



Welcome to  
**Kirkpatrick Fleming and Springfield Primary School**



December 2025

# Information at a Glance

## School Address

Kirkpatrick Fleming, DG11 3AU

Telephone 01461 800239

Bensmoor Road, Springfield, DG16 5HS

Telephone 01461 338113

Email address:

[gw08officekirkpatric@ea.dumgal.sch.uk](mailto:gw08officekirkpatric@ea.dumgal.sch.uk)

[gw08officespringfiel@ea.dumgal.sch.uk](mailto:gw08officespringfiel@ea.dumgal.sch.uk)

Parent Council Chairperson Mrs A Logan

Mrs V Bryceson

Head Teacher

Mrs L Dempster

School Roll

56/33

Denomination Status

Non-denominational

Status of Gaelic

Not Taught

## School Staff:

### Teaching Staff

Principal Teachers

Mrs S Matthews (KPF)

Mrs S Vallance (Spring)

Class Teachers

Mrs S Craig

Mrs L Murray

Mrs J Nicholson

Miss R Gibson

Mr A Gray

Support for Learning

Ms A Maxwell

Music

Ms J Davis

Learning Assistants

Mrs E Close

Mrs L Burgess

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

## Auxiliary Staff

Clerical Assistants

Mrs A Velasco

Miss R Johnstone

Catering Assistants

Mrs I Miller

Mrs E White

Cleaners

Mrs S Glendinning

Mrs H Warwick

Facilities Assistants

Mrs K Balmer

Mrs L Burgess

Education Support Officer

Mrs A MacFarlane

School Support Manager

Mrs K Howatson

## The School Day

### Kirkpatrick Fleming

School starts

9am

Interval

10.30am until 10.45am

Lunch

12.30pm until 1.15pm

School finishes

3pm

### Springfield

School starts

9am

Interval

10.30am until 10.50am

Lunch

12.30pm until 1.15pm

School finishes

3.05pm

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

Our school app is our primary method of contact with home. You can download the 'School APP for Parents' to as many devices as you wish for free. Here you will find all our information on events, clubs and fundraisers as well as text reminders.

Of course, parents are always welcome to telephone school directly should there be something you wish to discuss with a member of staff. Likewise, we may occasionally contact you by telephone.

Homework diaries are also used by staff to write information regarding pupils' learning and parents are encouraged to add comments here too.



## Welcome from the Head Teacher

Dear Parent / Carer

As Head Teacher of Kirkpatrick Fleming and Springfield Primary Schools, I would like to extend a very warm welcome to our school partnership. Our hardworking and committed team look forward to working with you and your child in the coming years.

We are proud to provide a safe, nurturing and inclusive environment where we value all of our learners. We work towards the key priorities in the National Improvement Framework aims of:

- Placing the human rights and needs of every child and young person at the centre of education;
- Improvement in children and young people's health and wellbeing;
- Closing the attainment gap between the most and least disadvantaged children and young people;
- Improvement in skills and sustained, positive school-leaver destinations for all young people; and
- Improvement in achievement, particularly in literacy and numeracy.

By working in partnership with families, and following our shared vision and values, we can further improve the positive impact that our schools have on our children and young people.

**Mrs Lorna Dempster**

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

**Courage**

**Ambition**

**Respect**

**Enjoyment**

Our school and Partnership aims, values, and ethos are regularly reviewed in consultation with families, staff, learners, and the wider community. These shared values guide us in nurturing confident young people who are courageous enough to embrace new challenges, ambitious in their goals, respectful of others and their surroundings, and who enjoy their school experience.

With kindness and trust, we strive to create safe, positive, and creative learning environments. Working closely with our communities, we provide experiences that foster courage, ambition, respect, and enjoyment. We actively listen to the voices of pupils, families, staff, and community members, grounding our work in the principles of the United Nations Convention on the Rights of the Child. We encourage taking measured risks to step beyond comfort zones as we pursue lifelong learning together.

While our two schools form a strong Partnership, we celebrate their individuality and unique identities. We recognise the importance of maintaining each school's distinct character while also collaborating when it benefits learners. This balanced approach allows pupils to expand their peer networks and ease transitions, while also enjoying the advantages of smaller, focused cohorts that enhance personalised learning.

Our Partnership truly shines during celebrations of success. We regularly come together as one community for events such as sports days, end-of-term services, prizegivings, charity fundraisers, and seasonal celebrations. These moments strengthen our connections, highlight achievements, and foster a shared sense of pride and belonging.

Together, through courage, ambition, respect, and enjoyment, we are committed to nurturing well-rounded individuals prepared to thrive both in school and beyond.



## 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](#)

#### Kirkpatrick Fleming

Has three classes, P1-3, P4-5 and P6-7.

#### Springfield

Has two classes P1-3 and P4-7.

For more information please see the

[Education Authority Handbook](#)

### Positive Behaviour and Celebrating Success

Our schools proudly participate in the UNICEF Rights Respecting Schools programme, which fosters a strong understanding of children's rights and responsibilities. This initiative helps us cultivate a positive, nurturing, and inclusive environment where everyone feels valued and respected. We currently hold the Silver Award and are working towards Gold.

We are proud that every learner has opportunities to take part in concerts, weekly assemblies and celebrations of achievement. Beyond the classroom, pupils compete in a variety of activities such as cross country, tag rugby, relay events, netball, swimming, and football. Our Cluster organises regular events such as Super 4s and Sports Hall Athletics, bringing pupils together through sport.

All pupils engage in enterprise activities, support local charities, and contribute to community projects, including intergenerational work. Additionally, around fifteen after-school clubs run annually, offering pupils chances to train and represent the school in competitions.

This year, we've celebrated many successes in sports and Scots language poetry. Pupils are also encouraged to share achievements from activities outside school, like horse riding and swimming, during our weekly assemblies. These opportunities enrich their learning and foster a strong sense of community.

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)

We are very proud of our high uniform standards at Kirkpatrick Fleming and Springfield Partnership.

- Kirkpatrick Fleming Primary uniform is red and Springfield Primary School uniform is maroon.
- Grey or black skirt/trousers
- Sweatshirt with embroidered logo
- Polo shirt with embroidered logo
- Black school shoes
- Jackets and fleeces with logo are also available

Orders for the above embroidered uniform are taken in May and October.

Pupils require indoor shoes and an Art shirt. PE kits (used for PE and/or music movement and/or dancing) should contain shorts, t shirts and trainers.

Parents are asked to clearly mark their child's property.

## 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.

Scotland's Curriculum for Excellence places learners at the heart of education, guided by four key capacities aimed at helping children and young people become successful learners, confident individuals, responsible citizens, and effective contributors.

The curriculum encompasses everything planned for learners from early years through school and beyond. It is experienced across curriculum areas and subjects, interdisciplinary learning, the ethos and life of the school, and opportunities for personal achievement.

There are eight curriculum areas: Expressive Arts, Health and Wellbeing, Languages (including English, French, and Spanish), Mathematics, Religious and Moral Education, Sciences, Social Studies, and Technologies. Literacy, numeracy, and health and wellbeing are highlighted as essential skills and the responsibility of all educators.

Our Partnership places a strong emphasis on health and active lifestyles, continuously expanding after-school activities to offer a broad range of opportunities. We collaborate closely with Education and NHS partners to support this goal.

Additionally, we proudly hold the Digital Schools Scotland award and are committed to enhancing pupils' digital literacy and skills, preparing them for a rapidly evolving world.

## 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 Partnership's homework policy encourages pupils to complete tasks independently, while also enabling parents to engage in their child's learning journey. Homework is assigned every Monday, with details of the tasks and expected completion times provided for the week.

Learning Conversations are held twice a year, in October and March. These meetings involve the learner, parent/carer, and teacher, providing an opportunity to celebrate successes and discuss next steps. Following each meeting, a summary report is shared with parents.

Assessment refers to all the methods schools use to understand how your child is progressing, what they are learning, and their level of understanding. We conduct three formal assessment periods in September, January, and May, focusing on literacy and numeracy progress. Parents are kept informed through informal discussions, review of their child's work, learning conversations and written reports.

Additionally, pupils in P1, P4, and P7 take part in the online Scottish National Standardised Assessments (SNSA) for literacy and numeracy. Pupils in P2, P3, P5, and P6 complete INCaS standardised assessments to support ongoing progress monitoring.

## 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 May, the school publishes a Standards & Quality Report, providing a summary of our work on the year's targets and priorities and learners' achievements over the past year.

In June, we release the School Improvement Plan, outlining our main priorities for the coming year for the individual schools, the Partnership and Annan Cluster. This plan details the expected impact on



pupil learning and summarises the key actions we will undertake. Both documents are available on the Council's website and can be provided in hard copy upon request. Additionally, a parent-friendly summary is accessible through the school app.

In session 25-26, our improvement priorities focus on developing Meta skills, working towards our Rights Respecting Schools Gold Award, and achieving the Digital Wellbeing Award. We remain committed to raising attainment and delivering high-quality learning and teaching experiences across our schools.

## 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](#)

