



Welcome to
Eaglesfield Primary School



December 2025

Information at a Glance

School Address

Eaglesfield Primary School, Eaglesfield, Lockerbie,
DG11 3PA

Email address:

gw08officeeaglesfiel@ea.dumgal.sch.uk

Parent Council Chairperson: Ceilidh Barron

Parent Council email:

eaglesfieldparentcouncil@yahoo.com

Head Teacher Mr. Patrick Callaghan

School Roll 62

Denomination Status non-denominational

Status of Gaelic not taught

School Staff:

Teaching Staff

Principal Teacher Mrs. Ruth Anderson

Primary 1/2 Mrs. Jenefer Scott
Mrs. Suzanne Borthwick

Primary 3/4/5 Mrs. Lauren Ansbro
Mrs. Suzanne Borthwick

Primary 5/6/7 Mrs. Ruth Anderson
Mrs. Suzanne Borthwick

Additional Support for Learning Teacher
Mrs. Sarah Bremner

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

Auxiliary Staff

Catering Mrs. Nuala Arthur

Cleaning/Janitorial Mrs. Nuala Arthur

Senior Clerical Assistant Mrs Tracy Parke

Support for Learning Assistant
Mrs Michelle Park
Mrs Diane McClimonds

The School Day

The school gates are opened at 08.45

Primary School

9:00am	School begins
10.40 to 11:00am	Morning interval
12.30 to 1.15pm	Lunchtime
3.05pm	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 primary method of communication with parents is via our free school app, 'My School App'. We also provide a monthly newsletter to parents with news from our school.

Due to the size of our school, the school office is not manned on a full-time basis. Where office staff are not available the telephone answering machine will be activated. If your enquiry is not urgent please leave a message, we will endeavour to return the call as soon as possible.

Our school has a productive and supportive relationship with our families. Parents are welcome to come and speak to appropriate school staff to discuss their child's learning experience. We work as a team to provide the best for your child.



Welcome from the Head Teacher

Dear Parent / Carer

Welcome to Eaglesfield Primary School!

At Eaglesfield, we have a clear vision for learning. Staff strive to create a happy, nurturing and safe learning environment, where everyone is respected and included. Through positive learning experiences, pupils are supported on their journey to achieving their goals and realising their potential.

We aim to help all our pupils become: **Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.**

We value partnership and community links and welcome the creativity and support of local people.

I look forward to working with you and your child at Eaglesfield Primary and look forward to celebrating their many achievements and successes.

Yours sincerely,

Patrick Callaghan
Head Teacher

For more links and detailed information about how we support parents and work with our schools, please see our [Authority Handbook](#). This also includes a page for financial support for Children and Families.

School Aims, Values and Ethos

Vision

At Eaglesfield Primary School we strongly believe in the power of education to change lives. Learning transforms the lives of our children, therefore our core business as a school is in supporting, challenging and inspiring young people to learn.

Positive relationships of mutual respect are at the heart of our nurturing and inclusive ethos and we believe that getting the relationships right in our school and wider school community, has a direct, positive impact on the learning experiences of our children. Through enacting our school values each day and striving for the highest standards across everything we do, we will provide an environment that enables everyone to thrive.

Values

"It takes a village to RAISE a child."



RAISE

- R** Relationships: we all work with each other and for each other, children and adults alike. We firmly believe that better relationships result in better schools.
- A** Ambition: our children will be challenged in their learning; gently nudged and supported out of their comfort zones and experience new things. It is our job as a school to open our children's eyes to a world of possibilities. We have high expectations of our children and we help them to achieve their very best.
- I** Inclusion: everybody in our school counts. Everybody matters. Everyone is welcome. Everybody gets the right help they need to thrive.
- S** Support: Pupils, parents, staff and other stakeholders' views are actively sought, listened to and acted upon. The school belongs to all of us; we are a team that wants the very best for every one of our children and their families. We will work together to provide a culture where all stakeholders of the school support one another.
- E** Enjoyment: school should be fun! We want our children to be engaged, active participants in their learning experiences. We strive to show the joy and wonder in learning new things.

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](#)

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Head Teacher to organise the class structure.

Class composition is usually shared with parents by mid- June in time for the children to know who their teacher will be and to arrange some time to support transition. For more information please see the Education Authority Handbook.

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

Positive Behaviour and Celebrating Success

In partnership with pupils, staff and families, our school has created a Positive Relationships Policy which sets out our agreed expectations and aims in respect of behaviour and celebrating success. The aim of this policy is to make a clear commitment to develop and maintain a respectful, equitable and inclusive culture and ethos within our school. We are an environment that promotes respect, celebrates difference and promotes positive relationships between all children, young people and adults. We firmly believe that in doing this, we are less likely to see negative behaviour and/or bullying and provide an environment in our school that enables everyone to thrive.

This policy seeks to do the following:

- Set out the policy landscape in which the school sits.
- Define the scope of the school in terms of behaviour and bullying.

- Define positive and negative behaviours and bullying.
- Outline how school addresses negative behaviour and/or bullying.
- Outline how the school praises and highlights positive behaviour.
- Include the views and feedback of pupils, parents/ carers and staff who have been consulted on this policy.

Further information can be found in school or on our school app.

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

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.dumgal.gov.uk Children are encouraged to wear grey, black or navy trousers, skirts, pinafores or school shorts. Gingham dresses are also worn in the summer months. Prices are outlined next, although these are subject to change if our suppliers increase their prices.

- | | |
|---------------------|-----------------|
| • Sweatshirt £7.25 | • Fleece £12.50 |
| • Sweatcardi £9.95 | • Snood £4.00 |
| • Polo Shirts £6.95 | |

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.

The school recognises the importance of wider achievement across the contexts of learning and personal achievement. Achievements are recognised through assemblies, pupil of the week award and head teacher awards. We also recognise that effort is extremely important and each term we award a trophy for effort: this could be something inside of school or outside in local clubs or the community. Children can take their trophy home for parents to see and celebrate with their child but we ask that they come back to school the following day so that they are reminder to everyone that effort as well as achievement brings rewards

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/>

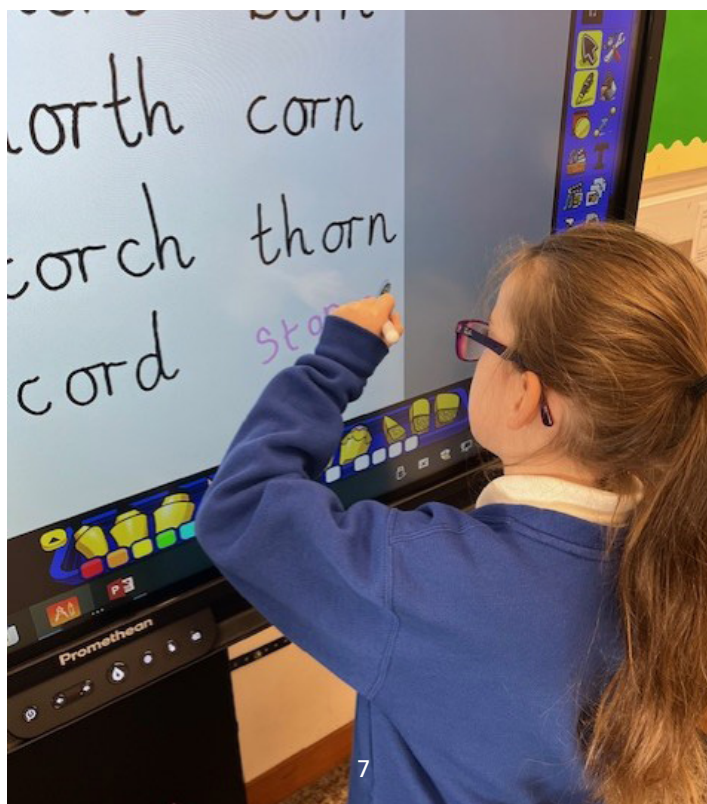
Parentzone Scotland

<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 operate a regular homework programme:

- To reinforce and revise class work
- To promote responsibility for pupils' own learning
- To promote home/school links.

All pupils follow a weekly homework programme, which may include reading, spelling, maths and additional activities relating to class work. Children are given reading throughout the week. This should be heard by an adult until the child starts to read longer more complex books. At this point parents should ask their children about their reading once they are finished. This encourages the child to think about what they have read and improves their comprehension skills. We really appreciate the time spent by parents encouraging and supporting their child with homework. This builds up a routine and attitude which will help them greatly in life beyond primary school. We encourage you to work with your child to ensure work is neat and well presented, giving your child help and support when it is needed. It is important be encouraged without pressuring.

Homework will be given at the discretion of each class teacher. Homework expectations will reflect the age and academic stage of each individual child.

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 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 and a robust programme of self-evaluation. 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.dumgal.gov.uk/schools.

In the 2025/26 academic session, our school improvement priorities are focussed on:

- Improving writing attainment in Primaries 4 and 5 through engaging in national writing improvement training.
- Leading improvements in planning and pedagogies in numeracy and mathematics across the Lockerbie Academy cluster.
- Increasing and improving opportunities for parental engagement and involvement in children's learning.

Further information available in school and on our app.

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](#)

