



Welcome to Brydekirk Primary School



Handbook 2019

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The children at Brydekirk Primary School are looking forward to meeting all the new boys and girls.

1. Letter from the Head of Education



Dear Parent/Carer

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

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

Yours sincerely

Gillian Brydson
Head of Education

More Information on Education Services is available at <http://www.dumgal.gov.uk/schools> and in our Annual Report <http://www.dumgal.gov.uk/article/17612/Education-Authority-Annual-Plan>

2. Welcome from Head teacher

In Brydekirk Primary, we recognise the importance of primary education in the development of your child and as such we understand how essential it is for parents to be fully informed about the education service provided for their child. The purpose of this handbook is to share with parents the key information regarding the day to day life of the school and its work.

Our school motto – 'The Small School with BIG Ideas' is embedded throughout the school. Pupils are given the opportunity to develop their talents and skills and are challenged to be responsible and effective contributors. Staff in Brydekirk work tirelessly together to provide learning experiences of the highest quality and strive to ensure that the needs of all are met. We recognise the value of parental support and encourage involvement through a variety of means. Through the National Improvement Framework and our Education Services Annual Plan we ensure our curriculum and learning provision adheres to national and local guidance.

This is a very important time in your child's formative years and we look forward to working in partnership with you as your child continues on his/her journey of growth and development. A warm welcome will always await you at Brydekirk.

Yours sincerely

Clare Reid
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

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.

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.

Priorities and Commitments

Education Services continues to have high expectations and high aspirations for pupils and staff.

We aim to provide a good start in life for all and are committed to giving all our children and young people an equal chance to make the most of their potential.

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

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

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

Our Council's Priorities and Commitments are to:

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

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

Our commitment is to:

- Ensure early intervention, to keep our region's most vulnerable children safe
- Invest in creating schools fit for the 21st century, which are at the heart of our communities.
- Raise ambition and attainment, to address inequalities.
- Support children to be healthy and active.

4. School Aims

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

5. School Ethos

Vision: Our shared vision across the school community is to support all our children and staff to meet the high expectations set at Brydekirk Primary School.

Values:

- Respect
- Kindness
- Resilience
- Honesty
- Discipline
- Positivity
- Good Manners

Aims:

- High levels of participation
- High levels of attainment
- High levels of achievement
- Celebrate learners as individuals

6. School Information

Address:	Brydekirk Primary School Street Brydekirk DG12 5LX
Telephone Number:	01461 202449
Email Address:	gw08officebrydekirk@ea.dumgal.sch.uk
Website Address:	https://blogs.glowscotland.org.uk/dg/BrydekirkPrimaryNewsWorld
Head Teacher	Mrs Clare Reid
School Roll	28
P1-4 14 pupils P4-7 14 pupils	
Brydekirk Primary.	Status of Gaelic: Gaelic is not currently taught at Non-denominational Primary 1 to 7 Co-educational
Brydekirk Primary follows Authority Guidelines regarding composite classes. At the moment P1 to P4 class and P4 to P7 class.	
Nursery	No Nursery
School Staff	
Head teacher	Mrs Clare Reid
Principal teacher	Miss Jennifer Primrose
Class Teacher	Mr Cameron Archibald
Music teacher	Mrs Jillian Davis
Learning Support Teacher	Mr Mike Brown
Learning Assistant	Mrs Karen Smart
Clerical Assistant	Mrs Libby Ong
Catering Assistant	Miss Maureen O'Neill
Facilities assistant	Mr Wullie Wylie
School Minister	Rev Pickles
Parent Council Chairperson	Lauryn Steel
Parental Involvement	
http://www.dumgal.gov.uk/schools/Parentzone Scotland	
https://education.gov.scot/parentzone	

School term and holiday dates

Term and holiday dates for schools in Dumfries and Galloway. Current school year (2018/19)

Term 2

First day - Monday 29 October 2018
Last day - Friday 21 December 2018
Christmas holiday - Monday 24 December 2018 to Friday 4 January 2019

Term 3

First day - Monday 7 January 2019
Teacher training - Thursday 21 and Friday 22 February 2019
Last day - Friday 5 April 2019
Teacher training - Monday 8 April 2019
Spring holiday - Monday 8 to Monday 22 April 2019

Term 4

First day - Tuesday 23 April 2019
May Day holiday - Monday 6 May 2019
Last day - Friday 28 June 2019
Summer holiday - Monday 1 July 2019 to Tuesday 20 August 2019

Future school year (2019/20)

Term 1

Teacher training - Monday 19 and Tuesday 20 August 2019
First day - Wednesday 21 August 2019
Last day - Friday 11 October 2019
Autumn holiday - Monday 14 to Friday 25 October 2019

Term 2

First day - Monday 28 October 2019
Last day - Friday 20 December 2019
Christmas holiday - Monday 23 December 2019 to Monday 6 January 2020

Term 3

Teacher training - Monday 6 January 2020
First day - Tuesday 7 January 2020
Mid-term holiday - Monday 17 to Friday 21 February 2020
(Teacher training - Thursday 20 and Friday 21 February 2020)
Last day - Friday 3 April 2020
Spring holiday - Monday 6 to Friday 17 April 2020

Term 4

First day - Monday 20 April 2020
May Day holiday - Monday 4 May 2020
Last day - Thursday 2 July 2020
Summer holiday - Friday 3 July 2020 to Wednesday 19 August 2020

Future school year (2020/21)

Term 1

Teacher training - Tuesday 18 and Wednesday 19 August 2020
First day - Thursday 20 August 2020
Last day - Friday 9 October 2020
Autumn holiday - Monday 12 to Friday 23 October 2020

Term 2

First day - Monday 26 October 2020
Last day - Friday 18 December 2020
Teacher training - Monday 21 December 2020
Christmas holiday - Tuesday 22 December 2020 to Monday 4 January 2021

Term 3

First day - Tuesday 5 January 2021
Mid-term holiday - Wednesday 17 to Friday 19 February 2021
(Teacher training - Wednesday 17 and Thursday 18 February 2021)
Last day - Friday 26 March 2021
Spring holiday - Monday 29 March to Friday 9 April 2021

Term 4

First day - Monday 12 April 2021
May Day holiday - Monday 3 May 2021
Last day - Wednesday 30 June 2021
Summer holiday - Thursday 1 July 2021 to Wednesday 18 August 2021

Future school year (2021/22)

Term 1

Teacher training - Wednesday 18 August 2021
First day - Thursday 19 August 2021
Last day - Friday 8 October 2021
Autumn holiday - Monday 11 to Friday 22 October 2021

Term 2

First day - Monday 25 October 2021
Last day - Wednesday 22 December 2021
Christmas holiday - Thursday 23 December 2021 to Friday 7 January 2022

Term 3

Teacher training - Thursday 6 and Friday 7 January 2022
First day - Monday 10 January 2022
Mid-term holiday - Monday 14 to Wednesday 16 February 2022

7. Contact Us

If you need to find out something

Visiting School

Parents and visitors are welcome to “drop in” at any time, particularly if collecting children or returning them from appointments. However, for consultation with teaching staff, (this requires time out with normal teaching hours), please contact Mrs Ong in the office who will make an appointment for you.

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

If you have a comment or concern

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

- class teacher if the enquiry relates to classroom practice.
- Head teacher if the enquiry relates to whole school matters or you require an unresolved classroom issue to be discussed further.
- Parent Council and/or Connect (the membership organisation to support your Parent Council) If your enquiry relates to whole school matters linked to Parental Involvement.

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

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

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

If you remain dissatisfied and wish to make a formal complaint

If you remain dissatisfied, Education Services operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at <http://www.dumgal.gov.uk/article/15382/Complaints-procedure>.



8. How the School Works?

Enrolment

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

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

Moving from Nursery

Primary teachers work closely with nursery staff and parents to ensure that information about each child’s learning and achievements is passed on. This will help ensure that their learning and development continues without interruption. Staff will also share other information which will help the teacher to support each child’s learning – for example relevant health issues, friendship groups and preferred ways of working.

School Day

School Begins	9.00am
Mid-Morning Break	10.40 to 10.55am
Lunch Break	12.15 – 1.00pm (P1-4) 12.30-1.15pm (P4-7)
School Closes	3.00pm

School Uniform/Dress Policy

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

Clothing which is unacceptable in school under any circumstances would include items which:

- Could potentially encourage factions (eg football colours).
- Could cause offence (eg anti-religious or political slogans).
- Could cause health and safety difficulties such as loose fitting clothing, dangling earrings.
- Are of flammable materials which may be a danger in certain classes.
- Could cause damage to floors.
- Carry advertising, in particular for alcohol or tobacco.
- Could be used to inflict damage on other pupils.

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is £100 per child. Guidance and more information is available at <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

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

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

Dress Code

- a) Parents are strongly urged to dress children in uniform although it is not compulsory. The uniform consists of a navy sweatshirt embroidered with the school badge, navy trousers or skirt and white polo shirt or white shirt/blouse and tie.

Sweatshirts and polo shirts with school logo can be ordered from the school office.

The expense involved in buying uniforms is appreciated, but the wearing of it does assist the development of a sense of belonging, of community and of pride in the school.

- b) As all class areas are carpeted, **pupils are required to keep a change of footwear in school.** This is essential in wintertime when children may well be wearing Wellington boots outside.
- c) **Pupils are expected to wear shorts (or tracksuit trousers in colder weather), T-shirt and sandshoes or trainers for Physical Education.** For safety reasons, the wearing of jewellery is not allowed during such activities. Those pupils with pierced ears only should wear **sleepers** or **studs**.
- d) Money and other valuables should never be left unattended.

School Meals

Change to

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

By following these guidelines Facilities Management – Catering Services:

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

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

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

- Their menu is free from undesirable additives and GM ingredients

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

Special Dietary Requirements

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

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

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

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

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



School Transport

Free school transport is available for some school children attending primary or secondary school if they live within the school catchment area and if they meet certain criteria. For more information and guidance visit <http://www.dumgal.gov.uk/article/15245/Free-school-transport>

Who is entitled to school transport?

- Pupils who live 2 miles away from their catchment school if they are under 8 years old
- Pupils who live 3 miles away from their catchment school if they are 8 years and over
- Roman Catholic children attending the denominational school for their address and live the above statutory distances from that school.

However, it is the Parents responsibility to ensure that that their child reaches the designated pick-up point or the school safely. With respect to the safety of any route to a designated pick-up, the Transport Policy states that "All routes are assessed on the assumption that the child is accompanied by a responsible person."

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

When school transport is required for a pupil, the school will contact Education Services. If your child is eligible, details of the transport arrangements will be communicated to you in time for the new academic year. You can check whether your child is entitled to school transport using 'Find My Nearest' on the Council's website <http://apps.dumgal.gov.uk/findnearest?q>

Your child is not entitled to transport if they attend an alternative school by parental choice. It is the responsibility of the parent/guardian to organise transport to the school.

Any alterations to transport arrangements that occur during the school year will be communicated prior to any changes being made. If school bus passes are required these are issued at school.



Class organisation –

Bydekirk Primary follows Authority Guidelines regarding composite classes. At the moment P1 to P4 class and P4 to P7 class. The maximum size for a composite class is 25. A composite class is one in which there are pupils of different age groups.

Playground Supervision

Although our school roll does not allow for a playground supervisor, pupils have access to the school building and know they can speak to staff if needed. A CCTV system is in operation around the playground.

Positive Behaviour and Celebrating Success

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

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

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

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

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

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

Star Pupils Awards are given for

- Good work
- Special successes
- Keeping the golden rules

Achievement Wall

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



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 aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

How does Curriculum for Excellence work? Curriculum for Excellence includes four contexts for learning:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement

Curriculum levels and stages

- The curriculum has two stages: the broad general education (from the early years to the end of S3) and the senior phase (S4 to S6).
- The broad general education has five levels (early, first, second, third and fourth). The senior phase is designed to build on the experiences and outcomes of the broad general education, and to allow young people to take qualifications and courses that suit their abilities and interests

Broad General Education Children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (Early, First, Second, Third, Fourth) and in each of the eight Curricular Areas. The five Curricular Levels span pre-school to the end of S3. This is the Broad General Education. Pupils progress at their own pace, working through the Experiences and Outcomes of the most appropriate level for them. Pupils will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3.

Experiences and Outcomes are what the learner will be able to explain or do. There are detailed Experiences and Outcomes for all subjects available on the Education Scotland website; teachers work to deliver these, and the progress of learners is measured in the achievement of Outcomes. Reporting to parents is likely to include information about children's

Experiences and Outcomes and about the Levels at which they are working.

Curriculum Areas

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

There are five curriculum levels:

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

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

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

Curriculum for Excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18 year olds – in nursery, primary, secondary, at college, workplace or community learning. It takes a fresh approach to what, how and where young people learn. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture young people as successful learners, confident individuals, effective contributors and responsible citizens.

How does Curriculum for Excellence work?

- The 'learner journey' will be joined up from 3-18 to avoid gaps and overlaps in learning and to make the most of achievements outside school.
- Learners will work at a pace that suits, with enough challenge and support to stretch them.
- Lessons will be more engaging, inspiring and relevant to everyday life.
- Teachers will make connections between subjects, helping children make sense of the world.



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

Health and Well Being Education

Parents Guide to School Health Service

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

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

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

Care and Welfare

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

10. The Wider Curriculum

Extra Curricular Activities

These vary according to availability and need. Activities which have taken place have included football, tennis, netball and active multi sports club. We are keen to involve parents in the running of clubs.

Swimming Lessons - At Brydekirk Primary all pupils, 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 fund this.

Pupil Council

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

School Trips

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

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

Where the planned excursion is in the

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

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

The Community

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

Eco Schools

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

Developing Young Workforce.

11. Home/ School Partnership

Parent Council -

We have an effective and active Parent Council. Our AGM takes place in September each year. Meetings take place at least once a term. All parents who are interested are welcome to attend meetings. As well as representing parents on school matters, the parent Council also helps to raise funds, organise parties and family events in school.

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

- Receive information about the school and its activities;
 - Hear about what partnership with parents means in our school;
 - Be invited to be involved in ways and times that suit you;
 - Identify issues you want the parent council to work on with the school;
 - Be asked your opinion by the parent council on issues relating to the school and education it provides;
 - Work in partnership with staff; and
 - Enjoy taking part in school life in whatever way possible
- The type of things the parent council may get involved in include:
- Supporting the work of the school;
 - Gathering and representing parents' views to the Headteacher, Education Authority and Education Scotland;
 - Promoting contact between the school, parents, pupils and the local community;
 - Fundraising and organising events;
 - Reporting to the parent forum; and
 - Being involved in the appointment of senior promoted staff.

Parents can be directed to <http://www.dumgal.gov.uk/article/17608/Parental-Involvement> for further information on Parental Involvement and Engagement and support information for Parent Councils. In addition, ALL parent Councils

in Dumfries and Galloway have membership to CONNECT (formally SPTC). Membership includes Insurance cover and training opportunities. For more information visit <https://connect.scot/>

Communications with Parents

Primary 1-4 use Learning Journals to share learning at home. This has become a vital way of showing what is going on in your child's class and gives links to homework activities and other educational links. The school has an app that is updated regularly in order to keep parents up to speed with diary dates and development. The App is free, support is given if needed to help set up and access. There are parent consultation meetings, reporting to parents and curricular workshops which happen throughout the year to help inform of progress and next steps.

Helping the school

At Brydekirk we depend greatly on volunteer help, from daily learning routines to helping manage the school library. We enjoy the help of parents, residents from within our local community and also past pupils.

Emergency Contact Procedures

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

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

Text Messaging

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

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 Opportunities For All 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

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.

Pupils who need to leave school during the school day ie doctor /dentist appointments,

must be collected by a named contact confirmed with the school office. They must also report to the school office on their return to school.

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.

A parent may be asked to come into school to explain the reason for their child's absence in line with the Education Authority's legal duty under the [Education (Scotland) Act 1980, Section 36].

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**.

How is my child doing? (Assessment and Reporting)

'Assessment' is the word used to describe all the things which schools do to see how your child is getting on, what they are learning and what they know and understand. It is important to know how each child is getting on

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

Pupils in P1, P4 and P7 will be assessed through the online Scottish National Standardised Assessments (SNSA) in literacy and numeracy. The assessments help to identify children's progress, providing diagnostic information to support teachers' professional judgement. The assessments are as inclusive as possible to accommodate the needs of children and young people who require additional support. There is no pass or fail and children and young people do not have to revise or prepare for these assessments.

There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Family Conferences or for some it may be through more formal, focussed meetings with other agencies.



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. The process of profiling is ongoing and progressive for all learners throughout their school years (2-18yrs). It is important that profiling is seen within the context of career education.

Nationally it has been agreed that profiles will be produced at the P7 although working towards profiles may start earlier than this. Pupils will finalise their profiles in term 4, with parents being invited into the school to input too.

Helping the School

At Brydekirk we welcome any help parents can give us at school. From helping with library organisation to hearing reading, we are always keen to have parents involved. Parents are invited to help out with our school improvement development, sharing your skills and knowledge with staff and pupils is crucial.

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

More 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 .

For local information please visit <http://www.dumgal.gov.uk/schools>

12. Support for All

Pupil Support

The Head Teacher is responsible for the wider support of pupils outwith the class. Mrs Reid is the named person for all pupils and would attend any meeting about your child where school is involved.

Pastoral Care/Anti Bullying

We pride ourselves in care and concern for your pupils and their families. We welcome parents into our school and recognise their rights as the primary care giver for our children. We are open to ways of involving them in the life of the school.

Pastoral care involves all our staff who know the pupils and families really well and this strong relationship fosters a caring, family environment within our school. Pupils and parents know that their concerns will be listened to and taken seriously by all staff.

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

We also acknowledge The United Nations Convention on the Rights of the Child

- Children's rights are now embedded in Scottish legislation with the promotion and upholding of the rights of children and young people and states that all education should develop each child's personality and talents to the full. Children's voices should be heard, and their wishes respected without discrimination of any kind. AND

The Equality Act 2010 that places a duty on schools to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

The Equality Act 2010 put legislation in place to prevent direct or indirect discrimination against persons due to their:

- Age
- Disability
- Sex (Gender)
- Gender reassignment (Transgender)
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

Dumfries and Galloway Council's priorities also place every child's wellbeing at the centre. In schools we do this by adhering to the principles of GIRFEC

Additional Support for Learning

Dumfries and Galloway Council is committed to the well-being and educational development of all learners. The process of inclusion requires all involved in the business of learning and teaching to demonstrate commitment, innovation and flexibility in order to ensure that all children and young people have access to quality learning opportunities and experiences.

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

This commitment to meeting the needs of all children is based upon the requirements of the Education (Additional Support for Learning) (Scotland) Act 2004 amended in 2009.

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

What is Additional Support for Learning (ASL)?

If you have any concerns about your child you should speak to a member of staff in the school in the first instance. There are a number of ways in which concerns can be followed up. This may involve the input of other

educational professionals such as Specialist

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

teacher, Educational Visitor, Sensory Impairment Specialists) and Educational Psychologists. It may also involve your child being referred onto staff in external agencies such as health staff (Speech and Language therapist, Occupational Therapist, Physiotherapist etc.). As a parent you will be closely involved in the whole process and your views sought throughout. If, after discussion with all concerned, it is felt appropriate, your child will have an educational plan agreed which will identify how they are to be supported.

Your child's progress will be kept under review and any plans and support will be changed as necessary. As a parent you will be closely involved in any review process.

A small number of children will require a more detailed planning process which co-ordinates the input of education and other agencies to fully support the child. This plan is called a Co-ordinated Support Plan. The Co-ordinated Support Plan process is overseen by the Supporting Learners Service with responsibility for Additional Support for Learning.

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

www.dumgal.gov.uk/index.aspx?articleid=10757 or from the following sources:

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

- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741 www.sclc.org.uk/
- Parents may also access further support through mediation services provided by Common Ground Mediation www.commongroundmediation.co.uk/ or advocacy support through People's Advocacy Support Service (P.A.S.S. Direct) or Parents Inclusion Network (PIN) www.parentsinclusionnetwork.org.uk/.

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:

- Every child will have a Named Person in the School. If you or your child need any advice or any support, the Named Person is your first point of contact and will make sure you get the help or advice that you need. Having a Named Person means that if there is anything that could affect your child's wellbeing, he or she will receive support as quickly as possible so that problems do not develop.
- If your child has complex needs and needs help from several different services, GIRFEC means that all these services must work together for you and your child. You should never have to keep telling your story to lots of different staff in the School or the Education 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 or visit <http://www.dumgal.gov.uk/girfec> to see the Dumfries and Galloway services plan.

Child Protection

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

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

There is an expectation that drug, substance and weapons will not be brought onto the school environment "In responding to drug/substance or weapons related incidents, schools will follow education authority guidelines. In all such circumstances, parents/carers will be contacted, and their cooperation expected. The

police will be involved if drug use is suspected or discovered or, if there are concerns regarding the possession, threat or use of weapons.

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

Educational Psychology Service

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

We do this by:

- Working with others in a consultative way to help them make sense of difficulties and make informed choices and decisions
- Sharing knowledge about 'what works' and promoting evidence informed approaches to develop the policy and practice of literacy, numeracy and health and wellbeing in our educational establishments and communities
- Raising awareness of the crucial role of communication, relationships and nurture in children's lives
- Training and developing the skills of

- other professionals to improve children's attainment and achievement
- Highlighting the interactive nature of assessment, teaching and learning
- Designing and implementing interventions in partnership with others which support individuals and communities to develop resilience and ensure that children are safe, healthy, active, nurtured, achieving, respected, responsible and included.
- Supporting effective transitions (early years into primary, primary to secondary and secondary to post school) to improve the life chances of young people

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

Supporting Learners Service Early Level Family Support Officers (ELFSO) AND Opportunities for all Officers

Early Level Family Support (ELFSO) officers work in the Early Learning and Childcare and Primary Schools as part of the Supporting Learners Service to foster positive and productive links between home, school and community.

Opportunity for All Officers work with children and young people (upper primary and secondary) as part of the Supporting Learners Service to help build positive relationships to reduce levels of exclusion and disengagement to enable pupils to achieve successful outcomes and positive destinations. They also undertake attendance officer duties.

13. Moving to Secondary School

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

Children turning 5 before the end of February 2020 will enrol in January 2019 to start school in August 2019. Children born between 1 September and the last day of February can

choose to start primary school later. Children born between the first day of March and the last day of August can also apply for deferred entry.

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

Transfer from primary to secondary school will be dealt with by direct approach to parents from individual primary schools. Our catchment secondary school is Annan Academy. Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest" <http://www.dumgal.gov.uk/index.aspx?articleid=6293>.

Catchment Secondary School

Transfer from primary to secondary school will be dealt with by direct approach to parents from individual primary schools. Our catchment secondary school is Annan Academy. Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest" 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

This includes activities organised by Active Schools, eg sporting activities and the Small World Programme. Pupils take part in literacy projects and maths challenges with other cluster schools.

Induction Days

New Primary 1 pupils are invited to join us weekly throughout term 4 and for one day, usually in June.

Support Available

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

Skills Development Scotland My World of Work <https://www.myworldofwork.co.uk/>

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

14. School Improvements

Improvement plan and priorities

In May/June 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 web-site and are also available in hard copy, on request.

Achievements

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

The pupils are involved in various clubs at school and participate in sporting events outside school. They are also involved in working with the community by open afternoons, carol singing in Annan, Christmas Eve Church Service, P7 challenges, Pantomime in the village hall for the community and collecting Rag Bags from the village. The upper school recently took part in an overnight stay at Lockerbie Manor Outdoor Activity Centre as part of a transition exercise.

More information

In August 2016, Brydekirk Primary School and St. Columba's Primary School entered into a shared management structure. This means that these schools have a non-teaching Head Teacher responsible for both. Where opportunities arise and it is mutually beneficial to children in both schools, staff will seek to bring the distinct groups together for specific events. An example of this is our joint football team.

Integrated Community School Approach aims to:

- Promote inclusion
- Provide multi-agency response to meet the needs of children and young people
- Raise attainment/achievement
- Support the development of Health Promoting Schools

- Reduce exclusions and improve school attendance
- Provide increased support to parents
- Provide children with increased opportunities to take part in sport, leisure and cultural out of school activities.

15. Health and Safety

Emergency Arrangements

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

Please remember that if your child stays in more than one home setting contact details should take account of this.

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

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 policy [Health Care in Schools 3-18 2013](#) which is available from the school or on the Council website.

Data Protection

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

What personal information do we collect from you and why do we need it?

Data about pupils includes, name, date of birth, gender, and address, racial or ethnic origin, religion. It will also include information about any additional support needs and any relevant medical conditions.

Data about the pupils' family will include, names, addresses, email, phone number, emergency contact details and family situation.

Data held will also include pupil progress, assessments and exam results. It will also include records of attendance, absence and any exclusions.

We will hold data about when and where the pupil goes after they leave Early Learning and Childcare Centre (ELCC)/School. This includes information about their next setting, career paths or intended destinations.

If your child is accessing school transport and school meals, data will be shared with School Mainstream Transport Team/Contractors and Enterprising DG.

When we record and use personal data, we

will only collect and use what we need. We will keep it securely, and it will only be accessed by those that have legitimate reason to. We will not keep personal data for longer than is necessary and will follow the Council's Record Retention Schedule and archival procedures.

Sharing Pupil data

If a child/young person moves Early Learning and Childcare Centre (ELCC) /School, we have a legal obligation to pass on information to their new ELCC/School/education authority. Sometimes we also receive information about child/young person from other organisations, such as, NHS, Police Scotland, Social Work, Additional Support Services and sometimes other organisations or groups connected to the pupil's education.

We also need to share pupil information with other organisations. Law requires us to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes.

We share your data with third parties who process it on our behalf, including the operator of our Education Management Information System, our schools' intranet GLOW, and our text messaging provider Groupcall. For more details about this processing please contact miss@dumgal.gov.uk.

The Council take the security of your data seriously and access to SEEMiS is restricted to approved staff and by username and password only. The Council Data Protection Policies and Procedures make clear that all staff have a responsibility to ensure that they handle personal data appropriately and that suitable organisational security measures are in place. To prevent unauthorised disclosure, hard copies of data are stored securely at your child's nursery or school.

The Council need to ensure you and your child's personal data remains accurate, to assist with this, please ensure you keep your nursery and school up-to-date with any changes. For example, if you do not inform the school that you have moved to a new house, this may result in your personal data being sent to an incorrect address.

If you would like to access any information we hold, then you can do so under the Pupils' Educational Records (Scotland) Regulations 2003, by making a Request to your child's school in the first instance.

More Information or Concerns

For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern please follow this link <http://www.dumgal.gov.uk/article/15129/Data-protection>

- If you have any concerns about data sharing you can discuss this with the school office, or data protection officer at the Council via dataprotection@dumgal.gov.uk

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

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

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

School Office to see a copy.

Use of the Internet

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.

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.

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) 260433

(01387) 260498
(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 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)
- Attendance at School Policy (2012)
- 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)
- Health Care in Schools 3-18 (2013)
- 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.



