool which supports children's own judgement of their progress. This links to UNCRC article 3 which states that adults must act in the best interests of the child.

### Consistent high quality maths teaching, learning and assessment

Developing Number Knowledge is the Dumfries and Galloway approach to learning about numbers and mathematics. All learners will learn how to apply a range of strategies which support mental agility. All learners will benefit from professional learning using Numicon.

## 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](#)

