

SCHOOL HANDBOOK

2012 - 2013

Dumfries and Galloway Education Services

Brydekirk Primary School Handbook

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1. Letter from Director

Dear Parents,

Dumfries and Galloway Education Services is committed to delivering a high quality education for your child/ren. As part of Dumfries and Galloway Council's overall vision we aim to provide all children and young people with a good start in life and prepare them for adulthood and employment.

Education Services cannot deliver this alone for children and young people but work together with others and, as parents, you are one of our key partners. The research tells us that when parents are involved in their child's education the child will do better. The school handbook is one of the ways in which we inform parents, not just about how the school works, but also about how you can help us help your children to succeed in school and life.

It gives me pleasure as Director, Education Services to commend this handbook to you as an invaluable source of information about your school and Education Services.

Yours sincerely
Colin Grant
Director, Education Services

2. Welcome from Headteacher

This Handbook is designed to give you information to help support your child at Brydekirk Primary School. To meet the staff and the routines of school life. It is the first in a whole line of home school communications designed to keep you informed, to find out your views and to improve the education provision at Brydekirk Primary School.

Please read this carefully and keep it for future reference. I hope that you find it useful. Please let us know if you feel something is missing.

3. Education Services Aims

Our Aim is to raise levels of attainment, achievement and participation in all our children and young people.

Our Objectives

1. We will ensure that children and young people will be at the centre of our plans.

This means planning by schools and support from Education Services will be focussed on delivering to all our children and young people the entitlements embedded in Curriculum for Excellence and Getting It Right for Every Child.

2. We will improve our partnership working

This means an emphasis on Cluster working, training on Getting It Right For Every Child themes, parental involvement, multi-agency working, partnership with Community Learning and Development (CLD); Professional Learning Communities and collaboration with Education Scotland, the Care Inspectorate and Further Education colleges.

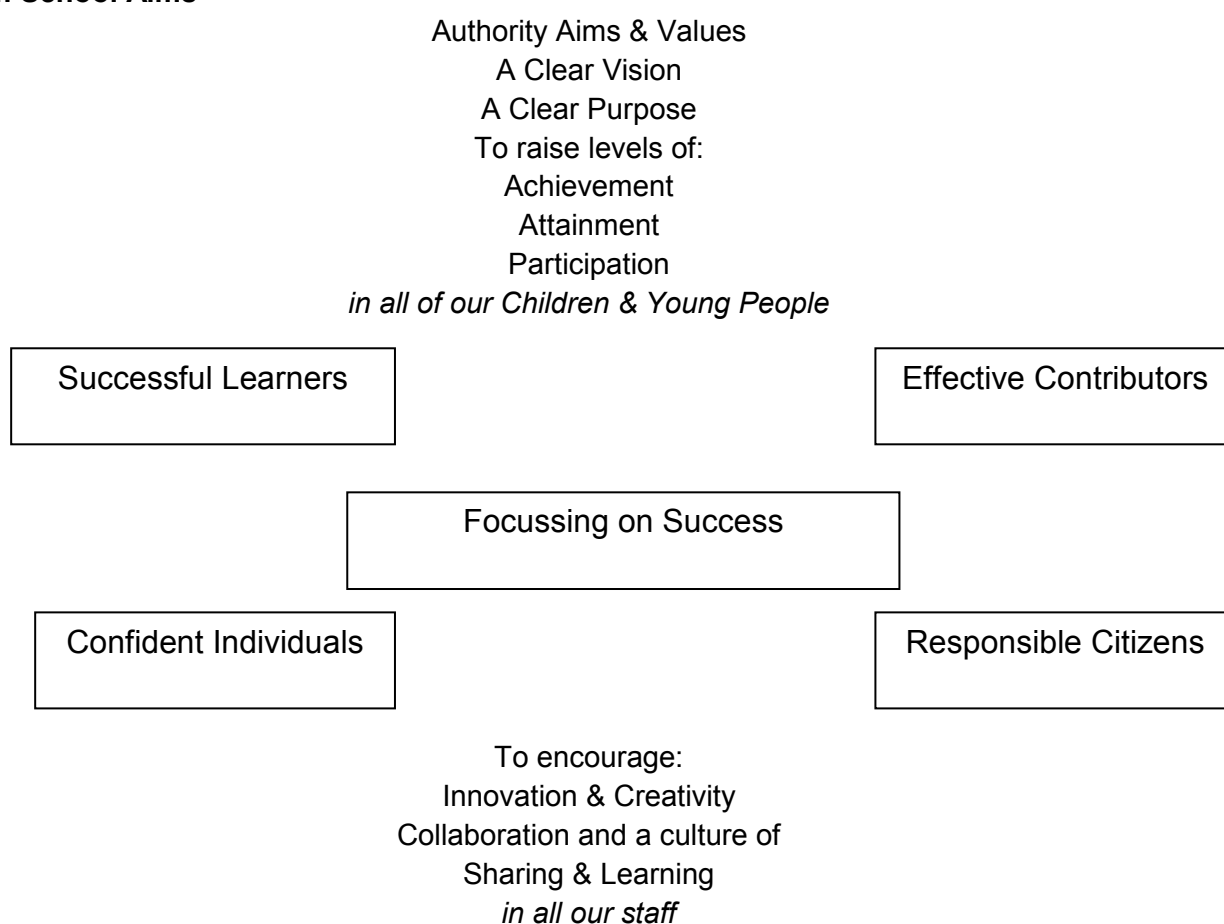
3. We will encourage innovation, creativity, collaboration and a culture of sharing and learning in all our staff

This means a focus on transformational leadership, professional autonomy and local solutions and building capacity in all our staff.

4. We will streamline our business processes

This means empowering our schools and staff to find better ways of working, with an emphasis on professional autonomy, local solutions, developing leadership, capacity building, effective Continuing Professional Development and implementing Getting It Right for Every Child processes.

4. School Aims



5. School Ethos

Vision, Values and Aims

Vision: Brydekirk Primary and our rural community
We: Educate for a Changing World

Aims: Stay safe and healthy.
Stimulate enjoyable experiences and opportunities for all.
Challenge ourselves and one another to reach our potential.
Succeed in reading, writing and mathematics.
Encourage confidence and the right attitude.

Values: Respect
Responsibility
Effort & Creativity
Literacy & Numeracy
Experiences & Opportunities

6. School Information

6.1

Address: School Street
Brydekirk
DG12 5LX

Telephone Number: 01461 202449

Email Address: boffice325@ea.dumgal.sch.uk

Website Address:

<https://blogs.glowscotland.org.uk/dg/BrydekirkPrimaryNewsWorld>

6.2

Head Teacher Mrs N Turnbull

6.3

School Roll 35
Non-denominational
Primary 1 to 7 Co-educational

Brydekirk Primary follows Authority Guidelines regarding composite classes. At the moment P1 to P3 class and P4 to P7 class.

6.4

Nursery No Nursery

6.5

School Staff 2 teachers (including Head Teacher) plus specialist teachers in PE, Music, Art and Support for Learning.



Head Teacher	Mrs Turnbull
Class Teacher	Mr Archibald
Support Teacher	Mrs Mann
Art Teacher	Miss McMichan
Music Teacher	Ms Davis
PE Teacher	Mrs Foster
Support for Learning Teacher	Mr Brown
Clerical Assistant	Mrs Robson
Classroom Assistant	Miss Johnstone
Support for Learning Assistant	Mrs Park

6.6 Terms and Holidays

Term Dates – 2012 to 2013

<u>Term 1:</u>	Thursday 23 August – Friday 12 October 2012
	Staff return Tuesday 21 August 2012 Pupils return Thursday 23 August 2012
	<u>Autumn Holiday</u> Monday 15 October – Friday 26 October 2012
<u>Term 2:</u>	Monday 29 October – Friday 21 December 2012
	<u>St Andrews Day Holiday</u> Friday 30 November 2012
	<u>Christmas Holiday</u> Monday 24 December – Friday 4 January 2013
<u>Term 3:</u>	Tuesday 8 January – Thursday 28 March 2013
	Staff return Monday 7 January 2013 Pupils return Tuesday 8 January 2013
	<u>Mid-Term Holiday</u> Monday 11 February 2013
	<u>INSET Day</u> Tuesday 12 February 2013
	<u>Spring Holiday</u> Friday 29 March – Friday 12 April 2013
<u>Term 4:</u>	Monday 15 April – Tuesday 2 July 2013
	<u>May Day Holiday</u> Monday 6 May 2013
	<u>INSET Day</u> Tuesday 7 May 2013
	<u>Summer Holiday</u> Wednesday 3 July 2013

Schools re-open for staff on Friday 16 August 2013
Schools re-open for pupils on Monday 19 August 2013

7. Contact Us

7.1 If you need to find out something

Visiting School

Parents and visitors are welcome to “drop in” at any time, particularly if collecting children or returning them from appointments. However, for consultation with teaching staff, (this requires time out with normal teaching hours), arrangements can be made for parents to visit the school after 3.20 p.m. Those who wish to do so are requested to make a prior appointment.

To gain entry to the school building, all visitors should report to the main entrance.

7.2 If you have concerns

Should a parent/carer have any concerns regarding their child's welfare or education, they should, in the first instance, contact the school and arrangements will be made to discuss the matter. It is hoped that any matter can be resolved at school level between parent/carer and teacher/Head Teacher.

7.3 If you have a complaint

Education Services operate within the complaints handling procedures of Dumfries and Galloway Council. Information on this can be found at

<http://www.dumgal.gov.uk/index.aspx?articleid=9246>

Education Services aims for enquiries, concerns and complaints to be dealt with at as local a level as possible, where possible at individual school level. Individual schools are supported to ensure that matters of complaint are recorded, acknowledged and responded to within normal complaints handling timescales, normally response within 10 working days. Normally issues arising at a school level should be brought to the attention of the class teacher and senior school staff, such as Head or Deputy Headteachers as appropriate. Further support and advice can be provided to individual complainants or teaching staff through contacting either the complaints handler within Education Services or to the Council's Corporate Complaints Unit.

8. How the School Works?

8.1 Enrolment

Enrolment dates are advertised in the local press and parents should bring their child along with his/her birth certificate and proof of address at the appointed times.

Pupils are shown round the school, usually with their parents. Information is shared regarding health, previous education experience and domestic arrangements, eg transport, lunches and uniform. Pupils meet their new teacher and pupil records are requested from their previous school. On the first day of attendance, parents are encouraged to bring their child(ren) to school. Pupils are allocated another pupil to look after them. The helping pupil (buddy) is given instructions on how to support the new pupil.

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://www.dumgal.gov.uk/index.aspx?articleid=6293>. Full details on how to enrol or move school are available from the school or on the Council's website (see Section 16).

8.2 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.

8.3 School Day

School Begins	- 9.00 am
Mid-Morning Break	- 10.30 to 10.50 am
Lunch Break	- 12.15 – 1.15 pm
School Closes	- 3.15 pm

8.4 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, or disability. Prior to drawing up the dress code, parents, pupils and staff should be fully consulted and it is the expectation of Education Services 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 such as loose fitting clothing, dangling earrings.
- Are of flammable materials which may be a danger in certain classes.
- Could cause damage to floors.
- Carry advertising, in particular for alcohol or tobacco.
- Could be used to inflict damage on other pupils.

Parents in receipt of a grant for footwear and clothing from the authority will be encouraged to purchase items which are in accordance with the school dress code. Guidance is available on Clothing Grants from Pupil / Parent Support Unit on <http://www.dumgal.gov.uk/index.aspx?articleid=2235>

While it would not normally be the policy of the authority to exclude a pupil from school solely on the basis of his/her dress, persistent refusal to respond to a reasonable dress code could be deemed to be a challenge to the 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.

Sweatshirts, polo shirts, fleeces and jackets with the school logo, are available for purchase. An order form can be obtained on request. These may be worn with dark skirt/trousers. All items of clothing and shoes should be **labelled with the child's name**.

Dress Code

- a) Parents are strongly urged to dress children in uniform although it is not compulsory. The uniform consists of a navy sweatshirt embroidered with the school badge, navy trousers or skirt and white polo shirt or white shirt/blouse and tie. Sweatshirts and polo shirts with school logo can be ordered from the school office. The expense involved in buying uniforms is appreciated, but the wearing of it does assist the development of a sense of belonging, of community and of pride in the school.
- b) As all class areas are carpeted, **pupils are required to keep a change of footwear in school**. This is essential in wintertime when children may well be wearing Wellington boots outside.

- c) **Pupils are expected to wear shorts (or tracksuit trousers in colder weather), T-shirt and sandshoes or trainers for Physical Education.** For safety reasons, the wearing of jewellery is not allowed during such activities. Those pupils with pierced ears only should wear **sleepers** or **studs**.
- d) Money and other valuables should never be left unattended.

8.5 School Meals

For the past 8 years Dumfries and Galloway Council's school meal service has taken steps to improve the nutritional quality of school meals.

This has been influenced by the introduction of both "Hungry for Success" and "The Schools (Health Promotion and Nutrition) (Scotland) Act 2007" which:

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

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

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

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

School Meals and Take 4 Health Meals are prepared at Newington Primary School in Annan. Lunches are served to the pupils and are currently priced at £1.70 per day or £8.50 per week.

For banking purposes, all lunch money **must** be brought to school on Monday mornings.

Pupils will receive a copy of the next weeks' Menu on Friday. They can indicate their choice of main course/Take 4 Health, for each day of that particular week and hand it in on a Monday morning to the lunch assistant.

Facilities are also made available in the dining area for those children who bring packed lunches.

Free school meals are available to support families who live and attend a school in Dumfries and Galloway and who are in receipt of qualifying benefits. All Primary 1 pupils currently receive free school meals. Any questions about Free School Meals can be directed to the Pupil/Parent Support Unit (See Section 16) or <http://www.dumgal.gov.uk/index.aspx?articleid=2233>

8.6 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.

How do I find out if my child will receive school transport?

If parents are dropping off or picking up children at the beginning/end of day, please ensure this is done with care and as quickly as possible, without taking up parking spaces where School Staff would normally park their vehicles. In the case of older children perhaps parents may consider dropping them off at the bottom of School Street to walk up to school.

When school transport is required for a pupil, the school will contact the Parent/Pupil Support Unit. 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://www.dumgal.gov.uk/index.aspx?articleid=6293>)

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.

There is a Policy on School Transport and a Guide for Parents, and also Guidance for transport of children and young people with Additional Support Needs. These are available from your school or on the Council's website or from the Pupil/Parent Support Unit (see Section 16) (<http://www.dumgal.gov.uk/index.aspx?articleid=1487>)

8.7 Class organisation –

Brydekirk Primary follows Authority Guidelines regarding composite classes. At the moment P1 to P3 class and P4 to P7 class. The maximum size for a composite class is 25. A composite class is one in which there are pupils of different age groups. Almost all primary schools in Dumfries and Galloway employ composite classes. Head Teachers are responsible for the internal organisation of the school taking into account the Authority policy which is that composite classes are formed on the basis of age. The child's date of birth determines the class in which he/she is placed. For further details please contact the school

8.8 Playground Supervision
Staff supervise the playground and a CCTV system is in operation around the playground.

8.9 Positive Behaviour and Celebrating Success

To enable us to fulfil the school's aims, we feel it is worthwhile to develop a behaviour code and share it with all concerned: pupils, parents and staff.

- Walking when indoors.
- Obeying any instructions regarding safety given by staff, both teaching and non-teaching.
- Taking care when entering and leaving the building.
- Not cycling within the school grounds.
- Remaining within the pupil areas of the school grounds at all times.
- Moving around in a way which takes note of the presence of other people and their safety.
- Treating other people with respect and tolerance.
- Refraining from any violence or physical aggression towards others
- Reporting to staff any areas of the school which have become unsafe.

Pupils are expected to come to school ready to participate fully in the life and learning of the school by

- Being punctual
- Bringing with them the necessary equipment, clothing etc
- Being in a fit state of health
- Having done any homework set for them
- Carrying out tasks set for them by the staff in a diligent way.

Pupils are expected to behave towards others in a way which shows respect and tolerance by

- Speaking and responding politely and appropriately to staff, fellow pupils and visitors.
- Supporting others whenever possible
- Dealing with difficulties when these arise by talking to staff
- Carrying out tasks to help other people when these are set by staff.

Star Pupils Awards are given for

- Good work
- Special successes
- Keeping the golden rules

Achievement Wall

All pupils are encouraged to share achievements. These achievements are shared by using the wall of achievement and our school blog.

9. The Curriculum

9.1 Curriculum for Excellence

The purpose for the Curriculum for Excellence programme is to improve the learning, attainment and achievement of children in Scotland. It is also about ensuring that pupils achieve on a broad front, not just in terms of examinations. The importance of children acquiring the full range of skills and abilities relevant to growing, living and working in the contemporary world is also recognised. Curriculum for Excellence aims to ensure that they will enjoy greater choice and opportunity to help realise their individual talents. A unified set of purposes and principles has been created for the whole curriculum in Scotland, throughout the early years, primary school and secondary school.

Aims

Curriculum for Excellence aims to:

- Focus classroom practice upon the child and around the four capacities for education:
 - Successful Learners
 - Confident Individuals
 - Responsible Citizens
 - Effective Contributors
- Simplify and prioritise the curriculum
- Encourage more learning through experiences
- Create a single framework for the curriculum and assessment 3-18

Purposes of the Curriculum 3-18

The curriculum will provide the structure and support in learning which will develop the four capacities listed above. The intention is to alter the balance between a process that is

heavily dependent on content and learning and teaching approaches that improve the pupils' understanding of what is being taught. This is not a one off change but the start of a continuous process of review to ensure that the curriculum remains up to date.

Principles for Curriculum Design

- Challenge and enjoyment
- Breadth
- Progression
- Depth
- Personalisation and Choice
- Coherence
- Relevance

Curriculum Areas

- Sciences
- Languages
- Mathematics
- Expressive Arts
- Social Studies
- Technologies
- Health & Wellbeing
- Religious and Moral Education

There are five curriculum levels:

Early	Preschool & P1
First	P2-P4
Second	P5-P7
Third & Fourth	S1-S3
Senior	S4-S6

We continue to expand and develop our range of cross curricular work, and opportunities for all pupils, including sustainable development, citizenship and enterprise.

We continue to recognise the importance of providing additional opportunities for personal achievement.

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 takes a fresh approach to what, how and where young people learn. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture young people as successful learners, confident individuals, effective contributors and responsible citizens.

How does Curriculum for Excellence work?

- The 'learner journey' will be joined up from 3-18 to avoid gaps and overlaps in learning and to make the most of achievements outside school.
- Learners will work at a pace that suits, with enough challenge and support to stretch them.

- Lessons will be more engaging, inspiring and relevant to everyday life.
- Teachers will make connections between subjects, helping children make sense of the world.
- Children will learn *how* to learn and how to use their learning, not just memorise information to pass tests. This will help them adapt in an uncertain future with the ability to think for themselves, make sound judgements, challenge, enquire and find solutions.
- There's more focus on knowledge *and* skills – including vital skills: literacy and numeracy, which underpin all learning and are critical in life.
- There are changes to assessment and how progress is reported to give learners, parents and employers better information on potential and achievement.

9.2 Subject Information

9.3 Health and Well Being Education

Parents Guide to School Health Service

The School Health Team works along with Education and parents to support each child in achieving their optimum in health development. This is done through identifying individual health needs and/or health promotion.

Whilst in school your child will be seen by a member of the School Health Team. This may be in a group or on an individual basis.

The School Health Team will support personal and social education programmes throughout their education.

Care and Welfare

Dumfries and Galloway Authority promotes an inclusive approach to education in all our schools and has provided guidelines and policy information to assist schools in implementing this approach to Education.

10. The Wider Curriculum

10.1 Extra Curricular Activities

Football Club, Lacrosse Club, Gymnastics Club, Drama Club and Art Club are available. Swimming Lessons - At Brydekirk Primary all pupils, during the summer term, have the opportunity to participate in swimming lessons as part of our curriculum. All pupils attend Annan Swimming Pool weekly, one afternoon, as part of a block. Parents and school help to fund this as we all feel this is such a valuable activity as well as promoting the underlying values of Curriculum for Excellence.

Finally, parents can help greatly by making sure items of clothing and footwear are clearly labelled with names, as Wellingtons and gym shoes have a habit of looking alike!

10.2 Pupil Council

Pupils are regularly consulted on a whole range of matters to do with the life of the school. In addition we have a suggestion box for all to use. The older pupils have a bubble book to share with the teacher of concerns and ideas. We bring together all the pupils once a term to work on projects over a period of a few weeks such as playground rules, new play equipment for outside.

10.3 School Trips

The School encourages staff to take pupils on excursions in order to widen their experience, develop Knowledge and Understanding of the World and to develop responsible attitudes to the environment.

Excursions may be into the local community or slightly further afield necessitating the use of transport. Regardless of the length or location of the excursion the School will ensure that trips are carefully planned and that care has been taken to recognise and minimise the dangers of any harmful, unplanned occurrences.

Where the planned excursion is in the immediate environment of the school and requires little more than the normal care exercised by staff in their day to day supervision of pupils, parents will not normally be contacted and the "blanket consent" form completed at the beginning of the session will be used. Parental permission will be sought for trips out with Dumfries & Galloway, requiring transport and a letter giving details of the trip will be sent to parents prior to the excursion.

During all excursions the ratio of adults to pupils will meet at least the minimum requirement.

10.4 The Community

We enjoy excellent links with the local community, which is extremely supportive of the whole school and its aims. This helps children develop positive attitudes to the local community and makes them aware of their role as citizens of it. We have a strong partnership with the local Church and pupils attend a Christmas Eve Service. Carol singing at Christmas time around the village helps develop positive links to the community.

10.5 Eco Schools

Pupils are very aware of how to improve the school and wider environment. We work closely with the countryside ranger on themes in relation to recycling, health and wildlife conservation.

11. Home/ School Partnership

11.1 Parent Council -

Chairperson:	Mr McBain
Parent Members:	Ms Harrison, Mrs Hunter, Mr McBain, Mr Rawcliffe & Mr Simpson
Teacher Member:	Mr Archibald
Co-opted Member:	Mrs Barnes
Head Teacher:	Mrs Turnbull
Clerk:	Mrs Robson

By law schools have a duty to promote parents' involvement in children's education. We are very keen that parents feel able to be involved in their child's education and learning, that

they are active participants in the life of the school and they feel able to express their views on school education generally.

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.

We also have a Parents & Friends Association (PFA), this was established in 2002, and consists of the following members:

Chairperson:	Mrs McBain
Vice Chairperson:	Mrs Clark
Secretary:	Mrs Cotton
Treasurer:	Mrs Henderson

The PFA have raised funds for various activities, ie help subsidise the pupils and we are very appreciative of the good work they do to enrich our learning environment for the pupils. The PFA consists of parents, staff and community members

11.2 Communicating with Home-

Communications with Parents

We see parents as being very important contributors to an educational partnership, we are keen to promote links between home and school. Therefore, we would wish you to have as much information as you require about your child's progress, and hope that you will take advantage of the opportunities offered for communication with staff.

Our prospectus, information booklets and policies for learning and teaching are readily available to all parents and with our school website we endeavour to keep everyone in the locality well informed of the happenings at school.

Emergency Contact Procedures

If a pupil takes ill or is injured, they will in the first instance be given attention by a member of staff and/or a qualified first aider. If it is necessary for them to go home the school will try to

- Contact the parents by telephone
- Contact the emergency contact nominated by parents
- If we cannot contact parents or emergency contact, we will, if it is appropriate, contact the family doctor.

Text Messaging

This system was installed in January 2006, at Brydekirk Primary. It allows the school to send text messages to all parents on mobile phones. For example, the messages can be for changes of events/meetings, cancellation of school activities, school closure, reminders, absence messages, etc. This has been a very successful way to contact parents using mobile phones, however, if parents do not have mobile phones they will be contacted by landline telephone in an emergency.

11.3 Attendance

It is your responsibility as parents to ensure that your child/children attends 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 Officer. If possible please try to make dental/medical appointments out with school hours. However if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

Unexplained Absences / Lateness

In light of the tragic case in West Lothian in 2005 we have been advised to put procedures in place to ensure the safety of all the children in our care. In order that our procedures work efficiently and effectively we require your cooperation in the following matters:

Parents are asked to ensure that:

1. The school is informed if the family is 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.
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 as a result 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 I 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 in a position

to refuse permission to parents for such holidays but it is the view of Education Services that these holidays should be officially recognised as “unauthorised”.

Education Services recognises that some parents have difficulties in arranging their own holidays to suit school holiday periods and 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 – 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. This means that, whilst parents are at liberty to remove children from school for the purposes of family holidays, such absences will be recorded as ‘unauthorised’. Parents should continue to 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.

11.4 Homework –

Pupils in both class bases are issued with homework activities on a regular basis and we would ask you to ensure that it is completed and returned on time. Please notify the school if there are difficulties when undertaking the tasks or if family circumstances prevent homework from being completed. This avoids pupils becoming unnecessarily upset or stressed.

Homework is given to consolidate new information or skills, to encourage children to work independently and to help familiarise parents with the work their child is doing at school.

The school is especially grateful for help given at home with reading practice during the formative years.

The regular habit of daily reading at home is of great value in developing the skills of a young child, and five or ten minutes, one-to-one, with a parent who is sympathetic is a valuable contribution.

Five or ten minutes set aside for the practice of spelling and tables is to be encouraged at a later stage, and from time to time pupils may be requested to do some research at home in connection with a particular topic at school, practice in mathematics, problem solving or using media. Generally, the length of time homework will take may vary depending on the stage and ability of pupils. Additional information is detailed in our **Homework Policy**.

11.5 How is my child doing? (Assessment and Reporting)

Assessment is a vital part of a child’s learning. Staff are constantly involved in the following Assessments or special tasks to check that learning has taken place.

Diagnostic tests to help identify potential or actual difficulties and thus to take steps to remedy these.

More information is available in our recently publish Assessment Policy on our blog or a hard copy can be requested in school.

Reports are sent to parents during the summer term and interim reports are also produced in November.

Incas CAB Assessments – P3, P5 and P7

At set times in the academic year, pupils in Dumfries and Galloway will be engaged in a formal standardised assessment. For P1 pupils, this takes place in September and June

and these give an indication of actual learning that has taken place in the child's first year in school. P7 undertook Computerised Adaptive Benchmark (CAB) Assessments for the first time in February 2012 and this is now set in the calendar for P7 each year. P3 and P5 pupils will be set the CAB Assessments for the first time in November 2012 and again this is set in the calendar for future years.

The purpose of the CAB Assessment in Dumfries and Galloway is to –

- Support the authority position on “towards an integrated assessment, learning teaching policy”.
- Provide an authority benchmark of literacy and numeracy at P1, P3, P5 and P7.
- To provide data of added value for primary schools in late P1 and February of P7.
- To provide information to teachers to inform pupil progress and profiles.
- To support transition to secondary school by providing additional early P7 data across all schools.

Assessment can also be used to:

- Help build learners' understanding as part of learning and teaching.
- Monitor and track progress in learning within the school.
- Provide information to those outside the school on learners' progress and achievements.
- Provide information for use beyond the school, including for qualifications and awards.

11.6 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 children 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 child's achievements can be recognised. Nationally it has been agreed that profiles will be produced at the P7 and S3 stage. The profiling process gives your child the opportunity to talk about their learning and achievements with yourself and others and can challenge, motivate and support all learners. The intention is to give a rounded picture of your child, their achievements and progress in learning to date.

There is a Guidance note for parents on profiling which is available from your school.

11.7 Helping the School

We are very grateful for occasional support. Parents who help should work within the Adult Helpers in Schools Guidelines and the Head Teacher will issue all adults who are able to help in this way with the appropriate guidelines.

11.8 Helping your child

There are many things which as a parent you can do to support your child's learning in school:-

- **Listen, talk, and encourage** – 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 and 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
- **Encourage any reading**
- **Look for opportunities at home** to develop literacy and numeracy skills: money, number problems, time, measuring, matching, size, 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 about the change 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 parents nights, reviews

Information provided by Education Scotland – Parentzone

11.9 Useful Information

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 .

12. Support for All

12.1 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 in order to ensure that all children and young people have access to quality learning opportunities and experiences.

The Authority aims to meet the needs of all children with additional support needs through a range of provision from mainstream classes(with or without support) to part-time or full-time provision in a school with a learning centre or base.

This commitment to meeting the needs of all children is based upon the requirements of the Education (Additional Support for Learning) (Scotland) Act 2004 amended in 2009 and is translated into procedure and practice by Dumfries and Galloway Education Services' The Framework for Support 2006. This Framework is currently under review.

Brydekirk Primary has an Additional Support for Learning teacher whose remit and time allocation is moderated each year in order to ensure quality of provision in the authority.

What is Additional Support for Learning (ASL)?

If your child needs extra help or support in addition to that which is usually provided in school they can be said to have 'Additional Support Needs'. Children may need additional support for short or long periods of time and for a variety of reasons. The reasons can include:

- Social or emotional difficulties
- Problems at home
- Being particularly able
- A physical disability
- Moving home frequently
- Behavioural difficulties
- Bullying
- A sensory impairment
- Communication problems
- Being a young carer
- Being a young parent
- Having English as a second language
- A learning disability
- Autism
- Attention Deficit Hyperactivity Disorder

If you have any concerns about your child you should speak to a member of staff in the school in the first instance. There are a number of ways in which concerns can be followed up. This may involve the input of other educational professionals such as Specialist teachers (Additional Support for Learning teacher, Educational Visitor, Sensory Impairment Specialists) and Educational Psychologists. It may also involve your child being referred onto staff in external agencies such as health staff (Speech and Language therapist, Occupational Therapist, Physiotherapist etc.) . As a parent you will be closely involved in the whole process and your views sought throughout. If, after discussion with all concerned, it is felt appropriate , your child will have an educational plan agreed which will identify how they are to be supported.

Your child's progress will be kept under review and any plans and support will be changed as necessary. As a parent you will be closely involved in any review process. There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights or it may also be through more formal, focussed meetings with all agencies involved. You should discuss and agree with the school how you would like to be involved.

At the moment 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 managed by Education Officers with responsibility for Additional Support for Learning.

Further information on all of the above is available from the school or on the Council website

<http://www.dumgal.gov.uk/index.aspx?articleid=10757> 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/> .

12.2 Getting it Right for Every Child (GIRFEC)

Getting it right for every child (GIRFEC) is an approach from The Scottish Government that sets out how schools and other services should work with children and their families.

GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time. For you and your child, GIRFEC means that:

- You are the expert on your child and what you think matters. Getting it right for every child means that the School will always seek to involve you, to listen to your opinions and take them seriously.
- From April 2013 your child will have a Named Person in the School. If you or your child need any advice or any support, the Named Person is your first point of contact and will make sure you get the help or advice that you need. Having a Named Person means that if there is anything that could affect your child's wellbeing, he or she will receive support as quickly as possible so that problems do not develop.
- If your child has complex needs and needs help from several different services, GIRFEC means that all these services must work together for you and your child. You should never have to keep telling your story to lots of different staff in the School or the Education Department or the NHS. Your child will have a single plan that everyone works to and everyone is clear about what they are doing. When your child moves to secondary school there will be a Transition Plan in place for them in good time.

For more information on *getting it right for every child* email GIRFEC@dumgal.gov.uk.

12.3 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 is contained within the [Child Protection Policy for Schools, Pre-School and Child Care Services](#) which is available from the school and the on the Council website.

12.4 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.

12.5 Home School Link Worker Service

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

13. Moving to Secondary School

Transfer from primary to secondary school will be dealt with by direct approach to parents from individual primary schools. Our catchment school is Annan Academy. Information regarding catchment areas can be found on the Dumfries and Galloway Council website by accessing "Find My Nearest". Parents can opt for any secondary school and full details on how to enrol or move school are available from the school or the Council's website.

13.1 Catchment Secondary School

Transfer from primary to secondary school will be dealt with by direct approach to parents from individual primary schools. Our catchment secondary school is Annan Academy. 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>. Parents can opt for

any secondary school and full details on how to enrol or move school are available from the school or on the Council's website.

13.2 Transition Activities

This includes activities organised by Active Schools, eg sporting activities and the Small World Programme. P7 pupils also visit Lockerbie Manor for an outdoor adventure overnight trip.

13.3 Induction Days

New Primary 1 pupils are invited to join us for one day, usually in June.

13.4 Support Available

Pupils with identified needs will be offered extended transition opportunities to allow the time to familiarise themselves with the changes in environment and structure.

14. School Improvements

14.1 Improvement plan and priorities

In May 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 due consultation 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 website and are also available in hard copy, on request.

14.2 Achievements

At Brydekirk Primary we have developed a motto "The Small School with the Big Ideas". Learning and achievement are at the heart of each and every day.

The pupils are involved in various clubs at school and participate in sporting events outside school. They are also involved in working with the community by open afternoons, carol singing around the village, taking part in Christmas Eve Services and collecting rag bags from the village. The upper school recently took part in an overnight stay at Lockerbie Manor Outdoor Activity Centre as part of a transition exercise.

14.3 More information

Brydekirk Primary is now part of the Annan Integrated Community Schools Cluster. An Integrated School is not about a building but about a way of working which recognised the support that children, young people, their families and communities need to achieve the most out of learning opportunities.

Services including Education and Community Services, Social Work, Health and the Voluntary Sector are working together in a more co-ordinated way for the benefit of children and their families. By doing so the right support given at the right time will provide all pupils in Dumfries and Galloway with the opportunity to achieve their potential. The school is at the centre of the community so is a natural focus for the delivery of services that remove the barriers to learning.

The Integrated Community School Approach aims to:

- Promote inclusion
- Provide multi-agency response to meet the needs of children and young people
- Raise attainment/achievement
- Support the development of Health Promoting Schools
- Reduce exclusions and improve school attendance
- Provide increased support to parents
- Provide children with increased opportunities to take part in sport, leisure and cultural out of school activities.

15. Health and Safety

15.1 Emergency Arrangements

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.

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

15.2 Severe Weather and School Closure Arrangements

Headteachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance make it absolutely 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.

15.3 Health Care

Education Services is committed to ensuring that all children are able to 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 [The Nursery and School Policy on Health Care Procedures Sept 2012](#) which is available from the school or on the Council website.

15.4 Data Protection

Your child's personal data will be held by the school. All personal data is held on our secure school management information system. We will ensure that the information we hold is accurate and up to date and each year you will be sent an Update Form detailing the information held by the school for you to check and update as required. Access to the school management information system is by individual user and is password protected. Furthermore, access to confidential data is restricted to staff in school as appropriate.

15.5 Images of Pupils

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

15.6 Use of the Internet

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. A copy of the School Pupil Internet Access Agreement is attached. We will ask you and if relevant, your son/daughter to sign before they are given access to the school's ICT services.

Glow

Managed by Learning and Teaching Scotland and delivered by Research Machines (RM), Glow is the world's first national intranet for education.

Glow enables innovation in teaching approaches by offering unique learning opportunities, helping motivate young people to work independently and collaboratively, supporting individualised learning allowing for personalities and choice and providing children and young people with relevance in their learning.

Glow will provide a trusted and safe environment for pupils, teachers and parents, an area to create personalised programmes of work and share curricular resources, provide a variety of online tools to enhance learning experiences, virtual learning to share information and take part in a lesson and tools to enable communication and collaboration across the network.

Each pupil has their own unique user name and password which they can use to access the Glow website both in school and at home.

16. Other Useful Information

16.1 Pupil / Parent Support Unit

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

(01387) 260437

(01387) 260498

(01387) 260433

(01387) 260493

16.2 Policies

There are a number of National, Education Services and school policies which will provide information on a range of issues. Further details of all of these are available from your school or on the Council website <http://www.dumgal.gov.uk/index.aspx?articleid=7432>. The following is a list of the policies which may be most relevant to you and your child/ren although this is not an exhaustive list:-

- Acceptable Use of Dumfries and Galloway Council's ICT Facilities In Schools (2009)
- Child Protection Policy for Schools, Pre-Schools and Childcare Services -
- Children Absent from School through Ill Health – Guidance (2011)
- Curriculum Swimming Policy (2012)
- Digital Images Policy (2012) – Taking and Using Images of Pupils
- Dumfries and Galloway Equal Opportunities Policy and related Equality Schemes
- Enrolling in Schools – Placement Policy (2012)
- Exclusion from Schools – Policy and Procedures (2010)
- Inappropriate Use of Social Networking Sites (2011)
- Parental Involvement Strategy (2006) – *this is under review*
- Primary School Class Organisation (2011)
- Protection of Vulnerable Groups (PVG) Scheme (2011)
- Providing Intimate Care for Children and Young People with Disabilities – National Guidelines for Schools
- Providing Intimate Care for Children – Procedures for Schools and Nurseries (2011)
- Nursery and Schools Policy on Health Care Procedures (2012)
- Respect for All – Anti-Bullying Procedures (2011)
- School Transport Policy

- Use of Mobile Phones and/or Internet Bullying – Procedures for Schools when drawing up policies (2007)
- Volunteer Policy and Procedures for Schools (2012)

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

The School Pupil Internet Access Agreement

- This is to be read through with your parent(s) and then signed. You will be allowed Internet Access after this is returned to school.
 - At this school, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
 - Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher
 - Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. It is forbidden to be involved in sending chain letters
 - Pupils must ask permission before accessing the Internet
 - Pupils should not access other people's files unless permission has been given
 - Computers should only be used for schoolwork and homework unless permission has been granted otherwise
 - No program files may be downloaded to the computer from the Internet
 - No programs on disc or CD Rom should be brought in from home for use in school unless with approval of the head teacher or class teacher
 - Homework completed at home may be brought in on floppy disc but this will have to be virus scanned by the class teacher before use
 - Personal printing is not allowed on our network for cost reasons (e.g. pictures of pop groups/cartoon characters)
 - No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project
 - Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.
-

The School Pupil Internet Access Agreement

I have read through this agreement with my child and agree to these safety restrictions.

Name of child/children: _____(PRINTED)

Signed: _____(Parent/Guardian)

Signed: _____(Pupil/Pupils of P4 upwards)

PARENTAL PERMISSION FOR MEDICATION TO BE ADMINISTERED

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medicine. This form should be re-done at the start of each new school year.

DETAILS OF PUPIL

Surname..... Forename(s).....

Address..... M/F:

..... Date of Birth:.....

Condition or illness.....

MEDICATION

Name/Type of Medication (as described on the container).....

For how long will your child take this medication.....

Date dispensed.....

Full Directions for Use:

Dosage and method.....

Timing.....

Special Precautions.....

Side Effects.....

Medication to be held by (please tick) School staff **or** Pupil

Medication to be (please tick) given by School Staff **or** self-administered

Procedures to take in an emergency:.....

.....

CONTACT DETAILS

Name..... Daytime Phone No.....

Relationship to Pupil.....

Address.....

I /We acknowledge that the above instructions will be carried out by member(s) of staff who has volunteered to administer the medication and is/are non-medically qualified and accept that this is a service which the school is not obliged to undertake.

I/We also accept responsibility to arrange for the collection of unused medication at the end of each school year.

Signature:..... **Date:**.....

(Person with parental responsibility)