



Welcome to Sanquhar Primary School



December 2024

Information at a Glance

School Address

Sanquhar Primary School, Queensberry Court,
Sanquhar. DG4 6BD.

Phone: 01659 50275

Email address:

gw08officesanquharpr@ea.dumgal.sch.uk

Parent Council Chairperson: Greg Black

Parent Council email:

sanquharprimaryparentcouncil@gmail.com

Head Teacher	Steve Beattie
School Roll	161
Denomination Status	Non-denominational
Status of Gaelic	Not taught
Nursery Roll	47

School Staff

Teaching Staff

P1	Mrs McNay & Mrs Burgess
P2	Mr Sergison (NQT)
P3	Mr Kilpatrick
P4	Mrs Clark
P5	Miss Moore
P6	Mrs Phillips
P6/7	Miss White
	Miss Carter

Additional Support for Learning Teacher Mr Ferguson

Learning Centre Mrs Jackson and Miss Thomas

Principal Teacher Additional Support for Learning Miss Lewis

Principal Teacher Mrs Hastie

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

Auxiliary Staff

Learning Assistants

Mrs McGoldrick	Mrs Gibson
Mrs Gallacher	Mrs McVey
Ms Gray	Miss Elliott
Mrs McMillan	Mrs Lockerbie
Mrs Houston	Miss Grierson
Mrs Mitchell	Miss Anderson - PEF
Mrs Anderson	

Clerical Staff Mrs Cook and Mrs Weir
Janitors Mr Love and Miss Gillan

Depute Nursery Manager Mrs Lorna Hogg

Nursery-Early Years Practitioner

Mrs Anderson	Mrs Noonan
Miss Sharpe	Mrs Hubbard
Mrs Clark	Miss West

EYP and EYSA	Mrs Dalzell
EYSA	Miss Weir
Early Year Support Assistant Trainee	Mrs Beattie

The School Day

School Begins	9.00am
Morning Interval	10.30-10.50am
Lunch	12.20-1.00pm
End of school day	3.00pm

During breaks and lunch time, pupils are supervised by the Janitor & Learning Assistants, our Senior Leadership team also monitor the playground and lunch hall.

Nursery hours are available between 8.45-3pm

School term dates can be found at:

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

Communicating with home

Sanquhar Primary makes use of Groupcall messaging to communicate with parents/carers regarding unexplained absences, and also to deliver messages regarding school trips or closures etc. Please keep the school informed of any change to your telephone number.

To be environmentally friendly we also use email to communicate and send home our regular and term time newsletters electronically to inform parents of events for the forthcoming term and of any developments which affect the school.

Finally, we also have a Facebook page and other digital communication and learning tools. Please check this regularly for information and updates.



Welcome from the Head Teacher

Dear Parent / Carer

Welcome to our school from all at Sanquhar Primary School.

At Sanquhar we are proud of our friendly, caring atmosphere within the school and the level of staff knowledge regarding their pupils. We offer a stimulating and active learning environment in the school and a broad range of opportunities for wider achievement. We enjoy strong partnerships with parents and the wider community and our pupils are enthusiastic, motivated, confident and keen to learn. We continue to look for ways to strengthen and improve on the high quality learning and teaching which takes place in Sanquhar Primary to enable all pupils to fulfil their potential. We look forward to working with you and developing a positive, long-lasting relationship.

Take care

Steve Beattie
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

Vision

Learning Together to REACH Our Goals!

Values

Our collective Values are Respect, Effort, Achieve, Community and Honest

Aims

Respect

- I have rights and I know how to challenge if these rights are not met.
- I value others and treat them the way I want to be treated.
- I try to include everyone no matter who they are.
- I understand that everyone around me has the right to learn.
- I think before I react.

Effort

- I try my best at everything, even if I don't like it.
- I am not scared to ask for help.
- I don't give up.
- I know everyone makes mistakes and they help us to get better.

Achieve

- Celebrate every achievement/goal
- I set realistic goals
- I can identify my strengths.
- I get the right support I need.
- I take every opportunity I am given.

Community

- Be friendly and welcoming
- Learn how to look after our environment
- Find out about our local area and take part in events.
- Include everyone
- Inform others about what makes us great

Honest

- Admit if I am wrong.
- Take responsibility for my actions.
- Ask for help for yourself and others when needed.
- I can talk about my emotions.
- Challenge others in the right way.



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>

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

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

This session in Sanquhar Primary we have seven classes - Primary 1 to Primary 7, our learning centre with two classes and Early Learning and Childcare Centre.

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

Positive Behaviour and Celebrating Success

At Sanquhar Primary

- Expectations of pupil behaviour are high yet realistic; and behaviour is understood, taught and expected.
- Behaviour is influenced by how, where and what young people are taught. • Every member of the school has a right to have their views, feelings and efforts respected and valued.
- There is a consistency of approach in terms of rewards sanctions and behaviour management agreed throughout school.
- Standards are modelled consistently by all members of the community.

"A healthy sense of self-esteem forms the cornerstone for constructive relationships with others." If children are to develop the notion of respect and equality between different groups of people, then a strong sense of self-worth is essential. "In addition to the positive effects of high self-esteem on social skills, there is increasing evidence of the benefits in terms of academic achievement. If high self-esteem positively

influences both intellectual and social skills, then it seems essential that each child's daily classroom experience should include the giving and receiving of affirmation."

In this school, social education based on a sense of self-worth is considered an important part of the curriculum, not something that children will simply acquire but something that will be actively taught. Children learn from us, are treated with care and respect and learn to do the same to others.

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

We encourage the wearing of school uniform in Sanquhar Primary. We feel it gives children a sense of belonging.

Our children wear

- Black trousers or skirts
- White blouses/ shirts or school polo shirts
- Blue school sweatshirt/hoodie

Sweatshirts, polo shirts, hoodies and jackets are available from the School Office.

To take part in Sporting activities, we would ask that pupils change into appropriate clothing such as a T-shirt, shorts and gym shoes.

Please mark with name tags all items of clothing and footwear your child is likely to remove in school.

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.

Curriculum for Excellence is bringing learning to life for all in our nursery and primary. The 'learner journey' will be joined up from 3-18 to avoid gaps and overlaps in learning and to make the most of achievements outside school. Pupils will work at a pace that suits, with enough challenge and support to stretch them. Lessons are engaging, inspiring and relevant to everyday life. Teachers make connections between subjects, helping our children make sense of the world. Our children learn how to learn and how to use their learning, not just memorise information to pass tests. This helps them adapt in an uncertain future with the ability to think, make sound judgements, challenge, enquire and find solutions. We focus on knowledge and skills – including vital skills: literacy and numeracy, which underpin all learning and are critical in life. We assess and monitor progress and report to give learners, parents and employers better information on potential and achievement.

Learning whether it is through discrete subjects or Interdisciplinary Learning will involve pupils developing skills for learning, life and work, including literacy, numeracy and health and wellbeing in and out of the classroom.

A number of extra-curricular activities may be on offer in the school at any time eg. Sporting clubs, Football training, Musical Theatre and STEM Club.

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

There is real value in families being part of the learning process through their child's school life. At Sanquhar we don't just want to involve you in decisions, but we want to engage you in the learning process. As well as coming into school to learn with your child, we have dedicated events on how to support your child at home. We continually look at ways to communicate and support without the need to meet in person. One such way is the use of Seesaw as a digital tool which not only allows parents to contact teachers, but it also allows the parent to see their child's learning in a variety of ways.

Homework

Parental views were sought on homework to update the school policy. At Sanquhar it was agreed that Homework should be:

- Relevant and complementary to class work.
- Varied to stimulate and encourage the child.
- Suited to the child's ability. Challenging but achievable.
- Manageable in the time given.
- Enjoyable and rewarding.
- Well explained and purposeful.
- Supported by teachers and parents.

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

Priority 1 – Learning and Teaching

1. All teaching staff will know the importance and be able to demonstrate aspects of high-quality learning and teaching.
2. All teaching staff will be able to create and apply appropriate Learning Intentions and Success Criteria with their pupils.



3. All teaching staff will be able to use Assessment for Learning strategies that are relevant to age and stage.
4. All teaching staff will be able to use highly effective questioning that is relevant to age and stage.

Priority 2 – Leadership of Change

1. All stakeholders will have opportunities to be involved in robust self-evaluation to improve our pace of change.
2. All members of the senior leadership team will create clear action plans with manageable, achievable targets for key areas of school improvement (High Quality Learning and Teaching).
3. All teaching staff will take an active role in improving approaches to planning to ensure all children receive depth, breadth, and progression in their learning.
4. All teachers will have a consistent approach to planning for children with an additional support need.

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](#)

