

Welcome to  
**St Andrew's Primary School**



December 2025

# Information at a Glance

## School Address

St Andrew's RC Primary school  
Craig's Road  
Dumfries & Galloway Education  
DG1 4EX

Phone: 01387 273 001

## Email address:

[gw08officest6@ea.dumgal.sch.uk](mailto:gw08officest6@ea.dumgal.sch.uk)

**Parent Council Chairperson:** Mrs Rea Hunter

## Parent Council email:

[standrewsrcparentcouncil@gmail.com](mailto:standrewsrcparentcouncil@gmail.com)

**Head Teacher** Mr Barry McIntyre

**School Roll** 188

**Denomination Status** Roman Catholic

**Status of Gaelic** Not currently taught

## School Staff:

### Teaching Staff

Primary 1	Mrs Annette Barnett
Primary 2	Mrs Nicola Luebke
Primary 3	Mrs Aisling Gilligan (Mon-Wed) Mrs Lorena Davidson (Th/Fri)
Primary 4	Mrs Margaret Turnbull (Mon-Th) Mrs Jane Loughran (Fri)
Primary 5	Mrs Nichola McIntyre (Tue-Fri) Mrs Jane Loughran (Mon)

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

Primary 6 Mrs Barbara Chierici Black

Primary 7 Mrs Claire Kerr

### Auxiliary Staff

Learning Assistants Miss Zoe Gilligan

Senior Clerical Assistants Brenda Jefferson (Mon/Tue)  
Charlotte Wilde (Mon-Fri)

Playground Supervisor Mrs Andrea Watts

Crossing Patrol Mr Colin Currie

Janitor (AMEY) Ms Angela Dowling

Catering Ms Elaine Hearton

## The School Day

Children can have access to the school from 8.30am

### Primary School

8.55am	Begin Schol
10.35am to 10.55am	Morning Break
12.15pm to 1.15pm	Lunchtime
3pm	End of School Day

School term dates can be found at:

[www.dumfriesandgalloway.gov.uk/schools-learning/schools/school-term-holiday-dates](http://www.dumfriesandgalloway.gov.uk/schools-learning/schools/school-term-holiday-dates)

## Communicating with home

The school updated its Communication and Engagement Strategy in 2023. Parents and carers will receive emails and letters as well as phone calls for the important information and correspondence. Notice boards at the school entrance and a Facebook Page are used to share information, events and successes.

There are parent information evenings, consultation evenings and reports on progress each year.

Class Teachers use TEAMS to share class specific information and Newsletters are sent home regularly.



## Welcome from the Head Teacher

Dear Parent / Carer

At St. Andrew's RC Primary, we are delighted to extend a warm and heartfelt welcome to all parents, carers, and pupils. Our school community thrives on a foundation of kindness, which is the cornerstone of everything we do. As Head Teacher, I am immensely proud to lead a dedicated team and collaborate with a wonderful community, all of whom are committed to providing the very best outcomes for our children.

We believe in fostering open, approachable relationships with families, as we work hand in hand to uphold the highest standards in academic achievement, behaviour, and personal growth. At St. Andrew's, we hold ourselves to high expectations, believing that every child is capable of success and self-efficacy. Together, we are committed to creating an environment where each child can flourish, reach their full potential, and become a compassionate, confident individual.

We look forward to working with you as part of this vibrant and supportive community.

Yours sincerely

**Mr Barry McIntyre**  
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 Primary children have decided what our school means to us, and we review these thoughts every couple of years.

"A Community of faith and learning that values everyone for who they are and what they bring."

### Safe

We keep ourselves and others safe

### Family & Faith

We live our gospel values every day

### Responsible

We care for our environment

### Respectful

We treat others the way we want to be treated

### Creativity

We have the confidence to share our ideas and try new things

### Resilient

We keep going and don't give up



## 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](http://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](http://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](#)

**Class Organisation** For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure.

Currently we have seven straight classes as well as a nursery class. When we have to have composite classes, we do so in line with local authority guidance.

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

### Positive Behaviour and Celebrating Success

We believe that everyone has something positive to offer and we all have potential to be realised.

We believe that positive behaviour and celebrating success are closely linked. As a school we continually endeavour to improve how we encourage positive behaviour through celebrating success. That may be from the level of weekly assemblies where we gather to celebrate success in our lives to how we encourage and guide our young people in resolving problems. We all need more positives than negatives in our lives. We need hope when we are feeling bad about ourselves. It is the role of all (with particular emphasis on adults) to build children's learning resilience that comes from getting this balance correct. A positive, productive working relationship between home and school is key.

The Kindness Crew and The Justice Squad have created a Relationships and Behaviour Strategy (2024). Our parents are valued and through our curriculum, reporting and parental engagement our shared understanding of where our children are doing well and what we can do to help them means that we build a community of young people who have the learning resilience to be able to deal

positively with the challenges of learning in life, including school.

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](http://www.dumfriesandgalloway.gov.uk)

Dark, self-coloured trousers or skirt. White polo shirt  
White shirt (tie optional) School sweatshirt

School fleece (optional) PE kit – t-shirt, shorts and training shoes/ plimsolls.

This dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, or disability. Prior to drawing up the dress code, parents, pupils and staff should be fully consulted, and it is the

expectation of Education Services that parents will be supportive of the dress code.

Clothing which is unacceptable in school under any circumstances would include items which:

- Could potentially cause offence or encourage factions (e.g. anti-religious or political slogans).
- Could cause health and safety difficulties such as loose-fitting clothing, dangling earrings.
- Are of flammable materials which may be a danger in certain classes.
- Could cause damage to floors.

## 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](https://www.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](https://www.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](https://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](https://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](https://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](https://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](https://www.dumfriesandgalloway.gov.uk) or the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto: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](http://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](http://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](http://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](http://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.

## 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](http://www.dumfriesandgalloway.gov.uk)

Visit [www.dumfriesandgalloway.gov.uk](http://www.dumfriesandgalloway.gov.uk) for more information on parental involvement.

More information and support for Parents/ Parent Councils is available at <https://connect.scot/>

Parentclub Scotland <https://www.parentclub.scot/> provides support information and guidance to expectant parents, baby, toddler, Child, Pre-teen and Parents and Carers.

The National Parent Forum of Scotland's (NPFS) Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers: <https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

### Parentzone Scotland

<https://education.gov.scot/parentzone> information about the Curriculum and how you can be involved in your child's learning.

### How is my child doing?

There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights/ Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.



## Helping Your Child and Family Learning

At St. Andrew's RC Primary, we believe that learning is a shared journey between home and school, and we are committed to supporting your child's development through strong family involvement. We provide regular information updates to parents and carers to ensure you are always informed about your child's progress and school activities.

We host workshops and meetings throughout the year, offering opportunities for you to engage with staff, learn about the curriculum, and gain practical strategies to support your child's learning at home. These sessions are designed to foster collaboration and provide you with the tools to actively contribute to your child's academic and personal growth.

In addition to these regular events, we also offer more focused meetings as needed. Whether it's addressing specific concerns or discussing personalised support, we are always available to meet with you and work together to ensure your child's needs are met.

By maintaining open communication and working in partnership with families, we strive to create a nurturing environment where your child can thrive both in school and at home.

## 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](http://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](http://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](http://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](http://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](http://www.dumfriesandgalloway.gov.uk)

This session, we are focusing on three key priorities to further strengthen learning at St Andrew's RC Primary.

#### 1. Enhancing Challenge and Engagement

**Across the Curriculum** We are refreshing our interdisciplinary learning (IDL) topics to ensure all curricular areas provide appropriate pace and challenge. Pupils will be more involved in setting



goals and understanding their learning journey, helping them build confidence, take responsibility, and see meaningful connections across subjects.

#### 1. Improving Learning, Teaching and Assessment

We are developing more active, engaging starts to lessons and increasing opportunities for children to explore, question and think more deeply. Staff will strengthen assessment approaches, including self and peer assessment, to help pupils better understand their progress and next steps.

#### 1. Strengthening Our Homework Approach

Following feedback from families, we are reviewing homework to create a clear, consistent, and purposeful model from P1-P7. Our aim is to ensure homework is fair, manageable, and supportive of learning, while promoting equity for all children.

## 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](http://www.dumfriesandgalloway.gov.uk)

### Data Protection

Visit [www.dumfriesandgalloway.gov.uk](http://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](#)

