



Drummore
Primary



Sandhead
Primary

Welcome to South Rhins Primaries



School Handbook 2018/19

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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 head teacher 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



Dumfries and Galloway Council
Children, Young People and Lifelong Learning
122-124 Irish Street, Dumfries , DG1 2PB
external contact number : Irish Street Reception 01387 273600.

More information on Education Services is available at

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

and in our Annual Report

<http://www.dumgal.gov.uk/article17612/Education-Authority-Annual-Plan>

Dumfries & Galloway Council

A Clear Vision - A Clear Purpose

Education Service Aims

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 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 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 Commitment is to:

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

If you would like more information about Authority plans we would also direct parents and carers to

<http://www.dumgal.gov.uk/article/17612/Education-Authority-Annual-Plan>

Welcome to South Rhins Primaries

South Rhins Primaries formed in August 2010 with the partnership arrangement between Drummore and Sandhead Primaries. Although both schools now work closely together each school retains its own identity, and place at the heart of the local communities. Both schools are non-denominational and Gaelic is not currently taught at either school.

Drummore Primary School serves the villages of Drummore and Port Logan and much of the surrounding picturesque area. The school stands at the centre of Drummore village, only five miles from the Mull of Galloway which is the most southerly point in Scotland.

Sandhead Primary School stands on the hill overlooking Sandhead Village, with its attractive beach and beautiful views across Luce Bay to the Galloway Hills.

The area has long been a magnet for tourists and summer visitors, and at both schools we aim to echo this welcoming spirit.

The team, at South Rhins Primaries, does not just include the pupils and staff. We recognise that the most important people in the pupils' lives are yourselves and the families which make up our communities. We hope that, from day one, you will feel that you are an important member of our team!

All decisions taken at South Rhins Primaries put the needs of the children first. Your child will be at the centre of all developments within the school and we hope that you will be encouraged to play a part in the team, informally or more formally as a Parent Councillor, Fund Raiser or a regular guest at our many school events including 'Take A Peek' workshops, school productions, themed assemblies etc.

The community also play a part as members of the team. We are very aware that, while core skills are vitally important to our children's futures, they also need to develop a sense of belonging to, and playing a part in, our community. We do this by taking the children out into the village and surrounding area whenever possible. We also invite members of the community into the school to share ideas, views and memories with the children whenever appropriate.

In this handbook we will give you an impression of what we are trying to achieve at the school. We will give only an outline of each curriculum area. A more detailed policy is available from the school.

We hope that when reading the handbook, the impression will come through that not only are we trying to create successful learners but also create confident individuals, responsible citizens and effective contributors. We aim to achieve this in a happy and caring environment.

There will be opportunities for you to become involved in the life of the school, either formally or informally. We look forward to building a supportive and positive relationship with you as your child grows and develops. We will do all we can to ensure your child receives all the support and encouragement needed throughout their school years. This is achieved by developing a strong, positive partnership with you and your family. If your child has any issues, it makes our job much easier if we know about it. If you are worried about something, then it is important and if we are told about it, we will do everything we possibly can to try put things right. Most of the time, a simple chat with us is what helps. The school email address and phone number is at the bottom of all weekly newsletters.

We believe it is important that our school is at the forefront of current developments and are willing to put extra effort into keeping ahead and looking forward. On the next pages you will find details of the current developments in the school this year. The School Improvement Plan has been shared with the Parent Council and they are very supportive of the work being done by staff this year. We hope to improve attainment, achievement and participation for all our pupils and staff.

Finally, as partnership headteacher to South Rhins Primaries, my main aim is to ensure that your child leaves school at the end of their journey in P7 filled with lots of happy memories of their time here and equipped with the knowledge, attributes and skills they need to be whatever they wish to be in their future. I also aim to ensure that all families linked with the school have felt valued and respected throughout their time with us and believe the team (pupils, staff, families) worked together to meet the needs of every single child in our setting.

I pledge to remain committed to these aims every single day.

I look forward to working in partnership with you at South Rhins Primaries and watching your child grow and blossom at each transition.

Mrs. Nicola Henry

Partnership Head Teacher, South Rhins Primaries



Contact Details

Partnership Head Teacher:

Mrs Nicola Henry

School Address:

Drummore Primary School
Shaw Lane
Drummore
DG9 9PY

School Telephone Number:

01776 840235

School Email Address:

gw08officedrummore@ea.dumgal.sch.uk



School Address:

Sandhead Primary School
Sandhead
Stranraer
DG9 9JD

School Telephone Number:

01776 830256

School Email Address:

gw08officesandhead@ea.dumgal.sch.uk



Drummore Primary Staff

Principal Teacher	Mrs Karina McClymont
Teacher	Mrs Linda Dobson
Teacher	Miss Katie Bell
Learning Assistant	Mrs Jan Gibson
Early Years Assistant	Mrs Suzanne Tears
Clerical Assistant (Tues - Fri)	Mrs Janet Akenhead
Catering Manager (DG First)	Mrs Tracy Merrifield
Playground Supervisor	Miss Pat Lowrie
Cleaner	Miss Vicki Johnson

Sandhead Primary Staff

Acting Principal Teacher	Mrs Carole Topping
Teachers	Mrs Katie McCulloch Mrs Patricia Campbell Miss Rebecca McMaster
RICCT/PT Cover	Ms Kay Chalmers
Teaching Cover	Mrs Vicky Shaw
Learning Assistant	Miss Laura Dickson
Learning Assistant	Mrs Jan Gibson
Clerical Assistant (Mon - Thurs)	Mrs Shirley Service
Janitor/Playground Supervisor	Mr Chris Livingstone
Catering Manager (DG First)	Miss Lynda Bryden
Catering Assistant	Mrs Sue Wawrzyniak

Shared Staff

Head Teacher	Mrs Nicola Henry
Additional Support for Learning Teacher	Mrs Susan Archibald
Link Education Officer	Mrs Leona Waugh, Dumfries and Galloway Council Children, Young People and Lifelong Learning

South Rhins Primaries
Vision, Values & Aims (revised 2018/19)

The Vision, Values and Aims of the partnership were developed through consultation with all stakeholders, including learners, staff, parent/carers, extended family and members of the local community. Evidence of this consultation is available through assembly tasks with learners and headteacher, survey monkey with staff and parents/carers and polls during school events.

Our Vision

Drummore	Just like our lighthouse: "A beacon of light shows our futures bright."
Sandhead	Just like our shore: 'Be calm like the sea and shine like the sand.'

Our Values



Our Aims

Aims of Drummore School	Aims of Sandhead School
Do our best at all times	Safe and supportive place to learn
Respect for everyone every day	Achieve our full potential
Understand us as individuals	Never give up
Make the most of every single day	Develop positive relationships with everyone
Make everyone feel valued and worthy	Help each other to shine in different ways
Opportunities to develop our skills for the future	Excellent and enjoyable learning and teaching
Reach our full potential	Allow us to have a voice

School Improvement Planning

All staff are committed to self-evaluation and continuous school improvement. The schools were last visited by Education Scotland Inspectors during session 2012/13. Letters to parents regarding these visits can be found on the Education Scotland website.

<http://www.educationscotland.gov.uk/inspectionandreview/index.asp>

Since then staff have continued to use the Education Scotland's Self Evaluation tool How Good Is Our School? to monitor progress and identify next steps. Views of children, parents, staff and the community are sought regularly as an integral part of this process.

Here is an overview of our school improvement priorities for 2018/19. A full copy of the School Improvement Plan can be given from the school office or an electronic copy emailed to you.

Priority 1	Priority 2	Priority 3
<p>Training staff (nursery to P1) to further enhance learning and teaching in numeracy and literacy</p>	<p>Raise attainment in literacy and numeracy for all</p>	<p>Increase level of parental and community engagement</p>
<p><i>Key tasks:</i></p> <ul style="list-style-type: none"> - Staff trained in 'Developing Number Knowledge' to help meet the individual needs of learners in numeracy - Buy and use fun and engaging resources to help support learners in numeracy - Use My World Outdoors in the nursery to explore outdoor learning to enhance numeracy and literacy 	<p><i>Key tasks:</i></p> <ul style="list-style-type: none"> - Use 5 Minute Boxes to give 1 to 1 support in literacy and numeracy for 5 mins every day - Receive training on how to improve reading with struggling learners - Embed the use of 'free play' to encourage creativity, independence, collaboration and raise attainment in literacy and numeracy 	<p><i>Key tasks:</i></p> <ul style="list-style-type: none"> - Offer more information to parent/carers on what their child is learning about and how they can help - Offer more opportunities for parent/carers to be in school working alongside their child/class - Increase Parent Council representation to ensure views from a wider community - Make partnerships with local community groups and businesses to help learners learn skills for learning, life and work

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.

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.
- Early level** is typically nursery to P1 (but can be earlier or later for some)
- First level** is typically P2-P4 (but can be earlier or later for some)
- Second level** is typically P5-P7 (but can be earlier or later for some)
- Third/Fourth level** is typically secondary based levels e.g. S1 to S3 (but can be earlier or later for some)

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.

Senior Phase learners work towards qualifications in the Senior Phase. Available qualifications and awards include 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.

The information above is based on National Guidance issued by Education Scotland and the National Parent Forum.

Curricular Areas

Curriculum for Excellence is for all young people in all educational settings. It should support them in a range of ways which help to maximize their potential. At its heart lies the aspiration that all children and young people should develop their capacities as successful learners, confident individuals, responsible citizens and effective contributors

Expressive Arts

Through the expressive arts, children and young people can have rich opportunities to be creative and imaginative and to experience inspiration and enjoyment. They can come to understand the important roles of the arts in describing and changing society. The arts have a growing significance in the life and prosperity of Scotland. Through their experience of the expressive arts, children and young people can appreciate the contributions of the arts in the lives of individuals and communities.

Health & Wellbeing

Children and young people need to experience what it feels like to develop, enjoy and live a healthy lifestyle. They also need to learn ways of dealing with the many new and challenging situations they will experience throughout their lives. A healthy lifestyle supports physical, social and emotional wellbeing, and underpins successful learning. Concerns about the health, diet and activity levels of Scotland's children and young people, social inclusion and inequalities in health emphasize the importance of a focus on health and wellbeing throughout education, starting in the early years.

Literacy and English

Language is at the core of thinking. We reflect, communicate and develop our ideas through language. Literacy offers an essential passport to learning, helping children and young people to achieve to the full and be ready for active involvement in society and work. Literature opens up new horizons, and a love of reading can be an important starting point for lifelong learning. As we communicate increasingly through digital technologies, we need to be able to interpret and convey information in new ways and to apply discernment. Scotland has a rich diversity of language, including Scots and the growing number of community languages such as Urdu, Punjabi and Polish. This diversity offers rich opportunities for learning. Learning other languages enables children and young people to make connections with different people and their cultures and to play a fuller part as global citizens.

Numeracy and Mathematics

Putting mathematical knowledge and understanding to constructive use has been one of the decisive factors in shaping societies. Engineering, science, technology and business rely upon mathematics and continue to find new applications for mathematics. Cultural development and artistic endeavour are influenced by mathematics. Each of us uses mathematical skills and concepts in everyday life.

To face the challenges of the 21st century, each young person needs to have confidence in using mathematical skills, and Scotland needs both specialist mathematicians and a highly numerate population.

Religious & Moral Education

Scotland is now a nation which reflects a wide range of beliefs, values and traditions. Religious and moral education enables children and young people to explore the world's major religions and approaches to living which is independent of religious belief, and be challenged by these different beliefs and values. It supports children and young people in developing responsible attitudes to other people, their values and their capacity for moral judgment. The study of Christianity, which has shaped the history and traditions of Scotland and continues to exert an influence on national life, is an essential feature of religious and moral education for all children and young people.

Sciences

The most important goal for science education is to stimulate, nurture and sustain the curiosity, wonder and questioning of children and young people. Young children have a natural sense of wonder and curiosity and are active and eager learners endeavouring to make sense of the world. They develop ideas through play, investigation, first-hand experience and discussion.

As they grow older children ask searching questions based on their everyday observations and experiences of living things, the environment and the materials, objects and devices they interact with. Young people are fascinated by new discoveries and technologies and become increasingly aware of, and passionate about, the impact of science on their own health and wellbeing, the health of society and of the environment.

Social Studies

It is important for children and young people to understand the place where they live and the heritage of their family and community. Through social studies, children and young people develop their understanding of the world by learning about other people and their values, in different times, places and circumstances, and how their environment has been shaped. They learn about human achievements and to make sense of changes in society, conflicts and environmental issues. With greater understanding comes the opportunity to influence events by exercising informed and responsible citizenship.

Technologies

To participate fully in modern life, children and young people need to be skilled and knowledgeable users of technologies and be ready to embrace further developments in the future. The technologies consider how knowledge can be applied for practical purposes. They provide exciting opportunities to develop children's creativity and the enterprising attitudes which Scotland needs, not least to compete in a global economy. Technologies are developing at an unprecedented rate. Such dramatic change brings risks as well as benefits, and children and young people need to be able to assess the impact of technologies so that they can take action in an informed way.

Helping your child to learn at home

Your child will have completed a hard day's work by the time he / she returns home. Their school work is very carefully designed so that they are constantly learning new information, practicing new skills and applying different techniques in a wide variety of areas.

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 play in a constructive way by using toys such as Lego, Meccano; Model kits - play games that are mentally demanding such as Chess, Scrabble, and Junior Monopoly. Help their social development by having other children home to play.
- Encourage your child to take part in activities e.g. hobbies, clubs which will provide opportunities to develop a range of skills
- Encourage creative activities - music, craft, dancing, writing, and drawing
 - 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

Trips...

Children enjoy and learn a great deal from visiting new places and there are many interesting places in Dumfries and Galloway.

Sleep...

Please see that your child has had an adequate amount of sleep. Tired children are not able to make the most of the many activities and demands that a school day presents.

Encourage your child to think of others - by helping at home, caring for pets or doing errands for old folks.

School Information

On the following pages you will find additional information about our school. This information has been organised in alphabetical order, hopefully making it easy to find the information needed.

As always, if you have any questions please do not hesitate to contact school.

Achievements

We are very proud of our pupils and encourage them to achieve in all areas both in and out of the school. We have introduced a 'See Us Shine' approach into the school. Each child has a 'See Us Shine' book where their achievements out with the 'standard curriculum' are recorded. These books will stay with them throughout primary school and will be given home at the end of P7 - what a wonderful record of their achievements to have! We also have a See Us Shine Wall in the school hall where their achievements are on display. We actively encourage parents and children to share their learning outside of school with us so we can celebrate this in school. We also are very keen to share such successes through our local press.

We also are very proud of our close, private Facebook group for parent/carers to share all the day to day successes and learning activities of our pupils. It is updated regularly with photos, videos and key information about the school, as well as any newsletters. If you wish to be added to this group, please contact the school office.

Pupils are also actively involved in groups such as Pupil Council, Eco Committee and Job Centre where each pupil uses their skills in Developing the Young Workforce. At Drummore, we have successfully achieved our seventh Eco Green Flag Award so are very proud of this and have been regional winners in the Green Awards Event.

Wider achievements of the school

Pupils also enjoy supporting charities and link this with their topic each term raising funds for Water Aid, WWF (we adopt an endangered animal each year and support Earth Hour), Comic Relief, Marie Curie, Save the Children to name a few. Pupils also complete their enterprise task by organising events such as a Macmillan Coffee Morning,

Pupils take part in inter-school sporting challenges: football, netball, triathlon, cross country and potted sports. Most of our pupils really enjoy being involved in these events and also enjoy after school and lunch time activities organised by our Active Schools and Community Sports Officer based in Stranraer. Some of these activities are mini golf, tag rugby, football coaching, badminton, potted sports. Our schools also takes part in the Day of Dance where pupils learn Scottish country dancing; attended a Music for All workshop in Stranraer and Feis Rois (traditional Scottish music) also come to school to teach tin whistle, ukulele and traditional songs, they also perform for the children with different instruments so that they learn and recognise them.

Our school also invites 'people who help us' to school as part of our topic and 'World of Work' events - Police, Fire Brigade, Coastguard, South Rhins Community Trust, Marine Conservation, Scottish Power, Water Aid, Parents and friends who talk to pupils about their work, so far we have had farmers, salon owners, accountants, receptionists, volunteer coastguard and firefighter and a radiographer.

Last year we held masterclass workshops for applique work and felt art - we have wonderful displays in school with this.; baking, around the world dancing, yoga, art, drumming, fitness training and a visit from Aitken Drum a storyteller. We love people coming to school to show and teach us their skills, staff and pupils all have great fun at these events and hope to organise more this year.

Further celebration of achievement is through our Class Dojos - a reward system, Merits and monthly Headteacher awards. P7 are also encouraged to complete a Medal of Excellence with a different skill task each term receiving a medal at the end of this. We have purchased schemes such as Sum Dog, Accelerated Reading, Education City, 5 Minute Literacy Boxes and Espresso Technology.

Science is also important and we have received £1100.00 from The Edina Trust to buy new equipment with another £600 this year which is absolutely wonderful and will assist pupils and staff to complete their work. Pupils also took part in a Science Festival workshop about Forces.

As you can see we are committed to providing our pupils with all the tools they need to complete our Four Capacities and become Successful Learners, Effective Contributors, Confident Individuals and Responsible Citizens.

Additional Support for Learning

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.

The Authority aims to remove barriers to learning for all children with additional 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 on the requirements of the Education (Additional Support for Learning) (Scotland) Act 2004 amended in 2009.

What is Additional Support for Learning (ASL)? If your child has a barrier to 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:

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 an additional language

A learning disability

Autism Spectrum Disorder

Attention Deficit Hyperactivity Disorder

Health Problems

Long-term absence

Dyslexia/Dyscalculia

Fine or gross motor problems

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 several ways in which concerns can be followed up. This may

involve the input of other educational professionals such as Specialist teachers, 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 agreed. 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.

Mrs Archibald is our Learning Support Teacher with Mrs Gibson our Learning Assistant (Sandhead and Drummore) and Miss Dickson (Sandhead) supplying extra help where directed.

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%20Oalliance;>

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 <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/>

What happens in our schools?

- Parent/carers, staff member, other agency may identify that a child requires some form of additional support.
- The school staff will conduct observations, assessments etc to gauge what the child's needs are
- An Identification of Initial Concern is created and shared with parent/carers with strategies which may be used to support the child

- If support is still required, the child may receive further support via an Individualised Education Plan (IEP), again made up in collaboration with parents, staff and child (where able to do so).
- If more significant support for learning is required, the school can submit a 'Request for Assistance' to gain support from other agencies. Where there is another agency involved, a 'Child's Plan' can be put in place which will include regular review meetings with all stakeholders involved.
- Staff are fully committed to ensuring the needs of every one of our learners are met.

Adult helpers in school

We welcome adult helpers and visitors into school. We have guidelines for Adult Helpers in Schools which includes a Code of Good Practice.

The key points are:

All adult helpers must complete a confidential registration form. She / He must agree to the terms and conditions of the Code of Good Practice and consent to the possibility of a Disclosure Scotland being made. Disclosures will be made on all adult helpers who are frequent visitors to the school or who may be working with children unsupervised e.g. football coaching. (No adult helper will be asked to work with a child on their own without supervision.) A Disclosure Scotland only looks at whether an adult is suitable to work with young people and for no other reason.

All adults/visitors will also be vetted by the Head Teacher before they can help in school.

All helpers receive a copy of the school's guidelines which contains information on:

A description of the work they will undertake with children, with reference to any guidelines adopted for safeguarding the welfare of those children.

The duty of adults to prevent the abuse of children and young people in contact with the school and reference to the action to be taken if abuse is discovered or disclosed.

Appointments

Communication is absolutely key to the smooth running of our schools. A few minutes discussion with all parents can often assist us greatly in dealing more appropriately with any issues; these short discussions are preferred before the start of or at the finish of a school day. Where longer contact is required, it will be necessary to arrange an appointment with the class teacher, or the Head Teacher if necessary.

Assemblies

Assemblies are held fortnightly in school led by the Head Teacher, school staff or the School Minister. Children are encouraged to take part in these assemblies celebrating the work and life of the school. At Harvest, Christmas and Easter a service is held in Sandhead or Drummore Church. Parents and friends are invited to both. If you want your child withdrawn from R.E please contact the school.

Head Teacher Awards are given out monthly at special assemblies. These awards recognise something special that a child has done or achieved. It may be for continuous hard work, improvement in one area, attitude, friendliness or something specific that the Head Teacher feels recognition should be given for.

Celebrations through the See Us Shine approach will also be shared at assemblies. This year, our assemblies are focused around children understanding the meaning of our school vision, values and aims.

Assessment

'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 be assessed through a range of qualifications.

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 - known as Learning Conversations or for some it may be through more formal, focussed meetings with other agencies.

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 out with 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.

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 Headteacher 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. Homework will not normally be issued for children holidaying during term time.

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]. see Attendance at School Policy 2012 (an updated policy will be circulated in 18/19 term 1 for consultation)

A standard letter from Dumfries will be issued to parents for each absence.

Absence from School

Pupils who need to leave school during the school day ie doctor /dentist appointments, must be collected by a named contact confirmed with the school office. They must also report to the school office on their return to school. It would be beneficial if staff were informed prior to the appointment day if possible.

Behaviour

We have golden rules at South Rhins Primaries, encourage positive behaviour and friendship:

<i>We are gentle</i>	<i>We do not hurt anybody</i>
<i>We are kind and helpful</i>	<i>We do not hurt the feelings of others</i>
<i>We work hard</i>	<i>We do not waste our own or others' time</i>
<i>We look after property</i>	<i>We do not waste or damage things</i>
<i>We listen to people</i>	<i>We do not interrupt</i>
<i>We are honest</i>	<i>We do not cover up the truth</i>

Our attitude to behaviour is echoed in these rules. We expect children to look after each other and be friendly. Many of our strategies in the school recognise and praise this behaviour and it is not often that there is a problem. However, on the occasions when we do have a problem it will be dealt with, firstly by the teacher and then if it persists, by the Head Teacher. At this point you will receive an informal note, probably written in the child's homework diary. If this problem persists you will be asked to come to the school to discuss the matter with the Head Teacher. We believe in a positive partnership with parents and quite often all that is needed is to chat about the problem together. If the child also sees parents and teachers working together this can be very effective in sorting out the problem. Whilst the school has no authority when children are travelling on school buses we do keep close contact with the contractor and will deal with minor incidents which occur from time to time. However it is very important that children are made aware of the fact that if they do misbehave it can result in them losing their Regional bus pass. Inspections are carried out regularly and it is expected that every child will be in a seat with the seatbelt fastened.

We now operate a merit & demerit system in school where children are awarded merits for positive behaviours and actions but may also be awarded a demerit when things are not going so well. A leaflet is available to parents explaining this system in more detail.

Bullying

Children generally work and play together but we have to be aware that incidents of bullying, verbal or physical, may occur. Such incidents can have a prolonged effect on a child's attitude to school and it is often very difficult to spot such behaviour in the playground or classroom. Experience has shown that parents, rather than school staff, are often the first to find out a child is being bullied. Please don't hesitate to contact the school if you have any concerns. It is vital that the school is informed as early as possible as appropriate action can be taken.

More information can be sourced at: <https://respectme.org.uk/adults/bullying-a-guide-for-parents-and-carers>

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)

Schools should state how parents/partners access a copy of the Schools Anti Bullying Policy. All schools should develop and implement an anti-bullying policy to create a whole school approach in which children and adults work together to create an environment where bullying is not tolerated.

Schools will have different ways of putting the principles of anti-bullying into practice to reflect local environments and culture. They should have an approach which makes it clear that bullying behaviour will not be tolerated. The entire school community: teaching and non-teaching staff, pupils and parents, should be involved and must be committed to this.

The policy should be reviewed on a regular basis; provide a framework for all the strategies, procedures and practices related to anti-bullying work and be impact assessment. Respect Me provide support and guidance on developing school policy.

<https://respectme.org.uk/resources/publications/>

Schools should respond to this through HGIOS and individual school strategies.

" Relationships across the school community are very positive and supportive, founded on a climate of mutual respect within a strong sense of community, shared values and high expectations. All staff and partners are proactive in promoting positive relationships in the classroom, playground and wider learning community." 3.1 HGIOS 4

"... wide range of duties required of all staff and partners to ensure that all children and

Calendar of Events

Each month a calendar of events is issued to every family in the school; this list details dates and times of all events connected with the school. Additional letters may be sent home via the children when required.

Care and Welfare

We do our best at South Rhins Primaries to keep your children safe and happy. When a child is unwell, we will contact you. In the event of an accident we will deal with minor injuries but will contact you if we feel more attention is needed. We have trained First Aiders. We have an Intimate Care Policy in school which deals with toilet accidents etc. If you would like a copy please ask. We ask you to keep us informed of any medical conditions that arise and if your child needs to take medicine at school you must come in and fill out a form. When we take your child on a trip you will be asked to fill in a permission slip. We will take details of medication and emergency contacts with us. Dumfries and Galloway Authority promotes an Inclusive Approach to Education in all our schools and has provided Guidelines and Policy Information to assist schools in implementing this approach to Education.

Child Protection

The Council :

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.

The school wishes to

Ensure that children and adults are able to communicate with each other in an open way.

Ensure that children are listened to with attention and respect.

Ensure that all staff are aware of internal school procedures for dealing with suspicions of abuse.

Ensure that all staff understands the Authority's child protection procedures and the part which they play in making them effective.

Ensure that all staff has on-going access to in-house and external training on child protection matters.

Ensure that parents/carers are fully aware of the school's child protection policy and procedures.

The school wishes to encourage and promote the following values:

Children and their families will be respected.

Open communication, including listening, between adult and child, and adult and adult will be encouraged.

The development of appropriate self-esteem and assertiveness on the part of children and young people will be actively encouraged.

Children will be presented with appropriate role models of behaviour at all times.

Rules and discipline systems will recognise the rights of children and their families.

Respect for individual differences will be actively fostered.

All members of the school community will be involved in decision making.

We are very fortunate that cases of Child Abuse - sexual, emotional or physical - are very rare. However if abuse is obvious, a child discloses abuse or if a teacher suspects abuse, then the following procedure will be used.

Teacher makes note of time, date, observations, what was said, witnesses, etc.

Teacher informs Head Teacher or, in their absence, Acting Head Teacher.

Nature of disclosure/level of suspicion is discussed.

Head Teacher contacts Social Work Department who then proceeds with any investigation.

Please note that school staff **does not advise** parents that they will be contacting the Social Services. Parents generally trust teachers and expect them to protect their children. It can be difficult for school staff to maintain relationships with parents when suspected abuse is reported. We value the trust and positive relationships we have with parents, but the most crucial issue for the school is protection of the child.

Parents are entitled to have access to all information recorded by the school pertaining to the suspected abuse.

Comments or concerns

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 failing this via the school office either by telephone or email, a member of school staff will aim to respond to your enquiry directly. You are of course welcome to telephone or email the head teacher with any concerns.

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 As us to Look Again. You can do this by contacting Educationssupport@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 and Galloway Have Your Say at <http://www.dumgal.gov.uk/article/17349/Have-your-say>

Complaints

At South Rhins Primaries we try to work closely with parents/carers and encourage you to bring a problem to us when it arises. If we know about it straight away we can usually put it right. Education Services aims for enquiries, concerns and complaints to be dealt with at as local a level as possible, where possible at individual school level. Individual schools are

supported to ensure that matters of complaint are recorded, acknowledged and responded to within normal complaints handling timescales, normally response within 10 working days. Normally issues arising at a school level should be brought to the attention of the class teacher and Head teacher as appropriate. Please refer to comments or concerns in the section above. Further support and advice can be provided to individual complainants or teaching staff through contacting either the complaints handler within Education Services (Mrs Leona Waugh) or to the Councils Corporate Complaints Unit. 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>

Curriculum Resources

We have outlined below some of the resources and methodologies we use to deliver each curricular area.

Literacy and English:- Children will be introduced to phonics early in Primary One. We use Jolly Phonics and Oxford Reading Tree and children very quickly build up a bank of sounds to help with their reading and writing. The Oxford Reading Tree is our early reading scheme and we have found that this works very well because the children (and the adults) enjoy reading about the characters and their adventures! Children will also read a selection of non-fiction texts mainly from Oxford Reading Tree and Discovery World. Most non-fiction work will be topic related. Children then move on to Literacy World. Older children enjoy this work and find it interesting and challenging. It includes fiction and non-fiction books. Novels will also be studied by older children. Again non-fiction will, where possible, be related to class contexts. We hope that this will result in good core reading skills and also an appreciation of good writing and a love of books.

Our Writing programme features fiction (imaginative) and non-fiction (functional and personal) writing. Children develop skills in these three "content" areas throughout the school. Firstly they use "Foundations of Writing" methodology, which puts the main emphasis on thinking and planning (usually by drawing) before writing. This is developed further throughout the school and children will learn to conference and work with writing partners. The secretarial strands are covered thoroughly using "Jolly Grammar" and "Nelson" textbooks for each area (spelling, grammar, presentation and knowledge about language). Accelerated Reading is used from Primary 3 in Drummole to promote reading skills.

Scots' Language also plays a regular part in our curriculum. Pupils work at plays, poems and prose in Scots' at specific times of the year and to tie in with relevant topics. All children learn at least one Scots' poem each year and a prize is awarded to the most entertaining pupil.

Numeracy and Mathematics:- We use Heinemann Active Maths, Scottish Heinemann Maths, Education City and Edpax Interactive Whiteboard material throughout the school as our main scheme. Interactive Mental is taught throughout the school as we feel it is important to build understanding and skill in mental calculation. Problem solving is taught throughout the school, with children learning both written and mental strategies. We find that our main scheme caters well for most strands but we do supplement this regularly with other materials from a wide variety available in school.

Science, Social Subjects and Technology:- Through topic work we hope children will build an understanding and appreciation of the world around them - starting with the local community and gradually widening their experience. Our Millennium and Wildlife Gardens also play a part in this work, giving children "hands on" experience of looking after and developing a learning environment. Whenever possible, children will be taken out into the local environment to learn and members of the community are regularly invited in to talk to the children.

I. C. T:- Although computers with good software are a good teaching aid, we believe that children should be learning the basic skills of computing. Because of this we have set up Computer Suites in both schools. The suite contains networked computers interactive whiteboards with laptops. We also have an interactive whiteboard in each classroom, networked computers and now Wi-Fi enabled net books.

Health & Wellbeing inc PE: - We believe that children should learn about physical, social, and emotional well-being and so our Health Programme is closely related to Personal and Social Development. We try, as children progress through school, to encourage them to explore and understand their feelings and so minimise negative feelings about themselves and others. Our whole philosophy within school is that everyone is important and we all have skills of all kinds which are valued. We hope that children will develop high self-esteem and be positive about themselves and their work. Also covered in this area are hygiene, balanced diet, teeth, exercise and Drug Education.

P.E. is taken by class teachers and covers gymnastics, dance, games and athletics. Some pupils are given a course of swimming lessons at the Ryan Centre each year. Football coaching is available to all pupils thanks to volunteers who give up a lot of their time. Children get to compete in local tournaments at every opportunity. The senior pupils also take part in the "Day of Dance" each year and also Sports Hall Athletics, both held at the Ryan Centre.

Dumfries and Galloway Council's Health and Well Being Education group continue to research strategies to increase mental wellbeing and continue to promote nurturing philosophy Improvement in Children and Young People's health and wellbeing through GIRFEC.

Expressive Arts:- Covers Music, Drama & Dance and Art. These are taken by the class teachers. Children regularly get the opportunity to play percussion instruments. Specialist teachers are also available for older children wishing to play violin, woodwind at the Academy and brass tuition is available via video conferencing.

Drama & Dance is taught by class teachers and whenever possible is topic-related. Music and drama play a large part in regular assemblies and end-of-term concerts and productions.

Art and Craft is taught by class teachers and again is topic-related or seasonal. Children work with a variety of materials and methods, which become more sophisticated as the children progress through the school. Children also get the opportunity to make 3D models with various materials. All of this work is given a valued place in school and wall displays are varied and colourful.

Religious and Moral Education:-

Children learn about all six world religions; Christianity, Buddhism, Judaism, Hinduism, Sikhism and Islam. We believe in teaching understanding about and tolerance of, other religions. Questions of Personal Faith are dealt with in a sensitive and caring way. Assemblies are held fortnightly and are taken by the Head Teacher or the local minister. We deal with religious topics but also focus on moral and topical issues. We try to develop an ethos of caring for each other within and out with the school and regularly raise money for charities e.g. non-uniform day etc.

Modern Languages:- French is taught from P1 in both schools. We aim to:

Make learning of a foreign language an enjoyable exercise.

Develop communication skills in a foreign language within a meaningful content.

Foster confidence and willingness to experiment in using the language.

Support pupils' language processes and their future foreign language needs.

Children will be introduced to:

Common everyday phrases of greeting.

Simple questions and answers.

Weather language.

Colours and numbers.

Vocabulary for theme where appropriate.

Hobbies and leisure, language activities both oral and written.

Using books, tapes, TV, computer, songs, stories, games and conversation all linked whenever possible to class activities. We also have visiting French speaking tutors and teachers to help deliver the lesson.

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 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 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

Early Learning & Childcare

Two year olds will be eligible for up to 600 hours of free Early Learning and Childcare (ELCC) if they have a parent/carer who receives one of the following:

- * Income Support (IS)
- * Job Seeker's Allowance (income based)
- * Any income related element of Employment and Support Allowance
- * Incapacity or Severe Disablement Allowance
- * State Pension Credit
- * Child Tax Credit (CTC), but not Working Tax Credit and your income is less than £16,105*
- * Both maximum CTC and maximum Working Tax Credit and your income is under £6,420*
- * Support under Part VI of the Immigration and Asylum Act 1999*
- * Universal Credit*

In addition, children aged two or over who are (or have been at any point since turning two) looked after by a local council, the subject of a kinship care or guardianship order are eligible. You can apply by e-mailing free600@dumgal.gov.uk with your name and address or telephone 01387 273950.

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.

Emergency Contacts

It is important that we can make contact with a responsible adult should a child take ill at any time. In the first instance we would endeavour to make contact with parents - an up-to-date record of telephone numbers, both home and work is kept.

In addition we need to know the name and telephone number of a friend, relative or neighbour to contact in an emergency.

If you move house / change your telephone number / change your mobile number / your emergency number alters -the school should be notified immediately.

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.

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 should also reference Education Services Safer Together Inside guidance and procedures and make this available to parents on request.

Enrolment

Catchment Areas

All of our schools cover areas known as catchment areas. You can apply to any school but children living in the catchment area get priority when allocating places. To find out the catchment school/s for your home address you can contact the school or go to <http://apps.dumgal.gov.uk/findnearest?q> on the Council's website or phone 030 33333000. Full details on how to enrol or move school are available from our school or on the council's website <http://www.dumgal.gov.uk/article/15241/School-places>.

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.

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. There will be opportunities for nursery pupils to visit the infant classroom to meet their new teacher and peers in the term before they move up to primary one. There will also be a meeting for parents to meet the infant teacher and learn about what is taught and expected in primary one.

Primary 1 Enrolment

The local Council deals with school enrolments and requests for places at our schools. Most children start school when they're between 4 years 6 months and 5 years old but it is possible to start children early or later in certain circumstances. All of our schools cover

areas known as catchment areas. You can apply to any school but children living in the catchment area get priority when allocating places. For further information regarding this process, please go to <http://www.dumgal.gov.uk/article/15241/School-places> on the Council's website or phone (01387) 260437 for further information. In terms of the Education (Scotland) Act 1980, parents have a right to choose an alternative school. For details on your rights regarding this process please go to the Scottish Government website <http://www.gov.scot/Publications/2010/11/10093528/2> for further information

Enrolment dates will be advertised in the local newspaper and you should then enrol your child at your local school. If you then want to request a place in another school the Head Teacher of your local school will have the relevant forms for you to fill in. Please always bring your child's birth certificate when enrolling. As well as finding out about your child's interests we will ask questions about health, address and telephone numbers, place of employment of parents, emergency contacts etc. This information is necessary for administration purposes and contact in case of emergency.

Prospective parents and children are welcome to visit Drummore or Sandhead Primaries - a prior telephone appointment will ensure someone is available to escort you around and discuss general points.

A 'school experience' visit will be organised during the term before the child starts school. During this session the new pupils will have the opportunity of meeting the Class Teacher, look around his/her new classroom and equipment and meet with his/her peers. We hope that when your child begins school it will be a relaxed and happy time. During the first term of full time schooling, children tend to get very tired and even those who have attended playgroup / nursery education find the day rather long to start with. Young children are easily upset by things which may seem trivial to adults and it makes our job easier if we know such things.

Transfer to Secondary

Pupils normally transfer to the secondary school associated with their home address between the ages of 11 and 12. Our school will provide further information on the process when the time comes to transfer.

Opportunities are also offered to our P7 pupils to attend the Academy in Stranraer for transition days where pupils could take part in activities/induction days.

For further information regarding this process, please go to <http://www.dumgal.gov.uk/article/15241/School-places> on the Council's website or phone (01387) 260437 for further information. In terms of the Education (Scotland) Act 1980, parents have a right to choose an alternative school. For details on your rights regarding this process please go to the Scottish Government website <http://www.gov.scot/Publications/2010/11/10093528/2> for further information

Extra-Curricular Activities

We are fortunate across both schools to have a number of staff and community volunteers who run afterschool clubs. Children have regular opportunities to take part in football, badminton, netball, bowling and golf.

Varied activities are also offered by the Active Sports Co-ordinator and usually run in school by Ryan Centre staff.

Details of these are issued to children as opportunities arise.

Fire Drills

We have effective systems in place should a fire arise in school. We regularly hold fire drills where children gain practise in evacuating the building safely. All children and staff are aware of these procedures and additional responsibilities they hold at these times. The fire alarms, emergency lighting and firefighting equipment are all tested regularly.

First Aid and Medicines

School staff does not have any responsibility for the administration of medicines. However, in the event of first aid requirements, they may apply Elastoplast's/dressings. If any more serious needs arise, the school would contact parents and/or in the case of an emergency arrange immediate transport to the Casualty Unit at the Galloway Community Hospital informing parents as soon as possible of the situation. It is therefore important that parents keep up-to-date the child's emergency contact number(s), which is held at school for use in this situation and other situations of illness.

On school trips and outings a member of staff always carries a first aid kit.

A pro-forma is kept in the office for parents whose children may need to take medication in school. Parents are asked to sign this giving permission for nominated staff to administer medication

PLEASE do not send your child to school if they feel unwell. It only increases his/her distress if they are ill in school and have then to be sent home. No medication will be given unless there is a parental request form.

For those children who may require medication to be stored in school all year e.g. an asthma inhaler, a completed request form in August would cover administration for the session unless there is a change in dosage.

Pupil and parent/carers confidentiality will be respected in all matters. If you would like further information on any of the above then please contact the school.

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.

Health and Safety

Children's safety is always a priority and procedures are regularly reviewed and items of concern noted and acted upon through our risk assessment procedures. Fire Drills are practised termly and a member of the school staff with First Aid training is available to deal with minor injuries such as cuts. Parents will be advised of any accidents by staff.

Please do not hesitate to contact the Head Teacher if you have any concerns about the health and safety of your child.

Some key points for our parents/carers to note:

- Jewellery - preference is for pupils not to wear jewellery. For P.E activities jewellery that can be safely removed will be taken off or else covered by tape.
- Infection Control - please encourage your child to hand wash after all visits to the toilet and before meals/snacks.

- Asthma/Allergies - please inform the school about any allergies or other medical issues your child may have.
- Mobile Phones / I pods etc - we do not encourage children to bring technology to school.
- Visitors - for security reasons all visitors are asked to report to the main door and be admitted by a member of staff.
- Playgrounds are supervised during intervals and lunchtimes. Staff are not on duty in the morning and parents are asked not to send children to school too early.
- On hot days parents are asked to provide children with sun cream.
- Parents are asked to inform the school of any change to usual collection of children. Please do this in plenty of time to allow office staff to let children know of any changes.
- Where a child has to go off-site e.g. to a doctor's appointment it is preferred that the child is met at school. Please let the school know of any such appointments.
- All absences - parents should telephone the school each day of the illness and then send in a written note at the end of the illness period. This ensures that the school and parents know where the child is and is safe.

Health Care

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.

Both schools follow The Health and Safety (First Aid) Regulations 1981 includes the duty of care referred to in the Approved Code of Practice to persons who are not employees but who regularly visit premises, e.g. pupils in schools. Staff with responsibility for first aid with appropriate training that includes administering first aid, report in line with the Accident and Incident Reporting procedures and keeping a record of first aid administered.

In the course of a child's school career, consideration of health and welfare is always in evidence. Regular contact is maintained with the school nurse and the school doctor, who will, with the consent of parents, review regularly any health problems that might affect school work. Any difficulties found as a result of examinations will be reported to the parents, so that they can take appropriate action.

Illness - Please do not send children to school if they are unwell. Often, when the school contacts parents informing them that their child is unwell, we are told that mum or dad noticed they were unwell but the child wanted to come to school. Our advice is that even if a child thinks they are well enough, you know your child best and being firm with your decision in the morning avoids the extra distress your child experiences when they are ill at school. This also helps avoid spreading any germs amongst the other children in class.

When a child has been physically sick or has diarrhoea we ask that they are kept off school for a minimum of 48 hours.

Infection, Contact and Exclusion - Where the incubation period of a disease is relatively unobservable, a large number of children in a class can be affected and many childhood ailments fall into this category. There are also certain cases where Head Teachers may require to exclude children - please refer to the chart below.

Disease	Patients - Period of Exclusion
Scarlet Fever	Until Clinical Recovery
Measles	Until 7 days after appearance of rash
Whooping Cough	Until 21 days from onset of cough
Chickenpox	Until 6 days after onset of rash
German Measles	Until 4 days from onset of rash
Mumps	Until swelling has subsided (7 days minimum)
Meningitis	Until medically certified fit to return
Enteric Fever and Gastro Intestinal	Until medically certified to return
Infective Hepatitis (Jaundice)	Until 7 days after onset of jaundice
Impetigo, Ringworm and scabies	Can attend school if receiving medical treatment

Asthma Awareness

The Education Department has received information from the Scottish Paediatric Asthma Group and the following recommendations have been passed to schools.

Children who suffer from asthma should have ready access to their medication (inhaler) in school and it should be carried by the child. A spare inhaler should be clearly labelled with the child's name and dosage and kept in the school in case the pupil forgets to bring or loses his/hers. If your child suffers from asthma and has medication then please ensure that the school staff are informed (parental request form) and that the appropriate medication is carried by your child.

Head Lice

Head lice live in clean hair and can spread quickly in a school. Prevention is the best method for keeping it in check. The Health Board advice is to check hair thoroughly once a week and after shampooing, use conditioner on your child's hair and then comb through with a head lice comb. (Lice cannot hold onto the conditioned hair). Rinse and brush as normal. Please report any instances of head lice to the school so other families can be informed. Please also warn everyone who may have been in contact e.g. friends, grandparents, et

<u>Holiday Dates Session 2018 / 19</u>	<u>Holiday Session Dates 2019 / 20</u>
<p>Staff return Friday 17th August 2018 Pupils return Tuesday 21st August</p> <p>Autumn holiday Monday 15th October - Friday 26th October</p> <p>Schools re-open Monday 29th October Schools Close Friday 21st December</p> <p>Christmas holiday Monday 24th December - Friday 4th January, 2019 Schools re-open Monday 7th January</p> <p>Teachers (inset)(Pupil holiday) Thursday 21st Feb - Friday 22nd Feb</p> <p>Schools close Friday 5th April Teachers Inset (pupil holiday) Monday 8th April</p> <p>Spring Holiday Tuesday 9th April - Monday 22nd April</p> <p>Schools re-open Tuesday 23rd April</p> <p>May Day Holiday Monday 6th May</p> <p>Schools Close Friday 28th June</p> <p>Summer Holiday Monday 1st July to Friday 16th August</p>	<p>Staff return Monday 19th August 2019 20th August Teachers (inset)(Pupil holiday) Pupils return Wednesday 21st August</p> <p>Schools close Friday 11th October Autumn holiday Monday 14th October - Friday 25th October</p> <p>Schools re-open Monday 28th October Schools Close Friday 20th December</p> <p>Christmas holiday Monday 23rd December - Friday 4th(7th) January, 2020</p> <p>Staff Return Monday 6th January, 2020 Teachers (inset)(Pupil holiday) Pupils Return Tuesday 7th January Schools close Friday 14th February</p> <p>Mid Term Holiday Monday 17th Feb - Wednesday 19th Feb Teachers Inset (pupil holiday) Thursday & Friday 20th & 21st February Pupils return Monday 24th February</p> <p>Spring Holiday Monday 6th April - Friday 17th April Schools re-open Monday 20th April</p> <p>May Day Holiday Monday 4th May</p> <p>Schools Close Thursday 2nd July</p> <p>Summer Holiday Friday 3rd July to Monday 17th August</p>
	<p><u>Holiday Session Dates 2019 / 20</u> Staff Return Tuesday 18th & 19th August Teachers (inset)(Pupil holiday) Pupils return Thursday 20th August</p>

Home School Link Worker Service

A Home Link Worker can meet with parents/carers, children or young people to offer advice or help with the sorts of things that can affect a child's learning. These could be connected to a child or young person's home or school life. The service aims to provide help and advice early and prevent something small from growing into a problem. A Head teacher can ask for this support on a parent's/carer's behalf.

Homework

Homework is issued for a number of reasons; to familiarise parents with the work their children are doing in school, to consolidate what has been taught, to give children the chance to work independently out-with the classroom. Sometimes misunderstandings arise between children and parents about methods to be used, if you are in any doubt about this, please contact the class teacher.

Children will be given homework regularly and this will be noted in Homework Diaries carried by the children. We ask that parents sign these diaries every week. Please also feel free to write comments about how your child coped with the work given. As well as giving parents a record of homework to be done, this also allows an opportunity for teachers and parents to communicate. Homework is usually reading to prepare, leading on to spelling, maths, a language exercise or perhaps a topical investigation to complete.

In 2019, parents, staff and pupils will be holding a working party to evaluate homework and develop a new policy.

Homework club

Homework clubs are provided at both schools with pupils being invited to attend as places are limited.

Images of Pupils

We keep a photographic record of events at the school and this is used for a number of purposes. From time to time we also feature in the local press and we have also appeared on television. 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 with regard to the publication of images of your child. This permission will be obtained when your child starts school or at a new school, but you can amend your permission at any time by contacting the school office.

Insurance Cover

The Education Department has two insurance policies, which apply to pupils undertaking authorised activities within and out-with school - a Public Liability Policy and a Personal Accident Cover for School Students. These provide insurance cover for pupils relative to the Authorities liability for any acts of negligence. However, there are occasions when pupils may be more 'at risk' than others. These occasions arise not from 'negligence' on the part of the Authority but from non-attributable personal accidents, e.g. during curricular or extra-

curricular sports of physical activities. The Education Department's insurance cover does not extend to awards of compensation for damage as a result of such accidents (unless negligence can be proved) and it is important that all parents are made aware of this. Insurance cover for pupils to guarantee compensation for non-attributable personal accidents is a matter for parental decision and arrangement. Parents may wish to seek further advice on such insurance cover from their personal insurance agent/broker.

Loss of Personal Items

The Director of Education has asked schools to remind parents that the Council does not insure personal possessions of pupils and a claim for loss or damage can only be made if the Council has been negligent in some way.

ICT in Schools

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 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.

Click Thinking Personal Safety on the Internet - A resource pack for schools and parents www.scotland.gov.uk/clickthinking

Government site for parents (UK) - Information about education for parents www.dfes.gov.uk/parents/

NCH Action for Children - A Parents' Guide to the Internet, leaflet www.nchafc.org.uk/internet/

Parents and IT - BECTa information sheet - www.becta.org.uk/info-sheets/parents.html

Parent's Information Network (PIN) - Guidelines on using the Internet safely www.pin-parents.com

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, Dumfries and Galloway Council cannot be held responsible for the nature or content of materials accessed through the Internet. The Council will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities.

Rules for Responsible ICT Use

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

I will ask permission from a member of staff before using the Internet.

I will treat all the equipment with care.

I will use only my own login and password, which I will keep secret.

I will not access other people's files.

I will use the computers only for school work and homework.

I will only e-mail people I know, or my teacher has approved.

The messages I send will be polite and sensible.

I will not give my home address or phone number, or arrange to meet someone outside school.

To help protect other students and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like.

I understand that the school may check my computer files and may monitor the Internet sites I visit.

I will report anyone who breaks these rules.

If a parent/teacher has any cause for concern or complaint over Internet use in school (or at home) then please contact the Head Teacher as a matter of urgency.

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. Parents will be asked to contribute to this process and schools should explain how they do this in their setting. 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.

Intimate Care for Children

From time to time 'accidents' involving soiling or wetting does happen. If this happens to your child, the staff will endeavour to deal with the situation as sensitively and discreetly as possible, and to keep you informed. The action might include:

Offering the child fresh clothes from a stock held in school (if any are available but it is suggested that Nursery and P1 pupils should keep a change of clothing in school), and the chance to wash or wipe themselves in private.

Helping the child to clean themselves (if they are happy for this to happen) and if there is a suitable adult around to assist.

Contacting parents or emergency contacts to come into school, or take the child home, to clean up.

Any clothing borrowed from school should be washed and returned as soon as possible.

If your child has an ongoing condition or problem, which is likely to make 'accidents' an issue, please do discuss it with your child's teacher, Head Teacher or the school nurse.

Learning Conversations

Thrice yearly parents are invited into school to see their child's work and discuss progress with the class teacher. Targets are set at these events and a written report is given at the end of each academic year.

Lost Property

Items left behind are collected in a box if the owner cannot be found. The staff will assist parents who are trying to locate missing items. We usually clear everything out at the end of June so if anything is not claimed by then it will be discarded. Please label all items of clothing and footwear with permanent marker.

Lunches

Dumfries and Galloway Council's school meal service has taken steps to improve the nutritional quality of school meals. This has been influenced by the introduction of both "Hungry for Success" and "The Schools (Health Promotion and Nutrition) (Scotland) Act 2007" which:

- Places health promotion at the heart of school activities.
- Ensures that food and drink served in schools meets nutritional requirements.
- Ensures local authorities promote the uptake and benefits of school meals and, in particular, free school meals.

This has resulted in a service which provides and promotes healthy food choices with a restriction of certain foods high in fat, salt and sugar.

Dumfries and Galloway Councils current uptake of school meals is at a seven year high, we would like to thank you for your continued support in encouraging your child to have a school lunch.

For more information call on 030 33 33 3000 and ask for DGFirst, Facilities Management (catering).

School meals are cooked on the premises by catering staff. Children have choices for lunch. They can have a cooked school lunch, a cold packed lunch made by the cook or they can bring their own lunch. All children will eat lunch in the dining hall supervised by the kitchen staff. School meals cost £1.80 per day and this should be paid weekly (£9.00) on Mondays.

Free school meals are available to support families who live and attend a school in Dumfries and Galloway and who are in receipt of qualifying benefits. All Primary 1 2& 3 pupils currently receive free school meals. Any questions about Free School Meals can be directed to the Pupil/Parent Support Unit (See Section 16) or

<http://www.dumgal.gov.uk/index.aspx?articleid=2233>

Medical Inspections

These are carried out for all pupils in P1 and P7 when the school doctor/nurse will visit the school.

Parents at P1 stage are invited to attend (upon request). Dental Department will inspect P1 and P7 annually. You can of course refuse these offers of treatment and will usually receive a letter when the visit is due.

School Nurse

The school nurse visits from time to time conducting regular inspections as well as participating in our Health Education Programme. When staff is concerned about the health or cleanliness of a pupil, parents will be notified in writing and given an opportunity to discuss the matter. The school nurse will be asked to call at home if the problem persists.

School Nurse: Arlene McCurry Waverley Medical Centre Stranraer. Tel: 01776 707754

School Nurse Assistant: Debbie Brown as above

School Dentist

The school dentist visits from time to time and will inspect children in P1 & P7. Parents will be notified and asked to indicate if they wish their child to be treated by the school dentist at school. The school is currently participating in a tooth brushing programme at all levels, with brushes / toothpaste / hygiene box provided by the dental department.

Mobile Phone / Ipad or similar device in Schools Policy

We recognise that 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. This policy promotes the safe and responsible use of mobile devices. Considering the risk factors there is a need for schools to adopt a robust but measured response to the consequences of their inappropriate use. This will help staff, children and young people, and parents to enjoy the flexibility that mobile devices can provide, whilst helping them to feel safe and protected from harm, and reducing the likelihood of accessing inappropriate content. This Policy recognises the important role of educators in preparing young people to become 'digital citizens'.

Safe and responsible use as defined below will ensure the positive wellbeing of staff, pupils and parents.

Primarily, mobile telephones, I pods and similar devices are not to be brought into our school except in exceptional circumstances.

Safe and Responsible Use

The responsible behaviour which is expected in the classroom and the playground is also expected in an online environment.

- To avoid interruptions to learning and teaching, mobile phones should be switched off and handed to the classroom teacher for safe keeping.
- In order to respect the privacy of other pupils and staff, photographs and filming must not be taken during the school day or any images used or recordings be uploaded on social networking sites or any other websites without special permission of school management and of those who may be featured.
- In order to respect the dignity of all within the school community, users should note that cyberbullying is bullying behaviour which takes place via mobile phones or over the internet, through emails, instant messaging and social networking sites. Any such behaviour will be viewed in the same manner as any other form of bullying.
- Staff and pupils who find themselves the subject of misuse of mobile phone technology are encouraged to report such incidents and seek support which is available within schools
- It is the responsibility of staff, parents and pupils to recognise the importance of their roles in maintaining a safe, healthy and acceptable use of the technology.
- This guidance for safe and responsible use applies also on school excursions and within all extra-curricular activities.

Breach of Guidelines

Where the code of "Safe and responsible Use" has been breached:

- In cases of minor breaches this would be dealt with by school staff as per normal discipline procedures.
- Staff will confiscate phones for breach of Safe and Responsible Use - these will be kept safe in a named bag and returned at the end of the day
- In cases which involve filming or taking photographs using mobile phones school staff will ask person(s) involved to delete footage
- If school staffs suspect that a crime has been committed or have any child protection concerns, a phone can be retained as evidence.

Emergency Contact

Parents should note that in the event of an emergency during the school day, contact should be made through the school office and not directly to the pupil. This will ensure the communication of any important information through appropriate channels.

Liability for personal mobile devices

The school is not responsible for personal mobile devices in terms of loss, theft or breakage. We would advise that your postcode is marked on your mobile phone using a UV Pen. You should also note your IMEI number and take any other necessary precautions to secure your property.

Mobile 'phone agreement

Pupils and Parents / Carers agree to follow the expectations set out above and this acceptance is recorded on the signed on the annual consent form. Staffs will play their role in fulfilling the policy.

Lockdown / Safer together inside

In some emergency situations, when the circumstances in the vicinity of the school could endanger the safety of the school community, pupils and staff must stay within the school to be safe. Such a circumstance could be a road accident outside the school, intruders, a spillage/leakage or a loose animal.

Immediate steps will be taken to secure all pupils, staff and any visitors inside. The school has a plan for this and the staff and pupils practice the procedures to keep everyone safe

Nursery

Both Sandhead & Drummore have nurseries sited within the school premises and therefore the children are introduced to the school from entry, so hopefully it will make the transition from Nursery to Primary 1 easier.

Drummore

Nursery staff: Mrs Nicola Hose, Mrs Wendy Mills & Mrs Suzanne Tears

Nursery hours: 8.30am - 3.30pm

Nursery Roll: 5

Nursery Manager: Email: gw13hosenicola@ea.dumgal.sch.uk / Telephone: 01776 840235

Sandhead

Nursery Teacher Mrs S Muir, Mrs B. Campbell, Miss S McNeil, Miss S Dunlop, Mrs V Anderson

Hours 8.30am - 3.30pm

Nursery Roll 16

Nursery Manager: Email; gw09muirsharon7@ea.dumgal.sch.uk / Telephone: 01776 830256

For additional information please ask for a nursery / early year's handbook or see it on the school facebook site.

Parental Involvement

Partnership - Parents and Teachers working together for the benefit of our children.

The prime purpose of parental involvement is to enrich the learning environment and achieve the highest quality of total educational experience for our children.

There are many ways in which you can help the daily life of our school. Some of these involve very little time and some a greater commitment - but all are valuable.

Parents in the classroom could help by assisting the teachers by taking small groups of children for baking, sewing, craft, practical science/ math's, reading for enjoyment can be invaluable.

Do you have a special talent or interest you can share with us? Our wide and varied curriculum relies on our local community for help.

Mums, Dads, Grandparents, 'Friends' of the school at present assist with: Scottish country dance coaching, costume making/serving teas for our concerts and fund raising events, gardening and also football and netball coaching at Sandhead Primary which Drummore pupils are welcome to attend.

We have previously had instruction and advice which includes: felt making, applique, cooking, mosaic making, woodwork, dance and would welcome anyone with skills to come along and share these with our pupils.

Eco committee - parents and friends are welcomed into our school to assist with Eco scheme work and to join the committee.

Education is a home - school partnership. Research shows that parental involvement is an important factor influencing pupil progress. So do please make every endeavour to support school activities that have been arranged, your children benefit in so many ways.

We are very well supported by the community and have a very active fundraising group. If you would like to help in any way please contact the school. We believe strongly in developing a real partnership with parents and if you have any worries or concerns I would ask you to share them with us. So often problems can be put right easily once we know about them. We look forward to a long and successful partnership with you.

Parentzone

This is a web site to help parents get involved in their children's education.

It contains:

- Information about school education / give-up-to-date news
- Recent publications / links to useful organizations
-

The address is: www.parentzonescotland.gov.uk

Parent Council

Our Parent Councils has been established to strengthen links between the school and all our parents. The Parent Council will seek to play an active role in supporting parental involvement in the life and work of the school and provide opportunities for parents to seek their views.

The Council's basic functions and duties include:-

Supporting the school in its work with pupils.

Representing the views of parents.

Receiving and requesting information from the Head Teacher and education authority.

Promoting contact between the school, parents, pupils and the community.

Reporting to all parents on the activities of the Parent Council.

Participation in the selection process for Head Teacher and Depute Head Teacher.

Fund raising

Parents are welcome to attend and be involved in the discussions at Parent Council meetings. Please contact one of the parent members if you have an issue you would like discussed at a meeting.

Drummore Parent Council	Sandhead Parent Council
Chairperson: Mrs Elaine McClymont Secretary: Mrs Anne Ramsay Treasurer: Mrs Katie Beck	Chairperson: Mrs Geraldine Jones Secretary: Mrs Claire Dorans Treasurer: Mrs Kymm Gagliardi

By law schools have a duty to promote parents' involvement and engagement in their children's education. Details of how the school involves a pupil's parent in the pupil's education including how information, support and advice is given to a parent to help the parent support the pupil's learning and help the pupil at key stages, particularly when choices are being made.

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 type of things the parent council may get involved in include:

- * Supporting the work of the school;
- * Gathering and representing parents' views to the Headteacher, 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.

For further information on Parental Involvement and Engagement and support information for Parent Councils. Explore <http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

In addition, ALL parent Councils in Dumfries and Galloway have membership to CONNECT (formally SPTC). Membership includes Insurance cover and training opportunities.

For more information visit <https://connect.scot/>

Parental Permission sheets

We keep on file permission forms which are required to be signed by a parent / guardian for each child at the school for the following: Educational excursions / School Projects / Video recordings - press photographs and any other school clubs - extracurricular activities / Sporting programmes / Tooth-brushing programme. Any extra activity i.e. Residential visits / swimming will require separate forms. We also keep emergency medical contact and information and Internet permission.

Photographer

The school photographer visits every year in April/May, taking a selection of individual / family and whole school photographs. There is no pressure to buy the photograph(s) and you are quite welcome to return any that you do not wish to keep. Correct money should be submitted in the envelope provided and returned along with unwanted photographs promptly.

Playground Supervision

We are lucky to have a large playground where the children have plenty of scope to run around and play games. During wet spells we ask the children to play on the tarmac areas only. The janitor/playground supervisors at both schools and classroom assistant at Sandhead supervise the children in the playground before the bell rings and during the playtime and lunchtime break. When the bell rings, all children should come in by the correct pupil doors. During wet weather the classes stay inside, and are supervised by the janitor, classroom assistant and the

Primary 7 monitors. If behaviour problems arise the child concerned may be moved to the corridor area.

Policies

The school follows a variety of policy documents. These are available for you to read.

Please contact the school and arrangements will be made.

There are a number of National, Education Services and school policies which will provide information on a range of issues. Further details of all of these are available from your school or on the Council website.

Pupil Equity Funding

Once again, this year schools have been allocated Pupil Equity Funding in addition to their school budget to be spent on closing the attainment gap between those from the most advantaged and least advantaged backgrounds. The amount each school gets is based on the number of learners who receive free school meals. Sandhead has received £13 200 and Drummore has received £9600.

The money is being used this year to pay for all training costs the 'Developing Number Knowledge' as well as the cost of staff to deliver the 5 minute boxes and the reading interventions - all mentioned in the school improvement plan.

We will also be continuing with Sumdog and the literacy/numeracy after school clubs which were started last session with PEF funding as they were both such a great success.

For more information regarding the Scottish Government's Closing the Attainment Gap plans around Pupil Equity Funding, please visit:

<https://education.gov.scot/parentzone/learning-in-scotland/Pupil%20Equity%20Funding>

Pupil Parent Support Unit

The Pupil /Parent Support Unit is there to help parents and pupils and can be contacted on the numbers shown below regarding any aspect of Free School Meals/Clothing Grants, Education Maintenance Allowance, School Transport, Home Education, Parent Council administration, school transfers and enrolment, school catchment areas, performance licences, insurance matters and financial support for those pupils entering higher education.

(01387) 260437 (01387) 260498

(01387) 260433 (01387) 260493

Pupil Voice

The school has a Pupil Council, which consists of pupils and staff members. Pupil members are chosen each session by their peers. The Pupil Council meets regularly. The Pupil Council is a forum for discussing ideas and concerns and giving voice in the development of the school.

We also have an Eco-School Committee with other pupils, staff, parents and community friends welcome. This group looks at ways of improving the school grounds, anti-litter ideas, saving energy and recycling etc. The group also promotes such things as healthy eating and exercise. Its job is to think of ideas and activities, with encourage all in the school to have a healthy attitude and foster positive values for the future.

Reporting to Parents

Take a Peek jotters are sent home three times per year and parents are asked to read and discuss these with their child. These are followed by an invitation in to school. The learning conversations are an opportunity to discuss your child's progress and targets. Of course, we are always available to talk to you at any other time by arrangement. Please phone for an appointment. An end of year report is sent home in June.

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

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.

Roll

Drummore Primary has 28 children currently enrolled in school.
Classes are made up as: P1/2/3 and P4/5/6/7

Sandhead Primary has 60 children currently enrolled in school.
Classes are made up as P1/2, P2/3/4, P5/6/7

School Closure

In exceptional circumstances the school may have to close e.g. heating failure, bad weather. This is one reason why it is vital to have up-to-date emergency contact information. You will be informed immediately and asked to arrange for your child to be picked up or to make arrangements for them to be transported home.

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.

Secondary Education

On completion of their education at Drummole and Sandhead Primary School pupils usually move on to Stranraer Academy. This is an important time in your child's life and we try to make it as stress free as possible. Staff from the Academy visit the school, talk to the children and parents and get background information about the children. The children then spend two days at the Academy in their new classes to familiarise themselves with the new school and staff. This visit takes place in June and children follow their new timetable and meet all their teachers. They then know what to expect in August; during this process, if you have any worries or concerns please do not hesitate to contact the school. We will do all we can to help you.

Stranraer Academy, McMasters Road, Stranraer, DG9 8BY Tel: 01776 706484

Speech Therapy

Children are withdrawn for a short while for specific practise sessions. Normally the child is given homework from the Therapist and parents are asked to help ensure the work is practised regularly. Parental consent is always sought before any therapy commences. Parents or teachers may refer any individual pupil. A specialist in Speech Therapy visits when requested.

School Meals

In Dumfries and 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 school meets nutritional requirements

- Ensures their local authority promote uptake and benefits of paid and free school meals

The Naturally D&G 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 NaturallyD&G website

<http://www.dumfriesandgalloway.scottishschoolmeals.co.uk/>

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>

For further information regarding menus and special dietary requirements visit

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

School Times

Both schools operate the same times.

09.00 am to 10.30 am

10.30 am to 10.45 am - Interval

10.45 am to 12.15 pm

12.15 pm to 1.00 pm - Lunch

01.00 pm to 3.00 pm

Buses arrive at school from 8.45 am onwards. On wet days children are allowed inside but not before 8.45 am so we ask that you do not bring your child to school before that time. Buses leave school again at about 3.05 pm. If picking up your child from school, please discourage them from running unsupervised across the car park. If children are going home by car parents must meet their children at the gate at 3pm.

Supporting Learners

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

Traffic

A traffic management scheme operates to separate pupils from vehicles within the school grounds. We ask that parents / carers accompany their children while walking across the car park areas. We also ask that the areas reserved for buses are kept free from cars. At Drummore Primary parents should not enter the school staff car park with their vehicles or park at the entrance as this may be dangerous for pupils.

Transfer Request

In the event of a parent wishing to transfer their child to another school within Dumfries and Galloway without moving address, a PP6 form, which is available from the school, needs to be completed. On submission of the form to the child's present school a meeting will be arranged by the Head Teacher as soon as is practicable in order to discuss current curriculum implications and any other potential problems regarding the transfer. Attendance at such a meeting is strongly recommended. Following the submission of the form and the subsequent meeting the information will be forwarded to Education and Community Services at Woodbank where a decision will be made regarding the transfer.

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.

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 at school.

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 which the authority provides or arranges to be provided for a dedicated school transport service 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>.

For the purposes of the Act two kinds of transport service are dedicated school transport services, namely a "home-to-school transport service" and a "school trip transport service". Schools should note however that registered local bus services even if used for the transport of pupils are excluded.

A guide for parents on School Transport is being updated and will be available within the school year.

Trips & Outings/Outdoor Education and Residential Visits

When possible we like to take the children on educational visits to places of interest, which they are studying as part of their class topic. This can prove very expensive but such visits are an important part of the curriculum. Expense is always kept to a minimum but, when it is unavoidable, your help and co-operation are requested.

The school also uses the Education Department Outdoor Centres (when allocated a place) for a variety of purposes including orienteering, hill walking and environmental projects.

Residential visits are normally for children in our upper school. Children may attend our local outdoor activity centres at Stronord, Newton Stewart or Carlingwark, Castle Douglas.

Parental permission

An annual permission slip is sent home in August which includes permission for local outings throughout the year.

A separate consent form is issued for specialist activities e.g. orienteering or hill walking and for trips out with the local area when the need arises which also covers residential trips.

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 were fully consulted and it is the expectation of the Education Authority 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 (e.g. football colours);
- Could cause offence (e.g. anti-religious or political slogans);
- Could cause health and safety difficulties such as loose fitting clothing, dangling earrings;
- Are of flammable materials which may be a danger in certain classes;
- Could cause damage to floors;
- Carry advertising, in particular for 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

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on a low income. The current award is £100.00 per child. Guidance and more information is available a

<http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

While it would not normally be the policy of the authority to exclude a pupil from school solely on the basis of 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.

School Uniform Bank Project

Donation and Collection information can be found at

<http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

Both schools also hold a supply of used clothing which parents hand in which is available for a small donation.

Uniform

Uniform consists of grey/black skirt/trousers, polo-shirt and school sweatshirt. Polo-shirts and sweatshirts can be bought from the school, as can fleeces and outdoor jackets. Although the wearing of uniform is not compulsory, almost all children in the school do wear it and as a staff, we encourage this. On visits outside the school children will be expected to be in uniform. During cold weather they also need to come to school with warm jackets. Children will be out in the playground in all but wet weather and because the school sits so high it is often windy and cold out in the playground in winter.

On P.E. days children should have shorts, change or t-shirt and indoor sports shoes. It is not appropriate for children to wear outdoor sports shoes in the hall, as the floor becomes too dirty for other classes to use afterwards.

Sometimes they may be asked to bring outdoor shoes and clothing if the teacher is taking them outside. Strips for school football and netball teams are supplied by the school. **It is helpful if all clothing and footwear is clearly labelled.**

The following gives an appropriate costing

Sweatshirts/Cardigan	£7.50 - £10.50
Polo Shirts	£7.00-£10.00
Fleece Jackets	£10.00-£13.50
Waterproof Jackets	£22.00

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.

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

Others that are appropriate to your local setting should be added here.

Visitors to School

All visitors to the school should come to the main entrance, ring the bell and sign in. This is because we have secure entrances for the children's safety. A member of staff will welcome you and tell the Head Teacher you are here. We are always pleased to welcome parents and friends to the school but because the Head Teacher has a teaching commitment it is always best to phone and arrange an appropriate time to speak to staff. If you need to pick up your child for a doctor's appointment etc. please also follow the above procedure and a member of staff will either bring your child to you or give you directions to the classroom. Should there be no staff in the school office please knock at the nursery door opposite the office and a member of staff will help.

We hope the handbook has helped form a picture of what happens in South Rhins Primaries.

Modern education is a partnership between pupils, teachers and parents and we invite you to join us in making your child's memories of school days at Drummore and Sandhead, happy ones.

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document:-

- a) before the commencement or during the course of the school year in question:
- b) in relation to subsequent school years.

APPENDIX 1: KEY STRATEGIES AND POLICIES

		Additional information is held on Dumfries and Galloway Schools Intranet System known as GLOW
Reference	Location	Name of Policy and Guidance
8	GLOW	Enrolling in Schools Procedure Note for Headteachers
8	GLOW	Transition Policy for Home-Pre-School- Primary 1
8.5	GLOW	Devolved School Management Scheme Primary Schools 18/19
15.5	GLOW	ICT in Schools – Policy and Procedure Overview 2017 Acceptable Use Policy for D&G Council’s IT and Mobile Facilities
12.5	GLOW	Child Protection Policy for Schools and Early Learning and Child Care Settings 2016
11.3	GLOW	Attendance at School Policy 2012
11.3	GLOW	Flexi Schooling Guidance 2018
8	GLOW	Curriculum Swimming Policy 2016
15.6	GLOW	Digital Image Policy 2016 Using Images of Pupils
8.2	DGC	Equality and diversity
9.3		http://www.dumgal.gov.uk/article/15138/Equality-and-diversity
13	GLOW	School Admission – Policy and Procedure 2017
11.3	GLOW	Preventing and Managing School Exclusions – Procedures and Guidelines for Headteachers and other delegated School Manager 2018
15.7	GLOW	DGC Social Media Policy (ICT in Schools – Policy & Procedure Overview)
11.4 to 11.8		Parental Involvement and Engagement Strategy 2018 DRAFT on public site:
8.5	GLOW	Primary School Class Organisation Leaflet 2
11:12	GLOW	Protection of Vulnerable Groups (PVG) Scheme, Guidance for Schools 2015
15.3	GLOW	Providing Intimate Care for Children Guidelines for Schools and Nurseries
15.3	GLOW	Health Care in Schools 3-18 2013
8.4	GLOW	School Transport Policy 2015
10.4/11.7	GLOW	Volunteer Policy 2015
12.5	DGC	http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families
2	SG	www.gov.scot/Topics/Education/Schools/ NationalImprovementFramework
12	Web	CALL Scotland www.callscotland.org.uk
8.4	Web	https://www.transport.gov.scot/media/42287/seat-belts-on-school-transport-scotland-act-2017-guidance.pdf
		Parental Involvement and Engagement
6.1 /12.3	Web	PIN Parental Involvement Network https://www.parentsinclusionnetwork.org.uk/ Parents working together to share information/advice on disability issues
6.1	Web	Further information on all aspects of education is available on www.educationscotland.gov.uk/parentzone .
6.1	facebook	Dumfries and Galloway Parent Carer Forum dandgparentforum@gmail.com
6.1	Web	The National Parent Forum of Scotland’s Curriculum for Excellence in a Nutshell series: Free Downloads for parents/carers These guides explain important aspects of Curriculum for Excellence (CfE).
6.1	Web	Education Scotland http://bit.ly/educationscotland_framework gives background information on assessment in Curriculum for Excellence.
7.3	Web	Dumfries and Galloway Advocacy Service https://www.dgadvocacy.co.uk/
7.3	DGC	DGC complaints: http://www.dumgal.gov.uk/article/15382/Complaints-procedure
3	DGC	Dumfries and Galloway Children’s services plan http://www.dumgal.gov.uk/article/16748/Children-s-Services-Plan
6	Web	Parent Council Support CONNECT formally Scottish Parent Teacher Council Insurance Cover and Training Opportunities https://connect.scot/