



Penninghame Primary School

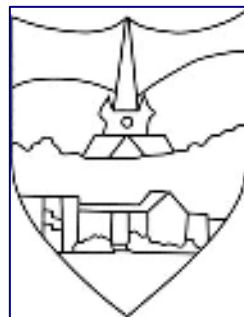
Newton Stewart



School Handbook 2011

Part 1

Annual and General Information



Contents

(Click to link to a section)

**(To search for a specific key word hold down Ctrl and F.
Enter search word and click Find Next)**

Section A – Welcome and Annual Information Menu

Welcome
School and Authority's Vision, Values and Aims
How to Find Us
Information about present class sizes, school times, school staff,
holiday dates and annual statistics.

Section B – General Information

Information, in alphabetical order, about the school. Click the above link to
take you to Section B contents.

Section C – Curriculum and Policy Statements (Part 2)

Information about the 3-18 Curriculum and School Policies and
Procedures.



Section A Contents - Annual Information
<u>School Vision, Values and Aims</u>
<u>Authority Vision, Values and Aims</u>
<u>How to Find Us</u>
<u>School Staff and Class Organisation</u>
<u>School Day - Times</u>
<u>Contact and Other General Information</u>
<u>Term/Holiday Dates</u>
<u>Annual Statistics</u>
<u>Parent Council / PTA</u>

[\(Back to Contents\)](#)



[\(Back to Contents\)](#)

Section B Contents - General Information	
Absence / Missing Child Protocol	Intimate Care
Accidents / First Aid	Outings / Outdoor Education
Bullying	Parent Council
Car Park	Parent Teacher Association
Choice of School	Photographs
Child Protection Adult Helpers in School	Playtimes
Class Organisation	Pupil Council / Eco-School
Complaints against Staff	School Meals
Contact between Home and School	Security
Data – Transfer of Data about Pupils	Social Attitudes / School Rules
Emergency Closure	Student Teachers
Enrolments	Transfer to Secondary School
Extra-Curricular Activities	Transport to/from School
Freedom of Information	Uniform/Dress Code
GLOW – Schools Intranet	Water, Drinking
Health Care	
Health & Safety	
Insurance Cover for Children	

[\(Back to Contents\)](#)

Penninghame Primary School, Auchendoon Road, Newton Stewart, DG8 6HD

Tel : 01671 402386

Headteacher : Mr David Tyson

email : poffice554@ea.dumgal.sch.uk

website : www.penninghame.dumgal.sch.uk

Welcome to Penninghame Primary School

Our aim is to give your child the very best educational opportunities we can offer. We invite you to become partners with us in a caring and learning environment.

This handbook is divided into three sections

1. Annual Information - these pages are updated annually and sent home with school newsletters.
2. General Information and Advice.
3. Policy Statements on the Curriculum and Discipline.

I hope that this handbook will answer many of the questions you may have about the school. Please do not hesitate to contact the school if you wish any advice or further information about any aspect of your child's progress or school life.

Modern education is a partnership between pupils, teachers and parents and we invite you to join with us in making your child's memories of school days at Penninghame happy and successful ones.

Yours sincerely

David Tyson
Headteacher

[\(Back to Section A Contents\)](#)



School Vision, Values and Aims

[\(Back to Section A Contents\)](#)



Penninghame Primary School is a co-educational primary school serving the town of Newton Stewart and surrounding rural area. In 2010 the school's catchment area was extended to include the area previously served by Glentroll Primary which closed in June 2010.

We have a Nursery for 3 and 4 year olds, a Learning Support Base for pupils with moderate additional support for learning needs and mainstream classes from Primary 1 to Primary 7 (5 – 12 year olds).

The school has places for 60 Nursery children and 240 P1-7 pupils.

The school was built in 1965 replacing an older building nearby which is now used by the Social Services Department. There has been a school in the Penninghame area for over one hundred years.

Close links are fostered with local childcare providers and the Douglas Ewart High School so that all children are ensured smooth and happy transition at both admission and transfer stages.

By providing a friendly, family based and positive atmosphere, the school aims to give each child the security and confidence to fulfil his/her potential academically, socially and in personal development.

Have each pupil say, “This is my school and I enjoy coming here!”



[\(Back to Section A Contents\)](#)



Penninghame Nursery and Penninghame Primary



will help me
to ...

Successful Learner

- work as hard as I can and be stimulated and interested in learning.
- learn something new everyday.
- understand why I have to learn and what to do to my work better.
- achieve the best I can in my school work.
- ask for help when I am stuck.
- leave P7 with an eager, excited mind ready to learn more.

Confident Individual

- take pride in my own work and value what others have been doing.
- celebrate success and be proud of what I can do.
- be proud of my nursery and school and what we can do together.
- look forward to facing new challenges.
- use my skills in other learning situations.

Responsible Citizen

- take a responsible attitude to risk and look out for others.
- take an interest in local, national and international issues.
- show a good examples to others with my behaviour and attitudes.
- care for friends and others both in and out of the classroom.
- make decisions in the Nursery and School.
- respect others who may have different backgrounds or beliefs.

Effective Contributor

- be open minded and confident when sharing my thoughts and opinions with others.
- take my turn when listening, watching and talking.
- listen to others and respect their opinions and points of view.
- work well on my own and in a group.
- value what I can bring to the Nursery or School to share with others.



Vision, Value and Aims of Dumfries and Galloway Council's Education Service

[\(Back to Section A Contents\)](#)

The Education Service in Dumfries and Galloway is committed to the values, principles and aspirations set out in the Standards in Scotland's Schools etc Act 2000, in the Scottish Executive's Statement of Purpose for school education in Scotland and in its National Priorities for Education.

Our **aim** is to provide effective learning and the highest possible attainment and achievement for all. This will be achieved through working in partnership with:

- Young people;
- Their parents;
- Our communities
- Our staff;
- Other agencies.

Our **purpose** is to seek every opportunity to celebrate and foster excellence in order to develop children and young people who:

- Are confident, well motivated and fully rounded;
- Are literate and numerate - to a level at or above that of their peers in the rest of the world;
- Fully understand and are able to play their parts as citizens of a modern democratic society;
- Seize opportunities open to them regardless of their background;
- Have the skills and aptitudes to work flexibly and to embrace change throughout their future lives

Our **Commitment** is to

- Develop all learners' potential to the full by assisting them to overcome barriers;
- Fully engage learners, parents, staff and other appropriate agencies in the learning process;
- Promote and provide accessible and inclusive lifelong learning opportunities;
- Secure continuous improvement in students' learning and their achievements;
- Equip all learners to take a full and active place in society;
- Recruit, retain and develop well-qualified and committed staff;
- Provide a safe, fit for purpose, caring learning

[\(Back to Section A Contents\)](#)

How To Find Us

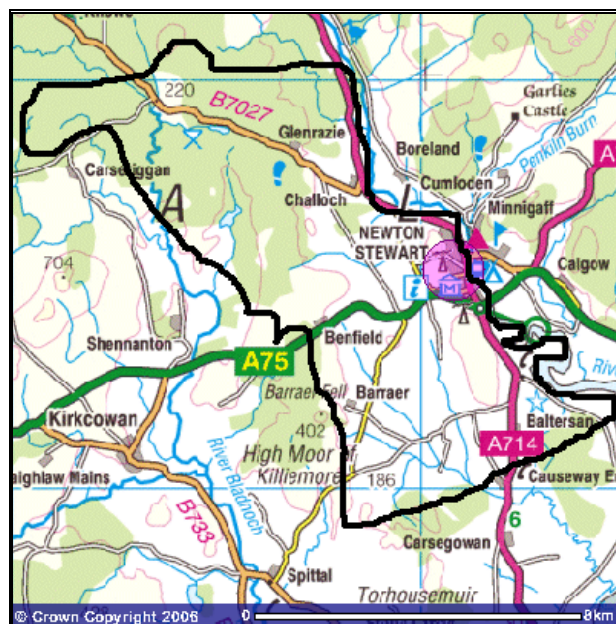
[\(Back to Section A Contents\)](#)

The school is located in Dumfries and Galloway, south-west Scotland, in the market town of Newton Stewart

The town lies on the A75 Trunk road which runs between the Scottish border at Gretna in the east and Stranraer in the West.



Map of Galloway



School's Catchment Area

Images produced from the Ordnance Survey Get-a-map service. Image reproduced with kind permission of Ordnance Survey and Ordnance Survey of Northern Ireland.

By Car (Sat Nav – school postcode is DG8 6HD)

From Dumfries (east) – follow A75 to Newton Stewart. Continue along A75 until large roundabout at foot of the bypass. Take the third exit into Wigtown Road and continue straight ahead for 500 metres (past two filling stations on left hand side) to Dashwood Square. Turn left just past the bus stop and then first right into Church Street. Continue along past the church and Bowling Green then turn immediately left into Auchendoon Road.

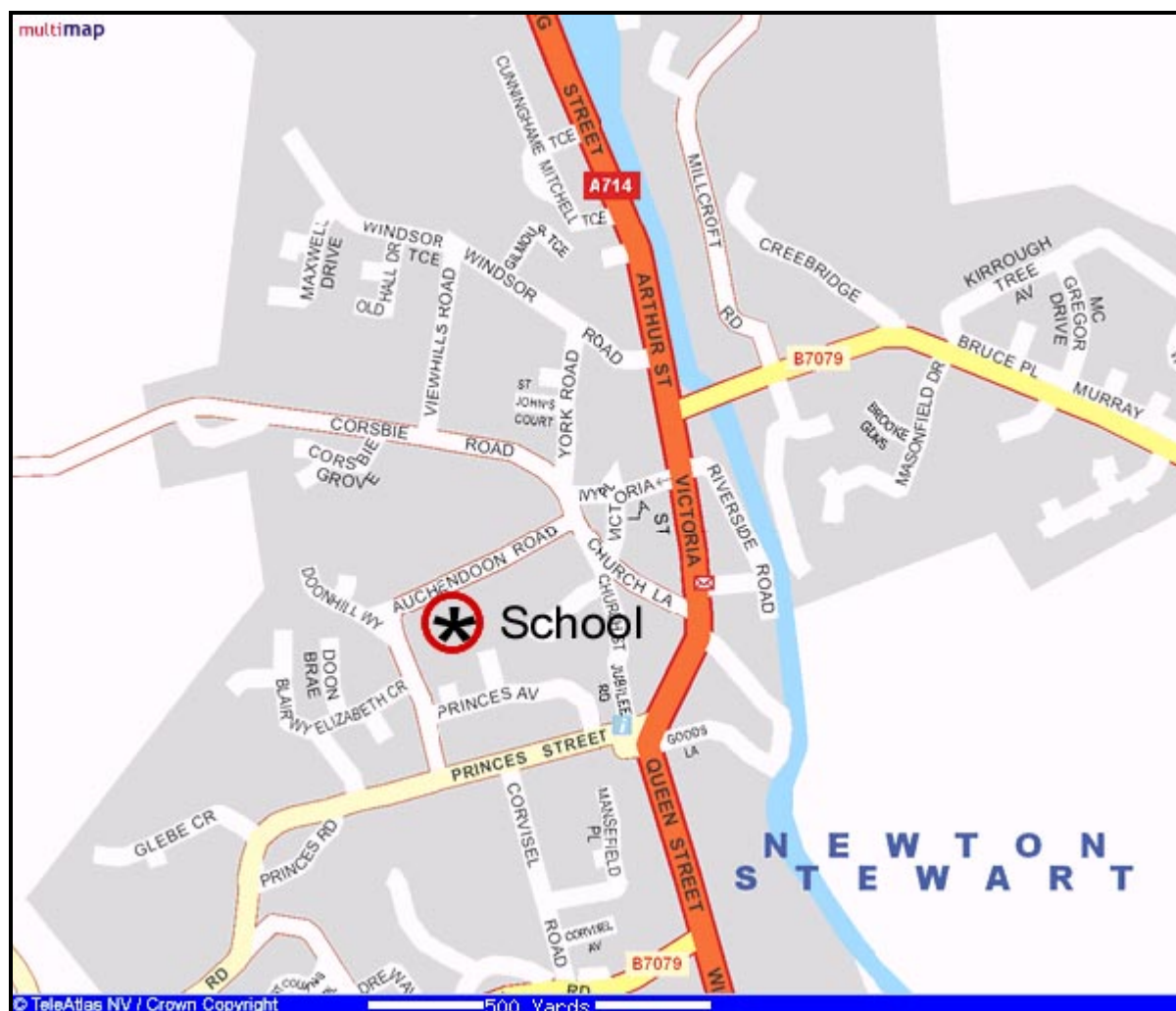
The school is three hundred metres up the hill on the left.

From Wigtown (south) – head for the A75 and join route a) above at the roundabout on the bypass.

From Stranraer (west) – follow A75 to Newton Stewart and continue downhill along the bypass until the large roundabout is reached. Leave by first exit and join route a) above.



From Girvan (north – west) – on arrival in Newton Stewart continue downhill. Watch out for the Police and Fire Station (right hand side) and take first right uphill immediately after the Fire Station. The hill climbs quite steeply and at the next junction turn left into York Road. Go past the Museum taking second exit to the right into Auchendoon Road. The school is three hundred metres up the hill on the left.



[\(Back to Section A Contents\)](#)



Annual Information
[\(Back to Section A Contents\)](#)

a) School Staff and Class Organisation

School Role at January 2011 : P1-7 215, Nursery 56

Teaching Staff

Mr D. Tyson	Head Teacher	Mr D Andrews	Acting Depute Headteacher
Mrs I McColm	Principal Teacher, Learning Centre	Mrs J Stansfield	Nursery Teacher
Mrs C Sharp	P1 (Job Share)	Mrs A McClymont	P1 (Job Share)
Miss A Vedat	P1/2	Miss E Jardine	P2/3
Mrs L McQuat	P3	Mrs M Farley	P4
Miss F Wallace	P5	Miss K Creighton	P6
Mrs F Finlay	Learning Support	Mr R McClune	Support Teacher
Mrs V Wire	Support Teacher	Mrs R Hart	Music Specialist
Mrs M Kilkerr	PE Specialist	Mr J Stewart	Art Specialist

Support Staff

Mrs S McIlwraith	Nursery Nurse (0.5)	Ms K Locke	Nursery Nurse
Mrs H Hughes	Nursery Nurse (0.5)		
Mrs I Johnstone	Classroom Assistant	Mrs L Locke	Classroom Assistant
Mrs H Stirling	SL Assistant	Mrs M Campbell	SL Assistant
Mrs R Kneeshaw	SL Assistant	Mrs J McKie	SL Assistant
Mrs C Jess	School Secretary	Mr J Adair	Janitor
Mrs R Kneeshaw	School Secretary	Mrs E McClymont	Catering Manager

The School Day

Nursery Sessions

morning : 8:55 - 11:25am

afternoon : 12:25 – 2:55 pm

	P1/2	P3/4	P5/7
Day begins	9:05	9:05	9:05
Morning Interval	10:35 – 10:55	10:35 – 10:55	10:55 – 11:15
Lunchtime	12:25 – 1:35	12:30 – 1:10	12:30 – 1:10
Day ends	3:05	3:05	3:05

[\(Back to Section A Contents\)](#)



Contacts and other Information

Schools Meals	£1.75 per day	£8.75 per week
Penninghame Primary	Auchendoon Road, Newton Stewart, DG8 6HD	
School Telephone / Fax	01671 402386	
School Email	poffice554@ea.dumgal.sch.uk	
School Website	www.penninghame.dumgal.sch.uk	
Council Website	www.dumgal.gov.uk	
Education Office	Brewery House, Newton Stewart	01671 403455
Education Office	Headquarters, Woodbank, Edinburgh Road, Dumfries	01387 260427
School Nurse	Mrs E Keery	01776 706900

[\(Back to Section A Contents\)](#)



Holiday Dates for Session 11/12[\(Back to Section A Contents\)](#)

Session 2011-12	
Staff return	Wednesday 24th August 2011
Pupils return	Thursday 25th August 2011
Term 1	Thursday 25th August - Friday 7th October 2011
October Holiday	Monday 10th October - Friday 21st October 2011
Term 2	Monday 24th October – Wednesday 21st December 2011
Staff In-Service Training (Pupil Holiday)	Wednesday 30th November and Thursday 1st December 2011
St Andrews Day Holiday	Friday 2nd December 2011
Christmas Holiday	Thursday 22nd December 2011 - Wednesday 4th January 2012
Term 3	Thursday 5th January – Friday 30th March 2012
Mid-Term Holiday	Monday 13th February 2012
Staff In-Service Training (Pupil Holiday)	Tuesday 14th and Wednesday 15th February 2012
Spring Holiday	Monday 2nd April - Friday 13th April 2012
Term 4	Monday 16th April – Friday 6th July 2012
May Day Holiday	Monday 7th May 2012
Session Ends	Friday 6th July 2012
Session 2012/2013	Staff Return Thursday 23rd August 2012 Pupils Return Friday 24th August 2012

[\(Back to Section A Contents\)](#)

INFORMATION FOR PARENTS 2011 - PRIMARY SCHOOLS[\(Back to Section A Contents\)](#)

School: Penninghame School	Id No.: 170 - 5901529
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Budgeted Running Costs for Financial Year 2009 / 10

Roll at September 2010	School	205
	Education Authority	10,388
	National	367,146
Total Running Costs at April 2010 (£)	School	£911,039
	Education Authority	£54,294,544
	National	£1,478,797,126
Cost per Pupil (£)	School	£4,444
	Education Authority	£5,227
	National	£4,028

Attendance and Absence for School Year 2009 / 10

School	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	12,144	11,510	11,114	8,832	10,672	10,512	10,380	75,164
Percentage Authorised Absences	4.5	5.0	4.7	4.7	4.1	4.2	4.1	4.5
Percentage Unauthorised Absences	0.6	0.5	0.6	1.2	0.7	0.6	0.9	0.7

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

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

[\(Back to Section A Contents\)](#)

Parent Council

The school has a Parent Council which meets once each term. More details about the work of the [Parent Council](#) can be found in Section B of the handbook.

Members of the Parent Council are selected annually but may stand for re-election the following year.

Three-quarters of the Parent Council will be made up of Parent Forum members (12) and one-quarter (4) of the membership will be reserved for other co-opted members including teaching and support staff in the school and from the local community. The headteacher or their representative has a right and a duty to attend Parent Council meetings.

Members 09/10

Chairperson - Mr T Mann

Treasurer – Ms S McKie

Other Parent members – Mrs R Jackson, Mrs S McIlwraith, Mr J Gorman,
Mrs S Sneddon, Mr P Sutherland
- five vacancies

Community members – Mr D Andrews and Mrs R Kneeshaw (staff)
- two vacancies

Parent Teacher Association

The P.T.A. meets termly and the meetings are informal. The P.T.A. plays a very important supportive role in the social and fund-raising side of school life as well as fostering school/home links.

[\(Back to Section A Contents\)](#)



Absence

[\(Back to Section B Contents\)](#)

Absences are recorded in registers kept for each class and stored electronically on the Office Management System. It is expected that parents will ensure that their children attend school regularly, unless for good reason.

First Day Absence – please inform the school.

When a child is absent, parents are asked to contact the school by telephone on the first day of absence. (01671 402386). Where no explanation has been received the school will make contact with parents by 10am. This will be by text message in the first instance.

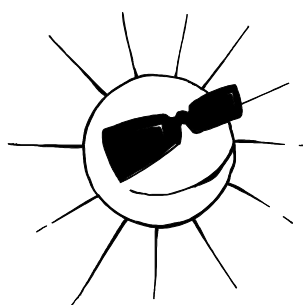


Cases of infrequent or irregular attendance (below 85%) that are not supported by a reasonable excuse will be referred to the Attendance and Liaison Officer, Stranraer.

Parents are asked to inform the school when a child is going to be late or has to leave before the end of the school day. We ask that when a parent requests that a child is to be let out of school early the child is met and signed out at the school.

Parents are also asked to inform the school of any change of address, home, work or emergency contact telephone numbers during the session.

Holidays during the term



The school appreciates that working parents may have to take family holidays at times other than during school holidays and parents are respectively asked to keep such absences to a minimum. Please note that no 'extra' work will be given to pupils to take on holiday and absences have to be recorded as unauthorised. This is in accordance with guidance from the Scottish Government and Dumfries and Galloway Council which makes it clear that term-time holidays may only be treated as authorised in highly exceptional circumstances.

The Education Department has issued the following statement :

"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 not the view of the Education Department that these holidays should be officially recognised as 'authorised'. The Department 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 absences from school at any stage is harmful to a child's education and it is not possible- nor fair to other children - to direct teaching time to assist a child who has been on holiday to catch up on what has been missed."



Dumfries and Galloway: Children Missing from Education Protocol (CME)

Dumfries and Galloway Child Protection Committee has published the above protocol. It was developed in response to guidance from the Scottish Government and outlines the process and procedure to be followed when a child moves or disappears from a school and cannot be traced. The purpose of the protocol is to ensure there are safe arrangements in place within schools and with other agencies to make sure that children who are vulnerable do not disappear from view.

To ensure that the protocol works effectively a CME Co-ordinator will act as a link between schools, other agencies and the National CME unit in Edinburgh.

The protocol contains general guidance for schools. It tells them that they should:

- monitor attendance and make contact with parents or carers at an early stage of any unexplained absence
- make appropriate referrals to staff responsible for home visits, such as Attendance and Liaison Officers and request feedback on any contact made or failure to make contact.
- ensure the School Child Protection Co-ordinator is informed when a child may be missing from education (and in any case when absence is erratic, as this may indicate concern)

If the school is unable to find out where the child is then they will ask the CME Co-ordinator to contact other agencies within Dumfries and Galloway such as Health, Social Work and Police to try to find out where the child and family are. If, after this, the child and family still cannot be found the CME Co-ordinator will make a referral to the national CME Unit who will then contact all other Local Authorities in the UK.

It is important that this procedure is only carried out when absolutely necessary and therefore it is important that whenever your child is going to be absent from school you let the school know. We understand that sometimes in emergency situations this can be difficult but ask that you make every effort to do so to avoid other agencies becoming involved unnecessarily.

The CME protocol can be found at www.dumgal.gov.uk/childprotection. If you have any questions about it please don't hesitate to contact your child's Headteacher or the School Child Protection Co-ordinator.

Accidents / First Aid

[\(Back to Section B Contents\)](#)



Accidents do occur in school from time to time and are usually of a minor nature e.g. scraped knee. The school has a trained First Aider to deal with incidents and accidents are investigated to see if any further preventative measures need to be taken. Parents are informed by telephone or, if unavailable, by letter that an accident has occurred and what action has been taken.

Risk Assessments, both inside and outdoor, are reviewed on a regular basis to help prevent accidents.



Bullying

[\(Back to Section B Contents\)](#)

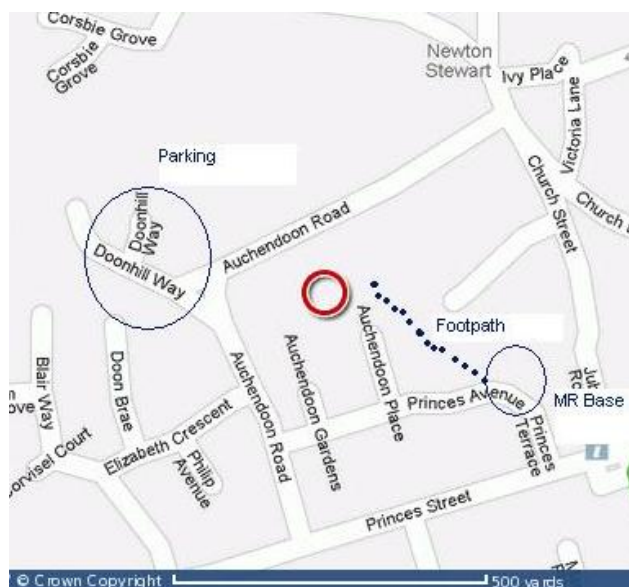
- see also Discipline : Section C.

Children generally work and play well together but we have to be aware that incidents of bullying, verbal or physical, may occur. Such incidents can have a profound effect on a child's attitude to school and it can be very difficult to spot such behaviour in the playground or classroom. Experience has shown that parents, rather than school staff, are often the first to find out a child is being bullied. Please don't hesitate to contact the school if you have any concerns. It is vital that the school is informed as early as possible so appropriate action can be taken.



Car Parking

[\(Back to Section B Contents\)](#)



There is a car park for staff and visitors' cars. Children should not enter or leave the school grounds through the car park but use the footpath and pupil gates. A lay-by is available in Auchendoon Road for collecting or dropping off children. Parking in the immediate school area is very restricted. There have been traffic calming measures introduced but this has reduced car parking spaces further. There are usually spaces to the south of the school e.g. in Doonhill Way which only leaves a short walk to school.

Parking for dropping off children is also available at the Galloway Mountain Rescue Team Base in Princes Avenue. There is short footpath leading to the school playground. Please keep access to the Team Base clear at all times.



Choice of School

[\(Back to Section B Contents\)](#)

The Education (Scotland) Act 1980 gives parents the option of choosing to enrol their child at a school which is not their local (territorial) school but only if -

- a place is available at that school and
- there is no extra expense to the Education Authority.
e.g. Parents of 'extra-territorial' pupils have to provide their own transport.

The Education (Scotland) Act 1996 allows schools, who are more than two miles from the nearest school, to hold places for pupils who move into the school's catchment area during the session.

Most parents wish their child to attend their local school but if for whatever reason, a parent wishes to move school within Dumfries and Galloway during term time, then the first step is to get in contact with the Head Teacher which will issue a transfer form (PP6). On submission of the form to the child's present school a meeting will be arranged by the headteacher as soon as is practicable in order to discuss current curriculum implications and any other potential problems regarding the transfer. Attendance at such a meeting is strongly recommended. Following the submission of the form and the subsequent meeting the information will be forwarded to Education and Community Services at Woodbank where a decision will be made regarding the transfer.

Child Protection / Adult Helpers in School

[\(Back to Section B Contents\)](#)

All schools in Dumfries and Galloway have to produce a Child Protection Policy which follows the advice and procedures contained in the Authority's guidelines.

A summary of our policy is listed below and a full copy is available for inspection if you wish further information.

The aims of our policy are :

- To make sure that pupils live and work in a safe and secure environment where they are respected and listened to by adults. In this environment children will feel confident and able to approach adults about matters which concern them.
- The adults who work in the school will have knowledge of child matters and be sensitive to the signs of children who are in distress or under stress of some kind.

The school wishes to

- ensure that children and adults are able to communicate with each other in an open way.
- Ensure that children are listened to with attention and respect.
- ensure that staff are aware of internal school procedures for dealing with suspicions of abuse.
- ensure that staff understand the Authority's child protection procedures and the part which they play in making them effective.



- ensure that staff have on-going access to in-house and external training on child protection matters.
- ensure that parents/carers are fully aware of the school's child protection policy and procedures.

The school wishes to encourage and promote the following values:

- children and their families will be respected.
- open communication, including listening, between adult and child, and adult and adult will be encouraged.
- the development of appropriate self esteem and assertiveness on the part of children and young people will be actively encouraged.
- children will be presented with appropriate role models of behaviour at all times.
- rules and discipline systems will recognise the rights of children and their families.
- respect for individual differences will be actively fostered.
- all members of the school community will be involved in decision making.

We are very fortunate that cases of Child Abuse – se*xual, emotional or physical - are very rare. However if abuse is obvious, a child discloses abuse or if a teacher suspects abuse, then the following procedure will be used:

1. Teacher makes note of time, date, observations, what was said, witnesses, etc.
2. Teacher informs head teacher or, in their absence, person acting as head teacher.
3. Nature of disclosure / level of suspicion is discussed.
4. Head teacher contacts Social Work Department who then proceed with any investigation.

Please note that school staff **do not advise** parents that they will be contacting the Social Services. Parents generally trust teachers and expect them to protect their children. It can be difficult for school staff to maintain relationships with parents when suspected abuse is reported. We value the trust and positive relationships we have with parents, but the most crucial issue for the school is protection of the child.

Parents are entitled to have access to all information recorded by the school pertaining to the suspected abuse.

We have also been issued with guidelines for Adult Helpers in Schools which includes a Code of Good Practice.

The key points are :

1. All adult helpers must complete a confidential registration form. S(he) must agree to the terms and conditions of the Code of Good Practice and consent to the possibility of a Disclosure Scotland being made. Disclosures will be made on all adult helpers who are frequent visitors to the school or who may be working with children unsupervised e.g. football coaching. (No adult helper will be asked to work with a child on their own.) A Disclosure Scotland only looks at whether an adult is suitable to work with young people and for no other reason.
2. All adults/visitors will also be vetted by the head teacher before they can help in school.
3. All helpers receive a copy of the school's guidelines which contains information on :



- a description of the work they will undertake with children, with reference to any guidelines adopted for safeguarding the welfare of those children.
 - the duty to prevent the abuse of all children and young people in contact with the school and reference to the action to be taken if abuse is discovered or disclosed.
- Further information is available from the school.

Class Organisation

[\(Back to Section B Contents\)](#)

Children are placed in classes according to age. The maximum class sizes are 25 for Primary 1 to 3 and 33 pupils for single age classes P4-7 and 25 for composite classes (mixed-age). Class organisation may change from year to year depending on the number of pupil enrolments. At present the school has six single age and two composite class from P1-7 as well as a Learning Centre for pupils with additional support needs. There is also a sixty place nursery.

If a composite class has to be made then this is done by age and each child is educated at their own ability level, and when possible, come together with their peers for certain activities.

The situation may arise that when a family moves into the school's catchment area and no space may be available for new children if a class or the school is 'full'. The Education Department will then arrange and fund transport for such pupils to attend the nearest school until a place becomes available at Penninghame. It may be necessary to reorganise classes if places are available elsewhere in the school but this will only be done at a holiday break i.e. Christmas and Easter.

Complaints Against Staff

[\(Back to Section B Contents\)](#)

Although it is expected that such incidents will be rare indeed, sometimes situations arise when a parent may feel he or she has a justified complaint against a member of staff. Such complaints should always be made, in the first instance, to the Head Teacher, when it is hoped an amicable solution may be reached. Should this fail, the complaint should be made, in writing, to the Director for Education and Community Services for further consideration. If the complaint is against the Head Teacher, then the approach should be made, in the first instance, to the Director for Education and Community Services. The initial point of contact for complaints to the Director should be made to Mrs M Thomson, Education Officer, Brewery House, King Street, Newton Stewart, 01671 402475.



Contact Between Home and School

[\(Back to Section B Contents\)](#)

The school welcomes input from parents who wish to help in classrooms on a regular basis e.g. art, craft, story telling, tidying resources, etc. or coming to talk about your work / hobbies which may fit in with the class topics being studied.

Please refer to Child Protection statement above for information on the procedures involved in 'vetting' adult helpers in school.

Reporting on Pupils Progress.

The school has the following procedures for keeping you informed of forthcoming events and reporting on your child's progress.

November - **Interim Report Card - Open Evening / Private Consultation.**

In the week following the report card an Open Night is held to enable parents to see their child's work as well as resources and wall displays. An appointment sheet is available in the classroom at this time for parents to make an appointment with the class teacher for the following week when staff and parents will have the opportunity to discuss in confidence any concerns which either may have.

Staff may also take the opportunity to invite parents to the appointment evening.



June - **End of session Report Card** including Pupil Self-Assessment Sheet **Open Evening / Private Consultation.** Arrangements as for November

See [Assessment - Section C](#) for further details.

If you wish to speak to the class teacher and/or Head Teacher at any other time then you are respectfully asked to make an appointment. This will ensure that the member of staff will be free to meet with you. Afternoons after the children have gone home is usually the best time.

The most convenient time to telephone the school is between 9:30 am and 12:00 pm and 12:30 – 3:30 pm when the secretary is on duty. At other times a message can be left on the answer machine.

As well as the arrangements in place for Parents Evenings, Report Cards, School Board, etc families are also kept informed of school activities by regular newsletters and through the school website- www.penninghame.dumgal.sch.uk The website is regularly updated and features events and activities as well as information on new policies and procedures.

Families also receive copies of the Education Department's 'First Link' magazine which gives information on local and national issues/developments.

A useful website for parents is Parentzone - www.parentzonescotland.gov.uk



If you have any concerns about any aspect of school life then please contact the school at an early stage.

Data – Transferring Educational Data About Pupils

[\(Back to Section B Contents\)](#)

Education Authority Statement.

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

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, special educational needs, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED. It is used for statistical and research purposes only.

Providing national identity and ethnic background data is entirely voluntary. Parents can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows SEED, education authorities and schools to:

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

Your data protection rights

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

SEED will not publish or release any information that allows an individual pupil to be identified. Data will not be used by SEED to take any actions in respect of any individual



pupils. Data will only be shared with *bona fide* partners, such as HMIE and the SQA. Any sharing will be done under conditions of strict control and with the prior agreement of the Data Controller.

Concerns

If you have any concerns about the ScotXed data collections you can email the Data Controller, Peter Scrimgeour, at EDData.Controller@scotland.gsi.gov.uk or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ.

Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print. Please allow up to 10 days for requests to be processed.

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, www.scotxed.net.

The website also contains answers to commonly asked questions about ScotXed.

- [see also Freedom of Information](#)

Emergency Closure

[\(Back to Section B Contents\)](#)

In the event of an emergency closure, for whatever reason, we attempt to contact all parents. Pupils will be kept in school until suitable arrangements have been made for their collection.

The school's policy on Emergency Closure is:

a) School Role :

1. The Head Teacher is authorised to make an emergency closure when the state of the weather or any exceptional circumstance make it absolutely necessary in the best interests of the pupils.
2. An automated text message advising parents of school closure will be sent.
3. Staff will try to contact all parents by telephone if the text message system fails.
4. No pupil will leave the school unless the staff are aware that an identified adult will be available to supervise him/her at their destination. It is not appropriate to send a child home with the instruction to return if no one is there.
5. Information on emergency contacts/instructions in respect of each pupil will be kept with the class register in the event that the school has to be evacuated.
6. The safety and well being of the pupils at all times is paramount.

b) Parent's Role :

1. Be aware of the school's contact procedure.
2. Advise the school on emergency contact point(s) and tell their children who and where they may go to in the event of an emergency closure.
3. Take into account the weather forecast if severe weather is imminent when deciding to send the children to school.
4. Tell pupils what they should do if transport does not turn up to take them to school e.g. if the bus is over ten minutes 'late' return home.



Local radio stations – West Sound and Radio Scotland may also have emergency closure announcements.

Following the evacuation/closure of the school it is vital that parents are contacted as quickly as possible. To help speed up this process we have a mobile phone text message service. This allows the school to send out voice or text messages to parents' phones e.g. if the school has to close due to a power failure then, instead of having to contact over 150 families by telephone, a text message can automatically be sent out to all parents greatly speeding up the contact process. We can also set up groups e.g. if an after school club has to be postponed at short notice then a text/voicemail can be sent to just those families with children at the after school club.



Enrolments

[\(Back to Section B Contents\)](#)

Children who have attained their fourth birthday by the end of February may begin school the following August. Enrolments generally take place in early February - notices will appear in the local press giving further information. New entrants are invited to come to school on two afternoons in June. On enrolment parents will receive a booklet which compliments this handbook and which will help prepare their child for school.

Parents have the right to enroll their child at a school other than the catchment school if a place is available and no additional expense will be required e.g. transport or staff costs. Further information is available from the headteacher. [\(see also Choice of School\)](#)

For the first five days new session parents have the option of sending P1 pupils for the morning session only before starting full day. The school strongly recommends this and, in our experience, this phased introduction to P1 has given pupils a more settled start. Parents wishing to visit the school prior to enrolment are very welcome. Please contact the Head Teacher to arrange a suitable time.

Extra-Curricular Activities

[\(Back to Section B Contents\)](#)



Extra Curricular activities are arranged when adult help is available to organise and/or help supervise activities. Activities offered to pupils include football and netball coaching, chess and tambourelli.

The school also hosts a cross country for local schools which raises money for local charities. Help with running extra curricular activities is very welcome – please contact the Head Teacher if you would like to be involved. (see also Child Protection above).



Freedom of Information

[\(Back to Section B Contents\)](#)

The school complies with the Freedom of Information (Scotland) Act 2002 . The Act states that any person can receive information that they request from a public authority, subject to certain exemptions such as protection of personal data, commercial confidentiality or national security. Parents may request to see any information about their child held on record by the school (or local authority) and the school must respond to this request within 20 working days.

GLOW – Scottish Schools' Intranet

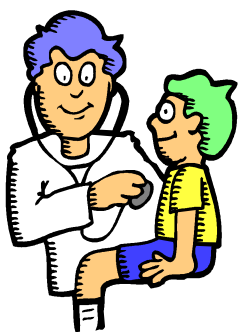
[\(Back to Section B Contents\)](#)

GLOW is the name given to the Scottish Schools' Intranet which is a secure internet area for pupils, parents and staff. At enrolment Penninghame families will be invited to have a GLOW login and username. This will give parents access to some specific information about their children (parents can only see their own child's information) such as attendance figures but also an area to access newsletters, photographs of activities and other information about the school.

Parents will be invited to apply for a login when children enrol or please contact the school office to ask for details. Families must agree to and sign an Acceptable User Agreement.

Health Care

[\(Back to Section B Contents\)](#)



In the course of a child's school career, consideration of health and welfare is always in evidence. Regular contact is maintained with the school nurse and the school doctor, who will, with the consent of parents, review regularly any health problems that might affect school work. Any difficulties found as a result of examinations will be reported to the parents, so that they can take appropriate action.

We are not allowed to administer medicine to children without a note from parents – see Policy statement below.

Illness - Please do not send children to school if they are unwell. Often, when the school contacts parents informing them that their child is unwell, we are told that mum or dad noticed they were unwell but the child wanted to come to school. Our advice is that even if a child thinks they are well enough, you know your child best and being firm with your decision in the morning avoids the extra distress your child experiences when they are ill at school. This also helps avoid spreading any germs amongst the other children in class.

When a child has been physically sick we ask that they are kept off school for a minimum of 24 hours.



Infection, Contact and Exclusion

Where the incubation period of a disease is relatively unobservable, a large number of children in a class can be affected and many childhood ailments fall into this category. There are also certain cases where Head Teachers may require to exclude children – please refer to the chart below.

Disease	Patients – Period of Exclusion
Scarlet Fever	Until Clinical Recovery
Measles	Until 7 days after appearance of rash
Whooping Cough	Until 21 days from onset of cough
Chickenpox	Until 6 days after onset of rash
German Measles	Until 4 days from onset of rash
Mumps	Until swelling has subsided (7 days minimum)
Meningitis	Until medically certified fit to return
Enteric Fever and Gastro Intestinal Infections	Until medically certified to return
Infective Hepatitis (Jaundice)	Until 7 days after onset of jaundice
Ringworm and Scabies	Can attend school if receiving medical treatment
Impetigo	Until lesions are crusted or healed

Asthma Awareness

The Education Department has received information from the Scottish Paediatric Asthma Group and the following recommendations have been passed to schools.

- Children who suffer from asthma should have ready access to their medication (inhaler) in school and it should be carried by the child.
- A spare inhaler should be clearly labelled with the child's name and dosage and kept in the school in case the pupil forgets to bring or loses his.

If your child suffers from asthma and has medication then please ensure that the school staff are informed (parental request form) and that the appropriate medication is carried by your child.

Head Lice

Head Lice – live in clean hair and can spread quickly in a school. Prevention is the best method for keeping it in check. The Health Board advice is to check hair thoroughly once a week and after shampooing, use conditioner on your child's hair and then comb through with a head lice comb. (Lice cannot hold onto the conditioned hair). Rinse and brush as normal. Please report any instances of head lice to the school so other families can be informed.

Please also warn everyone who may have been in contact e.g. friends, grandparents, etc.



Health Care - Education Department Administration of Medicine Policy Statement

Schools have been issued with the above Policy Statement and a summary of the key points for parents/guardians is listed below. A full copy of the Policy is available on request.

Parent/Guardian Responsibilities. (as stated in the Policy Statement.)

1. Parents/Guardians should keep children at home when they are acutely unwell. **
2. Parent/Guardians must provide the school with an emergency contact.
3. Parent/Guardians are responsible for their child's medication. If a child requires medication during school hours, whenever possible parent/guardians should come into school and dispense it or make arrangements for pupils to return home at lunchtime.
4. Parent/Guardians should request from their GP that dosage schedules for any medication prescribed should not include school hours wherever possible.
5. Where there is a need for the administration of medication during school hours and there are no volunteers in school to do this, parent/guardians should approach the health authority through their GP. **
6. Medication must only be given by authorised persons on receipt of a completed parent/guardian request form. This will also form a record of the medication administered.**
7. Any medication to be administered in school should be clearly marked with the pupil's name, should be brought to school by the parent/guardian and should be delivered with the request form to the head teacher.
8. It is the responsibility of the parent/guardian to check that the medication is not out-of-date, that there is a sufficient quantity in school, that it is removed as necessary and that any unused supplies are uplifted for disposal.
9. All information regarding medication will expire at the end of each school year. If the administration of medication is to continue, all relevant information must be supplied on a new request form at the commencement of the next session.
10. If a Parent/Guardian considers their child to be responsible enough to carry and administer their own medication, they should be allowed to do so. In this event, the school must be informed what the medication is and what condition/illness the child is suffering from.

Further details on points marked with **



1 - A plea from the school - PLEASE do not send your child to school if they feel unwell. It only increases his/her distress if they are ill in school and have then to be sent home.

5 - A member of staff has agreed act as a 'volunteer' to administer specific medication to pupils. This position may alter in the future and parents/guardians will be informed of any change.

6 - No medication will be given unless there is a parental request form - a copy is included in the handbook.

For those children who require medication to be stored in school all year e.g. an asthma inhaler, a completed request form in August would cover administration for the session unless there is change in dosage.

Pupil and Parent/Guardian confidentiality will be respected in all matters.

If you would like further information on any of the above then please contact the school.



Health and Safety

[\(Back to Section B Contents\)](#)

Children's safety is always a priority and procedures are regularly reviewed and items of concern noted and acted upon through our risk assessment procedures. Fire Drills are practised termly and a member of the school staff with First Aid training is available to deal with minor injuries such as cuts.

Parents will be advised of any accidents by staff.

Please do not hesitate to contact the Head Teacher if you have any concerns about the health and safety of your child.

A copy of the Health and Safety Policy which includes information on our procedures for

- Accident/Incidents
- Administration and Storage of Medicines
- Bullying
- Cullen Security Measures
- Electrical Equipment
- Emergencies
- Excursions
- Fire
- First Aid
- Food Preparation
- Hygiene
- Infection Control
- Maintenance and storage of equipment
- Smoking
- Storage and handling of substances hazardous to health
- Waste Disposal

is available from the school on request as is a copy of our Risk Assessments.

Some key points for parents to note :

- Jewellery – preference is for pupils not to wear jewellery. For PE activities jewellery that can be safely removed will be taken off or else covered by tape.
- Infection Control – please encourage your child to hand wash after all visits to the toilet and before meals./snacks. See also Infection Control above for chart on exclusion from school for specific diseases.
- Asthma /allergies – please inform the school about any allergies or other medical issues your child may have.
- Mobile Phones – we do not encourage children to bring mobile phones to school.
- Visitors – for security reasons all visitors are asked to report to the main door and be admitted by a member of staff.
- Playgrounds are supervised during intervals. Staff are not on duty until 8:50am in the morning and parents are asked not to send children to school before this time.
- Car Park – please do not bring your car into the car park or park near the car park entrance. Children should not walk through the car park to access the playground.
- On hot days parents are asked to provide children with sun cream.



- Parents are asked to inform the school of any change to usual collection of children. Please do this in plenty of time so office staff can let children know of any changes.
- Where a child has to go off-site e.g. to a doctor's appointment it is preferred that the child is met at the school. Please let the school know of any such appointments.

Insurance Cover for School Children (Personal Accident)

[\(Back to Section B Contents\)](#)

The Education Department has two insurance policies which apply to pupils undertaking authorised activities within and outwith school - a Public Liability Policy and a Personal Accident Cover for School Students. These provide insurance cover for pupils relative to the Authority's liability for any acts of negligence. However, there are occasions when pupils may be more "at risk" than others. These occasions arise not from "negligence" on the part of the Authority but from non-attributable personal accidents, e.g. during curricular or extra curricular sports or physical activities. The Education Department's insurance cover does not extend to awards of compensation for damage as a result of such accidents (unless negligence can be proved) and it is important that all parents are aware of this. Insurance cover for pupils to guarantee compensation for non-attributable personal accidents is a matter for parental decision and arrangement. Parents may wish to seek further advice on such insurance cover from their personal insurance agent/broker.

Loss of Personal Items

The Director for Education has asked schools to remind parents that the Council does not insure personal possessions of pupils and a claim for loss or damage can only be made if the Council has been negligent in some way.

Intimate Care

[\(Back to Section B Contents\)](#)

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 might include :

- offering the child fresh 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 suitable 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, please do discuss it with your child's teacher, head teacher or the school nurse.



Outings / Educational Visits

[\(Back to Section B Contents\)](#)

When possible we like to take the children on educational visits to places of interest which they are studying as part of their class topic. This can prove very expensive but such visits are an important part of the curriculum. Expense is always kept to a minimum but, when it is unavoidable, your help and co-operation are requested.

The school also uses the Education Department Outdoor Centres (when allocated a place) for a variety of purposes including orienteering, hill walking and environmental projects.

Residential visits are normally for children of P6 upwards. At other times staff from the Outdoor Education Department lead the children in activities such as orienteering and mountain biking depending on their availability.

A week long residential visit is also organised for P7 pupils to the Kingswood Centre near Hexham. The visit gives the children opportunity to work with more advanced computers and technology which can't be offered at school as well as activities such as problem solving, wall climbing and quads.

Parental permission must be granted for all visits whether they are local e.g. swimming lessons and visits to places of interest in the Newton Stewart area or further afield e.g. Edinburgh. To cut down on paper work a general permission form which covers *local visits only* is sent home at the beginning of the new session.

A separate consent form is issued for specialised activities e.g. orienteering or hill walking and for trips outwith the local area when the need arises.

Parent Council

[\(Back to Section B Contents\)](#)

The school enjoys a close working relationship with the Parent Council. The Parent Council discuss a wide range of educational issues and it plays an important part in the running of the school.

The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents / carers.
- To promote partnership between the school, its pupils, all its parents / carers and the local community.
- To develop and engage in activities which support the education and welfare of the pupils including fundraising.
- To identify and represent the views of parents / carers on the education provided by the school and other matters affecting the education and welfare of the pupils
- Being involved in the appointment of senior staff.

Elections to the Parent Council are held annually in September.

Please contact a parent member if you wish them to bring up a matter which is in the competence of the Parent Council. Please refer to Annual Information page 4 for membership details of the current Board.



PTA

[\(Back to Section B Contents\)](#)

We are fortunate in having the support of an active P.T.A. which is a great asset to the school. The P.T.A. works to provide financial and physical aid towards projects, educational excursions and social evenings throughout the year. All parents are welcome to attend P.T.A. meetings - see Annual Information Page 4 for current committee.

Photographs

[\(Back to Section B Contents\)](#)

At enrolment time parents have the option of giving permission for the taking and storage of photographs for

- a) Class work
- b) School website
- c) Dumfries and Galloway Council publications
- d) Dumfries and Galloway Council website
- e) Local press such as the Galloway Gazette and BBC Radio Solway.

The school is careful in its use of photographs and no photographs with individual names are ever put on the school website.

The use of digital and video photography by pupils to record their work is in use throughout the school.

Playtimes / Wet Weather

[\(Back to Section B Contents\)](#)

School staff are present in the playground during playtimes and pupils are encouraged to seek adult help if a difficulty occurs in the playground. When it is wet children should come to the school hall first thing in the morning and thereafter stay in class. At these times staff and older pupils help monitor classes.

Pupils organise and maintain their own stock of playground games.

Pupil Council / Eco-School Group

[\(Back to Section B Contents\)](#)



The school has a Pupil Council which consists of pupil and staff members. Pupil members are chosen each session by their peers. The Pupil Council meets monthly or as required. The Pupil Council is a forum for discussing ideas and concerns and giving a pupil voice in the development of the school.



The Pupil Council have helped develop playground activities, road safety issues, nature area and a friendship area. The Pupil Council is also the core for the schools Eco-School Group which focuses on environmental issues and developments. Parents and community groups like Scottish Natural Heritage also work with the Eco-School group from time to time.

The Eco-School also has a Vitality Group which consists of pupils, staff, parents and community members such as the School Nurse. The Group meets termly and it's aim is to promote ideas and activities which encourage all in the school community to have a healthy attitude and foster positive values for the future.

School Meals

[\(Back to Section B Contents\)](#)



Each child can enjoy a quality meal, cooked on the premises, at lunchtime. Dinner money for the week is collected on a Monday.

There is also a snack bar which sells sandwiches, yogurt, biscuits, etc and money should be brought daily for this.

Free meals are available for families – please ask for a form or for further information regarding entitlement. Strict confidence is adhered to should parents feel that they wish to claim for school meals. From August 2010 all Primary 1 pupils will have the opportunity to receive free meals. A member of staff is in attendance during school meals in a supervisory capacity. Children may bring a packed lunch which is eaten in the hall at the same time as the other pupils are having their lunch.

Pupils in P1 and 2 also receive free fruit three days a week during morning interval. All pupils can buy fruit and healthy biscuits at morning interval.

The School Meal Service implements menus that increase the consumption of fruit, vegetables, fish and reduce the consumption of foods which are high in fat, salt and sugar.

Security

[\(Back to Section B Contents\)](#)

The school has a video bell security system which controls access to the main building during class hours. All visitors should use the main access door which is on the north side of the school - please ring the bell and wait to be admitted.

Visitors who will be remaining in school for a length of time will also be asked to sign in and wear a visitor's badge.



Social Attitudes / School Rules

[\(Back to Section B Contents\)](#)

- see also Section C - Discipline.

The atmosphere within the school, together with the relationships between adult and child, is all important in creating a happy and caring environment. Within this framework, children are helped to acquire self discipline, self esteem and enjoyment of the learning process. We hope to provide opportunities for praise and to display pride and pleasure in children's achievements. We expect to give children increasing responsibilities as they grow older to help develop positive and responsible attitudes towards their peers and school.

We do not find it necessary to have many formal school rules but it is important that we encourage the rules of common sense and understanding throughout the school e.g.

- *Bullying will not be tolerated and should be reported immediately.*
 - *Respect your fellow pupils and staff. Treat them as you would wish to be treated.*
 - *The school and its surrounds should be treated with consideration.*
 - *Children must stay inside the playground during school hours.*
- The school is reflected by those who attend it : ensure that the reflection is shining!*

Student Teachers

[\(Back to Section B Contents\)](#)

The school is sometimes visited by students on teaching practice. During this time overall supervision is still the responsibility of the class teacher.

We also welcome Nursery Nurse Students and High School pupils as part of their Community Care courses or Work Experience.

Transfer to Secondary School

[\(Back to Section B Contents\)](#)

Each session Primary 7 children are introduced to the High School by

- a) visits from the Douglas Ewart High School guidance staff to Penninghame
- b) taking part in a transition project which includes visits to the Douglas Ewart High School for activities with Primary 7 pupils from other schools.

In June there is a two day visit to the High School when pupils follow their first year timetable :

On completion of their primary education, pupils from this school will normally transfer for secondary education to :

Douglas Ewart High School, Corsbie Road, Newton Stewart Tel: 01671 403773

Head Teacher: Mr A Cowie



Transport To and From School

[\(Back to Section B Contents\)](#)

For children living within the designated territorial catchment area of the school, the Authority has a statutory obligation to provide transport

- a) where children under the age of eight live more than two miles from the school
- b) where children of eight years or over live more than three miles from the school
- c) Pupils with Additional Support Needs (if required).

Details and times of this transport may be obtained from the Head Teacher, or from the Director for Education.

The Pupil Council have also successfully lobbied for a town bus as part of the Safe Routes for School Initiative.

The service is provided by the local authority 'yellow buses'. Please contact the school office for further information.

Uniform / Dress Code

[\(Back to Section B Contents\)](#)

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

Clothing which is unacceptable in school under any circumstances.

Clothing which :

- 1. - could potentially encourage factions e.g. football colours / strips.
- 2. - could cause offence e.g. anti-religious or political slogans.
- 3. - could cause health and safety difficulties such as loose fitting clothing, dangling earrings.
- 4. - are of flammable materials which may be a danger in certain classes e.g. shell suits.
- 5. - could cause damage to floors.
- 6. - carry advertising, in particular for alcohol or tobacco.
- 7. - 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.

School Clothing Grant for Applications

Clothing Grant forms are available on request to anyone in receipt of Income Support and Job Seekers Allowance (Income Based). Please contact the school if you would like a form sent home.

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.

The school uniform consists of blue sweatshirts and white poloshirts which has an embroidered school badge.

(Primary 7 pupils also have the option of a black sweatshirt).

These are reasonably priced and of good quality. Current prices are available on request.

Orders are taken in April and September and are placed through the school.

There are also T-shirts which are red, blue or yellow depending on which 'sports house' the children are in.

There is a stock of nearly new sweatshirts and t-shirts (when available) which can be bought for a small contribution to school funds.

Please note that the wearing of school uniform is not compulsory. We only request that children should come to school wearing sensible / suitable clothing for the activities being taught and that they are clean and tidy - see Dress Code above.

PE Requests

When taking part in PE activities children are asked to :

- have a change of t-shirt
- wear appropriate footwear
- tie long hair back
- remove jewellery

*** PLEASE LABEL ALL CLOTHING ***
particularly sweatshirts and coats - thank you!



Water - Drinking

[\(Back to Section B Contents\)](#)

The school has a chilled water dispenser in each cloakroom area for pupils and staff to use to fill water bottles. Drinking water regularly throughout the day is an important way of protecting health and contributing to well being. Bottles of the sports top (push up/down) style are preferred to help prevent accidental leaks. Bottles can be bought from the school or children may bring their own. It is the responsibility of parents to ensure that bottles are regularly cleaned.

