



Welcome to
Newington Primary School



December 2025

Information at a Glance

School Address

Newington Primary School, Hospital Road, ANNAN,
DG12 6LA

Email address:

gw08fergusonannemari@ea.dumgal.sch.uk

gw08officenewington@ea.dumgal.sch.uk

Head Teacher	Mrs Annemarie Ferguson
School Roll	294
Denomination Status	Church of Scotland
Status of Gaelic	Not currently taught

School Staff:

Teaching Staff

Principal Teacher SL

Learning Centre Mrs E Robison

Learning Centre Teachers Miss D Little
Mrs A Walker

Depute Head Teachers Mrs D Carter
Miss L Nicoll

Learning Support Teacher Mr J Dale

Class Teachers

Mrs A Bell	Mrs C Vivers
Miss L James	Mrs E Duignan
Mrs C Graham	Mrs R Magnay
Mrs C Carruthers	Miss N McEwen
Miss A Mutch	Mrs K Fergusson
Miss R Porter	Mrs G Saunders
Mr G Schoolar	
Miss G Nichol (Probationer)	
Miss R McKenzie (Probationer)	
Mrs A Cannon (maternity leave)	

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

Auxiliary Staff

Learning Assistants

Miss K Castle	Mrs H Cook
Miss C Dalton	Mrs L Graham
Miss T Johnston	Mrs T Holliday
Mrs D Kean	Mrs T Laurie
Mrs H Moore	Miss M Pagan
Mrs D Wallace	Mrs M Bell
Miss R Hawthorne	Mrs C Mace
Mrs L McHugh	Mrs J Tunley
Miss C Townson	Mrs F Glass

General Assistants

Mrs L Bell	Mrs M Charlton
Mrs J Goodbrand	

Nursery

Nursery Manager	Mrs S Gallagher
Nursery Nurses	Mrs E Ferguson
Mrs N Kennedy	Miss N MacDonald
Miss L Schiller	Mrs M Woodhouse

Early Years Assistants

Miss A Krzeczowska
Mrs K Nelson
Mr D Da Silva Grave
Mrs M Johnson (trainee)

Equity and Excellence Lead Mrs B Blackstock

School Secretaries Mrs A Hind
Miss C Simpson

Building Facilities Assistant Mr R Osborne

Infant Playground Supervisor Mrs D Davidson

The School Day

The school gates are opened at 08.30

Nursery

8.30am to 3.30pm Daily (Mon-Fri)

Primary School

8.45am	Start of school day
10.20am to 10.40am	Morning interval
12.30pm to 1.15pm	Lunchtime
2.50pm	End of school day

School term dates can be found at:

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

Communicating with home

Our school maintains clear and effective systems to keep families informed about school activities. We use a range of communication methods including face-to-face meetings, Group Call, Class Dojo, the school website, and our app. We are mindful of families who may face technology challenges and ensure alternative approaches are available to support inclusive communication.

Our school ensures that parents are well-informed about who to contact regarding their child's learning or wellbeing. We provide ample time and support for these discussions, and parents are welcome to reach out at any time to arrange meetings with the class teacher, Principal Teacher, Deputy Headteachers, or Headteacher.

Welcome from the Head Teacher

Dear Parent / Carer

Welcome to the Newington Primary School Handbook, which I hope provides you with all the important information you require about our school.

At Newington Primary School, the needs of the children are always at the heart of everything we do. Every decision we make is guided by our commitment to nurturing, inspiring, and empowering our pupils. I am passionate about providing children with exciting, creative, and meaningful experiences that spark their enthusiasm for learning and support their growth—academically, socially, and emotionally. These experiences help them develop the skills and confidence they need to thrive in the wider world beyond school.

We believe that education is most powerful when it is a shared journey. That is why we place great importance on working in partnership with families and the wider community. By fostering a school culture built on mutual respect and positive relationships, we aim to create a welcoming and inclusive environment where everyone feels valued and heard.

As key educators in your children's lives, your voice matters. We are committed to being approachable and responsive, and we welcome your thoughts, concerns, and ideas.

If you would like to discuss any matters further or arrange a visit to see round the school, please contact us using the telephone or email details provided.

You can be assured that, as Headteacher, I—alongside my dedicated and caring staff—will strive to provide the very best education for your child while they are part of our school family.

Warm regards,

Mrs AM Ferguson
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

Vision

At Newington Primary School, we believe everyone has the right to achieve, be respected and valued in a nurturing, fun and inclusive environment where expectations are high, and success is celebrated.

Values

- Supportive
- Honesty
- Achieving
- Respectful
- Kind

Aims

Our aims at Newington Primary School is to create a warm, welcoming learning environment which strives towards continuous improvement and supports our pupils to be:

Enterprising, creative and successful learners who:

- set themselves high standards and seek and enjoy challenge
- are building up a body of knowledge and skills and can apply that knowledge in different contexts and are ready to learn throughout their lives with increasing independence

Healthy, confident individuals who:

- are able to build mental and emotional well-being by developing confidence, resilience and empathy
- have the skills and knowledge to manage everyday life with increasing independence and are ready to lead fulfilling lives as valued members of society

Ethical, responsible citizens who:

- by demonstrating the school values understand their rights and respect the rights of others, and consider the impact of our actions when making choices
- are knowledgeable about our culture, local community, society and the world, now and in the past to help shape our future

Ambitious, effective contributors who:

- think creatively and take ownership in their own learning and decision making to become independent learners
- apply their knowledge and skills to create ideas and prepare them for lifelong learning and the world of work with opportunities to support our local community and groups

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](#)

This session, we are proud to have 11 classes across the school plus two classes in our Learning Centre and a nursery setting. Each class is thoughtfully organised to ensure the best possible learning environment for every child.

We take great care in forming our classes, drawing on the professional insight of our staff to consider working groups, peer relationships, and individual needs. This collaborative approach helps us create balanced and supportive classrooms where children can thrive both socially and academically.

Our aim is always to foster a positive, inclusive atmosphere that encourages learning, growth, and mutual respect among pupils.

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

Positive Behaviour and Celebrating Success

At the start of each school session, teachers and pupils work together to establish a shared understanding of classroom expectations. Through discussion and collaboration, each class creates its own Classroom Charter, which is prominently displayed and serves as a daily reminder of our school values.

These charters are closely aligned with the principles of the Rights Respecting Schools Award, helping children understand their rights and responsibilities in a respectful, inclusive learning environment.

The school rules must be easy for a child to remember and are as follows:

- Look after yourself
- Look after others
- Look after our school

At Newington Primary, we believe in recognising and celebrating the achievements of our pupils. Each week, we hold whole-school assemblies where success is shared and celebrated. Pupils are awarded certificates – designed by our own children and inspired by our school values – to acknowledge their efforts and accomplishments. We also encourage pupils to share wider achievements from outside school, reinforcing the importance of our values in all areas of life.

Our approach to behaviour is rooted in positivity, respect, and shared responsibility. Together, staff, pupils, and parents have developed a clear Positive Behaviour Policy, which outlines expectations and consequences for behaviour that does not align with our school rules. A structured flow chart guides staff and pupils in managing behaviour consistently and fairly.

To support pupils in making positive choices, we have introduced Reflection Time – a calm and constructive opportunity for children to consider their actions and refocus on their learning. This is overseen by the Senior Leadership Team, who also provide additional support when needed.

In cases of persistent or challenging behaviour, parents and carers may be contacted by a member of the Senior Leadership Team to discuss appropriate next steps. For serious incidents, we follow the exclusion procedures set out by Dumfries and Galloway Council, ensuring that all actions are in line with local authority guidance.



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

Our school upholds this standard through a uniform policy designed to promote comfort, appropriateness and a sense of belonging. We encourage pupils to wear our school uniform, which consists of grey or black trousers or skirts, paired with red polo shirts and sweatshirts. While short cycling shorts are not considered suitable for daily wear, they may be worn as part of the P.E. kit only.

To support our families, we offer pre-loved uniform items at various points throughout the year. These are available for a small donation, helping ensure all pupils have access to appropriate school clothing.

Physical Education Clothing and Safety Guidelines

Children are required to wear suitable clothing for physical education, including a t-shirt, shorts, and a change of footwear. To help prevent lost items, parents are encouraged to label all clothing with name tags.

In line with Dumfries and Galloway policy, pupils must remove earrings or cover them with micro-pore tape on P.E. days to ensure health and safety. Additionally, pupils with long hair are advised to tie it up during physical activities.

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-of-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.

Our School Values

ACHIEVING
HONESTY

SUPPORTIVE

RESPECTFUL

KIND

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.

Throughout the school year, there will be multiple opportunities for you to discuss your child's progress and development. These may include:

- Informal conversations with your child's teacher
- Stay, Play and Learn sessions, where you can engage with your child's learning in the classroom
- Parental Consultation Evenings, held twice annually
- Formal written reports detailing your child's achievements and next steps
- For some families, more structured meetings involving other agencies may be arranged to provide additional support

We are committed to working in partnership with you to ensure your child receives the best possible educational experience.

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

Homework Provision

Following a review involving staff, pupils, parents, and the Parent Council, our school has updated its homework approach. Homework for P1 and P2 will continue to focus on phonics, reading, and maths. Pupils in P3–7 will receive spelling words, books for enjoyment, and online maths activities and games.

Homework will primarily be shared via Class Dojo, with paper copies available for families without online access. The school will also provide any necessary materials to support pupils in completing their homework. Termly learning overviews are available on our website: www.newingtonprimary.schoolwebsite.scot

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

School Improvement Planning

Each year, our school publishes a School Improvement Plan outlining key priorities for the year ahead, developed through engagement with staff, pupils, and parents, and informed by our Standards and Quality Report. The plan details expected impacts on pupil learning and highlights key tasks to be undertaken.

Both the Improvement Plan and the Standards and Quality Report are available on the school website and in hard copy upon request. Summaries are provided in child and parent/carer-friendly formats and can also be accessed by searching for our school at www.dumgal.gov.uk/schools.

We contribute to strategic development at school, cluster, and authority levels, using research-based evidence to continually evaluate and improve our curriculum and teaching practices. All changes are carefully assessed for their impact.

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](#)

