



Welcome to

Hightae Primary School



December 2020



Information at a Glance

School Information

School Address

Hightae, Lockerbie, DG11 1JN

Telephone: 01387 810382

Email address:

gw08officehightae@ea.dumgal.sch.uk

Parent Council Chairperson: Mrs Jennifer King

Head teacher: Mrs Wilma Missenden

School Roll: 15

Denomination Status: non-denominational

Status of Gaelic: not taught

School Staff:

Teaching Staff:

Principal Teacher Miss Elizabeth Reynolds-Lewis

Teacher Mrs Lindsay Olea

Support for Learning Mr Julian Dale

Partnership Recovery TBC

Auxiliary Staff:

Learning Assistant Mrs Fiona Henderson
Mrs Jacqueline McNaughtan

Clerical Assistants Mrs Yvonne Smith
Mrs Kirsty Common
(Based at St Mungo Primary)

Janitor/Cleaner Mrs Eileen Callander

Dining Room Assistant Miss Sarah Fergusson

The School Day

School starts 9am

Breaktime 10.30 - 10.45am

Lunchtime 12.30 - 1.15pm

School finishes 3pm

Communicating with home

Effective learning is best supported by home and school working in partnership. Open communication is highly valued by both staff and parents, with ClassDojo used effectively to support this. Should parents wish to speak directly with staff they are invited to telephone the school first thing (8.45-9am) or after school (after 3pm). Mutually convenient appointments can also be made for private/more detailed discussions with either the Principal Teacher or the Headteacher.

Parental Involvement information:

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

<https://www.parentclub.scot/>

Parentzone Scotland:

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

School term dates can be found at:

<http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>



Welcome from the Head Teacher

Dear Parent / Carer

When appointed in February 2020 I was greeted with a very warm welcome, which I in turn would like to extend to you and your child/children.

The children describe our school as being just like a family. I heartily agree. We laugh, learn and achieve together and the health and well-being of each individual is nurtured alongside their academic development.

Hightae Primary School, is a small rural school set in the heart of the village of Hightae, which is situated in the countryside 4 miles from Lockerbie. Steeped in history, Hightae is part of the Royal Four Towns Community of Hightae, Heck, Smallholm and Greenhill. For such a small school we play a huge part in the community.

As Headteacher of the Hightae, St Mungo and Tundergarth Primary Schools Partnership I look forward to working with you.

Yours sincerely

Wilma Missenden
Head Teacher

Aims:

We aim to work together, using our skills, talents and individual knowledge of our children, to provide excellent and enjoyable educational opportunities for each one, enabling them to achieve their full potential and reflecting the skills and attributes of Effective Contributors, Successful Learners, Responsible Citizens and Confident Individuals

Our Values:

Our motto is:

Treat Others As You Wish To Be Treated.

Respect For All.

Everyone is included/equal.

Always be truthful.

Together we can inspire each other, learn from each other and achieve our full potential.

Hightae has a welcoming family feel, where a good work ethic and lovely learning environment are nurtured. Visitors to school routinely comment on our polite, friendly and well behaved children. When things go wrong a restorative approach is taken to re-establish positive relationships.

Staff know the children and their families well, and relationships are nurtured to achieve positive outcomes for all of the children through partnership working. Staff are highly regarded by parents, who recognise that in our school the holistic needs of each child are met – we support the whole child, not just their academic achievements.

We can boast superb community engagement, particularly with the Village Hall, Golden Years Club, Playgroup/Under 5s, Mossburn Animal Sanctuary, D&G Bat Group, Recycling Rag Bag, 5th Green flag/ Eco School Award, Rammerscales House, Rammerscales Saw Mill and farming links, all of which support and enhance our curriculum.

Children are encouraged to develop leadership skills through Pupil Council, Eco Schools, charity work and Junior road Safety Officers.

Our Hightae, St Mungo and Tundergarth Partnership has the motto "Work together, Learn together, Play together". We are exploring ways to enhance this partnership through digital technology, especially during this challenging time (Covid-19 recovery).

School Aims, Values and Ethos

Vision:

To raise levels of attainment by guiding each child to develop their full potential, supporting them educationally and emotionally with co-ordinated input from staff, parents, our local community, outside agencies and the pupils themselves.



Contact Us

The school welcomes suggestions and enquiries from parents and carers.

If you need to find out something

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

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.

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>

How the School Works

Class Organisation

Hightae has a single multi-composite of Primary 1-7 pupils. The Principal Teacher is the main class teacher, with full-time learning assistant support. The Principal Teacher is supported by a class teacher one day per week, a Covid19 Recovery teacher one day per month and some Support for Learning teacher allocation.

Positive Behaviour and Celebrating Success

Respect For All, which is a key message at Hightae Primary School, is our main focus for Positive Behaviour and is part of our Vision, Values and Aims. We promote a positive behaviour ethos through building positive relationships with pupils, staff, parents, community and other partners/stakeholders.

Our school values are at the heart of positive behaviour, and are promoted by all to create a safe, respectful and inclusive atmosphere based on our school values:

Treat Others As You Wish To Be Treated.

Respect For All.

Everyone is included/equal.

Always be truthful.

Together we can inspire each other, learn from each other and achieve our full potential.

High expectations and the use of restorative practices develop children's self-awareness and individual accountability. Recognition is awarded through praise from staff and peers, ClassDojo points and certificates. Learning and achievements are shared between home and school via ClassDojo.

Should there be any consistently disruptive or unsafe behaviours parents would be contacted and courses of action explored together.





School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. www.dumgal.gov.uk

The recommended school uniform for Hightae Primary is:

- White polo shirt, shirt or blouse.
- School sweatshirt
- Dark trousers/skirt or pinafore
- Outdoor shoes
- Rubber soled shoes or trainers for indoors/PE.
- Waterproofs and wellies recommended for outdoor learning.

School Clothing grants

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is £134 per child. Guidance and more information is available at <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>



School Meals

School Meals, Naturally D&G local provenance for a sustainable future.

Detailed information on school meals is available at <https://www.dumgal.gov.uk/schoolmenus>

Pre-ordering lunch

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

Special dietary requirements

For food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering)

Free School Meals

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

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

School Transport

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

Attendance

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

More information: www.dumgal.gov.uk

Absence from School

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

Curriculum for Excellence

Curriculum for Excellence (CfE) 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.

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.

In March 2020 children, parents and staff reflected on Hightae's uniqueness and the learning contexts most relevant for our pupils. This informed revised planning from August 2020.

Our close links with the local community are a unique and important part of life at Hightae Primary with the local community providing and supporting learning opportunities for pupils. We plan regular events with the local Playgroup and Golden Years Senior Citizens group throughout the session and we work with Mossburn Animal Sanctuary.

The Pupil Council meets termly using How Good Is OUR School to bring about pupil led improvements. All pupils have a voice. Their views are listened to and respected.

School trips and outings would normally take place throughout the school session. These aim to develop the curriculum and also offer pupils the opportunity to experience activities unavailable within the school setting. We are exploring ways to bring these experiences into school, using technology, while restrictions are in place.

There are normally opportunities for the pupils to participate in a number of extra-curricular activities both in Hightae and as part of the wider partnership. These include football, swimming, curling, ice skating, and P5-7 pupils also have the opportunity to attend an Outward Bound Residential experience. We take part in the annual regional Burns competition and Dumfries & District Arts competition.

Hightae pupils participate in an ongoing Eco Schools programme and have achieved FIVE Eco Schools Green Flag Awards since 2010.

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
- Enjoy taking part in school life in whatever way possible

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

More information and support for Parents/ Parent Councils is available at <https://connect.scot/>



Homework/Family Learning

Family learning activities in reading, spelling and maths are regularly set to consolidate school based learning, with a move towards using GLOW/Microsoft Teams and ClassDojo to support this.

We value the diversity of pupils' home lives and the range of opportunities for wider achievement outwith school, and are mindful of the varying demands on your time and energy. We appreciate the time taken to help children with home learning.

Please notify the school if there are difficulties when undertaking the tasks or if family circumstances prevent homework from being completed. This avoids pupils becoming unnecessarily upset or stressed. Please also let us know if you need assistance with the technology – we appreciate that new ways of working can be challenging and we are happy to support your learning too!

Across Hightae, St Mungo and Tundergarth Partnership we are exploring ways to bring learning more online through Glow, as well as continuing to use ClassDojo. A range of family learning opportunities will develop as we all learn to use the technology to its' fullest.

How is my child doing?

There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights/ Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.

Helping the School

There are many things which as a parent you can do to support your child's learning in school: www.dumgal.gov.uk/article/17608/Parental-Involvement

Support for All

Support for Learners

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

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

Getting It Right For Every Child (GIRFEC)

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

More information is available at www.dumgal.gov.uk/girfec

Child Protection

All children have the right to be protected from harm, abuse and neglect. The vision for all children and young people in Dumfries and Galloway is that they should be: safe, healthy, achieving, nurtured, active, respected and responsible and included. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well. Further information can be found at <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

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



Enrolment in Schools and Transitions

Information on enrolment in school and catchment areas is available at <http://www.dumgal.gov.uk/article/15241/School-places> Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest".

School Improvements

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.

Priorities for 2020/21 are:

- **Promote opportunities for Digital Learning**
: review interdisciplinary learning to promote increased use of digital technologies. Our original focus has widened to consider the whole curriculum as Covid-19 school closures highlighted a need to develop pupil skills in the use of GLOW to support and enhance learning. Teachers and children are adapting to use GLOW as a medium for both school based lessons and homework, across the curriculum.
- **Promote opportunities for Outdoor Learning:** develop increased use of the outdoor learning environment to support and enhance learning across the curriculum, particularly in interdisciplinary learning.
- **Raise attainment in writing:** Attainment at early level is good but could improve at first level and beyond. Clicker 8 has been purchased to try to address this. We await installation of Windows10 to allow usage.

The priorities above were identified in partnership with pupils, parents and staff, through self-evaluation activities including meetings, questionnaires and previous year's School Improvement Plan review.

- **D&G Covid-19 Recovery:** Identify and address pupil needs, both health and well-being and academic, caused by Covid-19 school closures.

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.

Severe Weather and School Closure Arrangements

Headteachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance make it necessary in the best interests of the pupils. In these circumstances parents will be communicated with in a variety of ways including text messages/ phone calls and emergency contact arrangements. All school closures will be notified on the Council Website.

<http://www.dumgal.gov.uk/article/15240/Emergency-school-closures>

Data Protection

Information on how the Council uses personal data is available at <https://www.dumgal.gov.uk/article/15129/Data-protection> and <https://www.dumgal.gov.uk/privacy>

ICT in Schools

For more information on ICT in school please see page 19 of the [Education Authority Handbook](#)

Use of the Internet, Social Networking Sites

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

[Safe Digital Learning and Social Media](#)