



Welcome to
Hardgate Primary School



December 2024

Information at a Glance

School Address

Hardgate Primary School, Hardgate, Castle Douglas,
DG7 3LD

Phone: 01556 660 221

The school office is manned from approx 8.45am to 1pm. Out with these times, calls are transferred through to our partnership school who will be able to take a message/direct your call as required.

Email address:

gw08officehardgate@ea.dumgal.sch.uk

Parent Council Chairperson: Miriam Procter

Parent Council email: Hardgatepc@outlook.com

Head Teacher Mr Richard Teall

School Roll 68
P1: 8, P2: 8, P3: 12, P4: 11, P5: 10, P6: 9, P7: 10

Denomination Status Non-denominational

Status of Gaelic Not taught

School Staff:

Partnership Leadership Team

Partnership Head Teacher Mr Richard Teall
Acting Principal Teacher Mrs S Russell

Teaching Staff:

Primary 1/2/3 Miss J Wright

Primary 3/4/5
Mon/Tues/Thurs/Fri Mrs S Russell
Wed and Mrs G Russell

Primary 5/6/7 Mr T Russell

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

Additional Support for Learning Teacher

Mrs S White

Auxiliary Staff

Learning Assistants

Mon – Fri

Tues

Thurs - PEF

Miss H West

Mrs L Hales

Mrs F Baird

Senior Clerical Assistant

Mrs D McKnight

Playground Supervisor

Mr R Smith

Facilities Assistant

Mr R Smith

School Cleaner

Mrs L Turner

Catering Manager

Mrs V Thompson

Catering Assistant

Mrs K Bourhill

Child Protection Officer

Mr R Teall

Depute Child Protection Officer

Mrs S Russell

Education Officer

Ms R Williams

Educational Psychologist

F Irving

School Chaplain

Mrs F Wilson

School Support Manager

Mrs K Howatson

The School Day

Primary School

School start

8.55am

Morning break

10.30am – 10.50am

Lunchtime

12.15pm – 1.00pm

School Ends

3.00pm

School term dates can be found at:

www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates

Communicating with home

We have a range of means of communicating between school and home:

- Groupcall for emails (also emergency text messages)
- The school email account, which is monitored daily
- “Learning Journals”- an online programme which allows class teachers to upload information, photos and videos about what is happening in each class. Parents receive this through an App on their phone.
- The school has a private Facebook page which has photos of school activities as well as information regarding events in the local area.
- Paper letters home giving details about events/ permission slips.
- Three class newsletters over the course of the year which give an overview of what is being covered and a timetable of lessons.
- A Parent’s Evening in Term 1.
- A full written report in Term 3.
- Parent Focus Groups study and comment on draft policies/plans
- Regular IEP/Child’s Plan meetings when required.
- Four “Sharing the Learning” sessions where parents/carers can visit for a morning or afternoon session to see their child working on a particular area of the curriculum.
- Information workshops for parents to share ideas eg ADHD.
- Parent Council meetings and public Parent Council Facebook group.
- In addition, parents/carers can arrange to have a meeting with the Headteacher at any mutually agreeable time.

Welcome from the Head Teacher

Dear Parent / Carer,

It is with great pleasure that I welcome you to Hardgate PS and our partnership with Springholm PS. I hope you find the information in this handbook helpful as your child enters and progresses through the school.

At Hardgate PS, we encourage you and your family members to be part of the life of the school and active partners in your child's education. The skilled staff in school aim to inspire, nurture and support every child enabling them to grow and develop, have the best possible learning experiences and be aspirational in their goals. With the support of yourself and the community, we aim to offer a wide range of learning experiences that provide every child with the opportunity to achieve their true potential.

Kind regards,

Richard Teall

Partnership 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

Kindness

Respect

Equity

Ambition

Our Vision: "To enable every child to achieve their true potential in a safe and nurturing environment"

We Aim:

To educate our children and prepare them for the future.

To promote a healthy lifestyle.

To meet the needs of every child

To develop strong links with our local community.

Our children explore how their local environment expands into the wider global community and we encourage them to use their skills and knowledge to think creatively and solve problems in real-life situations, particularly through outdoor learning. We are a Silver Rights Respecting School and we aim to achieve Gold level within the next two years. We have identified five key rights within the UN Convention on the Rights of the Child. Children have the right to:

- Be listened to, have their views respected and to be given the right information
- Have an education which develops their abilities and talents
- Play
- Have a safe and tidy school with quality resources
- Have healthy food, clean water and clean air.

Our Values, Vision and Aims were created through wide consultation with children, parents/carers and staff. We want there to be a shared ownership of them, as they permeate everything we do.

We enjoy close links with our parents/carers, community groups (local church, partner nurseries, surrounding businesses) and partners (Active Schools, Queen of the South, Dumfries Ice Bowl, Stewartry Rugby Club, Big Burns Supper). We are always looking for new partnerships within the local community. Each relationship enhances the planned learning activities the children experience and enriches the opportunities for every child. We also benefit from staff from Castle Douglas High School working with our older children as part of a comprehensive transition process.

We see ourselves as a learning community and strive to include everyone (children, staff, parents and community members) in our activities and learning. We have a very strong ethos of leadership at all levels. We are very lucky to have a talented and dedicated group of adults who are continually developing their own knowledge and skills to the benefit of all children.



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 sizes are based on the Scottish Government guidelines. Children at Hardgate School are taught in composite classes.

This session we have three primary classes: P1/2/3, P3/4/5 and P5/6/7.

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

Positive Behaviour and Celebrating Success

At Hardgate PS we aim to provide the best possible educational outcomes and experiences for our pupils, and we recognise the close links which exist between pupils' learning and behaviour. Our Positive Behaviour Policy, Anti-bullying Policy and Rationale for Our Curriculum were all extensively revised in 2024 including valuable feedback from Parent Focus groups. A new Learning and Teaching Policy will be produced by the end of 2024.

Of particular importance is that all staff set consistently high expectations of pupils' behaviour. Mutual respect and good manners underpin the good behaviour and positive relationships expected from all children. Restorative approaches are used to support children to make positive decisions and build positive relationships. Our approaches are underpinned by the principles outlined in Emotionworks <https://www.emotionworks.org.uk/>

At assemblies we celebrate successes and effort from within the school day as well as recognising wider achievements. Certificates are presented linked to our school values as well as through our work on the Rights Respecting Schools Award. House points are awarded as part of developing teamwork.

For more information please see 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

At Hardgate PS, the uniform consists of:

- white shirt or white / burgundy polo shirt
- burgundy sweatshirt or cardigan
- dark skirt/trousers
- dark shoes

Uniform items are available to order from the school office. Please ensure that all items are clearly marked with the pupils' names.

P.E. Kit

For PE, a change of clothes is required e.g. shorts, tracksuit bottoms, leggings, t-shirt and a change of shoes.

Outdoor Clothing

We encourage all children to learn outdoors as much as possible. To support this, we encourage all children to come to school dressed appropriately for the weather.

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](https://www.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.

For more information on financial support please visit the Authority Handbook (pages 8,10 and 34)

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

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

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.

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)

For more information on Active Travel which is about making journeys in physically active ways like walking, wheeling and cycling, we encourage parents and pupils to walk, wheel, cycle and scoot all or some of the journey to and from school, where it is safe to do so. Please click on this link: www.dumgal.gov.uk

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.

At Hardgate PS, we plan learning experiences and outcomes across a broad general curriculum within the Curriculum for Excellence (CfE).

Learning is delivered both through specific subject lessons (English, Mathematics, Health and Well Being (HWB) as well as through inter-disciplinary learning (IDL) contexts.

The school works closely with partner agencies to plan effective programmes of study in keeping with the eight GIRFEC well-being indicators (SHANARRI).

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

In keeping with national guidelines, all children receive an allocation of two hours of weekly PE.

Other curricular areas are taught either as stand-alone subjects or through interdisciplinary learning. These include:

- Technologies (Including Digital Learning)
- Expressive Arts (Art, Music, Drama & Dance)
- Sciences Social Subjects
- Religious and Moral Education

Children have the opportunity to engage in a wide range of collaborative and investigative tasks which provide frequent opportunities for active learning.

Appropriate links are planned across the curriculum including opportunities for children to participate in performances and presentations in a wide range of contexts (e.g. assemblies, school concerts, class talks, competitions). This may be supported by curricular visits, guests and visitors, personal research, game based learning, problem solving and group activities.

Learning through Play

Play is a fundamental aspect of a child's overall development and is a critical factor in enriching learning and development. At Hardgate PS, the importance of play is acknowledged and is a key element of early learning experiences. The environment is developed using natural resources eg pine cones. We also link learning through play with the many outdoor learning opportunities we give our children.

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

Within the Partnership, we understand that parents / families / carers are the key educators of their child / children from birth onwards. All the things parents/ carers do with their children can be described as educational in that they will learn how to behave around others, learn / practice / perform skills and adapt to situations based on parental guidance.

Families learning together can raise self-esteem and confidence and can positively impact on family relationships. We aim to facilitate opportunities for families to learn together throughout the year through our "Sharing the Learning" sessions.

Homework expectations will be shared by your child's class teacher. Homework should secure a child's knowledge and understanding of a concept which has been previously taught in class.



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 June of each year, the school publishes a Standards and 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 of each year, the school publishes a School Improvement Plan which outlines the key priorities for the school, partnership and cluster during the year ahead, following engagement with staff, pupils and parents.

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](#)

