

Welcome to

Dumfries and Galloway Education Authority Handbook



September 2023

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



Dear Parent/Carer

Our schools across Dumfries and Galloway have high expectations and high aspirations for pupils and staff. Like you, we want the best possible future for your child. We know that children do better at school and go on to achieve more in life



when families and schools work together. We want to make sure that you, as parents and carers, feel involved in your child's learning, feel welcome and listened to in our schools. We have a shared interest in your child being happy, confident, and successful in school.

To help children reach their potential we focus on removing barriers to learning; meeting the needs of children and upholding their rights underpin all we do.

Again, this year we know that the increased cost of living will mean that many families have money worries - school should not add to those. There should be no costs involved in the school day which are a barrier to your child joining in. This handbook gives important information on the benefits you may be entitled to and how we can help you apply for free meals, free transport, free childcare, clothing grants and allowances, and to make sure you have the right financial advice.

This handbook sets out the responsibilities I have, as Director, for your child's education. While we have core values and shared ambitions, our schools put this into practice slightly differently to meet the needs of the local community. Your schools

headteacher will publish their own handbook to provide information which is on specific to your school.

I hope this information is helpful in setting out how we can work together to benefit your child's learning and make sure they have the best possible experience at school. Our schools are welcoming places at the heart of our communities and always want to hear from you about how we can do more to support you, so please talk to us. There are many useful contact numbers in this handbook or you can contact me on **DirectorSkillsEducationandLearning @dumgal.gov.uk**

Yours sincerely

Dr Gillian Brydson

Director, Education and Learning

More Information on Education and Learning Directorate is available at www.dumgal.gov.uk/schools

Dumfries and Galloway Council
Education and Learning Directorate
Militia House, English Street
DG1 2HR

Call 030 33 33 3000

or visit

<https://www.dumgal.gov.uk/article/15379/Contact-us-for-more-ways-to-engage-with-the-Council>



Education and Learning Directorate Services Aims

Priorities and Commitments

We aim to provide a good start in life for all and are committed to giving all our children and young people an equal chance to make the most of their potential at a time when many families are facing challenges, responding to the cost of living crisis that we face.

We believe in the benefits of working in partnerships within a culture of collaboration and trust.

We believe that the most important decisions are made in the classroom and we expect professional excellence in our staff; we support this by building confidence and capacity in school leadership at all levels, by listening to parents and pupils, by empowering Head teachers to make local decisions and by trusting professional judgements.

This has been the basis for our approach to delivering Curriculum for Excellence, Getting it Right for Every Child (GIRFEC) and Developing the Young Workforce (DYW).

Our Councils ambition is to be a successful region, with a growing economy, based on fairness, opportunity and quality public services, where all citizens prosper.

Working in partnership, with connected, healthy and sustainable communities.

The region will be the natural place to live, work, visit and invest.

Education Services contribute to Dumfries and Galloway Council priorities by delivering an early years and school education which provides a good start in life for all our children. We have a strong commitment to continuously developing and improving educational provision to enable all our children and young people opportunities to fulfil their potential through striving for excellence and equity in every aspect of the work of the service. The importance of this commitment has continued to be emphasised by the tremendous commitment demonstrated by our staff in schools as they work to address the long-term impact of the interrupted and distance learning experienced over the last few years.

Dumfries and Galloway Council continues to value and prioritise education and learning, details of which can be found in our [Council Plan 2023-2028](#)

Education Statement from Dumfries and Galloway Council Plan 2023-28

The Council will improve education and learning opportunities to help all our children, young people and citizens fulfil their potential. This starts with pre-school, then school, before progressing into further or higher education or transition into work. We will work with our partners to create and promote lifelong learning opportunities so everyone in the region can live a meaningful and fulfilling life.

Education & learning Strategic Outcomes

- Places of learning are inclusive, sustainable and meet the needs of local communities
- We get it right for every child
- Children, young people and adults transition successfully through all life stages
- Young people and adults succeed in what they want to achieve
- Participation in creativity and play is part of early and lifelong learning experiences
- Local people can build their skills and confidence

Key priorities of the National Improvement Framework

- Placing the human rights and needs of every child and young person at the centre of education
- Improvement in children and young people's health and wellbeing
- Closing the attainment gap between the most and least disadvantaged children and young people
- Improvement in skills and sustained, positive school-leaver destinations for all young people
- Improvement in attainment, particularly in literacy and numeracy.



Early Learning and Childcare – Primary, Secondary and Leaving School

Enrolment

Early Learning and Childcare (ELC)

Early learning and childcare is education and care for young children, delivered in a caring and nurturing setting. Settings offer education and childcare to children up to school age in a school nursery, private businesses, voluntary organisations, or childminder.

3 and 4 year olds

All parents will receive a letter and registration form in the post for their 3-year-old at registration time. Parents will be asked to complete the registration form and return to their preferred provider enclosing a copy of their child's birth certificate and proof of address. Children moving to their second year of nursery will be provided with an ELC2 registration form from the provider. Parents who wish to change their provider for their child's second year should collect a form from the provider and deliver to their new chosen provider. Eligible children can receive up to 1140 hours a year of ELC. That works out at 30 hours per week during school term time or you can choose a provider that delivers the hours all year round. The Council Webpage and Facebook will be updated with information for parents.

Further information and an application can be made at: **Early learning and childcare - Dumfries and Galloway Council (dumgal.gov.uk)**

2 year olds

Your child may be eligible to start early learning and childcare at the age of 2 years if you are a parent and in receipt of certain benefits.

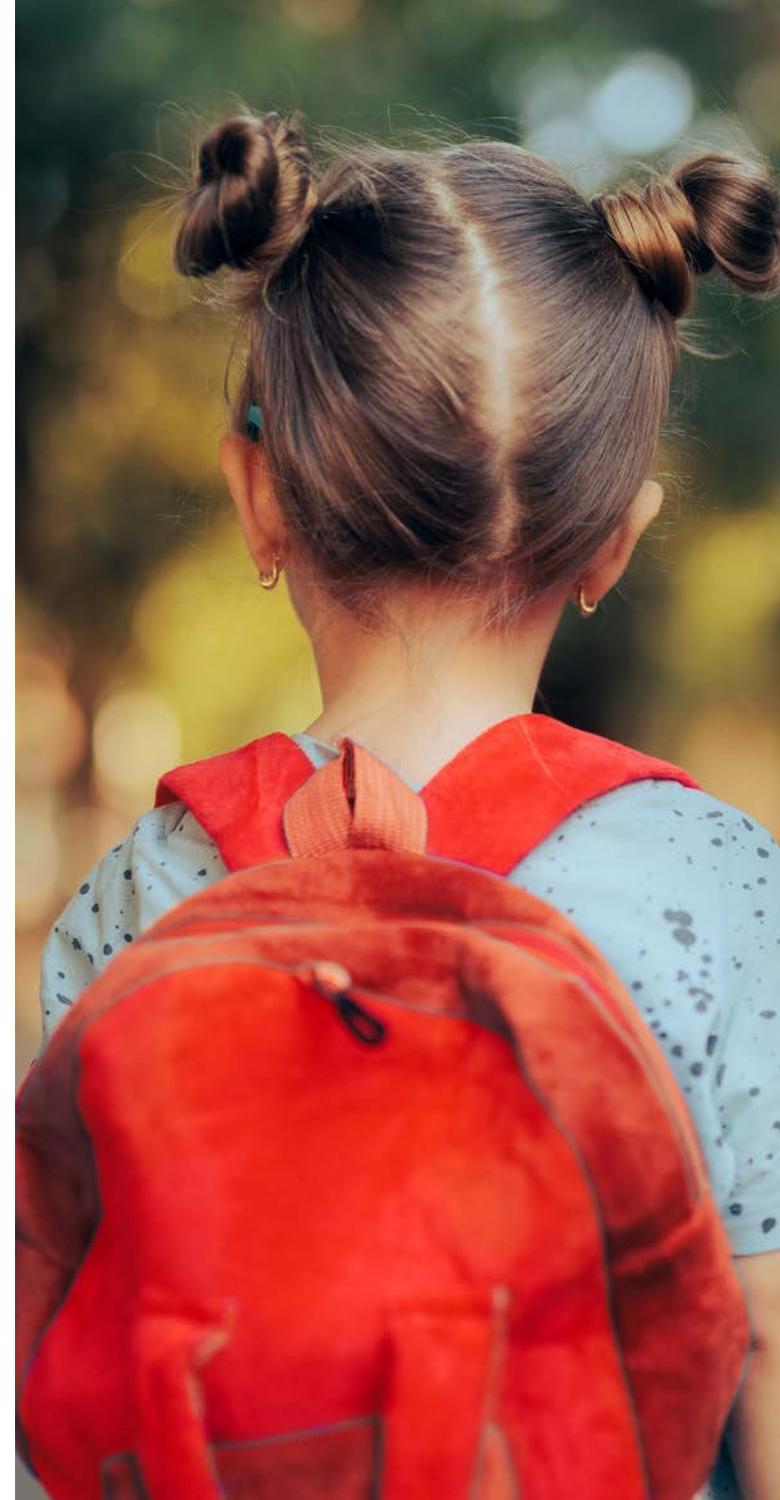
Further information and an application can be made at: **Funded early learning and childcare for 2 year olds - Dumfries and Galloway Council (dumgal.gov.uk)**

Tax Free Childcare

Tax Free Childcare is an opportunity to help families with the cost of childcare and maximise their income/assist with the cost-of-living crisis.

A working parent earning less than 100k can apply for help with the cost of purchased childcare, offering up to £2,000 per child per year, or £4,000 if a child is disabled. Parents can open an online account, which they can use to pay for childcare from a registered provider. For every £8 parents pay into these accounts, the government will add £2.

Further information and an application can be made at: **www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know**.



Enrolment

Deferred entry to Primary 1

Most children start school when they are between 4 years 6 months and 5 years old but it is possible to start children later depending on the circumstances. This is called deferred entry.

You can choose for your child to start primary school later if they turn five from the school start date in August and before the last day of February.

Children with a birthday between the first day of March and the first day of school in August do not have an automatic right to defer entry to school, but parents can still apply on the grounds of Additional Support for Learning needs.

Further information can be found at: **Deferred entry to Primary 1 - Dumfries and Galloway Council (dumgal.gov.uk)**

Moving from Early Learning and Childcare (ELC)

Primary teachers work closely with ELC staff and parents to ensure that information about each child's learning and achievements is passed on. This will help ensure that their learning and development continues without interruption. Staff will also share other information which will help the teacher to support each child's learning – for example relevant health issues, friendship groups and preferred ways of working.

For more information on School class sizes and grouping please visit www.dumgal.gov.uk

How to enrol in your school

Enrolment Information

Parents may opt for a place in any school they wish, at any time, but priority for a place will be granted to children from the recognised or 'delineated' catchment area. Information regarding catchment areas can be found on the Council's website by accessing **"Near Me"**.

Full details on how to enrol or move school are available from the school or on the Council's website www.dumgal.gov.uk/article/15241/School-places



Enrolment in School and Catchment Secondary School

The school year starts in August and children enrol in the January before they start. Children turning 5 before the end of February will enrol in January to start school in August 2023. Children born between 1 September and the last day of February can choose to start primary school later. Children born between the first day of March and the last day of August can also apply for deferred entry.

Exact enrolment dates and instructions will be advertised online and in local papers once they're confirmed. Visit www.dumgal.gov.uk/article/15241/School-places for more information

Transfer from primary to secondary school will be dealt with by direct approach to parents from individual primary schools. Information regarding catchment areas can be found on the Council's website by accessing **"Near Me"**

For those young people leaving school, the next step to a positive destination is supported by your school and the local authority with our local and national partners. For more information about our Youth Guarantee see page 20 of this handbook.

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.



Term Dates and Holidays

Holidays

The Education and Learning Directorate recognises that some parents have difficulties in arranging their own holidays to suit school holiday periods. Whilst parents remain free, within reason, to remove their children for holidays during term time, you should, however, appreciate that prolonged absence from school at any stage is harmful to a child's education and it is not possible and not fair to other children – to direct teaching time to assist a child who has been on holiday to catch up on what they have missed. Parents should always inform the school, in writing, of any such holiday plans.

The exception to this is when a family holiday is judged to be important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events.

A parent may be asked to come into school to explain the reason for their child's absence in line with the Education Authority's legal duty under the [Education (Scotland) Act 1980, Section 36].

Term dates can be found at www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates

Current school year (2023/24)

Term 1

Staff training	Friday 18 and Monday 21 August 2023
First day	Tuesday 22 August 2023
Last day	Friday 13 October 2023
Autumn holiday	Monday 16 to Friday 27 October 2023

Term 2

First day	Monday 30 October 2023
Last day	Friday 22 December 2023
Christmas holiday	Monday 25 December 2023 to Friday 5 January 2024 (pupils return Tuesday 9 January)

Term 3

Staff training	Monday 8 January 2024
First day	Tuesday 9 January 2024
Mid-term holiday	Monday 12 February to Wednesday 14 February 2024
Last day	Friday 22 March 2024
Spring holiday	Monday 25 March to Friday 5 April 2024

Term 4

First day	Monday 8 April 2024
May Day holiday	Monday 6 May 2024
Last day	Monday 1 July 2024
Summer holiday	Tuesday 2 July to Friday 16 August 2024 (pupils return Wednesday 21 August 2024)



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

Education Maintenance Allowance (EMA)

Students could get financial support to stay on at school dependant on their household income and meet certain criteria. This is called an Education Maintenance Allowance (EMA). Students must apply/reapply each Academic Year.

EMA is a means tested termly weekly allowance of £30, payable to students aged 16 to 19 for a maximum of 3 years. Students must achieve 100% attendance per week of the agreed attendance within their EMA Learning Agreement completed at school level.

It is payable in arrears, during term time only, generally on a 2-weekly basis. No payments are made for school holidays. Students can apply if they attend a school in Dumfries and Galloway or have a history of being Home Educated, attend a Young Persons

Activity with Employability and Skills D&G Council or travel daily to a Cross Border facility.

Further information and an application can be made at: www.dumgal.gov.uk/ema

John Wallace Trust Scheme 1981

The scheme awards bursaries to secondary school pupils living in the upper Nithsdale area who are about to enter, or are attending, Higher Education or intend to travel for Education purposes.

Financial assistance may be available for up to five years. The amounts paid can change each year depending on the number of applicants received. Successful new and continuing students are required to complete a certificate of attendance form each year to ensure payment.

Further information and an application can be made at: www.dumgal.gov.uk/article/16432/John-Wallace-Trust-Scheme

Edinburgh Dumfriesshire Scholarship

This scheme awards financial assistance to secondary school pupils who have been mainly educated in Dumfriesshire and are looking to enter higher education.

Preference may be given to students entering the University of Edinburgh. The award currently stands at £200 per annum for up to four years. The Award is based on S5 examination results together with a report from the Head teacher at the school. Usually only one award is made from any applications received.

Further information and an application can be made at: www.dumgal.gov.uk/article/16433/Edinburgh-Dumfriesshire-Scholarship

Also see [page 10](#) for Scottish Child Payment and Bridging Payments information



School Uniform and Dress Policy

All Dumfries and Galloway schools must have a dress code which encourages pupils to dress in a way appropriate to attendance at school. This code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, disability or poverty. Prior to drawing up the dress code, parents, pupils and staff should be fully consulted, and it is the expectation of Skills, Education and Learning Directorate that parents will be supportive of the dress code. Clothing which is unacceptable in school under any circumstances would include items which:

- Could potentially encourage factions (eg football colours).
- Could cause offence (eg anti-religious or political slogans).
- Could cause health and safety difficulties (loose-fitting clothing, dangling earrings).
- Are of flammable materials which may be a danger in certain classes.
- Could cause damage to floors.
- Carry advertising, (such as alcohol or tobacco).
- Could be used to inflict damage on other pupils.

Parents in receipt of a grant for footwear and clothing from the authority will be encouraged to purchase items which are in accordance with the school dress code.

It is not normal policy for the authority to remove a pupil from school solely based on her/his dress. However, a persistent refusal to respond to a reasonable dress code could be deemed a challenge to the Headteacher's authority and as such be detrimental to the good order of the whole school community. In such circumstances a Headteacher could justify the use of other school disciplinary procedures.

Responding to environmental factors. Each school will give consideration to adjustments to School uniform requirements to address any extreme weather conditions and relay this to parents/ carers as timeously as possible.



Meals and Snacks – Nursery and Childcare Setting

In Dumfries and Galloway, Economy & Resources, Facilities Services - Catering are bound by the Food and Drink in Schools (Scotland) Regulations 2020 which means they must create a balanced nutritious meal daily. By following these guidelines Facilities Services – Catering:

- Places health promotion at the heart of school activities
- Ensures that food and drink served in schools meets nutritional requirements
- Ensures their local authority promote the uptake and benefits of paid and free school meals

Naturally D&G

Our naturally D&G local provenance brand is about more than just food but everything we do as a school meals service from food sustainability, legislation and climate change. Which ensures that:

- Meals are freshly prepared, with seasonal ingredients
- Eggs are from free-range hens and our meat is from animals farmed to certain British and EU standards
- They don't serve any endangered fish
- Their menu is free from undesirable additives and GM ingredients

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.

Universal provision

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.

In Nursery and Childcare settings, The Scottish Milk and Healthy Snack Scheme will fund a daily serving of plain fresh milk (or specified non-dairy alternative) and a healthy snack (a portion of fruit or vegetables) for children who attend childcare settings for 2 hours or more, per day, in registered settings. More information can be obtained from your childcare provider.

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 P6 & P7 from the Scottish Government has yet to be confirmed.

Online ordering

All primary schools are now operating a pre-order system for school lunches for paid and free school meals. Parent / Carer will receive a letter informing them of how to create and set up an account for their child. Pupils can be supported to pre-order their meals at home or in the class base or by their school cook. For pupils registered as a special diet further information on the ordering system will be communicated upon registration.

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

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

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.

Visit [Dumfries and Galloway Council website](http://www.dumfriesandgalloway.gov.uk) for further information.

For further information on school meals, visit www.dgschoolmeals.co.uk



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 www.dumgal.gov.uk

Who is entitled to school transport?

- Pupils who live 2 miles away from their catchment school if they are under 8 years old
- Pupils who live 3 miles away from their catchment school if they are 8 years and over
- Roman Catholic children attending the denominational school for their address and live the above statutory distances from that school.

However, it is the Parents responsibility to ensure that that their child reaches the designated pickup point or the school safely. With respect to the safety of any route to a designated pick-up, the Transport Policy states that "All routes are assessed on the assumption that the child is accompanied by a responsible person."

How I find out if my child will receive school transport?

When school transport is required for a pupil, the school will contact Education Services. If your child is eligible, details of the transport arrangements will be communicated to you in time for the new academic year. You can check whether your child is entitled to school transport using Near Me on D&G website

Any alterations to transport arrangements that occur during the school year will be communicated prior to any changes being made. If school bus passes are required these are issued at school.



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)

If you already have a National Entitlement Card or Young Scot National Entitlement Card, you must apply for a new or replacement card to travel by bus for free, however, all children who are currently in P7 will have forms sent home from school for

the school to apply for the Young Scot Card on their behalf as part of the transition to secondary. These cards will all have the free travel applied automatically as long as the form is returned to school and signed by the parent/guardian.

If you do not wish for your child to have the free travel applied to their card you will have to apply for a card without travel either online at www.getyournec.scot

For more information on this and other entitlements through KIDZ card or Young Scot Card please visit www.dumgal.gov.uk or speak to your school for any help.

When school transport is required for a pupil, the school will contact Education Services. If your child is eligible, details of the transport arrangements will be communicated to you in time for the new academic year. You can check whether your child is entitled to school transport using [Near Me on D&G website](#)

Your child is not entitled to transport if they attend an alternative school by parental choice. It is the responsibility of the parent/guardian to organise transport to the school.

Any alterations to transport arrangements that occur during the school year will be communicated, as soon as possible, prior to any changes being made. If school bus passes are required these are issued at school.

Attendance

Dumfries and Galloway Council is committed to ensuring the best possible future for all our children and young people. We recognise the importance of attendance in ensuring all our children and young people reach their full potential.

It is the responsibility of parents/carers to ensure that their child/children attend school. 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 Attendance Support Team. If possible, please try to make dental/medical appointments outwith school hours. However, if this is not possible, please inform the school in writing, send an email or by telephone of the appointment and arrange to collect your child from school.

Unexplained Absences / Lateness.

Parents are asked to ensure that:

- The school is informed if the child or young person will be late.
- Any legitimate absence is notified to the school by telephone before 9am on the first day of the absence without fail, and that further calls, before 9am, are made on every subsequent day of the absence. The school may contact you by phone if there are any concerns about a child's absence.

- Contact telephone numbers, whether for home, for parents at work or for other emergency contacts, are kept up to date and are generally numbers where a response will be received. This is particularly important with mobile phone numbers. Please update your child's school if you change your mobile number. This is essential as the school may need to contact you if your child is ill.
- The school is kept informed of the absence and the likely return date.
- Any planned absences are officially notified to the school, in writing, in advance.
- School would be informed before 1.15pm if a child was not returning to school after lunch because of becoming unwell over that period.
- Latecomers report to the school office on arrival at school.

Staff will ensure that absences are checked every day and follow up the whereabouts of any child for whom we have no explanation. Due to the amount of extra work involved and necessity of having the correct information we would ask you to make note of the above requirements and ensure that you follow through the procedures to ensure the safety of all our children.

Absence from School

In primary schools, Pupils who need to leave school during the school day 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.

In Secondary Schools, Pupils who need to leave school during the school day are required to sign out at the school office and provide their reason for leaving. They must also report to the school office on their return to school. The school requires a written notification of any absences. The school requires a notification of any planned absences, and this can be provided several ways: to the school office, the child's register teacher or their pupil support teacher by a letter, phone call or email.



Respect for All

The Directorate of Education and Learning Respect for All Guidelines (2018) for schools incorporates revised national anti-bullying guidelines (Scottish Government 2017) that underpins our Schools' Policy.

Respect for All aims to ensure that all sectors and communities, at a national and local level, are consistently and coherently contributing to a holistic approach to anti-bullying, regardless of the type of bullying. This includes an explicit commitment to addressing prejudice-based bullying. Central to this, Respect for All is underpinned by the values of:

- Fairness
- Respect
- Equality
- Inclusion

We also acknowledge The United Nations Convention on the Rights of the Child:

- Children's Rights are now embedded in Scottish legislation with the promotion and upholding of the rights of children and young people and states that all education should develop each child's personality and talents to the full. Children's voices should be heard, and their wishes respected without discrimination of any kind. AND

The Equality Act 2010 that places a duty on schools to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act.

- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

The Equality Act 2010 put legislation in place to prevent direct or indirect discrimination against persons due to their:

- Age
- Disability
- Sex (Gender)
- Gender reassignment (Transgender)
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

Dumfries and Galloway Council's priorities also place every child's wellbeing at the centre. In schools we do this by adhering to the principles of GIRFEC.

Positive Behaviour - Anti Bullying

Scottish-based research indicates that schools, where attainment is higher than expected for their catchment area, demonstrate positive relationships throughout the school community and that children

and young people are involved meaningfully in decisions which affect them at all levels of the school.

Adults should establish open, positive and supportive relationships where children and young people feel safe, secure and listened to in their ability to discuss sensitive issues. It is essential that all adults model behaviour which promotes positive relationships and positive behaviours.

All schools should have an anti-bullying policy. This policy must reflect the Dumfries and Galloway guidance, and also Respect for All: The National Approach to Anti-Bullying for Scotland's Children and Young People.

Schools will have different ways of putting the principles of anti-bullying into practice to reflect local environments and culture. Schools should have an approach which makes it clear that bullying behaviour will be addressed in line with Scottish Government approaches. The entire school community: teaching and non-teaching staff, pupils and parents, should be involved and must be committed to this and this can be achieved by working together in the development and implementation of the school's anti-bullying policy.

The policy should be reviewed on a regular basis and schools are currently reviewing and updating their following the advice within this link - [respectme.org.uk/policy/principles-for-policy-development/](https://www.respectme.org.uk/policy/principles-for-policy-development/)



Information and Communication Technologies

Digital Citizenship, Pupil Safe and Responsible Use of Technology

Digital Images Policy

The Authority has an overall Policy and Procedure for the use and application of ICT in schools. We recognise that social media and mobile phone technology has potential benefits for learning and teaching. It is unreasonable and impractical to attempt to impose a ban on mobile devices in schools therefore the authority has produced guidelines for Digital Citizenship, Use of Technology, Mobile Phones, Digital Images and Use of Social Media.

Schools take images of pupils for various reasons e.g. the prospectus; ceremonies (recognition of achievement, Prize Giving, Sports Day etc.); functions (discos, charity events etc.); curricular activities (Communication Passports, performance in sport/ dance, field trips etc.); extra-curricular activities (school sports fixtures, school excursions, class outings etc.). Images are also used to create a record of an event to show to participants, other pupils and parents/carers. To do this, photographs are displayed throughout the school; videos and photographs are shown to parents/carers, staff and others; media coverage arranged; prospectuses are published and distributed.

The Authority has a policy on the use of images of pupils. You will be asked to read this when your child enrolls and to clarify your consent about the publication of images of your child, but you can amend your permission at any time by contacting the school office. Please ask at the school office to see a copy.

We also provide additional guidance for parents and families on how we use Digital Learning in learning. For more information on what is used and how you can support your child's learning please visit Safe Digital Learning and Social Media [Safe Digital Learning and Social Media](#)

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 children and 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.



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 3-18year 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.

These aims have never been more important as they are currently as the whole education system responds to the challenges of recovery from the Covid 19 pandemic. The needs of many young people and their families have shifted as a consequence of the pandemic and the goal of responding and adapting flexibly to meet the needs of all learners has never been more vital. There are eight curriculum areas with CfE. Literacy, numeracy and health and wellbeing are recognised as being particularly important - these are seen as being the 'responsibility of all' staff. CfE also includes Languages, Expressive arts, Religious and moral education, Sciences, Social studies and Technologies. The responsibility for the curriculum offer in your school lies with Headteacher of your school.

How does Curriculum for Excellence work? Curriculum for Excellence includes four contexts for learning:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement

Curriculum levels and stages

- The curriculum has two stages: the broad general education (from the early years to the end of S3) and the senior phase (S4 to S6).
- The broad general education has five Curriculum levels (early, first, second, third and fourth). The senior phase is designed to build on the experiences and outcomes of the broad general education, and to allow young people to take qualifications and courses that suit their abilities and interests.

Broad General Education Throughout the Broad General Education phase, children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (early, first, second, third and 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 phase. 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.

Experiences and Outcomes are what the learner will be able to understand, a skill they have developed or what they are able to do. There are detailed Experiences and Outcomes for all subjects available on the [Education Scotland website](#); teachers work to deliver these, and the progress of learners is measured in how a young person responds and achieves in relation to the Experiences and Outcomes. Teachers are able to use a series of measures to help them better understand and make judgements about a young person's journey through the Experiences and Outcomes. Reporting to parents is likely to include information about children's Experiences and Outcomes and about the levels at which they are working.

Senior Phase learners work towards qualifications in the Senior Phase. Available qualifications and awards include The Scottish Credit and Qualifications Framework (SCQF) levels 3-7, National 1, National 2, National 3, National 4, National 5, Higher, Advanced Higher, Skills for Work, Progression Awards. Learners may also gain awards such as the John Muir Award, the Duke of Edinburgh Award and Youth Achievement Awards. When young people leave school aged 16+, they are entitled to a positive and sustained destination. This may be college, university, work, apprenticeships or training.

Secondary Subject Information

All Schools produce their own subject information. This information will be included in your secondary school handbook and will also provide information on subject choices. Please contact your school about the curriculum offer and the subject choices.



Pupil Profiles

A pupil profile is a snapshot of a child's or young person's best achievements at a given point in time. Profiles are primarily aimed at learners and their parents and draw together a range of information about a child or young person's learning. It is one of the ways in which a learner's achievements can be recognised. The process of profiling is ongoing and progressive for all learners throughout their school years (2-18yrs). It is important that profiling is seen within the context of career education.

This is a link to downloads on Parent zone.

This provides information on how as a parent you can support your child's decisions by encouraging them to talk about their strengths, skills and interests.

In Nursery, your child will have a Personal Learning Plan (PLP) or 'Special Book'. This will be a record of your child's progress and achievements throughout their time in nursery and will include photographs, samples of work and staff comments. Your child will be involved in creating their PLP and talking about their learning. We would like parents/carers to add items and comments to the PLP and to contribute to planning for your child.

In Primary Schools, nationally it has been agreed that profiles will be produced at P7 although working towards profiles may start earlier than this. Parents are involved in supporting their child/children in this process.

In Secondary Schools, the end of S3 represents an important milestone in every young person's education. By the end of S3 all young people will have completed the Broad General Education (BGE) Phase of Curriculum for Excellence. Young people should have produced their own profile, supported by staff, which gives a reliable and full account of their progress and achievements to date. It should include a focus on what they feel are their latest and best successes and the skills they have developed. Parents should know why this is produced and support their child/children in the process.



How is my child doing? (Assessment and Reporting)

'Assessment' is the word used to describe all the things which schools do to see how your child is getting on, what they are learning and what they know and understand. It is important to know how each child is getting on so that schools can make sure that each child is progressing and developing according to their abilities and that their learning needs are well understood by the educational professionals who work with them. Your child's progress will not just be based on 'tests' but also on how they learn both in class and in other settings and takes a variety of different forms, for example what young people make, say, write or do can all contribute to building up a picture of their learning, progress and possible next steps that can be shared in learning conversations with the young people themselves and with their parents/carers. Written work will be used to assess your child but so will their ability to take part in class discussions, make presentations, be in a production or team, produce drawings or projects etc. Parents/carers will be involved both informally in discussion with teachers, looking at their child's work and also formally through parent's nights, profiles and reports. In secondary school children will also can be assessed through a range of qualifications.

As an Authority some of our schools may wish to reference the Scottish National Standardised Assessments (SNSA) informing parents that pupils at P1, P4, P7 and S3 complete online standardised assessments in literacy and numeracy as part of everyday learning and teaching.

The assessments help to identify children's progress, providing diagnostic information to support teachers' professional judgement.

The assessments are as inclusive as possible to accommodate the needs of children and young people who require additional support. There is no pass or fail and children and young people do not have to revise or prepare for these assessments.

There will be several opportunities for you to discuss your child's progress throughout their learning journey. This may be through informal discussion with the teacher or at Learning Conversations that might take various formats including the more traditional and familiar Parents Evening or Afternoon. For some this may be through more formal, focussed meetings with other agencies.

Homework

School will provide information on the purpose of homework/ school policy on homework/ what can parents do to support homework and how homework is shared - use of homework diaries etc.



Additional Support for Learning

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.

The provision of additional support for learning is a legal duty for all Councils and schools through the education (Additional Support for Learning) (Scotland) Act 2004 amended in 2009. Additional support should be tailored to the child's individual needs, build on their strengths and help them overcome any difficulties they are experiencing.

The Presumption of Mainstream (www.gov.scot/publications/guidance-presumption-provide-education-mainstream-setting/) means that most children will be supported in their local school.

What is Additional Support for Learning (ASL)? If your child is experiencing a barrier to their learning they can be said to have 'Additional Support Needs'. Children may need additional support for short or long periods of time and for a variety of reasons. The reasons can include:

Disability or Health	Down's syndrome	Visual Impairment	Language or speech disorder	Autism spectrum disorder
	Attention deficit hyperactivity disorder	Health needs	Physical and motor impairment	Deaf and hearing impaired
Learning environment	English as an additional language	Dyslexia	Highly able pupils	
Family circumstances	Young carers	Travelling communities	Looked after by the local authority	Interrupted learning
Social and emotional factors	Experiencing bullying behaviour	Social and emotional behavioural needs	Bereavement	Restorative approaches

If you are worried about your child, you should speak to a member of staff in the school in the first instance. The majority of children with additional support needs have them met in the classroom by their teacher, through differentiated teaching approaches.

If worries become concerns, the staged intervention process will escalate the response to an appropriate level of support, **Stages of Intervention Booklet**.



There are several ways in which concerns can be followed up. This may involve the input of other educational professionals such as Specialist Teachers, Inclusion Specialists, Impairment Specialists and Educational Psychologists. This may include a request for assistance to the Supporting Learners Service or the Curriculum and School Improvement Team as appropriate as part of the work of the Autism Support Officers and Looked After Children (LAC) Support Officers. It may also involve your child being referred onto staff in external agencies such as Health staff (Speech and Language Therapist, Occupational Therapist, Physiotherapist etc.). As a parent you will be closely involved in the whole process and your views sought throughout. If, after discussion with all concerned, it is felt appropriate your child will have an educational plan agreed which will identify how they are to be supported. This plan would likely be either an Individual Education Plan (IEP) or Child's Plan.

Your child's progress will be kept under review and any plans and support will be changed as agreed with you. As a parent you will be closely involved in any review process.

A small number of children will require a more detailed planning process which co-ordinates the input of education and other agencies to fully support the child. This plan is called a Co-ordinated Support Plan. The Co-ordinated Support Plan process is overseen by the Supporting Learners Service with responsibility for Additional Support for Learning. Any additional support needs of your child will first and foremost be addressed by access to excellent classroom teaching.

Further information on the above is available from the school or on the Council website www.dumgal.gov.uk/article/16163/Additional-support-for-learning or from the following sources:

- Enquire – the Scottish advice and information service for additional support for learning, a charitable body registered in Scotland under registration number SC003527 enquire.org.uk/
- Scottish Independence Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576 www.siaa.org.uk; or
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741 <http://www.sclc.org.uk/>
- Parents may also access further support through mediation services provided by Common Ground Mediation www.commongroundmediation.co.uk/



Or advocacy support by searching:

- Let's Talk ASN is a free service that helps parents and carers of children with additional support needs handle education disputes. Children aged 16 or 17 years old with additional support needs can also use the service directly. www.disabilityscot.org.uk/organisation/lets-talk-asn-scotland/
- My Rights, My Say is a free support service for children and young people aged between 12 and 15. It offers advice and information, advocacy support, and legal representation. It also gives children a chance to share their own views about their support. myrightsmysay.scot/
- Parents Inclusion Network (PIN) www.parentsinclusionnetwork.org.uk/
- Dumfries and Galloway Advocacy Service is a registered charity and voluntary organisation who offer a free, confidential and personal independent advocacy www.dgadvocacy.co.uk/

Schools will provide information on the purpose of homework, school policy on homework, and what parents can do to support homework and how homework is shared.



Getting it Right for Every Child

Getting it right for every child (GIRFEC) is an approach from Scottish Government that sets out how schools and other services should work with children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time. The ‘named person service’ is part of our local GIRFEC approach and how we support children and young people in Dumfries and Galloway. For you and your child, GIRFEC means that:

You are the expert on your child and what you think matters. Getting it right for every child means that the school will always seek to involve you, to listen to your opinions and take them seriously.

- Every child will have someone in the school who can be the point of contact. The named person function is there if needed, but children and families do not have to make use of their named person, and many children and their families will never need to do so.
- In primary schools the named person is likely to be the Head teacher or the deputy head teacher. In secondary school it is likely to be a child’s pupil support teacher. These are members of school staff who already have existing roles in providing help and support to children and their families.
- If your child has complex needs and needs help from several different services, GIRFEC means that all these services must work together for you and your child. In these instances, a ‘lead professional’ will be agreed from within the network of practitioners who are working with your child and family and this person will coordinate the support for your child.



For more information on getting it right for every child in Scotland visit

www.gov.scot/policies/girfec/

For any local enquiries please email

GIRFEC@dumgal.gov.uk

Child Protection

All children have the right to be protected from harm, abuse and neglect. Every adult in Scotland has a role in ensuring all our children and young people live safely and have the opportunity to reach their full potential. The vision for all children and young people in Dumfries and Galloway is that they should be: safe, nurtured, healthy, achieving, 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 www.dumgal.gov.uk/article/16640/Support-for-children-and-families or www.dgppp.org.uk/article/18633/Child-Protection

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.

There is an expectation that **drugs, cigarettes, vapes and weapons** will not be brought onto the school environment. In responding to drug/substance or weapons related incidents, schools will follow education authority guidelines. In all such circumstances, parents/carers will be contacted, and their cooperation expected. Police Scotland will be involved if drug use is suspected or discovered; this initially may be through the School’s Youth Engagement Officer. If there are concerns regarding the possession, threat or use of a weapon Police Scotland will be informed.

All schools and early learning and childcare settings in Dumfries and Galloway are expected to record any unusual incidents or concerns they may have about a child. Normally this information will be shared with parents/carers when issues of concern arise. The wellbeing of children and young people is a priority for all schools. As a result, all schools have child protection co-ordinators who will work with children, families and supporting partners in matters relating to Safeguarding and Child Protection.

More information on Safeguarding and Child Protection and who the child protection co-ordinator is for each school can be found in the school’s handbook, website, or their school app. The name of the Child Protection Co-ordinator and who deputises in their absence should be clearly identified at the front of the school too.



Educational Psychology Service

Dumfries & Galloway Educational Psychology Service is a statutory educational service for children and young people normally resident in, or looked after by, Dumfries and Galloway Council.

Educational Psychologists aim to improve the life chances of all children and young people. Working in partnership with families and other services, we use applied psychology and knowledge of child development to address inequalities, support vulnerability and enhance inclusion. We seek to ensure that children and young people realise their potential to become successful learners, confident individuals, effective contributors and responsible citizens.

We do this by:

- Working with others in a consultative way to help them make sense of difficulties and make informed choices and decisions
- Sharing knowledge about 'what works' and promoting evidence informed approaches to develop the policy and practice of literacy, numeracy and health and wellbeing in our educational establishments and communities
- Raising awareness of the crucial role of communication, relationships and nurture in children's lives

- Training and developing the skills of other professionals to improve children's attainment and achievement
- Highlighting the interactive nature of assessment, teaching and learning
- Designing and implementing interventions in partnership with others which support individuals and communities to develop resilience and ensure that children are safe, healthy, active, nurtured, achieving, respected, responsible and included
- Supporting effective transitions (early years into primary, primary to secondary and secondary to post school) to improve the life chances of young people

Further information about the service is available from the school or on our webpage - www.dumgal.gov.uk/article/22434/Educational-Psychology-Service



In school and post school support for young people

Partners across Dumfries and Galloway are committed to the vision that all young people should receive an appropriate offer of post-16 learning, training, employment or personal skills development. This vision is underpinned by an ambition to achieve 100% positive destinations for all school leavers in the region. Planning forms part of the process for ensuring there are opportunities available for young people on leaving school. Planning will help identify the most appropriate offer that matches young people's needs and aspirations.

It must be:

- at the right level
- accessible both in terms of location and local labour market opportunity
- delivered through the right learning method
- fit with each young person's chosen pathway

Dumfries and Galloway are committed to delivering this via:

Employability Co-ordination Groups (ECG)

Opportunities for young people who don't have a destination but are planning to leave school will be discussed at school Employability Coordination Groups (ECGs). The ECG meet regularly to consider all pupils (S4- S6) to create a plan for those who may not secure a not positive destination up to 6 months before their leaving date. A key partner will be identified to help ensure the appropriate support is in place for each young person.

Young people who have been given extra support in school will automatically be considered to enable the right support to continue through the transition to post school if needed.

Employability and Skills Service (ESS)

The Employability and Skills Service supports individuals throughout Dumfries and Galloway aged 16-67 who are unemployed, economically inactive or under employed (including self-employed) to move in – or return – to work, upskill or retrain.

The service offers individualised, person-centred support to identify barriers to employment, education or training and specific needs to overcome these and achieve outcomes. Clients are supported by trained Employability Key Workers across the region to identify employment opportunities, access training courses and programmes, develop employability skills and much more.

For more information on post school support, the Workplace Skills Award or DFN Project Search email:

For Workplace Skills Award:

DGEmployabilityAward@dumgal.gov.uk

The Workplace Skills Award is an SQA accredited, in-work qualification delivered by qualified assessors throughout the Employability and Skills Service. Designed with local employers to identify the required skills for clients moving in to work, the Award can be delivered at Bronze, Silver, Gold and Platinum levels locally.

For all Employability (Employability and Skills

Service) referrals: DGEmployabilityreferrals@dumgal.gov.uk

For Project Search: Projectsearch@dumgal.gov.uk

DFN ProjectSEARCH Dumfries and Galloway is the local ProjectSEARCH provision across the region, supporting individuals with Autism and other additional support needs in to work experiences placements.

This is a programme delivered in partnership with Dumfries and Galloway College, delivering in-depth pre-employment training, up to three supported work experience placements and ongoing employability support. The programme runs through the academic year, providing instructor led training, structured, fully immersive work experience placements and in-work job coaching from a dedicated Employability Key Worker.



Skills Development Scotland (SDS)

Careers support in schools is delivered by professionally qualified Careers Advisers from the national skills agency “Skills Development Scotland”.

Careers Advisers work with school pupils in all secondary schools across Scotland, helping them to develop their Career Management Skills and make plans for their next steps after school. We want all young people to be effective lifelong career planners who can make informed and confident decisions about their future.

SDS offer a range of activities to support school pupils including groupwork sessions, face-to-face career guidance interviews and optional drop-in appointments. SDS **school services** provides additional detail of the support on offer.

For those who have left school recently (and not so recently), ongoing support is available from SDS network of careers centres.

SDS centre services include:

- Career information, advice and guidance on career choices
- Advice on the routes into career including jobs, apprenticeships, training, and learning
- Help with CVs, application forms and interviews
- Insight into the local labour market
- Redundancy support
- Support for parents and carers

Check **SDS contact us page** to find details of your local careers centre.

The web service **My World of Work** provides trustworthy, expert information and advice – free to access at any time, for people at any stage in their career (including support for parents to help their child with career conversations). My World of Work is designed to support people of all ages and stages, with activities and tools to help identify available opportunities.

Want to find out more about apprenticeships? **Apprenticeships.scot** provides information on work-based learning opportunities that can be undertaken by school pupils, those planning on leaving school and for those who have already left school.

Employment of Pupils

If your child intends to take up part-time employment you and your child should inform the school and look at the following Scottish Government Guidance on Employment of Children www.gov.scot/Publications/2017/08/4185/1

Anyone who employs a young person on a part-time basis (aged between 13 and 16) must obtain a Permit to Undertake Employment. Parents, young people, the school and the employer should ensure that all relevant paperwork held at the school is completed.



School Improvements

Improvement planning and priorities

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

The ongoing impact of the Covid 19 pandemic means that for almost all schools and settings, there is an ongoing focus of recovery of literacy, numeracy and health and wellbeing is likely to feature prominently and will remain a central focus of improvement plans over the coming session. It remains important that parents are involved and included in the process of prioritising areas for development and improvement and that a strong sense of school community and partnership working is evident as everyone works together to accelerate recovery from the challenges and impact of the pandemic.

All staff, pupils, parents and partners should be involved in improving the life and work of the school. A School Improvement Plan is written by the head teacher and staff but should reflect a range of stakeholders who take lead roles in aspects of school improvement. This includes children and young people, parents and partners.

The Parent Council plays a key role in this and Parent Councils should have arrangements in place for gathering the views of parents. Schools are also offering parents more opportunities to engage with their child's learning through the use of more digital and online platforms.

Performance Information

Parents can find more information about school performance by visiting [Education Authority Annual Plan](#)

And [Parentzone Scotland School Information Dashboard](#) where you are able to search for data on your own school.



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, eg, 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, ie, 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.

We will request such information at the beginning of each new school year. Please update this as necessary.

There are some emergency situations, when a circumstance in the vicinity of the school could endanger the safety of the school community. Pupils, visitors and staff must stay within the school to remain safe during such a circumstance. The event could be a road accident outside of the school, intruders, a spillage/leakage, or a loose animal. Parents can request, from the school office, additional information regarding Education Support Services Safer Together Inside guidance and procedures, if needed. Schools should also reference Education Support Services Safer Together Inside guidance and procedures and make this available to parents on request.

Severe Weather and School Closure Arrangements

Head teachers 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.

Parents can help the school by planning for any potential school closure by monitoring weather reports and checking on the [Council Website](#)

It is the responsibility of parents to make sensible decisions on behalf of their children when weather conditions are severe. If they have concerns about their children travelling between home and school, they should “play safe” and keep them at home. Parents must also set up a support network where a trusted friend can look after their children. These emergency contacts will be logged in SEEMIS against the child and called in the event of school closure if the parent cannot call to collect their child or be at home when they arrive

Health Care (inc First Aid)

The Education and Learning Directorate is committed to ensuring that all children can fully participate in the life of the school. 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.

The First Aid Regulations do not require employers to provide first aid for anyone other than their own employees. However, schools provide a service to pupils and this may require first aiders to receive additional training above the legal minimum requirement so that they are able to act competently, for example additional training in paediatric first aid if operating in a primary school or early learning centre (ELC).

Schools should make clear that they have staff with responsibility for first aid with appropriate training that includes administering first aid, reporting in line with the Accident and Incident Reporting procedures and keeping a record of first aid administered.



Data Protection

Each year, your child/young person's school will send home a copy of the personal data we hold about your child/young person as part of our annual update process. If at any other time you would like to review information held as part of your child's Educational record, you can do so as part of the Access to Educational Record legislation. In the first instance you should contact the Head teacher of your school to make this request. An "Educational Record" means any record of information (**Excluding a Record of Needs**) which relates to the school education of the pupil in question and which originated from a teacher, any other employee of the Authority, the pupil or his/her parent. It will, in most instances, be the information held in the pupils' personal file (PPR) and in their electronic SEEMiS record.

Schools Privacy Notice

www.dumgal.gov.uk/media/24263/Privacy-Notice-Schools/pdf/Privacy-Notice-Schools-April-2021.pdf?m=63757038327510000

What personal information do we collect from you and why do we need it?

Data about children and young people includes, name, date of birth, gender, and address, racial or ethnic origin, religion. It will also include information about any additional support needs and any relevant medical conditions.

Data about the pupils' family will include, names, addresses, email, phone number, emergency contact details and family situation.

Data held will also include pupil progress, assessments and exam results. It will also include records of attendance, absence and any exclusions.

We will hold data about when and where the pupil goes after they leave Early Learning and Childcare Centre (ELCC)/School. This includes information about their next setting, career paths or intended destinations.

If your child is accessing school transport and school meals, data will be shared with School Mainstream Transport Team/Contractors and Enterprising DG.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that have legitimate reason to. We will not keep personal data for longer than is necessary and will follow the Council's Record Retention Schedule and archival procedures.

Sharing pupil data

If a child/young person moves Early Learning and Childcare Centre (ELCC)/School, we have a legal obligation to pass on information to their new ELCC/School/education authority. Sometimes we also receive information about a child/young person from other organisations, such as; NHS, Police Scotland, Social Work, Additional Support Services and sometimes other organisations or groups connected to the pupil's education.

We also need to share pupil information with other organisations. Law requires us to pass certain information about our pupils to the Scottish Government and to other services/departments within the Council. This data is for statistical purposes.

We share your data with third parties who process it on our behalf, including the operator of our Education Management Information System, our schools' intranet GLOW, and our text messaging provider Groupcall. For more details about this processing please contact miss@dumgal.gov.uk.

Dumfries and Galloway Council take the security of your data seriously and access to SEEMiS is restricted to approved staff and by username and password only. The Council's Data Protection Policies and Procedures make clear that all staff have a responsibility to ensure that they handle personal data appropriately and that suitable organisational security measures are in place. To prevent unauthorised disclosure, hard copies of data are stored securely at your child's nursery or school.

Dumfries and Galloway Council need to ensure you and your child's personal data remains accurate, to assist with this, please ensure you keep your nursery and school up-to-date with any changes. For example, if you do not inform the school that you have moved to a new house, this may result in your personal data being sent to an incorrect address.

If you would like to access any information we hold, then you can do so under the Pupils' Educational Records (Scotland) Regulations 2003, by making a request to your child's school in the first instance.



More Information or Concerns

For more information on how Dumfries and Galloway Council uses personal data, and to know more about your information rights including who to contact if you have a concern please follow this link www.dumgal.gov.uk/article/15129/Data-protection

If you have any concerns about data sharing you can discuss this with the school office, or data protection officer at the Council via dataprotection@dumgal.gov.uk

Education and Learning have further privacy notices in relation to specific grants/trusts, payments to families, Early Learning and Childcare, Placing request for example. For all Education and Learning Privacy Notices please visit www.dumgal.gov.uk/privacy

Under the data protection law, you have the right to ask to see information held by the Council that is about you. Asking for your information is called making a subject access request or a SAR.

The Authority is required to make the SAR available within one calendar month. If you wish to submit a SAR, please visit www.dumgal.gov.uk/article/15129/Data-protection

We support front line school level resolution to complaints therefore please engage with your school in the first instance.

Comments, Complaints and Compliments

Your suggestions can help shape and improve the service you receive.

It is important for us to understand your experience of dealing with Dumfries and Galloway Council. If there is an area where we could do better, we want to learn from your experience and improve how we deliver our services. Your feedback helps us to understand what you think about the service you have received.

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. You may be suggesting an improvement to what we do or a change to how we operate. If you have something you would like to raise, we would always ask you to discuss any concerns / issues you have initially with your:

- Nursery/primary class teacher if the enquiry relates to classroom practice.
- Head teacher if the enquiry relates to whole school matters or you require an unresolved classroom issue to be discussed further.
- Parent Council and/or Connect (the membership organisation to support your Parent Council) if your enquiry relates to whole school matters linked to Parental Involvement.
- In secondary, the teacher with responsibility for Personal Social and Emotional Supervision followed by the Head teacher.

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 www.dumgal.gov.uk/article/17349/Have-your-say.

If you remain dissatisfied and wish to make a formal complaint

If you remain dissatisfied, the Education and Learning Directorate operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at www.dumgal.gov.uk/article/15382/Complaints-procedure

Compliments

It is important for us to know when we are getting it right. If you have positive feedback about a service or staff member, it is useful for us to know. When we receive a compliment, it is passed on to the relevant manager and fed back to the staff involved in delivering that service.

Make a comment or compliment

If you don't want to speak to the service directly and you want to provide feedback on how we have handled a situation or delivered a service, or you want to give us a compliment you can do this online www.dumgal.gov.uk/complaints



Parental Involvement and Engagement

Parent Council and Parent Forum

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 your 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.

The type of things the Parent Council may get involved in include:

- Supporting the work of the school
- Gathering and representing parents' views to the Head teacher, Education Authority and Education Scotland

- Promoting contact between the school, parents, pupils and the local community
- Fundraising and organising events
- Reporting to the Parent Forum
- Being involved in the appointment of senior promoted staff

For more information or support for how you can become involved in your Parent Council or support to run your Parent Council please visit www.dumgal.gov.uk/article/23310/Parent-Councils

For more information on parental involvement in your child's school and to find out more about parents as partners in their child's learning, please contact the school or visit the Education Scotland website – education.gov.scot/parentzone/.

For local information please visit www.dumgal.gov.uk/article/17608/Parental-Involvement

If you have any general enquiries relating to Parental Involvement and Engagement please contact your school in the first instance or email ParentalInvolvement@dumgal.gov.uk

Please click this [link to Page 31](#) for more links and support for parents/carers.

Community Involvement

Schools should consider promoting community involvement as volunteers in supporting learning (running clubs etc) and how the school may support learning in their community through young people delivering learning as part of their own wider achievement. Potential users of the school premises can access more information at www.dumgal.gov.uk/schoollets



Helping your Child

Parents can support their child by listening, talking, and encouraging – this can have a big influence on children's learning:

- Encourage your child to talk to you about their learning, what learning is happening at school and do what you can at home to build on that
- Talk to your child about their strengths/interests and how they are progressing
- Encourage your child to talk to you about their next steps in learning and find out how you can work with the school to support this
- Ask for help if you think your child needs it for any reason
- Praise your child if he/she is working hard at something or has achieved something within or out of school
- Look for opportunities at home to develop literacy and numeracy skills: money, number problems, time, measuring, matching, size, encouraging reading, writing, understanding instructions, questioning information
- Encourage your child to take part in activities e.g. hobbies, clubs which will provide opportunities to develop a range of skills
- Help them work on tasks on their own and then talk about it with you afterwards
- Do things together where appropriate – learn together e.g. if your child has a project or task to do, take an interest and discuss with them what he/she is doing or offer support if this is needed

- Help prepare for change particularly at key transitions – talk together
- Talk to them about how they are feeling
- Work together with the school by taking part in discussions about your child's learning and progress e.g. at parent's nights, reviews

Parents and carers should be given opportunities to become familiar with and understand the approach that schools are taking to develop a positive culture and ethos and promote positive relationships and behaviour and model this approach at home to support Better Relationships Better Learning.



Family Learning

The Lifelong Learning Service offers support to improve life chances for children and families through the delivery of a wide range of family learning programmes. Family Learning offers families the opportunity to learn together during relaxed and 'fun' learning sessions.

Your school will be able to confirm specific Family Learning programmes that may be available for you and your child/children. Parents/carers who have taken part in Family Learning programmes report that they feel more confident in their ability to support their child's learning. Research shows that when parents support children's learning at home then children do better at school and in the future.

Lifelong Learning staff are also responsible for the delivery of adult learning opportunities, and therefore relationships established with staff through Family Learning supports the smooth transition between Family Learning and other adult learning opportunities where appropriate.



Volunteers in School

The Education and Learning Directorate welcomes parents as volunteers and are keen to promote Parental Involvement and Engagement in Schools. One way to do this is to promote this through supporting parents as volunteers in schools. Volunteers in schools can be parents, employees, representatives of partner organisations and outside agencies, volunteer adult helpers, senior pupils and adult learners.

This might include supporting schools with communication – working on school newsletters, websites or supporting social and celebration events. Skills sharing - supporting with pre/post school clubs and activities, careers events and supporting learning in specialist areas such as supporting classroom reading or library developments or attending educational visits. Schools should encourage parents/carers and extended family to share their skills and expertise. To support schools and parents with this process please read the parental leaflet below and speak to your Head teacher or volunteer contact for the school who will be able to talk through the Volunteer Policy. Volunteering can help you in reaching your own personal goals that might include re-employment or a step to further training and development. Thank you to those family and community volunteers who already participate.

Volunteering in Schools Leaflet



Useful Links

Staff, parents and pupils can access key policies for the Authority at www.dumgal.gov.uk

Parents can access more information by visiting Dumfries and Galloway Council's Home page and clicking on schools or clicking www.dumgal.gov.uk/schools. From this one page you can access information on schools, school meals, transport and Parental Involvement. We would also suggest that parents are aware of the following local and national websites to support parents/carers and children and young people on their journey through school life.

Youth Democracy: Youth Democracy and Youth-Participation

My Rights, My Say: a free support service for children and young people aged between 12 and 15. It offers advice and information, advocacy support, and legal representation. It also gives children a chance to share their own views about their support. myrightsmysay.scot/

DGvoice: the voice of disabled people in D&G www.dgvoice.co.uk

Cool to talk: aged 12-25? Your questions answered. cool2talk.org/

Some children and young people need extra help in school to make progress. Independent advice and information is available from:

Enquire: the Scottish advice service for additional support needs enquire.org.uk

Govan Law Centre supporting pupils' and parents' rights in education govanlawcentre.org

Scottish Independent Advocacy Alliance
Safeguarding vulnerable people www.siaa.org.uk

My World of Work: www.myworldofwork.co.uk

Youthlink Scotland: www.youthlinkscotland.org

Dumfries and Galloway Council support
(also see page 23). Additional contact for information for staff and parents include:

For **DG Workplace Skills Award:**
DGEmployabilityAward@dumgal.gov.uk

For all **Employability (Employability and Skills Service)** referrals: ESS.referrals@dumgal.gov.uk

For **Project Search:** Projectsearch@dumgal.gov.uk

For **Youth Guarantee:** dgyppg@dumgal.gov.uk

Dumfries and Galloway Advocacy Service is a registered charity and voluntary organisation who offer a free, confidential and personal independent advocacy www.dgadvocacy.co.uk/

Citizens Advice Dumfries and Galloway:
www.cas.org.uk

Dumfries and Galloway Children's services plan: a commitment to improving lives of children, young people and their families. **Children's Services Plan**

Visit www.dumgal.gov.uk to see a range of services and support which focus on the safety of our most vulnerable children, young people and families.

CALL Scotland help children and young people across Scotland to overcome disability and barriers to learning created by their environment, and to fulfil their potential www.callscotland.org.uk

Parental Involvement and Engagement Partners

For **Support from Education and Learning Directorate** please visit dumgal.gov.uk

PIN Parental Involvement Network
www.parentsinclusionnetwork.org.uk/Parents working together to share information/advice on disability issues

Dumfries and Galloway Parent Council Forum
dandgparentforum@gmail.com Facebook
Dumfries and Galloway Parent Council Forum

Parent Council Support CONNECT (formerly Scottish Parent Teacher Council)
Parent and Parent Council Support, Independent Advice and training opportunities. Insurance Cover and Training Opportunities connect.scot

Education Scotland/Scottish Government
Further information on all aspects of education is available on education.gov.scot/parentzone/

The National Parent Forum of Scotland's (NPFS) Curriculum for Excellence in a Nutshell series. **Free Downloads for parents/carers** These guides explain important aspects of Curriculum for Excellence.

Education Scotland education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement/ gives background information on assessment in Curriculum for Excellence.

Dyslexia Scotland www.dyslexiascotland.org.uk to find details of the Dyslexia Scotland Southwest Group





Parentzone SCOTLAND

Information and advice on education
and learning for parents in Scotland

Be at the heart of your child's learning . . .

Sign up to receive our Parents and Carers e-bulletins
for the latest developments in Scottish education.

edscot.org.uk/p/LQE-391/subscribe
Email: enquiries@educationscotland.gov.scot



education.gov.scot/parentzone

August 2020 

Parents as Partners in School Improvement Plans



Dumfries & Galloway 

August 2020 

Volunteering in Schools



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August 2020 

Positive Behaviour in School



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Safe Digital Learning and Social Media



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