



Welcome to Lochside Primary School

Handbook



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<http://www.dumgal.gov.uk/index.aspx?articleid=7432>



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

1. Letter from the director of Education

Dear Parents,

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

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

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

Yours sincerely

Colin Grant

Director, Education Services



2. Welcome from the Head Teacher

Dear Parents/ Carers

The staff and pupils of Lochside Primary School extend a warm welcome to all parents.

Each person in our school is an important individual and we hope our school will be a happy, caring and stimulating place for all. We need the assistance and co-operation of all parents to achieve this. It is vitally important for your child's education that good, positive communication is established between school and home.

Our handbook is provided to familiarise you with some of the educational, organisational and social aspects of our school. We hope you will find our handbook informative and useful, and that it will both encourage and enhance the partnership which already exists between home and school.

Lochside School is set in the heart of Lochside. It is one of the largest schools in the area with all the facilities that this brings. Although large, we aim to offer a friendly, helpful atmosphere where your child is appreciated as an individual.

Included in our school building is our Nursery, Learning Centre, as well as a kitchen and dining area. We have a library and a meeting room for use by parents and our visiting specialist staff. We have an office and staff-room accommodation.

We have recently had a lift installed into the school. This has opened up access to the whole school for all children with mobility difficulties.

We are continually looking to improve the facilities for our pupils and to make Lochside Primary School an attractive, pleasant, working environment for both pupils and staff.

Currently the focus this year is in trying to improve the facilities within the playground. If you can help in any way with this development please let the school know.

The staff at Lochside are a highly qualified, caring staff who are dedicated to ensuring that

your child will develop his or her skills to their full potential. We work to ensure that the time your child spends with us is happy and fruitful. We hope that by the time your child leaves he or she will have grown into a mature, responsible young person ready to make the most of his or her secondary school.

On behalf of everyone in Lochside Primary School I extend a warm welcome to you and to all our new pupils and to their parents. We look forward to helping you make your school days with us happy and successful ones.

Should any of your questions be unanswered here, please do not hesitate to contact me.

Ginette Henderson

Head Teacher

3. Education Services Aims

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

Our Objectives:

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

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

2. **We will improve our partnership working**

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

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

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

4. **We will streamline our business processes**

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



4. Lochside Primary School Aims

We aim to support everyone to become caring, responsible, active citizens prepared for the challenges of tomorrow.

School Aims

Through our belief that confidence, responsibility, achievement and success should always inform everything we do, we aim for all children:

- To be as independent, motivated learners who have a love for learning
- To develop as collaborative learners who can work and think creatively to adapt to new challenges
- To be caring citizens and responsible contributors to society
- To understand and accept difference, developing an awareness and respect for our diverse and changing world.

School Values

At Lochside Primary School we believe:

- Everyone should be friendly, caring, polite, kind and considerate to all
- That we are all important and equal
- We are proud of who we are and what we can do
- We are all part of the school team.

5. At Lochside Primary School we believe that:

Successful Learners are children who are:

- Enthusiastic and motivated for learning
- Determined to reach high standards of achievement and fulfil your potential

- Open to new ideas and thinking able to persevere and learn from mistakes
- Think creatively and independently

Confident Individuals are children who:

- Have self respect and be aware of yourself and others
- Have secure values and beliefs upon which you make informed decisions
- Have ambition to do your best and aim high

Responsible Citizens are children who have:

- Respect for others
- Knowledge and understanding of their role within their community
- Knowledge and understanding of the world and Scotland's place in it

Successful Learners are children who:

- Can apply critical thinking skills in new contexts to solve problems
- Have self reliance and resilience
- Can work in partnership and in teams which take the initiative and lead when appropriate
- Can communicate in different ways and in different settings
- Have an enterprising attitude



6. School Information

Basic Information

Headteacher - Ginette Henderson

Lochside Primary School
Lochside Road
Dumfries
DG2 0NF

Telephone Number: 01387 720438
Email: gw08officelochside@ea.dumgal.sch.uk

Website:

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

Associated School Other Cluster Primary Schools:

Maxwelltown High School
St Ninian's Primary School
Lochside Road
Dumfries
Head Teacher – Mrs M Smith
Tel. No. 01387 720458

Lincluden Primary School
Shawhead Primary
Hollywood Primary
Cargenbridge Primary

Nursery - P7

Present Roll – Nursery Children 30am session Children 20pm session
Primary School 202 children

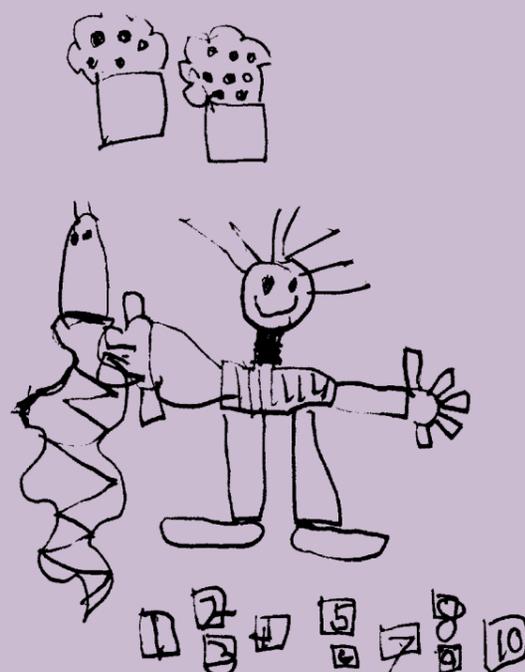
Non - denominational Co-educational Non Gaelic speaking

Quality Improvement Officer

Mrs Elizabeth Gair
Woodbank
Edinburgh Road
Dumfries
Tel: 01387 260427

Local Authority

Dumfries and Galloway Council Offices
English Street
DUMFRIES
Tel: 030 33 33 3000



School Staff

Headteacher: Mrs G Henderson

Principal Teacher: Mrs L Douglas
Ms R Dickson
Mrs L Mitchell

Class Teachers: Ms Wightman
Miss Bell
Miss Murray-Bell
Miss Shuttleworth
Mrs Erskine
Mr Forsythe
Miss Henry
Ms Dickson
Mrs K Butler

Nursery Teacher: Mrs C Maxwell

Learning Centre Principal Teacher: Mrs W Thin
Learning Centre Teacher: Mrs Goddard
Mrs S White

Additional Support for Learning Teacher: Mrs L Mitchell

Specialist Teachers:

Music	-	Mrs W Williams	Wednesday
P.E.	-	Mr R Law	Friday
Art	-	Mrs J Harris	Wednesday

Secretary: Mrs M Hughes Thur - Fri
Mrs Korus – Mon - Fri

Janitor: Mr W Fitzpatrick

Classroom Assistants: Mrs T Anderson
Mrs S Lewis
Nursery Nurses: Mrs C Gallacher
Mrs C Lindsay
Mrs J Reading

Additional Support for Learning Assistants:

Mrs S Bell, Ms J Campbell, Mrs K Kerr, Ms M Lismanis
Mrs A Pool, Mrs M Shuttleworth, Mrs A Sturgeon, Mrs T Moore
Ms A Williamson, Mrs S Ronald, Miss S Westgarth, Mrs T McCutcheon

Communicator

Behaviour Support Assistant: Mrs J Milligan and Mr G Moffat

School Crossing Patrol: Mr E Borthwick

School Psychologist: Mrs L Biggar

School Doctor: Dr Sloan

School Nurse: Nurse Lindsay Black

Speech Therapist: Miss J Williams

Physiotherapist: Ms K Robson

Terms and Holidays

Term 3 (Monday 5th January – Thursday 2nd April 2015)
(Staff return Monday 5th January 2015)
Mid – Term Holiday : Monday 16th February 2015
Tuesday 17th & Wednesday 18th February (Pupils Holiday only)
Spring Holiday : Friday 3rd April 2015 – Friday 17th April 2015

Term 4 (Monday 20th April 2015 – Thursday 2nd July 2015)
May Day Holiday : Monday 4th May 2015
Inset: Friday 29th May 2015 (Pupils holiday only)
Summer Holiday : Friday 3rd July 2015 – Wednesday 19th August 2015
Staff Return : Tuesday 18th August 2015
Pupils Return : Thursday 20th August 2015

Holiday List for Session 2015/2016

Term 1 (Thursday 20th August 2015 to Friday 9th October 2015)
(Staff return Tuesday 18th August 2015)
October Holiday : Monday 12th October to Friday 23rd October 2015

Term 2 (Monday 26th October to Tuesday 22nd December 2015)
St Andrew's Day : Monday 30th November 2015
Christmas Holiday : Wednesday 23rd December - Tuesday 5th January 2016

2016

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

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



7. How to Contact Us

Anyone wishing to visit the school or speak to teaching staff are advised to make an appointment if possible so that appropriate arrangements can be made. Naturally, important or urgent concerns will be dealt with immediately.

Do you have a concern?

Should a parent have any concerns regarding their child's welfare or education they should, in the first instance, contact the class teacher and arrangements can be made to discuss the matter. It is hoped that any matter can be resolved at this level by parent and class teacher however the Senior Management Team (SMT) are available if required to ensure that any concerns can be addressed at school level. Should it be felt necessary the parent can contact, Lesley Beck, at Woodbank, Education Offices, Edinburgh Road, Dumfries for further assistance.

Do you have a complaint?

Education Services operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at www.dumgal.gov.uk/index.aspx?articleid=9246

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

8. How the School Works?

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" www.dumgal.gov.uk/index.aspx?articleid=6293



Full details on how to enrol or move school are available from the school or on the Council's website (see Section 16).

Children are entitled to start formal education at the beginning of a new session (ie August) if they become five years of age between 1 March of the year of entry and the last day of February of the following year.

Enrolment takes place in school early in January and the date and times are published in the local press. Parents should bring along their child's birth certificate and proof of address.

Entrants from other schools

Parents should telephone the school so that a mutually suitable time may be arranged for parents and entrants to visit the school. After enrolment pupils are placed by the Head Teacher.

If you are not in our catchment area then it is necessary to complete a Form PP6 in your child's current school if we have space available for your child.

Moving from Nursery

Transition should be viewed as a process and not an event. At Lochside Primary School we plan carefully to ensure children have positive experiences and the move from pre-school to primary is as smooth as possible. 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.

Liaison takes place between the Early Years Staff throughout the whole year. Staff plan the delivery of the curriculum as a team. There are also specific activities organised across the year to enable the children to work with others from different stages and to assist with the smooth transition from Nursery to Primary in the summer term.

New entrants will spend an afternoon in school in their new classes when the P7 pupils have their secondary induction days at their chosen secondary school. Parents will be informed of the date, which is normally in June.

The authority promotes that the first three weeks of the new session in August; P1 pupils attend in the mornings only to allow a settling in period.



School Day

School starts:	9.00am for all children
Morning Interval:	10.20am to 10.40am
Lunches	
P5 - 7	12.10pm - 12.50pm
P1 - 4	12:25pm - 1:05pm
Finish:	3.00pm

Nursery Sessions

8:45 - 11:55am
12:15pm - 3:25pm

Lochside Primary School Uniform

We have a very smart basic uniform which consists of:

- Dark Trousers/skirt
- White Polo shirt or white shirt
- Black School Sweatshirt or plain black sweatshirt
- School Fleece/Waterproof Reversible Jacket
- Sensible shoes

Wearing school uniform encourages a sense of belonging and feeling of pride in our school and eliminates the competition which often arises with 'fashion clothes'.

As well as being smart, our school uniform is very easy to wear and, though not compulsory, the wearing of uniform is actively encouraged by all members of staff.

School Uniform Ordering

Our school uniform can be ordered through the online Tesco Uniform Embroidery Service. Go to the link below and browse our Lochside School Shop to get free delivery direct to your house, you will also receive clubcard points on all purchases made and with an added bonus the school will also receive 5% cash donation on all orders placed, which will go into our school fund to buy resources for the school.

Lochside School Shop: <http://schooloffice.co.uk/5936128>

You can also place an order through the school office for embroidered items if you don't have access online at home, however there is a lot more choice on the online school shop.

NB The School would be pleased to receive any sweatshirts/fleeces which your child may have outgrown but are still in good condition. These can then be passed to anyone who wishes to purchase them at a fraction of the cost.

Rewards may be given for wearing the school uniform from time to time in order to promote the wearing of it as well as to promote being proud of it.

Children openly not adhering to the school uniform will be asked to wear a temporary



alternative as provided by the school and a letter will be sent out to the parents of children who are not wearing appropriate clothing.

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

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

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

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

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

PE and Games Clothing

- 🍎 **Shorts/tracksuit bottoms, training shoes, tee shirt**

In the interest of safety, the children are asked to remove watches, bangles and earrings before a PE lesson. We also recommend that pupils' names are marked on all uniform and PE kit.

Currently we receive P.E specialist teaching, provided by the authority, one day per week.

No football colours may be worn.

School Meals

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

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

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

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

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

An overview of the menu is given out at the start of the new session. The cost of a school meal is £1.75 per day. Meals should be ordered and paid for on a daily basis at the school kitchen. Cheques should be made payable to DG First. Please ensure that all money sent to the school comes in a sealed named envelope.

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 P1 to P3 pupils currently receive free school meals. Any questions about Free School Meals can be directed to the Pupil/Parent Support Unit (See Section 16) or www.dumgal.gov.uk/index.aspx?articleid=2233

Tuck Shop

The children operate a school tuck shop. All items sold cost 30p and the money raised from this enterprise helps the school to pay for visiting groups e.g. theatre companies, science shows as well as assisting with the cost of school trips

Packed Lunches

Pupils are allowed to bring lunches from home if preferred. For safety reasons glass containers should not be given to children and in order to prevent damage to school books in school bags, it is advisable to give your child a separate lunch box. Children are not allowed to have 'fizzy' drinks in school. We are a health promoting school and as such we would request that no sweets are given to your child as part of their packed lunch.

Home Dinners

If your child is going home for lunch, please inform the school, in writing, so that we are able to monitor those children who are off the premises at lunchtime.

Dining Room

A member of DG First staff is present in the dining area at lunch times. We try wherever possible to have a school member of staff in the dining room also.

Children are expected to have pre ordered their school dinner in advance. Please inform the school in writing if you wish to alter the school dinner selection.

Any allergies to food must be informed to us immediately accompanied by a Doctor's letter.

Currently we have a child who is allergic severely to nuts hence we request that no nuts be brought into school.

School Transport - Who is entitled to school transport?

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

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

When school transport is required for a pupil, the school will contact the Parent/Pupil Support Unit. If your child is eligible, details of the transport arrangements will be communicated to you in time for the new academic year. You can check whether your child is entitled to school transport using 'Find My Nearest' on the Council's website www.dumgal.gov.uk/index.aspx?articleid=6293

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

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

Class Organisation

It is the responsibility of the Head teacher to manage the organisation of classes. The major factor is the number of staff allocated to the school. This is decided by the total school roll, not the number of pupils in any single year group.

Other factors taken into account when allocating children to classes and deciding class sizes include the physical capacity of the learning and teaching areas and any need to accommodate specialist equipment and mobility aids.

The Education Service supports single stage and composite class groups based on a pupil's age.



Your child's date of birth normally determines the class in which he or she is placed. There are a few exceptions to this which might be:

- 🍎 gender imbalances (a single girl/boy would not be placed in a two stage composite class)
- 🍎 pupils with additional support needs
- 🍎 placing of siblings and twins

Playground Supervision

The Janitor is the only person whom is allocated to us for undertaking playground supervision. We are very lucky and during lunch break we also have the School Crossing Patrol Officer within the playground also.

We have several ASL Assistants with their specific children in the playground. They are not there to supervise all children although they will assist others if possible.

We do request that children do not arrive in school before 8:40am as they are unsupervised and we cannot guarantee that there will be any one available to assist your child if required.

Wet Mornings

We allow children to enter the school via the dining room door from 8:40am if it is raining heavily in the morning. The janitor will be there to supervise them. Children are expected to take their jacket up to their cloakroom and then remain sensibly within the area of the school directed to. This will normally be the hall but on occasion when this is set up for use the children will be sent to their class bases. Parents are requested not to come in with their children as this creates congestion. Class Teachers will collect the children from this area on these occasions.

Children are not allowed in school for simply being cold as there is no one to supervise them— please ensure that your child has appropriate clothing for all types of weather.

Children during Intervals

Weather permitting children are expected to spend most of their intervals out of doors. Parents must ensure that pupils come to school suitably clad for the prevailing weather conditions. At the discretion of teachers, pupils may occasionally be allowed to remain in the teaching areas during interval.

Our Janitor supervises the playground, together with our Support for Learning Staff and Classroom Assistants. Our Staff patrol the playground at morning interval and at lunchtimes, ensuring the well being of all our pupils.

If it is very wet the children will, of course, be supervised indoors. They are expected to sit quietly or choose a game from the 'wet weather' box activities.

Wet Lunchtime Clubs

The upper school children offer small clubs of a varying nature which the children are welcome to attend.

Positive Behaviour and Celebrating Success

Discipline at Lochside requires the positive approach of

- 🍏 Praise
- 🍏 Encouragement
- 🍏 Incentives
- 🍏 Inducements

Behaviour Guidelines

All situations will be dealt with by staff as fairly as possible with minor offences, requiring only a look or a quiet word, being dealt with immediately.

We will do our best to foster a close liaison between school and home through informing parents of any issues or meeting with parents to discuss concerns. We will try to emphasis the positive approach of encouragement, praise and good example, which will improve self esteem

and promote better behaviour. A child will be encouraged to discuss their negative action and discuss alternative positive strategies which could have been undertaken. The school rules will be discussed with the children and displayed throughout the school with reference being made to them as and when appropriate.

Code of Conduct

All teachers annually review the school Code of Conduct with their children. Any amendments will be agreed by the whole school before being incorporated in to it.

Classes all agree their own individual rules and expectations during the first fortnight of the new academic year in August. This is the period where children focus on creating a positive learning environment.

We have developed, through consultation with children, parents/carers and staff, a Behaviour Plan which is based on rules, rewards and consequences. This plan incorporates nurturing principles as part of our development as a nurturing school. It is visible throughout the school and in every classroom.

The behaviour policy is under review and will incorporate the behaviour plan and nurturing principles.

Celebrating Achievements

We actively encourage and promote good behaviour and achievement across the whole school. Children in Primary One and Two receive stickers and those children with the most house points get a certificate in assembly. Children in 3 upwards receive certificates in assembly for achievements.

Year Stages as well as individual classes also host end of topics celebrations of learning events with parents. Information regarding these are sent to parents directly from the class teachers.

We also have an Achievement Tree located outside the hall as well as a power point presentation located at the school office where a child's achievement is recognised.

9. The Curriculum

Curriculum for Excellence

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

How does Curriculum for Excellence work?

- 🍏 The 'learner journey' will be joined up from 3-18 to avoid gaps and overlaps in learning and to make the most of achievements outside school.
- 🍏 Learners will work at a pace that suits, with enough challenge and support to stretch them.
- 🍏 Lessons will be more engaging, inspiring and relevant to everyday life.
- 🍏 Teachers will make connections between subjects, helping children make sense of the world.
- 🍏 Children will learn *how* to learn and how to use their learning, not just memorise information to pass tests. This will help them adapt in an uncertain future with the ability to think for themselves, make sound judgements, challenge, enquire and find solutions.
- 🍏 There's more focus on knowledge *and* skills – including vital skills: literacy and numeracy, which underpin all learning and are critical in life.
- 🍏 There are changes to assessment and how progress is reported to give learners, parents and employers better information on potential and achievement.

Subject Information

The school curriculum offered in Lochside fully reflects the requirements of the Curriculum for Excellence 3-18 Guidelines. We offer a broad, balanced and differentiated curriculum which promotes learning through active participation where possible.

Whenever possible we extend on our children's learning through visiting specialists and excursions.

Literacy and English:

Listening, Talking, Reading, Writing

Mathematics and Numeracy:

Number, Money, Measurement, Shape, Position, Movement & Information Handling

Technologies

Developments in Society, ICT, Business Contexts, Food and Textiles, Craft, Design and Engineering

Social Studies

People- Past Events and Societies; People – Place & Environments, People – Society, Economy & Business

Health & Wellbeing

Mental, emotional, social and physical wellbeing, Physical Education, Food and Health, choices and Changes, Substance misuse, Relationships, Sexual Health and Parenthood

Science

Planet Earth, Forces, Electricity, Waves, Biological systems, Materials, Topical Science

Religious and Moral Education

Children have at least 6 assemblies per school year which have a clear focus on reflection time. Christianity, Selected World Religions, Beliefs and Values

Expressive Arts

Music, Art and Design, Dance, Drama

ICT

Information, Communication, Technology

The school has a base of 'networked' computers installed in each classroom. We are 'on-line' for internet facilities and each pupil has their own e-mail address. The school follows regional guidelines when children are using the Internet. The region has also filtered unsuitable sites in order to protect our children from accessing them.

French:

We teach French across the whole school. At the Early Years the focus is purely on basic greetings and singing. It gradually progresses as it moves up the school becoming more formal especially within the P6 and P7 class.



Assessment

'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 parents nights, profiles and reports. In senior school children will also have the opportunity to be assessed through a range of qualifications.

Purposes of Assessment

Information from assessment serves several important purposes:

- 🍎 to support learning;
- 🍎 to inform parents, pupils and others about learners' progress;
- 🍎 to provide a summary of what learners have achieved, including through qualifications and awards, and to inform future steps.

At Lochside Primary we use a variety of assessment techniques – both formative and summative. We do base line assessments at the start of each New Year specifically for literacy and maths and update these throughout the year.

All pupils are assessed by means of continuous assessment during normal class teaching time across all curricular areas. Teachers also track children's progress across all Experiences and Outcomes as identified in the 3-18 CfE Curriculum.

The Local Education Authority assesses:

- Children in Primary One at the start and end of the school year – this is called the PIPS [Performance indicators in Primary Schools – it assesses your child's performance in maths and literacy] assessment.
- Children in Primary 3,5 & 7 are assessed for maths and literacy using a programme called Incas at an agreed point during the year.

The school assesses:

- Children in Primary 2, 4 & 6 are assessed for maths and literacy using the Incas Assessment programme. We also use GL Assessments to monitor progress in literacy and numeracy across the school.



Weekly Learning Logs

Class teachers will share small current targets for numeracy, literacy and any other specific class target via the Weekly Learning log. This is to allow you to monitor progress and assist us in helping your child to learn. Their behaviour is recorded in this booklet and we encourage you to inform us of any achievement no matter how small via this book.

In each area of the curriculum, children will be assessed and the End of Year report will indicate the level of attainment towards which your child is currently working. These levels are set as follows:

Curriculum Level	Stage
Early	The pre-school years and P1
First	To the end of P4
Second	To the end of P7
Third, Fourth	S1 to S3 (Fourth level broadly aligns to SCQF level 4)

Health and Well Being Education

This is a core area within Curriculum for Excellence. It is also a priority area for development within our school. As a whole school we promote and actively encourage healthy lifestyles and choices. We ensure that each class undertakes a minimum of 2 hours physical activity across the week. Even if it is raining we may go outside, so it is important that your child comes to school prepared for all weather conditions.

Our Health Co-ordinator ensures that the promotion of health is paramount. Fizzy juice is not allowed in school.



10. The Wider Curriculum

Extra Curricular Activities

We offer a variety of extra curricular activities across the year at different stages. Specific information is sent out to classes regarding this.

Pupil Leadership Groups

Currently we have a:

- 🍷 Pupil Council - The Pupil Council meet with the Head Teacher. This is made up of two representatives from each stage from Pr 3 upwards. These children are selected by their peers, they discuss school issues and how to improve on them.
- 🍷 School Nutrition Action Group – This group of upper primary children work to promote healthy life styles and choices across the school.
- 🍷 House Captains & Vice House Captains – These are Primary 7 pupils.
- 🍷 They are voted on to represent pupils within their allocated school house.
- 🍷 They work with a member of staff to organise inter house competitions and events.
- 🍷 Junior Road Safety Officers – these are Primary 7 pupils. They are currently working with 'I Bike' to promote travelling safely to school and home.
- 🍷 ECO Officers – This group of pupils work together to promote a sustainable ecological approach across the school. They are very good at ensuring staff are aware of wasting electricity and undertake spot checks across the school.

Eco School

Lochside Primary is an ECO school. At the moment we have our Silver Award with distinction and we are striving to achieve the Green Flag status. We encourage the children and staff to be more aware of the environment and what we can do to help. We promote recycling and energy saving.



School Trips, Sports and Outdoor Facilities

Children from Primary 4 upwards attend the Swimming Pool for swimming tuition if they cannot swim 25m. Senior pupils also usually have the opportunity to experience hill walking, orienteering, mountain biking and rock climbing at the Region's Outdoor Centres. Traditionally the school organises a residential visit for the senior pupils in the summer term.

We are actively promoting learning outdoors this year. Please ensure that your child always has appropriate clothing to facilitate this.

Classes / Stages will throughout the year organise educational trips which supports your child's learning. We do ask parents to cover the cost of these trips. Please let the Head Teacher know if you are unable to cover the cost of any trip and we will work with you to overcome the situation.

The Community

As a school we aim to work in conjunction and in support of our local community. The children across all stages regularly access the community and those who serve in it to support their learning.

We have very strong partnerships with our Community Police Officer as well as the local church and businesses.

The Council provides support for a wide range of school activities both educational and social, and is a means by which parents can become more deeply involved in the life of the school.

11. Home/ School Partnership

Parent Council

By law schools have a duty to promote parents' involvement in children's education. We are very keen that parents feel able to be involved in their child's education and learning that they are active participants in the life of the school and they feel able to express their views on school education generally.

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

- 🍷 Receive information about the school and its activities;
- 🍷 Hear about what partnership with parents means in our school;
- 🍷 Be invited to be involved in ways and times that suit you;
- 🍷 Identify issues you want the parent council to work on with the school;
- 🍷 Be asked your opinion by the parent council on issues relating to the school and education it provides;
- 🍷 Work in partnership with staff; and
- 🍷 Enjoy taking part in school life in whatever way possible
- 🍷 The type of things the parent council may get involved in include:
 - 🍷 Supporting the work of the school;
 - 🍷 Gathering and representing parents' views to the Head Teacher, 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.

Every year we send out our proposed developments for the year and ask for parents, children as well as our partner agencies to contribute as to how we are taking the school forward. We very much welcome and value your opinions.



The Parent Council is a group of Parents who meet with the Head Teacher throughout the year. They are there to inform the school and to work with the school more closely in taking it forward.

Parent Council Members are:
Contact Details

- 🍷 Mr Steven Kennedy - Chair
eightys_man@yahoo.co.uk
- 🍷 Mrs T Roberts - Vice Chair
t_a_r1975@yahoo.co.uk
- 🍷 Ms L Mason - Treasurer
lynne.mason@rocketmail.com
- 🍷 Ms N Tweedie
winchester298@btinternet.com
- 🍷 Ms L Hope
loucoreyscott@gmail.com
- 🍷 Mrs V Korus – Clerk
vkorus448@ea.dumgal.sch.uk

Please feel free to contact these parents if you would like them to bring something to the school's attention or come into the school and meet the teacher directly.



It also provides the opportunity for parents and staff to meet informally to discuss wider educational issues as well as the specifics within Lochside Primary School.

We appreciate that not all parents can attend meetings however if we work together we can ensure that your child benefits from a positive school / home partnership.

Class teachers will send throughout the year top tips sheets which will help you to support your child's learning across the many differing areas of the curriculum.



Parent Council Money - What is it spent on?

- Extra equipment for the school e.g. computer software, lacrosse sticks, musical instruments parties, projector, audio /visual equipment and playground equipment
- Donations towards the cost of school trips and parties
- Payment for the insurance cover which means we can organise school discos / fun days etc.
- Activities specifically designed to promote parental engagement.

What can you do?

- Support all functions
- Give help whenever possible
- Suggest new ideas
- Offer to serve on our committee
- Come along to our Annual General Meeting (the date will be sent to you in a newsletter)

Since every child benefits from the work of the Parent Council please give the support it deserves.

Communicating with Home

At Lochside Primary School we believe that it is very important to keep you aware of what we are working on and what is happening within the school and individual classes.

We send home Weekly Learning logs which are a great way of informing you about your child's learning as well as about their behaviour.

Class teachers will send out every term a Parent Information Sheet which will inform you about the learning which will be undertaken during particular blocks of term.

Homework will be sent out again by the class teachers and all children will have a homework diary for recording this in. Please record in this book if you wish to comment upon homework.

We are always happy to try to meet with parents as and when necessary however teachers often have meetings after school and as a result it is preferred if you can make an appointment if it is not urgent.

We have planned parent's evenings across the year but you are welcome to arrange an appointment to meet with the teacher if you wish an update before these.

Attendances / Absences

It is your responsibility as parents to ensure that your child/children attends school regularly. For the safety of all children it is important for you to telephone the school office prior to/at the beginning of the absence. Absences are recorded in class registers and frequent or irregular absences not supported by a reasonable excuse, will be notified to parents and the matter may be referred to the Attendance Officer. If possible please try to make dental/medical appointments out with school hours. However if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

Unexplained Absences / Lateness

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



Parents are asked to ensure that:

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

Staff will ensure that absences are checked every day and follow up the whereabouts of any child for whom we have no explanation. Due to the amount of extra work involved and necessity of having the correct information I would ask you to make note of the above requirements and ensure that you follow through the procedures to ensure the safety of all our children.

Holidays

The Government has highlighted the importance of school attendance to a child's development and has required schools to set targets for improved attendance. Against this background, there is considerable concern at the increasing number of term-time holidays being taken by children at the request of their parents. The Head teacher is not in a position to refuse permission to parents for such holidays but it is the view of Education Services that these holidays should be officially recognised as "unauthorised".

Education Services recognises that some parents have difficulties in arranging their own holidays to suit school holiday periods and parents remain free, within reason, to remove their children for holidays during term time. They should, however, appreciate that prolonged absence from school at any stage is harmful to a child's education and it is not possible – not fair to other children – to direct teaching time to assist a child who has been on holiday to catch up on what they have missed. This means that, whilst parents are at liberty to remove children from school for the purposes of family holidays, such absences will be recorded as 'unauthorised'. Parents should continue to inform the school, in writing, of any such holiday plans.

The exception to this is when a family holiday is judged to be important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events.

Homework

The role of homework as a link between home and school is vital, it demonstrates to parents what is being taught within the class and provides an opportunity for parents to support their child within their learning.

Homework is supposed to help children develop organisational and study skills, encourage them to become independent learners and critical thinkers, and develop initiative, self-direction, and a sense of responsibility.



The main types of common homework assignments in Lochside Primary School:

- **Practice** - To let pupils practice what they have been learning about e.g. reading at home, completing maths worksheets, learning number facts...
- **Preparation** – To prepare work / collate ideas in order to undertake a class activity more efficiently e.g. reading a chapter of a class novel for discussion in school the next day
- **Extension of depth of learning** - To let pupils investigate on their own, learn how to find answers to questions, show that the teacher does not have an answer to everything e.g. research around topic work, creating mini projects...
- **To finish the things that class time didn't permit or that children didn't complete in the provided time.**

How can parents help their child with homework?

All children within Lochside Primary School will be provided with a homework diary or reading record diary. Homework will be recorded in these. We would ask you to ensure that you are aware of any homework which your child needs to undertake and provide a quiet undisturbed time in which your child can complete their tasks.

It is useful if as parents you can look over the homework and help your child to review spelling, grammar, presentation of work etc. Discuss with your child what they are learning about and direct them to other sources of supporting information where possible.

Every class teacher will send out useful homework tips and will provide individual details of required homework and completion deadlines.

Please let the class teacher know if your child is spending a long time or struggling with set homework. Homework should not be a cause of friction in the home – if in doubt please ask!



How is my child doing?

You are welcome to make an appointment to discuss your child's progress throughout the year with the class teacher however you do receive weekly learning logs as well as informal and formal meet the teacher sessions. You also receive an end of year written report about your child.

Each class teacher has either individual or group tracking overviews which reflect the skills and knowledge your child has undertaken. This tracking covers all CfE experiences and outcomes and ensures that your child does not spend too long on specific areas as well as ensuring that they get experience of them all at some point within the stage.

Class teachers are constantly monitoring your child's progress. Before topics are undertaken your child completes a pre topic assessment. This informs the class teacher about what your child already knows and this is then used at the starting point for taking their learning forward from this point. Children will be asked to complete a 'What I'd like to now about' This is then used to encourage personal research as well as promoting depth of learning within the class or at home. At the end of topics your child will be assessed again to enable the teacher to assess their progress.

Pupil Profiles

A profile is a snapshot of a child's or young person's best achievements at a given point in time. Profiles are primarily aimed at children

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

There is a Guidance note for parents on profiling which is available if required.

These profiles are shared with parents and we hope that you will input into this profile. This will be transferred to the appropriate secondary school as part of the transition programme, for their information.

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



Helping the School

At the start of every year we send out returns requesting if you would like to help out in school however we recognise that circumstances alter and if you become available to assist in the school please just let us know.

There are many opportunities for you to be involved within the life of the class / school from actually assisting in classrooms, working under the direction of the class teacher with small groups of children, assisting in school trips, photocopying, laminating materials etc.

If you do wish to help in school please contact the office as it will be necessary for you to arrange a time to come in and complete the necessary documentation. It may be necessary for a PVG check to be undertaken depending on the activities being undertaken.

For more information on parental involvement or to find out more about parents as partners in their child's learning, please contact the school or visit the Education Scotland website – www.educationscotland.gov.uk/parentzone.

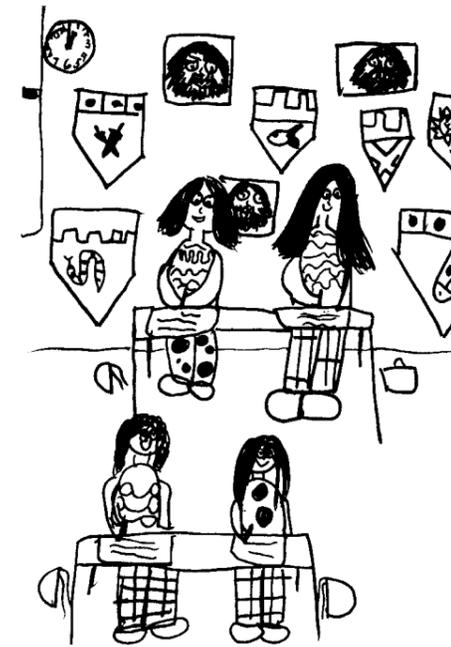
12. Support for All

Pupil Support

Class Teachers meet termly with the Additional Support for Learning Staff to identify individual or groups of children who would benefit from additional learning input. This input is wherever possible delivered within the main class base.

Parents are informed that their child has been identified as needing additional input for whatever reason and will be offered an appointment to meet with Mrs Mitchell our ASL Teacher to discuss how we aim to address it.

Your child may at need other forms of support apart from learning support in order to meet their needs at any given point of time e.g. if your child is struggling to cope with a bereavement, being bullied, being a bully, having friendship difficulties ... in these situations someone from the school will contact you and discuss with you what our concerns are as well as how we can work together to address them. We have partner agencies who can assist us in taking these areas forward such as the Home link Worker, Family Learning, Behaviour Support Team, School Psychologist as well as the School Nurse.



Pastoral Care

'The vision of justice and care, the ideals of human relationship – the vision that self and others will be treated as of equal worth, that despite differences in power, things will be fair, the vision that everyone will be responded to and included, that no-one will be left alone or hurt – these disparate visions in their tensions reflect the paradoxical truths of human experience – that we know ourselves as separate only insofar as we live in connection with others.' (Gilligan 1982)

All who work in schools have obligations to a code of conduct which includes professional responsibilities and behaviour towards colleagues, parents and pupils. In modelling these, we aspire to instil similar behaviours in our pupils. At Lochside Primary School we promote and develop the Respect for Anti-Bullying Guidelines 2012.

Additional Support for Learning

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

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

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

Within our school we have a fully inclusive Learning Centre base which is located on the ground floor of the 'tower block'. We have a sensory room which children can access. They also go swimming on a weekly basis at DGOne.

Mrs Thin is the Principal Teacher for ASL across the whole school. She works in conjunction with the ASL Teacher Mrs Mitchell as well as the Senior Management Team to ensure that all children get their needs identified and met.

What is Additional Support for Learning (ASL)?

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

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

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

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

At the moment a small number of children will require a more detailed planning process which co-ordinates the input of education and other agencies to fully support the child. This plan is called a Co-ordinated Support Plan. The Co-ordinated Support Plan process is managed by Education Officers with responsibility for Additional Support for Learning. Further information on all of the above is available from the school or on the Council website 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:

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

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



Child Protection

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

Educational Psychology Service

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

We do this by:

- Working with others in a consultative way to help them make sense of difficulties and make informed choices and decisions
- Sharing knowledge about 'what works' and promoting evidence informed approaches to develop the policy and practice of literacy, numeracy and health and wellbeing in our educational establishments and communities

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

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

Home School Link Worker Service

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



13. Moving to Secondary School

Catchment Secondary School

Transfer from primary to secondary school will be dealt with by direct approach to parents from individual primary schools. Our catchment secondary school is Maxwelltown High School. 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 with Maxwelltown High School

We work closely with Maxwellton High School staff to provide a variety of exciting transitional activities for pupils from mainly Primary 5 upwards. Our children visit and undertake activities at Maxwellton High as well as our secondary colleagues coming into our school and working with our teachers to organise learning activities within our school together.

Increasingly strong curricular links with Maxwelltown High School are being developed as part of the CfE guidelines and Framework and these are to be welcomed. The staff at Lochside are actively involved in promoting Primary/Secondary liaison. We are currently working with our secondary colleagues to develop a consistent approach towards learning and teaching as well as in our assertive discipline approaches.

Transitions within Lochside Primary School

Your child will as they progress through the school have transitions from one class to another. In order to ensure continuity of learning class teachers have pre transition meetings and hand over records and assessments undertaken to the next teacher.

At the start of a new year the class focus will be on building up a positive learning environment and creating positive relationships. This then sets the standard for the rest of the school year.

Induction Days

Evening visits for prospective pupils and parents are arranged for each school on different evenings in November. Mrs Smith visits the children in Lochside Primary at various times across the year to get to know the children and discuss what life is like at the secondary school.

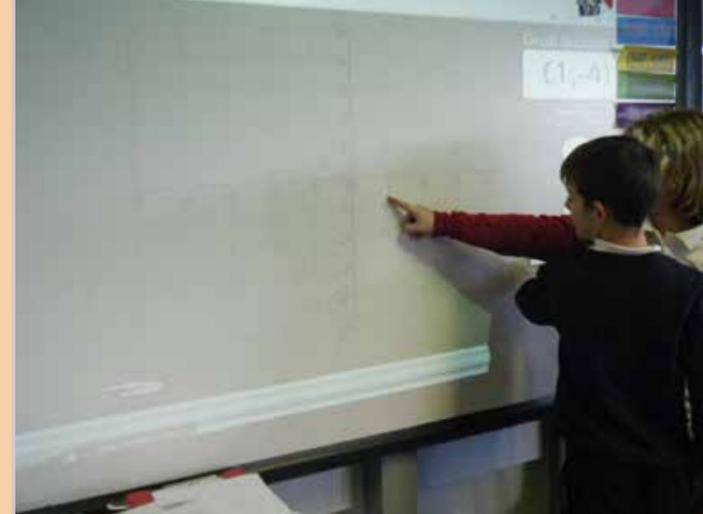
In June your child will spend three induction days in the Secondary School to which they are transferring.

Support Available - Enhanced Transition from Primary to Secondary

If your child requires it the ASL team can organise an enhanced transition form Primary to Secondary. You will be invited to this meeting as well as your child's class teacher, the ASL teacher as well as a Secondary Pupil Support Teacher to ensure that we work together to promote a positive transition for your child.

14. School Improvements

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 blog and are also available in hard copy, on request. We do send out a copy of the key priorities once agreed to all parents.



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.

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

Severe Weather and School Closure Arrangements

Head teachers 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.

Fire Precautions

Fire drill notices are displayed throughout the school. Fire extinguishers are checked yearly. The janitor checks fire points and emergency lighting regularly and fire drill is practised at least once a term.

Entry Procedure

We have an entry procedure in place at Lochside. The front door remains locked throughout the school day. Anyone who is not on the school staff list or a parent and requires entry into the school is requested to sign in and then sign out again when they leave.

The key priorities identified for the school are:

- Develop the use of our Nurture Base to help ensure that all children are ready to learn and able to reflect on their behaviours
- Focus on raising attainment in reading across the school
- Reduce teacher planning time to allow them to spend more focused time with children

The school is currently updating it's policies to reflect the new requirements of Curriculum for Excellence.

The current policies can be viewed through the school blog which is constantly updated.

The school blog site address is:

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

Authority Education policies can be found on the Dumfries and Galloway Council website

Achievements

The school was successful this year in applying to Education Scotland for a grant to assist with development of our Nurture Room and how the children use this area. We received £1,650 which the school was very pleased about.

More information

If you require more information regarding any area of child's education please contact the school where we will aim to assist you.

The janitor checks exit doors and locking systems termly. A school shut down is practised once a term.

Health Care

Education Services is committed to ensuring that all children are able to fully participate in the life of the school. Many children will require their health care needs to be met at sometime within the nursery/school environment, for most children this will be for short periods of time only, but for some children this may require more long term planning and support. If your child has any health care needs please contact the school to discuss arrangements. Full details of the support available and your role as a parent and the role of your child are contained within [The Nursery and School Policy on Health Care Procedures Sept 2012](#) which is available from the school or on the Council website.

During your child's Primary School career, consideration of health and welfare are always in evidence. Regular contact is maintained with the school nurse and the school doctor who review regularly any child with health problems that might affect schoolwork. Any difficulties found as a result of examinations will be reported to you so that you can take appropriate action.

In the normal course of events, the following schedules of events will take place:-

Primary 1	Medical Examination by the School Nurse including vision tests Assessments of hearing by Audiometrician Inspection of teeth and gums by school dentist
Primary 3	Further Vision testing
Primary 5	Further Vision testing and hearing assessment
Primary 7	Full Medical assessment by school doctor, this includes vision testing and colour testing. Inspection of teeth and gums by school dentist



There is no screening from P3-P7 unless concerns are raised by parents, their teacher or the School Nurse.

Please tell us about any allergies or conditions which might cause problems for your child whilst in school. We should be informed as soon as possible of any specific factors which may affect a child's performance or happiness at school. If we possess such information we will be able to act promptly and correctly.

Medication

Staff cannot administer medicine. If your child has to have medication during school hours, staff will supervise the taking of medicine and keep medicines safe.

When medicine is sent to school staff must be notified in writing, giving clear instructions regarding dosage. We should also be informed if your child needs to keep an inhaler in school.

It is essential that parents complete the Region's official documentation before medicines can be administered by staff. This form is available from the school office.

Head Lice

Parents are asked to check their children's hair frequently for head lice. Should you discover any head lice please act immediately and take the appropriate course of action. Hopefully if everyone follows these simple steps we will keep an epidemic at bay!

Intimate Care

From time to time 'accidents' involving soiling or wetting do happen. If this happens to your child, the staff will endeavour to deal with the situation as sensitively and discreetly as possible, and to keep you informed.

The action taken might include:

- Offering the child fresh clean clothes from a stock held in school, and the chance to wash or wipe themselves in private.
- Helping the child to clean up, if they are happy for this to happen, and if there is a willing adult around to assist.
- Contacting parents or emergency contacts to come into school, or take the child home, to clean up.

If your child has an ongoing condition or problem which is likely to make 'accidents' an issue, do please discuss it with your child's Class Teacher, Head teacher, or the School Nurse.

Data Protection

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

Images of Pupils

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

Use of the Internet

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

We are now wireless across the school for internet connection – this has greatly opened up the opportunity for using the internet to support our learners across the school. We have Internet Access Rules which parents and children have to read and sign before access is given to the Internet. We have a filter on our network and only reputable sites are allowed to be accessed. Emails must only be used in school for educational purposes.





16. Other Useful Information

Pupil / Parent Support Unit

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

(01387) 260437

(01387) 260498

(01387) 260433

(01387) 260493

Policies

There are a number of National, Education Services and school policies which will provide information on a range of issues. Further details of all of these are available from your school or on the Council website www.dumgal.gov.uk/index.aspx?articleid=7432.

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

- Acceptable Use of Dumfries and Galloway Council's ICT Facilities In Schools (2009)
- Child Protection Policy for Schools, Pre-Schools and Childcare Services -
- Children Absent from School through Ill Health – Guidance (2011)
- Curriculum Swimming Policy (2012)
- Digital Images Policy (2012)– Taking and Using Images of Pupils
- Dumfries and Galloway Equal Opportunities Policy and related Equality Schemes

- Enrolling in Schools – Placement Policy(2012)
- Exclusion from Schools – Policy and Procedures (2010)
- Inappropriate Use of Social Networking Sites (2011)
- Parental Involvement Strategy (2006) – *this is under review*
- Primary School Class Organisation (2011)
- Protection of Vulnerable Groups (PVG) Scheme (2011)
- Providing Intimate Care for Children and Young People with Disabilities – National Guidelines for Schools
- Providing Intimate Care for Children – Procedures for Schools and Nurseries (2011)
- Nursery and Schools Policy on Health Care Procedures (2012)
- Respect for All – Anti-Bullying Procedures (2011)
- School Transport Policy
- Use of Mobile Phones and/or Internet Bullying – Procedures for Schools when drawing up policies (2007)
- Volunteer Policy and Procedures for Schools (2012)

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

Personal Accident Insurance Cover for School Pupils'

The Education Authority has now agreed to provide insurance in terms of personal accident for school pupils. Previously the Education Authority insurance covered only liability in the event of bodily injury during authorised curricular and extra-curricular activities arising from negligence on the part of the Regional Council.

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Cover

All pupils are fully covered when involved with both curricular and extra-curricular trips. This cover is in place even if the Excursion Leader is a volunteer, as long as the activity is given approval by the Head Teacher.

All class teachers must complete appropriate risk assessments when organising an activity or educational trip.

All teachers are fully covered when involved with leading or assisting with trips either as part of their normal employment or for extra-curricular trips, again so long as approved by the Head Teacher.

