

Welcome to
Port William Primary School



December 2025

Information at a Glance

School Address

Port William Primary School
High Street, Port William, DG8 9JX

Phone: 01988 700 207

Email address:

w08officeport@ea.dumgal.sch.uk

Parent Council Chairperson: Ms Kirsty McMaster

Parent Council email:

portwilliamparentcouncil@yahoo.com

Head Teacher Mrs Lesley McDevitt

School Roll 70

Denomination Status Non-denominational

Status of Gaelic Not currently taught

School Staff:

Teaching Staff

Principal Teachers Mrs C Marshall
Mrs F Doherty

Class Teachers
P1-P3 Miss L Taylor
P4-P5 Miss C McQueen
P6-P7 Mrs C Marshall
Mrs F Doherty

Class Teacher Mrs J McCulloch

Learning Support Teacher Mr G Anderson

Support for Learning Mrs M Old
Mrs D Kiltie
Miss F Fleming

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

Auxiliary Staff

Clerical Assistant Mrs C Whyte
Kitchen Staff Mrs M Gilmour
Mrs E Wilson
Janitor Mr D Kevan

The School Day

The school gates are opened at 08.45

Primary School

8.45am School gates open
8.55am School opens for to fill water bottles, go to the toilet and ready to start at 9.00am
10.30am to 10.50am Morning Interval
12.30 to 1.15pm Lunch
3.00pm School Ends

Pupils should not arrive at school before 8.45am as there is no playground supervision prior to this time.

School term dates can be found at:

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

Communicating with home

Parents are welcome to contact school to discuss any matter concerning their child. We can be contacted via telephone, email, Group call/School Expressions App and Parent Portal. Our Parent Council also has a Facebook page for further communication.

Every month a Newsletter is emailed home with a variety of school information, including termly curriculum planning for each class, school events and diary dates for the following month.

Over the year we also offer four "Reporting to Parents" events; open afternoons take place in Terms 1 & 4, a parent and teacher meeting in Term 2 and a full written report in Term 3. It is important that everyone is involved in the reporting of progress and attends parent events.



Welcome from the Head Teacher

Dear Parents and Carers

We would like to welcome you and your children to Port William Primary School.

This Handbook gives you some information about our school and how we work. We hope this will be helpful in settling your children quickly and happily into the routine of school life. We look on learning as a shared process between school and home, working in partnership to ensure that together, we do the very best for your children.

We aim to provide a high-quality education in a safe, happy and nurturing environment. We are proud of our achievements, attainment and pupil participation, in the many opportunities available to increase children's learning.

We look forward to working with you. If you require any further information or advice, please contact school.

Yours sincerely,

Lesley McDevitt
Partner 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 – Grow and Learn Together

Port William Primary is at the heart of its community. We are a rural school and value everyone within the school community. We continually aim to develop links within our village and surrounding area using local facilities, local history, and geographical places to enhance pupil learning. We hope our pupils will develop a powerful sense of community and citizenship and that the values we promote will help pupils to flourish within it.

The Values we promote in school will help our pupils flourish in both our school and local community. All pupils, parents, families, partners and members of the community are involved in creating the vision, values and aims of Port William Primary School. We promote children's rights throughout our school vision and values

Our School Motto

“Grow and learn Together”

Our Aims

Learning will be fun and have a purpose

Always do our best at everything we do

Promote a safe, healthy and active lifestyle

Our Values

Respect, Friendship, Enjoyment, Being responsible, Teamwork, Creativity

School Ethos

The values of our school and how they are achieved:

Respect

The importance of respect is reinforced at Assemblies

Pupils are expected to always respect each other and all adults.

Friendship

The importance of friendship is delivered through our Health and Well Being Programme

Anti – bullying assemblies and workshops regularly take place throughout the year and during National Anti-Bullying week. Anti-bullying is also delivered through the Health and Well Being programme.

Enjoyment

Activities consider pupil interests and relevance to their lives

Pupils have a say and choose which pupil council they would like to be in

Teachers regularly ask pupils to reflect on types of learning they enjoy and then adapt future activities.

A range of after school activities take place

Being responsible

All pupils are members of a Pupil Council

All pupils are encouraged to reflect on their learning and set targets with parents and staff

All classes have weekly pupil jobs/helpers

P6's are trained to be Playmaker Leaders

House Captains have leadership roles in school.

Teamwork

Group working takes place in all classes and in all subjects

Creativity

Pupils are involved in planning their learning

Through interdisciplinary learning pupils can have a task to investigate or solve

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](#)

Port-William currently has three composite classes: Primary 1-3, Primary 4-5, and Primary 6-7, creating many opportunities to learn from each other and together. (Primary Schools Class Organisation 2011 – D&G Policy)

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

Positive Behaviour and Celebrating Success

The ethos within the school is all important in creating a happy, and caring environment. We aim to help children develop positive relationships and responsible attitudes throughout their time at Port-William Primary.

We follow three school rules, to be...

- **Ready** – prepared and ready to learn
- **Respectful** – show respect towards all members of our school community
- **Safe** - make sure we keep ourselves and others safe through responsible behaviour.

We always promote positive behaviour using a restorative approach. All staff model and inspire pupils to maintain a high standard of behaviour; to be polite, kind, and safe. This is equally important in all areas of the school environment. We hope parents take an active role in ensuring their children are well behaved and will support positive behaviour conversations with their children at home and in school.

We celebrate success in a variety of ways. We have a Wider Achievement Wall which celebrates activities outside of school. Our Community Wall focuses on skills development and learning in the local community. Our weekly assemblies proudly celebrate success in pupil's learning through Learner Capability certificates, Connect 4 Reading awards and House Points.

Our Celebration and Achievement Ceremonies in June formally recognise achievement throughout the year and across the curriculum. All the above achievements and celebrations are recorded in individual pupil overviews.

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 children proudly wear school uniform at Port William Primary

Uniform Grey/black trousers, skirts
 School sweatshirts - red (optional logo)
 School polo shirts - red or white

Please ensure all clothing is labelled. This saves time finding owners of lost property. For special occasions, children wear a shirt and school tie.

Uniform is available for parents to order directly from WBS Signs at Sandhead www.wbssigns.co.uk Current pricing will be available on the website. Anyone eligible for a clothing grant should contact the School Office.

For Health and Safety Jewellery is not encouraged. Watches and stud earrings only.

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.

Our main learning priorities are Literacy, Numeracy, Health & Well-being ensuring all children have equity to achieve.

Literacy and Numeracy are taught daily; both as standalone lessons and within other curricular areas. At Port William Primary we follow a 3-year cycle for other curricular areas. These can often be linked together to create an interesting topic or context. Regular opportunities for outdoor learning, sustainable learning in the local area and specialist partners are used.

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

Pupils should be encouraged to approach homework with a positive attitude to learning and achievement. Although pupils do not often like doing homework it is generally agreed by parents and teachers that it is an essential part of the curriculum. We consider the setting of homework important for the following reasons -

- To encourage pupils to develop the practice of independent study.
- To develop perseverance and self-discipline.
- To allow practice, where needed, skills learned in the classroom.
- To open areas of study, using materials and sources of information that are not accessible in the classroom.
- To involve parents and other adults in pupils' work.

The class teacher ensures that all pupils have a weekly homework plan or diary to be used to record homework as it is given out. Children are made aware of what they are expected to achieve and understand the purpose of the homework task. They are responsible for completing homework tasks on time and in a satisfactory manner.

It is hoped that parents will check Homework regularly. If any aspect of the homework is puzzling, your child's teacher can be contacted for further support.

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 Plan 2025-2026

To create a new school Vision, Values and Aims for Port William Primary including children's rights

- All parents, carers, staff and pupils to create the new school vision, values and aims.
- All pupils will know and use the values in school
- The vision, values and aims will be shared and



displayed and become a natural part of school life.

To raise attainment and improve writing focusing on Primary 4 and Primary 5 pupils

- Complete daily writing using the evidenced planned approach.
- Pupils know how to improve their writing and have clear expectations of what a good piece of writing looks like.
- Wraparound Spelling to improve spelling for pupils in P3-P7

To review the current three-year Curriculum Cycle for all learning across the Partnership.

- Review each curricular area to ensure learning experiences are real and relevant for all.
- Identify opportunities to develop digital learning, Rights Respecting Schools, World of Work (DYW), Learning for Sustainability and meta skills.
- Use Pupil Voice to discover "What children want to learn? "

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](#)

