



Welcome to

Gatehouse Primary School



Handbook

November 2018

Letter from Director of Education Services

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.

Parents, pupils and staff are partners in the education process and we all have a role to play. The information in this handbook should reflect information that is important to you and your family to support your involvement and engagement in your child's learning. Working with your Parent Council and your Headteacher we can make sure you have the information about your school, the Education Service and our partners to give your child the best start in life.

Yours sincerely

Gillian Brydson
Head of Education

More Information on Education Services is available at <http://www.dumgal.gov.uk/schools> and in our Annual Report <http://www.dumgal.gov.uk/article/17612/Education-Authority-Annual-Plan>

Welcome from the Head Teacher

Dear Parent / Carer

Welcome to our school from all at Gatehouse & Twynholm Primary Schools.

The purpose of this handbook is to provide you with all the key information you will need as your child starts at the school. If you have any queries about the content of the handbook, or any questions that the handbook does not answer, please do not hesitate to get in touch.

In line with the Education Bill (2015) and the National Improvement Framework the schools aim is to ensure that all children are able to reach their full potential through:

- Raising attainment particularly in literacy and numeracy and weakening the link between attainment and socio-economic disadvantage.
- Ensuring early intervention.
- Supporting children to be healthy and active.
- Using data gathered from school, the local authority, children, parents and national organisations to find out what makes a positive difference to children's learning and health and wellbeing.

Yours sincerely

John Riley
Head Teacher



Education Services Aims

Education Priorities and Commitments

- Education Services continues to have high expectations and high aspirations for pupils and staff.
- 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.
- 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 Council's Priorities and Commitments are to:

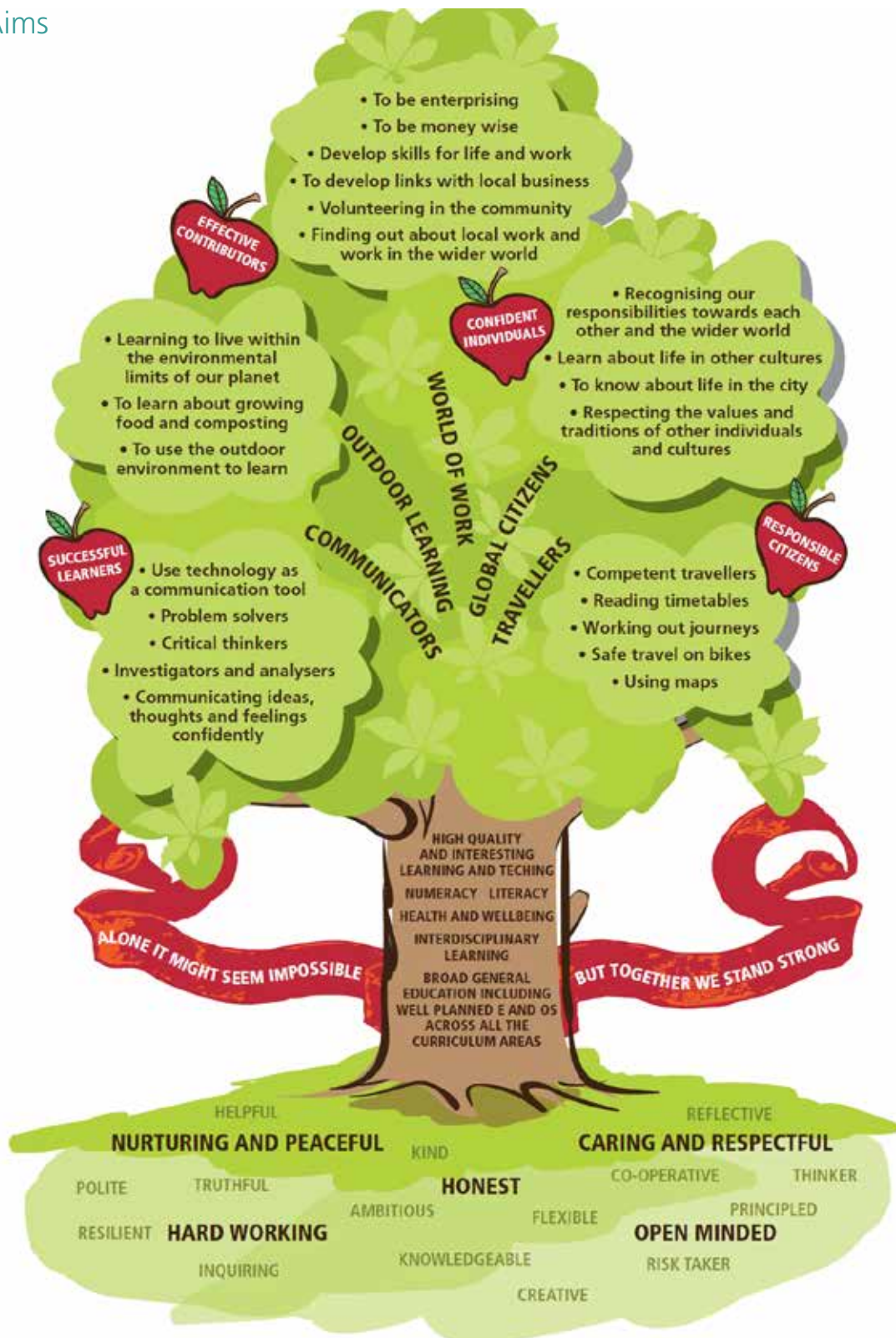
1. Build the local economy;
2. Provide the best start in life for all our children;
3. Protect our most vulnerable people and
4. Be an inclusive Council.

Our schools have a role in delivering all four priorities, but we make the greatest contribution to Priority 2 where the Council aims to 'provide the best start in life for all our children'.

Our commitment is to:

- Ensure early intervention, to keep our region's most vulnerable children safe.
- Invest in creating schools fit for the 21st century, which are at the heart of our communities.
- Raise ambition and attainment, to address inequalities.
- Support children to be healthy and active.

School Aims



School Ethos

Our schools aim to nurture all individuals in their journey to achieve their full and unique potential. We are committed to developing a respectful, welcoming, safe and stimulating learning environment that will enable our pupils to become responsible citizens and lifelong learners. We encourage co-operation, care for themselves, others

and the wider world of which they are part. Working outdoors is an important part of our curriculum, the schools have large and productive gardens and all children have regular opportunities to work outside.

A clear and easy to follow positive behaviour policy encourages the children to take responsibility for their actions and to consider the effect of their behaviour on others.

School Information

School Address

Gatehouse Primary School
Dromore Road
Gatehouse of Fleet
DG7 2JX

Telephone: 01557 814262

Email address:

gw08officegatehouse@ea.dumgal.sch.uk

Parent Council Chairperson: Sally Dodds

Parental Involvement information:

<http://www.dumgal.gov.uk/schools>

Parentzone Scotland:

<https://education.gov.scot/parentzone>

Head Teacher: Mr John Riley

School Roll

P1 - P7 = 98

Nursery = 26

Gaelic is not currently taught at Gatehouse Primary School.

School Staff

Teaching Staff

| | |
|-------------------------------------|--|
| Nursery teacher | Mrs. J. Irving |
| P1/2 | Miss S. Duka |
| P3/4 | Miss C. Flavin |
| P4/5 | Mr J Cruickshanks |
| P6 | Mrs. C. Clark & Mrs. R. Hunt |
| P7 | Mrs. M. McClymont (Principal Teacher) |
| Learning Support | Mrs A. Scrimshaw |
| Nursery Nurses | Mrs K. Denholm Mrs C. Tighe |
| Clerical Assistant | Mrs. M. Brown |
| Learning Assistant | Mrs J. Middleton Mrs S. Ritchie |
| School Education Support Officer | Mr D. Maxwell |

Auxiliary Staff

| | |
|--------------------------------------|---|
| Janitor and playground supervisor | Mrs. H. McQuarrie |
| Catering | Mrs. D. Agnew Mrs. K. McKie |
| Cleaning | Mrs Harvey Mrs McQuarrie Mrs McKinnel |
| School Transport | Mr L. Hunter Mrs C. McLeod |

Terms and Holidays

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

School term dates have been agreed to August 2022.

The process to review for 2022 - 2025 will start in March 2021.

Contact Us

The school welcomes suggestions and enquiries from parents and carers.

If you need to find out something

Routine enquiries relating to the operation of the school or matters affecting your child which are causing you uncertainty or concern should be made via the class teacher or the school office.

We can be contacted by e-mail, telephone, group call text messages or face to face. Where it is not possible to resolve enquiries straight away, we will make arrangements to follow up as necessary with the most appropriate member of staff.



If you have a comment or concern

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.

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 EducationSupport@dumgal.gov.uk

At this point an Officer will contact you and discuss the issue and share directly with you the outcome of this work.

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

If you remain dissatisfied and wish to make a formal complaint

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

How the school works

Enrolment

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 "Find My Nearest" <http://apps.dumgal.gov.uk/findnearest>

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

Moving from Nursery

Primary teachers work closely with nursery 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.

This information is also shared at transition to secondary school.

Parents and pupils are welcome to visit the school and nursery prior to enrolment.

The School Day

The school gates are opened at 08.45

Nursery

| | |
|---------------|-------------------|
| 08.45 - 11:55 | Morning Session |
| 12:15 - 15:25 | Afternoon session |

Primary School

| | |
|---------------|----------------------------------|
| 09:00 | Begin school with the Daily Mile |
| 10.30 - 10.45 | Morning interval |
| 12:15 - 13:00 | Lunchtime |
| 15.00 | End of school day |

Whilst in the playground, children are supervised from 8.45am daily.



School Uniform/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 Education Services 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.

School Clothing grants. The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is £100 per child. Guidance and more information is available at <http://www.dumgal.gov.uk/article/15246/School-clothing-grants> or by telephoning 01387 260493.

While it would not normally be the policy of the authority to exclude a pupil from school solely based on his/her dress, persistent refusal to respond to a reasonable dress code could be deemed to be a challenge to the head teacher's authority and thus be detrimental to the well-being of the whole school community. In such circumstances, a head teacher could justify the use of the school disciplinary procedures.

Parents may also be interested in the School Uniform Bank Project. Donation and Collection information can be found at: <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

At Gatehouse Primary school, all children are encouraged to wear school uniform.

Uniform is as follows:

- White / blue / or grey shirt / blouse
- Black, dark blue or grey school trousers / shorts/ skirt
- Navy blue school sweatshirt or navy blue / grey v necked sweater or cardigan
- Black school shoes wherever possible

For P.E. the children will need:

- Gym shoes
- Plain t-shirts
- Shorts

School uniforms are available from Mug Shots in Kirkcudbright or online from www.schoolwearsotland.com

School Meals

In Dumfries & Galloway Council, Economy, Environment and Infrastructure, Facilities Management – Catering Services, are bound by The Schools (Health Promotion and Nutrition) (Scotland) Act 2007, which means they create a balanced nutritious menu over any one week.

By following these guidelines Facilities Management – Catering Services:

- 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

The Naturally D&G brand promoting by Facilities Management ensures that:

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

In addition to the menus handed out in school, Facilities Management - Catering Services has a Naturally D&G website <http://www.dumfriesandgalloway.scottishschoolmeals.co.uk/> which provides supplementary information.

Special Dietary Requirements

Facilities Management – Catering Services 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 registration form to allow us to inform the catering team who will discuss your child's requirements in full.

For more information call 030 33 33 3000 and ask for Facilities Management – Catering Services.

Free school meals are provided for all pupils in Primary 1, 2 and 3. Younger pupils at nursery or older pupils at primary and secondary school may also be eligible for free school meals in certain situations as well as those families on qualifying benefits.



Free school meals can lead to a large saving each year, nursery and primary school pupils can save £351 and secondary 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 numbers of pupils who are entitled to free school meals.

For more information visit <http://www.dumgal.gov.uk/schoolmeals>

School meals at Gatehouse Primary School are cooked on the premises. Meals cost £1.85 per day and can be paid in advance weekly, monthly or termly. If any ordered meals are not subsequently required due to unexpected absence, the amounts will be reimbursed.

School Transport

Free school transport is available for some school children attending primary or secondary school if they live within the school catchment area and if they meet certain criteria. For more information and guidance visit <http://www.dumgal.gov.uk/article/15245/Free-school-transport>

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 pick-up 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 do 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 'Find My Nearest' on the Council's website

<http://apps.dumgal.gov.uk/findnearest?q>

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 prior to any changes being made. If school bus passes are required these are issued to school.

There is a new Act on the use of Seat Belts on School Transport (Scotland) 2017. The purpose of the Act is to improve road safety for school children by imposing a duty upon school authorities to ensure that each motor vehicle has a seat belt fitted to each passenger seat, i.e. one seat belt per pupil. See Seat Belts on School Transport. <https://www.transport.gov.scot/media/42287/seat-belts-on-school-transport-scotland-act-2017-guidance.pdf>

A guide for parents on School Transport is being updated and will be made available in due course.

Class Organisation

The school is currently made up of five classes; P1/2, P3/4, P4/5, P6 and P7.

The maximum number for pupils in a composite class is 25. Classes are arranged as per local authority policy.

Positive Behaviour and Celebrating Success

To promote positive behaviour all children and staff have a shared understanding of well-being and children's rights and responsibilities. All staff model behaviour which promotes and supports the well-being of all, consequently, an environment of trust exists within the school where children know that they will be listened to, and their thoughts and opinions will be respected. Staff and children work within the framework of GIRFEC (Getting it Right for Every Child) and are familiar with the well-being indicators (Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, Included).

The school is aware of the benefits of outdoor education and physical activity to promote both physical and mental well-being. Regular opportunities exist for the children to work outdoors and take part in a wide variety of physical exercise.

The childrens' success is celebrated in class and in whole school assemblies, including a monthly achievement assembly. Achievements are shared on the school tree in the entrance and through the school Twitter account.





The Curriculum

Curriculum for Excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18 year olds – in nursery, primary, secondary, at college, workplace or community learning. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

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 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 Children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (Early, First, Second, Third, Fourth) and in each of the eight Curricular Areas. The five Curricular Levels span pre-school to the end of S3. This is the Broad General Education. Pupils progress at their own pace, working through the Experiences and Outcomes of the most appropriate level for them. Pupils will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3.

Experiences and Outcomes are what the learner will be able to explain or 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 the achievement of Outcomes. Reporting to parents is likely to include information about Children's Experiences and Outcomes and about the Levels at which they are working.

The Wider Curriculum

Extra Curricular Activities

The school provides a range of extra-curricular activities across the year, for example; badminton, sewing and dancing.

Wider achievement is recognised at monthly Achievement Assemblies and recorded on the school tree in the entrance hall.

Pupil Council

Pupils from across the school sit on the pupil council (2 from each class). The council meet to discuss school issues and organise activities such as charity fund raising.

Pupil councillors share information on their work in school newsletters.

School Trips

Parents are informed about school trips mainly via Group Call (a combination of both e-mails and text messaging). Whenever possible the school aims to give at least a week's notice of any trips, especially if they extend beyond the school day or incur a cost.

More expensive trips, such as the biannual trip to London will have at least 6 months of prior notice. A savings scheme runs for these trips. Fundraising also takes place to keep costs as low as possible. We want every child to be able to go on all school trips, if money is a problem please contact the Head teacher – all such contact will be completely confidential.

The school follows the local authority guidelines as set out in The Cost of the School Day document – copies can be requested from schools.

Group call will be used to send texts to parents and carers should any information need to be passed on during a trip (for example, if there is a delay in the return time).

The Community

The schools work in close partnership with the local Rotary Group, taking part in a series of events over the year including an interschool quiz and spelling bee. The Rotary group also provide prizes for children who have made any special kind of achievement.

The schools also work closely with Permaculture UK to develop gardening and outdoor education.

Sustrans, the cycling charity, work closely with the school to provide cycle training.

The schools are used regularly throughout the year by community groups. If you are interested in using the schools premises for community events please go to www.dumgal.gov.uk/schoollets for more information.

10.5 Developing Young Work Force

The school holds regular world of work events, visiting local businesses and inviting parents into school to share about their work.

Skills for life, learning and work are encouraged throughout all areas of the curriculum, including work in the garden and outdoor areas.

Home / School Partnership / 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 our school;
- Be invited to be involved in ways and times that suit you;
- Identify issues you want the parent council to work on with the school;
- Be asked your opinion by the parent council on issues relating to the school and education it provides;
- Work in partnership with staff; and
- Enjoy taking part in school life in whatever way possible



The types 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; and
- Being involved in the appointment of senior promoted staff.

Further information on Parental Involvement and Engagement and support information for Parent Councils Parents is available at

<http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

In addition, ALL parent Councils in Dumfries and Galloway have membership to CONNECT. Membership includes Insurance cover and training opportunities. For more information visit <https://connect.scot/>

The Parent Council meets approximately four times per year. The council represents all parents and works with the schools to ensure that all children are able to fulfil their full potential. All parents are welcome to join the Council and details of meetings are published in the monthly newsletters.

Communicating with home

Gatehouse Primary school promotes parental involvement and engagement in their children's education through:

- Curriculum overviews detailing the work that will be covered are sent home at the start of every term.
- Twice yearly learning conversations between the parent, child and class teacher.
- Twice yearly updates on progress and next steps.
- Monthly newsletters.
- Parents are welcome at any time to contact the school with any concerns/questions/ideas.

Attendance (and absence)

It is your responsibility as parents to ensure that your child/children attend school regularly. For the safety of all children it is important for you to telephone the school office prior to/at the beginning of the absence. Absences are recorded in class registers and frequent or irregular absences not supported by a reasonable excuse, will be notified to parents and the matter may be referred to the Opportunities for All Service. If possible please, try to make dental/ medical appointments outwith school hours. However, if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

Absence from school

Pupils who need to leave the school during the school day i.e. for medical appointments must be collected by a named contact confirmed with the school office. They must also report to the school office on their return to school.

Unexplained Absences / Lateness. Parents are asked to ensure that:

1. The school is informed if the family are running late.
2. 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. Schools will contact you in writing with any concerns.
3. Contact telephone numbers, whether for home, for parents at work or for other emergency contacts, are kept up to date and are genuinely numbers where a response will be received. This is particularly important with mobile phone numbers.
4. The school is kept informed of the absence and the likely return date.
5. Any planned absences are officially notified to the school, in writing, in advance.
6. School would be informed before 1.15pm if a child was not returning to school after lunch because of becoming unwell over that period.
7. 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.

Holidays

The Government has highlighted the importance of school attendance to a child's development and has required schools to set targets for improved attendance. Against this background, there is considerable concern at the increasing number of term-time holidays being taken by children at the request of their parents. The Head teacher is not able to refuse permission to parents for such holidays but it is the position of Education Services that these holidays are officially recorded as "unauthorised".

Education Services recognises that some parents have difficulties in arranging their own holidays to suit school holiday periods and whilst parents remain free, within reason, to remove their children for holidays during term time. They 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.



Homework

The aims and purposes of setting homework are:

- to support and build on classwork
- to make parents aware of the work children are doing in school
- to encourage children to work independently
- to develop perseverance and self-discipline
- to promote good study habits
- to train pupils to plan and organise their time effectively
- to allow preparation for future classwork
- to offer access to resources or people not available in school, e.g. local library/grandparents/members of the local community
- to provide information for parents
- to provide opportunities for individualised work
- to encourage pupils to take responsibility for their own learning
- to create channels for home-school dialogue

Homework is always given out with plenty of time to enable the child to complete the exercise without any pressure. Any child not completing homework at home will be expected to complete the work in their own time at school.



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. Assessment happens all the time in schools and your child's progress will not just be based on 'tests' but also on how they learn both in class and in other settings. 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 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 senior school children will also can be assessed through a range of qualifications.

Pupil's progress is shared through the Learning conversations held in October and May. These meetings include the children as well as the parent and teacher and concentrate on progress made and next steps that need to be taken. Reports are issued after each of these meetings including details of the conversation that took place.

When outside agencies (speech and language therapists for example) are involved in working with the children there may be the need for further planned meetings to be held to ensure that parents are kept up to date with progress.

11.6 Pupil Profiles

A 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.**

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 the P7 stage, although working towards profiles may start earlier than this. Parents are involved in supporting their child/children in this process.

Helping the school

The school is always looking for helpers within school with activities such as, school trips, reading and working in the garden. If you are able to help within the school, please contact the office.

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

Support for all

Pupil Support

Support staff within the school:

Additional Support for Learning teacher:

Mrs A Scrimshaw

Learning Support Assistants:

Mrs Ritchie; Mrs Middleton

Any questions/ concerns regarding additional support should be directed to Mr J Riley (Head teacher).

Pastoral Care / Anti Bullying

Education Services Respect for All Guidelines (2018) for Schools incorporates revised national anti-bullying guidelines (Scottish Government 2017) that underpins our Schools Policy.

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 (see 12.4)



The health and wellbeing of every child and young person is greatly enhanced through the individual pupil support and pastoral care which they can receive in school. Children are in regular contact with their class teacher including the Head Teacher. We get to know our children very well in primary school so children have the opportunity to form good relationships with teachers. Members of staff are often best placed to identify even minor changes of mood in a child or young person which could reflect an important emotional, social or mental health issue with which that child or young person needs help or support. It is important that children and young people feel that they can share their worries with an appropriate individual who has the skills, rapport, responsibility and the time to listen and to help, or can identify appropriate sources of support.

The schools have a robust anti-bullying policy drawn up in conjunction with parents, staff and children. The policy, available on the school website, is regularly reviewed.

Additional Support for Learning

At some time during their school career many pupils require Additional Support for Learning (ASL).

What is Additional Support for Learning (ASL)?

If your child needs extra help or support in addition to that which is usually provided in school 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:

- Social or emotional difficulties
- Problems at home
- Being particularly able
- A physical disability
- Moving home frequently
- Behavioural difficulties
- Bullying
- A sensory impairment
- Communication problems
- Being a young carer
- Being a young parent
- Having English as a second language
- A learning disability
- Autism
- Attention Deficit Hyperactivity Disorder

If you have any concerns about your child you should speak to a member of staff in the school in the first instance. There are a number of ways in which concerns can be followed up. This may involve the input of other educational professionals such as Specialist teachers (Additional Support for Learning Teacher, Educational Visitor, Sensory Impairment Specialists) and Educational Psychologists. 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.

Your child's progress will be kept under review and any plans and support will be changed as necessary. As a parent you will be closely involved in any review process. There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights or it may also be through more formal, focussed meetings with all agencies involved. You should discuss and agree with the school how you would like to be involved.

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 in order to ensure that all children and young people have access to quality learning opportunities and experiences.

The Authority aims to meet the needs of all children with additional support needs through a range of provision from mainstream classes (with or without support) to part-time or full-time provision in a school with a learning centre or base.

This commitment to meeting the needs of all children is based upon the requirements of the Education (Additional Support for Learning) (Scotland) Act 2004 amended in 2009 and is translated into procedure and practice by Dumfries and Galloway Education Services' Support Manual. This Support Manual is available on line for all staff within schools and is able to be updated and kept live.

The nearest specialist provision for a Learning Centre Base is at Castle Douglas Primary School where they have a Learning Centre, Sensory Room, and Hydrotherapy Pool also a Withdrawal Room to help support pupils with additional support needs. The school has disabled access throughout. Where specific support has been identified and agreed additional support staff will be available to assist pupils with their daily activities. This may include activities such as changing and feeding and also playground supervision.

Further information on the above is available from the school or on the Council website

<http://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 <http://enquire.org.uk/>

Scottish Independence Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576 <http://www.google.co.uk/search?hl=en&source=hp&q=Scottish%20Independent%20Advocacy%20alliance>; or

Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741 <http://www.sclc.org.uk/>

Within Gatehouse & Twynholm Primary Schools, the Additional Support for Learning Teacher (ASLT) is present weekly to assess, monitor and teach pupils either individually or within a very small group for focused teaching. The Learning Support Assistants based within schools then continues daily with regular activities for each individual child's needs. Each term the ASL Teacher, Class Teacher and Parent meet to discuss and review progress as well as focusing on the next steps for each child.

Parents may also access further support through mediation services provided by Common Ground Mediation <http://www.commongroundmediation.co.uk/> or advocacy support through People's Advocacy Support Service (P.A.S.S. Direct) or Parents Inclusion Network (PIN) <http://www.parentsinclusionnetwork.org.uk/>

Getting it right for every child (GIRFEC)

Getting it right for every child (GIRFEC) is an approach from The 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. 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 a Named Person in the School. If you or your child need any advice or any support, the Named Person is your first point of contact and will make sure you get the help or advice that you need. Having a Named Person means that if there is anything that could affect your child's wellbeing, he or she will receive support as quickly as possible so that problems do not develop.

- 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. You should never have to keep telling your story to lots of different staff in the School or the Education Department or the NHS. Your child will have a single plan that everyone works to and everyone is clear about what they are doing. When your child moves to secondary school there will be a Transition Plan in place for them in good time.

For more information on getting it right for every child email GIRFEC@dumgal.gov.uk or visit www.dumgal.gov.uk/girfec to see the Dumfries and Galloway services plan.



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 <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

Parents, carers and pupils have a key role in keeping the school community safe. We would therefore urge parents to share any information which would keep everyone safe, and to support and encourage their child(ren) to do the same.

There is an expectation that drug, substance 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. The police will be involved if drug use is suspected or discovered or, if there are concerns regarding the possession, threat or use of weapons.

All schools and early child care and education 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 or carers when issues of concern arise.

Educational Psychology Service

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 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

The Psychological Service is based in offices in Newton Stewart, Dumfries and Annan, and each school has an identified Educational Psychologist. Further information about the service is available from the school.



Supporting Learners Service Early Level Family Support Officers (ELFSO) and Opportunities for All Officers

Early Level Family Support (ELFSO) officers work in the Early Learning and Childcare and Primary Schools as part of the Supporting Learners Service to foster positive and productive links between home, school and community.

Opportunity for All Officers work with children and young people (upper primary and secondary) as part of the Supporting Learners Service to help build positive relationships to reduce levels of exclusion and disengagement to enable pupils to achieve successful outcomes and positive destinations. They also undertake attendance officer duties.

Enrolment in Schools and Moving to Secondary School - TRANSITIONS

The school year starts in August and children enrol in the January before they start.

Children turning 5 before the end of February 2020 will enrol in January 2019 to start school in August 2019. 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 <http://www.dumgal.gov.uk/article/15241/School-places> for more information. Parents are welcome to visit the school prior to enrolment to view the facilities or for further information.

13.1 Transition to secondary school

Transfer from primary to secondary school will be dealt with by direct approach to parents from individual primary schools. Our catchment secondary school is Kirkcudbright Academy. Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest" <http://www.dumgal.gov.uk/index.aspx?articleid=6293>.

Pupil records are shared between primary and secondary schools to support each child their transition.



An Extract from the Prospectus for Kirkcudbright Academy

In Kirkcudbright Academy, education is a careful blend of tradition and innovation. We hold firmly to those aspects of schooling that we believe are of fundamental importance- courtesy, self-discipline, uniform, homework, sporting and social activities. At the same time, we move forward, providing the facilities and teaching the skills that will allow our youngsters to make good use of the technologies and opportunities that this rapidly developing world offers them. Within this school community or team with its strong sense of corporate identity, we prize the individual and work hard to encourage each youngster to be confident, considerate and ambitious. Our expectations of ourselves and of our pupils are high.

The Academy is non-denominational and serves the towns of Kirkcudbright, Gatehouse of Fleet and surrounding areas. There are six associated primary schools - Kirkcudbright Primary School and the primary schools serving the Auchencairn, Borgue, Gatehouse and Twynholm areas. Some pupils attend the Academy from out with this catchment area when parents wish to exercise their freedom of choice. There are approximately 540 pupils on the roll. The school can be contacted on 01557 330440



Transition Activities/ Induction Days

Each year the children visit the High School for two full days in the third term before a full week visit in the final school term. During these visits the children get a full experience of life and the curriculum in the High School

As children progress through primary school, some children are identified for "Enhanced Transition." This means that they will have additional time and extra opportunities to visit Kirkcudbright Academy; to look around the school, become more familiar with the school layout and finding classrooms, as well as key areas such as Pupil Support, First Aid and the School Office. Enhanced Transition may be suggested for

- Pupils with additional learning needs or children where English is not their first language
- Pupils on the Autism Spectrum, ADHD or behavioural concerns
- Pupils with a disability
- Pupils who take regular medication (Diabetes for example), or need to access medication which is stored in a fridge or
- Pupils who are particularly anxious or nervous about moving to secondary school and we recognise that they will have difficulty with the initial change and need higher levels of reassurance.

We want all children to feel and be as confident as possible when moving up to Secondary School. As children near the end of Primary 6 (the year before their final primary year), the Head Teacher, Class Teacher, Additional Support for Learning Teacher and Secondary Pupil Support Teacher identify and discuss pupils that we feel would benefit from additional time to visit the secondary school. Meetings are then arranged with parents and together with the staff, listed above, "Enhanced Transition" visits are arranged. These visits are tailored to the particular need of the child.

Skills Development in Scotland in Primary Schools

Through MY WOW, Skills Development Scotland work with children from P5-7 through online resources and support the transition of young Skills Development Scotland My World of Work <https://www.myworldofwork.co.uk/>



School Improvements

Improvement planning and priorities

In May/June of each year, the school publishes a Standards & Quality Report providing all stakeholders with a comprehensive summary of the school's work and learners' achievements over the last year. The first part of this report provides an overview of the school's progress in addressing its key priorities, while the second part gives information about, for example, how well pupils are learning and achieving; how well the school is supporting children/young people to develop and learn. In June, we 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.

Achievements

Wider achievements are shared on the school website and Twitter account. The school holds monthly achievement assemblies and invites parents / carers to send in information about any achievements made by pupils outwith school. All are welcome to attend these assemblies which usually take place on the last Friday of each month. Dates are listed in advance on the school newsletter and also on the website.

Health and Safety

Emergency procedures

If your child feels ill during the school day and we feel that he/she would be better at home, we will telephone you or your emergency contact. Minor accidents, e.g. cuts, bruises, are dealt with by the school staff. Serious accidents are few, but should one occur your child will be immediately taken either to your doctor or to hospital, if necessary, and you or your emergency contact will be notified. We cannot stress enough the importance of supplying the school with the relevant information we require in such a situation, i.e. your own home and work number and a telephone number of an emergency contact.

Please remember that if your child stays in more than one home setting contact details should take account of this.

We will request such information at the beginning of each new school year. Please update this as necessary at this time and throughout the year if these details change.

In some emergency situations, when the circumstances near the school could endanger the safety of the school community, pupils and staff must stay within the school to be safe. Schools follow the Education Services Safer Together Inside guidance and procedures which is 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: <http://www.dumgal.gov.uk/article/15240/Emergency-school-closures>

Health Care including First Aid

Education Services 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 school has designated staff members 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.

Administration of Medicine

Staff will not administer medication unless it has been prescribed and you have filled in a 'Permission for Medication to be Administered' form (available from the nursery and school office).

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 Headteacher of your school to make this request.

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

Data about pupils includes, name, date of birth, gender, and address, racial or ethnic origin, religion. It will also include information about 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 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 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.

The 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 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.

The 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 the 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 <http://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

ICT in Schools 2015 : Digital Citizenship, Pupil Safe and Responsible Use of Technology, Mobile Phone Agreement, 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.

Use of the internet and Social Networking Sites

As part of the process of learning we allow our children supervised access to the Internet and e-mail. The authority runs its own filter system to ensure that young people are not at risk from exposure to inappropriate material. This filtering system is regularly being upgraded. We have a policy for use of the Internet and a contract for responsible use, which we ask parents and young people to sign up to.

Useful Links and Policies - GLOW – DG Education Policies & Procedures

Useful Links

Staff, Parents and Pupils can access key Policies for the Authority at <http://www.dumgal.gov.uk/article/16350/Strategies-plans-and-policies>

Parents can access more information by visiting Dumfries and Galloway Home page and clicking on schools or clicking <http://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 young people on their journey through school life.

Other Useful Websites

Youth Democracy:

<http://www.dumgal.gov.uk/article/17522/Youth-Democracy-and-Youth-Participation>

DGvoice:

<http://www.dgvoice.co.uk/index.php/youth>

Cool to talk:

<http://www.nhsdg.scot.nhs.uk/News/Cool2talk>

My World of Work:

<https://www.myworldofwork.co.uk/>

Youthlink Scotland:

www.youthlinkscotland.org

Citizens Advice Dumfries and Galloway:

<https://www.cas.org.uk/bureaux/dumfries-and-galloway-citizens-advice-service-dagcas>

Support in Mind, Scotland, National Rural Mental Health Forum:

www.ruralwellbeing.org



I hope that you have found the information contained in our handbook useful. All information contained in our school handbook is correct and accurate at the time of printing; we reserve the right to make any changes throughout the school session

