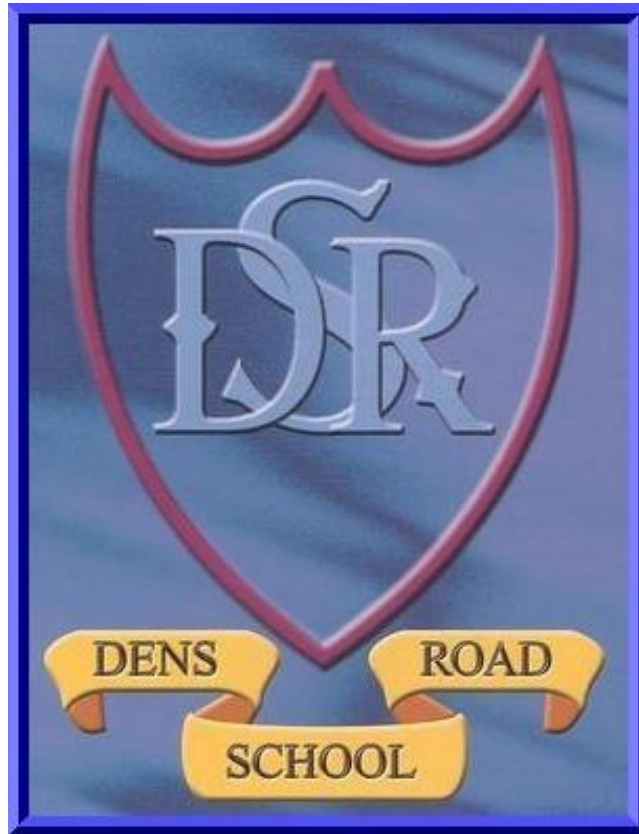
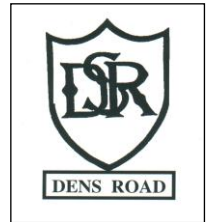


Dens Road Primary School



Dens Road Primary School School Handbook 2012/2013

Dens Road Primary School

77 Dens Road Dundee

Tel: 436368



January 2011

Dear Parent/Carer

We are pleased to provide this handbook for your information and guidance.

It is hoped that it will serve as a guide as we work together for the benefit of the children. Every child in this school is a very important person to us and it is our aim that the school should be a very important and happy place for each child.

This information booklet is just an introduction to Dens Road Primary School. You may want to visit the school and judge for yourself the value of the work going on from day to day.

Yours sincerely

Mrs A McDonald
Head Teacher

SCOTTISH CURRICULUM FOR EXCELLENCE

As your child moves through the education process you will hear more and more about the new Scottish Curriculum – Curriculum for Excellence.

The Curriculum for Excellence represents Scotland's vision for the education of all children. It aims to raise standards, improve knowledge and develop skills. This enriched and creative curriculum requires the full involvement of teachers, practitioners, parents and learners and for everyone to work together.

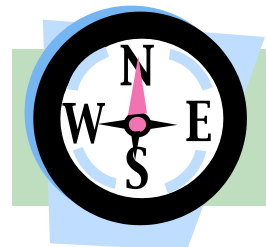
At Dens Road Nursery and Primary School we are already well on our way to developing the new curriculum.

The aim of our school is to ensure that every child experiences a broad education that develops skills for learning, for life and work with a real focus on literacy and numeracy and the promotion of an active and healthy lifestyle.

You as parents and carers are the biggest influence on your child's development, particularly in the early years. Our staff know that sharing information with parents and carers is key to the best possible start for the children. We hope to develop a close working relationship with you all throughout your child's time with us at Dens Road Nursery and Dens Road Primary School.

**We don't just want our children to survive in this changing world:
We want them to thrive.**

THE SCHOOL



CATCHMENT AREA

North Boundary

* Eastwards from Clepington Road by the centre of Kingsway to Strathmartine Road by the centre of Clepington Road to Arklay Street.

East Boundary

* Southwards from Clepington Road by the centre of Arklay Street to Dens Road.

South Boundary

* Westwards from Arklay Street by the centre of Dens Road to Hillbank Road: then by a line just north of St. Salvador Street: then by North George Street to Hilltown: northwards to Kinghorne Road to a point north of Inverlaw Place.

West Boundary

* Northwards in a line from a point by the centre of Inverlaw Place, Kilpirnie Place, Byron Crescent, Wetherby Place: westwards on Strathmore Avenue: northwards by the centre of Glenmarkie Terrace to a point in Clepington Road to Kingsway.

Arrangements for New Entrants

The school welcomes visits from prospective parents who wish to see around and enquire about the educational opportunities provided.

Parents of prospective Primary 1 pupils who reside within the catchment area of Dens Road School are asked to make an appointment with the Depute Head Teacher and bring the child to school to enrol before 7th February 2011. The child's birth certificate and proof of residence should be brought at this visit. A variety of events will take place throughout the months leading up to the start of school, details of which will be sent directly to you. There will be many opportunities for the parents and children to meet their P1 teacher and other school staff as well as see the classroom they will be in when they start school in August.

Placing Requests

If your child lives outwith the catchment area of the school, a placing request should be made to the Education Department, Tayside House, 28 Crichton Street, Dundee. Parents of children transferring from another school should make an appointment to see the Depute Head Teacher for P1-P3 or the Head Teacher for P4-P7 after putting a placing request in to the Education Office. Parents wishing to transfer their children to another school should contact Tayside House.

Transfer of Pupils to Secondary Education

The normal secondary school for children attending Dens Road Primary School is Morgan Academy, Forfar Road, Dundee. Tel:307000. Morgan Academy has Open Evenings to which all interested parents are invited. The school sends out letters to all P6 and P7 pupils informing them of the dates of these meetings. P7 children are given the opportunity of visiting the secondary school for two days in June when they are given an insight into secondary education. Throughout the session the P7 pupils are taken to Morgan Academy for activities in ICT, mathematics, modern languages and environmental issues.

Parents who wish their child to transfer to a secondary school other than the above should refer to the 'Placing in Schools' section of the 'Basic Information Booklet' available for reference only, at the school office. Children's School Records are transferred to the appropriate secondary school.

The School Day

The normal working day is 9am to 3.15pm. Lunch hour is 12.15pm to 1.15pm. The school bell rings at 9.00am when children are expected to line up and adults must leave the playground. P1 children attend half day until the beginning of September. P1 children should be brought to school and collected by a parent or a suitable adult.

The school closes at 12 noon on the last day before Christmas and Summer holidays. If there are other closures, parents will be notified in advance. In an emergency situation we will take whatever measures are required to ensure the safety and well being of the children.

Intervals

Except for children going home for lunch all children must remain in the school premises at all intervals.

In terms 1 & 4 children may use the garden area as a quiet area. On wet days, children are allowed to remain in their classrooms under supervision. Children in P1, P2 and P3 are closely supervised in one of the downstairs classrooms adjacent to the dining hall. Those who go home for lunch should remain at home for as long as possible to avoid the bad weather.

All teachers are entitled by contract to have the same lunch hour as children, but there will usually be a member of promoted staff available at lunchtime. It is part of the school auxiliary's duties to oversee children at intervals to ensure safety within the precincts of the school. Children, therefore, should remember that instructions given by the auxiliary should be followed. This applies equally to the lunchtime supervisor, classroom assistant, healthy eating assistant, facilities assistants and dining hall staff, as they all have the complete support of the Head Teacher and staff in their interaction with the children.

Partnership with Parents

We see good communication with parents as vital to our childrens' education and during the course of each session we try to keep you informed about events in school. You will receive regular newsletters (usually every month) as well as letters of information relevant to you/your child.

You are invited to attend parent/teacher interviews – twice yearly – but we can make arrangements for you to meet with your child's teacher, the Depute Head Teacher or the Head Teacher, if you or school personnel feel that such a meeting would benefit your child, at another time during term-time. You may also wish to come along to our open afternoon in February. Parents of new intake primary one pupils are invited to an induction meeting in the summer term.

We ask that you contact us if you have any query or concern regarding your child's progress at school. We undertake to contact you if we have like concerns.

We do ask that you notify us of any change of circumstances. In the event of a change of address, we require proof of new address.

We also ask that you let us know if your child is absent from school and the reason for this absence. This should be done on the first day of absence. We operate a TEXT Alert System and you will be notified immediately of your child's absence if no direct contact has been made by yourself to inform the school of the absence. On return to school you should send in a letter to confirm the reason for the absence. This should be addressed to the Class Teacher.

SCHOOL TERMS AND HOLIDAYS 2011/2012

AUTUMN TERM

In-Service Days - 15 /16 August 2011
Wednesday 17 August 2011 to
Friday 7 October 2011
Autumn Holiday – Monday 10 October to
Friday 21 October 2011

WINTER TERM

Monday 24 October 2011 to
Wednesday 21 December 2011
In-Service Days 10/11 November 2011
Christmas Holiday – Thursday 22 December 2011 to
Wednesday 4 January 2012

SPRING TERM

Thursday 5 January 2012 to
Friday 30 March 2012
In-Service Day – Thursday 9 February 2012
Mid Term – Fri 10/Mon 13 February 2012
Spring Holiday – Monday 2 April to
Friday 13 April 2012

SUMMER TERM

Monday 16 April 2012 to
Thursday 28 June 2012
May Day - Monday 7 May 2012
In-service Day – Friday 25 May 2012
Victoria Day - Monday 28 May 2012

STAFFING SESSION 2010/2011

Roll at September 2010 - Total 250

Head Teacher Mrs A McDonald
Acting Depute Head Teacher Miss M George

Class Teachers

Mrs J Mackay	Mrs J Paton	Mrs A Young	Mrs V Bradbury
Mr G Robertson	Mrs S Taylor	Mr S Beattie	Miss E McKay
Mrs A McManus	Ms R Davies	Mrs M Munro	Miss R Soyannwo
Mrs L McLean			

RCT:	Mrs H McLean and Mr M Smith
Nursery Teacher	Mrs E Taylor
Classroom Assistant	Ms L Connor
Early Years Practitioner READ	Mrs L Munro
Early Years Practitioners	Mrs L Piggot Mrs D Baxter
	Mrs L Slade Mrs M McCormack

Bilingual Pupils	Part-time Teacher	Mrs W McKinnon
Support Service		

Support for Learning	Mrs J Czerek and Mrs D Bell
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Visiting Specialists

Music	Ms K Fisher
Physical Education	Mrs S McMaster
Music Instructor 'Cello	Miss A Davidson
Music Instructor Brass	Mr K Murphy

Admin Officer	Ms S Hutchison
Clerical Assistant	Mrs E Thompson
Auxiliary	Mrs L Neilson
Facilities Assistant	Mr R Noon/Mr J Duffy
Eating for Health Asst	Ms S Gauld
Lunchtime Supervisor	Mrs R Button

Vision Statement

Dens Road Primary School strives to serve, and be an integral part, of the local community. As such we aim to provide a happy, welcoming environment for all members of the community irrespective of race, culture, religion and ability. The school values every individual and seeks to provide effective teaching and learning, working in partnership to maximise opportunities and equip our children for the future.

At Dens Road Primary School we respect everybody's right to be happy and healthy by providing a nurturing and caring environment.

Aims

At Dens Road Primary School we aim to develop:-

Successful Learners

- by adopting a flexible approach to education
- by encouraging all children to achieve, and be motivated to achieve, success
- by setting realistic goals for individuals
- by rewarding both effort and achievement

Confident Individuals

- by encouraging children to develop a sense of self discipline
- by providing for the wellbeing of all members of the school community
- by valuing all levels and forms of achievement

Responsible Citizens

- by encouraging children to respect those around them and in the wider community
- by encouraging children to take responsibility for the environment and the local community
- by providing opportunities for children to make decisions
- by encouraging children to accept responsibility for their own actions

Effective Contributors

- by providing opportunities for children to be enterprising
- by providing children with opportunities to work in partnership with peers and others
- by providing opportunities for children to contribute to the life of the school and wider community

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The Development of Childrens' Values

In our school we are committed both through the ethos and the curriculum to provide appropriate opportunities for the development of children's spiritual, moral, social and cultural values. This will be undertaken in partnership with parents and will take account of the individual needs of children and the views of parents.

The school welcomes and encourages diversity and individuality while emphasising our common commitment to moral values such as honesty, respect for others, compassion and justice. It is a fundamental principle of our school that all who are involved in the life of our school, both have the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others.

We implement the Council policy for Equal Opportunities and ensure that all children have access to the full range of educational experience available within the resources of the school. We are firmly committed to the elimination of any form of discrimination on the grounds of race, religion, gender and disability.

Religious and Moral Education

The cross curricular programme for RE in our school aims to help pupils learn about Christianity and other major world religions and to recognise religion as an important expression of human experiences. Religious education is multi-denominational where festivals of many religions are discussed and often celebrated. Children will also be encouraged to learn from religions by helping them develop their own beliefs, attitudes, moral values and practices through a process of personal search, discovery and critical evaluation.

Parental Rights: Under the terms of the Education (Scotland) Act 1980, any child may be withdrawn by his/her parents from any instruction in religious subjects and from religious observance. Any parent who wishes to exercise this right must first discuss the matter with the Head Teacher.

Religious Observance: The school holds regular assemblies, which provide opportunities for children to share together and celebrate as a school community, those things which we value. They also provide opportunities for our children to reflect on spiritual and moral concerns.

Curriculum

Through the curriculum we hope to develop each child's potential. Many elements of this are adapted to the age, ability and aptitude of the children and staff use their knowledge to tailor the work to suit the needs of individuals.

Reading, Writing and Health and Well Being are taught in context wherever possible in line with a Curriculum for Excellence and are the responsibility of all teachers. Active Learning is paramount. Curriculum for Excellence challenges us to think differently about the curriculum.

See appendix 1 "Curriculum for Excellence - A guide for Parents"

Modern Languages

The school provides opportunities for pupils to learn French, Spanish and German in upper primary classes. At present we have four teachers who have been trained to teach modern languages and these will be taught within the context of the country's culture whilst learning grammar and vocabulary simultaneously.

Learning from the world around us

At Dens Road School we very much believe in a hands on approach to learning and to this end numerous visits are arranged for pupils. These include; The Observatory at Balgay Park, Broughty Ferry Castle, Crombie Park, In and Around Dundee, Falkland Palace, Arbroath Abbey, Music and Science workshops.

Information and Communications Technology, Glow and Learning Blogs

(ICT) has an increasingly important presence within the curriculum. The use of ICT can improve children's knowledge and skills in a range of curricular areas and subjects. All teachers and children use ICT incorporating it appropriately within the context of learning and teaching.

All of our children have their own Glow Accounts and each class at Dens Road Primary School has a Blog page. We have a school website under construction and hope that it will go live for the start of 2012 - 2013

All subjects covered within Cfe can be found in Appendix 1.

Support for Learning

When a child is having difficulties with some aspects of school work, they will receive help from the Learning Support Staff in consultation with parents. The class teacher and the learning support teacher plan together and provide a programme of work appropriate to the ability of the child. Any child particularly gifted or children who are presenting emotional, social or behavioural difficulties are also supported.

Children With Special Educational Needs

Authority Policy

Children with special education needs are catered for in the school within the terms of Dundee City Council Education Department's 'Support for Learning' Policy. This policy sets out the procedure by which an individual child's needs are identified and addressed, the central element of the process being a case conference involving parent, child, school, Educational Psychologist and where appropriate other specialist agencies.

School Policy

This school's policy is to support the education of those children along with their peer group in the normal classroom situation. The class teacher and learning support staff normally provide individually targeted work at a level accessible to the child and designed to support the learning process. Progress is monitored continuously and regularly reported through Case Conferences and Reviews to parents who are consulted if any change in the programme of support is being considered. The aim must always be to promote the maximum degree of independence in learning, personal management and social activity of which the child is capable. Parents of children with special education needs should be advised that supplementary information is available at the Education Office.

Additional Support Needs

Most children make satisfactory progress in school and their education can be fully supported by their class teacher. However, some children with significant additional support needs may need the support of an Individualised Education Programme.

A very small number of children with significant and long-term additional support needs may require a Co-ordinated Support Plan as well as an Individualised Education Programme. These will be children who also receive a lot of support from people outside education, for example, from health or social work staff.

Sunshine Room

The Sunshine Room was named by the children of Dens Road Primary School and is a very important place for our children. Its bright and attractive appearance is welcoming to all and it is used for a variety of purposes throughout the school week.

EN-ABLE Project

It is widely noted that although children are age ready for school, not all are emotionally or socially ready to make the transition from Nursery to Primary 1. Dundee City Council have recognised this difficulty for some children and have set up the EN-ABLE Project with Dens Road Primary School being identified as a pilot school to put this project into place.

The EN-ABLE project seeks to provide children with experiences which aim to develop their social and emotional skills. The children will continue with their class learning, but this will be done in a small group situation with only 8 children and 2 adults.

During the 1st term, the Primary 1 children will be monitored to assess how they settle into their early school life. If it is felt that they **may** benefit from being involved in the nurturing environment, they will spend Monday to Thursday mornings in the Sunshine Room and spend the rest of their school time with their class teacher and peers. There will be occasions when parents of the children in this group will be invited to school to share this experience with their child and see what they have been learning.

See Appendix 2 – EN-ABLE Project leaflet.

Positive Token Treat

As detailed further in this booklet, at Dens Road Primary School we aim to instil a variety of life skills in all our young children e.g. good manners, politeness and helpfulness to name a few. When children show signs of these positive behaviours, they are given a Positive Token which is placed in their class collection pot. Every Monday, these tokens are counted and the Infant and Upper school classes with the most tokens will win a half hour pass in the Sunshine Room where they will play with a variety of games and resources.

Top Table Treat

On a Friday children are chosen by their classmates to sit at the top table in the dinner hall with the Head Teacher. These children are chosen because they have shown hard work and dedication to their learning throughout the week. The top table alternates between packed lunches and school dinners to ensure equality for all of our children.

Bilingual

At Dens Road, we are lucky enough to have a diverse culture, with children often coming to our school with little or no English. To promote English Language skills the children

have opportunities to play a variety of games supported by Mrs Bell, our support for learning teacher, in the Sunshine Room.

My School is Proud of Me

At Friday assemblies we take great pleasure in awarding children certificates for wider achievements.

These awards recognise the child's effort within their home and their community to be responsible citizen, successful learner, effective contributor and/or confident individuals. Parents often contact the school and ask for a surprise award to be given to individuals. These are always acted upon favourably if they are seen to be an appropriate achievement.

Assessment & Reporting

The progress of each child is monitored throughout their school career by a process of continuous assessment. This involves close observation of work and the setting of small tests. A folio of examples of this type of work is kept for each child and is passed on to the next teacher at the end of each session. The school is actively promoting the use of formative assessment and is following 'Learning Together in Dundee' guidelines as part of Dundee City Council's raising attainment strategy. Parents are given the opportunity to discuss their child's progress at Parent Contact evenings twice per session. This is a valuable opportunity for both parents and teachers. A yearly report is given out in the summer term. A copy of this annual report is put into each pupil's 'Pupil's Progress Record' folder. One of these folders is kept for each child in the school from the time they enter P1 until they leave at the end of P7. When the children leave to go to secondary school or another primary school their folder is sent on to their new school. It is kept by the secondary school until the child completes his/her secondary education. As we embrace the new curriculum our reporting will take this into account and parents will be kept informed of the changes to reports nearer the end of this academic session.

Homework

We are currently developing our Homework Policy with parents and pupils to update it in line with Curriculum for Excellence. It is hoped that together we will be able -

- To provide opportunities for parental co-operation and support.
- To give extra practice in processes where necessary e.g. reading, maths, etc.
- To encourage ownership and responsibility for learning.
- To develop a practice of independent study, which will provide them with the self-discipline required for homework at secondary school.

Parents are encouraged to sign their children's homework record and to take an active part in their children's learning.

Outdoor and Extra Curricular Activities

Through the voluntary co-operation of staff, we have a number of after school activities for the older children. These include the following:

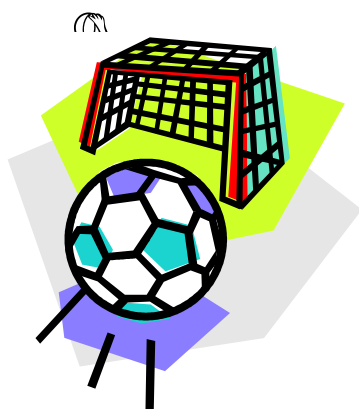


Netball
Basketball
Choir

Mini Rugby
Football
Hockey



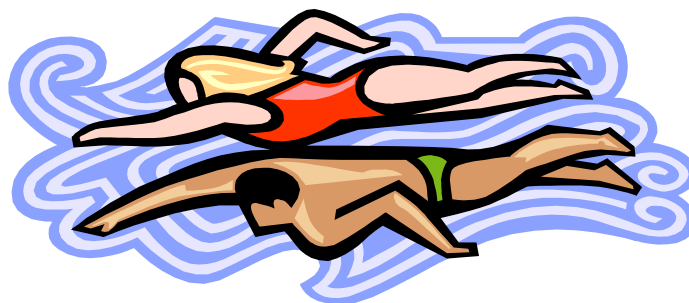
Our school teams participate in local league and cup competitions during the school session.



Gussie Park Superturf is used on a Friday afternoon for outdoor activities including mini rugby and football throughout the year.

Swimming

During the school session Primary 6 children are taken to the Leisure Centre and given swimming instruction. At the completion of the course they are given the opportunity to take various SASA/SSSA badges, dependent on their degree of skill.



Pupil Council

The school has a Pupil Council which is made up of 1 representative from each class P3-P7 plus the school captains. They meet on a regular basis and the views of the children are listened to and acted upon to continue to improve the school experience for all children.

Matters raised by the Pupil Council and acted on include:

- Decoration of classrooms
- New football goal posts
- A 'Healthy Tuck Shop'
- Astro Turf for the Primary 1 area
- Timetable for football in playground

Non Academic Achievements

- The school regularly ensures that children have the opportunity of entering a range of festivals and events.
- Art and design competitions
- Verse speaking competitions
- Choral singing by the choir e.g. at local sheltered housing
- Scottish Country Dancing
- A variety of sporting festivals including athletics, girls' football, basketball
- Drama projects working with Dundee Rep
- The development of a sensory garden

Fundraising and Community Care

The children of Dens Road Primary are also encouraged to be thoughtful and caring towards those less fortunate. Mostly recently we have supported the following charities.

1. Mary's Meals
2. Cash for Kids
3. Cancer Research
4. Children in need

THE SCHOOL ORGANISATION

Child Protection

As one of Dundee City Council's professional services, the Education Department has an important responsibility in keeping the children and young people of Dundee safe from harm. This is an extension of the care and protection which you as a parent provide for your child and so we see our partnership with you as important in meeting that responsibility. Supporting us in this work are inter-agency agreements protecting children with our partners services in Health, Social Work Department and Tayside Police.

If at any time you have child protection concerns about your child or any other child who attends this school, you are encouraged to talk about your concerns with a member of the school staff. It will also be useful for you to know that in every school, there is a specially trained member of staff who is the school's Designated Child Protection Officer. This person takes a co-ordinating role whenever a child protection concern for a child is reported. In Dens Road Primary the Designated Child Protection Officers are Miss Michelle Cassidy, Acting Depute Head Teacher and Mrs Elaine Taylor our Nursery Teacher. Both members of staff can be contacted by telephoning the school office on 436368. Alternatively any concerns a parent/carer may have about a potential Child Protection issue can be discussed in the first instance with Mrs Ann Marie McDonald Head Teacher.

Alternatively, if you do not want to speak to school staff, you can contact the Access Team on 01382 434350 or, if you are telephoning after 5 pm, the **Out of Hours Team** on 01382 432270.

Where concerns are expressed about a child, those concerns will be considered with our partner agencies in confidence to ensure that the child is kept safe.

Parent Council

The parent Forum is all parents. We also have a Parent Council who represent the parent forum and meet at least four times a year to discuss issues raised by parents and ways to support the school. The Parent Council make sure that parent's views are represented and will help to build links and involve parents more in school life. Any parent would be most welcome to join.

The current projects the Parent Council have been asked to consider by the school are –

1. Playground Development
2. Positive Behaviour Management
3. Homework

Discipline



Certain standards of behaviour are required for the benefit of all children and we are confident that you will support the school in the maintenance of such standards. This will help to ensure your children make the most of their time and opportunities in school.

School rules are designed for the safety, well-being and all-round benefit of children and all children are expected at all times to keep to these rules. We expect children to respect one another and property belonging to others. Children are expected to behave in a way which is acceptable to teachers and others in school. Most school rules are based on common sense and fall in line with the aims of the school.

At the beginning of each session each class designs, along with their teacher, a set of 'Class Rules and Consequences', which they strive to adhere to. The class teacher is responsible for the maintenance of good behaviour in the classroom but may refer any lapses to one of the Management Team if necessary. Parents will be involved at an early stage when particular problems arise and we would urge you to co-operate fully with us in these circumstances for the benefit of your child.

Behaviour management within the school is consistently under review and we operate a House system where the children are divided into four houses - Baxter, Caird, Camperdown and Dudhope. This is to help give the children a sense of belonging and responsibility to their house/school and fun activities such as inter-house competitions are scheduled to take place throughout the session. Information regarding the individual events is distributed when appropriate. We would value your support by encouraging the children to participate in these events.

Positive Behaviour Tokens

These are given out by Support Staff, the Depute Head Teacher and the Head Teacher whenever a child shows particular signs of good manners, politeness, helpfulness etc and the class with the most tokens at the end of a week is announced at our Whole School Assembly. The winning class is rewarded with an afternoon in the Sunshine Room where lots of exciting activities are available whilst engaging the children in a social learning experience.

Dens Road Librarians and Dens Road Monitors

Building self-esteem and encouraging responsible behaviour is an effective way of raising childrens' attainment. Consequently, each year librarians and monitors are chosen and are responsible for the duties listed below.

Librarian Duties:

- To promote the library and the importance of reading in the school
- To keep the library neat and tidy
- To be responsible for recording books 'in and out' using the computer
- To file the books on the shelves in alphabetical order
- To collect class groups for the exchanging of books
- To help children choose appropriate books



Monitor Duties:

- To represent Dens Road both inside and outside the school
- To help with the care and welfare of young people
- To be ushers for special occasions such as Parent Evenings, Concerts
- To act responsibly as general helpers
- To help with 'Door Duty' at Breaks
- To set up the hall for assemblies



School Uniform

Children are encouraged to wear school uniform to give them a sense of belonging.

Girls Uniform:

- Maroon/Grey Blazer
- Maroon/Grey Fleece*
- Grey Skirt/Pinafore/trousers
- White Shirt & School Tie
- Blue Polo Shirt*
- Maroon Sweatshirt*
- Grey Cardigan
- Black Shoes



Boys Uniform:

- Maroon/Grey Blazer
- Maroon/Grey Fleece*
- Grey Trousers
- White Shirt & School Tie
- Blue Polo Shirt*
- Maroon Sweatshirt*
- Grey Jumper
- Black shoes

items marked * are available from the school office

Gym: Plain T-shirt, dark shorts, gym shoes

School Clothing Grants

If parents are in receipt of Income Support, Income based Job Seekers Allowance, Income Related Employment and Support Allowance, support under Part V1 of the Immigration and Asylum Act 1999, Guaranteed Pension Credit, Child Tax Credit or working Tax Credit and an annual income of less than £16,040 the Authority will consider one application per year for a grant towards the cost of purchasing essential clothing to enable their children, up to the age of 16, to attend school. The school clothing grant will be given in the form of a cheque.

Application forms may be obtained from Head Teachers or Main Reception, Floor2, Tayside House.

ADDITIONAL ARRANGEMENTS

Health, Safety and Emergency

The school nurse makes regular visits and parents are notified of any unusual conditions found in a child. Head Lice infection is a condition, which can occur when a person who has head lice has sustained head to head contact with another person. It may be discovered in schools but it is not restricted to children, nor do they necessarily spread it. It is a problem, which is as much a social issue in the community as a health matter and it can only be controlled by vigilance and appropriate action. You are asked to remember that even if every precaution is taken, it is possible that your child may at some time be infected. You can help by ensuring that you inspect your child's head at least once every week. Advice about inspection and treatment may be obtained from clinics, doctors and pharmacists. Head Teachers have guidelines about how to manage infection discovered in school. If you are advised that your child is infected, please follow the guidance given. It is important that you do not treat children or other family members unless live lice (not eggs) are found. Our school nurse is Margaret Murray and she may be contacted for further advice on 443504 – Wallacetown Health Centre.

The doctor, dentist, audio-metrician and speech therapist visit the school. Parents of children with specific medical conditions should inform the class teacher and this will be noted confidentially. Although every effort is made to ensure the safety of the children it is essential that in an emergency, the name, address and telephone number of a readily available contact is known. At school we regard safety as a very important matter and encourage the children to do likewise. We invite your support in this matter.

All members of staff wear security badges and we ask parents to enter by the main staff entrance, report to our school office and sign in. There are safety regulations, which apply to all aspects of school life - most are common sense. However, where necessary, children receive instruction from staff i.e. regular fire drills and practices are carried out. In particular it is important that children understand that the instructions of the crossing patrol officers must be obeyed as very busy roads surround the school. We would also like to remind parents not to bring dogs into the playgrounds at any time for health and safety reasons.

Jewellery

It is Dundee City Council Policy that children must not wear jewellery to do any form of PE/games. Children should be discouraged from wearing jewellery to school but if they do so, **it must be removed by the child**, for PE lessons. We hope that you will support us in this. **Please note** – children should not have ears pierced during term time, for the aforementioned reason.

School Meals

There is a multi-choice school lunch which every child pre orders each day. Parents are given the menu in advance to allow suitable choices. There is always a vegetarian option. The cost is £2.00. Packed lunches are eaten at a table alongside the children having school meals and picnic benches are also available. Free school meals are available to all pupils whose parents are in receipt of Income Support, Income based Job Seekers Allowance, Support under Part V1 of the Immigration and Asylum Act 1999, Guaranteed Pension Credit or in receipt of Child Tax Credit NO Working Tax Credit and have an annual income of less than £16,040, or Working Tax Credit and have an annual income of less than £6,420. Application forms may be had from the school office or Reception, Floor 2, Tayside House. Children having lunch in school are not allowed to leave the school premises without written permission from a parent. It would be appreciated if parents could pay at the beginning of the week for the whole week.

Attendance

It is the duty of the parents to ensure children are regular and punctual in their attendance at school. When a child is absent from school every effort should be made to inform the school of the reason on the first day of absence. Telephone messages about absences will be handed on to the appropriate teacher. It is necessary for a child returning to school after an absence to bring a letter to the class teacher explaining the reason for non-attendance. If there is an unexplained absence or frequent absences without adequate reason, it will be necessary to involve the School Community Support Services of Dundee City Council.

It is realised that it is not always possible for family holidays to be taken during official school holidays. Parents are requested, whenever possible, not to arrange holidays during term time thus causing children to lose valuable schooling. Homework will not be given to children who take time off school for the purposes of a holiday.

Tooth Brushing

Children in Primary 1 brush their teeth on a daily basis. Our Healthy Eating Assistant in line with Dundee City Council policy supervises this. As a Health Promoting School we have also begun tooth brushing with our Primary 2 children.

Insurance

The Council insures against its legal liability for - a) accidental personal injury or b) loss or damage to property of third parties. Parents are advised that no insurance cover is maintained for circumstances in which the Council does not have a legal liability. Parents may wish to consider their own insurance arrangements.

Transport

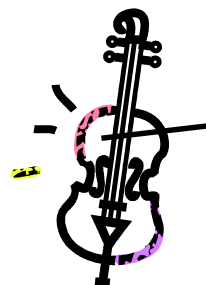
There are many service buses available to reach Dens Road, the nearest of which are the 1a, 1b, 18 and 19. Dundee's Policy as approved by the Education Committee is that transport is provided –

- to all primary school children attending their delineated area school and living over 2 miles from that school.
- to all secondary school children attending their delineated area school and living over 3 miles from that school
- to those children whose journey between home and delineated area school is deemed to be unduly hazardous.

Instrumental Tuition



Children are invited to apply for 'cello/violin and brass tuition. Instruction is once per week taken by Miss A Davidson or Mr K Murphy. The cost per year is £117 and this can be paid in two installments. Children using musical instruments belonging to the school require to pay an annual hire charge of £72.



Families receiving the following benefits may receive tuition free.

- Income Support/Income Based Job Seekers Allowance
- Support under Part V1 of the Immigration & Asylum Act 1999
- Guaranteed Pension Credit
- Child Tax Credit
- Working Tax Credit and an annual income of less than £16,040.

Attendance Figures

The Scottish Office has directed through regulations that attendance figures for all primary, special and secondary schools in Scotland should be published in school handbooks.

The figures relate to attendance and absence of children in the school year 2009/10. Because of regional variations in the interpretations and guidance applied in respect of the 2008/9 attendance data, the national average should be regarded as indicative only.

Total Number of Possible Attendances

	P1	P2	P3	P4	P5	P6	P7	P1-P7
Dens Road	15279	12218	13284	12094	13720	12494	10904	89993
Dundee	506724	518938	485575	500051	482841	497968	536695	3528792
Scotland	19136227	19091222	18545411	18823231	19175554	19573622	20175467	134520734

Percentage of Authorised Absences

	P1	P2	P3	P4	P5	P6	P7	P1-P7
Dens Road	7.9	5.7	5.1	5.2	5.5	4.2	5.8	5.7
Dundee	4.4	4.3	4.3	4.1	4.3	4.1	4.3	4.3
Scotland	4.3	4.1	3.9	3.8	3.9	4.0	3.9	4.0

Percentage of Unauthorised Absences

	P1	P2	P3	P4	P5	P6	P7	P1-P7
Dens Road	1.3	2.5	0.8	1.3	1.3	0.9	0.8	1.3
Dundee	1.5	1.6	1.7	1.6	1.7	1.5	1.6	1.6
Scotland	1.1	1.2	1.1	1.1	1.1	1.1	1.1	1.1

Minimising Overall Absence

	Absence recorded (2008/2009) Average number of half day absence per pupil	Absence recorded (2009/2010) Average number of half day absence per pupil
Dens Road	25.7	26.5
Dundee	22.1	22.4
Scotland	18.3	19.4

Budgeted Running Costs - 2010/2011 Financial Year

School Roll at September 2009 - 251
Total School Running Costs At April 2010 = £1,115,493

Cost Per Pupil:	School	=	£4,444
	Dundee City Average	=	£4,215
	National Average	=	£4,028

School Costs

It is misleading to suppose that a school automatically offers a better deal for pupils because its costs per pupil are higher. It would also be unrealistic to assume that schools with lower unit costs than others are necessarily managed more economically and efficiently. Costs per child are dependent on a considerable number of factors. For instance the size of the school plays a big part in determining costs per pupil, and a small primary school in a rural area is almost certainly likely to have a higher unit cost than a large primary school. Other schools have particular situations e.g. an annexe - which may considerably raise their unit costs. In comparing unit costs of your child's school with regional and national averages you should be careful to consider such matters before making judgment either on the quality of provision in the school or the school's value for money.

School Pupil Records (Scotland) Regulations 1990

These regulations make provision for granting access by parents and children over 16 to manually maintained records held on children. Parents and children wishing to avail themselves of this service must submit their request on an application form obtained from the Head Teacher.

Emergency Arrangements

In the event of an emergency it may happen that the school must close without prior notice. Announcements are made on the local radio station (Radio Tay) when schools have to close due to bad weather and parents are asked to listen for such announcements.

Transferring Educational Data About Pupils

Education authorities and the Scottish Executive Education Department (SEED) collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus SEED has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Executive itself.

What pupil data is collected and transferred?

Data on each pupil is collected by schools, local authorities and SEED. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to SEED. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Dates of birth are passed on as 'month and year' only, again to ensure that individuals are never identified. Data is held securely and no information on individual pupils can or would be published by SEED.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

SEED works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of SEED, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with colleagues within and outwith SEED.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at **Peter.Whitehouse@scotland.gsi.gov.uk** or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?

Further details about ScotXed are available on the ScotXed website, www.scotxed.net, which contains a section on 'frequently asked questions' at <https://www.scotxed.net/jahia/Jahia/lang/en/pid/220>

Curriculum for Excellence

The following subjects make up a Curriculum for Excellence

Where possible all subjects will be taught within a learning context which will have meaning and relevance to every child. Numeracy, Literacy and Health and Well Being are the responsibilities of all educators of children from 0-18.

➤ Health & Well Being

➤ Religious & Moral Education

➤ Languages

➤ Mathematics

➤ Science

➤ Social Studies

➤ Expressive Arts

➤ Technologies

7 Principles for Curriculum Design

Challenges and enjoyment

Learning opportunities should provide both **challenge and enjoyment**. Children and young people should be active in their learning and have opportunities to develop and demonstrate their creativity. But it should also be fun.

Breadth

All children and young people should have opportunities for a wide range of activities so that they can learn and develop in a variety of ways. There should be sufficient **breadth** in each young person's overall experience to help them make choices as they move through school.

Progression

Children and young people's learning should be **progressive** building on earlier knowledge and achievements.

Depth

As well as having a broad range of experiences, children young people should also have opportunities to work in **depth**. As they progress they should be able to draw different strands of learning together and explore and achieve more advanced levels of understanding.

Personalisation and choice

The curriculum should respond to individual needs and support particular aptitudes and talents. Children and young people have opportunities to exercise responsible **personal choice** as they move through their school career.

Coherence

Taken as a whole, children and young people's learning activities should combine to form a **coherent** whole. There should be clear links between the different aspects of children and young people's learning.

Relevance

Children and young people should understand the purposes of their activities. They should be able to see the value of what they are learning and its **relevance** to their lives, in the present and the future.

Useful Websites

<http://www.ltscotland.org.uk/>

<https://secure.glowscotland.org.uk>

Textease Community at home licence

<http://www.textease.com/athome/>

Brainpop UK

<http://www.brainpop.co.uk/>

School Blogs

Primary 1 - <https://blogs.glowscotland.org.uk/dd/DensRoadPrimaryOne/>

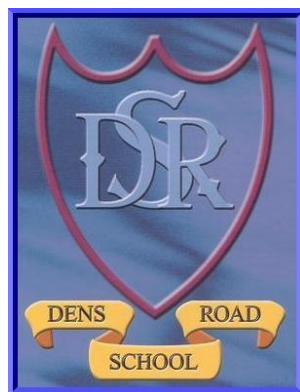
Dens Road School 100 Years - <https://blogs.glowscotland.org.uk/dd/DensRoadSchool100Years/>

Internet Safety

http://dc2.ea.dundee.city.sch.uk/pages/internet_safety/

Glow Login

<https://secure.glowscotland.org.uk/login/login.asp>



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Published: January 2011