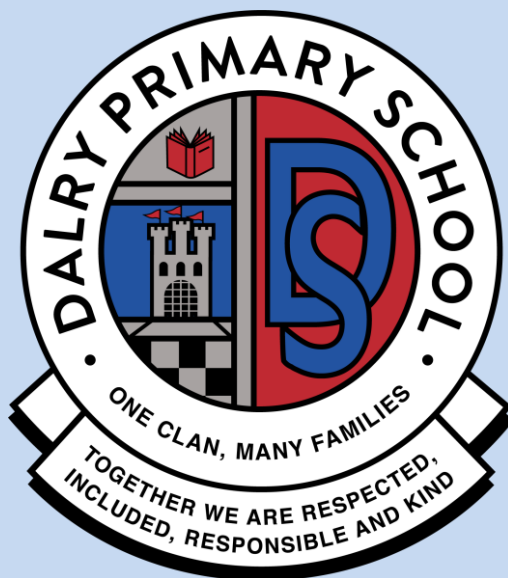


# **Welcome to Dalry Primary School**



**A BOOKLET FOR PARENTS  
AND  
CHILDREN TO SHARE**

# SCHOOL INFORMATION

Elaine Honeyman  
Head Teacher  
Dalry Primary School  
Dalry Road,  
Edinburgh  
EH11 2JB

Telephone: 0131 337 6086      Fax: 0131 337 3798

Email: [admin@dalry.edin.sch.uk](mailto:admin@dalry.edin.sch.uk)

Website: [www.dalry.edin.sch.uk](http://www.dalry.edin.sch.uk)

Dear parents and carers,

Welcome to the Dalry Primary School Handbook.

This handbook offers an introduction to our school and a general overview of the education your child will be getting at school.

If you have any questions, or would like any further information on any aspect of this handbook or the education of your child, please do not hesitate to contact me.

Elaine Honeyman  
Head Teacher

# SCHOOL VISION

Working together in a safe, nurturing and friendly multicultural school to build a positive and creative learning community where all children can be supported to achieve their full potential and develop their skills for life, learning and work.

**Our school motto is**

**One Clan, Many Families**



# VALUES

Together we are.....

***Respected***

***Included***

***Responsible***

***Kind***

# AIMS

We aim to build a school community where all children are

**Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible  
and Included**

# THE SCHOOL IN CONTEXT

Our School was built in 1876 and serves the local community of Dalry in the West of Edinburgh. We are a non-denominational, co-educational Primary School.

Our main school hosts pupils from Primary 1 to Primary 7, and currently are organised into eleven classes.

We have a busy Nursery Class and offer full time places in conjunction with City of Edinburgh Council Early Years Team. Please get in touch with the school office for more information about our nursery class.

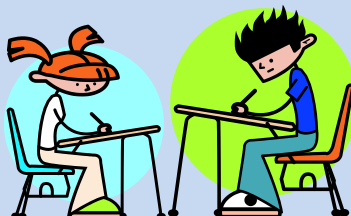
Dalry Primary has pupils from a wide variety of backgrounds, cultures and countries. We are very proud of the multicultural nature of our school, and as a community we actively promote a positive ethos which values the contributions that all our families bring. We are a highly transient school population with skilled staff who support the transition process with confidence.

## FURTHER INFORMATION

We have a comprehensive, regularly updated website which provides an extensive range of information to support families at Dalry such as all school policies: [www.dalryprimaryschool.com](http://www.dalryprimaryschool.com). We also have a Twitter account - Dalry Primary School (@Dalry1876) which provides regular information and updates.

Information regarding Education across the City of Edinburgh can also be accessed at: [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)

# THE SCHOOL DAY



The school day begins at 8.50am. It's important that your son or daughter arrives on time so that he/she doesn't miss instructions or information about the work in his/her class. On wet or cold days it is best not to arrive until a few minutes before bell time to avoid being wet or chilled. We have a **free** Breakfast Club which opens at 8am. Please get in touch with Mrs Mason if you would like information about this provision.

Please be on time when you collect your child at the end of the day. Children often worry and become upset when they think they've been left behind. On the rare occasion that you are unavoidably late then please telephone the school so that your child will not worry.

\*Please note there is no adult supervision in the playground before school until 8.30AM for P2 to P7. P1 pupils must be supervised by parents/carers until the bell rings.

**If your child is not attending school then please let us know. If your child does not arrive for school and we receive no communication a text will be sent. If we do not receive a reply to the text, this may lead to a Wellbeing Concern or a phone call to Social Care Direct.**

The normal school hours for our children are as follows:-

Days	Classes	Day	
Monday-Thursday	Primary 1 & Primary 2	8:50am-3:07pm	
Monday-Thursday	Primary 3-Primary 7	8:50am-3:15pm	
FRIDAY AM ONLY	Primary 1-Primary 7	8:50am -12:27pm	CLOSED PM

# PLAYTIMES



**Morning playtime is between 10:35am - 10:50am each day.**

**Our playground is currently split into various areas:-**

<b>Cathcart Playground</b>	<b>Primary 2 - Primary 3 children</b>	<b>Quiet garden playground</b>
<b>Springwell Playground</b>	<b>Primary 4 - Primary 7 children</b>	<b>Football playground</b>
<b>Front Playground</b>	<b>Primary 1 and Nursery children</b>	

These playgrounds are supported by our Pupil Support Assistants, approved students and approved volunteers.

On very wet days children are supervised in class where they can engage in activities with friends, play quiet board games or read. The pupils will be supervised by staff.

# TERM DATES 2024-2025

## AUGUST START DATE

Wednesday 14<sup>th</sup> August 2024

### Mid-term holidays

- Monday 16<sup>th</sup> September 2024 - School Resumes Tuesday 17<sup>th</sup> September 2024
- All Break Friday 11<sup>th</sup> October 2024 - School Resumes Tuesday 22<sup>nd</sup> October 2024

### Christmas holidays

Term ends Friday 20<sup>th</sup> December 2024 - School Resumes Tuesday 7<sup>th</sup> January 2025

### Mid-term holidays

- All break Friday 7<sup>th</sup> February 2025 - School Resumes Monday 17<sup>th</sup> February 2025

Term ends Friday 4<sup>th</sup> April 2025 - School Resumes Tuesday 22<sup>nd</sup> April 2025

### Mid-term holidays

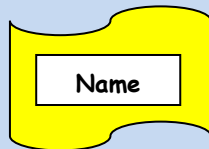
- Monday 5<sup>th</sup> May 2025 - School Resumes Wednesday 7<sup>th</sup> May 2025
- Monday 19<sup>th</sup> May 2025, Victoria Day - School Resumes Tuesday 20<sup>th</sup> May 2025

Term ends Thursday 26<sup>th</sup> June 2025.

# UNIFORM



School uniform is expected to be worn by all pupils. It is essential that children are sent to school suitably dressed, taking into account the weather conditions. We also hope that children are smartly dressed in comfortable clothing. School uniform is expected and consists of a warm waterproof jacket; black or grey skirt or trousers; white shirt, blouse or polo t-shirt; black, royal blue or grey jumper, cardigan or sweatshirt. Our school colour is blue and we have a full range of school clothes with our traditional school badge. School uniform order forms are available from the school office, alternatively BE Uniforms on Dundee St stock Dalry Primary uniform.



Please make sure all your child's clothing has their name clearly marked on it - especially gym kit! Children often find difficulty in recognising their own clothing and gym shoes- we can easily help when clothing is named.

\*P.E. is an essential and enjoyable part of the curriculum for children. Please provide shorts, tee shirt and soft-shoes (elastic sided are easier for children to manage initially). Please remember to take this home termly to wash. Older pupils may choose to take their kit home weekly.

FOOTBALL TOPS - We are opposed to these being worn in school and remind families to keep these for out of school activities. Thanks.



# LUNCHES



Paid lunches are available in school at a cost of £2.50 per day (subject to review)

**This must be paid in advance using the ParentPay system.**

All children in P1, P2, P3, P4 & P5 receive a free school meal as part of a Scottish Government Initiative. However, lunch needs to be ordered in advance using the ParentPay system - It is vital that this is complete to ensure your child receives a lunch. If you require assistance with this, please come into the school office where Ms Armstrong and Mrs Lockey will be more than happy to help you. Lunches for the following week **MUST** be ordered by midnight the Wednesday of the week before.

Lunch consists of a two-course cooked meal or a packed lunch - a choice is normally available. Lots of children however bring their own packed lunch to eat in our Dinner Hall.

Milk is available at a current cost of 22p\* per carton ( \*subject to review). We operate a system where milk is ordered and paid for in advance however we will let you know when these dates are.

## Free School Meals and Clothing Grants

Every child in Scotland at a local council school can get free school lunches in P1, 2, 3, 4 & 5. This applies to all children in these years - your family's financial circumstances don't matter.

Your child can get free school lunches after P5 if you're receiving:

- [Universal Credit](#)
- [Income Support](#)
- income-based [Job Seeker's Allowance](#)
- income-based [Employment and Support Allowance](#)

- support under [Part VI of the Immigration and Asylum Act 1999](#)

Your child may also be entitled to free school lunches if you receive:

- [Child Tax Credit](#), but not [Working Tax Credit](#),
- You can apply for free school lunches on your local council's website.

You may be able to apply for [help with school clothing costs](#) at the same time.

Information on free school meals and clothing grants is available on the [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk) website. Applications for free school meals and clothing grants can be made by contacting:

The City of Edinburgh Council

School Grants

Transactions - Assessment & Finance

PO Box 12331

Edinburgh

EH7 9DN

**Email:** [school.grants@edinburgh.gov.uk](mailto:school.grants@edinburgh.gov.uk)

**Tel:** [0131 469 3033](tel:01314693033)

## Belongings

While we love to see your child's favourite storybook, drawings and 'works of art' they've made at home, please discourage them from bringing precious or valuable playthings to school. In a busy classroom it's impossible to keep track of special, expensive toys which may end up lost or broken and we do not have insurance to compensate for this loss.

We provide all resources needed for a successful day of learning. A school bag to transport resources and communications between home and school is vital and should have your child's name inside to help identify mislaid items.

# ILLNESS, ACCIDENTS and ABSENCES FROM SCHOOL



If your child should become ill or have an accident we will get in touch with you as soon as we can. If you are unavailable we will use your emergency contact. Please help by letting us know when these telephone numbers change.

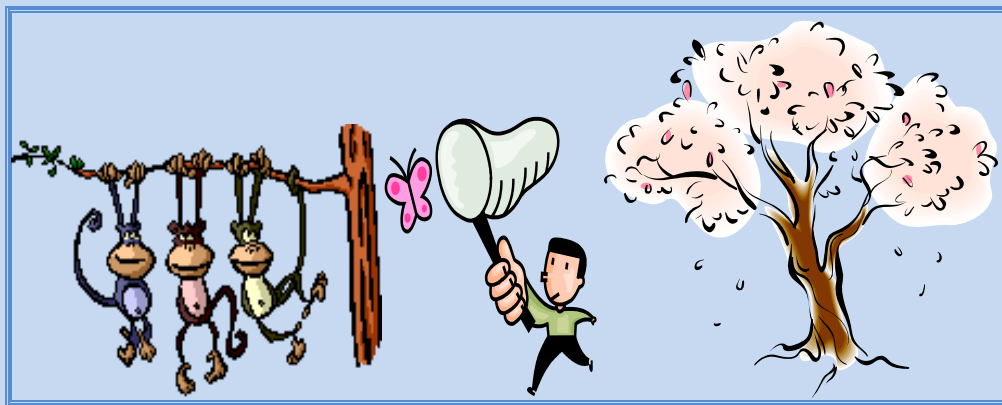
**If your child is not attending school, it is vital that we are contacted.** We require communication each day to update our registers with accurate information. If there is no communication the absence will be recorded as unauthorised.

Please make every effort to avoid family holidays during term time as this will disrupt your child's education and reduces learning time. We can approve absence from school for a family holiday in certain extreme situations, for example, in traumatic domestic circumstances where the holiday would improve the cohesion and wellbeing of the family. Please discuss your plans with me before the holiday. If we cannot give permission before the holiday, it will be recorded as unauthorised absence. We can authorise a holiday if you can prove that work commitments make a family holiday impossible during school holiday times. Normally, your employer will need to provide evidence of your work commitments. Absence approved by me on this basis is regarded as authorised absence.

Any requests for extended absence over two weeks will be referred to the Senior Education Manager: Inclusion, who will decide if it will be recorded as authorised or unauthorised leave.

Parents may request that their children be permitted to be absent from school to celebrate recognised religious events. Absence approved on this basis is regarded as authorised absence. Extended leave can also be granted on request for families returning to their country of origin for cultural or care reasons.

# EDUCATIONAL OUTINGS



We often take children on outings that link with their work in school. You will receive a letter with details of the planned visit in advance and may be asked to contribute to the costs in order to enable your child to take part however we always try our best to keep the costs low. We often look for parents / carers to support class trips, as without this help the class may not be able to go. If you can support any trips or outings can you let the class teacher know.



All children from P1 - P7 are members of a clan. Siblings will be part of the same clan. These clans offer the children opportunities to work independently towards a certificate by earning clan points; these clan points feed into a collective total so that each term a whole clan is rewarded. There are planned events in the school year when clan members come together to work across all year groups.

The clans are easily identified by colour: Alba (blue), Caledonia (green), Dalriada (yellow) and Scotia (red)

# PARENT/TEACHER CONSULTATIONS

Meetings are held twice yearly usually in Autumn and Spring and you'll be able to meet your child's teacher to discuss their progress. Of course, if you have a concern don't wait until then - contact the school to make an appointment.

## Parent Council

We have a Parent Council who meet regularly. We are always encouraging new members to join. If you are interested please speak with Ms Armstrong or Mrs Lockey in the School Office. They also have a Facebook page - Dalry Primary School Parent Council - Edinburgh and a Twitter account Dalry Edinburgh PC (@DalryPC) which both provide information and regular updates. Parent Council email address is [dalryprimarypc@gmail.com](mailto:dalryprimarypc@gmail.com)

## Registration and Enrolment

The date for registration of new school entrants is advertised in the local press and on the council's website [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk). Registration for Primary One and First Year Secondary takes place in November each year. Pupils should be registered in only one school for their catchment area. Parents will be provided with information about the school, when they register their child.

Parents who want to send their child to a school other than the catchment school must make a placing request.

Parents of pupils who have moved into the catchment area or, who wish their child to transfer to the school, should contact the school office for information. It is vitally important when a family moves on from Dalry that as much notice as possible is given. Every child has the right to prepare for change and to say goodbye. To avoid disappointment for requested paperwork, such as confirmation of attendance, the admin team need this notice period too.

# Unexpected Closures

In the event of an emergency, such as a power cut or severe weather, that prevents schools from opening in the morning or results in an early closure a range of communications channels are used to let parents know.

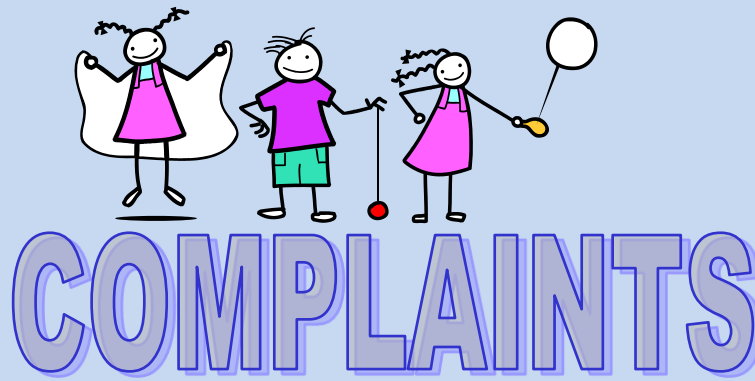
In addition, announcements will be made on Radio Forth (Forth 1 and Forth 2) and via the Council's corporate Twitter account [www.twitter.com/Edinburgh\\_CC](https://www.twitter.com/Edinburgh_CC) and Facebook page [www.facebook.com/edinburghcouncil](https://www.facebook.com/edinburghcouncil). If many schools are affected, or the situation is likely to be prolonged, then the Council's website [www.edinburgh.gov.uk](https://www.edinburgh.gov.uk) will also be used.

# Equality

The City of Edinburgh Council is committed to eliminating discrimination on the grounds of race, gender, disability, sexual orientation, religion/belief, age, marriage or civil partnership, transgender status or pregnancy/maternity.

# English as an Additional Language

We are supported regularly by teachers and bilingual support assistants from the English as an Additional Language Team in our school.



We all hope that you will be completely satisfied about your child's education and we encourage feedback on our services from parents and pupils. We are, therefore, interested in feedback of all kinds, whether it be compliments, suggestions or complaints.

If you want to register a comment of any type about our school you can do this by writing, e-mailing, telephoning or making an appointment to see someone. All feedback is welcome and keeps us in touch.

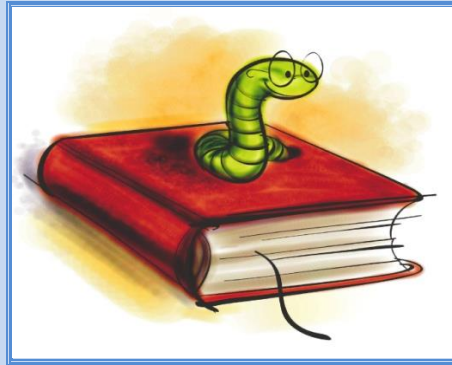
If, in particular, you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible.

There are some things which you should take note of in relation to making a complaint:

- Please make any complaints initially to the Headteacher. This makes sure that the school knows what is going on and has an opportunity to respond and resolve the issue.
- We will try to respond as quickly as possible, but often issues are complex and we need time to investigate.
- If you are still unhappy with the service or with our response then you will have the right to take the matter further and contact Advice and Conciliation [ 0131 469 3233 ]
- If you are still unhappy after the further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman, our reply will include the contact details.



# Reading



Sharing stories should always be a happy, warm experience. Through reading with your child, you are introducing them to the world of books. Find somewhere nice to sit together away from distractions and enjoy.

Talking to them about the story and pictures, encouraging them to turn the pages carefully, showing them how words go from left to right, helping them to recognise their names all help them feel at home with the printed word and encourage them to care for books.

All classes have a small reading area, which the children helped to create and are involved in the selection of books available. We have a well-stocked school library which all children are encouraged to borrow from. We also have a well-established relationship with Fountainbridge Library and if you can, we would suggest you join for your child. Not only are they a fantastic borrowing service but they often hold events and challenges over the holiday periods which are free of charge.



# What do we Teach?

Our pupils follow a carefully planned curriculum based on the Curriculum for Excellence and tailored to the needs of our children. The main areas of the curriculum are Health and Wellbeing (including PE); Languages (including Modern Languages); Mathematics; Social Subjects; Science; Technologies; Expressive Arts (Music, Dance, Drama and Art); Religious and Moral Education.

All aspects of the curriculum will be reported to parents annually and if you would like to discuss your child's progress or their attainment please make an appointment to talk to their teacher.

Together we are ..... Respectful, Included, Responsible & Kind.

The school has adopted a positive attitude towards behaviour. Throughout the school we have an agreed set of rules which are supported by the staff through modelling behaviour, praise and by recognising and rewarding good behaviour choices. These rules also have consequences which are implemented when a pupil chooses not to follow our agreed code of conduct. When your child starts at Dalry, the teacher will involve them in a whole class discussion which results in the creation of a Class Charter, which will be shared with you.

We aim to have a school where teachers can teach, and pupils can learn in a positive learning environment. We achieve this through positive relationships and interactions with pupils, parents and staff in our school community.

## Parental Involvement

We value the support that parents can provide across the wider school. If you would like to volunteer to help out in classrooms regularly or if you have a particular interest, hobby or skills set that you would like to share with pupils, please contact the school.

# School Health Service

A team of specialist Health Service and Children and Families Department staff work together to provide a service throughout your child's years at primary and secondary school. A planned programme is put into place to make sure that they benefit as much as possible from all that school has to offer, and to help prepare for life after leaving school. The School Health Service is part of the Community Child Health Service and has direct links with those who carry out health checks on children before they start school.

Many different services are provided. The staff involved make every effort to work closely with parents/carers and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, e.g. testing for vision, hearing or speech, are provided to all children on a routine basis to discover which children may need further tests. Parents/carers are not necessarily notified at the time of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required the child's parents/carers will be informed and consent requested. The issue of maintaining confidentiality is taken seriously by the School Health Team at all times.

Some of the staff involved and the roles are as follows:-

School Nurses are involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening.

The School Nurse may be helped by a Health Assistant. The School Nurse acts as an important link between home and school. She visits the school and liaises with the teachers to find out whether any pupil has a health need that requires to be addressed. The School Nurse can link with other members of the health team, in the community or in hospital, concerned with a child's health.

The School Nurse reviews the notes of all children in Primary 1, 4, 7 as well as those of all new entrants.

An information booklet about the School Health Service is issued to all Primary 1 pupils and any new pupils coming from outwith the Edinburgh area.

Parents/carers are also asked to complete a health questionnaire about their child at Primary 1, 7 and S3 and asked if they would like their child to have a medical consultation with the School Nurse.

The School Nurse will be pleased to see you and your child at a mutually convenient time if you are concerned about his/her health or general progress at school.

With your consent, the School Health Service Staff also carry out immunisations to protect against various diseases.

The Speech and Language Therapist can provide assessment and, if necessary, a plan to support the team around your child if your teacher or another professional feels that your child may have a speech or communication difficulty.

Any enquiries concerning the provision of dental services should be made to: The Director of the Community Dental Service, 16 Duncan Street, Edinburgh, EH9 1SR (Tel. 0131 667-7114).

Mrs Mason, our Senior Development Officer oversees all School Healthcare Plans for our pupils and any other medical needs. Please contact her if you would like to discuss the medical needs of your child.

School staff are happy to administer medication to support your child's health. **Any medications should be handed into the school office by parent/carers**, where you will be asked to complete a form to ensure that the medication is administered correctly.

We hope that the School Health Service can, together with yourselves, contribute to your child's overall well-being and development. Please do not hesitate to arrange through Mrs Mason, Senior Development Officer to see the School Nurse should you require any further information.

Advice regarding Head Lice is available on our website at <https://dalryprimaryschool.com/2017/10/13/headlice-information/>

### **ACCURACY OF INFORMATION**

The information contained in this Booklet is accurate at the time of compilation, but it is subject to changes in roll, staffing and resources in future years.