



Welcome to
Hottsbridge Primary School



December 2023

Information at a Glance

School Address

Hottsbridge Primary School, Waterbeck, Lockerbie,
DG11 3HA

Email address:

gw08officehottsbridg@ea.dumgal.sch.uk

Parent Council Chairperson Mrs J Jefferson Smith

Parent Council email hottsbridgeptc@gmail.com

Head Teacher Mr Patrick Callaghan

School Roll 12

Denomination Status Non-denominational

Status of Gaelic Not taught

School Staff:

Teaching Staff

Mrs K Davies P1-7 Monday - Tuesday
Mrs S Borthwick P1-7 Wednesday – Friday
Mrs N MacEachran Support for Learning

Auxiliary Staff

Vacant Catering
Mrs V Graham Cleaning/Janitorial
Miss H Brown Senior Clerical Assistant
Tues – Frid 9am-1pm
Miss E Howatson Learning Support

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

The School Day

8.55am	school begins
10.30-10.50am	morning interval
12.30-1.15pm	lunchtime
3.00pm	end of school day

Due to the size of the school roll we do not have designated playground supervision.

School term dates can be found at:

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

Communicating with home

The school office is not manned on a full time basis. Where office staff are not available, the telephone answering machine will be activated. If your enquiry is not urgent leave a message, if your enquiry requires an immediate response, please contact Eaglesfield Primary School and your call will be redirected.



Welcome from the Head Teacher

Dear Parent / Carer

Welcome to Hottsbridge Primary School!

At Hottsbridge, we have a clear vision for learning. Staff strive to create a happy, nurturing and safe learning environment, where everyone is respected and included. Through positive learning experiences, pupils are supported on their journey to achieving their goals and realising their potential. We aim to help all our pupils become: Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We value partnership and community links and welcome the creativity and support of local people. We work closely with our pupils and staff at our partner school, Eaglesfield Primary, to provide the best possible educational experiences for our children. I look forward to working with you and your child at Hottsbridge Primary and look forward to celebrating their many achievements and successes.

Yours sincerely

Patrick Callaghan
Head Teacher

For more links and detailed information about how we support parents and work with our schools, please see our **Authority Handbook**. This also includes a page for financial support for Children and Families.

School Aims, Values and Ethos

Our Vision

'Creating futures, unlocking our potential.'

Our values

Happiness

Skills

Resilience

Empathy

Our aims

To provide and support our young people and families to:

- Be there for each other.
- Respect and be respectful of children's rights.
- Gain the skills we need for learning and for life.
- To be curious of the world around us.
- To explore through experimentation and play and apply what we learn in new situations.
- Celebrate everyone in our school community and their unique personalities and attributes.
- Have a determination to succeed.
- Embrace new technologies and use them to improve the quality of life and learning.
- Use the natural resources which are abundant in our village of Waterbeck and the surrounding area.

Aims, values and ethos of the school will be reviewed in partnership with all stakeholders during the 2023/24 session.



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, discuss the issue and direct your enquiry as appropriate.

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

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.dumgal.gov.uk/article/15382/Complaints-procedure

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.

For more information, on School class sizes and grouping please visit www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings

Class composition is usually shared with parents by mid- June in time for the children to know who their teacher will be and to arrange some time to support transition.

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

Positive Behaviour and Celebrating Success

Children at Hottsbridge Primary are encouraged to develop a sense of self-discipline. Children should feel happy and secure at school and when a parent sees signs of difficulties arising he/she should contact the class teacher immediately. Children are encouraged to take pride in their school and its warm and friendly ethos. Difficulties are explored with children in an open and frank way. Staff ensure that children understand the impact of their behaviour and support the child to modify undesirable behaviour.

Similarly, if a child's behaviour or attitude towards work is giving staff a cause for concern, it is our policy to contact the parent with a view to looking for possible solutions. Through home and school working together, every effort is made to remedy the problem. General rules, applicable to all children and centred around the smooth running of the school, as well as safety, are implemented throughout the school. Classroom rules also exist. These are usually

decided between children and class teacher in the form of a class charter.

Our Positive Relationships and Anti-Bullying policy will be reviewed in partnership with pupils, staff and parents during this academic session.

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

Hottsbridge pupils are encouraged to wear grey/black/navy, trousers, skirts, pinafores or school shorts, gingham dresses can also be worn in the summer months, blue sweatshirt/cardigan and blue or white shirts. Hottsbridge logo embroidered sweatshirts, fleeces and polo shirts can be ordered from school, current prices are shown below (subject to change)

- Sweatshirts £11.00
- Polo Shirts £9.50
- Fleeces £17.00

Financial Support for Children and Families

Grants and Bursaries

Scottish Child Payment

Scottish Child Payment helps towards the costs of supporting your family. It's a weekly payment of £25 that you can get for every child you look after who's under 16 years of age. You'll get the payment every 4 weeks if your application is successful.

Further information and an application can be made at: mygov.scot website or call us on 0800 182 2222.

Best Start Grant

Best Start Grant and Best Start Foods are payments that help towards the costs of being pregnant or looking after a child. Best Start Grant is made up of 3 one-off payments:

- Pregnancy and Baby Payment
- Early Learning Payment
- School Age Payment

Best Start Foods is a prepaid card that can be used in shops or online to buy healthy foods like milk or fruit. The payments you can get now will depend on:

- how far along in your pregnancy you are
- how old your child is

Further information and an application can be made at: mygov.scot website

Clothing Grant

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is presently £134 per primary school child and £150 per secondary school child.

Further information and an application can be made at: Free school meals and associated payments - Dumfries and Galloway Council (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 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

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 DGschoolmeals@dumgal.gov.uk or the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

All Children with allergens should register with the catering team as soon as they are aware that their child has an allergen or intolerance to food.

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.dumgal.gov.uk/schoolmeals

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 <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 (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

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.

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.

The school recognises the importance of wider achievement across the contexts of learning and personal achievement. Achievements are recognised through assemblies, pupil of the week award and Head Teacher awards. In term 4 we award trophies for citizenship, sports and achievement. Pupils are able to take their trophy home to share their successes with wider family. We ask pupils to return the trophies around May time so they can be presented to the next recipient.



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.dumgal.gov.uk/

For more information on what is meant by parental involvement visit www.dumgal.gov.uk/

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 operate a regular homework programme:

- To reinforce and revise class work
- To promote responsibility for pupils' own learning
- To promote home/school links

All pupils follow a weekly homework programme, which may include reading, spelling, maths and additional activities relating to class work. Children are given reading throughout the week. This should be heard by an adult until the child starts to read longer more complex books. At this point parents should ask their children about their reading once they are finished. This encourages the child to think about what they have read and improves their comprehension skills.

We really appreciate the time parents encouraging and supporting their child with homework. This build up a routine and attitude which will help them greatly in life beyond primary school. We encourage you to work with your child to ensure work is neat and well presented, giving your child help and support when it is needed. It is important be encouraged without pressuring.

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.dumgal.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.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

In the 2023/24 academic session, our school improvement priorities will focus on:

- Implementing a new framework for Numeracy and Mathematics planning, teaching and assessment.



- Improving approaches to assessment across the curriculum, focussing on the key curricular areas or Literacy, Numeracy and Health and Wellbeing.
- Developing our Interdisciplinary Learning curriculum.
- Working with our partners across the Lockerbie Academy cluster to provide a clear progression of digital skills for children; improve staff knowledge and application of digital skills and; using digital skills and platforms to improve attainment.

Further details of these priorities can be seen in our School Improvement Plan (available on request).

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.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 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](#)

