



# SCHOOL PROSPECTUS

2011 - 2012

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## Map of Brydekirk

Brydekirk Primary School serves the village of Brydekirk and surrounding area.

### General Information

The village of Brydekirk is situated approximately 3 miles north of Annan and 2 miles west of the M74.

The school is situated in the middle of the village in School Street.

The School Crest and Colours were designed in 1990, with the help of 5<sup>th</sup> and 6<sup>th</sup> year Annan Academy pupils. The top part features Brydekirk Bridge, the wavy lines the River Annan and the St. Andrew's Cross on the lower part of the badge. Our school motto is "A Small School with Big Ideas".



### General Information for Parents

Name:	Brydekirk Primary School Non-denominational Primary 1-7 Co-educational
Address:	School Street Brydekirk DG12 5LX
Head Teacher	Mrs N Turnbull
Telephone Number:	01461 202449
Email Address:	boffice325@ea.dumgal.sch.uk
Website Address:	<a href="https://blogs.glowscotland.org.uk/dg/BrydekirkPrimary">https://blogs.glowscotland.org.uk/dg/BrydekirkPrimary</a> NewsWorld
Stages Covered:	P1-P7
School Roll:	35
Number of Teaching Staff:	2 (including Head Teacher)
Visiting Teachers:	Specialist teachers in PE, Music, Art and Support for Learning
School Timetable:	School Begins - 9.00 am Mid-Morning Break - 10.40 to 11.00 am Lunch Break - 12.15 – 1.15 pm School Closes - 3.15 pm

### Composite/Class Size

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

### Transfer to Secondary School

On completion of their Primary Education, pupils from Brydekirk Primary will normally transfer for Secondary Education to –  
Annan Academy  
St John's Road  
ANNAN DG12 6AP  
Telephone – 01461 202954

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**Dumfries and Galloway Council**  
**Education Department**  
Authority Aims & Values

A Clear Vision  
A Clear Purpose

To raise levels of:

Achievement

Attainment

Participation

*in all of our Children & Young People*

Successful  
Learners

Effective  
Contributors

Focussing on Success

Confident  
Individuals

Responsible  
Citizens

To encourage:

Innovation & Creativity

Collaboration and a culture of

Sharing & Learning

*in all our staff*

### **Vision, Values and Aims**

#### **Brydekirk Primary School aspires to –**

- Inspire a climate of innovation, ambition and excellence.
- Support all staff, partner agencies and parents in improving the quality of education and raising levels of attainment and achievement of all learners.
- To secure continuous improvements in all aspects of the service we provide.

#### **Values**

Working in partnership with pupils, parents, staff, community and other agencies we will ensure that all are able to maximise their potential and feel –

Safe, Nurtured, Respected, Responsible, Healthy, Active, Achieving and Included.



## Aims

We aim to enable all pupils to become successful learners, confident individuals, responsible citizens and effective contributors

By:

- Providing a happy, welcoming and safe place for all to learn.
- Encouraging excellent learning and teaching through an active and varied curriculum
- Providing effective support systems for all pupils which promote personal and social education and encouraging everyone to do their best.
- Developing skills for life and responsible attitudes for citizenship and environment through partnership between home, school and the community.
- Ensuring good health in all members of the school community through strategies which promote physical and mental well-being and self esteem.

## *Staff Members*

(left to right, Mrs Davies (Janitor), Mrs Mann (Support Teacher), Mrs Lawton (Dinner Lady & Cleaner), Mrs Turnbull (Head Teacher), Mrs Robson (Secretary), Mrs Pirt (Teacher), Mrs Howatson, (Support Officer), Miss Johnstone (Classroom Assistant))



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## 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.

## Integrated Community Schools

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.



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## Assessment

Assessment serves a variety of purposes.

- It assists in the learning and teaching process, by providing information about a pupil's achievements for the pupil, parents, school, employers and other interested bodies.
- It allows teachers to test the effectiveness of the teaching and learning.
- It can increase motivation and help in diagnosis of learning difficulties.
- It provides a basis for prediction of future performance.

Assessment therefore is continuous and is a planned part of course work. It can be on an informal basis, such as the completion of class work, participation in class discussion, or more formal activities such as tests. It can also take a variety of forms, such as structured questions, oral tests, practical tests or projects. Throughout the school, the aim is to use a wide variety of techniques and to gain as detailed a picture of the pupil's performance, highlighting what the pupil can do.

## Curriculum for Excellence

Assessment practices will follow and support the new curriculum. The Framework for Assessment from the Scottish Government which will provide further guidance and support.

At present there are at least two reports for all pupils each year. There is a report in November/December followed by another report in May.

## 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**.



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## Religious Education

The school chaplain visits the school on a regular basis and takes Assemblies. These reflect the broad traditions of Christian belief without being distinctive of any particular Christian denomination.

All children receive this instruction but, should parents wish their children not to participate in this activity, arrangements can be made for them to pursue some other activity either by themselves or in a separate group while religious instruction is going on.

Pupils are also given the opportunity to present Assemblies based on current topics etc.

Assemblies are also used to give news of school events, congratulate groups or individuals on success and achievements and remind everyone of appropriate behaviour.

Religious and Moral Education is a curricular area within the school and moral education will occur from time to time in other curricular areas. The school aims to develop responsible attitudes towards others and skills of moral judgement.

## Parent Volunteers

Schools very much welcome the richness and diversity that volunteers can add to the learning experiences.

The Council however, has an obligation to ensure the safety and well being of pupils at all times. One of the ways we do this is by undertaking a "Disclosure Scotland" check on all employees who have direct contact with pupils and on those volunteers who will be involved with pupils in an **unsupervised** capacity, (eg football training) or will be involved in an overnight stay with pupils. The Disclosure Scotland check (provided by the Scottish Criminal Records Office) alerts us to any criminal convictions on the part of the individual and allows us to judge his/her suitability to work with young people.

This system offers a reasonable level of reassurance about those to whom we entrust the care of the children.

## Parental Involvement in Schools

The new Scottish Schools (Parental Involvement) Act 2006 became law in June 2006. This new legislation is recognised as being a key step in improving parents' involvement in their own child's education.

The Act gives an opportunity to build on the best of the work already carried out by Parent Councils, PTA's and other groups supporting the work of schools.

The new Act aims to help parents be

- Involved with their child's education and learning

- Welcomed as active participants in the life of the school
- Encouraged to express their views on school education generally and work in partnership with the school.

As a result of the new Act parents are automatically members of the Parent Forum for Brydekirk Primary.

As from August 2007 a Parent Council replaced the previous School Board

The aim of the Parent Council will be to –

- Support the school in working with pupils
- Represent the views of parents
- Promote contact between school, parents, pupils and the community
- Report back to parents who are members of the Parent Forum

### **Parent Council and Parents & Friends Association (PFA)**

Our Parent Council has been established to strengthen links between the school and all our parents. The Parent Council will seek to play an active role in supporting parental involvement in the life and work of the school and provide opportunities for parents to express their views.

The Council's basic functions and duties include:

- Supporting the school in its work with pupils
- Representing the views of parents
- Receiving and requesting information from the head teacher and education Authority
- Promoting contact between the school, parents, pupils and the community
- Reporting to all parents on the activities of the Parent Council
- Participation in the selection process for head teacher and depute head teacher

Parents are welcome to attend and be involved in the discussions at Parent Council meetings. Please contact one of the parent members if you have an issue you would like discussed at a meeting. Minutes of all meetings are kept and these are posted on the window of G.P. Room at the school.

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



The PFA was established in 2002, and consists of the following members:

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

The PFA have raised funds for various activities i.e., Hopscotch Theatre, pantomime, etc., at Brydekirk Primary. The PFA consists of community members and the parents.

### **School Uniform**

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

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.

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 Head Teacher's authority and thus be detrimental to the well being of the whole school community. In such circumstances, a Head Teacher could justify the use of the school disciplinary procedures.

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## 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 school during the summer term.

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.

## Eco Schools

Brydekirk Primary has an Eco Schools Committee which is made up of upper primary pupils, school staff members and parent representatives when available. The school has undertaken projects to improve the school environment in relation to recycling, health and school grounds.

The school has achieved the Green Flag Award.

## 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.



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### School Health Programme –

P1 Review of pre-school health records.  
Health questionnaire to parents.  
Height and weight all entrants.  
Health interview for selected pupils.  
Medical examination of selected pupils.

P7 Review of school health records.  
Health questionnaire to parents  
Health interview for all pupils.  
Growing up/puberty session.

### **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.

### **Playtimes**

As part of the school's health programme children should bring a piece of fruit to school for their playtime snack. Crisps, sweets etc are not permitted.

### **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.

### **Home Link Worker**

The Annan Cluster Home Link Worker is Mrs Thora Grant. She is based at Annan Academy and can be contacted on telephone number 01461 202954. It is recognised that parents and carers have a vital role to play in supporting their child's learning. However, the Home Link Worker can help bridge the gap between home, school and other agencies. Home Link Workers support parents, pupils and teachers by working a partnership with schools and agencies. Working across primary and secondary schools Home Link Workers support the education development of all pupils – both those who cope well with school and who may need support at particular times of stress, and those who struggle with school for a variety of reasons and who may need more intensive support.

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## Internet Access

As part of pupil's curriculum enhancement and the development of ICT skills, the school provides supervised access to the internet including email.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with the risk in school. Our school internet access provider operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, Dumfries and Galloway Council cannot be held responsible for the nature or content of materials accessed through the internet. The Council will not be liable under any circumstances for any damages arising from your child's use of the internet facilities.

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.



## **Photographic Permission**

When you first enrolled your child in school (or nursery) run by Dumfries and Galloway Council you gave certain information on the Pupil Enrolment Form which was processed electronically for administration purposes and is subject to the terms of the Data Protection Act 1998.

This data is still held electronically and updated every year. The purpose of the addition of Photographic Permission to the update form is to ensure that the school has the optimum flexibility to allow filming which you would support. Your permission is sought in advance to take, display and on occasion publish photographs and video recordings involving your son/daughter. It is intended that your consent will cover the duration of the time your child attends school run by Dumfries and Galloway Council, transferring between schools when appropriate. The consents you provide (on the back of the update form) will be combined with the earlier data provided and processed electronically also.

In addition to the annual check on consents you make as part of the yearly update, you are able to make changes at any time, in writing, to the school attended by the pupil.

## **Additional Learning Support**

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 attempts 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.

It is generally recognised that approximately 20% of children may have additional support needs at some time, which are likely to range from mild and intermittent difficulties through to those which are more complex or they may have multiple factors proving to be barriers to their learning.

The Additional Support for Learning Act introduces a new framework for supporting children and young people in their school education, and their families. This framework is based on the idea of additional support needs. This new term will apply to children and young people who, for whatever reason, require additional support, in the short or the long term, in order to help them make the most of their school education.

Children and young people may require additional support for a variety of reasons and may include those who:

- have motor or sensory impairments
- are being bullied
- are particularly able or talented
- are looked after



- 
- have a learning difficulty
  - are living with parents who are abusing substances
  - are living with parents who have mental health problems
  - have English as an additional language
  - are not attending school regularly
  - have emotional or social difficulties
  - are on the child protection register
  - are young carers

This school has developed its own policy for additional learning support within the framework of the Council Policy and a copy can be made available on request. The additional resources for support for learning in this school are:

- ..... Support for Learning Teacher – sessions per week.....
- ..... Support for Learning Assistants
- ..... Visiting Specialists

Individuals and groups of children work with our Support for Learning staff, usually in the classroom. However, pupils can occasionally be withdrawn for one-to-one tuition or assessment purposes and an Individualised Education Programme can be created for specific targets. Sometimes a pupil will have a Co-ordinated Support Plan if several agencies are working together to meet educational objectives for an individual child or young person.

### **Additional Support Needs**

The Education (Additional Support for Learning) (Scotland) Act 2004 introduced a new framework for providing support for children and young people who need some additional help with their learning. This Act has now been amended further by the Education (Additional Support for Learning) (Scotland) Act 2009.

The Act aims to ensure that all children and young people are provided with the necessary support to help them work towards achieving their full potential. It also encourages all those supporting children and young people to work together.

### **A Guide for Parents and Carers**

The Authority is currently developing a range of information booklets outlining both policy and practice, which should be available online at [www.dumgal.gov.uk](http://www.dumgal.gov.uk) or from your local school in the coming months. In the meantime, if you would like any further information or advice, please contact the school in the first instance or contact the central support team at:

Schools Services  
Dumfries and Galloway Council  
Woodbank  
Edinburgh Road  
Dumfries



Further information and advice can also be obtained from **Enquire - the Scottish advice service for additional support for learning**.

Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - [info@enquire.org.uk](mailto:info@enquire.org.uk)
- an online enquiry service
- two websites - [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) and [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) (for children and young people)

Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'.

### **The Psychological Service**

The local authority Educational Psychological Service is an advisory service within Education and Community Services offering support to children, their families and carers, and schools in Dumfries and Galloway. The Service offers advice to, and works together with, parents and teachers, the local authority. Sometimes an educational psychologist may work directly with children/young people.

One way in which the Service offers support to schools is by advising and consulting with school staff. This can be about general issues (such as learning and teaching approaches, behavioural matters, etc.). This may also include discussion about named pupils, such as at a School Review Group, when discussing special exam arrangements, or offering advice about Additional Support Needs. In many such cases no direct work with a child/young person may be necessary.

In cases where the school is seeking direct work with a child or young person, parental discussion and consent will always be sought first.

A Psychological Service leaflet for parents giving fuller information is available from the school.

### **How Parents Can Help**

Parents can help by listening and discussing, by encouraging the reading of novels and newspapers, and if possible, allowing the children to visit the library regularly.

It is also a great help if new entrants are able to perform tasks such as, fastening coats, anoraks and shoe laces, using cutlery and knowing how to visit the toilet and wash hands afterwards. Knowledge of basic colours is also helpful.

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## 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!

Parents or members of the community who have a particular talent are encouraged to inform the school. If they are willing, arrangements can be made for them to pass on their skills to the pupils e.g., someone may know how to spin, weave or dye; another may be skilled in making costumes for concerts or plays; another might be interested in sports, etc. Help on educational outings is also greatly appreciated, after a Scotland Disclosure check.

## Discipline

It is the aim of the school to create a happy, relaxed yet purposeful atmosphere, in which children can develop self-discipline, consideration for others and concern for the fabric of the school.

Staff has consistent, clear and high expectations of pupils with regard to acceptable behaviour and the use of class and school rules.

The school recognises the vital part to be played by co-operation between home and school. A copy of the **Discipline Policy** is available at the school on request. Should behavioural difficulties arise, an early referral to parents will be made and possible courses of action will be explored together. In such cases, the full support of parents is expected to ensure that the child conforms to the behaviour norms of the school.

If unacceptable behaviour continues, Authority Policy regarding exclusion will be followed.

## School Rules

Sensible rules are applied for the safe and smooth running of the school.

### Attendance and Punctuality

- a) The punctuality of pupils is more than just common courtesy – it is important to the smooth running of the school. Registration takes place at the start of the school day. Parents are asked to co-operate in ensuring that their children are in school by 9.00 a.m.
- b) To be out of class, pupils require permission from their teacher.



- c) If pupils are off school, parents must telephone the school by 9.00 a.m., on each day of absence and on return they must bring a note from their parents stating the reason for absence. Failure to do this will result in the absence being recorded as unauthorised.
- d) Unauthorised absences will be reported to the Attendance Liaison Officer.

**Brydekirk attendance figures for session 2009/2010 are attached.**

### **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 very successful to contact parents with mobile phones, however, if parents do not have mobile phones they will be contacted by landline telephone in any emergency.

### **Manners**

- a) Pupils must always show courtesy to all adults, inside and outside school.
- b) Pupils should be courteous to their fellow pupils.

### **School Building and Grounds**

- a) Litter should be placed in the bins provided.
- b) During intervals, pupils should not be inside the school building unless they have permission or require to use the toilets.
- c) In the interests of safety, pupils should always walk inside the school building.

### **Enterprising Activities**

UNICEF Appeal  
Circus Comes to Town  
Shared Lunches  
Halloween Shared Lunches  
Carol Singing Evening  
Bag Packing  
Rag Bags

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## 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 termly newsletters we endeavour to keep everyone in the locality well informed of the happenings at school.

## Admission to School

We do not operate an early admission policy. Children may be enrolled for the August commencement provided they reach the age of five years between the previous 1<sup>st</sup> March and the following 28/29<sup>th</sup> February. Parents are advised that children need not be enrolled in school by law until the first commencement date after their fifth birthday. Enrolment takes place in February and the dates and times are advertised in the local press and also at school.

In the summer term the school organises an induction day for new entrants and parents are given the opportunity to consult with staff.

## School Meals/ School Pack Lunch

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 only to pupils whose parents are in receipt of Income Support and/or Income based Jobseekers Allowance. Application forms for free school meals can be obtained from school on request, and on completion they should be submitted to the Education Offices, 30 Edinburgh Road, Dumfries.

## Collection of Money from Pupils

Parents are asked to send money into school in a sealed envelope with the child's name, class, amount enclosed and trip name. Cheques should be made payable to "Brydekirk Primary School". Envelopes should be passed to the teacher in the first instance, who then initials the daily money sheet. The envelopes and money sheet are then passed to the school office.



### **Transport to and from School**

The Local Authority provides transport where the walking distance from home to school, by the shortest safe route, is more than two miles for children less than eight years of age, and more than three miles for children who are eight years of age or over.

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.

### **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.

### **Complaints**

Parents are actively encouraged to contact the Head Teacher if there are any problems concerning their children or if they have any cause for complaint.

However, if the complaint is against the Head Teacher, then the approach should be made, in the first instance, to the Service Director Schools Service, Woodbank, 30 Edinburgh Road, Dumfries.

### **Child Protection**

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.

All children have the right to be protected and kept safe from harm (European Convention on the Rights of the Child).

We all have a part to play in this and in making sure that children and young people get the help they need when they need it.

Dumfries and Galloway Council recognise that staff within schools have a key role to play in keeping your child safe.

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To assist schools with this role, a Child Protection Procedure has been developed for all schools and nurseries in our area.

This tells all school staff:

- How to recognise signs that a child or young person may be in need of protection.
- What to do if they do have a concern about a child or young person.
- What training is available for all staff to help them know what action to take when they do have concerns.

All staff within our schools have been trained to be able to recognise when a child may be suffering from, or at risk of, harm and to listen to children if they want to talk to them about anything which might be worrying them.

Each school in Dumfries and Galloway has a senior member of staff who has overall responsibility for ensuring the protection of children within their school. They are called the School Child Protection Co-ordinator (SCPC).

If a member of staff does have a concern about any child s/he will discuss this with the School Child Protection Co-ordinator who will decide what action needs to be taken to keep that child safe.

This may involve talking to the child, other members of staff or other professionals who may be working with the child.

What will happen next?

Parents or carers will be involved with and told of any decisions that are taken about what should happen next.

Action that may be taken in response to concerns raised about a child might include:

- Immediate action to keep the child safe.
- Support, help or advice for the family.
- Referral to another agency which may be able to offer support and advice.
- Criminal proceedings.
- The concern being recorded but no further action taken.

Whatever happens next, the school will continue to support the child and his/her family.



## Health and Safety Procedures

### School Security/Entry System

Following the Cullen Inquiry, security arrangements to prevent unauthorised access to school buildings were put in place.

Entry to the school should be through the main door. This door operates electronically and to enter the bell must be rung or a code entered in the panel. All other doors are secured during the school day except for break times.

In this school the security measures are:

1. A security surveillance/door entry system with magnetic locks are fitted
2. Signs asking visitors to report to the school office are displayed at the main entrance
3. Refuse containers are kept away from the building to avoid access to the roof
4. Building access points are reduced to the minimum by the removal of external door handles. Such doors are readily openable from the inside without the need for keys
5. External lighting is fitted around the building
6. Boundary fencing has been erected.
7. Intercom systems have been supplied for use in certain class bases.
8. Security cameras are fitted around the outside of the school.

### Photographing and Filming of Pupils

Schools take images of pupils for various reasons e.g. the prospectus; ceremonies (recognition of achievement, Prize giving, Sports Day etc.); functions (discos, charity events etc.); curricular activities (Communication Passports, performance in sport/dance, field trips etc.) extra-curricular activities (school sports fixtures, school excursions, class outings etc.). Such images are used to publicise the many activities in which pupils participate and to create a record of an event to show to participants, other pupils and parents/carers. To do this, photographs are displayed throughout the school; videos and photographs are shown to parents/carers and others; media coverage is arranged; prospectuses are published and distributed. An image of a person is personal data under the terms of the Data Protection Act 1998 and it is a requirement of the Act that consent from the parent of a child, or young person under the age of 18 years, is obtained for any photograph or video recording to be taken and used.

In accordance with the Council's Child Protection Policy and Procedures the Council will not permit, wherever possible, photographs, film, video or other images of children and young people to be taken or used without the prior consent of the parent/carer and child/young person, when appropriate.

The consent of the parent/carer is sufficient during the child's time in primary School.

The guidelines for parents/carers accompany the consent form on which the parent/carer and the pupil, when appropriate, are asked to indicate the purposes they support for taking and using images of the pupil. Dumfries and Galloway Council is committed to the protection of children and young people.

Dumfries and Galloway Council will take all reasonable measures to ensure these images are used solely for the purposes for which they are intended.

Dumfries and Galloway Council reserves the right at all times to prohibit the use of photography, film or video at any activity it is hosting.



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## School Outings

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.

## Internet Access Policy

The purpose of this policy is to:

- Establish the ground rules we have in school for using the Internet
- Demonstrate the methods used to protect pupils from inappropriate sites.

The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents/guardians. We feel that the best recipe for success lies in a combination of site filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents. Parents will be sent an explanatory letter and the rules, which form our Internet Access Agreement.

All pupils and their parents / guardians will be asked to read an agreement covering the expectations we have of pupils using the Internet in school.

If a pupil is in a P1, P2 or P3 class, a parent/guardian will sign the agreement on behalf of the child. A pupil in P4 upwards must also personally sign the agreement.

Note: The school requires to keep a formal record of the Pupil Internet Agreement having been signed.

If you would like to have a look at our full 'Policy for Internet Access', please contact the school.

## Attendance - Authorised/Unauthorised Attendance

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 Head Teacher is not in a position to refuse permission to parents for such holidays but in accordance with guidance from the Scottish Executive and Dumfries and Galloway Council term-time holidays may only be treated as authorised in highly exceptional circumstances. The Authority 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 work which has been 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.

Requests for absences for purposes other than family holidays will be dealt with on their own merits.

If pupils are off school, on their return they must bring a note from their parents stating the reason for absence. Failure to do this will result in the absence being recorded as unauthorised.

Continued unauthorised absences will be reported to the Attendance Liaison Officer.

### **Fire Safety Procedures**

Regular fire drills are held throughout the year usually once a term and the school fire procedure is posted in every classroom and throughout the school.

The first priority of staff is the safety of the pupils in their charge.

Every pupil and member of staff receives training in:

- \_ general fire prevention;
- \_ action to be taken if they discover a fire;
- \_ how to raise the alarm;
- \_ action to be taken on hearing the alarm;
- \_ location of escape routes and assembly points;
- \_ evacuation and roll call procedures

Arrangements are made for the safe evacuation of those with disabilities, which may include learning, physical and sensory difficulties.

Regular maintenance of the fire detection and protection systems is continual and ongoing and records of these procedures are kept and updated regularly.

### **Personal Accident/Insurance Cover**

Dumfries & Galloway Council provides insurance cover for pupils relative to its liability for any acts of negligence.

However, there are certain occasions when pupils may be more "at risk" than others. These occasions arise not from "negligence" on the part of the Authority but from non-attributable personal accidents, e.g. during curricular or extra-curricular sports or physical activities.

The Council's insurance cover does not extend to awards of compensation for damage as a result of such accidents (unless negligence can be proved) and it is essential that parents are aware of this.

Insurance cover for pupils to guarantee compensation for non-attributable personal accidents is a matter for parental decision and arrangement. Parents may wish to seek further advice on the availability of such insurance cover from their personal agent/broker.

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## **Emergency Procedures – Accidents**

In an emergency situation, where medical treatment is required, staff acting in loco parentis are required in common law to secure help and take action to assist a pupil as would a reasonably prudent parent. No parental consent is necessary in such circumstances. Even in an emergency, however, staff will not be expected to carry out complex or risky procedure but will call for an ambulance if required. A member of staff should accompany the pupil and remain with him/her until the pupil's parent arrives. The member of staff should have details of any health care needs and medication taken by the pupil.

There is a qualified first aider in school and an appointed person who will deal with any first aid requirements in the event of the first aider's absence. They will deal with all significant injuries and most minor cuts and bruises.

As appropriate staff may have to complete an Incident Report Form.

## **Incident Reporting Forms**

There are different accident / incident forms for Pupils and Staff and if they are required to be filled in a copy is sent to the Health and Safety Manager in Dumfries.

## **Emergency Contacts**

It is essential that in the case of an emergency the school has up-to-date contact and emergency contact information.

Any changes to the information should be passed to the school immediately to allow records to be updated.

## **School Closures**

In exceptional circumstances, such as severe weather or the failure of essential services, it may be necessary to make an emergency closure. Should this happen, the safety and well being of our pupils is paramount.

Parents or their emergency contacts will be Groupcalled or telephoned and to ensure the safe and speedy dismissal of pupils in such a situation, we will check relevant information with parents on an annual basis.

## **Wet Weather Procedures**

In bad weather pupils have their playtime in class. Patrolling supervision is, of course, undertaken and senior pupils assist in the classes. In order to guarantee adult supervision in classes before school starts (i.e. before 8.55 am) on wet days, the doors will not open before 8.40 am.



## **Administration of Medication**

There is no legal duty, which requires school staff to administer medication or undertake health care procedures: this is a voluntary role (even where the person is a qualified first aider).

In undertaking to provide care for pupils with health needs on a voluntary basis, staff are acting on behalf of the Council which has responsibility for their actions as it does in respect of any other duty undertaken on an agreed basis by individual staff.

Staff will not administer medicines. However, if a course of medication is to be taken during school hours, staff will oversee this provided they receive details of the required dosage and times in writing. Any request for a child to receive medication should be in writing. A form is available for this purpose from the School Office. Sample copy attached.

It is the responsibility of parents to provide the Head Teacher with sufficient information about their child's health needs and treatment in school and to give permission for this to be shared with appropriate staff. It is also the responsibility of parents to ensure that their child is well enough to attend school and to provide the school with an emergency contact.

- change of address and telephone number,
- telephone/mobile telephone number, and
- the name, address and telephone number of emergency contacts.

## **Intimate Care**

When dealing with children who require a change of underwear, sensitivity and professionalism are of paramount importance. If the child has 'wet' himself/herself, he/she is discreetly removed from the classroom and the parent may be contacted by Groupcall/telephone to bring clean clothes. The child is given privacy to change. The 'wet' underwear is placed in a plastic bag and given to parent or sent home for washing.

## **Head Lice**

Head louse infection is not primarily a problem of schools but of the wider community. It cannot be solved by the school, but the school can help educate the local community to deal with it.

Head lice are transmitted by direct, head to head contact.

Head lice will not be eradicated in the foreseeable future, but a sensible, informed approach, based on fact not mythology, will help to limit the problem. Education of parents in reliable detection is the first step towards overcoming the head lice problem.

At any one time, most schools will have a few children who have active infection with head lice.

This is often between 0% and 5%, rarely more.

Regular checking of children's heads is important, but it is a **parental responsibility**.

Please contact the school if you suspect your child has a problem. This will be dealt with confidentiality. Please note alert letters are no longer sent out as per local and Scottish Executive National Policy.

## **Care & Welfare of Pupils**

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.

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## Transferring Educational Data About Pupils

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

Why do we need your data?

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

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

### Data policy

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and National Statistics publications. Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be published by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

### Your data protection rights -

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

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

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

### Want more information?

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

Education authorities and the Scottish Executive Education Department (SEED) collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed



## Term Dates – 2011 to 2012

Term 1: Thursday 25 August – Friday 7 October 2011

Staff return Wednesday 24 August 2011

Pupils return Thursday 25 August 2011

Autumn Holiday

Monday 10 October – Friday 21 October 2011  
Friday 22<sup>nd</sup> October 2010.

Term 2: Monday 24 October – Wednesday 21 December 2011

INSET Days

Wednesday 20 November  
Thursday 1 December 2011

St Andrews Day Holiday

Friday 2 December 2011

Christmas Holiday

Thursday 22 December – Wednesday 4 January 2012

Term 3: Thursday 5 January – Friday 30 March 2012

Mid-Term Holiday

Monday 13 February 2012

INSET Days

Tuesday 14 and Wednesday 15 February 2012

Spring Holiday

Monday 2 April – Friday 13 April 2012

Term 4: Monday 14 April – Friday 6 July 2012

May Day Holiday

Monday 7 May 2012

Summer Holiday

Monday 9 July 2012

Schools re-open for staff on Thursday 23 August 2012

Schools re-open for pupils on Monday 27 August 2012

## INFORMATION FOR PARENTS 2010 PRIMARY SCHOOLS

<b>School:</b> Brydekirk School	<b>Id No.:</b> 170 - 5945720
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### *Budgeted Running Costs For Financial Year 2010-2011*

<b>School Roll at September 2009</b>	32
<b>Total School Running Costs at April 2010 (£)</b>	200,122
<b>Cost per Pupil (£)</b>	6,254

Key to symbols: The symbol ## indicates that the data are not available.

### *Attendance And Absence For School Year 2009/2010*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
<b>Total Number of Possible Attendances (Pupil Half Days)</b>	2,232	2,232	**	**	**	**	2,570	11,942
<b>Percentage Authorised Absences</b>	1.7	1.5	**	**	**	**	0.9	1.4
<b>Percentage Unauthorised Absences</b>	1.7	0.4	**	**	**	**	0.1	0.9

Key to Symbols:

Asterisks (\*\*) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

### *Minimising Overall Absence*

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
<b>Absence</b>	12.6	8.8

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

Key to Symbols: The symbol (##) indicates that the data are not available or comparable with other years.



## INFORMATION FOR PARENTS 2010 PRIMARY SCHOOLS

<b>Education Authority:</b> Dumfries & Galloway
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### *Budgeted Running Costs For Financial Year 2010-2011*

<b>School Roll at September 2009</b>	10,388
<b>Total School Running Costs at April 2010 (£)</b>	54,294,544
<b>Cost per Pupil (£)</b>	5,227

Key to symbols: The symbol ## indicates that the data are not available.

### *Attendance And Absence For School Year 2009/2010*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
<b>Total Number of Possible Attendances (Pupil Half Days)</b>	558,840	532,370	536,009	512,181	538,038	555,843	605,343	3,838,624
<b>Percentage Authorised Absences</b>	3.6	3.6	3.3	3.3	3.4	3.4	3.5	3.4
<b>Percentage Unauthorised Absences</b>	0.7	0.7	0.7	0.8	0.8	0.8	0.7	0.7

Key to symbols:

Asterisks (\*\*) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

### *Minimising Overall Absence*

	<b>Absence recorded (2008/2009) Average number of half days absence per pupil</b>	<b>Absence recorded (2009/2010) Average number of half days absence per pupil</b>
<b>Absence</b>	15	16

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

Key to symbols: The symbol (##) indicates that the data are not available or comparable with other years.



## INFORMATION FOR PARENTS 2010 PRIMARY SCHOOLS

### National Data

#### *Budgeted Running Costs For Financial Year 2010-2011*

School Roll at September 2009	367,146
Total School Running Costs at April 2010 (£)	1,478,797,126
Cost per Pupil (£)	4,028

Key to symbols: The symbol ## indicates that the data are not available.

#### *Attendance And Absence For School Year 2009/2010*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendance (Pupil Half Days)	19,136,227	19,091,222	18,545,411	18,823,231	19,175,554	19,573,622	20,175,467	134,520,734
Percentage Authorised Absences	4.3	4.1	3.9	3.8	3.9	4	3.9	4
Percentage Unauthorised Absences	1.1	1.2	1.1	1.1	1.1	1.1	1.1	1.1

Key to symbols:

Asterisks (\*\*) have been inserted instead of figures for some schools and categories:

- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

#### *Minimising Overall Absence*

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
<b>Absence</b>	18.3	19.4

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

Key to symbols: The symbol (##) indicates that the data are not available or comparable with other years.



**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)

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**Brydekirk Primary School**

School Street

Brydekirk

Annan

DG12 5LX

Any enquiries please contact

**Mrs Turnbull, Head Teacher**

Telephone 01461 202449

E-mail [boffice325@ea.dumgal.sch.uk](mailto:boffice325@ea.dumgal.sch.uk)

## **CONSENT FOR TAKING AND USING DIGITAL IMAGES OF PUPILS**

Schools often take images of pupils to celebrate achievement. Such images are used to publicise the many activities in which pupils participate and to create a record of an event to show to participants, other pupils and parents/carers.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride which usually enhance self-esteem for children and young people and their families; the practice should continue, within safe practice guidelines.

Your permission is sought in advance to take, display and on occasion, publish photographs and video recordings involving your child. This permission will be renewed each time your child moves to another school within the Authority.

For your information, the Schools Services policy on taking and using Digital Images of pupils is attached to this letter along with a summary of what it means should you give consent. Once you have had a chance to read this information, please complete the form on whether you consent to your child's image being used and return it to the school office. If you have any questions please contact the school.

Yours sincerely

Mrs N Turnbull  
Head Teacher



## 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.

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## 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)



# Brydekirk Primary School

## Pupil Progress Report

Name				Date	
Class				Percentage Attendance	
National Assessment Level (note that National Assessments are being phased out)					
Mathematics - achieved level		Reading - achieved Level		Writing - achieved Level	
<b>Curricular Area</b>	<b>Effort</b>	<b>Progress</b>	<b>Comment</b>		
Mathematics And Numeracy					
Literacy and English Language					
Cross Curricular Studies					
Health and Wellbeing					
<b>Behaviour and Attitude</b>				<b>Personal &amp; Social Development Comment</b>	
Behaviour in Class		Behaviour outwith class			
Enthusiasm and Co-operation		Attitude to Homework			
Attitude to Others		Punctuality			
Strengths (including wider achievements)					
Development Needs					
Signed		Class Teacher:			
		Head Teacher:			

Code: VG - very good      G - good      S - Satisfactory      CC - Cause for Concern



