



Welcome to

Inclusion Support Base Handbook



December 2022



Dear Parent / Carer

Welcome to the Inclusion Support Bases Handbook from all staff in the Inclusion Team.

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

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

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

Yours sincerely

Hew Smith

Integration and Inclusion Manager

Aims, Values and Ethos

Overarching Aim

To provide part-time alternative provision for young people who need alternatives to mainstream education. Placements will be teacher-led, have a clear focus and will be reviewed regularly

This overarching aim is met through:

1. Providing 6-week assessment placements to prepare for a pupil's return to mainstream school

2. Provide longer-term placements, where necessary, to prepare pupils for an eventual return to/change of mainstream school
3. Provide 12-week nurturing placements when applicable
4. A focus on reducing exclusions, particularly for targeted pupils
5. Raise attainment within literacy and numeracy during longer term placements
6. Provide strategies and techniques for pupils to prepare for a return to mainstream school
7. Boost a pupil's understanding of their needs and improve health and wellbeing
8. Build capacity of the pupils' mainstream staff using solution focused consultation and training to support the pupil's return to mainstream school

We know that children do best when they feel safe and are settled to learn

Health and Wellbeing is embedded throughout the curriculum and there are a wide range of targeted approaches/interventions to support pupils to self-regulate their emotions. This includes a focus on resilience, nurture and restorative approaches to support behaviour, wellbeing, attainment and achievement. These are linked to guidance and initiatives from the Scottish Government and form part of the Service Improvement Plan (SIP) for the Inclusion Bases.

Our vision is to provide and use nurturing, restorative and solution focused methods to maintain and improve the wellbeing of our pupils.

The 6 nurturing principles are in evidence daily and we develop our practice according to these principles. These nurturing principles are:

- Children's learning is understood developmentally.
- The classroom offers a safe base.
- Nurture is important for the development of self-esteem.
- Language is understood as a vital means of communication
- All behaviour is communication.
- Transitions are significant in the lives of children.

Restorative approaches are used to teach pupils how to deal appropriately with conflict. Staff members use a restorative rather than punitive approach to ensure that pupils understand how to take responsibility for their own actions and how to repair any harm done to others.

All staff have an understanding of the effect of Adverse Childhood Experiences (ACEs) and we are focused on how our approaches can help to mitigate these effects.



Staff ensure pupils feel included in an emotionally safe environment where if they fail they try again until they achieve success. This ensures their confidence is continually improved

Our core values

- Mutual respect
- Responsibility
- Fairness
- Support
- Enjoyment

Contact Us

We welcome suggestions and enquiries from parents and carers.

If you need to find out something

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

If you have a comment or concern

A comment might be some brief feedback about how we have handled a situation or delivered a service. It is best to pass a comment straight to the Inclusion Support Base so that we can take any necessary action.

If you are not happy with the response you receive or a decision that has been made, you can Ask us to Look Again. You can do this by contacting 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 & Galloway Have Your Say at <http://www.dumgal.gov.uk/article/17349/Have-your-say>

How the School Works

Class Organisation

The Inclusion Support Bases are organised taking into account the ages/stages and ability levels of each individual pupil. We group pupils who attend at the same time as appropriate to ensure their needs are met in the best way possible.

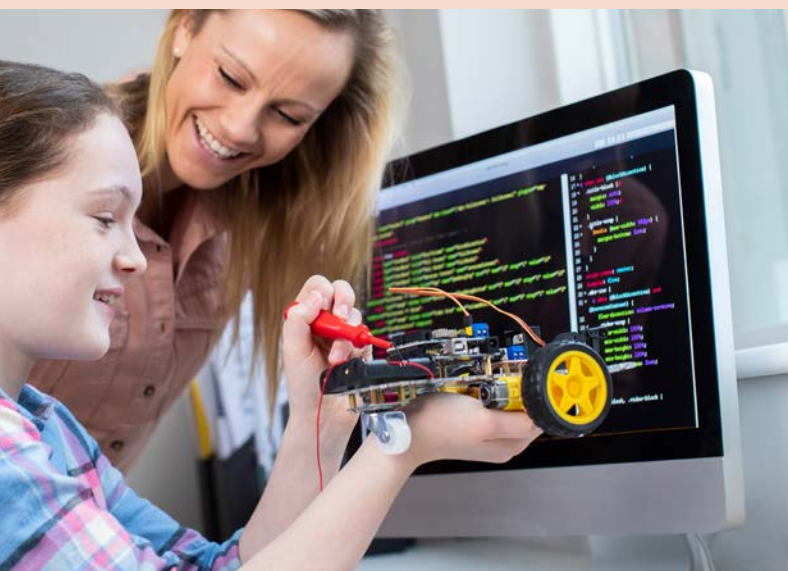
Positive Behaviour and Celebrating Success

We celebrate success on a daily basis noticing small improvements in behaviour, social skills and with tasks. We use praise which helps celebrate the pupils' achievements, regardless how small.

We contact parents/carers and school staff regularly to inform them of successes and achievements and ask that parents recognise this in the home environment.

We do not replace the pupil's mainstream school and as such the pupil's mainstream school system of Positive Behaviour and Celebrating Success are maintained.

Across the primary and secondary bases, a variety of different strategies are used to promote positive behaviour and celebrate success. These may include systems of recognising success, and are all based on a nurturing ethos.





School uniform

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

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

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

www.dumgal.gov.uk

School Clothing grants

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

School Meals

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

Detailed information on school meals is available at <http://www.dumfriesandgalloway.scottishschoolmeals.co.uk>

Pre-ordering lunch

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

Special dietary requirements

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

Free School Meals

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

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

School Transport

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

Attendance

It is your responsibility as parents to ensure that your child/children attend school or the Inclusion Support Base 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 attendance officers. If possible please, try to make dental/medical appointments outwith school hours. However, if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

More information: www.dumgal.gov.uk

Absence from School

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

Curriculum for Excellence

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

Broad General Education

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

Curriculum – including wider achievement and participation

As the Inclusion Support bases are part-time and temporary provisions, the curriculum is more focused and not all curricular areas are covered. The expectation is that the pupil's mainstream school will provide part of the curriculum for pupils accessing the Inclusion Support bases.

Before a pupil starts in an Inclusion Support base, there will be dialogue between the mainstream school and a teacher within the Inclusion Support team to plan and determine the focus of the pupil's placement. The importance of ongoing dialogue between school and the base will ensure a successful placement and continuity of learning. The pupil's mainstream school retain overall responsibility for the pupil's education.

The focus of each placement will be dependent on the needs of the child but may include:

- Literacy, including English and Social Subjects
- Numeracy, including Maths, Science and ICT
- Health and Wellbeing, including PE/Sport, Cooking, and Emotional Literacy
- Expressive Arts, including Art and Music

For pupils attending a Secondary Inclusion Base, there will be an agreement between the school and the base regarding the delivery of national qualifications. Pupils may undertake National 3, National 4, and in some cases National 5 courses with staff in the Secondary Inclusion Bases. Pupils attending the Secondary Inclusion Bases also take part in a range of wider achievement activities that can include John Muir Award, Saltire Award, and Skills for Work.

Homework/Family Learning

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

Helping your child

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

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

Work together with the school and base by taking part in discussions about your child's learning and progress e.g. at parent's nights, reviews

How is my child doing?

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

Helping the School

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

Support for All

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.

More information is available at <https://www.dumgal.gov.uk/article/16163/Additional-support-for-learning>

Getting It Right For Every Child (GIRFEC)

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

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

Child Protection

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

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

More information: www.dumgal.gov.uk

Enrolment in Schools

Information on enrolment in school and catchment areas is available at <http://www.dumgal.gov.uk/article/15241/School-places>

Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest" <http://www.dumgal.gov.uk/index.aspx?articleid=6293>.

School Improvements

All schools publish an annual Standards and Quality Report and School Improvement Plan. The Inclusion Support bases publish a Service Improvement Plan detailing our areas of focus. These vary for each base. Further details can be requested from the relevant base.

Health and Safety

Emergency Procedures

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

Severe Weather and School Closure Arrangements

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

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

Data Protection

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

Information and Communications Technologies (ICT) in Schools

For more information on ICT in school please see page 19 of the **Education Authority Handbook**

Use of the Internet, Social Networking Sites

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

Home/School Partnership/Parental Involvement and Engagement

Parent Council and Parent Forum

Every parent who has a child at school or in the Inclusion Support Base is a member of the Parent Forum. The parent council is a group of parents who have chosen to represent the parent forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Hear about what partnership with parents means in our school
- Be invited to be involved in ways and times that suit you
- Identify issues you want the parent council to work on with the school
- Be asked your opinion by the parent council on issues relating to the school and education it provides
- Work in partnership with staff
- Enjoy taking part in school life in whatever way possible

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

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

Information at a Glance

School Information

Base Addresses

Minnigaff Primary Base: Minnigaff PS,
McGregor Road, Minnigaff, DG8 6PE

Locharbriggs Primary Base: Locharbriggs PS,
51 Wallamhill Road, Locharbriggs, Dumfries, DG1 1UW

The Bridge Secondary Base:
The Bridge, Glasgow Road, Dumfries, DG2 9AW

Central Inclusion Hub, St Teresa's Primary School,
Dumfries, DG2 0DY

Douglas Ewart Secondary Base: Douglas Ewart HS,
1 Corsbie Grove, Newton Stewart, DG8 6JE

Stranraer Secondary Base: Stranraer Academy,
McMasters Road, Stranraer, DG9 8BY

Email address: Supportinglearners@dumgal.gov.uk

Parent Council Chairperson: N/A

Supporting Learners Manager: Dorothy Aitchison
Clare Clanachan

School Roll: Varies

Denomination Status: Non-denominational

Status of Gaelic: N/A

Teaching Staff

Principal Teachers

Dawn Smith	PT Inclusion – Primary (Minnigaff 0.6FTE)
Bonita Sutherland	PT Inclusion – Primary (Central Inclusion Hub 0.6 FTE)
Sam Thornely	PT Inclusion – Secondary (The Bridge)
Colin Turner	PT Inclusion – Secondary (Harthill)
Larissa Lormylo	PT Inclusion – Primary (Central Inclusion Hub 0.4 FTE)

Teachers

Nikki Heppenstall	Jacqui Bugden
Carina McMillan	Carrie Ann Culshaw
Siobhan Farish	Neil Eddyshaw
Pam Clasper	Vacancy
Bonita Sutherland	Jamaine Jepson

Emma Bhandara

Lara Kormylo

Liz Dougan

Joanne Russell

Gail Burns

Non-Teaching Staff

G Fingland

G Inglis

Emma Sharkey

Lisa Fenwick

Donna Alexander

Ross McDougall

Gail Keenan

Vivien Rice

Karen Irving

Fiona Pringle

Louise Baxter

Vacancy

G Saunders

M McClymont

Claire Dalziel

Megan Smith

Angela Greenhill

Andrea Drysdale

Pat McCallum

Vacancy

Kate Wilson

Amanda Neil

Rachael Thomson

The School Day

Each base has different timings and parents/carers will be advised of this prior to pupils attending.

Communicating with home

A number of communication approaches are used to ensure parents/carers and mainstream schools are informed of progress. These may include:

- Home school diary
- Texts and phone calls
- Face to face meetings
- Child's plan and LAC meetings
- Weekly reports from secondary bases
- Formal Assessment Reports
- End of placement reports
- Biannual Progress reports

Formal reports on progress **Parental Involvement information:**

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

Parentzone Scotland:

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

School term dates can be found at:

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