



Welcome to
Moffat Primary School



December 2025

Information at a Glance

School Address

Moffat Academy, Jeff Brown Drive,
Moffat, DG10 9QF

Email address:

gw08officemoffat@ea.dumgal.sch.uk

Parent Council Chairperson: Miss Ashleigh Douglas

Parent Council email:

Head Teacher Mrs Tara Woods

School Roll 164

Nursery Roll 24

Denomination Status Non-denominational

Status of Gaelic Not currently taught

School Staff:

Teaching Staff

Depute Head Teacher (Curriculum) Mr M Gallacher
Depute Head Teacher (GIRFEC) Mrs N J Brown
School Support Manager Miss K Murray

P1 Mrs T Lemon
P2 Ms K Rae & Miss A McGregor
P3 Mrs C Berridge & Mrs K Cameron
P4 Mrs R Leigh & Mrs F Stewart
P5 Mrs C Shearn & Miss F Lister
P6 Miss K Donaldson & Miss A McGregor
P7 Miss F McDonald

PE Specialist Mr D Scott
Support for Learning Teacher Mrs A Rae
Support for Learning Assistants Mrs B Stewart
Miss J Todd
Mr S Chaudhry

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

Nursery

Manager Mrs Alison Ryder
Nursery Nurses Mrs M Pow
Mrs R McGarva,
Mrs H Mezzullo
Miss D Thomson
Ms D Jardine

Early Years Support Assistants Mrs P Bruce
Mrs H Green

Learning Assistants Mrs L Sibbring
Mrs S Wellings

Auxiliary Staff

Admin Assistant Mrs R Lang
Clerical Assistants Mrs S Smith
General Assistant Mrs K McGregor
Library Assistant Ms T Gibbon
ICT Network Administrator Mr G Drummond
Playground Supervisor Mrs B Stewart
Janitors Mr I Hyslop
Mr J Minto
Catering Manager Mrs J Braid
School Chaplain Rev E Macrae

The School Day

Whilst in the playground, pupils are monitored from 8.40am daily.

Primary School

9am to 12.30pm	Morning Session
10.30am to 10.50am	Morning Interval
12.30pm to 1.15pm	Lunch Interval
1.15pm to 3.05pm	Afternoon Session

School term dates can be found at:

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

Communicating with home

Groupcall is operational within the school allowing us to email parents and send text messages in an emergency. In order to help reduce our paper usage, we use both Groupcall and Parents Portal for communications.

The main features of Parent Portal are:

- Annual Data Check completion
- Attendance checking
- Parents' Night appointment booking
- Absence reporting
- Viewing Pupil reports

Welcome from the Head Teacher

Dear Parent / Caregiver,

A very warm welcome to Moffat Primary, proud to be a UNCRC Gold Rights Respecting School.

We are a deeply committed, caring and inclusive school community. Nurture is at the heart of all that we do, as we strive to ensure that every young person reaches their full potential.

This handbook contains all of the key information necessary for school life. In addition, you will find that our website provides lots of information which is updated on a regular basis with newsletters, calendar dates and school announcements.

We are confident that your child will really enjoy their time here. We aim to give all our children a great start in life by encouraging a love of learning and a desire to be the best they can.

We look forward to working with you and your family over the coming years.

Yours sincerely,

Mrs Tara Woods
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 agreed school vision statement:

For now and the future
"Ready-Aye Ready"
for all we aspire to be!

Our agreed values:

**RESPECT EQUALITY DETERMINATION
RESPONSIBILITY HONESTY**

Our Aims

- To develop successful learners who are enthusiastic, motivated, keen to embrace new ideas and determined to reach high standards of achievement.
- To develop effective contributors who are resilient, self-reliant and enterprising.
- To view learning as a skill for life and aim to develop confident individuals with self-respect, a sense of well-being, secure beliefs and values.
- To develop all members of the learning community as unique individuals and responsible global citizens who demonstrate respect and commitment to participate in all aspects of life.
- We are committed to a policy of inclusion, equality and fairness and aim to meet individual needs and promote all members of the learning community according to their abilities and desire.

We aim to create a positive ethos across the school that is fostered on mutual respect and provides all our pupils with the support and opportunity to achieve their full potential.

We aim to get to know each learner as an individual, recognise their strengths and provide the relevant support and opportunities where and when they need it. We recognise that the success of our learners will be dependent on the partnership that we foster with home.

We seek to promote and provide opportunities for families to work with us in the learning journey of their child/children.

At Moffat Primary we aim to develop the skills that our young people will require for learning, life and work. We recognise that they are all unique individuals and aim to provide them with the skill set to become responsible global citizens who demonstrate commitment and respect in all aspects of life. We have high aspirations for all our young people and believe that everyone should be supported to achieve all they are capable of.



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 Head Teacher 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](#)

Class sizes	P1	25 pupils
	P2 to P3	30 pupils
	P4 to P7	33 pupils

Schools are allocated teachers based on the total number of pupils. It is sometimes necessary to create composite classes by combining children from two age groups.

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

Positive Behaviour and Celebrating Success

At Moffat Primary school we have established a supportive ethos where positive relationships are developed between pupils, parents/carergivers and staff. We have three simple school rules that we ask everyone to follow:

- Look after yourself
- Look after each other
- Look after our school

Within each classroom, learners and the teachers will work together to establish a classroom charter. This looks to promote a positive working environment where the rights of every child are respected. Of course, there are times when things can go off track for our young people and in the first instance you would be contacted by the class teacher. If things escalate further then the GIRFEC DHT, Mrs Brown, will contact parents/carers and work with you and, if necessary, other agencies in order to provide the necessary support the young person needs.

We aim to recognise and celebrate success both within the school and pupil wider achievement beyond. These achievements are celebrated at our weekly assemblies. Children are presented with certificates written by our House and Vice Captains which recognise if they have demonstrated the values of:

Determination, Honesty, Respect, Equality and Responsibility

We encourage children to bring in achievements/awards they have received outwith school. Their success is also celebrated at assembly and then recorded on our Wider Achievement board for all to see.

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

We believe there are many advantages in having a clear dress code. These include; Pupils are instantly recognisable. Wearing a school uniform instils a sense of belonging, a sense of purpose and projects an appropriate image to the community. School uniform is significantly cheaper than branded items. School uniform removes brand-stigma and reduces peer pressure. To order visit www.myclothing.com

At Moffat Primary we ask our pupils to wear:

- White polo shirt or shirt
- Moffat Academy jumper or navy cardigan/jumper
- Navy or black trousers/skirt or tailored shorts
- Dark shoes
- Plain white T-shirt and black shorts, with a change of shoes for P.E.

The following items must not be worn:

- Inappropriate accessories (e.g. large belts or jewellery)
- Sports or football tops
- Tracksuits
- "Trendy" long furry boots
- Denim
- Cropped tops

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.

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 Moffat 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 Moffat 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:

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

In order to enhance this ethos, homework is used to support our young people and allow parents and carers to be part of their learning journey. Homework will vary in amount and type of task set dependent on the age and stage of pupils.

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

The school works with stakeholders on an annual basis to set improvement priorities for the following academic session. These improvement priorities are influenced not only by the feedback and information we receive from our pupils, parents/carers and other stakeholders, but also by national improvement priorities. These priorities are then incorporated into our School Improvement Plan. This plan outlines our key priorities and indicates the expected impact



of these priorities on our young people. This then forms the basis for our work throughout the year and is published on our school website. Progress and evidence towards the targets set out in the School Improvement Plan are shared through our annual Standards and Quality Report. This provides a comprehensive summary of the school's progress in addressing its key priorities and learner's achievements over the last academic year.

Health and Safety

Emergency Procedures (including Safer Together Guidance)

If your child feels unwell or has 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](#)

