



Welcome to

Newington Primary School



December 2021



Information at a Glance

School Information

School Address

Newington Primary School
Hospital Road, ANNAN, DG12 6LA
Telephone: 01461 205326

Email address:

gw08officenewington@ea.dumgal.sch.uk
gw08torbettirvine@ea.dumgal.sch.uk

Head Teacher	Mr I D Torbett
Depute Heads	Mr N Armstrong Mrs A Ferguson
School Roll	Primary 1-7 = 328 Nursery = 45
Denomination Status:	Church of Scotland
Status of Gaelic:	N/A

School Staff

Class Teachers

Mrs A Bell	Mrs C Carruthers (Music P1-P3)
Mrs E Duignan	Mrs C Graham
Miss G Hollis	Mrs R Magnay
Mrs L Marrs	Miss A Mutch
Miss N McEwen	Mrs W Murray
Miss K Neill	Miss K Quince (Trainee)
Mr G Schoolar	Miss A Simonian
Mrs J Swan	

Principle Teacher SL,

Learning Zone
Learning Zone Teacher

Mrs D Bingham
Mrs A Walker

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

Learning Support Teacher

Learning Assistants

Mrs L Graham
Miss T Johnston
Mrs H Moore
Mrs M Paterson
Mrs D Wallace
Mrs K McCool

General Assistants

Mrs F Glass
Mrs M Charlton

Nursery Manager

Nursery Nurses
Mrs N Kennedy
Miss L Schiller

Early Years Assistant

Early Learning and Childcare Practitioner

Visiting Specialists

PE Teacher
Music Teacher
School Secretaries

School Janitor

Infant Playground Supervisor

Mr M Brown
Mrs F Duff
Mrs T Holliday
Mrs T Laurie
Mrs R Ogilvie
Mrs A Savage
Miss M Lopez

Mrs L Creighton
Miss C Kerr

Mrs S Gallagher

Mrs E Ferguson
Miss N MacDonald
Mrs M Woodhouse

Miss L Dalgliesh
Mrs C Thomson

Mrs E McKeown

Mrs M Mannall
Miss E Crombie
Mrs A Hind
Miss C Simpson

Mr J Kennedy

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:

[http://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 School Handbook, which I hope provides you with all the important information you require about our school.

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

At Newington Primary School we look to provide all pupils with the best possible start to their lifelong learning. We encourage high standards of achievement, attainment and behaviour and the children are supported by a very hard working and committed staff.

We look to offer a broad and balanced curriculum for our pupils, encouraging all staff to engage pupils in their own learning. To support the curriculum we offer an excellent range of club activities and experiences for our pupils.

To achieve all our aims we look to work in partnership with parents and our community. We want everyone to feel welcome in our school and we organise regular meetings for parents, send regular newsletters and look to deal with parental concerns quickly.

We will achieve most by working in partnership and we look forward to working closely with you in the education of your child.

Mr I D Torbett
Head Teacher

For more information about how we support parents and work with our schools please see our **[Authority Handbook](#)**

School Aims, Values and Ethos

At Newington Primary School we are in pursuit of excellence. Our aim is to provide school education of a high quality that will enable all young people to become:

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

This will equip them with skills and attitudes for lifelong learning and will prepare them for life beyond school.

Our current aims are as follows:

- Be a place where everyone feels safe and enjoys a welcoming atmosphere
- Acknowledge and value everyone's achievements by encouraging high levels of expectation and ambition
- Provide opportunities for everyone to develop confidence, contribute to the life of the school and be responsible citizens
- Deliver a quality educational experience which enables pupils to develop skills, self-discipline and encourage lifelong learning
- Work in partnership with families within the community to encourage and understand everyone's rights, responsibilities and cultural diversity.

School Ethos

We are very proud of our pupils achievements and we meet as a school each Monday for assembly. At assembly classes showcase their activity, we share school news and certificates are presented to pupils to acknowledge success in a multitude of areas.

We also encourage pupils to bring in news of successes from other clubs and activities from home and we again share this as a school. Photographs are taken and displayed around the school to acknowledge success.

Our foyer area has display cases of trophies won by pupils in sports, music and quiz events and we also have a "Roll of Honour" board to record each year's successes.

Our school is linked with Annan Old Parish Church. The minister from there is a regular visitor to school assemblies and the church helps co-ordinate our "Operation Christmas Child" event each year.

As a school we attend Annan Old Parish Church for special services at Easter, Christmas and also to mark the end of each school year. Pupils are involved in these services undertaking readings etc and our choirs perform. Parents and guardians are always welcome to join us at these events.

The school welcomes input from other agencies. We have excellent links with Health Agencies, the Emergency Services, Active Schools, Local sports clubs, Hoddum Ranger, Local Library, Annan Athletic Football and Annan Rugby Club. Over the year different classes have planned input from these 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. At this point an Officer will contact you and discuss the issue and direct the enquirer as appropriate.

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



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.

This session we have 12 classes. We try to organise classes by age and gender balance but we take advice from staff about working groups and peers to get this organised appropriately.

Positive Behaviour and Celebrating Success

At the beginning of each school session, teachers and children discuss classroom rules and together produce their own classroom code which is prominently displayed. We feel children are more likely to observe rules that they have been involved in drawing up themselves.

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, we have a positive approach to pupil behaviour. We have a policy of incentives and rewards for children who show a caring and responsible attitude and who work hard. Certificates are given out for excellent work and effort in class and we showcase school success at events. Pupils also bring in awards from home to share their wider achievement.



Together with this, of course, there are sanctions.

Each class teacher maintains a conduct record. Misdemeanours are recorded and dated. If there is concern about a child regularly misbehaving, then the child is referred to the Head Teacher.

Regular and serious breaches of discipline will result in a letter home and parents co-operation sought. In very serious situations, exclusion procedures will be used.



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

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:

	Children	Adults
Red School Sweatshirt (embroidered badge, normal bottom)	£9.00	£11.00
Red School Arctic Fleece (Zip Neck)	£14.00	£20.00
Red School Reversible Jacket	£15.50	
Red School Soft Shell Jacket		£35.00
Red School Soft Shell Jacket with Hood		£22.00
Red School Waterproof Hydra Plus Jacket		£34.00
Red Polo Shirt (embroidered badge)	£8.00	£10.00
Red School T-Shirt (embroidered badge)	£5.00	£6.50
Red School Hats	£4.50	
Red School Baseball Cap	£5.50	
Red School Homework Bags	£3.50	

Children also require suitable clothing for physical education, i.e. School T-Shirt, Shorts.

A change of footwear for indoor use is also needed.

Parents are advised to put name tags on all items of clothing.

School Clothing grants

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 £134 per child. Guidance and more information is available at www.dumgal.gov.uk/article/15246/School-clothing-grants

For information on our School Uniform Bank Project, for donations and collection see supportdg.dumgal.gov.uk/FreeSchoolUniform

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

Pre-ordering lunch

All menus are nutritionally analysed, offering a fantastic choice and flexibility. Primary schools have introduced an advanced pre order system for lunch. Pre order forms are handed out to all pupils.

Special dietary requirements

Specific meals for children with food allergy and intolerances, medically prescribed diets, or diets for religious or cultural reasons, may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering). We recommend that all children with a food allergy or intolerance register even if your child does not have school meals.

Free School Meals

In November 2021 our school moved to an online ordering and payment system for school meals. Families can order up to three weeks in advance and agree on meal choices with their children. Details about this system and login details will be shared with all new pupils and families.

Free School Meals are provided for all pupils in Primary 1, 2, 3 and 4. Primary 5 pupils will be entitled to Free School Meals from January 2022 and Primary 6 and 7 pupils will all be entitled to Free School Meals from August 2022.

Younger children at nursery or older pupils at primary may also be eligible for free school meals in certain situations as well as those families on qualifying benefits. 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.

www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds

For more information on free school meal entitlement visit www.dumgal.gov.uk/schoolmeals or contact Education Support Services on 01387 260 493



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>

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.

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 weekly 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



More information is available at <http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

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 (NPF5) 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

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.



Support for All

Support for Learners

Dumfries and Galloway Council is committed to the well-being and educational development of all learners. The process of inclusion requires all involved in the business of learning and teaching to demonstrate commitment, innovation and flexibility to ensure that all children and young people have access to quality learning opportunities and experiences.

More information is available at <https://www.dumgal.gov.uk/article/16163/Support-for-Learners> and in our [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

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

Following a full 'Standards and Quality' survey in 2017, almost all parents agreed or strongly agreed with the statements suggesting we are meeting the demands of our parent body, pupils and community.

Communication with parents was highlighted as an area to improve so we set up a "School App" to ensure parents and families get quick, up to date information about all school events, news and activities. This plus the increased use of e-mail and online returns has helped greatly.



After our 2019 HMIE inspection, we established a formal tracking and monitoring system across the school which allows staff to track patterns of attainment as well as wider achievement and becomes a context for discussions about how to improve outcomes for all children.

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 ill during the school day and we feel that he/she 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 25 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 [Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

