



Welcome to

St Andrew's Primary School

Handbook



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1. Letter from the Head of Education

Dear Parent/Carer,

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 Head of Education to commend this handbook to you as an invaluable source of information about your school and Education Services.

Yours sincerely
Gillian Brydson
Head of Education

2. Welcome from Headteacher

Dear Parents

Our school extends a warm welcome to all parents, friends and children. The aim of this handbook is to provide you with information about the school day, curricular matters, personnel within the school etc.

We hope that it conveys the sense of care and challenge that we try to develop in St. Andrew's, but above all we hope that it begins to encapsulate the distinctive Catholic ethos your child will enjoy at this school.

We look forward to working with you in partnership to provide the best education for your child so that his/her school experience will be happy and rewarding.

Yours sincerely
Mark Valentine
Head Teacher



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

School Statement:

Vision Statement:

For over a century, St Andrew's RC Primary has offered a quality education to its pupils. The learning and well-being of children has always been central to its purpose. The Charter for Catholic Schools articulates well with our existing ethos. A Curriculum for Excellence sits comfortably with the values held dear to us for many years. Our parents choose St Andrew's School because they are aware that it is a Faith sharing community and desire this for their children. Our parent body are participants in the decision making processes of the school. We consulted parents through open forums, pupils via the pupil council and staff via staff meetings.



Our Curriculum Rationale

The curriculum in St. Andrew's Primary is defined as the totality of the experiences each child receives in their learning.

Its purpose is to offer a coherent, broad, general education throughout, but one that is grounded in several key themes.





The curriculum is embedded within an ethos of Catholic Christianity and its impact on community.

It focuses on enabling our young people to be literate and numerate.

It provides a progressive approach to developing creative, cooperative, imaginative, lifelong learners who communicate confidently and embrace the challenge of solving problems (in their widest sense) in an increasingly skilled manner.

The curriculum actively promotes fitness and health, inclusion, charity and tolerance.

It does all this within an ongoing commitment to making learning fun for children and engaging them through technologies and maximizing their talents and those of adults within the context of our school, community and wider world.

5. School Ethos

A CHARTER for CATHOLIC SCHOOLS in SCOTLAND

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;

- 🍏 a commitment to ecumenical action and the unity of Christians;
- 🍏 the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- 🍏 a commitment to support the continuing professional and spiritual development of staff.

All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.



6. School Information

St. Andrew's R.C. Primary School
 Craigs Road
 Dumfries
 DG1 4EX
 01387 273001

Headteacher: Mr. M. Valentine
email: mvalenti111@ea.dumgal.sch.uk

Roll of School - 173 – Primary, 40 -
 Nursery.

7. Contact Us

You can contact us in several ways. You can contact the school office/headteacher via the phone 01387 273001. You can contact the head teacher directly via his work *email: mvalenti111@ea.dumgal.sch.uk*.

To contact the school office by email, use the following – *soffice627@ea.dumgal.sch.uk*



School Staff

TEACHING STAFF		NON-TEACHING STAFF	
Mark Valentine	Head Teacher	Sandra Woods	Classroom Assistant
Annette Barnett	Class Teacher	Julie Garside	Classroom Assistant
Catriona Gilfillan	Class Teacher	Margaret Smith	SLA Classroom Assistant
Lorena Davidson	Acting PT		
Aisling Gilligan	Class Teacher	Susan Parker	Nursery Nurse
Angela Donaghy	Class Teacher	Shirley Graham	Clerical Assistant
Louise Lowther	Class Teacher	Sharon McBurnie	Clerical Assistant
Louise Cullen	Class Teacher	Julie Culton	Dinner Lady
Margaret Turnbull	Class Teacher	Colin Currie	Crossing Patrol
Ailsa Pattie	Nursery Teacher	Gillian Redpath	Playground Supervisor
Pam Bowman	Art Specialist	David Fletcher	Janitor (AMEY)
Jennifer Law	PE Specialist	Michelle Caven	Catering Assistant
Claire Duff	Music Specialist		

If you need to find out something please contact the school office (Mrs Graham) in the first place. If she cannot help, she will be able to put you in contact with someone who can.

If you have low level concerns about your child, please speak to your child's teacher in the first place. If she cannot help she will put you in contact with someone who can.

If you have a complaint about a matter within your child's class, please contact your child's teacher about this. If you have a complaint about a more general matter in the school, please address it to the headteacher. If you have a complaint about a member of staff other than the headteacher, address your complaint to the headteacher. If you have a complaint about the headteacher, please direct it to the Director for Education Services (Complaints Unit), Woodbank, Edinburgh Road, Dumfries.

We are proud to have a lively and effective nursery run by able and enthusiastic staff at St. Andrew's. Play and active learning are central to our

nursery curriculum. It allows children to learn how to share and be part of a group or to observe and join in when ready. The nursery curriculum relates directly to Curriculum for Excellence as recommended by the Scottish Executive.

A separate Nursery handbook is available to those who are interested.

8. How the School Works?

Enrolment – St. Andrew's Primary is a denominational school and as such serves the local Catholic Community on this side of the River Nith in Dumfries. Only children that fulfil these two criteria can enrol for P1 directly on the given enrolment dates. Any other child due to move into P1 may opt to apply for a place in St. Andrew's by going to their local catchment school and filling in a placement request form stating St. Andrew's as their preferred choice..

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" 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).

Moving from Nursery – Each year, after the Easter holidays, those moving from nursery to primary will be contacted about taking part in the P1 transition programme. This is a weekly programme designed to make the move to primary 1 as problem free as possible but also to all those who will be coming more familiar with P1 routines and procedures.

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.

School Day

School starts at 8:55am each morning, Monday to Friday.

School finishes at 3pm.

School Uniform/Dress Policy

- Dark, self coloured trousers or skirt.
- White polo shirt/ white shirt (tie optional)
- School sweatshirt
- School fleece (optional)
- PE kit – t-shirt, shorts and training shoes/ plimsolls.



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.

School Meals

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>

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?

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>

Class organisation – Some of our classes are composite in nature and can change somewhat year on year. We follow the local authority guidelines in making up the classes.

Playground Supervision- There is one adult employed to supervise our children at break times.

Positive Behaviour and Celebrating Success.

9. The Curriculum

Curriculum for Excellence

Curriculum for Excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18 year olds – in nursery, primary, secondary, at college, workplace or community learning. It 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.

10. The Wider Curriculum

Extra Curricular Activities - These vary according to availability and need. Over the last couple of years a variety of clubs have taken place, including, football, basketball, maths, French and Spanish.

Pupil Council – Our Pupil Council meets each term to decide on school priorities. The pupils are drawn from classes in the top half of the school.

School Trips – Each class organises their own trips. Most trips are in line with the curriculum being studied. We also try to make sure our P7 class has an outdoor education experience each year. They also make a pilgrimage to St. Ninian's Cave, Whithorn each year along with the P7 children from each Catholic primary in Dumfries and Galloway.

The Community – We have close links to our local parish, St. Andrew's and our parish priest, Fr. David Boreland. We also have strong links with St. Teresa's Primary and St. Joseph's College who also part of the St. Joseph's Cluster of schools.

Eco Schools – Our Eco group have helped to develop garden and greenhouse areas in our school as well as linking with Forestry. They continue to contribute positively to our school.



11. Home/School Partnership

Parent Council - Our parent Council Chair is Mel McGill. Meetings take place at least each term. All parents who are interested are welcome to attend meetings. The Parent Council sends out regular information newsletters. As well as representing parents on school matters, the parent Council also helps to raise funds, organise parties and family events in school.

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:-

- 🍏 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.
- Communicating with Home** - There is a school blog which is regularly updated. We have a school app which keeps parents up to speed with latest developments. School Newsletters appear monthly. There are parent information evenings, consultation evenings and reports on progress each year.

- 🍏 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;



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.

Homework – Homework is organised weekly in accordance with the needs of the class. Pupils will have a date to hand homework in and new homework given out. The core areas of the curriculum (language and maths) will be central to homework.

How is my child doing? (Assessment and Reporting) The school uses a combination of standardised assessments, summative assessments by the class teacher and formative assessment to ascertain levels and progress. These are reported via parent

appointments twice per year and summative reports. Specific difficulties that need prompt help are reported via individual appointments.

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.

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

In addition there are many online education activities which can be accessed via the school blog.

Helping the School – At St. Andrew’s we depend greatly on volunteer help, from daily learning routines and support to after school clubs. We enjoy the help of many parents and former pupils. St. Joseph’s college senior pupils help classes in daily routines where required. Parents help greatly during timetabled activities, particularly Fantastic Fridays and Wonderful Wednesdays.

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

Pupil Support – Each child should have an employed adult in school that they are comfortable to talk with. This network of support sustains an ethos of

care. If any child does not have such an adult, then parents should contact the head teacher to arrange for the matter to be addressed.

Pastoral Care - We attempt to care in line with Gospel values. The guidance of Christ is the example we try to follow.

In line with our local authority’s guidance we seek to develop the “voice of the child” as highlighted in “Behaviour Matters”.

Additional Support for Learning – We have a learning support teacher who is with us for around half of the school week. Referrals to learning support come from the class teacher in the first place.

**Getting it right
for every child**
Dumfries and Galloway

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.

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.

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.

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

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 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.

Transition Activities primary to secondary – These vary somewhat from year to year. They are being developed as a way of making the change from primary to secondary as seamless as possible.

Induction Days- These take place in June each year and form the final part of the transition activities between primary and secondary. It is at this time that the students begin to get a taste of timetables etc.

Support Available – Enhanced transitions are available for those with CSPs or IEPs. Meetings are held with family and teachers from primary and secondary along with any other professionals that may be involved. We also have the opportunity to refer individual pupils to YPSS for enhanced transition. This is targeted at pupils who may benefit from the establishment of secure relationships with staff etc before the move to secondary takes place.

14. School Improvements

Improvement plan and priorities – Along with the rest of Dumfries and Galloway we are continually trying to drive standards forward. Although the school compares well to others, Improvements in language and mathematics are of particular importance and will continue to be a part of future development plans. Alongside this the school puts particular importance on the benefits of joint working between staff, with children and the wider community.

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.

Achievements – The school continues to make considerable strides forward in embracing Curriculum for Excellence. Recent work in moderating learning has been recognised nationally, which is not only reassuring but helps to put future developments on sound footing as this is the process upon which much further development will be based.

St. Andrew's is a growing school. Numbers have risen considerably over recent years, which brings many benefits and challenges. We rely on the collegiate approach to improvement in order to adapt to the needs of our children within the structures of the school and education as a whole.

15. Health and Safety

Emergency Procedures

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

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



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.

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.

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.

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.

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.

16. Other Useful Information

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

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 .

Holiday List for Session 2016/2017

Term 3	(Wednesday 6 January – Thursday 24th March 2016)
Mid – Term Holiday :	Friday 19th February 2016 Wednesday 17th and Thursday 18th February 2016 (Pupils Holiday only)
Spring Holiday :	Friday 25th March – Friday 8th April 2016

Term 4	(Monday 11th April – Friday 1st July 2016)
May Day Holiday :	Monday 2nd May 2016
Inset:	Friday 3rd June 2016 (Pupils holiday only)
Summer Holiday :	Monday 4th July 2016 – Wednesday 17th August 2016
Staff Return :	Wednesday 17th August 2016
Pupils Return :	Thursday 18th August 2016

Term 1	
Staff Return	Wednesday 17 August 2016
Pupils Return	Thursday 18 August 2016
Schools Close	Friday 14 October 2016
Autumn Holiday	Monday 17 October 2016 – Friday 28 October 2016

Term 2	
Schools Re-Open	Monday 31 October 2016
Schools Close	Wednesday 21 December 2016
Christmas Holiday	Thursday 22 December 2016 – Wed 4 January 2017

Term 3	
Schools Re-Open	Thursday 5 January 2017
Mid-Term Holiday	Monday 13 February 2017
Teachers (INSET)	Tuesday 14 February 2017 Wed 15 February 2017
Schools Close	Friday 31 March 2017
Spring Holiday	Monday 3 April 2017 – Monday 17 April 2017

Term 4	
Schools Re-Open	Tuesday 18 April 2017
May Day Holiday	Monday 1 May 2017
Teachers (INSET)	Thursday 1 June 2017 - Friday 2 June 2017
Schools Close	Friday 30 June 2017
Summer Holiday	Monday 3 July 2017
Teachers (INSET)	Thursday 17 August 2017 - Friday 18 August 2017
Pupils Return	Monday 21 August 2017