



Welcome to
Loreburn Primary School



December 2025

Information at a Glance

School Address

Loreburn Primary School, George Street,
Dumfries, DG1 4QH

Phone: 01387 254 642

Email address:

gw08officeloreburn@ea.dumgal.sch.uk

Parent Council Chairperson:

Parent Council email:

Head Teacher Miss Emma Henry

School Roll 156

Denomination Status Non-denominational

Status of Gaelic Not currently taught

School Staff:

Teaching Staff

Principal Teacher Mrs Tracey Beattie

Teaching staff

Mrs J Barr	Mrs L Boyle
Mrs C Burgess	Mr A Caprani
Miss L Clarkin	Miss L Corner
Miss M Marley-Milligan	Mrs N Rae
Mrs L Roxburgh	Mrs C Scott
Mrs E Tyre	

Additional Support for Learning Teacher

Mrs I Hoyle

Auxiliary Staff

Learning Assistants Mrs C Lammie
Miss L Hope
Miss L McWhirter

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

Clerical Assistant

Mrs C Wyllie

Facilities Assistant

Mr M Laurie

Playground Supervisor

Mr B Fraser

Catering Manager

Miss E Burgess

Catering assistant Mrs J Coltart
Miss B Marshall

Educational Psychologist

Lisa Crosbie

Quality Improvement Officer

Mrs J Burnett

School Chaplain

Rev. D Campbell

The School Day

9am to 3pm

Primary School

9am	School Starts
10.30am to 10.50am	P5 to P7 Break
10.40am to 11.00am	P1 to P4 Break
12.20pm to 1pm	P5 to P7 Lunch
12.35pm to 1.15pm	P1 to P4 Lunch
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

We actively encourage all parents/carers to become part of the life of the school. Opportunities are offered for parents/carers to visit classrooms, be part of learning as well as share their views on aspects of school improvement.

Newsletters are sent home monthly via Group Call email to keep parents and carers updated on what is happening in school.

Class Dojo is used as a school to be able to share learning from the classroom and celebrate our whole school achievements.

Parents and carers are also welcome to contact the school to speak to a member of staff about their child's progress, share successes or any concerns they may have throughout the year.



Welcome from the Head Teacher

Dear Parent / Carer

The staff and children of Loreburn Primary extend a warm welcome to all pupils, parents and visitors. We encourage all parents and family members to be part of the life of the school and active partners in your child's education. As a school we aim to ensure that we inspire, nurture and support every child to grow and develop in their education and wellbeing. With the support from yourself and the wider school community we aim to offer a wide range of learning experiences that provide every child with the opportunity to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

I hope you find this handbook informative on aspects of our school. We look forward to working with you and we have the confidence that together we can provide the very best educational experiences for your child.

Yours sincerely

Emma Henry
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

At Loreburn, we are the F.U.T.U.R.E.



Values:

Fair Treatment

United

Team work

Utilise our town centre location

Raising attainment

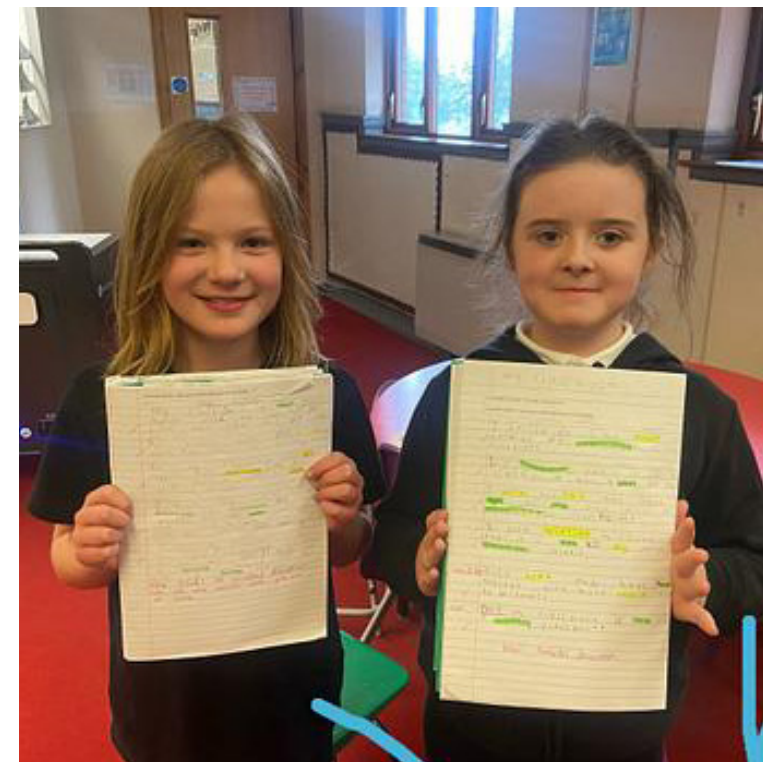
Equity

Aims

We strive to fulfil the needs of all of our learners, through enriching learning experiences and use of our local community. We are aiming towards:

- Utilising our town centre location to pursue engaging and effective outdoor learning experiences;
- Celebrating a range of cultures and festivals throughout the year, to match our school's diverse population;
- To equip children with key skills essential to development, Developing the Young Workforce and preparation for moving on to secondary.

As a school we have achieved our Silver Rights Respecting School Award and are working towards our Gold accreditation. A rights respecting culture is created in our school community and our learners are provided with opportunities to learn about their rights which are embedded in the ethos of our school. Our school is inclusive recognising and celebrating the diversity and uniqueness of each individual within the school. We have a strong partnership with Intergenerational Projects which helps develop empathy, confidence and self-esteem in our learners.



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 six classes at Loreburn Primary which are single stage and composite classes. Our class organisation may vary depending on our school roll.

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

Positive Behaviour and Celebrating Success

We are a Silver Rights Respecting School and have high expectations of all our learners. We encourage positive relationship across the whole school and adopt a restorative approach to any conflicts which arise through our Positive Relationships Policy. Restorative discussions enable both sides of a situation to reflect and identify strategies to support them when faced with challenges. It provides an opportunity for the children to see things from the others' perspective and allows relationships to be restored and mended.

Celebrating Success We strongly promote the 4 Capacities in school:

- Successful Learners
- Confident Individuals
- Effective Contributors
- Responsible Citizens

Weekly assemblies are used to celebrate success and diversity within our world, recognising all the children's hard work and commitment across the week. Pupils who demonstrate any of the 4 capacities in school will receive a merit from the Headteacher. We embed our school values, and these are recognised through our weekly values certificate.

At weekly assemblies our successes are celebrated, house points are shared by our House Captains and

our P7's are recognised for their leadership skills through our Buddy Bowl award.

Wider Achievements are also celebrated in school and pupils' successes are displayed in the school foyer as well as feature in our newsletter. We encourage parents/carers to share any of their child's successes with the school.

For more information please see 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

School uniform is strongly encouraged and demonstrates the high standards we have within our school. At Loreburn Primary School we ask our pupils to wear:

- A black polo shirt with/without the school logo.
- A white polo shirt/shirt & tie.
- A black sweatshirt with/without the logo.
- A black cardigan with/without the logo
- Black trousers, shorts, skirts or pinafore
- A yellow checked dress

On PE days our learners come to school dressed in their PE kit, these should be suitable for both indoor and outdoor conditions.

- Black shorts, leggings, joggers.
- White, black or house coloured t-shirts (plain or with the school logo).
- Plain black zipper or hoodie.

School uniform can be ordered from:

<https://www.schooltrends.co.uk/uniform/LoreburnPrimarySchoolDG11EA>

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

At Loreburn Primary School our curriculum provides all learners with breadth, challenge and application of skills across all subject areas. Our staff plan learning experiences, lessons and activities which incorporate play, the development of meta-skills, digital technologies, the outdoor space, input from visitors and partners as well as using the local community to enhance the learning experiences for learners.

Health and wellbeing is at the centre of learning and our nurture approach supports the development of our learner's wellbeing as well as their academic development. We ensure we identify and, wherever possible, remove barriers to learning for our pupils and provide necessary supports and challenges to allow them to achieve and exceed their learning potential.

Literacy and Numeracy are inter-woven throughout the curriculum and staff provide rich contexts for learning making links across all curricular areas. The children are involved in the design and direction of their learning each term and plan the Inter-Disciplinary Learning context collaboratively with their class teachers.

Children are involved in this process of evaluating their targets across the school year and set these regularly with their class teacher. Our curriculum is always evolving, and our staff engage in ongoing self-evaluation work as well as professional learning to enhance the teaching and learning experiences for our learners.

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

Each class teacher produces a termly newsletter which details the learning for the term and any other requirements for your child in terms of homework or P.E kit. This newsletter also includes ways in which you can support your child at home with Literacy and Numeracy.

We want to support you as parents with the learning process and any homework task set by the class teacher is done so to consolidate learning and support your child. Infant classes will have a large focus on literacy and reading. Key words, sounds and reading will require consolidation at home and the progress children make as a result of this is invaluable.

As the children progress through school, their homework tasks may vary. We endeavour to set work, which is clear, interesting, varied and directly related to class work. Homework is not designed to add stress so please do not hesitate to contact your child's class teacher if you or your child is struggling at home to complete homework tasks.

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

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

Each year, the school publishes a Standards and Quality Report providing all stakeholders with a comprehensive summary of the school's work and learners' achievements over the last year. This report provides an overview of the school's progress in addressing its key priorities, as well as sharing information about how well pupils are learning and achieving & how well the school is supporting children/ young people to develop and learn.



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

Our main priorities for 2025/26 are:

- Develop our approaches to inclusive education.
- Develop consistency in learning and teaching across the school.
- Develop consistency in our formative and summative assessment approaches.

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](#)

