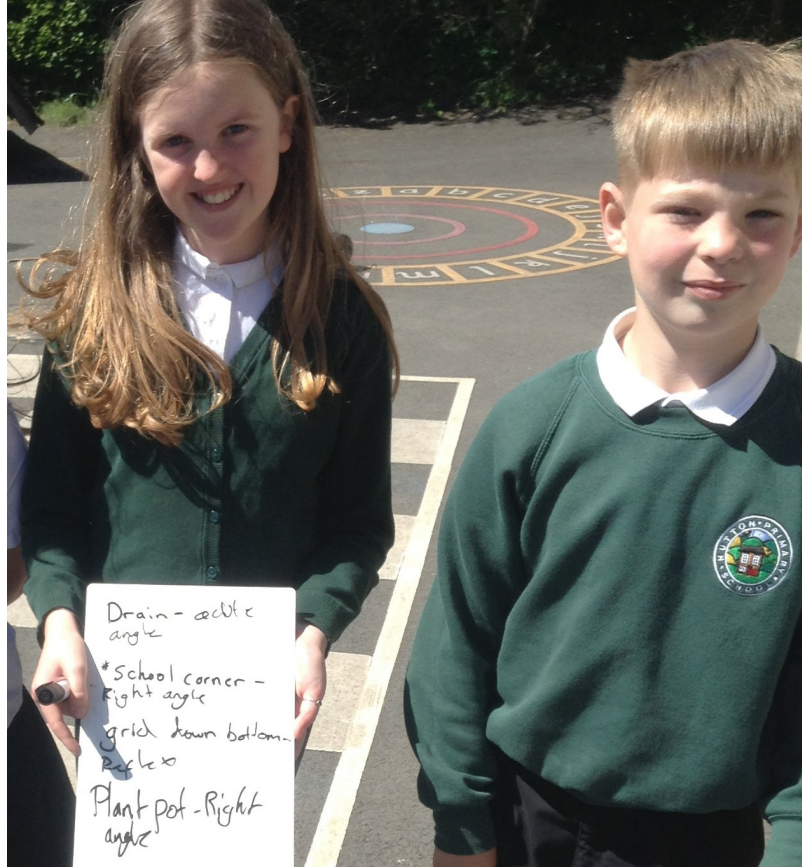




Welcome to

Hutton Primary School



December 2019



Welcome from the Head Teacher

Dear Parent / Carer

The purpose of this handbook is to give you the information about Hutton Primary School which we hope you will find useful while your child is a pupil here.

At Hutton Primary School we aim to provide a secure and friendly atmosphere in which each child can develop to their full potential educationally, socially and emotionally. We believe that your support and understanding are vital to this aim.

We have an active Parent Council who will invite you to become involved in the life of the school and you are welcome to contact the school at any time should you have any queries or anxieties.

Applegarth and Hutton Primaries partnership arrangement was formalised in 2013. Although both schools work closely together to the benefit of all the pupils each school retains its own identity.

Together, I am sure we can make your child's primary education both successful and enjoyable.

Yours sincerely,

Mrs Kathryn A Fraser

Head Teacher

School Aims, Values and Ethos

Our Beliefs and Values

Agreed by the pupils, parents and staff of Applegarth and Hutton Primaries.

We aspire to support and challenge pupils in their

- Learning to know
- Learning to do
- Learning to be
- Learning to live and work together in a positive, nurturing learning environment

Value

We value each and every individual and expect them to be Ready, Respectful and Safe in a positive learning environment.

Education Services Aims

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

Our objectives:

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

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

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

This means an emphasis on Cluster working, training on Getting it Right For Every Child themes, parental involvement, multi-agency working, partnership with Community Learning and Development (CLD);

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

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

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

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

School Ethos

"Hutton is a welcoming, rural school which provides a warm, enriching and stimulating environment in which students are encouraged to fulfil their potential"



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.

If you have a comment or concern

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

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 Educationsupport@dumgal.gov.uk. At this point an Officer will contact you and discuss the issue and share directly with you the outcome of this work.

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

How the School Works

Class Organisation

The class within the school is multi composite. Currently the composition is P1 - 7 with 7 pupils

Positive Behaviour and Celebrating Success

Curriculum for Excellence cannot be delivered without good relationships and positive behaviour. Children and young people should feel ready, respected and safe in the learning environment and all staff should be proactive in promoting positive behaviour in the classroom, playground and wider learning community.





School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. www.dumgal.gov.uk

Wearing school uniform encourages a sense of belonging and pride in our school. It should also reflect that school is a place of work therefore more casual attire will be actively discouraged. In line with the Education Authority's Policy we do have a dress code and expect parents/carers to support this.

Our school colour is green and the children are requested to wear:

- Black skirt/pinafore/trousers
- White poloshirt/shirt
- Black footwear
- Green school sweatshirt/cardigan

The school has a small supply of uniform and generally additional orders can be placed prior to the summer holidays.

We have a healthy stock of 'as new' donated uniform which is available free of charge.

An indoor and outdoor PE kit should be brought to school each term with a pair of trainers. Jewellery should be kept to a minimum and hair should be tied back before participating in P.E.

Pupils should change into indoor footwear on arrival each day.

School Clothing grants

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

School Meals

School Meals, Naturally D&G local provenance for a sustainable future.

Detailed information on school meals is available at <http://www.dumfriesandgalloway.scottishschoolmeals.co.uk>

Pre-ordering lunch

All menus are nutritionally analysed, offering a fantastic choice and flexibility. Primary schools have introduced an advanced pre order system for lunch. Pre order forms are handed out to all pupils.

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 may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering)

Free School Meals

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

For more information on free school meal entitlement visit [http:// www.dumgal.gov.uk/schoolmeals](http://www.dumgal.gov.uk/schoolmeals) or contact Education Support Services on 01387 260 493

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>

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.

More information: 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) is bringing learning to life in the way education is delivered for all 3-18year olds – in nursery, primary, secondary, at college, workplace or community learning. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

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.

At Hutton Primary we always endeavour to establish good relationships and promote positive behaviour. The aim of our positive behaviour policy is to state the agreed principles, which form the basis for the schools practices and policy for Behaviour Management i.e. the setting and attaining of acceptable standards within the school. Discipline in school concerned with the personal and social development of individual pupil's values, beliefs, and attitudes and it cannot, therefore, be undertaken by school alone but must be shared by pupils, parents and staff.

Learner achievements relate to all aspects of their planned learning. At Hutton pupils are given recognition for a range of achievements which help the pupil understand the skills and attributes they have developed.

We celebrate success and personal achievements through certificates and awards assemblies and 'celebrations of learning' offering parents the opportunity to come to school and see first-hand learning experiences. Pupils' profiles recognise achievement both in and out of school.

Recognising Achievement

"All children and young people are entitled to have the full range of their achievements recognised and to be supported in reflecting and building on their learning and achievements. Schools and other establishments will provide opportunities for learners to achieve and encourage team to participate."

Building the Curriculum 5

Curriculum for Excellence recognises how valuable achievements are and how significant they are in a child's life. Together it is important that we develop skills for learning, life and work. Such skills might include being responsible, being creative, time keeping, problem solving, planning, negotiating a wide range of organisational skills and social skills.

In recognition of your child's wider achievements, a display will be created in school and their wider achievement celebrated at the weekly assembly, giving your child the opportunity to reflect on their achievement.

Home/School Partnership/Parental Involvement and Engagement

Parent Council and Parent Forum

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/>



Homework/Family Learning

Our current policy is to offer effective homework which should complement work done in class. In general P1-4 homework will cover phonic work, spelling and reading, P5-7 will cover reading, spelling and occasionally they may undertake independent research for topics. A range of tasks will be set each term through a homework jigsaw with activities linked to pupils' learning experiences in class. Pupils are afforded the choice of homework activities.

We would appreciate your cooperation in

- Ensuring that the task is completed neatly
- Giving your child help and support when needed
- Encouraging without pressurising

If at any time your child experiences difficulties with their homework, simply tell the class teacher the next day. Your child should never feel pressurised to complete the task.

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 the School

There are many things which as a parent you can do to support your child's learning in school: www.dumgal.gov.uk/article/17608/Parental-Involvement

Support for All

Additional Support for Learning

Dumfries and Galloway Council is committed to the well-being and educational development of all learners. The process of inclusion requires all involved in the business of learning and teaching to demonstrate commitment, innovation and flexibility 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/Additional-support-for-learning>

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

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.

More information: www.dumgal.gov.uk



Enrolment in Schools and Moving Secondary School - TRANSITIONS

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" <http://www.dumgal.gov.uk/index.aspx?articleid=6293>.

School Improvements

In May/June of each year, the school publishes a Standards & Quality Report providing all stakeholders with a comprehensive summary of the school's work and learners' achievements over the last year. The first part of this report provides an overview of the school's progress in addressing its key priorities, while the second part gives information about, for example, how well pupils are learning and achieving; how well the school is supporting children/young people to develop and learn. In June, we publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents.

School Priority 1

Leadership and Management

- The vision, values and aims will be reviewed and permeate the ethos of the school

School Priority 2

Raising Attainment & Achievement

- Staff will consistently record and effectively note progress for individual children ensuring all pupils achieve and are working to their potential
- Staff will take into account pace and challenge and engage with pupils to discuss next steps
- All staff will develop their ability in meeting individual needs through further developing teacher agency
- The termly moderation task will be agreed throughout the whole school ensuring progression

School Priority 3

Parental Engagement

- Parents will be made more aware of the learning opportunities and experiences their child/ren have at school

Health and Safety

Emergency Procedures

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.

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.

<http://www.dumgal.gov.uk/article/15240/Emergency-school-closures>

Data Protection

Information on how the Council uses personal data is available at <http://www.dumgal.gov.uk/article/15129/Data-protection>

ICT in Schools

For more information on ICT in school please see page 19 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.

Information at a Glance

School Information

School Address

Hutton Primary School
Boreland, Lockerbie, DG11 2LL

Email gw08officehutton@ea.dumgal.sch.uk

Website <https://blogs.glowscotland.org.uk/dg/applegarthandhutton/>

Parent Council Chairperson Mrs Emma Boyes

(Hutton parents are currently invited to attend and participate in Applegarth Parent Council meeting and events)

Partner Head teacher Mrs Kathryn A Fraser

School Roll 7

Teaching Staff

Principal Teacher Miss Meghan Bremner
Mrs Siobhan James

Support For Learning Mrs Fiona Welsh

The School Day

School Starts 9am

Morning Interval 10.45am -11.00am
10.30am-11.00am:P1&2

Lunch 12.15pm-1.15pm

School Closes 3.15pm

Communicating with home

Teaching staff, in consultation with your child/children complete the home/school link book, this is recorded and sent home each Friday. The information should be discussed with your child, signed and then returned to school every Monday. An opportunity to discuss with the class teacher is afforded weekly at the School Surgery. Parents are encouraged to notify the school of their child's wider achievement weekly.

Newsletters

Parents are kept informed of forthcoming events and items of interest through a weekly newsletter.

Reporting

Parent consultations are held twice a year.

In term 2, P1-7 will receive an interim report and a learning conversation is offered with both parent and child.

In term 4, P1-7 all parents will be issued a full report on their child's progress which will be followed by a parent consultation. Additional Newsletters and Reports will be provided on request.

Auxiliary Staff

Clerical Assistant Mrs Edith Scott

Learning Assistant Miss Vikki Kerr

Mrs Lynn Black

Mr Walker Jones

Catering Supervisor Mrs Helen Spence

Facilities Assistant Mrs Helen Spence

Parental Involvement information:

<http://www.dumgal.gov.uk/schools>

Parentzone Scotland:

<https://education.gov.scot/parentzone>

School term dates can be found at:

<http://www.dumgal.gov.uk/article/15239/>

School-term-and-holiday-dates

