



Welcome to  
**Newington Primary School**



December 2024

# Information at a Glance

## School Address

Newington Primary School, Hospital Road, ANNAN,  
DG12 6LA

## Email address:

[gw08fergusonannemari@ea.dumgal.sch.uk](mailto:gw08fergusonannemari@ea.dumgal.sch.uk)

[gw08officenewington@ea.dumgal.sch.uk](mailto:gw08officenewington@ea.dumgal.sch.uk)

Head Teacher Mrs A Ferguson

School Roll 294

Denomination Status Church of Scotland

Status of Gaelic Not taught

## School Staff:

### Teaching Staff

Principal Teacher SL,

Learning Centre Mrs E Robison

Learning Centre Teachers Miss D Little Mrs A Walker

Depute Head Teachers Mrs D Carter Miss L Nicoll

Learning Support Teacher TBC

### Class Teachers

Miss E Kennedy (Probationer) Mrs A Bell

Mrs A Cannon Mrs L Marris

Mrs E Duignan Mrs C Graham

Mrs R Magnay Mrs C Carruthers

Miss N McEwen Miss A Mutch

Mrs K Fergusson Miss R Porter

Mrs G Saunders Mr G Schoolar

Mrs C Vivers

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

## Auxiliary Staff

### Learning Assistants

Miss K Castle

Miss C Dalton

Miss T Johnston

Mrs D Kean

Mrs H Moore

Mrs A Savage

Miss C Kerr

Miss R Hawthorne

Mrs L McHugh

Mrs H Cook

Mrs L Graham

Mrs T Holliday

Mrs T Laurie

Miss M Pagan

Mrs D Wallace

Mrs M Bell

Mrs C Mace

### General Assistants

Mrs L Bell

Mrs F Glass

Mrs M Charlton

### Nursery Manager

Mrs S Gallagher

### Nursery Nurses

Mrs E Ferguson

Mrs N Kennedy

Miss N MacDonald

Miss L Schiller

Mrs M Woodhouse

### Early Years Assistant

Miss A Krzeczowska  
(Trainee)

Mrs K Nelson

Mr D Da Silva Grave

### Senior Early Learning and Childcare Practitioner

Mrs E Heathcote

### School Secretaries

Mrs A Hind  
Miss C Simpson

### School Janitor

Mr J Kennedy

Infant Playground Supervisor Mrs D Davidson

## The School Day

The school gates are opened at 08.30

### Nursery

8.30am - 3.30pm Daily (Mon-Fri)

### Primary School

8.45am Start of school day

10.20 - 10.40am Morning interval

12.30 - 1.15pm Lunchtime

2.50pm End of school day.

School term dates can be found at:

[www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates](http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates)

## Communicating with home

Our school has clear systems in place for communication with families to keep them informed about school activities. A variety of methods and approaches are used by our school to communicate with parents/carers including face to face, Group Call, individual class Teams, school website and app. Consideration will always be given when communicating with parents who have technology issues.

We ensure that parents know who to contact when they wish to discuss their child's learning or wellbeing and we make sure parents are given adequate time and support.

Parents are welcome to contact the school at any time to arrange an opportunity to discuss any matter with the class teacher, Depute Head Teacher or Head Teacher.

## Welcome from the Head Teacher

Dear Parent / Carer

Welcome to Newington Primary School Handbook, which I hope provides you with all the important information you require about our school.

If you would like to discuss any matters further, or arrange a visit to see round the school, please contact us using the telephone/email details provided.

At Newington Primary School, the needs of the children are always paramount in the life and decision making within this school. I strongly believe in providing children with exciting, creative and meaningful experiences, which build their enthusiasm for learning and help them grow and develop positively in a variety of ways which will allow them to continue with the skills and knowledge they have into the wider world of work.

I think it is crucial to involve the children, their families and other stakeholders as partners in their education. I believe in building a whole school community which thrives on mutual respect and values positive partnerships

As key educators in your children's lives, I feel that it is important that you have a voice and that as a school we are approachable and allocate time to listen to your concerns, worries or thoughts about the school or your child.

You can be assured as Head teacher, that myself and my wonderful staff will strive to create the best education for your child/children whilst they are members of our school family.

**Mrs A M Ferguson**  
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

At Newington Primary School, we believe everyone has the right to achieve, be respected and valued in a nurturing, fun and inclusive environment where expectations are high, and success is celebrated.

### Values

- Supportive
- Honesty
- Achieving
- Respectful
- Kind



### Aims

Our aims at Newington Primary School is to create a warm, welcoming learning environment which strives towards continuous improvement and supports our pupils to be:

#### Enterprising, creative and successful learners who:

- set themselves high standards and seek and enjoy challenge
- are building up a body of knowledge and skills and can apply that knowledge in different contexts and are ready to learn throughout their lives with increasing independence

#### Healthy, confident individuals who:

- are able to build mental and emotional well-being by developing confidence, resilience and empathy
- have the skills and knowledge to manage everyday life with increasing independence and are ready to lead fulfilling lives as valued members of society

#### Ethical, responsible citizens who:

- by demonstrating the school values understand their rights and respect the rights of others, and consider the impact of our actions when making choices
- are knowledgeable about our culture, local community, society and the world, now and in the past to help shape our future

#### Ambitious, effective contributors who:

- think creatively and take ownership in their own learning and decision making to become independent learners
- apply their knowledge and skills to create ideas and prepare them for lifelong learning and the world of work with opportunities to support our local community and groups



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

This session we have 11 classes. We try to organise classes by taking advice from staff about working groups and peers to get this organised appropriately.

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

### Positive Behaviour and Celebrating Success

At the beginning of each school session, teachers and children discuss classroom rules and together produce their own classroom charter which is prominently displayed in classes and reflects our school values and linked to the articles of Rights Respecting Schools.

The school rules must be easy for a child to remember and are as follows:

- Look after yourself
- Look after others
- Look after our school

We celebrate success at weekly assemblies at Newington Primary. Certificates, which were designed by pupils and based on our school values are presented to pupils in assembly. We also encourage pupils to share wider achievements at this time too and link this to our values.

Staff, pupils and parents agreed on a positive behaviour policy and sanctions for pupils who do not respect our rules. We have a clear flow chart for staff and pupils to follow. We also have a 'Reflection time' in place for pupils who are not following rules in class and not completing tasks in the appropriate time. This is supported by the Senior Leadership Team. There may be times, when challenging behaviours result in parents/carers being

contacted and this will be done by a member of the Senior Management Team. In very serious situations, exclusion procedures in line with Dumfries and Galloway policy will be followed.

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

The children are encouraged to be proud of their achievements and their school. We therefore encourage the wearing of school uniform by all pupils. Uniform is black or grey skirts or trousers and red polo shirts and sweatshirts.

School uniform, available from School Office as follows:

	Child	Adult
Red School Sweatshirt	£11	£15
Red Polo Shirt	£9.50	£12
Red School T-Shirt	£5	£6
Red School Arctic Fleece (Full Zip)	£17	£20.50
Red School Reversible Jacket	£25	£32
Red School Soft Shell Jacket	£24	
Red School Hats	£5.00	
Red School Baseball Cap	£6	
Homework Bags	£5.00	

Children also require suitable clothing for physical education ie T-shirt, shorts and a change of footwear. Parents are advised to put name tags on all items of clothing.

## 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](https://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](https://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://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](https://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](https://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](https://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](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.

**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](http://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](http://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](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.

Our curriculum has been developed by our staff through the four contexts for learning: ethos and life of the school in the community, the eight curricular areas, inter disciplinary learning and the celebration of success and wider achievement.

Our goal is to promote equality and diversity by treating all pupils with respect and we have high expectations and aspirations for all. This creates an inclusive, respectful environment where children feel safe and that means staff and pupil relationships are excellent.

We have created progressive programmes for the eight curricular areas of Numeracy, Languages & Literacy, Sciences, Health & Well-Being, Social Studies, Technologies, Expressive Arts and Religious & Moral Education developing important knowledge and skills across all levels.

The contexts for learning have been carefully chosen for coherence and progression and develop culturally useful knowledge for all pupils. Both knowledge and skills are embedded and consolidated across different levels and stages. Inter disciplinary learning is carefully planned for, helping children make connections between different subjects and areas of learning. The seven design principles, outlined in curriculum for excellence, are also embedded across all stages and built into lessons. Our strong, structured programmes and pedagogy have a direct impact on improving learning outcomes and ensure consistency across the school.

Staff and parents work in partnership to support pupils and identify, recognise and celebrate wider achievement. This enables both staff and pupils to identify next steps in learning. There are many opportunities for personal achievement and these are celebrated at our assemblies.

## 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/>

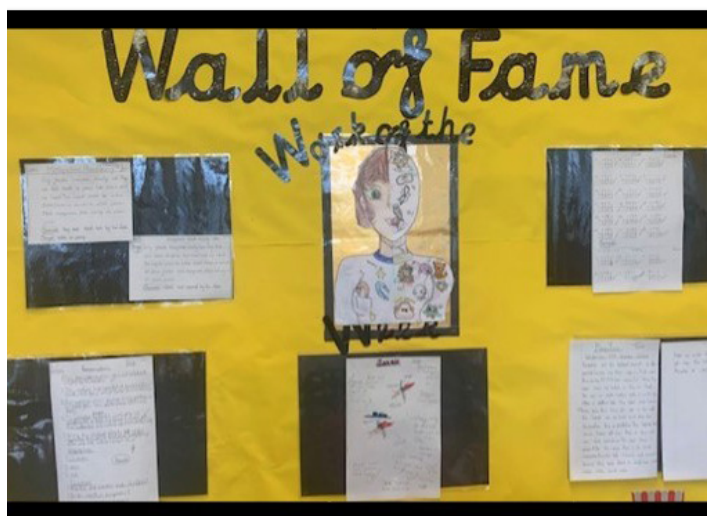
### Parentzone Scotland

<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, stay play and learning sessions with the teacher or at Parents' Consultation Evenings held twice per year, formal reports or for some it may be through more formal, focussed meetings with other agencies.



## Helping Your Child and Family Learning

Homework activities are set by each class teacher and parents are given details in advance of what the homework will involve and how they can support their children. Tasks are set weekly so both pupils and parents can plan their week around clubs etc.

Much of the class homework is now done via Microsoft Teams. Each class has their own page on Teams and assignments and tasks are set each week by the class teacher. Paper copies are always available for those children who can't get online and pupils are also provided with any materials they need to complete the homework.

Homework reading books for enjoyment are provided for each child from P.1-4 and these are usually changed weekly. An Introduction to phonics, numeracy and play take place at the start of each academic year for new parents who have children starting in Primary One. We are currently reviewing our homework policy with all stakeholders.



## 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)

We are involved in development at school, cluster and authority level to create a strategic plan for improvement. We source the best research evidence and continually evaluate and review our curriculum and pedagogy. We evaluate any changes and assess their impact.





## 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](#)

