



Welcome to

Elmbank School

School Handbook
2016-17





Elmbank School

Vision

- By working together, we will ensure all pupils are provided with a safe and positive environment where they can continue to become effective contributors, successful learners, responsible citizens and confident individuals.

Values

- Mutual respect
- Responsibility
- Fairness
- Support
- Enjoyment

Aims

- To raise self-esteem and remove barriers to learning
- To maximise potential and emphasise learning
- To develop pupil's social and life skills and prepare young people to play a productive part in society and the local community
- To meet the needs of all pupils
- To get it right for every child

Contents

Letter from Director, Education Services	5
Welcome from the Head Teacher	6
Authority Aims	7
School Aims	8
School Ethos	8
School Information	9
Contact Us	10
How the School Works	
• School Day	11
• School Uniform/Dress Policy	11
• School Meals	12
• School Transport	12
• Class Organisation	12
• Mobile Phones	12
• Smoking	12
• Positive Behaviour and Celebrating Success	13
The Curriculum	
• Curriculum for Excellence	14
• Subjects Available	14
The Wider Curriculum	
• Other opportunities	15
Home/School Partnership	
• Parent Council	15
• Communicating with Home	15
• Attendance	15
• How is my child doing?	16
• Pupil Profiles	16
• Helping the School	16
• Helping your child	16
Support for All	
• Additional Support for Learning	17
• GIRFEC	18
• Child Protection	18
• Educational Psychology Service	19
• Home School Link Worker Service	19
• Educational Maintenance Allowance	19
Leaving School	
• 16+ Learning Choices	20
• Support Available	20
• Skills Development Scotland	20

School Improvements	
• Improvement plan and priorities	21
Health and Safety	
• Emergency Procedures	21
• Severe Weather and School Closure Arrangements	21
• Health Care	21
• Employment of Pupils	22
• Data Protection	22
• Images of Pupils	22
• Use of Internet	22
Other Useful Information	
• Community and Commissioning Office	23
• Policies http://www.dumgal.gov.uk/	23
Appendices	
• Appendix 1 – Useful school procedures	24
• Appendix 2 – School Map	27

* Whilst the term 'parents' is used throughout this handbook, it encompasses carers too.

Letter from Director



Dear Parents/Carers

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

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

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

Yours sincerely

Colin Grant

Director
Education Services

Welcome from Head Teacher



The staff of Elmbank School extends a warm welcome to all pupils, parents, agencies, friends and visitors to our school.

We want our school to be a happy, caring and stimulating place of learning for everyone and welcome your assistance and co-operation in achieving this.

Elmbank School helps vulnerable young people to obtain qualifications, achievements and experiences that will help them to secure a positive post-school destination. Our school community operates with the core values of **mutual respect, fairness, responsibility, support and enjoyment.**

As Headteacher, I welcome contact from parents and partner agencies to discuss the work we do. Please do not hesitate to contact me at the school to discuss any aspect of the work of the school.

Mr S. Jewell
Headteacher





Education Services Aims

Education Services deliver high quality services and facilities that promote a safe, healthy, nurturing, supportive and stimulating environment.

“Our Aim is to raise levels of attainment, achievement and participation in all 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 the Education Service will be focussed on delivering to all of our children and young people the entitlements embedded in CfE and GIRFEC.
2. **We will improve our partnership working**
This means an emphasis on Cluster working, training on GIRFEC themes, parental involvement, multi-agency working, partnership with Community Learning and Development (CLD); Professional Learning Communities and collaboration with Education Scotland, the Care Inspectorate and Dumfries and Galloway College.
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 CPD and implementing GIRFEC processes.

School Aims and Values

- Focus on raising self-esteem and removing barriers to learning.
- Maximise the pupil's potential and maintain an emphasis on learning.
- Develop social and life skills and prepare young people to play a productive part in society and in the community.
- Using the guidelines of Curriculum for Excellence to provide an education which meets each pupil's individual needs.
- Assist and guide each pupil to access sporting and recreational opportunities open to the residents of Dumfries and Galloway.
- Get it right for every child.



ELMBANK VISION STATEMENT



**BY WORKING TOGETHER
WITHIN SCHOOL, WE WILL ENSURE
ALL OUR PUPILS ARE PROVIDED WITH
A SAFE AND POSITIVE ENVIRONMENT
WHERE THEY CAN
CONTINUE TO BECOME**



**EFFECTIVE CONTRIBUTORS
SUCCESSFUL LEARNERS
RESPONSIBLE CITIZENS
AND
CONFIDENT INDIVIDUALS**



ELMBANK SCHOOL VALUES

Mutual Respect

Fairness

Responsibility

Support

Enjoyment

School Ethos

Elmbank School provides education for pupils aged 11 to 18, from Dumfries and Galloway. Pupils attending Elmbank School have a variety of Social, Emotional and Behavioural Needs, and the high staff-pupil ratio means that we can offer significant individual support to these pupils. The Curriculum for Excellence is delivered by specialists with a wealth of experience in conjunction with mainstream partners. A flexible approach ensures appropriate inclusion based on individual requirements. Links with work places and colleges provide pathways to post school provision.

Educational Provision Working with Agencies

We welcome the advice and input from many partner agencies: Aberlour, Education Officers, Educational Psychologist and Social Workers, to name but a few. We all work together to assess, create and maintain pupils' personal learning within the framework of Individual Education programmes. Staff understand factors which affect the motivation of children and young people, and take action to improve and encourage an enthusiasm for learning and positive behaviour. This team ensures pupils enjoy experiences in their community to allow them to develop within the 4 capacities of the Curriculum for Excellence:

Successful Learners, Confident Individuals, Responsible Citizens, Effective Contributors

School Information

Elmbank School
Lovers Walk
Dumfries
DG1 1LR

☎ 01387 254438
✉ gw08officeelmbank@ea.dumgal.sch.uk
📖 blogs.glowscotland.org.uk/dg/elmbank
📱 www.twitter.com/dgelmbank

School Staff

<u>Management Team</u>	
Mr S Jewell	Head Teacher
Mr G Smith	Principal Teacher
<u>Teaching Staff</u>	
Mrs S Murdoch	Teacher
Mr S Thornely	Teacher
<u>Support for Learning</u>	
Mr F Hayes	Learning Assistant
Mr J Robson	Learning Assistant
Mrs K Wood	Learning Assistant
VACANCY	Learning Assistant
<u>Casual Support for Learning</u>	
Mr A Barnes	Supply Learning Assistant
Mr L Brown	Supply Learning Assistant
Mrs M Fedorak	Supply Learning Assistant
<u>Office Staff</u>	
Mrs J Diab	Clerical Assistant
<u>Janitorial Staff</u>	
Mr D McEwan	Facilities Assistant

Associated Staff

Mrs C Clanachan	Area Manager Supporting Learners (Nithsdale)
Mrs L Gillies	Pupil Support Officer (Secondary SEBD)
Mr C Hall	Shed Project
Mrs S Harper	Educational Psychologist
Ms M Smith	Education Officer
Ms E Wallace	Careers Adviser (Skills Development Scotland)
TO BE CONFIRMED	School Nurse

Terms and Holidays

Term	Dates of Attendance		
1	Staff Return	Wednesday	17 August 2016
	Pupils Return	Thursday	18 August 2016
	Schools Close	Friday	14 October 2016
	Autumn Holiday	Monday Friday	17 October 2016 – 28 October 2016
2	Schools Re-open	Monday	31 October 2016
	Schools Close	Wednesday	21 December 2016
	Christmas Holiday	Thursday Wednesday	22 December 2016 – 4 January 2017
3	Schools Re-Open	Thursday	5 January 2017
	Mid-Term Holiday	Monday	13 February 2017
	Teachers (INSET)	Tuesday Wednesday	14 February 2017 15 February 2017
	Schools Close	Friday	31 March 2017
	Spring Holiday	Monday Monday	3 April 2017 – 17 April 2017
4	Schools Re-Open	Tuesday	18 April 2017
	May Day Holiday	Monday	1 May 2017
	Teachers (INSET)	Thursday Friday	1 June 2017 2 June 2017
	Schools Close	Friday	30 June 2017
	Summer Holiday	Monday	3 July 2017
	Teachers (INSET)	Thursday Friday	17 August 2017 18 August 2017
	Pupils Return	Monday	21 August 2017

Contact Us

Parents/carers and partners are encouraged to contact the school to discuss any issues or questions. Support teachers, the Principal Teacher and the Headteacher are happy to discuss any aspects with parents/carers or partners.

Normally issues arising at a school level should be brought to the attention of the class teacher and senior school staff, such as Headteacher or Principal Teacher as appropriate. Complaints received directly by Education Services will, where possible, be dealt with at as local a level as possible, ie at individual school level.

Education Services operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at <http://www.dumgal.gov.uk/>. Further support and advice can be provided to individual complainants through contacting either the complaints handler within Education Services or to the Councils Corporate Complaints Unit.

How the School Works

School Day

The school day operates as shown on the right.

Pupils begin their morning and afternoon with registration time with their tutor teacher.

Note, on a Friday, Elmbank closes to pupils at 1.00pm.

Registration:	9.00-9.15
Period 1	9.15-10.05
Period 2	10.05-10.55
Break	10.55-11.10
Period 3	11.10-12.05
Period 4	12.05-1.00
Lunch	1.00-1.40
Registration	1.40-1.45
Period 5	1.45- 2.35
Period 6	2.35- 3.25

School Uniform

We have a smart basic uniform which consists of:
Black trousers, joggers or skirt
White polo shirts or shirts
Black sweatshirts/jumper



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

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

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

Parents in receipt of a grant for footwear and clothing from the authority will be encouraged to purchase items which are in accordance with the school dress code. Guidance is available on Clothing Grants at <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

School Meals



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

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

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

Dumfries and Galloway Councils current uptake of school meals is at a six year high, we would like to thank you for your continued support in encouraging your child to have a school lunch.

For more information call on 030 33 33 3000 and ask for DGFirst, Facilities Management (Catering)

Free school meals are available to support families who live and attend a school in Dumfries and Galloway and who are in receipt of qualifying benefits. Any questions about Free School Meals, please contact the school office, or visit <http://www.dumgal.gov.uk/schoolmeals>

School Transport

This is organised on a personal needs basis in line with the School Transport Policy. Any questions about free school transport, please contact the school office, or visit <http://www.dumgal.gov.uk/article/15245/Free-school-transport>

Class Organisation

At Elmbank, most teaching is done on a one-to-one or small group basis. Classes are organised according to pupil needs. Mostly, this results in small groups of pupils in the same year group working together, however we also group pupils from different year groups together according to pupil need.

Mobile Phones

It is an important policy/procedure at Elmbank that pupils hand in their mobile phones or any similar electronic equipment when they arrive at school. Phones are stored securely in a locked cabinet and pupils have access to them at breaks. This policy/procedure is strictly enforced to ensure that pupils are focused and engaged, and not distracted by their phones.

Smoking

Smoking is strictly forbidden on council premises and on school grounds. Please note that (aside from the fact that the young people attending Elmbank are under 18 and should not be smoking or in possession of smoking materials anyway) pupils should not be smoking on school grounds.

Pupils who are seen to be smoking on school grounds, displaying smoking materials or discussing smoking with other pupils will be warned about this and if it continues may be subject to disciplinary action. This message is also reinforced with pupils by their tutor teacher and by displaying signage around the school.

Positive Behaviour and Celebrating Success

Positive Behaviour and Celebrating Success are central to our work with all young people, using an individualised approach and support strategies. We promote and celebrate successes and positive experiences through our regular newsletter, and via the school website and twitter.

School expectations are encompassed in our school values – mutual respect, fairness, responsibility, support and enjoyment. All staff and pupils were involved in deciding these values, and parents and partners were also consulted. This means everyone in the school community is expected to adhere to the values.

Expectations of pupils

Pupils are expected to behave appropriately, and to follow the expectations of the school values.

- Mutual respect
 - *Respect all staff by following their instructions and doing what you have been asked to do*
 - *Respect other pupils by being pleasant and helpful*
 - *Respect everyone by avoiding anything that could upset or offend them, such as swearing or aggressive behaviour*
- Responsibility
 - *Take responsibility for your work by trying to do your best in every task you are given*
 - *Be responsible by helping other people*
 - *Be responsible by using your own initiative and thinking for yourself*
- Fairness
 - *Treat everyone equally and be pleasant towards everyone*
- Support
 - *You are entitled to extra support if you need it – be honest and open with staff*
 - *Help other people whenever you can*
- Enjoyment
 - *Staff want you to enjoy your learning – engage with it and you will enjoy it!*

Expectations of staff

Staff should show:

- Mutual respect
 - *For all staff, pupils and partners*
- Responsibility
 - *Taking responsibility for your work*
 - *Encouraging pupils to take responsibility for what they do*
- Fairness
 - *Treating all pupils, staff and partners equally*
 - *Believing that all pupils are capable of achieving their potential*
- Support
 - *Supporting all pupils both academically but also emotionally*
 - *Supporting other staff to deal with situations*
 - *Asking for help if needed*
- Enjoyment
 - *Encouraging pupils to enjoy learning*
 - *Having a positive mindset and avoiding negativity*

The Curriculum

Curriculum for Excellence

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

How will Curriculum for Excellence Work?

In a climate which encourages pupils to work towards independence with appropriate support, at Elmbank:

- Learners will experience a broad, deep, general education to S3, with options in the senior phase to specialise, go on to further study and improve skills based on individual need.
- The 'learner journey' will be joined up from 3-18 to avoid gaps and overlaps in learning and to make the most of achievements outside school.
- Learners will work at a pace that suits, with enough challenge and support to stretch them.
- Lessons will be more engaging, inspiring and relevant to everyday life.
- Teachers will make connections between subjects, helping children make sense of the world.
- Children will learn *how* to learn and how to use their learning, not just memorise information to pass tests. This will help them adapt in an uncertain future with the ability to think for themselves, make sound judgements, challenge, enquire and find solutions.
- There's more focus on knowledge *and* skills – including vital skills: literacy and numeracy, which underpin all learning and are critical in life.
- There are changes to assessment and how progress is reported to give learners, parents and employers better information on potential and achievement.
- New qualifications ensure there is more flexibility for young people in which qualifications they take, and in how young people take qualifications

The above information is based upon National Guidance issued by Education Scotland

Further information of Curriculum for Excellence is available at

<http://www.education.scot.nhs.uk/learningandteaching/thecurriculum/index.asp>

Subjects Available

As a small centre, Elmbank obviously cannot offer the same range of subjects as a larger school. However pupils have access to the following range of subjects:

Broad General Education (S1-S3)	Senior Phase (S4-S6)
English and Literacy	National 3 or 4 English
Mathematics and Numeracy	National 3 or 4 Mathematics
Social Subjects	National 3 or 4 People and Society
Art and Design	National 3 or 4 Geography / History / Modern Studies
Home Economics	National 3 or 4 Art and Design
Physical Education	National 3 or 4 Practical Cookery
Personal, Social and Health Education	Core Skills ICT
ICT	ASDAN short courses in Sport and Fitness or Cookery



The Wider Curriculum

Other Opportunities

Pupils have opportunities to experience a wider curriculum based on individual choice and personalisation including the Outdoor Learning, and the John Muir Award, ASDAN awards and the Shed Project. In addition, school staff work closely with local businesses and employers to help young people gain work experience in a variety of areas of interest.

Home / School Partnership

Parent Council

By law schools have a duty to promote parents' involvement in children's education. We are very keen that parents feel able to be involved in their child's education and learning, that they are active participants in the life of the school and they feel able to express their views on school education generally. Any parent who would like to become more involved should contact the Headteacher Steven Jewell to discuss this.

Communicating with Home

We try to keep positive, open lines of communication with parents by phone calls, letters and meetings. Parents are also encouraged to contact school as required.

In addition, we communicate with home in the following ways:

- School newsletter: published approximately every 6 weeks and a paper copy is posted to all parents
- School handbook: published by December of each academic year and a paper copy is posted to all parents
- School website: information including policies, procedures, pupil work, etc is included here. It can be accessed at <https://blogs.glowscotland.org.uk/dg/elmbank>
- School Twitter: will feature regular good news stories about what we are doing in Elmbank. It can be accessed at <http://www.twitter.com/dgelmbank>

Attendance – (see Attendance at School Policy (2012))

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

Unexplained Absences / Lateness

Parents are asked to ensure that:

1. The school is informed if the family is running late.
2. Any legitimate absence is notified to the school by telephone before 9am
3. Contact telephone numbers are kept up to date
4. The school is kept informed of the absence and the likely return date
5. Any planned absences are officially notified to the school, in writing, in advance.

Staff will ensure that absences are checked every day and follow up the whereabouts of any child for whom we have no explanation. The school office make use of text messaging to contact parents as well as phone calls. In addition, pupils who do not return to school after break/lunch or who abscond during class time will be reported to parents/carers. The police may be notified that a pupil is missing if their whereabouts are completely unknown, or if parents/carers cannot be contacted.

Holidays

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

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

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

How is my child doing?

Formal and informal meetings will take place to discuss pupil progress. These may be child's meetings organised by education or social work colleagues, or more informal discussions.

In addition, there are two parent drop in sessions each year to allow parents to come and discuss progress and to have a look around the school. This year, they take place on:

Monday 10th October 2016

Monday 20th March 2017

In addition, two written reports will be sent to parents this year to allow parents to keep up to date with progress. This year, they will be sent to parents on:

Week beginning Monday 5th December 2016

Week beginning Monday 29th May 2017

Pupil Profiles

A profile is a snapshot of a child's or young person's best achievements at a given point in time. Profiles are primarily aimed at learners and their parents and draw together a range of information about a child or young person's learning. It is one of the ways in which a learner's achievements can be recognised. Nationally it has been agreed that profiles will be produced at the P7 and S3 stage. The end of S3 represents an important milestone in every young person's education. By the end of S3 all young people will have completed the Broad General Phase of Curriculum for Excellence. Young people should have produced their own profile, supported by staff, which gives a reliable and full account of their progress and achievements to date. It should include a focus on what they feel are their latest and best achievements.

Helping the School

Volunteers and students are often involved in assisting at Elmbank. The school follows the Authority policy and ensures confidentiality is maintained.

Helping your child

You can help your child by keeping in touch with staff, attending meetings and encouraging co-operation and attendance in school.

Support for All

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

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

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

What is Additional Support for Learning (ASL)?

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

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



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

Your child's progress will be kept under review and any plans and support will be changed as necessary. As a parent you will be closely involved in any review process. There will be several opportunities for you to discuss your child's progress. You should discuss and agree with the school how you would like to be involved. Please contact the Head Teacher Steven Jewell for further details.

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

GIRFEC

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

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



For more information on **Getting it Right for Every Child** email GIRFEC@dumgal.gov.uk.

Child Protection

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



Educational Psychology Service

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

We do this by:

- Working with others in a consultative way to help them make sense of difficulties and make informed choices and decisions
- Sharing knowledge about 'what works' and promoting evidence informed approaches to develop the policy and practice of literacy, numeracy and health and wellbeing in our educational establishments and communities
- Raising awareness of the crucial role of communication, relationships and nurture in children's lives
- Training and developing the skills of other professionals to improve children's attainment and achievement
- Highlighting the interactive nature of assessment, teaching and learning
- Designing and implementing interventions in partnership with others which support individuals and communities to develop resilience and ensure that children are safe, healthy, active, nurtured, achieving, respected, responsible and included.
- Supporting effective transitions (early years into primary, primary to secondary and secondary to post school) to improve the life chances of young people

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

Opportunities for All Service

The Opportunities for All service encompasses what used to be Attendance and Liaison Officers, Home Link Workers and the Young Persons Support Service. Opportunities for All Officers can work with schools, young people and parents to address any difficulties faced, or to help with specific aspects such as attendance, transition, home difficulties, etc.

Educational Maintenance Allowance

The Education Maintenance Allowance (EMA) is a means tested weekly allowance payable in two week instalments in arrears during term time only. It is intended to encourage students to stay on at school in post-compulsory education. Applications are available from all Secondary Schools, Community and Commissioning Section, Woodbank, 30 Edinburgh Road, Dumfries, DG1 1NW and your Local Area Customer Services Centre.

For further information on the EMA programme please see the council website at <http://www.dumgal.gov.uk/article/15247/Education-Maintenance-Allowance>

Leaving School

Future provision for all our pupils is personalised through transition review meetings to create a plan.

16+ Learning Choices

16+ Learning Choices is a Scottish Government commitment to giving every young person an entitlement to learning at least until age 18. It is part of the Curriculum for Excellence.

The three key aspects are:

- the right **learning provision** must be in place - a range of options, including staying on at school, entering further or higher education, participating in the national training programmes, or taking part in personal and social development opportunities offered through community learning and development, must be available to each young person;
- the right **financial support** must be available to ensure that young people make choices based on the most appropriate learning for them, rather than on the amount of money offered;
- the right **information, advice and guidance** must be available to make sure that young people know what opportunities are on offer, how those fit with their own needs and ambitions, and how they will progress

Every young person leaving school at their earliest opportunity is entitled to further learning opportunities to help them develop skills for their future.

Support Available

Activity Agreement Advisers work with those young people who need extra support to keep learning. These include young people who have not been attending school or are dealing with personal issues and difficulties. What we do is work with each person to find a learning opportunity that is positive, enjoyable, based on their needs and that they can take responsibility for. We have two Activity Agreement Advisers who work directly with young people on a one-to-one basis to find out more about each person and their issues and interests in order to get the best learning programme in place. When the young person is happy with the learning programme that has been identified they will be asked to sign an Activity Agreement where they agree to follow the programme of learning and activities.

Skills Development Scotland

Elmbank have good links with Skills Development Scotland, and our link careers adviser, Emma Wallace, comes into school regularly to meet with pupils and work with them to plan their future.



School Improvements

Improvement plan and priorities

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

Our current School Improvement Plan priorities for 2016-17 are:

- **Leadership At All Levels**
- **Curriculum, Learning & Teaching**
- **Building Partnerships to Raise Attainment & Achievement**

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.

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

Severe Weather and School Closure Arrangements

Head Teachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance make it absolutely necessary in the best interests of the pupils. In these circumstances parents will be communicated with in a variety of ways including text messages, phone calls and emergency contact arrangements. All school closures will be notified on the Council Website: www.dumgal.gov.uk

Health Care

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

Employment of Pupils

If a school is notified by a pupil that they intend to take up part-time employment and that this employment falls within the terms as set out in “Part-time Employment: A Young Person’s Guidelines”; there are procedures for schools to follow. These procedures are detailed within Part-Time Employment of Pupils – Procedures for Secondary Schools which is available from the school or on the Council Website. <http://www.dumgal.gov.uk/>

Data Protection

Your child’s personal data will be held by the school. All personal data is held on our secure school management information system. We will ensure that the information we hold is accurate and up to date and each year you will be sent an Update Form detailing the information held by the school for you to check and update as required.

Access to the school management information system is by individual user and is password protected. Furthermore, access to confidential data is restricted to staff in school as appropriate.

Your school will also ask for your consent to take and use images of your child during the course of the school year. This permission will be obtained when your child starts school or at a new school, but you can amend your permission at any time by contacting the school office.

All schools in Dumfries and Galloway are expected to record any unusual incidents or concerns they may have about a child. Normally this information will be shared with parents or carers when issues of concern arise. This information may also be shared with other agencies, such as Social Work, if schools are asked for it. This allows all agencies who come into contact with children to make the best decisions for each individual child and to make sure they get the help they need when they need it. If the school feels that any child may benefit from assessment or support from another agency and do not have child protection concerns they will always talk to parents or carers about this first.

Images of Pupils

The school does use photographs to provide a record of events and it is possible that photographs may appear in local papers or media. The authority has a policy on the use of images of pupils. You will be asked to read this when your child enrolls and to clarify your consent with regard to the publication of images of your child.

Use of the Internet

As part of the whole learning process 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.



Other Useful Information

Community and Commissioning

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

(01387) 260437

(01387) 260498

(01387) 260433

(01387) 260493

Policies

There are a number of National, Education Services and school policies which will provide information on a range of issues. Further details of all of these are available from your school or on the Council website <http://www.dumgal.gov.uk>. The following is a list of the most relevant policies although this is not an exhaustive list:-

- Acceptable Use of Dumfries and Galloway Council's ICT Facilities In Schools (2009)
- Child Protection Policy for Schools, Pre-Schools and Childcare Services -
- Children Absent from School through Ill Health – Guidance (2011)
- Curriculum Swimming Policy (2012)
- Digital Images Policy (2012)– Taking and Using Images of Pupils
- Dumfries and Galloway Equal Opportunities Policy and related Equality Schemes
- Part-Time Employment of Pupils – Procedures for Secondary Schools
- Enrolling in Schools – Placement Policy(2012)
- Exclusion from Schools – Policy and Procedures (2010)
- Inappropriate Use of Social Networking Sites (2011)
- Parental Involvement Strategy (2006) – *this is under review*
- Primary School Class Organisation (2011)
- Protection of Vulnerable Groups (PVG) Scheme (2011)
- Providing Intimate Care for Children and Young People with Disabilities – National Guidelines for Schools
- Providing Intimate Care for Children – Procedures for Schools and Nurseries (2011)
- Nursery and Schools Policy on Health Care Procedures (2012)
- Respect for All – Anti-Bullying Procedures (2011)
- School Transport Policy
- Use of Mobile Phones and/or Internet Bullying – Procedures for Schools when drawing up policies (2007)
- Volunteer Policy and Procedures for Schools (2012)

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

Appendix 1 – Useful School Procedures

Pupil Absence or Truancy

- Parents/carers have been reminded to contact the school as early as possible if a pupil is going to be absent
- 30 minutes should be allowed from when the pupil is expected before contacting home. The school office should attempt to contact home via telephone. If this is not successful, a text message should be sent home.
- In the event of a pupil truanting (leaving the school without permission or not returning after break/lunch), the above procedure should be followed and police may be contacted if appropriate

Pupil Refusing to Attend Class

- If a pupil refuses to attend class, a member of staff should continue to encourage them to do so for up to 10 minutes
- In the event that they continue to refuse, the Principal Teacher should be contacted and will attempt to encourage them to attend class, while reminding them of expectations
- In the event that they continue to refuse, the Headteacher should be contacted and will attempt to encourage them to attend class, while reminding them of expectations
- If a pupil continues to refuse to attend class, home should be contacted, and if appropriate, the pupil will be collected and taken home

Escalating Behaviours

- Staff should use professional judgement when it is clear that a pupil is uncooperative or unwilling to do what is asked of them
- Staff should refer to each pupil's individual behaviour plan for strategies that may work with a pupil
- In the event of behaviour becoming more and more challenging, staff should call on colleagues for support, including the Principal Teacher or Headteacher if necessary
- If it is clear that the pupil will not respond to a specific member of staff, then the staff member concerned should take themselves out of the situation and someone else should take over
- Decisions on consequences or action to be taken following challenging behaviour will be made by the Headteacher

Pupil Supervision

- Pupils should be supervised at all times when in school, including during classtime, between classes and at breaks when in the school building
- Pupil supervision does not necessarily mean being in close proximity to a pupil; a pupil could be supervised from a distance if this is the most appropriate strategy for an individual young person

Exclusion from School

- The power to exclude a pupil from school for up to 10 days is delegated to the Headteacher from the Director of Education
- Exclusion will always be a last resort, and will only be used when it is clear that all attempts to engage a youngster and when all appropriate support has been given but have not been successful

- Exclusion decision can only be made by the Headteacher. In the event of the Headteacher being out of school, an attempt should be made to contact them and they should return to school to deal with the situation. If they cannot be contacted, then a pupil can be sent home for the rest of the day, and a decision on exclusion will be made when the Headteacher returns to school
- Following an exclusion, the school office staff and the Headteacher should work together on the exclusion paperwork and contact parents/carers as soon as possible
- A return from exclusion meeting will be held before a young person can return to school following exclusion. This will be led by the Principal Teacher or Headteacher, and at the meeting a partnership agreement is signed by all parties.

Contacting the Police

- In the event of an incident which requires the police to be contacted, the Headteacher should be informed and given as much information as possible
- The Headteacher will ask the school office staff to contact the police if appropriate
- If a pupil needs to be sent home or excluded following a major incident, they may need to be detained in school until the police arrive. This decision will be made by the Headteacher

Mobile Phones

- All pupils MUST hand in their mobile phones when they arrive at school. Phones will be securely stored in a box in the Headteacher's office
- If a pupil refuses to hand in their phone, they will be spoken to by the Principal Teacher or Headteacher
- If they continue to refuse to hand in their phone, home may be contacted and the pupil may be sent home if appropriate

Lunch procedures

- Before 10am, school office staff should contact the Dumfries Academy kitchen for details of the lunch menu
- Before pupils leave for morning break, they should be asked by office staff for their lunch orders and for money for lunch if appropriate
- At morning break, staff should give their lunch order and money to office staff
- After morning break, school office staff should contact the Dumfries Academy kitchen with the lunch orders
- Around 12.45pm, a free member of staff should go across to the Dumfries Academy kitchen to collect lunches

Breakfast

- The Headteacher or an agreed member of staff will put out orange juice and breakfast bars in the social area when they arrive at school
- Pupils are encouraged to help themselves to breakfast when they arrive at school
- School office staff should remove the orange juice and breakfast bars after morning tutor time

Pupils in school before 9am, at break and at lunchtime

- Pupils arriving in school before 9am are permitted to sit in the social area where orange juice and breakfast bars will be available.
- Pupils should go outside during morning break, unless the weather is bad or they have the agreement of the Headteacher to stay inside
- At lunchtime, pupils are permitted to stay inside to have their lunch up to 1.20pm. Thereafter they should go outside, unless the weather is bad or they have the agreement of the Headteacher to stay inside

Pupils in restricted areas

- Pupils should NOT be in the school office, kitchens or staff room without supervision or without permission from a member of staff
- The kitchen, office and staff room doors should be closed and locked when not in use to avoid pupils accessing these areas

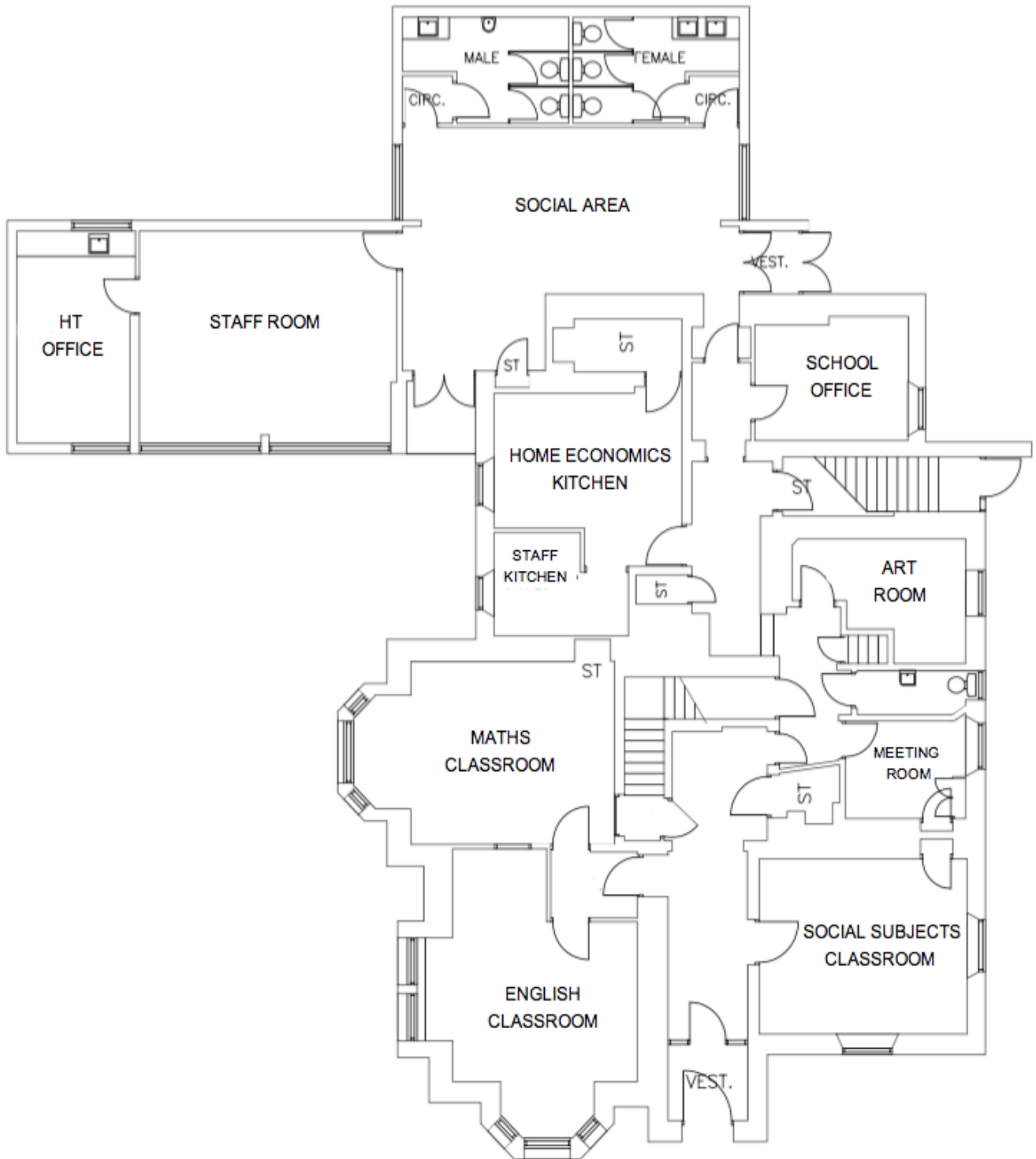
First Aid

- The designated and trained first aider in Elmbank School is TO BE CONFIRMED
- First aid boxes are located in the school office, the kitchen, and the shed. Ice packs are located in the staff room.
- Basic first aid such as plasters, bandages and ice packs can be administered if staff and pupils feel comfortable.
- In the event of a serious incident, parents/carers should be contacted as soon as possible, and if appropriate, emergency services requested.

Fire Procedures / Emergency Evacuation

- The designated and trained fire warden in Elmbank School is Mrs Murdoch
- The fire alarm is tested weekly on Fridays at 2.30pm
- A termly fire drill is conducted – agreed with the Headteacher and BBC Scotland upstairs
- In the event of the fire alarm sounding, staff and pupils should exit the building calmly using their nearest exit, and congregate in the car park in front of the shed
- Attendance will be checked outside in the car park to ensure everyone is present
- In the event of a fire, the fire warden, the Headteacher, or the school office staff are responsible for calling the emergency services.
- In the event of a fire, staff and pupils should only return to the building when it is deemed safe to do so by the emergency services.

Appendix 2 – School Map



Elmbank School Map



Elmbank School



Elmbank School

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