



# Welcome to

Sanquhar Primary School



December 2022

# Information at a Glance

## School Address

Sanquhar Primary School  
Queensberry Court, Sanquhar, DG4 6BD  
Telephone: 01659 50275

Email address:  
[gw08officesanquharpr@ea.dumgal.sch.uk](mailto:gw08officesanquharpr@ea.dumgal.sch.uk)

Parent Council Chairperson	Greg Black
Head teacher	Mr Steve Beattie
School Roll:	Primary: 163 pupils Nursery: 42 pupils
Denomination Status	Non-
Denominational	
Status of Gaelic	N/A

## Teaching Staff

Principal Teacher (Primary)	Mrs V Hastie
Principal Teacher (Primary)	Mrs E McNay
Principal Teacher (Additional Support for Learning)	Miss A Weir
Class Teachers	Miss A White Mr S Kilpatrick Mrs E Phillips Mrs E Lethardy Miss N Robertson
Learning Support Teachers	Mr J Ferguson
Nursery Manager	Mrs A Daly
Nursery Nurses	Mrs K Anderson Mrs A Noonan Miss C West Mrs J Campbell
Miss B Weir	
Mrs K Hubbard	
Miss L Sharpe	
Miss E McWilliam	

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

Family Learning Co-ordinator	Mrs M Riddell
Learning Assistants	Mrs C McGoldrick Mrs S Gibson Mrs M Weir Mrs S Lockerbie Miss L Elliott Mrs L McMillan Mrs K Houston
Secretary	Mrs M Cook Mrs M Weir

## Auxiliary Staff

Janitor	Mr W Love
Cleaner	Mrs S Black Ms J Marr
Catering Manager	Mrs N Elliott
Catering Assistant	Mrs S West

## The School Day

School Begins	9.00
Morning Interval	10.30-10.50
Lunch	12.20-13.00
End of school day	15.00

During breaks and lunch time, pupils are supervised by the Janitor & Learning Assistants, our Senior Leadership team also monitor the playground and lunch hall.

Nursery hours are available between 8.45 – 2.45pm

School term dates can be found at:  
<http://www.dumgal.gov.uk/article/15239/>  
**School-term-and-holiday-dates**

## Communicating with home

Sanquhar Primary makes use of Groupcall messaging to communicate with parents/carers regarding unexplained absences, and also to deliver messages regarding school trips or closures etc. Please keep the school informed of any change to your telephone number.

To be environmentally friendly we also use email to communicate and send home our regular and term time newsletters electronically to inform parents of events for the forth coming term and of any developments which affect the school.

Finally, we also have a Facebook page and our school App. Please check this regularly for information and updates.



## Welcome from the Head Teacher

Dear Parent / Carer

Welcome to our school from all at Sanquhar Primary School.

The purpose of this handbook is to provide you with all the key information you will need as your child starts at the school. If you have any queries about the content of the handbook or any other questions, please do not hesitate to get in touch.

At Sanquhar we are proud of our friendly, caring atmosphere within the school and the level of staff knowledge regarding their pupils. We offer a stimulating and active learning environment in the school and a broad range of opportunities for wider achievement. We enjoy strong partnerships with parents and the wider community and our pupils are enthusiastic, motivated, confident and keen to learn. We continue to look for ways to strengthen and improve on the high quality learning and teaching which takes place in Sanquhar Primary to enable all pupils to fulfil their potential. We look forward to working with you and developing a positive, longlasting relationship.

Yours sincerely

**Steve Beattie**  
Head Teacher

**For more information about how we support parents and work with our schools please see our [Authority Handbook](#)**

## Our Vision, Values and Aims:

Sanquhar Nursery, Primary and Learning Centre aims to be a safe, happy place which children want to attend and where staff, pupils and parents work together to fully support every child.

### Respect

### Effort

### Achieve

### Community

### Honest

In Sanquhar we place the community at the heart of what we do. We value the relationships and partnerships that we build to increase our children's chances to succeed not only in school, but in life. We pride ourselves in working hard to achieve to the best of our ability and understand the importance of respecting ourselves and others.

## At Sanquhar we aim to enable all our pupils to become:

### Successful Learners with

- Enthusiasm and motivation for learning
- Determination to reach high standards or achievement
- Openness to new thinking and ideas

And able to

- Use literacy, communication and numeracy skills
- Use technology for learning
- Learn independently and as part of a group
- Make reasoned evaluations
- Link and apply different kinds of learning in new situations

### Confident Individuals with

- Self respect
- A sense of physical, mental and emotional wellbeing
- Secure values and beliefs

And able to

- Relate to others and manage themselves
- Pursue a healthy and active lifestyle
- Be self aware
- Develop and communicate their own beliefs and views of the world
- Live as independently as they can be
- Assess risk and take informed decisions
- Achieve success in different areas of activity

### Responsible Citizens with

- Respect for others
- Commitment to participate responsibly in political, economic, social and cultural life

And able to

- Develop knowledge and understanding of the World and Scotland's place in it
- Understand different beliefs and cultures
- Make informed choices and decisions
- Evaluate environment, scientific and technological issues
- Develop informed, ethical views of complex issues

### Effective Contributors with

- An enterprising attitude
- Resilience
- Self-reliance

And able to

- Communicate in different ways and in different settings
- Work in partnership and in teams
- Take the initiative and lead
- Apply critical thinking in new contexts
- Create and develop
- Solve problems



# SANQUHAR PRIMARY



## LEARNING TOGETHER TO REACH OUR GOALS

### RESPECT

We respect ourselves and others.

### EFFORT

We make every effort to do our best.

### ACHIEVE

We want to achieve to have a bright future.

### COMMUNITY

We are part of the community of Sanquhar.

### HONEST

We are honest and build trust through our actions.

## 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. You can do this by contacting [ParentalInvolvement@dumgal.gov.uk](mailto:ParentalInvolvement@dumgal.gov.uk). At this point an Officer will contact you and discuss the issue and direct the enquirer as appropriate.

Remember you can also access Dumfries & Galloway Have Your Say at <http://www.dumgal.gov.uk/article/17349/Have-your-say>

## 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.

Classes are formed before the start of the school year so that pupils and parents know what is happening when they begin the new session. This session in Sanquhar Primary we have seven classes - Primary 1 to Primary 7, our learning center class and nursery class.

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

### Positive Behaviour and Celebrating Success

At Sanquhar Primary

- Expectations of pupil behaviour are high yet realistic; and behaviour is understood, taught and expected.
- Behaviour is influenced by how, where and what young people are taught.
- Every member of the school has a right to have their views, feelings and efforts respected and valued.
- There is a consistency of approach in terms of rewards sanctions and behaviour management agreed throughout school.
- Standards are modelled consistently by all members of the community.

“A healthy sense of self-esteem forms the cornerstone for constructive relationships with others.” If children are to develop the notion of respect and equality between different groups of people, then a strong sense of self-worth is essential. “In addition to the positive effects of high self-esteem on social skills, there is increasing evidence of the benefits in terms of academic achievement. If high self-esteem positively influences both intellectual and social skills, then it seems essential that each child’s daily classroom experience should include the giving and receiving of affirmation.” In this school, social education based on a sense of self worth is considered an important part of the curriculum, not something that children will simply acquire but something that will be actively taught. All staff, teaching and non-teaching are aware of the importance of adult models for children. Children

learn from us, are treated with care and respect and learn to do the same to others.

For more information please see page 13 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.dumgal.gov.uk](http://www.dumgal.gov.uk)

We encourage the wearing of school uniform in Sanquhar Primary. We feel it gives children a sense of pride in their school and promotes inclusion.

Our children wear

- Black trousers or skirts
- White blouses/ shirts or school polo shirts
- Blue school sweatshirt/hoodie

Sweatshirts, polo shirts, hoodies and jackets are available from the School Office.

To take part in Sporting activities, we would ask that pupils change into appropriate clothing such as a T-shirt, shorts and gym shoes. Children change from outdoor to indoor shoes when they come into school. Please make sure that your child has a pair of soft shoes suitable for classroom wear. Part of your child’s school curriculum will involve art and craft activities. It is helpful if pupils have an overall or apron to wear for such occasions. An old adult-sized shirt with the sleeves shortened can serve the purpose effectively.

Please mark with name tags all items of clothing and footwear your child is likely to remove in school.

## Financial Support for Children and Families

### Grants and Bursaries

#### Scottish Child Payment

The Scottish Child Payment is a payment for families on certain benefits or tax credits. Eligible families will get £40 every four weeks for each child under six.

Further information and an application can be made at: [mygov.scot](http://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](http://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.

Further information and an application can be made at: Free school meals and associated payments - Dumfries and Galloway Council ([dumgal.gov.uk](http://dumgal.gov.uk))

Education and Learning Directorate are committed to supporting families through their Anti-Poverty Strategy – details of which can be found at [www.dumgal.gov.uk/poverty](http://www.dumgal.gov.uk/poverty) Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at the above link.

### 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.dumgal.gov.uk/schoolmenus](http://www.dumgal.gov.uk/schoolmenus)

### 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 registration form to allow us to inform the catering team who will discuss your child's requirements in full.

For more information contact the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

### 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.

All primary schools are now operating a pre-order system for school lunches for paid and free school meals. Parent / Carer will receive a letter informing them of how to create and set up an account for their child.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £360 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.dumgal.gov.uk/schoolmeals](http://www.dumgal.gov.uk/schoolmeals)

Visit the school meal website for further information

[www.dgschoolmeals.co.uk](http://www.dgschoolmeals.co.uk)





## 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 <http://www.dumgal.gov.uk/article/15245/Free-school-transport>

## 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 [www.getyournec.scot](http://www.getyournec.scot) (This cannot be done through your school)

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

## 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.

## 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.

Curriculum for Excellence is bringing learning to life for all in our nursery and primary. The 'learner journey' will be joined up from 3-18 to avoid gaps and overlaps in learning and to make the most of achievements outside school. Pupils will work at a pace that suits, with enough challenge and support to stretch them. Lessons are engaging, inspiring and relevant to everyday life. Teachers make connections between subjects, helping our children make sense of the world. Our children learn how to learn and how to use their learning, not just memorise information to pass tests. This helps them adapt in an uncertain future with the ability to think, make sound judgements, challenge, enquire and find solutions. We focus on knowledge and skills – including vital skills: literacy and numeracy, which underpin all learning and are critical in life. We assess and monitor progress and report to give learners, parents and employers better information on potential and achievement. Our learning and teaching is planned across Language, Mathematics, Social Studies, Expressive Arts, Religious, Social and Moral Education, Health & Wellbeing, Technologies and Sciences.

Our curriculum includes Interdisciplinary learning this is a planned approach to learning which uses links across different subjects to enhance learning. It ensures progression in skills and in knowledge and understanding. Learning whether it is through discrete subjects or IDL studies will involve pupils developing skills for learning, life and work, including literacy, numeracy and health and wellbeing in and out of the classroom.

A number of extra curricular activities may be on offer in the school at any time eg. sporting clubs, football training, games, Homework Club, Ukulele Group and Gardening Group.

## 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

More information is available at <http://www.dumgal.gov.uk/article/17608/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

There is real value in families being part of the learning process through their child's school life. At Sanquhar we don't just want to involve you in decisions, but we want to engage you in the learning process. As well as coming into school to learn with your child, we have dedicated events on how to support your child at home. We continually look at ways to communicate and support without the need to meet in person. One such way is the use of Seesaw as a digital tool which not only allows parents to contact teachers, but it also allows the parent to see their child's learning in a variety of ways.

### Homework

Parental views were sought on homework to update the school policy. At Sanquhar it was agreed that Homework should be:

- Relevant and complementary to class work.
- Varied to stimulate and encourage the child.
- Suited to the child's ability. Challenging but achievable.
- Manageable in the time given.
- Enjoyable and rewarding.
- Well explained and purposeful.
- Supported by teachers and parents.



## Support for All

### Support for Learners

Dumfries and Galloway Council is committed to the well-being and educational development of all learners. The process of inclusion requires all involved in the business of learning and teaching to demonstrate commitment, innovation and flexibility to ensure that all children and young people have access to quality learning opportunities and experiences.

More information is available at <https://www.dumgal.gov.uk/article/16163/Support-for-Learners> 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.dumgal.gov.uk/girfec](http://www.dumgal.gov.uk/girfec) and on page 20 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 <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

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 <http://www.dumgal.gov.uk/article/15241/School-places> Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest".

### 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.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)

Throughout Session 22-23 we aim to drive improvement in:

#### Priority 1 – Increase our sense of belonging

Everyone in the community has taken part in sharing what they value, what are town is famous for and what we believe should be important for the school. As we work towards our Rights Respecting School Accreditation, we will be making sure as well as being part of a community our children understand their rights and know how to challenge this if these are not being met.



#### Priority 2 – Get better in our learning

This session we will look at the art of teaching to make sure staff are equipped to give the children the best support and learning experiences that they can. With moving to a more digital approach in the resources we use at school and the way we share that learning with parents, we know this will keep families more informed of progress and how best to help your child improve.

#### Priority 3 – Included in all parts of school

Every single voice matters in our school community. We have started making subtle changes to support everyone. This has included turning off the school bell, creating nurture spaces and the use of visuals as part of reducing anxieties and distress for several of our children. We have also increased and strengthened our pupil and parent voices. By increasing opportunities for every family to take part meaningfully in the life of the school, we hope this will have a positive impact on school attendance

## Health and Safety

### Emergency Procedures (including Safer Together Guidance)

If your child feels ill during the school day and we feel that he/she 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.dumgal.gov.uk/article/15240/Emergency-school-closures](http://www.dumgal.gov.uk/article/15240/Emergency-school-closures)

### Data Protection

Information on how the Council uses personal data is available at [www.dumgal.gov.uk/article/15129/Data-protection](http://www.dumgal.gov.uk/article/15129/Data-protection) and [www.dumgal.gov.uk/privacy](http://www.dumgal.gov.uk/privacy)

### 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 [Education Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

