



Welcome to

Dumfries and Galloway Education Services

December 2019

Dear Parent/Carer

This is the Authority Schools Handbook. Information in this Handbook should be read alongside your own Schools Handbook. You will find useful links to Council Services that support your family.

Our schools across Dumfries and Galloway have high expectations and high aspirations for pupils and staff. Like you, we want the best possible future for your child. We know that children do better at school and go on to achieve more in life when families and schools work together. We want to make sure that you, as parents and carers, feel involved in your child's learning, feel welcome and listened to in our schools. We have a shared interest in your child being happy, confident and successful in school.

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

Yours sincerely

Gillian Brydson

Head of Education (Curriculum and Quality)

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

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

Education and Learning Directorate
122 Irish Street
Dumfries, DG2 1PB



Education and Learning Directorate Services Aims

Priorities and Commitments

The Education and Learning Directorate continue to have high expectations and high aspirations for pupils and staff. We aim to provide a good start in life for all and are committed to giving all our children and young people an equal chance to make the most of their potential.

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

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

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

Our Council's Priorities and Commitments are to:

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

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

Our commitment is to:

Ensure early intervention, to keep our region's most vulnerable children safe.

Invest in creating schools fit for the 21st century, which are at the heart of our communities.

Raise ambition and attainment, to address inequalities.

Support children to be healthy and active.





How the School Works?

Enrolment Information

Enrolment Parents may opt for a place in any school they wish, at any time, but priority for a place will be granted to children from the recognised or 'delineated' catchment area. Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest" <http://apps.dumgal.gov.uk/findnearest>

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



Terms and Holidays

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

School Term dates have been agreed to August 2022.

Process to review will start in March 2021 for 2022-2025

Current School Year (2019/20)

Term 1

Teacher training - Monday 19 and Tuesday 20 August 2019

First day - Wednesday 21 August 2019

Last day - Friday 11 October 2019

Autumn holiday - Monday 14 to Friday 25 October 2019

Term 2

First day - Monday 28 October 2019

Last day - Friday 20 December 2019

Christmas holiday - Monday 23 December 2019 to Tuesday 7 January 2020

Term 3

Teacher training - Monday 6 January and Tuesday 7 January 2020

First day - Wednesday 8 January 2020

Mid-term holiday - Monday 17 to Friday 21 February 2020

(Teacher training - Thursday 20 and Friday 21 February 2020)

Last day - Friday 3 April 2020

Spring holiday - Monday 6 to Friday 17 April 2020

Term 4

First day - Monday 20 April 2020

May Day holiday - Monday 4 May 2020

Teacher training - Friday 29 May 2020

Last day - Thursday 2 July 2020

Summer holiday - Friday 3 July 2020 to Wednesday 19 August 2020

School Uniform/Dress Policy

All Dumfries and Galloway schools must have a dress code which encourages pupils to dress in a way appropriate to attendance at school. This code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, disability or poverty. Prior to drawing up the dress code, parents, pupils and staff should be fully consulted, and it is the expectation of Education 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.

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>

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

Education and Learning Directorate are committed to supporting families through their Anti Poverty Strategy – details of which can be found at <https://www.dumgal.gov.uk/tacklingpoverty>

Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at <https://www.dumgal.gov.uk/article/15246/School-clothing-grants> on School Uniform pdf.





School Meals

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

By following these guidelines Facilities Management – Catering Services:

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

The NaturallyD&G brand promoting by Facilities Management ensures that:

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

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

Special Dietary Requirements

Facilities Management – Catering Services provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask the school for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

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

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

Free school meals can lead to a large saving each year, nursery and primary school pupils can save £351 and secondary pupils can save £370. You'll also be helping your child's school if you qualify for free school meals. Some Scottish Government funding provided directly to schools is linked to the numbers of pupils who are entitled to free school meals.

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

School 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.

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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>

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.

Positive Behaviour

Scottish-based research indicates that schools, where attainment is higher than expected for their catchment area, demonstrate positive relationships throughout the school community and that children and young people are involved meaningfully in decisions which affect them at all levels of the school

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

All schools are required to develop and implement an anti-bullying policy by June 2020, in order to create a whole school approach in which children and adults work together to create an environment where bullying is never acceptable. This policy should reflect the Dumfries and Galloway guidance, and also Respect for All: The National Approach to Anti-Bullying for Scotland's Children and Young People.

Schools will have different ways of putting the principles of anti-bullying into practice to reflect local environments and culture. 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 assessed. Support and guidance on developing school policy is provided by respectme <https://respectme.org.uk/resources/publications/>



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

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.

Subject Information

Subject Information Secondary. All Schools produce their own subject information. Please contact your school about the curriculum offer and the subject choices.

Community Involvement

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

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

This might include supporting schools with communication – working on school newsletters, websites or supporting social and celebration events. Skills sharing - supporting with pre/post school clubs and activities, careers events and supporting learning in specialist areas such as supporting classroom reading or library developments or attending educational visits. Schools should encourage parents/carers and extended family to share their skills and expertise. To support schools and parents with this process please ask to see a copy of the Schools Volunteer Policy 2019.

Home / School Partnership / Parental Involvement and Engagement:

Parent Council and Parent Forum

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

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

The 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.

Parents can be directed to <http://www.dumgal.gov.uk/article/17608/Parental-Involvement> for further information on Parental Involvement and Engagement and support information for Parent Councils. In addition, ALL parent Councils in Dumfries and Galloway have membership to CONNECT. Membership includes Insurance cover and training opportunities. For more information visit <https://connect.scot/>

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 Attendance Support 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.

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".

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

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

A parent may be asked to come into school to explain the reason for their child's absence in line with the Education Authority's legal duty under the [Education (Scotland) Act 1980, Section 36]. see Attendance at School Policy 2012 (an updated policy will be circulated in 18/19 term 1 for consultation)

Absence from school

In primary schools, 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.

In Secondary Schools, Pupils who need to leave school during the school day ie doctor/dentist appointments, are required to sign out at the school office and give their reason for leaving. They must also report to the school office on their return to school. The School requires a written notification of any absences.

Curricular Planned Absence You should outline any specific local arrangements on this. Schools who network for learning should record the details of this eg. Registration/Transport and Duty of Care.



Homework

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

Helping your child

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

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

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

How is my child doing? (Assessment and Reporting)

'Assessment' is the word used to describe all the things which schools do to see how your child is getting on, what they are learning and what they know and understand. It is important to know how each child is getting on so that schools can make sure that each child is progressing and developing according to their abilities. Assessment happens all the time in schools and your child's progress will not just be based on 'tests' but also on how they learn both in class and in other settings. Written work will be used to assess your child but so will their ability to take part in class discussions, make presentations, be in a production or team, produce drawings or projects etc. Parents will be involved both informally in discussion with teachers, looking at their child's work and also formally through parent's nights, profiles and reports. In senior school children will also can be assessed through a range of qualifications.

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

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

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

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



Parental Involvement and Engagement

For more information on parental involvement or to find out more about parents as partners in their child's learning, please contact the school or visit the Education Scotland website – www.educationscotland.gov.uk/parentzone. For local information please visit <http://www.dumgal.gov.uk/schools>

Respect for All

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

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)

Pupil Profiles

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

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

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

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

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 (supported by their classroom Teacher) to part-time or full-time provision in a school with a learning centre or inclusion 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.

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

What is Additional Support for Learning (ASL)? If your child 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	Being a young parent
Problems at home	Having English as an additional language
Being particularly able	A learning disability
A physical disability	Autism Spectrum Disorder
Moving home frequently	Attention Deficit Hyperactivity Disorder
Behavioural difficulties	Health Problems
Bullying	Long-term absence
A sensory impairment	Dyslexia/Dyscalculia
Communication problems	Fine or gross motor problems
Being a young carer	Armed Forces family

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

If concerns persist the staged intervention process will escalate the response to an appropriate level of support. 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. This may include a request for assistance to the supporting learners team as part of the work of the Autism Support Officers and Looked After Children (LAC) Support Officers. It may also involve your child being referred onto staff in external agencies such as Health staff (Speech and Language Therapist, Occupational Therapist, Physiotherapist etc.). As a parent you will be closely involved in the whole process and your views sought throughout. If, after discussion with all concerned, it is felt appropriate your child will have an educational plan agreed which will identify how they are to be supported.

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.

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

- Enquire – the Scottish advice and information service for additional support for learning, a charitable body registered in Scotland under registration number SC003527 <http://enquire.org.uk/>
- Scottish Independence Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576 <http://www.google.co.uk/search?hl=en&source=hp&q=Scottish%20Independent%20Advocacy%20alliance>; or
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741 <http://www.sclc.org.uk/>

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

Getting it Right for Every Child

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 and Learning Directorate or the NHS. Your child will have a single plan that everyone works to and everyone is clear about what they are doing. When your child moves to secondary school there will be a Transition Plan in place for them in good time.

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

Child Protection

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

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

There is an expectation that drug, substance and weapons will not be brought onto the school environment "In responding to drug/substance or weapons related incidents, schools will follow education authority guidelines. In all such circumstances, parents/carers will be contacted, and their cooperation expected. The police will be involved if drug use is suspected or discovered or, if there are concerns regarding the possession, threat or use of weapons.

All schools and early child care and education settings in Dumfries and Galloway are expected to record any unusual incidents or concerns they may have about a child. Normally this information will be shared with parents or carers when issues of concern arise.

Educational Psychology Service

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

We do this by:

- Working with others in a consultative way to help them make sense of difficulties and make informed choices and decisions
- Sharing knowledge about 'what works' and promoting evidence informed approaches to develop the policy and practice of literacy, numeracy and health and wellbeing in our educational establishments and communities
- Raising awareness of the crucial role of communication, relationships and nurture in children's lives
- Training and developing the skills of other professionals to improve children's attainment and achievement
- Highlighting the interactive nature of assessment, teaching and learning
- Designing and implementing interventions in partnership with others which support individuals and communities to develop resilience and ensure that children are safe, healthy, active, nurtured, achieving, respected, responsible and included.
- Supporting effective transitions (early years into primary, primary to secondary and secondary to post school) to improve the life chances of young people

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

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.

(PRIMARY) Enrolment in Schools and Moving to Secondary School - TRANSITIONS

Enrolment in School AND Catchment Secondary School

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

Children turning 5 before the end of February 2020 will enrol in January 2019 to start school in August 2019. Children born between 1 September and the last day of February can choose to start primary school later. Children born between the first day of March and the last day of August can also apply for deferred entry.

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

Transfer from primary to secondary school will be dealt with by direct approach to parents from individual primary schools. Our catchment secondary school is (School to insert your information) 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>.

Transition Activities / Induction Days Parents should refer to the individual school handbook for this information

Skills Development in Scotland in Primary Schools

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

Through MY WOW, Skills Development Scotland work with children from P5 -7 through online resources and support the transition of young.

(SECONDARY) Staying on at School / Leaving School TRANSITIONS

Educational Maintenance Allowance

Activity Agreements (flexible, tailored learning plans) have been delivered in each local authority in Scotland since 2011/12. This provides a weekly allowance of £30 payable to eligible young people aged 16 to 19. Detailed guidance on Activity Agreements can be found on the Scottish Government and Dumfries and Galloway Council websites: -

<http://www.mygov.scot/ema>

<http://www.dumgal.gov.uk/article/15247/Education-Maintenance-Allowance>

Application forms and guidance leaflets are available through the links below:-

http://www.dumgal.gov.uk/media/17522/Form-application-for-Education-Maintenance-Allowance/pdf/0082-18_EMA_Form.pdf

http://www.dumgal.gov.uk/media/17521/Guidance-notes-Educational-Maintenance-Allowance/pdf/0082-18_EMA_Guidance_Notes.pdf

For more information on eligibility and application forms please visit <http://www.dumgal.gov.uk/article/15247/Education-Maintenance-Allowance>



Dumfries and Galloway Youth Guarantee

Dumfries and Galloway's vision is that all young people will receive an appropriate offer of post-16 learning, training, employment or personal skills development with 100% positive destinations for all school leavers in Dumfries & Galloway.

Planning forms part of the process for ensuring there are opportunities available for young people on leaving school. Planning will help identify the most appropriate offer that matches young peoples needs and aspirations. It must be:

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

To find out more visit: <https://www.dgtap.co.uk/education> and <https://www.myworldofwork.co.uk/>

The DG Youth Guarantee is an extension of the Scottish Government's commitment that every single 16-19-year-old in Scotland will be offered a place in appropriate learning or training if they are not already in a job, Modern Apprenticeship or in education. This includes 3 critical elements:

- the right learning - with a range of options on personalisation and choice. This will include staying on at school, entering further or higher education, taking up an Apprenticeship, participating in training, or taking part in personal skills development in a community learning and development setting or a third sector organisation.
- the right financial support to help young people take up the offer which is right for them

For more information visit: <https://www.dgtap.co.uk/youth-guarantee>

Youth Guarantee Universal Support for all Learners

All learners are asked to identify their plans for the future from S3 onwards. This information is saved by the school and can help young people choose relevant subjects as well as being passed on to partner organisations to plan for pathways beyond school.

Young people are asked about their anticipated leave date, preferred route and preferred sectors. This

information is updated annually as young people change and consider pathways. Final destinations secured on leaving school are recorded on a leavers form.

For more information and to see copies of the questions visit: <https://www.dgtap.co.uk/planning-your-future>

Youth Guarantee Targeted Support for Learners

Young people who don't have a secure destination but are planning to leave school will be discussed at school Employability Coordination Groups (ECG). ECG has representation from Pupil Support staff, Skills Development Scotland and the Employability & Skills Service plus Attendance Support Officers where there is persistent absenteeism and when appropriate.

The employability coordination group will meet regularly to consider all pupils (S4-S6) to determine their level of risk of not achieving a positive destination up to 6 months before their leaving date. For those who wish to leave but don't have a positive destination a key partner will be agreed. to ensure the appropriate support is in place for each young person. Young people who have been given extra support in school will automatically be considered to enable the right support to continue through the transition to post school if needed.

There are a range of identified support programmes available to help young people who wish to leave school but require more support before moving in to training, employment or further education. For more information on the Youth Guarantee Agreement, the DG Workplace Skills Award or Project Search visit: <https://www.dgtap.co.uk/training-development>

To see the range of staff who can help download the 'who can help school' leaflet.

Additional contact for information for staff and parents include:

For DG Workplace Skills Award:

DGEmployabilityAward@dumgal.gov.uk

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

For Project Search: Projectsearch@dumgal.gov.uk

For Work Experience: workexperience@dumgal.gov.uk

For Youth Guarantee or DYW: DGyouthguarantee@dumgal.gov.uk

Career support from Skills Development Scotland

Skills Development Scotland (SDS) is the national skills body. We deliver Scotland's careers service and provide information, advice and guidance on career choices.

SDS careers advisers work in schools and centres across Scotland. They will help you to think about what's best for your future and the skills that you might need in a changing world of work. You can also continue to access support from SDS advisers when you leave school. We have centres locally in Dumfries, Stranraer and Newton Stewart – find your nearest centre at "<http://myworldofwork.co.uk/centres>" myworldofwork.co.uk/centres.

My World of Work is your online career information and advice service. The site is designed to support you make decisions throughout school and beyond.

It includes key features such as:

- A personalised account which guides you through the site and what to look at
- Personality tools which give you career suggestions based on your skills, strengths and interests
- Help with subject choices including a tool which helps you understand what careers your choices could lead to
- A profile tool to record your personal achievements, useful for future CVs or course applications
- Routes into careers, including jobs, courses, apprenticeships and volunteering
- A CV builder and advice on applications and interviews

Further support from Skills Development Scotland

For information on Foundation, Modern and Graduate Apprenticeships, including vacancies, please see <http://www.apprenticeships.scot>

My Kid's Career is a new website from SDS, designed for parents and carers. It provides information on jobs in demand, the routes into those careers and how to handle career conversations about those opportunities with your child at the times that matter. Find out more at <http://mykidscareer.com>

Keep up to date with the latest from SDS Dumfries and Galloway on Facebook at <https://www.facebook.com/SDSDumfriesandGalloway>



Employment of Pupils

If a school is notified by a pupil that they intend to take up part-time employment. Schools should direct pupils and parents to the following Scottish Government Guidance on Employment of Children. <https://www.gov.scot/Publications/2017/08/4185/1>

School Improvements

Improvement planning and priorities

In May/June of each year, the school publishes a Standards & Quality Report providing all stakeholders with a comprehensive summary of the school's work and learners' achievements over the last year. The first part of this report provides an overview of the school's progress in addressing its key priorities, while the second part gives information about, for example, how well pupils are learning and achieving; how well the school is supporting children/young people to develop and learn. In June, we publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents. The plan indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward. Both the report and the plan are published on the school's web-site and are also available in hard copy, on request.

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

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

Performance Information

Parents can find more information about school performance by visiting <http://www.dumgal.gov.uk/article/17612/Education-Authority-Annual-Plan>

And <https://education.gov.scot/parentzone/Pages/Search.aspx?k=School%20Dashboard>

Where you are able to search for data on your own school.

Health and Safety

Emergency Procedures

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

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

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 Support Services Safer Together Inside guidance and procedures and make this available to parents on request.

Severe Weather and School Closure Arrangements (Inc Safer Together Guidance)

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.

Parents can help the school by planning for any potential school closure by monitoring weather reports and checking on the Council Website: <http://www.dumgal.gov.uk/article/15240/Emergency-school-closures>

Health Care (inc First Aid)

The Education and Learning Directorate is committed to ensuring that all children can fully participate in the life of the school. Many children will require their health care needs to be met at sometime within the nursery/ school environment, for most children this will be for short periods of time only, but for some children this may require more long-term planning and support. If your child has any health care needs, please contact the school to discuss arrangements. Full details of the support available and your role as a parent and the role of your child are contained within Health Care in Schools 3-18 (NHS and Dumfries and Galloway Council) which is available from the school.

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

Data Protection

Each year, your child/young person's school will send home a copy of the personal data we hold about your child/young person as part of our annual update process. If at any other time you would like to review information held as part of your child's Educational record, you can do so as part of the Access to Educational Record legislation. In the first instance you should contact the 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





Information and Communication Technologies

Digital Citizenship, Pupil Safe and Responsible Use of Technology

Mobile Phone Agreement

Digital Images Policy

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

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

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

Use of the Internet, 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.

If you have a comment or concern

A comment might be some brief feedback about how we have handled a situation or delivered a service. It is best to pass a comment straight to the school so that we can take any necessary action. You may be suggesting an improvement to what we do or a change to how we operate. If you have something you would like to raise, we would always ask you to discuss any concerns / issues you have initially with your

- Nursery/Primary Class teacher if the enquiry relates to classroom practice.
- Headteacher 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 Headteacher.

If you are not happy with the response you receive or a decision that has been made, you can Ask us to Look Again. You can do this by contacting EducationSupport@dumgal.gov.uk. At this point an Officer will contact you and discuss the issue and share directly with you the outcome of this work.

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

If you remain dissatisfied and wish to make a formal complaint

If you remain dissatisfied, the Education and Learning Directorate 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>

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.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

Add in others as identified below:

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

www.gov.scot/Topics/Education/Schools/NationalImprovementFramework

CALL Scotland www.callscotland.org.uk

<https://www.transport.gov.scot/media/42287/seat-belts-on-school-transport-scotland-act-2017-guidance.pdf>

Parental Involvement and Engagement Partners

For Support from Education and Learning Directorate please visit <http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

PIN Parental Involvement Network
<https://www.parentsinclusionnetwork.org.uk/>

Parents working together to share information/advice on disability issues

Further information on all aspects of education is available on www.educationscotland.gov.uk/parentzone.

Dumfries and Galloway Parent Carer Forum
dandgparentforum@gmail.com

The National Parent Forum of Scotland's
<https://www.npfs.org.uk/>

Curriculum for Excellence in a Nutshell series:

Free Downloads for parents/carers
<https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

These guides explain important aspects of Curriculum for Excellence (CfE).

Education Scotland http://bit.ly/educationscotland_framework gives background information on assessment in Curriculum for Excellence.

Dumfries and Galloway Advocacy Service
<https://www.dgadvocacy.co.uk/>

DGC complaints: <http://www.dumgal.gov.uk/article/15382/Complaints-procedure>

Dumfries and Galloway Children's services plan
<http://www.dumgal.gov.uk/article/16748/Childrens-Services-Plan>

Parent Council Support CONNECT formally Scottish Parent Teacher Council

Insurance Cover and Training Opportunities
<https://connect.scot/>