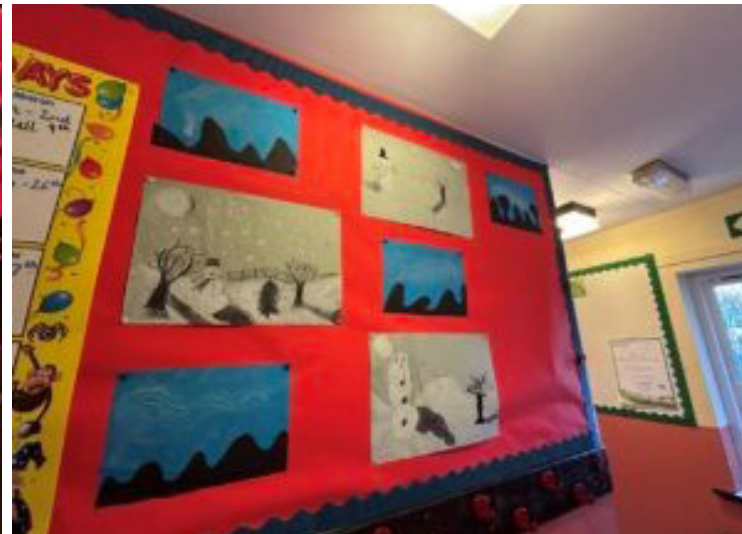
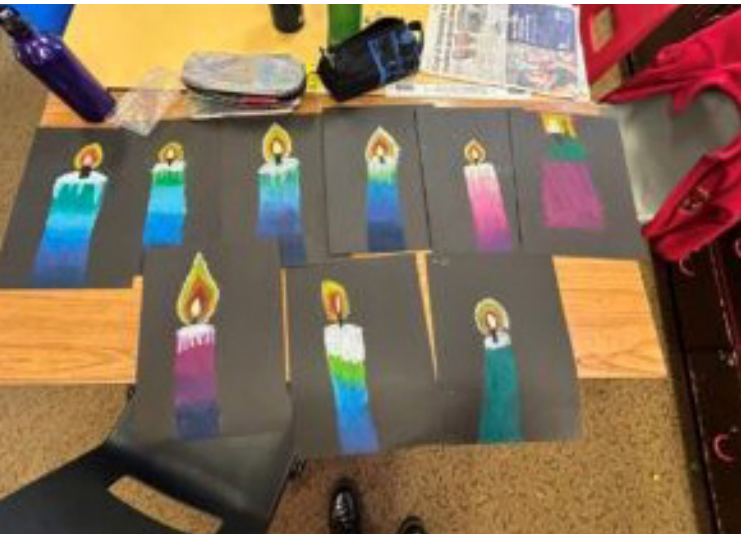




# Welcome to Palnackie Primary School



December 2023

# Information at a Glance

## School Address

Palnackie Primary, Palnackie, Castle Douglas,  
DG7 1PW

Email address:

[Gw08officepalnackie@ea.dumgal.sch.uk](mailto:Gw08officepalnackie@ea.dumgal.sch.uk)

Parent Council Chairperson Michael Currie

Head Teacher Mrs Eliza Jarvis

School Roll 12

Denomination Status Non-denominational

Status of Gaelic Not taught

## School Staff:

### Teaching Staff

Mrs A Graham, Principal Teacher

### Auxiliary Staff

Learning Assistant Mrs Amy Bell  
(Mon, Tues)

Learning Assistant Mrs L Pringle

Clerical Assistant Mrs S White

Catering Assistant Mrs L Readshaw

Facilities Assistant Mr J Cowan

Cleaner Ms J Duff

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

## The School Day

9:00am Start of school day

10:45am - 11:00am Morning Interval

12:30pm - 1:15pm Lunch Interval

3:00pm 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

Good communications with parents are vital to the smooth running of our school. We use a variety of methods of communication such as phone calls, letters, school diaries, texts (Group Call), emails, the school website and curriculum and termly newsletters. To allow information to be processed efficiently, please return letters with reply slips to the school office as soon as you are able. Please contact school as soon as possible if your child is absent for any reason. Remember to inform the school of any changes in phone numbers or addresses in case of emergency. Please do feel free to call or come in and ask if there is anything you are not sure about.



## Welcome from the Head Teacher

Dear Parent / Carer

Palnackie Primary is a small family school, set in the rural village of Palnackie, surrounded by beautiful Galloway countryside. We promote a friendly, welcoming and positive environment where your child is appreciated as an individual and provided with opportunities to grow and develop within an inspiring and secure rural environment.

This handbook is designed to give you as much information as possible about your child's new school. The best way to experience what makes us so special is to come and visit. Just contact the School Office to arrange a tour.

In the meantime, we hope you find the information in this booklet useful and look forward to welcoming you to Palnackie Primary School.

Yours with best wishes,

**Eliza Jarvis**

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 school community aims to provide a nurturing, safe and creative environment where all children are supported and empowered to become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

Palnackie Primary is a friendly and welcoming school where we aim to inspire, challenge and nurture each child as an individual and we have high expectations of all our learners. We provide opportunities to explore, discover and create in an active, fun and safe environment and to develop the skills needed to be successful learners both now and in the future. We aim to ensure that our school is a true part of our community and our local environment, and that everyone in our school and wider community is included, respected and treated fairly.

### Our school values are:

Ready, Respectful, Kind



## 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, 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](http://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](http://www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings)

We have one main teaching classroom, an extra classroom for group activities, a dining room/library and a fantastic playground with a range of different areas to play in.

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

### Positive Behaviour and Celebrating Success

We aim to provide a safe and enjoyable learning community, where respect for everyone is paramount, and the rights of the child are realised. We are a Rights Respecting School and already have our Bronze award to recognise this. We are working towards our Silver award.

House points - House points are awarded for good behaviour and for demonstrating our school values.

Pupils of the Week - Children receive a certificate, for demonstrating a school value and /or a UNCRC Right. This is presented in assembly each Friday.

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)

Our uniform is smart, practical and comfortable and consists of a white polo shirt, red school sweatshirt displaying the school logo, dark coloured trousers/skirt and indoor shoes. Uniform can be ordered through the school office and we also have a stock of 'pre-loved' items available. Please help us by naming all uniform.

### PE Kit

Weekly for PE, pupils need shorts or joggers and a T-shirt. PE Kit can be left in school in a gym bag. Trainers or plimsolls are required for PE or for indoors when the weather is wet.

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

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

**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.**

## 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.

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.

We aim to provide a well-balanced over-arching experience that prepares all our children for life both now and in the future. We make every effort to encompass many aspects of learning for life and developing the young workforce throughout the Curriculum for Excellence.

### Literacy and English

Literacy includes Reading, Writing and Listening and Talking. English underpins all learning.

### Numeracy and Mathematics

Maths and Numeracy are taught daily through direct teaching, mental and active maths. Online programmes include Mathletics and Sumdog.

### Expressive Arts

Learning the skills of Art and Design, Dance, Drama and music in a variety of mediums, including Scottish dance and music.

### STEM (Science, Technology, Engineering and Maths)

Digital Literacy skills are developed through the curriculum and children can use technology in a wide variety of contexts. Through the Sciences, children and young people develop their early interests in, and understanding of, the living, material and physical world.

### Inter-disciplinary Learning

This includes history, social and economic studies and geography from a local, national and global perspective and helps learners make connections across the curriculum.

### Religious and Moral Education (RME)

Children learn about World faiths and cultures. There are planned times for "Religious Observance." with opportunities to think about ourselves, our community and our core values;

### Health and Well Being Education

This includes physical, social and emotional wellbeing as well as looking after our bodies and keeping safe. We have regular PE sessions and are supported by Active Schools.

### Wider Achievement and Celebrations

Many pupils have skills and talents they use outside of school. It is important to share all successes! Please feel free to send photos which can be displayed on the 'Wider Achievements Wall.'



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

For more information on what is meant by parental involvement visit [www.dumgal.gov.uk/](http://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/Family Learning

Education is a Partnership between Home and School. Homework provides opportunities for children to develop independent study and learning skills. It is also a chance for parents and carers to be involved in children's learning.

Pupils will receive weekly reading and spelling homework. Children benefit greatly from shared reading times at home; both reading to an adult and being read to. It is also important that parents support children with learning spelling, tables and early number skills. All children have a homework diary to help keep parents informed of tasks set, parents should check and sign the Homework Diary on completion of homework. If you would like further support or ideas as to how to support your child with homework, please ask your child's teacher.

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

In May/June each year, the school provides a Standards & Quality Report providing all stakeholders with a summary of the school's development and achievements over the past year. In June, we publish a School Improvement Plan which outlines the key priorities for the year ahead. This year we are focusing on:



### School Priority 1

#### Raising standards in Literacy

Developing a consistent and progressive approach to reading, and a culture of reading for pleasure.

### School Priority 2

#### Digital Literacy

Increase technology and digital literacy skills across learning with improved technology resources.

### School Priority 3

#### Inclusion.

Identifying pupils who would benefit from nurture work in small groups and working towards gaining our Silver award for the UNRC Rights Respecting Schools Scheme.



## 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](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](#)

