



Welcome to

St Columba's Primary School



December 2021

Information at a Glance

School Information

School Address

Shawhill Road
Annan
DG12 6JX

Telephone: 01461 202752

Email address:

gw08officest@ea.dumgal.sch.uk

Parent Council Chairperson: Wendy Hamilton

Head Teacher Mrs Clare Reid

School Roll 66

Denomination Status Roman Catholic

Status of Gaelic Not taught

School Staff:

Teaching Staff

P1/2	Mrs J Mann
P3-5	Miss C Gilfillan (Principal Teacher)
P5-7	Miss A Burns 3.5 days Miss H Sharp 1.5 days
RICCT/Management Cover	Mrs S Wright Miss H Sharp
Support for Learning Teacher	Mrs J Jefferson

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

Learning Assistant

Mrs K Smart
Miss G Nicol
Mrs I Copeland
Mrs Margaret Nordon

Clerical Assistant

Mrs J Richardson

Auxiliary Staff

Playground Supervisor

Mrs L Martin

Catering

Mrs. M Dalgleish
Mrs K Anderson

Cleaning

Mrs C Thorburn

Parish Priest

Fr G Donnelly

The School Day

The school gates open at 8.40am for pupils to attend Breakfast Club.

Pupils not attending Breakfast Club can access the building from 8.50am.

9am	School begins
10.35am - 10.50am	Morning interval
12.15pm - 1pm	P1-2 Lunchtime
12.30pm - 1.15pm	P3-7 Lunchtime
3pm	End of School Day

School term dates can be found at:

<http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>

Communicating with home

Working in partnership with home is crucial. We understand our pupils are your most precious human beings. We use a variety of means to communicate with parents. Newsletters are posted Via email. General school information can be found on our school's Facebook Page - <https://www.facebook.com/St-Columbas-RC-Primary-Annan-102679371425678>

We understand there may be times that you would like to speak to the class or head teacher. Parents/Carers can arrange phone appointments by calling the school office.



Welcome from the Head Teacher

Dear Parent / Carer

At St Columba's RC Primary we grow and learn together in a positive, caring learning environment, where nurture and responsibility are valued as we encourage every member of our school community to be the best they can be. We aim to provide each individual child the support and encouragement necessary for his/her moral, spiritual and intellectual development within the ethos of our Catholic School.

We endeavour to ensure that all children achieve their potential in every area of a broad curriculum and leave primary with those necessary skills to transfer and use in the next stage of their education.

As a staff, we are highly committed to raising attainment and achievement, working towards delivering excellence and equity for all, helping to reduce the poverty-related attainment gap.

We will work effectively with you to ensure that your child's journey through primary school is a memorable one where they achieve, attain and enjoy the whole experience.

We look forward to welcoming you into our school community,

Mrs Clare Reid
Head Teacher

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

School Aims, Values and Ethos

St Columba's is a Roman Catholic primary school where our Christian values are evident in the way we interact and consider the needs of others. As teachers we value pupils as unique individuals and encourage and support them with the development of their own personal gifts and creative qualities. We, therefore, concern ourselves not only with the imparting of knowledge and acquisition of skills but in drawing out what is already within each child. Since "the heart and the human spirit have needs as well as the mind and body" we are also concerned with the development of our pupils' personal growth, their ability to form relationships and to be part of a living and loving community. We believe that this can be achieved by developing the school as a lively, stimulating and caring community in which there is mutual concern and respect among pupils, teachers and parents and for the environment in which we live. Since parents play a crucial role in the education of their children, we feel it is essential that the partnership between home and school is fostered so that our children can develop to their full potential and achieve personal wholeness.

Our School Motto is - Live Love Learn.

Our School Values; Respect, Love, Kindness, Friendship, Determination, Honesty, Positivity and Trust are at the heart of everything we do.

We aim to provide every child with the opportunities to develop their God-given talents and express themselves through creativity, critical thinking and achievement. Our curriculum aims to encourage our children to:

- acquire the basic tools for learning – focussing on the 3 core areas ; Literacy, Numeracy and Health and Wellbeing.
- apply as well as absorb information
- think critically and communicate effectively
- develop the capacity to reason and act independently
- develop lively, enquiring and imaginative minds
- develop personal gifts and inspire creativity
- develop physical skills and an understanding of healthy lifestyles



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. 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.

Our classes can change year to year for example last year we had a P3/4/5 composite class and this year we have a P3/4 composite class so perhaps just leave this info out.

Positive Behaviour and Celebrating Success

Children are prepared for responsible citizenship by developing values, beliefs and attitudes compatible with living in a modern, democratic and multicultural society. Children are expected to develop acceptable standards of behaviour, courtesy and respect to all members of staff and to each other. All adults adopt a positive approach to the question of discipline and the relationship between children and adults is based on mutual consideration and respect. All staff in St. Columba's work co-operatively and diligently to develop and maintain a positive climate for learning across the school. Good behaviour is promoted through the provision of appropriate, interesting learning and teaching experiences, within a well ordered school environment.

Parental support and co-operation in avoiding and eliminating instances of indiscipline will be sought at an early stage. Whenever appropriate we work co-operatively with parents, Psychological Services, Social Work Department and Police in order to promote positive behaviour and support pupils.

In St. Columba's we have every confidence that our children are motivated to play their part in ensuring a climate which allows effective learning



and teaching to take place. St. Columba's staff are committed to providing a caring, friendly and safe environment, where pupils learn in a secure atmosphere in which bullying is considered to be unacceptable.

A whole school policy exists which aims to;

- Give clear messages that bullying is not acceptable.
- Treat any form of bullying seriously and deal with it in a calm and effective manner.
- Maintain a climate of openness where children and parents can raise issues of bullying.
- Reassure children and parents that all matters of bullying are taken seriously and dealt with effectively.
- Raise awareness of bullying through the curriculum, adopting strategies such as no-blame common concern, peer support and Circle Time discussions and Restorative Practice.

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

Our school colours are yellow and blue. The school uniform is fully supported by all our parents and pupils. Uniform order forms are sent home once a year and requests for further order forms can be made through the school office. Our uniform consists of a white or blue shirt / polo-shirt, blue sweater with a school badge, black or grey trousers for boys / black or grey skirt for girls. In summer many girls wear the school summer dress and many boys prefer black or grey school shorts.

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

- Could potentially encourage factions (eg football colours).
- Could cause offence (eg 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.
- Carry advertising, in particular for alcohol or tobacco.
- Could be used to inflict damage on other pupils.

Parents in receipt of a grant for footwear and clothing from the authority will be encouraged to purchase items which are in accordance with the school dress code.

School Clothing grants

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 £134 per child. Guidance and more information is available at www.dumgal.gov.uk/article/15246/School-clothing-grants

For information on our School Uniform Bank Project, for donations and collection see supportdg.dumgal.gov.uk/FreeSchoolUniform

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

Pre-ordering lunch

All menus are nutritionally analysed, offering a fantastic choice and flexibility. Primary schools have introduced an advanced pre order system for lunch. Pre order forms are handed out to all pupils.

Special dietary requirements

Specific meals for children with food allergy and intolerances, medically prescribed diets, or diets for religious or cultural reasons, may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering). We recommend that all children with a food allergy or intolerance register even if your child does not have school meals.

Free School Meals

Free School Meals are provided for all pupils in Primary 1, 2, 3 and 4. Primary 5 pupils will be entitled to Free School Meals from January 2022 and Primary 6 and 7 pupils will all be entitled to Free School Meals from August 2022.

Roll out of online payments for school meals to Primary 5, 6 and 7 parents / pupils will be rolled out to all schools in Dumfries and Galloway Schools from 30 August 2021. Younger children at nursery or older pupils at primary may also be eligible for free school meals in certain situations as well as those families on qualifying benefits. 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.

The Council Webpage and Facebook will be updated with information for parents.

www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds

For more information on free school meal entitlement visit www.dumgal.gov.uk/schoolmeals or contact Education Support Services on 01387 260 493

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>

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

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.

How does Curriculum for Excellence work?

- 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.

- Learners will work at a pace that suits, with enough challenge and support to stretch them.
- Lessons will be more engaging, inspiring and relevant to everyday life.
- Teachers will make connections between subjects, helping children make sense of the world.
- Children will learn how to learn and how to use their learning, not just memorise information to pass tests. This will help them adapt in an uncertain future with the ability to think for themselves, make sound judgements, challenge, enquire and find solutions.
- There's more focus on knowledge and skills – including vital skills: literacy and numeracy, which underpin all learning and are critical in life.
- There are changes to assessment and how progress is reported to give learners, parents and employers better information on potential and achievement.

The Wider Curriculum

Extra Curricular Activities - These vary according to availability and need. Over the last couple of years a variety of clubs have taken place, including, football, netball and drama. We work with Active Schools to provide our pupils with a variety of experiences, including participating in Cluster and Authority tournaments and events.

Pupil Groups - All pupils and staff are included in Pupil Groups. The type of groups differ, most recently we have had gardening, fundraising, community and Pupil Council. Pupils are encouraged to give their opinions, listen to each other and be 'change makers.'

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

Homework

We share our learning and homework through 'Seesaw' – an online learning app. Homework is appropriate to stage and relevant to what has been taught in class. Seesaw is an effective way for parents, pupils and teachers to all work together. It builds up individual learning profiles, where progress can be tracked and feedback given.

Parent Council

We have an effective and active Parent Council. Our parent Council Chair is Wendy Hamilton. Our AGM takes place in September each year. Meetings take place at least once a term. All parents who are interested are welcome to attend meetings. As well as representing parents on school matters, the parent Council also helps to raise funds, organise parties and family events in school.

- By law schools have a duty to promote parents' involvement in children's education. We are very keen that parents feel able to be involved in their child's education and learning, that they are active participants in the life of the school and they feel able to express their views on school education generally. 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 and Enjoy taking part in school life in whatever way possible
- The type of things the parent council may get involved in include
- Supporting the work of the school
- Gathering and representing parents' views to the Head teacher, Education Authority and Education Scotland
- Promoting contact between the school, parents, pupils and the local community
- Fundraising and organising events
- Reporting to the parent forum and being involved in the appointment of senior promoted staff.

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 in our [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

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



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

Data Protection

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

ICT in Schools

For more information on ICT in school please see page 25 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 [Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

