



Welcome to

Kells Primary School

December 2019



Welcome from the Head Teacher

Dear Parent / Carer

Welcome to Kells Primary School. Our school is relatively small in comparison to many other schools as it only has two classes and around 30 children and we work in partnership with Dalry Primary. The staff and children, however, show great enthusiasm and motivation for learning. There is a culture of mutual respect and the children are kind and caring. The school works well with partners from around the community and it uses these links to enhance a creative curriculum.

Our handbook should provide you with all the information you should need but if you have any queries that the handbook does not answer, please get in touch.

In line with the Education Bill (2015) and the National Improvement Framework the schools aim is to ensure that all children are able to reach their full potential regardless of circumstances.

Kind regards
Paul Scrimshaw
Headteacher

Our Vision, Values and Aims

At Kells we understand that the curriculum must be exciting, relevant and creative. We recognise that every child is different and learns in their own way. It is our duty to listen, question and adapt in order to reach and engage children in learning. We will always aim to provide a fun, child centred, cooperative curriculum that promotes pupil voice and encourages individuality. We provide a safe, supportive and inclusive learning environment where everyone has a valid contribution to school life.

We value sustainability, and promote values such as tolerance, humility, kindness and curiosity.

We strive to nurture, encourage, and challenge each individual along a path to lifelong learning.

Kells endeavours to develop happy, healthy, respectful, inquiring minds - independent thinkers who are a strong foundation of the community and wider society.

We aim to foster a strong sense of community and belonging to it. It is our responsibility to be a positive influence in an ever changing world. Kells will provide an environment that stimulates progress - based in hard work, enthusiasm, collaboration and participation. We will embrace ambition, imagination, excellence and fun. We will celebrate our successes and achievements with shared joy. Working together to make a happy place!

This aim was reviewed through consultation with the staff, parents and community in December 2017.

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.

If you have a comment or concern

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 EducationSupport@dumgal.gov.uk. At this point an Officer will contact you and discuss the issue and share directly with you the outcome of this work.

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

The children in Primary 1-4 are taught in one class and the older children in the other. Children in Primary 4 are taught literacy and numeracy with the older children. Where possible the whole school works together on aspects of the curriculum. This includes our comprehensive outdoor learning programme.

Positive Behaviour and Celebrating Success

Our ethos works very much on the premise of respect and responsibility. Our three expectations are to be safe, be kind and be respectful. In line with the Scottish Governments Respect Me agenda all members of our community should be treated appropriately. We have a restorative approach towards behaviour management and encourage children to think about the link between actions and consequences. We have a golden nuggets board where we celebrate those children who are being good role models for their peers by being kind, safe or respectful.

We celebrate pupil success in and out of school. At assemblies we share achievements and children have the opportunity to bring in certificates, trophies or just explain to the rest of the school their personal achievement. The pupils' photographs plus brief explanation are then displayed on the Achievement Wall. We also share success at special leavers' assemblies where all children's successes are celebrated.

School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. www.dumgal.gov.uk

We encourage all children to wear the Kells School uniform as it reinforces they are part of the school community and ensures they are dressed appropriately for school activities. Our everyday "Kells badged" uniform consists of:

School sweatshirt (bottle green) crew neck, School polo shirt (yellow), Knitted sweater up to 36", Grey school trousers Grey school skirt, (Gingham dress for summer) Shoes (preferred) or dark coloured trainers with as few markings as possible, A Green fleece jacket, Storm Dry Jacket or Lightweight showerproof jacket are available

For formal occasions such as concerts and festivals:
White school shirt and school tie.

The children receive a book bag, PE kit bag and water bottle when they start school. Replacement items can be purchased from the school office. Some stock is kept in school and can be bought at any time throughout the school year but order forms are sent out after Easter. We also can do an order around Christmas time. Parents can log onto School Trends and order direct from the website www.schooltrends.co.uk

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 £100 per child. Guidance and more information is available at <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>





School Meals

School Meals, Naturally D&G local provenance for a sustainable future.

Detailed information on school meals is available at <http://www.dumfriesandgalloway.scottishschoolmeals.co.uk>

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

For food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering)

Free School Meals

Free School Meals are provided for all pupils in Primary 1, 2 and 3. 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.

For more information on free school meal entitlement visit [http:// www.dumgal.gov.uk/schoolmeals](http://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.

More information: 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) is bringing learning to life in the way education is delivered for all 3-18year olds – in nursery, primary, secondary, at college, workplace or community learning. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. 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 – including wider achievement and participation

Our curriculum follows the Curriculum for Excellence framework and focusses on the four capacities which are to create: Confident Individuals, Successful Learners, Responsible Citizens and Effective Contributors to society. We follow a framework of progressions in each of the curricular areas and focus our learning on the children, their prior experiences and the development of their world. We have an overall long term plan for learning which allows children and their teachers to focus on their interests as a starting point for each unit of learning. There are six main areas or curriculum organisers we focus our learning around each year. These include:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organise ourselves
- Sharing the planet

Using these curriculum organisers give children and their teachers the opportunity to plan units of work which encompass different subject areas in a coherent plan which lead to a specific goal.

We believe it is important to celebrate each child's strengths and each year look to work with partners to enrich the children's learning through providing opportunities for children to try different sports, environmental activities and clubs.

Home/School Partnership/Parental Involvement and Engagement

Parent Council and Parent Forum

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/>





Homework/Family Learning

Home learning can be stressful to manage in a busy household and sometimes fitting home learning into the equation can be a struggle. This can lead to disputes, upset and recurring stressful situations. Our home learning policy enables us to work with parents to achieve the best outcomes for parents and children with regard to home learning. Our home learning policy enables flexibility. All we ask is that parents keep us informed through a simple coding system. This is helpful because it gives us a quick message and children do not become anxious when explaining if part or all of a week's home learning has not been completed. As children are motivated by different activities our home learning also uses a menu system so that children can reinforce their learning in school through their activities at home. Ask to see a copy of our home learning policy.

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 the School

There are many things which as a parent you can do to support your child's learning in school: www.dumgal.gov.uk/article/17608/Parental-Involvement

Support for All

Additional Support for Learning

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/Additional-support-for-learning>

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.

More information: www.dumgal.gov.uk

Enrolment in Schools and Moving Secondary School - TRANSITIONS

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" <http://www.dumgal.gov.uk/index.aspx?articleid=6293>.

School Improvements

In May/June of each year, the school publishes a Standards & Quality Report providing all stakeholders with a comprehensive summary of the school's work and learners' achievements over the last year. The first part of this report provides an overview of the school's progress in addressing its key priorities, while the second part gives information about, for example, how well pupils are learning and achieving; how well the school is supporting children/young people to develop and learn. In June, we publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents.

Our priorities for school improvement this session are as follows:

Modern Languages

All pupils will further develop French and P5-7 pupils will also be introduced to a second Spanish topic this session.

Technology Skills and Understanding

To improve the quality and depth of Technology learning and teaching which will have a positive impact on learning opportunities for pupils and their Technology knowledge, understanding and skills.

Raising Attainment in Mathematics and Numeracy

- Training of staff to implement new initiatives which will support learning and teaching in Numeracy
- Mathematics – target interventions to increase pupil confidence in all areas of mathematics and numeracy.

Respect for All

(including anti-bullying policy & practice)

- Training for all staff to improve consistency of approach for all members of our schools communities.
- All staff to embed principles of emotion works to support children's understanding of their own emotions and how this affects their behaviour and relationships.
- To revise policies relating to behaviours

Health and Safety

Emergency Procedures

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.

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.

<http://www.dumgal.gov.uk/article/15240/Emergency-school-closures>

Data Protection

Information on how the Council uses personal data is available at <http://www.dumgal.gov.uk/article/15129/Data-protection>

ICT in Schools

For more information on ICT in school please see page 19 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.

Information at a Glance

School Information

Kells Primary School

Braeside, New Galloway
Castle Douglas
Dumfries and Galloway
DG7 3RU

Telephone: 01644 420340

Email address:

gw08officekells@ea.dumgal.sch.uk

Parent Council Chairperson: Mary Smith/Helen Keron

Head Teacher Paul Scrimshaw

School Roll 30

Denomination Status: Non-Denominational

Status of Gaelic: N/A

School Staff:

Teaching Staff

Sarah Turner (PT)

Margaret Heuchan

Erin Welsh

Sabine Haynes (RICCT)

Lucy Hermon (ASLT)

Auxiliary Staff

Learning Assistants Lindsay Harper
Alison Newbery

Administration Kerry Renwick

Janitorial and Cleaning Jaqueline Poval

Kitchen Jaqueline Poval

The School Day

9.00am Start of day

10.30 - 10.45am Break

12.30 - 1.15pm Lunch

3.00pm End of day

Communicating with home

We still use the telephone for quick calls. Newsletters and any other letters are sent home via pupil post. Letters go home to the youngest or the only child in the family. Parents can also be sent via e-mail on request. The school blog is developing a blog to store important school information. The Xpressions App sends messages and emails direct to you and is free to download and use. Teachers can meet with parents informally before and after school or appointments can be made.

Parental Involvement information:

<http://www.dumgal.gov.uk/schools>

Parentzone Scotland:

<https://education.gov.scot/parentzone>

School term dates can be found at:

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