



Welcome to
Troqueer Primary School



December 2025

Information at a Glance

School Address

Troqueer Primary
Hill Avenue, Dumfries, DG2 7LR

Email address:

gw08officetroqueer@ea.dumgal.sch.uk

Parent Council Chairperson Lisa Girdler
Deborah Tweedie

Parent Council email
contacttpfc@gmail.com

Head Teacher Mr Martin Armstrong

School Roll 272

Nursery Roll 43

Denomination Status Non-denominational

Status of Gaelic Not taught

School Staff:

Teaching Staff

Mrs Lisa Ashton Deputy Head Teacher

Mr Stephen Barbour Principal Teacher

Mr Peter Earl Principal Teacher

Mrs Louise Campbell Principal Teacher

P1 Mrs Campbell and Miss Robertson

P1/2 Miss Davies and Miss Robertson

P2/3 Mrs Johnston and Mrs Collins

P3 Mrs Erskine and Mr Barbour

P4 Mrs Owens

P4/5 Miss Beaton

P5 Miss McNeish and Mrs Scott

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

P6 Miss Ness and Mrs Collins

P6/7 Miss Hyslop and Miss Butters

P7 Mr Earl and Mrs Ashton

Additional Support for

Learning Teacher

Miss H Robertson

P.E Teacher

Mrs Law

Music Teacher

Mrs Collins

Nursery Manager

Mrs Irving

Auxiliary Staff

Learning Assistants

Mrs Johnstone

Mrs Wells

Mrs Stewart

Mrs Hopkins

Clerical Staff

Mrs Cullen

Mrs Hopkins

Mrs Kiltie

Facilities Assistant

Mr Wilson

Cleaning Supervisor

Ms Doidge

Kitchen Staff

Mrs McKie

The School Day

Our school day is 9am-3pm

The playground is staffed from 8.45am by staff- pupil's should not be dropped off before this.

Break Time

P1, P1/2 and P2/3 10.30-10.45am then snack and chat in class.

P3-P7 Snack and chat in class at then out at 10.45-11am.

Lunch

P1, P1/2 and P2/3 12.15pm-1pm

P3-P7 12.30pm-1.15pm

School term dates can be found at:

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

Communicating with home

Our main communication is through the School App for Parents by Connect Us or Dojo.

School App: Important dates, regular HT newsletters, messages etc are regularly sent out on the App.

Dojo; Class information is shared, learning and messages are posted.

Reports/ Consultations: Consultations will happen in November and a Report will come home around Easter.

Letters and/or telephone calls and/or emails: requests to speak to a member of the SMT or a teacher a can be made by emailing the school office dg08officetroqueer@ea.dumgal.sch.uk

Facebook: The school's Facebook is called Troqueer Primary School and Nursery Sharing Page. We do not respond to messages. This is a sharing space.

Welcome from the Head Teacher

Dear Parent / Carer

Within the pages of this handbook is all the essential information that you might need as a parent or partner of our school.

We believe that the only way to achieve to highest standards is to work together, with the interests of the children at the core of all that we do. We are proactive in involving pupils and parents in the decisions we make.

We place a priority on high academic standards, particularly in core skills such as Maths and Literacy. We value independent thinking, problem solving, enterprise, creativity and collaborative learning.

We recognise our responsibilities to each other and fulfil these to the best of our ability – striving to live up to our motto 'Aim high and be the best you can be'.

Yours sincerely

Martin Armstrong
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 Vision

Working together as an inclusive Rights Respecting School (UNICEF) to care for and nurture every child towards realising their potential and enabling them to be happy and have the knowledge, skills and confidence to enhance their lives and the world in which we live.

Values

Safe

Respectful

Ready to Learn

Kind

Aims

Successful Learners

Pupils – To engage fully in learning and show respect to others as they try their best

Parents – To talk with my child about what they are learning, and support and develop this in their experiences at home.

School – Raise attainment and aspirations for all children

Community – We know what we need to do to get better at things

Confident Individuals

Pupils – Celebrate our personal achievements

Parents – To encourage self-belief

School – Inspire, engage and motivate each other through creativity

Community – Develop independence, resilience and confidence.

Responsible Citizens

Pupils – To be responsible for our actions in being safe, respectful, ready to learn and kind.

Parents – To promote a diverse Scotland with tolerance and understanding for different beliefs

School – Reflect and evaluate outcomes for children

Community – A shared understanding of what is a good citizen.

Effective Contributors

Pupils – Contribute to the life of the school and develop skills and knowledge

Parents – Encourage children to understand their role in positive change

School – Value, support, respect and include everyone.

Community – Provide children with challenging, motivating, positive and purposeful learning.

Logo Motto - 'I BID YE FAIR' (Maxwell family motto who funded the original school in 1958)

School Motto - Aim High and be the Best you can be.



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 10 classes and a Nursery

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

Positive Behaviour and Celebrating Success

We have a culture that encourages respect, values opinions, celebrates difference and promotes positive relationships. We aim to provide all pupils with a safe, inclusive and supportive environment in which to learn. We use 'Reflection' to promote positive behaviour and guide children to reflect on behaviours that may be deemed inappropriate. We believe in restorative conversations and 'making things right.' We use our 4 values to promote positive behaviour. Our 4 values are linked to the UNCRC rights. Pupils not demonstrating our values and visiting reflection receive a slip home. 3 visits results in teacher's working with parent/carers. If the behaviours continue SMT/Teacher and Parent's will work to create a positive behaviour plan. Pupils also take part in Meta-Skills afternoons that link to Article 31. We hope all pupils demonstrate our values enough to take part.

We celebrate all successes by issuing Star Awards and recording successes through our AAPB Achievement System (Attainment, Achievement, Participation and Behaviour).

Pupils can earn a Bronze, Silver and Gold award. Records are kept of achievements met in the following area-

Attainment, e.g. an improvement in reading level, term of completed homework, high spelling scores for a term, etc.

Achievement, e.g. sporting medal, completion of an outdoor walking challenge, etc.

Participation, e.g. involvement in a school club, taking part in a competition

Daily Drills – linked to number of miles achieved through daily exercise or number of minutes of drills.

Dots – behaviour and work exceeding expectations achieves a dot which links to our 4 values. Safe= orange, Ready to Learn= Green, Respectful= Blue and Kind= Gold.

Completion of the set number of boxes for each Bronze, Silver and Gold category leads to the award of a certificate in the Achievement Assembly.

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 uniform is a red sweatshirt or cardigan with a white polo shirt or shirt. They can wear these with a dark skirt, pinafore, shorts or trousers. Some pupils can also choose to wear red gingham style dress. Dark shoes are also preferable. Suitable trainers must also be worn in P.E.

A reminder that pupils in receipt of Free School meals can get school information on uniform grants: www.dumfriesandgalloway.gov.uk

You can buy our uniform from: www.myclothing.com or www.koolskools.co.uk

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.

We believe that happy children are successful children and they flourish when they are nurtured, encouraged, praised and celebrated. We acknowledge that children's strengths lie in many areas. We believe that success breeds success and by understanding the value that they bring to our school, they can thrive in other areas too. We want every child to reach their potential academically, but we also seek to provide many wider opportunities and offer a vast range of clubs throughout the session to support this. We celebrate individual success with children through our AAPB Achievement System.

The majority of our curriculum is planned but there are also aspects that are reactive. We continually seek opportunities to make learning relevant and to remove barriers to learning. We offer choice and personalisation as well as progression through levels, allowing the opportunity for attainment at the highest level for all. This comes through 'Interdisciplinary Learning' (IDL)

We aspire then to enable our pupils to become effective contributors to our society. Building on the ethos above, our curriculum areas, and Interdisciplinary learning focus on developing skills to enable our pupils to become the leaders of the

future. Our Activity groups build on meta-skills and these are assessed through our IDLs. IDL and community involvement are vehicles through which we provide challenge, application, breadth and opportunity within our curriculum.

In our immediate locality we are supported by a variety of local organisations (such as the Rotary, Burns' Federation etc) and parents.

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

We believe in fostering a strong partnership between home and school to support your child's learning journey. By working together, we can create a nurturing environment where every child feels encouraged to grow, explore and succeed. Alongside our families, we strive to inspire a love of learning, instil confidence, and promote the development of key skills to last a life time. We value open communication, collaboration and a shared commitment to helping each child reach their full potential, both academically and personally

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

Our School improvement plan 3 fold- 1) Engage pupils and particularly parents in understanding the school ethos. 2) Strengthen Curriculum design and pedagogical practices to enhance educational outcomes for learners. 3) Raising Attainment



Our main focuses are to improve parental engagement, have more consistency of teaching and develop our reading, writing and spelling programmes, and to raise attainment through focus, skills and nurture groups.

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](#)

