



Welcome to
Lincluden Primary School



December 2025

Information at a Glance

School Address

Lincluden Primary, Priory Road, Lincluden,
Dumfries DG2 0PU

Email address:

Gw08officelincluden@ea.dumgal.sch.uk

Parent Council Chairperson: Mrs Clare Duffy

Parent Council email:

friendsoflincluden@outlook.com

Head Teacher	Mrs Claire Storey
School Roll	208
Nursery Roll	42
Denomination Status	Non-denominational
Status of Gaelic	Not currently taught

School Staff:

Teaching Staff

Deputy Head Teacher	Miss R Davidson
PT Learning Centre	Mr G Clark
ASLT	Mrs G Stewart
RICCT	Mrs S Mitchell
Learning Centre	Miss L Montgomery Miss L Keenan
P1	Mrs L Geddes
P2	Mrs M Buglass,
P3	Mrs R Nicholson, Mr J McKie,
P3/4	Mr R Beck
P4/5	Mrs P McGregor
P5	Miss L Patterson
P6A	Miss R Anderson

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

P6K

Miss R Kerr

P7

Mr M McClatchey

Learning Assistants

Mrs T Wilson	Miss H Adams
Mr B Stebbing-Johnston	Mrs M Wilson
Miss M Tattersall	Mrs L Macrae
Mrs A Haggerty	Miss J Kirk
Mrs B Golebiewska-Fernando	Mrs P Kennedy
Miss J Braid	Mrs A Roan
Miss A Patterson	Miss M Hall

Nursery Staff

Nursery Teacher	Mrs D Somerville
Excellence and Dquity Lead	Mrs S-J Fenwick

Nursery Nurses

Mrs K Robinson	Miss S Hayton
Mr J Smith	Mrs J Fergusson
Mrs S Austin	

Early Years Support Assistants (EYSA)

Miss A Doidge	Mrs H Graham
Ms J Layden	

EYSA Trainee Miss L Kehoe

Auxiliary Staff

Senior Clerical Assistants

Mrs T Patterson and Mrs T Wilson

Kitchen Staff

Miss L Candlish and Mrs G Hammond

Facilities Staff

Mr J Storey

Cleaning Staff

Ms L Coulter	Mrs J Crocket
Mrs E Gemmell	Mrs K Watson

The School Day

School Gates open at 8.45am

Primary School

8.15am to 8.45am	Breakfast Club
9am	School day begins
10.50am to 11.10am	Break time
12.30pm to 1.10pm	Break time Lunchtime
3pm	End of the School Day

School term dates can be found at:

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

Communicating with home

In Lincluden School, we pride ourselves on our open-door policy. Parents and Carers are welcome to pop into school to share concerns, comments, compliments or suggestions with Mrs Storey or any other member of staff. If you would like to discuss something with your child's class teacher, we will make a suitable appointment for you before or after school. We are also available by telephone and by email.

We use email and text messages as our most common forms of communication for sharing information with you. Please ensure we have the correct telephone number and email address for your family.

Welcome from the Head Teacher

Dear Parent / Carer

Welcome to Lincluden School, where we work together 'Today and in the future, never give up, being the best we can be'. We have a creative, committed staff team who challenge pupils to be the best they can be. We enable our learners to be innovative and apply their knowledge, understanding and skills across the curriculum to fully prepare them for their future and to enable them to become effective contributors and global citizens.

We value and actively seek opportunities for partnership working with our community. We encourage parents and carers to participate in, and contribute to, their child's learning. We know that positive relationships with parents and carers impact positively on outcomes for learners.

I am proud to lead Lincluden School, and I look forward to working with your family.

Yours sincerely,

Mrs Claire Storey
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

Vision, Values and Aims

Our agreed school vision statement:

Today and in the future, never give up, being the best we can be.

Ethos

Our aspirational school ethos is based around nurture and equality. All children should have opportunities to learn, work together and play in a safe and caring environment. Everyone in Lincluden Primary School is part of a team and we work together to help all our children to be the best they can be.

Values

Our key values of **self-belief, respect, effort and honesty** are embedded within everything we do.

Aims

We aim to:

- Create a supportive and safe environment where all our children have the opportunity to become **successful learners**.
- Develop pupils' respect for themselves, for others and for property as they become **responsible citizens**.
- Work in partnership with parents, carers and the wider community to deliver a rich learning experience for all our children.

- Encourage pupils to become resilient, independent learners who value their own achievement and have the skills and abilities to be **effective contributors** in school and beyond.
- Develop **confident individuals** who pursue a healthy and active lifestyle, while making informed decisions and communicating their own beliefs and views.



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](#)

We have a total of nine class, with both composite and non-composite classes throughout our school. We have a Learning Centre and a Nursery.

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

Positive Behaviour and Celebrating Success

Our ethos focusses on positive behaviour, and respectful words and actions. We are a Rights Respecting School; beginning our journey towards achieving Silver. We value the contributions of all individuals in school and use these contributions to improve.

Everyone has a right to feel safe, have their voice heard and be happy. We promote kindness and consideration towards others. Our school rules are embedded: Look after yourself, Look after each other and Look after our school.

We use Restorative Practices to support individuals in 'making it right'. We are committed to partnership working and work together with Parents/Carers following incidents of unacceptable behaviour. Our Positive Relationships Policy, is shared with parents/carers at the beginning of each academic year and can be accessed through the school office upon request.

We celebrate success across our school community. We have weekly assemblies where we share good news; recognising achievements both at home and at school.

We use our house system to reward positive behaviour and success. We have four 'Houses': Rhinos, Nith, Abbey and Popeyes. Our Captains and Vice-Captains are excellent role models for others in school. Weekly point totals are shared at assembly, and the winning house team is proudly displayed in school.

For serious incidents of unacceptable behaviour, then the Authority policy will be followed.

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

At Lincluden Primary we ask our pupils to wear:
P1 to 6 Turquoise sweatshirt with school logo
P7 only Red sweatshirt with school logo

White shirt/polo shirt
Grey, black or navy trousers/skirt
Trainers/shoes/boots – without heels

The following items must not be worn:
Inappropriate accessories (e.g. large belts or jewellery), football tops/strips, heeled shoes.

PE kits should be suitable for both indoor and outdoor conditions. We request that no child wears long earrings. Jewellery must be removed for PE and hair tied back.

Uniform can be ordered from: <https://www.border-embroideries.co.uk/search/Lincluden>

Ties can be purchased from the school office.

Label ALL items clearly with your child's name.

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.

Curriculum for Excellence - bringing learning to life and life to learning, is embedded across Scotland for all 3-18 year olds - wherever they learn. The aim is to raise attainment and close the attainment gap. CfE balances the importance of knowledge and skills and enables professionals to teach subjects creatively, work together and share best practice through eight curricular areas:

- Mathematics
- Languages
- Health and Wellbeing
- Social Studies
- Sciences
- Technologies
- Expressive Arts
- Religious and Moral Education

The curriculum of course, extends beyond the classroom. We look to enhance and embed what the children learn through wider experiences and opportunities. Throughout their time at Lincluden Primary pupils will have the opportunity to participate in a wide range of educational visits and residential experiences. They will also have the opportunity to take part in a range of extra-curricular activities and take on leadership roles through our wide array of committees.

Ultimately, we aim to support and challenge our young people to be fit, able and determined to succeed in life in the 21st century by presenting them with the opportunity to develop their skills and abilities, not only through the curriculum, but also through the wider life of the school community.

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 Lincluden Primary we believe that family learning and family engagement has an impact on not only the individual child but on the whole family, school, wider community and society. We consider family learning to be a powerful method of engagement that can foster positive attitudes towards life-long learning and reduce educational disadvantage. We recognise parents and carers as partners in learning and value the work we do with them. We aim to:

- Foster a positive attitude towards life-long learning in our children, young people and their families.
- Build positive relationships with our families in order to improve the life chances of all our young people.
- Develop provisions in order to equalise educational opportunity and diminish the poverty related attainment gap.
- Ensure the work we do with families and the wider community supports all our young people on their journey to excellence.

Learning together can raise self-esteem and confidence and can positively impact on family relationships. We aim to facilitate opportunities for families to learn together through-out the year. Some community partners help us to facilitate these opportunities.

Support for All

Support for Learners

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

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

Getting It Right For Every Child (GIRFEC)

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

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

Child Protection

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

Further information can be found at www.dumfriesandgalloway.gov.uk

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

Enrolment in Schools - School Places

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

School Improvements

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

In Lincluden we use our PEF funding, to support our ongoing school improvement priorities. Parents/ Carers are encouraged to participate in engagement activities which shape our school priorities for each year. Pupils and staff are included in processes which evaluate our progress towards improvement targets and which identify future priorities.



In 2025/2026, our School Improvement priorities focus on:

Closing the Attainment Gap – Literacy: To improve ACEL data, in all aspects of Literacy, as a result of engagement in the National Improving Writing Programme, and in the PL programme, Improving Reading in Early Years.

Developing A Curriculum which results in improved outcomes for all learners. Experiences which meet the needs of our young people and support them in demonstrating the 4 capacities.

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](#)

