

## Contents

Letter from Head of Education	2
Welcome from Headteacher	3
Education Service Aims	4
School Aims	5
School Information	6
Improvement Plan and Priorities	6
Staffing	7
Contact Us – Concerns and Complaints	8
How the School Works	9
School Uniform/Dress Policy, School Meals	10
School Transport/Transporting Pupils, Class Organisation	11
Playground, Positive Behaviour and Celebrating Success	12
The Curriculum	13, 14, 15
The Wider Curriculum – Extra Curricular Activities, School Lets	16, 17
Home/School Partnership	18
Attendance, Absences/Lateness, Holidays, Home Learning	19
Helping the School, Helping your Child, Secondary School	20
Parentzone, Additional Support for Learning	21
GIRFEC, Child Protection	22
Educational Psychology, Family Learning	23
Health and Safety	24
Other Useful Information	25
Holiday Dates	26



## Letter from Director Education Services

Dear Parents,

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

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

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

Yours sincerely

Gillian Brydson  
Head of Education



## Welcome from Head Teacher

Hecklegirth Primary School  
Solway Street  
Annan  
DG12 6HY

Any enquiries please contact  
Mrs. J. Alexander, Headteacher  
Tel:(01461) 202629  
Email:gw08officehecklegirt@ea.dumgal.sch.uk

Dear Parent/Carer

Welcome to Hecklegirth Primary School

A warm welcome awaits you and your family at Hecklegirth Primary. We are an inclusive school community providing quality learning experiences for Pre-school and Primary aged children within a secure and stimulating learning environment, firmly based on an ethos of respect and care.

Our team of experienced and enthusiastic staff encourage all young people to 'Aim High,' while offering individual support and challenge as required, to help them achieve and go beyond their potential. We have developed a progressive and coherent curriculum that identifies interesting and relevant contexts for the development of skills, knowledge and attitudes for today's world, while the promotion of lifelong learning skills and an increased focus on the use of technology helps us to prepare your child for the world of the future.

As Headteacher, I look forward to working in partnership with you and your family to provide a world of learning opportunities. By working closely with home we can identify and address school improvements, solve problems, share information and create new events and experiences. Together we can achieve great things so please make the most of the many opportunities on offer to become fully involved in the life of Hecklegirth, helping us make our home-school partnership the best that it can be for everyone.

Yours sincerely

*Mrs. J. Alexander*

Headteacher



---

## Education Services Aims

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

### Our Objectives

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

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

2. We will improve our partnership working

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

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

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

4. We will streamline our business processes

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

## School Aims

### Hecklegirth Primary School's Vision is ...

to provide access to a broad general education that enables learners to reach their full potential and improves life chances for all. By aiming high, pupils and staff are encouraged to be ambitious in their daily learning and teaching, and motivated to realise their aspirations for the future



Hecklegirth School 2015

## Values

A working group made up of parents, pupils, staff and members of the school community helped to review our school aims in consultation with the rest of the school community. BELIEF was identified as the focus for our values as many felt that the values it stands for best matched the aspirations we have for the learning, teaching and people in Hecklegirth Primary and Nursery School:

- **B**elonging
- **E**quality
- **L**earning for life
- **I**nspiration
- **E**nthusiasm and engagement
- our **F**uture

## School Information

### History of the School

The school was built in 1963. "Heckle" comes from ecclesiastical meaning of the church. The church is "girthed" by trees, as represented on the school badge. The other emblems on the badge are the book (knowledge and learning) the quill, or pen (of writing) and the badge of the Royal Burgh of Annan.

Hecklegirth is a non-denominational school. We welcome families of all cultures and faiths.



### Basic Information for Hecklegirth Primary School and Nursery Class

<b>Address:</b>	Hecklegirth Primary and Nursery School Solway Street Annan DG12 6HY
<b>Telephone No. :</b>	(01461) 202629
<b>E-Mail:</b>	gw08officehecklegirt@ea.dumgal.sch.uk
<b>Headteacher:</b>	Mrs. J. Alexander
<b>Current School Roll:</b>	240 (P1-7) + 80 place Nursery
<b>Parent Council:</b>	Chairperson – Mr. Mike Wigham Email – hecklegirthparentcouncil@gmail.com

### Improvement Plan and Priorities

In May each year, the school publishes a Standards & Quality Report providing all stakeholders with a comprehensive summary of the school's work and learners' achievements over the last year. The first part of this report provides an overview of the school's progress in addressing its key priorities, while the second part gives information about, for example, how well pupils are learning and achieving; how well the school is supporting children/young people to develop and learn. In June, we publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following due consultation with staff, pupils and parents. The plan indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward. Both the report and the plan are published on the school's web-site and are also available in hard copy, on request.

To view our latest School Improvement Plan and most recent Standards and Quality Report, please visit our page on the Dumfries and Galloway website. Hard copies are available at the school office.

Hecklegirth Primary was inspected in June 2012. We took part in a revisit by HMIE in November 2014. Reports on inspections can be found on [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk).

## Staffing

### Management Team:

Headteacher Mrs. J. Alexander  
Depute Headteacher Mr. C. Palmer

### Teaching Staff:

Nursery: Mrs. K. Carruthers  
P1 Miss. J. Campbell  
P1/2 Mrs. A. Lindsay  
P2/3 Mrs. R. Mahon  
P3 Mrs. C. Bell  
P3/4 Mrs. K. Menzies  
P4/5 Miss. K. Tulloch (Probationer)  
P5 Mr. D. Malin (Probationer)  
P5/6 Mr. I. Stevenson  
P7 Miss. E. Dennis

Additional Support for Learning Teacher: Mrs. C. Murray  
Non-class Contact Cover Teachers: Mr. C. Palmer, Mr. W. Swan

**PE Specialist:** Mrs. R. Foster (P.E.)

**Learning Assistants:** Mrs. M. Hamilton  
Mrs. J. Roberts (Monday, Tuesday, Wednesday, Thursday)

**Nursery Nurses:** Miss. A.M. Kerr  
Mrs. A. Kirkpatrick  
Mrs. M. Hamer  
Mrs. C. Gray (0.5) (mornings)  
Ms. D. Paterson (0.5) (afternoons)  
Miss. Z. Awde (0.2)

**Early Years Assistants:** Mrs. R. Stott  
Miss. J. McVicar

**Clerical Assistant:** Mrs. L. Robson

**Janitor:** Mr. W. Nicholson

**Catering Manager:** Mrs. H. Martin (Combined Services)



---

## Contact Us – Concerns and Complaints

If you need to find out something please contact Mrs. Lorna Robson at the School Office.

Telephone/Fax 01461 202629

Email

gw08officehecklegirt@ea.dumgal.sch.uk

If you have concerns about any aspect of your child's education please ask to make an appointment with your child's class teacher or ask to speak with Mrs Jane Alexander, Headteacher.

**If you have a concern or complaint please contact Mrs. Alexander immediately.** Hecklegirth aims to resolve any parental complaints quickly and effectively.

If you are not satisfied with the school's handling of your complaint please contact Education Services, Woodbank, 30 Edinburgh Road, Dumfries, DG1 1NW.

Education Services operate the complaints handling procedures for Dumfries and Galloway Council. For further information please read <http://www.dumgal.gov.uk/article/15382/Complaints-procedure>

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

As a staff we take the concerns of pupils very seriously. All children are listened to and action will be taken as appropriate. At all times staff will speak to all parties concerned and try to find a solution. It is our intention to deal with any incidents before the pupil leaves school at the end of the day. Parents will be informed and their views listened to. Any general issues that arise from incidents are often tackled in Circle Time by class teachers where the focus is on finding solutions and building self-confidence to help avoid any similar situation arising again.



## How the School Works?

### Nursery

The school has a large 80 place Nursery attached. The Nursery actively seeks to involve the children, parents and staff in the life and work of the school. Further information about the work and procedures of the nursery can be found in the Nursery Handbook, available on request .



### 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://www.dumgal.gov.uk/article/15086/Find-my-nearest>  
Full details on how to enrol or move school are available from the school or on the Council's website.

### Transition 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.



Pupils in Nursery enjoy visits to our Primary One classroom to meet their soon-to-be classmates and also to work with their buddies. These opportunities enable staff to observe the new entrants at work and to allow the pupils to familiarise themselves with the classroom.

Those attending another Primary school after Nursery will be invited by their school to attend similar transition events but are also welcome to take part in our activities.

#### School Day

<b>School starts</b>	<b>8.55 a.m.</b>
<b>Morning Break</b>	<b>10.30 – 10.50 a.m.</b>
<b>Lunch</b>	<b>P1-2 12.15-1pm</b>
	<b>P3-7 12.30-1.15 p.m.</b>
<b>School finishes</b>	<b>3.00 p.m.</b>

#### Nursery Sessions

##### MORNING

8.45 am – 11.55 am  
(you can bring your child between 8.45 and 9.10 am)

##### AFTERNOON

12.15 pm – 3.25 pm  
(your child can be collected between 3.00 and 3.25 pm)

##### ALL DAY

8.45 am – 3.05 pm

## 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 (e.g. football colours).
- Could cause offence (e.g. 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 keeping with the school dress code. Further information from <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 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.

At Hecklegirth Primary School the recommended outfit is a grey school sweatshirt, dark shorts or trousers for boys, dark skirt or trousers for girls, royal blue or white polo shirt and dark shoes. School uniform can be ordered at <http://www.tesco.com/direct/ues/>

## School Meals

Pupils can have a hot or cold school meal daily by choosing from the Take 4 For All Menu. Currently a three week menu cycle is in operation. Menus are available in the school office. The current price for a school meal is £1.80. Lunches can be paid for daily or weekly. Alternatively pupils may bring a packed lunch to school or go home during lunch intervals. If going home, class teachers should be advised by letter on that particular day. Children will not be permitted to leave the school premises without this permission.

Free school meals are available to support families who live and attend a school in Dumfries and Galloway and who are in receipt of qualifying benefits. All Primary 1- 3 pupils currently receive free school meals. Any questions about Free School Meals can be directed to the Pupil/Parent Support Unit at Woodbank, Edinburgh Road, Dumfries, telephone 01387 260493 or <http://www.dumgal.gov.uk/schoolmeals>

For the past 8 years Dumfries and Galloway Council's school meal service has taken steps to improve the nutritional quality of school meals. This has been influenced by the introduction of both "Hungry for Success" and "The Schools (Health Promotion and Nutrition) (Scotland) Act 2007" which:

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

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

Dumfries and Galloway Council's current uptake of school meals is at a six year high- we would like to thank you for your continued support in encouraging your child to have a school lunch. For more information call on 030 33 33 3000 and ask for DGFirst, Facilities Management (catering).

Milk is available for sale to all pupils at £1.00 per week, payable on the Thursday before the week in which the child wishes milk.

Fresh drinking water is readily available for all children during class time. Please supply a water bottle for your child. Pupils are asked to take bottles home regularly to be washed.

We promote healthy eating in school so please avoid sending in any sugary treats. A healthy snack bar is also available to children at playtime with a range of food and drink available for purchase. In the interest of health and safety, we also remind families not to send in any foods which contain traces of nuts.

## Community and Commissioning

Community and Commissioning formerly known as 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. Tel:(01387) 260493

## School Transport/Transporting Pupils

Recent government initiatives encourage parents to walk to and from school, where possible, with their children. This practice is encouraged on the grounds that valuable time can be spent together, money on fuel is saved and atmospheric pollution is reduced.

Where it is not possible to walk, parents are asked to park at the John Bell Car Park and not park or drop off in the school lane or staff car park. Our local Community Police Officer regularly monitors traffic around our school.

### Who is entitled to school transport?

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

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

When school transport is required for a pupil, the school will contact the Parent/Pupil Support Unit. If your child is eligible, details of the transport arrangements will be communicated to you in time for the new academic year. You can check whether your child is entitled to school transport using 'Find My Nearest' on the Council's website.

Any alterations to transport arrangements that occur during the school year will be communicated prior to any changes being made. If school bus passes are required these are issued at school. There is a Policy on School Transport and a Guide for Parents, and also Guidance for transport of children and young people with Additional Support Needs. These are available from your school or on the Council's website or from the Pupil/Parent Support Unit, Woodbank, Edinburgh Road, Dumfries or <http://www.dumgal.gov.uk/article/15245/Free-school-transport>

## Class Organisation

Guidance for Primary Classes organisation is set out by the Education Department. Leaflets are available in school detailing how composite classes are formed but the usual format is to organise pupils by age.



## Hecklegirth Playground

We have a large grass play area with a much used timber trail as well as a big tarmac area for ball games. At Hecklegirth all our pupils share the playground which children and parents enjoy. We have a friendship bench for anyone who is looking for company. Our senior pupils and playground supervisors ensure that everyone enjoys break times.

There is always at least one (and usually several) adults supervising pupils in the playground. All playground supervisors wear luminous jackets or vests. There is one qualified First-Aider, Mrs. J. Roberts, in the playground. Pupils requiring urgent medical attention are conveyed to the Doctor immediately and parents contacted to attend. Prefects are also available to help at break times and we have, when required Playground Buddies.

In bad weather pupils have their playtime in class. Supervision is undertaken by school staff, assisted by senior pupils. In order to guarantee adult supervision in classes before school starts on wet days, the doors will not be open before 8.40 am so we request you do not send your child before this time.



## Positive Behaviour and Celebrating Success

At Hecklegirth, we promote and encourage positive behaviour across the school. Our staff work hard to support and develop the education of all our pupils within a cooperative, safe, secure, caring and welcoming environment where all are treated with respect.

### We expect learners to:

- Be well mannered and polite with a positive attitude towards school
- Complete tasks and allow others to do the same
- Show cooperative behaviour based on mutual respect and consideration towards pupils and staff

### We expect staff to:

- Be supportive and encouraging in their teaching
- Identify strengths and development needs to help each child reach their potential
- Show cooperative behaviour based on mutual respect and consideration towards pupils and staff

By promoting positive behaviour within the school we hope to focus on achievements and celebrating success.

Inappropriate behaviour is not tolerated and is addressed in a variety of ways, including:

- Actively promoting positive behaviour strategies in class through rewards and certificates
- Creating and maintaining a secure learning environment where all pupils can learn safely
- Setting and maintaining clear and consistent expectations and identifying appropriate consequences eg a loss of privileges
- Effective use of traffic lights to monitor behaviour
- Use of Golden Time
- Encouraging pupils, staff and families to use our school values
- Informing parents

We are so proud of all our learners and enjoy celebrating their successes in a variety of ways including at our weekly assemblies, in class, on our school achievements display board and on the school blog. Each week pupils have the opportunity to win a Curriculum for Excellence certificate for their learning or a medal for earning the most points in class. If you have any information on successes that take place outwith school please advise the office so that we can share them!



# The Curriculum

Curriculum for Excellence (CfE) is a curriculum for 3-18 year olds. 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.

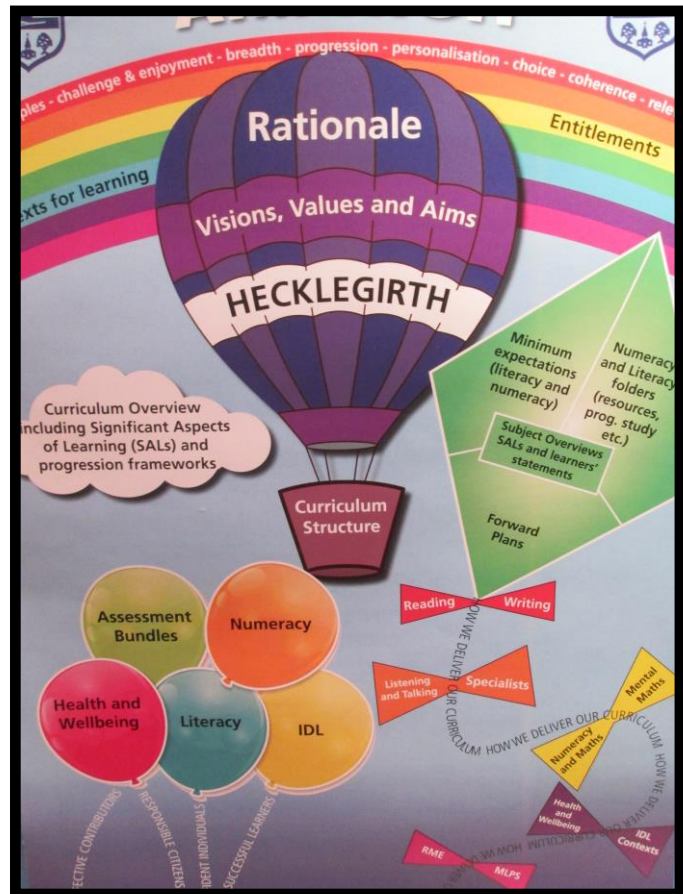
Curriculum for Excellence is about preparing children to become:

- **Confident Individuals**
- **Successful Learners**
- **Responsible Citizens**
- **Effective Contributors**

Curriculum for Excellence provides the framework to young Peoples' learning so that they can develop in the above mentioned areas. It focuses on planned experiences and outcomes and allows the curriculum to remain under review and be updated as required. The principles of curriculum design are to ensure learning contains:

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

We have developed a curriculum at Hecklegirth that takes account of the requirements identified within CfE, alongside regional guidance to create our own overview of learning: →



## Subject Information

The curriculum has been organised into 8 areas:

### Language and Literacy

- Reading
- Writing
- Listening & talking,
- Modern Languages



### Maths & Numeracy

- Number, money and measure
- Shape, position and movement
- Information handling
- Problem solving



### Health and Wellbeing

- Mental, emotional, social and physical wellbeing
- Health and Food
- Physical Education, activity and sport
- Substance misuse
- Planning for choices and changes
- Relationships, sexual health and parenthood



*\* It is important to note that parents will be informed when pupils will be learning about potentially sensitive issues, and will have the option to withdraw their child, if necessary. The Annan schools are currently developing a cluster approach to the teaching of Sexual Health and this will be shared with parents when it becomes available.*

### Sciences

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science



### Social Studies

- People, past events and societies
- People, place and environment
- People in society, economy and business



### Expressive Arts

- Art and design
- Dance
- Drama
- Music



## Technologies

- Technological developments in society
- ICT to enhance learning
- Business
- Computing science
- Food and textiles
- Craft, design, engineering and graphics



## Religious and Moral Education

- Beliefs, values and issues
- Practices and traditions



## Inter-disciplinary Learning (IDL)

Often learning is organised into bundles of outcomes that demonstrate **inter-disciplinary learning**. This enables pupils to make links across different curricular areas using a range of contexts/topics:



National days, charity events and festivals throughout the year are also recognised and woven into the learning to ensure our contexts are relevant and meaningful for pupils e.g. Red Nose Day, St Andrew's Day, Hallowe'en, Armistice etc. Teachers try to use our children's interests and cultures to enrich the learning at Hecklegirth and create an inclusive and motivating curriculum for all.

## Assessment & Reporting

These are the expected levels of progression:

Curriculum Level	Stage
Early	Pre-school to P1
First	P2 to end P4
Second	P5 to end P7
Third and Fourth	S1-S3 (Fourth level aligns to National 4 qualifications)
Senior Phase	S4 to S6 in school, college, workplace or community.

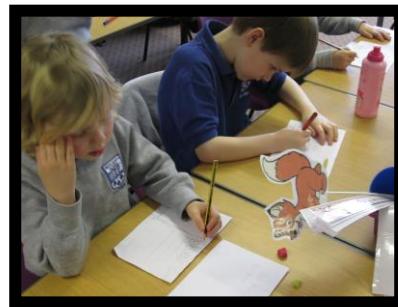
### Assessment is for Learning

Effective, high quality assessment of learning is important at Hecklegirth Primary School to ensure that our pupils all maximise their learning potential. The teachers aim to give regular, clear feedback to pupils and parents which will lead to improved achievement. Pupils will also be involved in self and peer assessment which further develops their learning process to identify their own strengths and next steps for learning. Teachers use a range of formative assessment strategies including sharing the learning outcome, developing success criteria, effective questioning and learning logs to develop learners' understanding of their own strengths and next steps

**How is my child doing?**

Summative assessment of children's learning is ongoing and progress is monitored throughout the year. Assessment may take the form of observations, discussions, evaluating the work produced by the pupil and/or more formal assessments such as teacher tests. Currently teachers are identifying rich assessment tasks linked to the significant aspects of learning.

Termly targets are created in consultation with parents and a final written report identifies the progress over the year. Parents are invited in to school each term to discuss progress with their child's class teacher.

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

**The Wider Curriculum – Extra Curricular Activities**

Hecklegirth School, working in partnership with Active Schools offers a wide variety of sporting and social clubs and activities. We emphasise the importance of "taking part" and we encourage a good sportsmanship attitude at all times.

In recent years, the school football, choir, gymnastics, swimming, cross country, badminton and rugby teams have achieved success locally. We also encourage and train any pupils who wish to develop singing, public speaking and/or poetry recitation skills.

We offer a range of after-school clubs over the year including choir, badminton, football, rugby, netball, basketball, cross country, golf, dance, board games, chess, swimming and crafty club. Information about clubs and extra-curricular activities is sent to families every term. All children are encouraged to come along, take part, have fun and develop new skills. We are always willing to consider any activities that parents can offer to supplement what we have already so please get in touch if you are interested in helping with a lunchtime or after school club.

So many pupils are busy outside of school too and we love to celebrate their achievements by sharing them on the blog and in school newsletters. We encourage our pupils to bring in medals and artefacts to share with others at assembly time and to inform the Headteacher so that we can update our blog as soon as possible.

**The Pupil Council**

House and Vice Captains along with representatives from P1 to P7 meet with the Headteacher to discuss and share ideas about how to improve our school. The Pupil Council keep all other pupils informed of events and changes by reporting back in class and helping present items at assembly.

**School Trips**

The school encourages staff to take pupils on outings into the community and further afield to widen their experience, develop their knowledge and understanding of the world and to help them develop responsible attitudes to the environment. It is the school's responsibility to ensure that all outings are carefully planned and risk assessed.

Parental permission will be sought for trips requiring transport and a letter giving details of the visit will be sent to parents before the excursion. For all excursions, the ratio of adults to pupils will meet at least the minimum requirement.



## The Community

Hecklegirth Primary School has established strong links with its local community. Classes and the nursery regularly visit the town centre to enhance their topic work looking at the buildings, shops and services and using Annan Library and Museum to enrich their learning experiences.

Our pupils take part in a broad range of community events throughout the year – Burns' poetry competitions, sports, Annan Riding of the Marches activities, citizenship tasks and social occasions such as the Annan Christmas Lights Switch-On, singing and entertaining the elderly at local care homes. We also have end of term services at the church.

We recently took part in the Beat the Street project in Annan, winning an award for the school with the most miles walked and most points! This health initiative is one of many ways in which we encourage our young people to work with others in and for the community.



## Working within our Cluster

In Dumfries and Galloway all our schools work in Clusters. This involves primary schools liaising with their designated secondary school to ensure that together we provide quality, shared learning experiences for our pupils.

Hecklegirth Primary is part of the Annan Cluster. Teaching staff from the Annan primary schools and Annan Academy meet together regularly to discuss learning. Transition events for Primary 7 pupils have been put in place to enable a smooth transition to secondary school.

Other schools within our cluster:

- Annan Academy
- Hecklegirth
- Gretna
- Elmvale
- St Columba's RC and Brydekirk
- Newington
- Springfield and Kirkpatrick Fleming
- Carrutherstown and Cummertrees

We are currently looking to develop a business link within the local community and welcome any interest to support the workforce of the future.

## School Lets

Information on school lets is available by using the following link:

<https://www.dumgal.gov.uk/schoollets>

---

# Home/School Partnership

## Parent Council and Hecklegirth Fundraisers

The Parent Council encourages parents to take an active interest in the work and the educational aims of the school. Membership is open to all parents or guardians of pupils attending the school, to members of staff and to friends interested in the work of the school.

Hecklegirth Fundraisers meets, on average, once a term on a formal basis. Additional meetings may be held on a less formal basis to organise a fund-raising event. To date they have organised a wide range of events including:-

- Christmas Fayre
- School BBQ
- Discos
- Race Night
- Coffee Morning
- Bingo
- Creative Christmas card packs

These events encourage families to come together whilst raising money for a variety of items for the school such as transport for school trips, new books for the Library, playground equipment, a new P.A. System and Christmas craft resources.

## Communicating with Home

We are currently developing Termly Targets with each child to form a personal learning Plan which identifies a reading, writing and number target for the coming term. These are shared with families at termly Family Meetings and provide an opportunity for home and school to work together to identify next steps for learning. A final, written report is issued in May which summarises progress over the year and identifies starting points for the transition period into the next class. Outwith formal meetings, parents are always welcome to make an appointment with teachers at a mutually convenient time throughout the school year to discuss any concerns regarding learning and teaching.

Other means of sharing our learning with home include:

- Open Days
- Homework tasks
- Short-term working groups
- Seeking feedback at events
- Surveys and questionnaires
- Informal meetings before and after school
- Monthly newsletters
- Class displays around school
- Parent Council minutes
- Class letters
- Family assemblies
- Concerts
- Text messages
- Labels and notes in home-school diaries
- School blogs

From time to time text messages are sent to a pupil's main contact mobile telephone, using SEEMIS Text Messaging System. It is imperative that mobile numbers are kept up-to-date to ensure these messages reach the correct destination. Types of messages include school closure information, reminders of meeting dates, school excursion information (return times), information requests of pupil absence from school, etc. It is also possible for you to reply to text messages.

## Attendance

For the safety of all children it is important for you to telephone the school office prior to/at the beginning of the absence. Absences are recorded in class registers and frequent or irregular absences not supported by a reasonable excuse, will be notified to parents and the matter may be referred to the Attendance Officer.

If possible please try to make dental/medical appointments outwith 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

Procedures are in place to ensure the safety of all the children in our care. In order that our procedures work efficiently and effectively we require your cooperation in the following matters:

Parents are asked to ensure that:

1. The school is informed if the family is running late.
2. Any legitimate absence is notified to the school by telephone before 9am on the first day of the absence without fail, and that further calls, before 9am, are made on every subsequent day of the absence.
3. Contact telephone numbers, whether for home, for parents at work or for other emergency contacts, are kept up to date and are genuinely numbers where a response will be received. This is particularly important with mobile phone numbers.
4. The school is kept informed of the absence and the likely return date.
5. Any planned absences are officially notified to the school, in writing, in advance.
6. School would be informed before 1.15pm if a child was not returning to school after lunch as a result of becoming unwell over that period.
7. Latecomers report to the school office on arrival at school.
8. Following NHS guidelines, if a child has been sick or had diarrhoea please leave 48 hours before their return to school.

Staff will ensure that absences are checked every day and follow up the whereabouts of any child for whom we have no explanation. All schools use a mobile phone texting system to contact parents regarding the above.

Persistent late coming is disturbing to any class and usually upsets the latecomer. If a pupil is constantly late for school, then the school will contact the Attendance and Liaison Officer, in line with authority policy. Primary children should not arrive at school before 8.40 a.m.

## 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". 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.

## Home Learning

We recognise that children benefit greatly from the mutual support of families and teachers in encouraging them to learn both at home and at school and see home learning (homework) as an important way of establishing positive links. Home learning plays a positive role in raising a child's level of attainment and achievement, however, we also acknowledge the important role of play and free time in a child's growth and development. We try to vary the homework offered to include tasks from across the curriculum. At points in the year each class will send home a rich task which will be a practical activity with which the family can help e.g. create a 3D model or create a photo album.



While it is important, it should not prevent children from taking part in the wide range of out-of-school clubs and organisations that play an important part in the lives of many children. For those who find homework tricky or have a packed social life outwith school, a lunchtime club is run by the Headteacher for P4-7 pupils.

## Helping the School

At Hecklegirth Primary, we recognise and value the support we get from many parents and carers. There are many opportunities for you to become involved, and help and assistance will be requested by the school throughout the school year. If you feel you would like to help at the school in some way, for example, leading an after school group, assisting on a school trip, or helping in class with reading, number work, computing or art, we'd be delighted to hear from you.



## 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



## Groups for Parents

Shining Stars is a group set up by parents for parents of children with vulnerabilities. Please call at the office for details on times.

## Moving to Secondary School

Transfer from primary to secondary school will be dealt with by direct approach to parents from individual primary schools. Our catchment secondary school is Annan Academy. Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest" at <http://www.dumgal.gov.uk/article/15086/Find-my-nearest>

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

During the Primary 7 year, the Primary and Secondary staff will liaise closely to ensure as smooth a transition as possible for our Primary 7 pupils, from primary to secondary school. Secondary staff come to our school to talk to teachers about the children going to secondary and also talk to the children. If necessary, in consultation with secondary staff, a further programme of visits may be organised to help. This will always be done in consultation with parents and carers. The next step in this transfer process is for the Primary 7 children to have a 3 and a half day visit to the Secondary School (usually a Monday, Tuesday, Wednesday and Thursday in June) where they will find out their actual classes and follow their normal timetable, which commence in August. Whilst visiting the Academy children are requested to wear their normal Primary school uniform.

## Parentzone

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](http://www.educationscotland.gov.uk/parentzone) .

## Additional Support for Learning

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

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

This commitment to meeting the needs of all children is based upon the requirements of the Education (Additional Support for Learning ) ( Scotland) Act 2004 amended in 2009 and is translated into procedure and practice by Dumfries and Galloway Education Services' The Framework for Support - Additional Support for Learning 2014.

### What is Additional Support for Learning (ASL)?

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

- Social or emotional difficulties
- Problems at home
- Being particularly able
- A physical disability
- Moving home frequently
- Behavioural difficulties
- Bullying
- A sensory impairment
- Communication problems
- Being a young carer
- Being a young parent
- Having English as an additional language
- A learning difficulty

If you have any concerns about your child you should speak to a member of staff in the school in the first instance. There are a number of ways in which concerns can be followed up. This may involve the input of other educational professionals such as Specialist teachers (Additional Support for Learning teacher, Educational Visitor, Sensory Impairment Specialists) and Educational Psychologists. It may also involve your child being referred onto staff in external agencies such as health staff (Speech and Language therapist, Occupational Therapist, Physiotherapist etc.).

As a parent you will be closely involved in the whole process and your views sought throughout. If, after discussion with all concerned, it is felt appropriate, your child will have an educational plan agreed which will identify how they are to be supported. Your child's progress will be kept under review and any plans and support will be changed as necessary. As a parent you will be closely involved in any review process. There will be regular opportunities for you to discuss your child's progress.



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

Further information on all of the above is available from the school or <http://www.dumgal.gov.uk/article/16163/Additional-support-for-learning>

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 or
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741 <http://www.sclc.org.uk/>

Parents may also access further support through mediation services provided by Common Ground Mediation <http://www.commongroundmediation.co.uk/> or advocacy support through People's Advocacy Support Service (P.A.S.S. Direct ) or Parents Inclusion Network (PIN) <http://www.parentsinclusionnetwork.org.uk/> .

## Getting it Right for Every Child (GIRFEC)

Getting it right for every child (GIRFEC) is an approach from The Scottish Government that sets out how schools and other services should work with children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time.

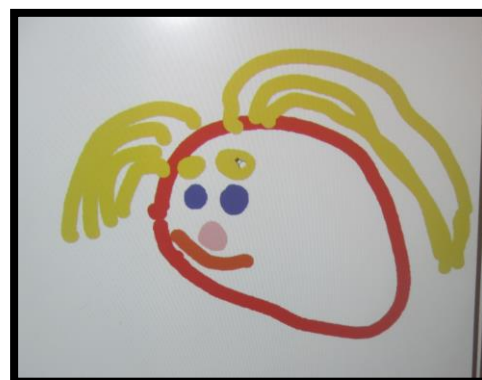
### For you and your child, GIRFEC means that:

- You are the expert on your child and what you think matters. Getting it right for every child means that the School will always seek to involve you, to listen to your opinions and take them seriously.
- Your child will have a Named Person in the School. For Nursery this is the Health Visitor and at primary this is your Headteacher. 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](mailto:GIRFEC@dumgal.gov.uk).

## Child Protection

All children have the right to be protected from harm, abuse and neglect. Every adult in Scotland has a role in ensuring all our children and young people live safely and have the opportunity to reach their full potential. The vision for all children and young people in Dumfries and Galloway is that they should be: safe, nurtured, healthy, achieving, active, respected and responsible and included. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well. Further information is contained within the [Child Protection Policy for Schools, Pre-School and Child Care Services](#) which is available from the school and the on the Council website.



All staff at Hecklegirth have received training in Child Protection Procedures. Mrs Carlyle is the school's Child Protection Officer and Mr. Palmer is the Depute CPO.

We also recognise that children may wish the support of an 'unknown' therefore we display 'Childline' Anti-bullying posters around the school which contain a freephone number for children to call. At Hecklegirth every concern about bullying is taken very seriously and will be investigated immediately. The Headteacher will work with everyone involved, pupils, parents and staff to ensure that the problem is resolved to the satisfaction of all.

### **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

Our school's Educational Psychologist is Mrs Rachel Hayton, who is based in Annan. Further information about the service she provides is available from the school.

### **Family Learning**

Family Learning Co-ordinator, Eileen Johnstone, works out of school and facilitates a range of learning experiences which promote positive parenting skills and develop the link between home and school. She is currently working on a nurture programme with P3 pupils called 'Roots of Empathy' while developing literacy games and activities with Nursery parents.





---

## 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.

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

### Severe Weather and School Closure Arrangements

Headteachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstances make it absolutely necessary in the best interests of the pupils. In these circumstances parents will be communicated by text or phone using the emergency contact arrangements we have in place. All school closures will be notified on the Council Website and local radio.

### 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. The school is currently supported by our school nurse, Rachael Henderson, Yvonne McGregor (Generic Health Improvement Worker -Child Healthy Weight programme) and the school dental service, Child Smile.

### Data Protection

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

### Images of Pupils

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

### Use of the Internet

As part of the process of learning we allow our children supervised access to the Internet and e-mail. The authority runs its own filter system to ensure that young people are not at risk from exposure to inappropriate material. This filtering system is regularly being upgraded. We have a policy for use of the Internet and a contract for responsible use, to which we ask parents and young people to sign up. The use of social networks is not promoted by the school due to the minimum age limit required.



## Other Useful Information

### 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 .

The following is a list of the policies which may be most relevant to you and your child/ren although this is not an exhaustive list:-

- Acceptable Use of Dumfries and Galloway Council's ICT Facilities In Schools (2009)
- Child Protection Policy for Schools, Pre-Schools and Childcare Services -
- Children Absent from School through Ill Health – Guidance (2011)
- Curriculum Swimming Policy ( 2012)
- Digital Images Policy (2012 )– Taking and Using Images of Pupils
- Dumfries and Galloway Equal Opportunities Policy and related Equality Schemes
- Enrolling in Schools – Placement Policy( 2012)
- Exclusion from Schools – Policy and Procedures (2010)
- Inappropriate Use of Social Networking Sites (2011)
- Primary School Class Organisation (2011)
- Protection of Vulnerable Groups (PVG) Scheme (2011)
- Providing Intimate Care for Children and Young People with Disabilities – National Guidelines for Schools
- Providing Intimate Care for Children – Procedures for Schools and Nurseries (2011)
- Nursery and Schools Policy on Health Care Procedures (2012)
- Respect for All – Anti-Bullying Procedures (2011)
- School Transport Policy
- Use of Mobile Phones and/or Internet Bullying – Procedures for Schools when drawing up policies ( 2007)
- Volunteer Policy and Procedures for Schools (2012)

Further information on all aspects of education is available on [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone) .



**Next school year (2017/18)****Term 1**

Teacher training - Thursday 17 and Friday 18 August 2017

First day - Monday 21 August 2017

Last day - Friday 13 October 2017

**Autumn holiday** - Monday 16 to Friday 27 October 2017

**Term 2**

First day - Monday 30 October 2017

Last day - Thursday 21 December 2017

**Christmas holiday** - Friday 22 December 2017 to Wednesday 3 January 2018

**Term 3**

First day - Thursday 4 January 2018

Mid-term holiday - Monday 12 February 2018

Teacher training - Tuesday 13 and Wednesday 14 February 2018

Last day - Thursday 29 March 2018

**Spring holiday** - Friday 30 March 2018 to Friday 13 April 2018

**Term 4**

First day - Monday 16 April 2018

May Day holiday - Monday 7 May 2018

Teacher training - Friday 1 June 2018

Last day - Friday 29 June 2018

**Summer holiday** - Monday 2 July 2018 to Thursday 16 August 2018

**School year (2018/19)****Term 1**

Teacher training - Friday 17 and Monday 20 August 2018

First day - Tuesday 21 August 2018

Last day - Friday 12 October 2018

**Autumn holiday** - Monday 15 to Friday 26 October 2018

**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 - Wednesday 20 to Friday 22 February 2019

Last day - Friday 12 April 2019

**Spring holiday** - Monday 15 to Friday 26 April 2019

**Term 4**

First day - Monday 29 April 2019

May Day holiday - Monday 6 May 2019

Last day - Friday 28 June 2019

**Summer holiday** - Monday 1 July to Friday 16 August 2019