



# Welcome to

Sheuchan Primary School



December 2022

# Information at a Glance

## School Address

Leswalt High Road, Stranraer DG9 0AL

Email address

[gw08officesheuchan@glow.sch.uk](mailto:gw08officesheuchan@glow.sch.uk)

Parent Council Chairperson Mr Eddie Stevenson

Parent Council email

[Sheuchanparentcouncil@gmail.com](mailto:Sheuchanparentcouncil@gmail.com)

Head teacher Mrs Maura McClymont

School Roll 172

Denomination Status None

Status of Gaelic None

## Teaching Staff

Mrs Mildred Fraser (DHT)

Mrs Gillian Ferguson

Ms Alexa Garrett

Ms Louise Cambridge

Ms Louise Milroy

Mrs Kayleigh Landers

Mrs Marie Lockwood

Ms Donna Ferguson

Mrs Susan Alexander

Ms Chloe Agnew

## Auxiliary Staff

Mrs Sally Henry

Mrs Jill Gilchrist

Mrs Jill Higgins

Mrs Tracy Rankin

**If you would like some help understanding this or need it in another format please contact 030 33 33 3000.**

## The School Day

The school bell rings at 8.55am for P1. At 9am a second bell rings to signal the start of the day for P2-7. We would ask that as much as possible pupils arrive at school on time.

Interval 10.45-11.00am

## Lunchtime (staggered)

P1-5 12.30 – 1.15pm

P6-7 12.45-1.30pm

End of school day for P1 is 2.55pm and 3pm for P2-7. Pupils in P1 - P3 must be collected by an adult from the playground. Older children can be collected at the gate or can walk home alone. If for some reason you are unable to collect your child or a different person will be doing so on your behalf please could you inform the school.

To ensure all P1's are collected safely please walk down into the playground to collect them from their teacher.

Due to staffing arrangements there is no supervision for children available before 8.45 am. Please do not drop off your child before this time.

School term dates can be found at:

<http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>

## Communicating with home

How your child is doing at school is of paramount importance for parents. To help you gain a clear understanding of where your child is with their learning we hold 2 learning conversations (September and March) where children's progress is discussed and targets are set.

It is also important for you to know what is happening within the school and we try to address this in as many ways as possible:

- Monthly newsletter School
- Blog
- Individual Class Facebook page
- School App





## Welcome from the Head Teacher

Dear Parent / Carer

As Head teacher I would like to welcome you to Sheuchan Primary School and say how much I am looking forward to working with you as your child grows and learns.

Sheuchan School believes that a school should not only be a place for learning but also a place which creates friends for life, where you can be yourself and know that you will be valued and also a place where fun lives.

As a school team, pupils and adults all work together to provide learning opportunities which inspire and motivate and I do hope that you will join us as an important member of the team and feel able to participate fully in the life of the school.

I hope that you find this Handbook of use to you as you start out on what is a very important journey in your child's life.

Yours sincerely,

**Maura McClymont**

Head Teacher

For more information about how we support parents and work with our schools please see our [\*\*Authority Handbook\*\*](#)

## School Aims, Values and Ethos

### School Vision

#### **"Where Learning Is Out of This World"**

As a school we want our children to have high aspirations and believe that they can be anything they want to be.

We want to encourage them to dream big and through providing a wide range of learning opportunities equip them with the skills, qualities and attributes needed to help them achieve their dreams.

### Values

A healthy school community is very important to us as it is through this that we can nurture the important values and attitudes which allow us all to learn and grow in harmony. Promoting the values below allows the children to be responsible citizens of the future and able to make valuable contributions to society.

- Respect
- Tolerance
- Friendship
- Empathy

### Aims

Through our school culture and ethos, we want to foster within our children, important dispositions which will not only help them be successful learners but help them to be responsible, confident and feel able to participate fully in life. We will do this by:

- Establishing a culture where everyone feels safe, happy and valued
- Providing a range of learning activities which foster enquiry, creativity, independence and helps them to be able to think critically.
- Ensuring that no learner is left behind through providing support to overcome barriers to learning.
- Celebrating individual's achievements both at home, school and the community

Working in partnership with parents, reaching out to involve them in the life of the school.



## Contact Us

The school welcomes suggestions and enquiries from parents and carers.

### If you need to find out something

We can be contacted by e-mail, telephone, group call text messages or face to face. Where it is not possible to resolve enquiries straight away, we will make arrangements to follow up as necessary with the most appropriate member of staff.

### Comments, Complaints and Compliments

A comment might be some brief feedback about how we have handled a situation or delivered a service. It is best to pass a comment straight to the school so that we can take any necessary action.

If you are not happy with the response you receive or a decision that has been made, you can Ask us to Look Again. You can do this by contacting [ParentalInvolvement@dumgal.gov.uk](mailto:ParentalInvolvement@dumgal.gov.uk). At this point an Officer will contact you and discuss the issue and direct the enquirer as appropriate.

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

## How the School Works

### Class Organisation

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure.

Sheuchan School has a Nursey which can accommodate 50 pre-school children aged between 2 and 5 years old.

In the main primary school, we have seven straight year group classes.

For more information please see the [Education Authority Handbook](#)

### Positive Behaviour and Celebrating Success

As a school we use positive behaviour strategies in the classroom to help pupils learn how to relate to each other and to deal with friction. Our school ethos promotes the importance of treating each other with respect and tolerance. Unfortunately, there are occasions when children misbehave and as a school we came together to create our "Positive Behaviour" policy. Positive behaviour is encouraged through a points system where all children are given 10 points at the beginning of each week and there is a reward in the form of an extra playtime at the end of each month for the children who have behaved well and kept the majority of their points. Each House Captain has a role to play in working with the children who lose points to help them establish more positive behaviours.

As a school we encourage all children to undertake new challenges, develop new interests and participate fully in a wide range of activities. All classes, and as a school we openly celebrate pupils' successes and share these with the community on a regular basis.

- Success assemblies which focus on skills as well as learning
- Concerts, church services
- Local press to showcase pupil work
- Social media
- School Blog / App

For more information please see page 13 of the [Education Authority Handbook](#)

## School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. For more information on School Uniform, Dress Code, and School Clothing Grants visit [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

The school uniform consists of:

- Dark trousers / skirt
- School polo shirt (purple or yellow)
- School sweatshirt/cardigan

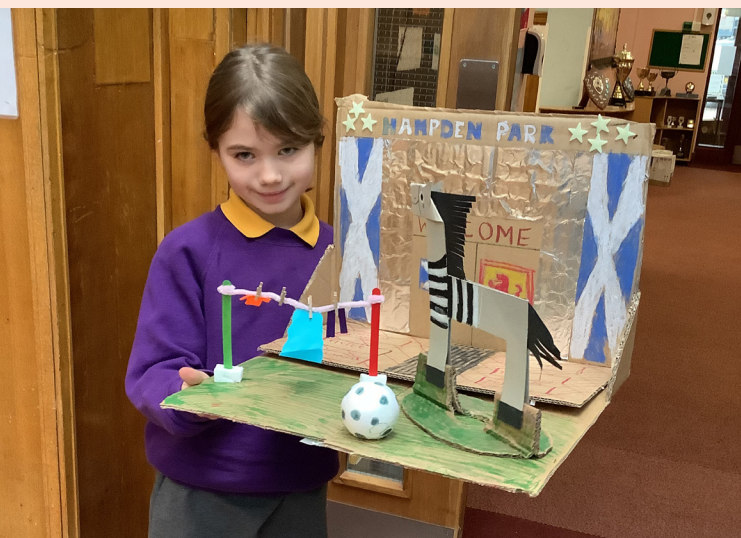
Please ensure that you label your child's clothes, including shoes and gym shoes.

Sweatshirts / polo shirts can be ordered during the school year. Order forms can be obtained from the School Office.

P.E. Kit

- Plain shorts / t shirt
- gym shoes or trainers

Children wearing football tops of rival teams can often cause friction in the playground so please keep their football strips etc. for home wear.





## Financial Support for Children and Families

### Grants and Bursaries

#### Scottish Child Payment

The Scottish Child Payment is a payment for families on certain benefits or tax credits. Eligible families will get £40 every four weeks for each child under six.

Further information and an application can be made at: [mygov.scot](https://mygov.scot) website or call us on 0800 182 2222.

#### Best Start Grant

Best Start Grant and Best Start Foods are payments that help towards the costs of being pregnant or looking after a child. Best Start Grant is made up of 3 one-off payments:

- Pregnancy and Baby Payment
- Early Learning Payment
- School Age Payment

Best Start Foods is a prepaid card that can be used in shops or online to buy healthy foods like milk or fruit. The payments you can get now will depend on:

- how far along in your pregnancy you are
- how old your child is

Further information and an application can be made at: [mygov.scot](https://mygov.scot) website

#### Clothing Grant

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is presently £134 per primary school child and £150 per secondary school child.

Further information and an application can be made at: Free school meals and associated payments - Dumfries and Galloway Council ([dumgal.gov.uk](https://dumgal.gov.uk))

Education and Learning Directorate are committed to supporting families through their Anti-Poverty Strategy – details of which can be found at [www.dumgal.gov.uk/poverty](https://www.dumgal.gov.uk/poverty) Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at the above link.

### School Meals

The Naturally D&G local provenance for a sustainable future ensures that meals are freshly prepared with seasonal ingredients and are free from undesirable additives.

Detailed information on school meals is available at [www.dumgal.gov.uk/schoolmenus](https://www.dumgal.gov.uk/schoolmenus)

#### Special Dietary Requirements

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

For more information contact the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

### Free School Meals

Free school meals are provided for all pupils in Primary 1, 2, 3, 4 and 5. Confirmation of when this will be rolled out to Primary 6 and Primary 7 from the Scottish Government has yet to be confirmed.

In Nursery eligible children can receive up to 1140 hours a year of Early Learning and Childcare. As part of this funded offer the child will be entitled to one free meal and a snack each day.

All primary schools are now operating a pre-order system for school lunches for paid and free school meals. Parent / Carer will receive a letter informing them of how to create and set up an account for their child.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £360 and secondary school pupils can save £370. You'll also be helping your child's school if you qualify for free school meals. Some Scottish Government funding provided directly to schools is linked to the number of pupils who are entitled to free school meals.

For more information visit [www.dumgal.gov.uk/schoolmeals](https://www.dumgal.gov.uk/schoolmeals)

Visit the school meal website for further information [www.dgschoolmeals.co.uk](https://www.dgschoolmeals.co.uk)



## School Transport

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

## Free Travel for 5 - 22 year olds

From 31 January 2022 all children and young people aged 5-22 will be entitled to free bus travel in Scotland. You can apply for free travel online from today at [www.getyournec.scot](http://www.getyournec.scot) (This cannot be done through your school)

## Attendance

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

For more information on Attendance, Absences, Lateness and responsibilities of parents please visit [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

## Absence from School

Pupils who need to leave school during the school day ie doctor /dentist appointments, must be collected by a named contact confirmed with the school office. They must also report to the school office on their return to school.

## Curriculum for Excellence

Curriculum for Excellence (CfE), now known as 'Scotland's Curriculum,' is bringing learning to life in the way education is delivered for all 3-18 year olds in nursery, primary, secondary, at college and via workplace or community learning. It aims to respond and adapt flexibly to meet the needs of an ever changing and evolving world and Scotland's place within it. At its heart lies a constant commitment and drive towards excellence and equity, to raise standards, improve knowledge, develop skills for all learners and close the gap between the lowest and highest achievers by ensuring everyone has an equal opportunity to be successful no matter what their background or circumstances. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

### Broad General Education

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

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Within the Curriculum For Excellence 3-18, there are 8 curricular areas:

- Language & Literacy – Reading, Writing, Talking & Listening, French P1-7, Spanish P5-7
- Numeracy and Maths
- Health & Wellbeing – Mental, Social, Physical wellbeing, Food & Health, Physical Activity
- Technologies – Digital, Food & Textiles, Craft, Design & Engineering, Technological Developments in Society, Computing Science
- Social Studies – People in the past, People and place, People in society
- Sciences – Planet Earth, Forces, Electricity & Waves, Biological Systems, Materials,
- Topical Science
- Expressive Arts – Dance, Music, Art, Drama
- Religious and Moral Education – Christianity and all other faiths

Whilst there is particular focus on literacy and numeracy on a daily basis the other curricular areas are still important and are either taught as stand alone (e.g PE, Expressive Arts) or through themed blocks of learning where links are made between the curricular areas. To ensure depth and breadth of learning opportunities Sheuchan School follows a 3 year rotational programme for themed learning. This ensures that children have experience of all curricular areas and builds on learning.

A key of Curriculum For Excellence is to ensure that children do not simply learn facts but that they are able to transfer this knowledge to other areas. It wants the children to develop important learning skills and dispositions. As a school we actively teach these skills and dispositions through our 6 Aliens: Captain Resilience, Have a Go Go, Co-Co Co-operate, Reflect-O, Curious Q and Concentralien.

## Parental Involvement and Engagement

### Parent/Carers and the Parent Council

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
- Enjoy taking part in school life in whatever way possible

More information is available at <http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

More information and support for Parents/ Parent Councils is available at <https://connect.scot/>

Parentclub Scotland <https://www.parentclub.scot/> provides support information and guidance to expectant parents, baby, toddler, Child, Pre-teen and Parents and Carers.

The National Parent Forum of Scotland's (NPFs) Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers: <https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

### Parentzone Scotland

<https://education.gov.scot/parentzone> information about the Curriculum and how you can be involved in your child's learning.

### How is my child doing?

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/ Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.

## Helping Your Child and Family Learning

In the very early stages of school pupils will receive homework on a regular basis. It may be reading, playing phonic games or completing simple worksheets.

As pupils progress through school the homework will become more complex and might need to be completed over a number of nights.

It is important that pupils learn both life skills and about the world they live in. It is in this area that parents can be very supportive. If your child has no set homework then why not:

- Play a game (it's amazing how many children have poor board game skills!)
- Talk to them about T.V programmes – Socially and emotionally children can learn a lot when discussing issues raised on T.V
- Read books together
- Visit museums, parks, areas of local interest

At times throughout the year we set family homework challenges. This is an opportunity for families to work together. Don't panic though; usually they are fun creative tasks, like building a model or designing a logo!



## Support for All

### Support for Learners

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 to ensure that all children and young people have access to quality learning opportunities and experiences.

More information is available at <https://www.dumgal.gov.uk/article/16163/Support-for-Learners> and on page 18 of our [Education Authority Handbook](#)

### Getting It Right For Every Child (GIRFEC)

You are the expert on your child and what you think matters. Getting it right for every child (GIRFEC) means that the School will always seek to involve you, to listen to your opinions and take them seriously.

More information is available at [www.dumgal.gov.uk/girfec](http://www.dumgal.gov.uk/girfec) and on page 20 of our [Education Authority Handbook](#)

### Child Protection

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

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

### Enrolment in Schools - School Places

Information on enrolment in school and catchment areas is available at <http://www.dumgal.gov.uk/article/15241/School-places> Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest".

### School Improvements

Each year the school will publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents. The plan indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward. Both the report and the plan are published on the school's web-site and are also available in hard copy, on request. A copy can also be found by searching for your school at [www.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)

Throughout the school year we evaluate how well the children are progressing in their learning and how well we are performing as a school. In May, we create a School Improvement Plan for the following year based on the observations and evaluations we have made throughout the school year. These evaluations are not based solely on the school's observations but also on observations provided by pupils and parents. From these evaluations we create our key priorities for our School Improvement Plan.



Our priorities are as follows:

- All pupils will benefit from high quality learning and teaching through the use of effective and meaningful feedback in all areas of the curriculum.
- All children will experience a rich curriculum which develops the 4 capacities and addresses the 4 contexts through making use of the environment around us.
- The whole school community will have a shared understanding of wellbeing and the children's rights by achieve the Bronze Award in Rights Respecting Schools



## Health and Safety

### Emergency Procedures (including Safer Together Guidance)

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

### Health Care (inc First Aid)

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 Health Care in Schools 3-18 (NHS and Dumfries and Galloway Council) which is available from the school.

For more information see our [Authority Handbook](#)

### Severe Weather and School Closure Arrangements

Headteachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance make it 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.

[www.dumgal.gov.uk/article/15240/Emergency-school-closures](http://www.dumgal.gov.uk/article/15240/Emergency-school-closures)

### Data Protection

Information on how the Council uses personal data is available at [www.dumgal.gov.uk/article/15129/Data-protection](http://www.dumgal.gov.uk/article/15129/Data-protection) and [www.dumgal.gov.uk/privacy](http://www.dumgal.gov.uk/privacy)

### ICT in Schools

For more information on ICT in school please see page 14 of the [Education Authority Handbook](#)

### Use of the Internet, Social Networking Sites

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.

For more information visit our [Education Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

