



# Our School Handbook

Don't Stop Believing



Heathhall School is a community where we encourage everyone to do their very best. To succeed in this we all strive to go.....



**F**airness – We will make sure that no one is left out. We look after everybody at our school.



**A**chievement – We always try our best to be successful and we will grow up to be good people.



**FAR**



**R**espect – We make sure that we work as a team to keep everybody safe and to treat everyone with respect.



**DON'T STOP BELIEVING**

Heathhall School is a community where we encourage everyone to do their very best. To succeed in this we all strive to go.....



**F**airness – We include and nurture others to inspire a healthy and happy community.



**FAR**



**A**chievement – We build on the strengths, interests and aspirations of all, preparing everyone to become local and global citizens.



**R**espect-We provide a safe, supportive and inclusive community where we value everyone.



**DON'T STOP BELIEVING**



# Contents

<b>Foreword/Welcome</b>	<b>4</b>	<b>Educating Your Child</b>	<b>29</b>
<b>Introduction</b>	<b>6</b>	The Education Service in Dumfries and Galloway	29
The School Building and Grounds	6	Curriculum for Excellence	30
Basic Information	7	Outdoor Learning	35
If you have a complaint	8	Religious and Moral Education	36
<b>Home and School</b>	<b>9</b>	Additional Support for Learning	36
School Wear	9	Child Protection	39
Attendance	12	Educational Psychological Service	40
Homework	13	Pupil Assessment and Reporting to Parents	41
Parent/Carer Participation	15	<b>Health and Safety</b>	<b>42</b>
Behaviour and Discipline	16	Images of Pupils	42
Heathhall and Dumfries & Galloway Policies	19	Use of the Internet	42
Parent Forum	19	First Aid	42
Other School Successes	20	Medical Care	42
<b>Organisation</b>	<b>21</b>	Medication	42
Enrolment	21	Head Lice	43
Transferring	22	Emergency Procedures	43
The School Day & Pupil Groups	24	Emergency Closure	43
Pupil Council	25	Supervision During Intervals	44
Promoting Healthy Eating	25	Road Safety	44
School Meals	26	Personal Safety	44
School Transport	28	Emergency Procedures	45
		Care and Welfare of Pupils	45

## Welcome

The staff and children of Heathhall Primary School extend a warm welcome to all parents, friends and visitors to our school.

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

As referenced in previous overview sheet. We have a clear vision for all who attend, work and support our school.

This handbook is provided to familiarise you with some of the educational, organisational and social aspects of our school and to foster the good relationship, which already exists between home and school.

I do hope you find our handbook informative and useful, but should any of your questions not be answered here, please do not hesitate to contact me.

I look forward to meeting and working with you to ensure that your child's primary education is both happy and rewarding.

Yours sincerely

**Karen Mclean**  
Head Teacher



## Letter from the Head of Education

Dear Parent/Carer,

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

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

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

Yours sincerely

**Gillian Brydson**  
Head of Education



## Introduction

### **The School Building and Grounds**

Situated a mile and a half from Dumfries town centre Heathhall Primary is built on ground in the heart of the suburbs of Heathhall and from the site there are beautiful panoramic views of Dumfries and the surrounding farmlands. The school opened as a new build in August 2010. All class bases and the nursery have the newest technology with exit doors to a play area or balcony. There is a library and Multi Use Games Area.

The nursery has their own external play area. A sensory garden has also been included in the landscaped outdoor area.

All of our schools cover areas known as catchment areas. You can apply to any school but children living in the catchment area get priority when allocating places. To find out the catchment school/s for your home address you can contact the school or go to <http://www.dumgal.gov.uk/article/15086/Find-my-nearest> on the Council's website or phone (01387) 260437. Our catchment area stretches from the east side of the A701 from the junction with the A75 north to the junction with Back Row. Houses on the west side are in the catchment area for Locharbriggs School. The catchment for the nursery is the same as the primary.





## Basic Information

Heathhall Primary School  
Herries Ave,  
Heathhall,  
Dumfries,  
DG1 3QZ

### Contact us:

Tel. No. (01387 702590)

e-mail:

[gw10officeheathhall@ea.dumgal.sch.uk](mailto:gw10officeheathhall@ea.dumgal.sch.uk)

web: <http://heathhallschool.wix.com/heathhall>

 Facebook Group - Heathhall School

Council website for other  
policies and information:  
[www.dumgal.gov.uk](http://www.dumgal.gov.uk)

Non-denominational  
Primary 1-7

Co-educational;

Present Roll: 300 (primary)  
80 (nursery)



**Director of Children, Young People and Lifelong Learning:**

Mr Colin Grant

Tel. No. (01387) 260400

**Head of Education**

Dr. Gillian Brydson

Tel.No (01387) 260400

**Local Authority:**

Dumfries & Galloway Council  
Council Offices, English Street, Dumfries

Tel. No. (01387) 260000

Website: [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

**Cluster School:**

Dumfries High School Handbook can be found at:

[www.dumgal.gov.uk](http://www.dumgal.gov.uk)

Dumfries High School

Marchmount, Dumfries

Tel. No. (01387) 263061

**Other Burgh Secondary Schools:**

St. Joseph's College Tel. No.(01387)

252893 Dumfries Academy Tel. No.

(01387) 274350 Maxwelltown High

School Tel. No. (01387) 720458

**Visiting our school:**

If you would like to visit our school please make contact via the telephone numbers/email for the school listed above. You can also attend the school in person to make an appointment.

**If you have a complaint:**

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>

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



## Home And School

### School Wear

We have a very smart basic uniform, which consists of:

- Black skirt/pinafore/trousers
- Sky blue/white polo shirt
- School sweatshirt royal blue
- White shirt/blouse
- School tie
- Blue gingham dress (summer)

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

For everyday wear most of our children opt to wear a polo shirt and sweatshirt. This is comfortable for both classroom and outdoor activities.

However for formal occasions e.g. end of term assemblies we ask that the children wear white shirts and ties. In



the better weather children may wear shorts (dark coloured, no motifs please). Many of the girls choose to wear blue gingham dresses, which can be purchased, from local stores.

We hold a small stock of ties, polo shirts and sweatshirts in school (which parents can purchase as required from the school office)





On entering school children are asked to change their shoes. This keeps the interior of the school cleaner and reduces wear and tear. A pair of black plimsoles is recommended as these can then double up as indoor PE shoes.

For physical education every child should wear shorts, T-shirt and gym shoes, preferably of the non-lacing type. (Please note that football strips are not acceptable because they inevitably cause arguments between children.) PE kit should be kept in a bag in school.

The children in P1-P7 play in the MUGA (Multi Use Games Area) at intervals and all classes, weather permitting use the MUGA during PE sessions. An outdoor PE kit is required for these sessions.

This should contain:

- Long trackie trousers
- T Shirt/Zippy
- Outdoor Trainers – not football studded boots

Please remember that if your child has outgrown his/her school shoes then it is more than likely he/she will require new gym shoes also.

In the interests of safety, the children are asked to remove watches, necklaces, bangles and earrings before a PE lesson. It is helpful if children do not wear jewellery and have long hair tied back on PE days.

Newly pierced ears should be taped.

A long sleeved overall or an old shirt should be provided for artwork.

You are strongly advised to put your child's name on all articles of clothing and shoes.





## **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 a low income. To find out if you qualify, please contact the school or go to <http://www.dumgal.gov.uk/article/15246/School-clothing-grants> on the Council's website or phone (01387) 260493.

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

## **House Allocation**

At the start of P1 your child will be allocated a house. This is done on a random basis depending on the number of P7s which have left allowing us to even up the house numbers throughout the school especially with boy/girl balance. Siblings may or may not be in the same house.

What does my child need to bring to school ?

All staff will give class direction re requirements through their class newsletter. Your child may not need a school bag as we recommend our homework bags which can take their work and snack. Pencils etc are provided by the school. Some children like to bring their own crayons/felt tips etc but this is not an essential.

## **Mail Drop**

Every Friday we have a "mail drop". Your child is given a plastic wallet which will contain any correspondence from the school. This includes school/class newsletters. If we need a more immediate response e.g. class trip your child may bring letters home at other times of the week.

'Lost Property' is kept inside the school and unclaimed items are cleared at the end of each term.





## Attendance

It is your responsibility as parents to ensure that your child/children attends school regularly. It is protocol 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 Officer. We are required to inform the Scottish Education Department of the number of school absences and the reasons for them. Scottish Education Department then produce tables and statistics showing national attendance rates throughout Scotland. If possible please try to make dental/medical appointments out with school hours whenever possible. However if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

### Unexplained Absences / Lateness

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

Parents are asked to ensure that:

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

Staff will ensure that absences are checked every day and follow up the whereabouts of any child for whom we have no explanation.

Due to the amount of extra work involved and necessity of having the correct information I would ask you to make note of the above requirements and ensure that you follow through the procedures to ensure the safety of all our children.

## **Authorised/Unauthorised Absence**

The Government has highlighted the importance of school attendance to a child's development and has required schools to set targets for improved attendance. Against this background, there is considerable concern at the increasing number of term-time holidays being taken by children at the request of their parents.

The Head Teacher is not in a position to refuse permission to parents for such holidays but it is not the view of the Education Department that these holidays should be officially recognised as "authorised".

The Department recognises that some parents have difficulties in arranging their own holidays to suit school holiday periods and parents remain free, within reason, to remove their children for holidays during term time. They should, however, appreciate that prolonged 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.

Requests:- 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.

## **Punctuality/Entrance**

Children on dry days use the side entrance gate to enter the school grounds. From there they line up at their class door – ground floor or staircase door – upper floor. Children are dismissed from these exits at the end of the day whatever the weather. On very wet mornings children can be left at the main door. (Parents are not allowed to access the school) where they can meet their class mates in the school hall. The school is not technically open but we are aware of parent's work commitments so the playground /hall is monitored by the play ground supervisor at 8.30am.

To avoid disrupting teaching time please try to make sure that your child arrives at school on time. If late the side gate will be locked and they should report at the main office.

## **Homework**

We operate a regular homework programme which parents can elect to have as part of their child's education. We have a Helpful Hints sheets which are available.

Home Work will be given:

- To reinforce/revise class work
  - To encourage children to take responsibility for their own learning
  - To promote home – school links
- No home work will be given at the weekend or over a holiday. The length of time

homework will take to complete may vary depending on the stage of pupils and type of task set. As pupils move up through the school they will be set home work in advance i.e. to be handed in several days later. This is to allow children and parents to work around other family and social commitments. It also encourages children to plan ahead.

Parental support is very important and we ask that if you wish your child to participate in the programme you agree to supervise the tasks set and ensure your child is given a quiet corner in which to work. You will also have the opportunity to comment on how your child tackled the work. Please inform the school if your child is having undue difficulty or is spending more than a reasonable amount of time on the work set.

All children in P1 – P3 are given a home work diary which lists what tasks are to be done and when it is to be submitted. P1 – P3 have alternative methods of communicating homework.

It is worth noting that you as a parent can provide many opportunities to encourage your child to learn, e.g.

- Family outings
- Visits to places of interest
- Playing family games
- Clubs and sports
- Making time to listen, read and talk to your child

Each class teacher gives out a comprehensive termly newsletter which outlines the homework requirements for that class.







## Parent/Carer Participation

We need everyone to participate in the learning experiences that we provide for every child within our learning community.

You can do this as a parent/carers by

- Discussing with your child their experiences at school
- Speaking to the staff at the school about your child
- By completing any forms/progress slips and returning them on time
- Coming into school for open nights/parent's evenings
- Filling in any questionnaires/evaluations which are sent out
- Helping with events such as trips/fund raising activities etc
- Participating in our Parent Council
- Taking part in focus groups which develop through out the year
- Being a parent/friend helper

Staff can participate by

- Being a positive contributor to the ethos of the school
- Having regular discussions with other staff
- Providing ideas and evaluations at staff meetings

- Having involvement in development days
- Listening to feedback from pupils and parents
- Having ownership of professional discussions on individuals, class and school issues
- Completing questionnaires when required

Pupils can participate by

- Providing a pupil voice at class discussions/circle time
- Taking a role on one of the pupil committees
- Being involved in the planning of experiences
- Talking to adults about their needs and experiences
- Promoting parent/guardian participation.

Staff are available to speak to parents/carers on an informal basis daily.

Appointments can be made for more formal discussion with teachers or the Head Teacher. The school phone number is 01387 702590 and the school email is [gw10heathhalloffice@ea.dumgal.sch.uk](mailto:gw10heathhalloffice@ea.dumgal.sch.uk)

## Behaviour and Discipline

All children have a right to feel happy and secure in our school. We aim to promote a caring and co-operative atmosphere in the school and playground. Our staff are fair and polite to children and we provide a quiet, calm environment in which children can work and play. Our children are supervised throughout the day and there is always an adult available should children want to discuss any concerns or worries.



To encourage a smooth transfer from nursery to P1 we run a buddy system where a P1 child is paired with a P7 mentor. The P1 child is introduced to his/her buddy while still in nursery and the buddy then looks after the younger child in their first few weeks of primary 1. We produce a booklet for each nursery child showing pictures of their buddy and key personnel which can be shared with their family over summer holiday.

It is our aim to co-operate with parents in helping our pupils to exercise self-discipline, to be tolerant and caring and to work happily with others. Therefore parents and pupils are encouraged to bring concerns to the attention of staff and likewise staff will seek support from parents and pupils.

From an early age our children are encouraged to respect other people, their belongings and the environment in which they live and work. The majority of our pupils behave well and recognise that our school rules are necessary (a) for their well being and (b) for the efficient running of the school.







In order to endorse good behaviour and promote team- work we operate a house system. Each child belongs to a house: Spitfire, Hurricane, Wellington and Lancaster can win or lose points for their house by working hard, displaying good manners, empathising with and helping their peers. Points are totalled at the end of the week and the winning 'House' is presented with the trophy on which their colours are displayed. We also have a 'Student of the Week' from each class who is awarded a certificate for helpfulness and effort. Well Done stickers and Star Writer awards are given when we celebrate at assemblies.

This system has proved very successful in promoting positive behaviour but we know from experience that behavioural difficulties will still crop up from time to time. We recognise the importance of full co-operation between parent and school especially where cause for concern arises. An early referral is made to parents and we would expect their full co-operation in ensuring that the pupils conform to the high standards set by the school.

House Activities can occur throughout the year. The aim of these is not only to promote some competitiveness, but to:

- be fun
- be inclusive to all pupils, pre school to P7
- promote team work
- provide an opportunity for children to work across the ages
- be encouraging
- integrate our pre school children into a whole school event with their buddy support

At Heathhall we aim to prepare children to become life long learners, an aspect of this is building individual resilience (preparing children to cope with challenge and failure). We do this by providing pupils with many avenues which they can choose to pursue their interest/skill.

The following are just some of the examples of these activities.

- P6/7 Sports Cup – 5 events in which children can compete for Girl's Sports Champion and Boy's Sports Champion
- Extra curricular clubs – Football where teams play against other schools as well as gaining places in the school teams.



- Active Schools – Inter school sports/competitions.
- Other sports – curling, rugby, badminton, gymnastics.
- Competitions – Christmas lights – winner this year/Christmas card winner. Problem solving/ challenges/assemblies.
- Individual PE lessons – children take part in races to extend and practice skills.
- House Quiz/Weekly House Cup/Yearly House Cup – children compete to get points in general knowledge, good behaviour, being helpful etc.

I believe we try to achieve a balance with the opportunities that are provided. They allow our children to fulfil their potential whatever their strengths or interests while also providing activities which build resilience.

### **Promoting Positive Behaviour**

We have a comprehensive behaviour policy which is outlined in depth in another booklet which you will be given a copy of at the start of your child's primary career.

### **Parental Concerns**

Should a parent have any concern regarding their child's welfare or education they should, in the first instance, contact the school and arrangements will be made to discuss the matter. It is hoped that any matter can be resolved at school level by parent and Head Teacher.



## Heathhall and Dumfries & Galloway 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>

Further information on all aspects of education is available on [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)

### Parent Forum

In 2006 the Scottish Schools (Parental Involvement) Act was established. The act has clear purposes. It aims to help all parents be

- involved with their child's education and learning
- welcomed as active participants in the life of the school
- encouraged to express their views on the school education generally and work in partnership with the school

The act also included reformation of parental groups within the school. Every parent with a child at the school is a member of the Parental Forum.

From this Heathhall have a group of parents called:-

### Heathhall Parents' Council

For a copy of the constitution and for current members please see school website.

From 2010, parents have been fully involved in contributing to the decisions made for the school. The parent forum is asked for viewpoints on several aspects of school life. The parent council contributes to the School Improvement Plan, calendar for reporting to parents and any other observations that the school identify. The school have



delivered presentations for Education Scotland in Dumfermline and Stirling on collaborative work with parents. The Chair and Head Teacher have also spoken to parent councils from Dumfries & Galloway at a regional sharing event.

The Council can also raise money and in the past parents and staff have worked very hard fund-raising and organising social events for both pupils and parents.

### What kind of events?

1. Coffee Evening
2. Summer Fete
3. Snowman Drive
4. Sponsor Activities

### What is the money spent on?

1. Extra equipment for school
2. Curriculum Resources
3. Donations towards the cost of school trips and parties, and many more

### What can I do?

1. Support all functions
2. Give help whenever possible
3. Suggest new ideas
4. Offer to serve on our committee
5. Come along to our Annual General Meeting (Date will be sent to you in a newsletter)

Since every child in the school benefits from this work please give it the support it deserves.

## Helpful Information

Further information on how you can help your child at school can be found on PARENTZONE at [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)

## Other School Successes





## Enrolment

### Catchment

According to the Education (Scotland) Act 1981, parents have the right to choose the school at which they wish their child to be educated. Dumfries and Galloway Council Education Dept. have a basic information booklet for parents, which summarises and outlines educational provision within the region. A copy of this booklet can be obtained from the Education Office at Woodbank or from the school office. Parents need to contact the Education Office if they are seeking a place at a school out with their catchment area. Parents must also contact the Education Office if they wish to continue with a place after they have moved out with their catchment area. Forms PP1 and PP2 are issued for completion to parents of new entrants and children transferring to secondary education.

Transport is provided by the authority for pupils from the catchment area:-

- a. If they are under 8 and live 2 miles from the school.
- b. If they are over 8 and live 3 miles from the school

Parents seeking a place at a school outwith the child's catchment area are normally responsible for the cost of transport.

### Primary Entrants

The local Council deals with school enrolments and requests for places at our schools. Most children start school when they're between 4 years 6 months and 5 years old but it is possible to start children early or later in certain circumstances. All of our schools cover areas known as catchment areas. You can apply to any school but children living in the catchment area get priority when allocating places. For further information regarding this process, please go to <http://www.dumgal.gov.uk/article/15241/School-places> on the Council's website or phone (01387) 260437 for further information. In terms of the Education (Scotland) Act 1980, parents have a right to choose an alternative school. For details on your rights regarding this process please go to the Scottish Government website <http://www.gov.scot/Publications/2010/11/10093528/2> for further information.

Information will also be provided on assessment, reporting and parents' evenings.

### Entrants from Other Schools

Parents should telephone the school so that a mutually suitable time may be arranged for parents and entrants to visit the school. After enrolment pupils are placed by the Headteacher according to their dates of birth.



## Transferring

### Transfer to another Primary School

If you move house and wish to transfer your child to another school:

- Let us know the date when your child will be leaving
- Contact the receiving school
- Your child's records will then be forwarded.

In the event of a transfer to another school, a PP6 form, which is available from the school needs to be completed. On submission of the form to the child's present school a meeting will be arranged by the Head Teacher as soon as is practicable in order to discuss current curriculum implications and any other potential problems regarding the transfer. Attendance at such a meeting is strongly recommended.

Following the submission of the form and the subsequent meeting the information will be forwarded to Education and Community Services at Woodbank where a decision will be made regarding the transfer.

### Transfer to Secondary

**We recognise the importance of building good relationships between primary and secondary so that your child's move from P7 to S1 is as smooth as possible.**

Pupils normally transfer to the secondary school associated with their home address between the ages of 11 and 12. Your child's school will provide further information on the process when the time comes to transfer. For further information regarding this process, please go to <http://www.dumgal.gov.uk/article/15241/School-places> on the Council's website or phone (01387) 260437 for further information. In terms of the Education (Scotland) Act 1980, parents have a right to choose an alternative school. For details on your rights regarding this process please go to the Scottish Government website <http://www.gov.scot/Publications/2010/11/10093528/2> for further information.

Dumfries High School  
Marchmount  
Dumfries  
DG1 1PX

Tel. No. (01387) 263061

Head Teacher: Mr. P Cubbon

## **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.

## **Your data protection rights**

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

Education Scotland will not publish or release any information that allows any individual pupil to be identified. Data will not be used by Education Scotland to take any actions in respect of any individual pupils. Data will only be shared with partners, such as HMIE and the SQA. Any sharing will be done under conditions of strict control and with the prior agreement of the Data Controller.





## The School Day & Pupil Groups

### The School Day

#### P1 TO P7

School starts	9.00am
Morning Interval	10.40am – 11.00am
Lunch	12.30pm – 1.10pm
School ends	3pm

#### NURSERY

Morning Session	8.45am – 11.55am
Afternoon Session	12.15pm – 3.25pm

Anyone wishing to visit the school or speak to the staff is advised where possible to make an appointment, so that appropriate arrangements can be made. Naturally, important or urgent concerns will be dealt with immediately. Some staff especially in the early years will welcome/dismiss the children at their class doors which allows them to have a "quick word". This is not a confidential situation and any queries should be directed via an arranged appointment.

An answering service is used to receive calls when our secretaries are not available. Please do leave your message (even if you hate these machines) particularly if it is urgent, and we will respond as soon as possible.

### Organisation of Teaching Groups

At the end of each school year parents will be advised of the classes and the class teachers for the following session.

It is likely that during seven years at primary school your child will be placed in a composite class, i.e. P1/2 or P5/6 etc. where the same teacher teaches two or three age groups.

These classes are capped at a maximum of 25, which is usually smaller than one-stage classes. Since all our teachers are experienced in dealing with children of all ages and abilities your child's education is in no way disadvantaged.

When it is necessary to split a stage, e.g. P3 to form a P2/3 and a P3/4 it is important for all parents to understand that the P3 pupils in P2/3 have not been 'kept back' but will in fact follow the same programme of work as the P3 pupils in the P3/4 class.

Allocation to composite classes is normally based on age not ability but on occasions after discussion with parents, particular social and educational reasons may be taken into consideration regarding the placement of a pupil. There is further guidance on our website which gives access to the Composite class leaflet produced by the local authority or ask for one at the school. Copies are kept in the leaflet holder in the entrance hall.

If you have any concerns about this please discuss the matter with the Head Teacher.

## Pupil Council

The school has an active pupil council, which is representative of all the children. They have regular meetings with the Head Teacher, where items of concern/suggestions can be made. Each class has frequent class meetings to provide information to each councillor. The councillors are chosen by each class from P1 to P7. The children who wish to stand have to complete an application form which is also signed by their parents. The class have a secret vote to decide who represents them. Children are not allowed to stand two years in a row.

## Promoting Healthy Eating

The Scottish Executive has issued a series of 24 recommendations to all local authorities across Scotland regarding the school meals service in both Primary and Secondary schools. The initiative is known as Hungry for Success.

The aim is to increase the consumption of fruit, vegetables and fish while reducing salt, sugar and saturated fat. Compliance with the recommendations contained in Hungry for Success will be monitored as part of the HMIe school

inspections. For more information please visit: [www.scotland.gov.uk](http://www.scotland.gov.uk) and click through the following route: Topics/Education and training/School education/School meals/Hungry for Success.

**As the children do not have access to their packed lunch boxes at snack time it is recommended that they keep their snack in their school bag/homework bag.**

## Healthy Snack

We encourage all pupils to eat a healthy snack.

## Water

Children provide their own water bottles for drinking through the day. This is separate from the juice/water they have in their packed lunch boxes. We have water coolers where children can top up their bottles during the school day.

## Lunches

Children may choose to have a school meal, a health bar meal, a packed lunch or a home lunch.



## School Meals

Meals and snacks are prepared at Locharbriggs School and sent to our servery where it is served to the pupils. A menu is sent out in advance to allow parents to order for the days they wish their children to have a school lunch.

## Payment

Valuable time is saved if:

1. children pay for their week's meals on the first day of the school week
2. whenever possible, each family member brings his/her own money independently
3. Money is exact in a sealed envelope with your child's name on the front

## Free Meals

Free school meals are provided for all pupils in Primary 1, 2 and 3 as well as those families on qualifying benefits. Free school meals can lead to a large saving each year, nursery and primary school pupils can save £342 and secondary pupils can save £361. 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 numbers of pupils who are entitled to free school meals. For further information and how to apply please contact your school or go to <http://www.dumgal.gov.uk/schoolmeals> on the Council's website or phone (01387) 260493.

**Every day each individual is encouraged to bring a healthy snack.**

**What is a healthy snack?**

**Fruit, vegetables or natural yoghurt.**

For further information regarding menus and special dietary requirements please go to <http://www.dumgal.gov.uk/schoolmenus>





## Lunchtime Organisation

The lunch time is split into two sittings.

1st sitting 12.30 -12.50    2nd Sitting 12.50 -1.10pm

The children are organised according to their house. Two houses are together for each sitting. Each week the houses change allowing the children to have lunch with a variety of different friends.

Having had consultation with the pupil council a new rota was devised allowing each house to pair up. For example

Week 1      Wellington/Spitfire Hurricane/Lancaster

Week 2      Spitfire/Hurricane    Wellington/Lancaster

The advantages of this are

- Smaller number /smaller queues in the dining hall
- A mixed age group in the dining hall and out in the playground
- The use of buddies to support P1
- Reduced number in the playground allowing easier support by playground supervisors
- Easier monitoring of eating habits by dining hall supervisors
- Calmer more positive ethos
- Encouragement of new friendships
- Encouragement of team work and support

On a Friday the pupil council have organised a Free Sit Friday which allows the children to sit anywhere in the hall (the same format for the two sittings exist on a Friday).

## Packed Lunches

For safety reasons children should not bring glass containers in their lunch boxes. We also recommend the use of ice packs to keep packed lunches cool. Fizzy drinks and highly coloured sweets are not conducive to learning and should be discouraged. Water, fresh juice or diluted juice are best. We do have children with a variety of allergies. Please do not allow your child any nut products for their packed lunch or snack.

Any child who stays at school for lunch is not allowed to leave the school premises during lunch break unless a written request is received and sanctioned by the Head Teacher.

A member of the management team is usually present in the dinner hall to monitor the children's behaviour and to help in opening up difficult bottles and cut food. Older children also support the younger pupils with the daily routine of the lunch hall. We have a very calm lunch time routine which helps all children settle in the routine of school life quickly.



## **School Transport**

Who is entitled to 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.

Your child is not entitled to transport if they attend an alternative school by parental choice. It is the responsibility of the parent/guardian to organise transport to the school.

In certain circumstances, non entitled pupils may be able to access help. Please go to <http://www.dumgal.gov.uk/article/15245/Free-school-transport> on the Council's website for further information or phone (01387) 260437.

There is a Policy on School Transport and a Guide for Parents, and also Guidance for transport of children and young people with Additional Support Needs. These are available from your school or on the Council's website or from the Pupil/Parent Support Unit <http://www.dumgal.gov.uk>

## Educating Your Child

### The Education Service in Dumfries and Galloway

The Education service in Dumfries and Galloway is committed to the values, principles and aspirations set out in the Standards in Scotland Act 2000. The Authority's aims are to provide effective teaching and learning leading to the highest possible attainment for all.

This will be achieved through working in partnership with:

- Young People
- Their Parents
- Our Communities
- Our Staff
- Other Agencies

### The Priorities in Dumfries and Galloway

Are to raise levels of

- Achievement
- Attainment
- Participation

In all our children and young people

To encourage

- Innovation and creativity
- Collaboration
- A culture of sharing and learning

In all our staff

These together with issues identified from our own self-evaluation inform our School Improvement Plan for Heathhall School. This plan is produced in consultation with staff, parents and pupils. A resume of this plan and our progress is distributed to parents annually.





## The Curriculum

Since it is widely accepted that:-

“I hear and I forget

I see and I remember I do and I understand”

The pupils at Heathhall are encouraged to learn by activity and investigation.

Individual talents in all areas of the curriculum as well as extra-curricular talents are positively encouraged.

Computers are used as an aid to learning in all classes and technology will permeate all areas of the curriculum.

During their seven years here, the children will be taken on visits related to their class-work, e.g. to local industries, the seashore, a castle, a farm, aircraft museum, places of interest in Dumfries and further afield to e.g. Glasgow, Edinburgh and Carlisle.

Whenever possible we invite people with a special talent/knowledge to come into the classroom to talk to the children and to answer their questions. This makes the curriculum more meaningful, and gives our pupils first-hand experience, thus helping them to become more confident and caring young people.



## Curriculum for Excellence

Bringing learning to life and life to learning Curriculum for Excellence is now being introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth.

They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on. Curriculum for Excellence balances the importance of knowledge and skills.



Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy, numeracy and health and well being – the language and numbers skills that unlock other subjects and are vital to everyday life.

It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping

children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There will be new ways of assessing progress and ensuring children achieve their potential. There will be new qualifications for literacy and numeracy from 2012/13, and new National 4 and 5 qualifications from 2013/14. Our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

There's personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that's needed. There will be a new emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.

Staff are kept up-to-date with educational changes by:-

- a. meeting together to discuss new initiatives and resources
- b. attending in-services courses
- c. help and advice from other schools and regional development officers





## Planning

At Heathhall we believe that children should have ownership of their learning. We do this by first finding out what they know about a subject then ask all the pupils what they would like to find out. From this the teacher plans experiences (lessons) based around finding the answer. All the different steps are recorded in our planning format. The children file evidence of their experiences in their own individual Learning Folder. The subject being studied is called the context. All other curriculum areas are linked to this context where possible. Some areas are taught on their own.



## Resources

Our school is well resourced with a variety of books, materials and equipment and there are computers in every classroom.

## Curricular Areas Nursery and Primary

The school offers a broad, balanced and varied curriculum encompassing these eight areas:-

- Language/Literacy (French & English) (Listening, Talking, Reading, Writing)
- Mathematics/Numeracy (Number Money Measure.; Shape, Position, Movement, Information)
- Health and well being ( including PE)
- Science
- Social Studies
- Religious and Moral Education
- Expressive Arts (Music, Art, Drama and Dance)
- Technologies







### **Language/Literacy**

From nursery our pupils are encouraged to use books as sources of information and pleasure. Children of all ages enjoy being read to and a regular feature in our classes is the ongoing class novel or storybook read by the teacher.

Each class is timetabled to visit our local library, each term under the supervision of staff and parent helpers. Our reference library is available to children as required.

Pupils in P1 to P7 study French. The subjects tackled tend to include introductions, weather, number up to 100, time, classroom objects etc. In the younger classes children are offered a simple 'taster' in French e.g. date, weather, instructions. From P5 to P7 children also experience Spanish. This is usually delivered by a class teacher but sometimes a visiting teacher can do this.

### **Mathematics/Numeracy**

We aim to equip our pupils with the mathematical knowledge, skills and understanding to meet the needs of every day life. We believe that children require competence in basic skills to enable them to process information quickly and efficiently. To this end we regularly reinforce knowledge and understanding of the four number operations, +, -, x, and division. Children are expected to learn



multiplication tables and competence in mental calculations and the use of the calculator are also encouraged. We believe these activities will furnish children with the tools to confidently attach

investigations and problem solving. Our mathematical curriculum encompasses number, shape, measurement, information handling and problem solving.

Children experience a variety of working situations and many tasks set are open ended to encourage children to think independently and to appreciate the flexibility and fun of maths. Cross-curricular links and practical activities are encouraged, as they are an excellent way of reinforcing skills and promoting real understanding.

### **Social Subjects & Science**

As part of this programme it is very likely that the children will be out of school at times on educational visits. We may also invite specialists in to school to talk to the children.

At the beginning of each new session parents will receive a whole school overview of the topics being studied that year. We appreciate any input children and parents can make to topic work.

If you have some interesting artefacts, photographs, tapes, etc do send them in – they will be received with enthusiasm.

### **Health and Well Being**

We aim to provide children with the experiences and information to make informed choices in their lives.

The curriculum explores mental, emotional, social and physical wellbeing, physical education , food and health and relationships ,sexual health and parenthood.

We aim to provide all our children with equal opportunities to keep fit and we value individual and team efforts to do so. Children experience gymnastics, dance, athletics and a variety of team games by where the rules state teams must be made up of both boys and girls.

### **Expressive Arts**

In line with Curriculum for Excellence we aim to provide a wide range of experience in these areas and we encourage children to develop their own creative talents.

In the field of art we ensure the children are introduced to a wide variety of techniques and range of media. We value everyone’s attempt to express themselves and we take great delight in displaying our children’s efforts around the school.

We are well resourced for musical instruments so that all children can enjoy the opportunity of playing something during a lesson. We hold special end of term assemblies where the children delight in entertaining their families through music, song, poetry and drama.





## Outdoor Learning

As well as indoor physical education in the gym hall pupils have the use of MUGA (Multi Use Games Area) and the rest of the extensive school grounds.

There are a wide number of opportunities for all pupils to extend learning to our outdoor environment. All classes visit our library at least 4 times per year. All classes use Heathhall Forest for a base, for exploring aspects of Curriculum for Excellence.

Opportunities will also be available for P6/7 pupils to participate in orienteering, hill walking, mountain biking and/or water sports with the region's Outdoor Education Department. This may take the form of several individual days or a short residential stay at an outdoor centre.

Senior pupils may also have swimming lessons and cycling opportunities. In addition opportunities to sample other sports such as table tennis and curling are taken up.

Dumfries burgh boasts a number of sports clubs should pupils wish to develop a particular skill in their leisure time.





## Religious and Moral Education

Although our school is non-denominational it is quietly Christian in ethic and the main Christian festivals are observed and celebrated. We also raise pupil awareness of the main festivals associated with other world religions.

We try to influence our pupils to be honest, caring, questioning and tolerant so that they will eventually become valuable members of society.

We start each lunchtime with a short grace which the children choose at the start of each school year.

We offer Religious and Moral Education as a curricular area in its own right but it is very likely that aspects of the programme will occur from time to time in other areas of the curriculum.

Our religious and moral education programme aims to help our pupils to: -

- develop a knowledge and understanding of Christianity and other world religions
- recognise religion as an important expression of human experience
- investigate and understand the questions and answers that religion can offer about nature and the meaning of life
- appreciate moral values such as honesty, liberty, fairness and concern for others

As part of our programme we have an assembly for the whole school. This may have a religious/moral theme or it may be a time for sharing knowledge, feelings and experiences. If you do not wish your child to participate in aspects of either religious education or religious observance please let me know so that appropriate alternative arrangements can be made.

## Additional Support for Learning

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


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

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

### What is Additional Support for Learning (ASL)?

If your child needs extra help or support in addition to that which is usually provided in school they can be said to have 'Additional Support Needs'.





Children may need additional support for short or long periods of time and for a variety of reasons. The reasons can include:

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

If you have any concerns about your child you should speak to a member of staff in the school in the first instance. There are a number of ways in which concerns can be followed up. This may involve the input of other educational

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

Your child's progress will be kept under review and any plans and support will be changed as necessary.

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

At the moment a small number of children will require a more detailed planning process which co-ordinates the input of education and other agencies to fully support the child. This plan is called a Co-ordinated Support Plan. The Co-ordinated Support Plan process is managed by Education Officers with responsibility for Additional Support for Learning.

Further information on all of the above is available from the school or on the Council website <http://www.dumgal.gov.uk> or from the following sources:

- Enquire – the Scottish advice and information service for additional support for learning, a charitable body registered in Scotland under registration number SC003527 <http://enquire.org.uk/>
- Scottish Independence Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576 <http://www.siaa.org.uk> or
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741 <http://www.sclc.org.uk/>

Parents may also access further support through mediation services provided by Common Ground Mediation <http://www.commongroundmediation.co.uk/> or advocacy support through People's Advocacy Support Service (P.A.S.S. Direct) or Parents Inclusion Network (PIN) <http://www.parentsinclusionnetwork.org.uk/>

**Getting it right for every child (GIRFEC)**  
Getting it right for every child (GIRFEC) is an approach from The Scottish Government that sets out how schools and other services should work with

children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time. For you and your child, GIRFEC means that:

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

For more information on getting it right for every child email [GIRFEC@dumgal.gov.uk](mailto:GIRFEC@dumgal.gov.uk)



## Child Protection

### Your child's well-being at school

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 frontline 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.

At Heathhall the Head Teacher has been designated as responsible for child protection issues.

The Head Teacher has been provided with the knowledge and skills required in recognising and acting upon child welfare concerns. In all cases where abuse is suspected or a sustainable allegation is made, teachers and other members of staff report the information to the Head Teacher.

The Head Teacher should be the first point of contact and should refer concerns to the local Social Services Department and the police, according to the procedures in the **Child Protection Policy for schools, preschool and child care services**.

All staff in the school have received training in child protection awareness and they are all clear at the protocol which is to be observed.

A copy of the school child protection policy is available for anyone to read. If you wish to discuss this policy further please don't hesitate to contact the Head Teacher

Designated member of staff  
Mrs. Karen McLean, Head Teacher

Deputy member of staff  
Mrs. Alison Sloan, Deputy Head Teacher

All staff at our school will have undergone rigorous security screening and any volunteers working on their own with children will have undergone Disclosure Scotland checks. We ask parents to keep us informed of any changes to their family arrangements particularly when this affects the collecting of their child from school. A security fence surrounds the school and we have a buzzer entry system and a signing in process at the front door. We have a Health and Safety Policy, A Child Protection Policy, a Physical Care Policy, an Educational Visits Policy and we are now in the process of drawing up a Risk Assessment Policy. Any of these policies can be viewed at the school office.

When a child enters Primary 1 we shall seek permission to take photographs of your child.

We keep both manual and computer records about your child. The information includes details about your child's name, date of birth, names of parents/guardians, emergency contacts, relevant medical information, samples of their work, notes of their assessment levels, records of meetings with yourselves and other agencies and copies of reports sent to yourself and other agencies. If you wish to view your child's file please speak to the Head Teacher.



## **Educational Psychological Service**

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

We do this by:

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

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

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

## Pupil Assessment and Reporting to Parents

Assessment is an ongoing feature of the teaching and learning process.

Teachers assess in a wide variety of ways to ensure all pupils are appropriately supported, challenged and are progressing. The school provides information to parents 2x a year in the form of a Pupil/Parent/Teacher Talk Time. The second PPT Talk Time is followed by a minute of the meeting which is sent home with the child's learning folder.

Curriculum for Excellence provides us with Learning Outcomes which we can assess in a variety of ways. These outcomes are organised into 5 levels

EARLY	pre school years, P1 and later for some
FIRST	to the end of P4 earlier or later for some
SECOND	to the end of P7, earlier or later for some
THIRD and FOURTH	S1 to S3 but earlier for some
SENIOR PHASE	S4 to S6 and college or other means of study

At Heathhall we encourage 3 types of assessment –

### SELF

when the child, using specific criteria, ascertains whether they have been successful

### PEER

when the child, using specific criteria, ascertains whether another child has been successful

### TEACHER

when the teacher using specific criteria, ascertains whether the child been successful

From time to time parents will be invited into school to find out about new curriculum developments or about national educational initiatives. However we have an open door policy at Heathhall and parents are made welcome at any time. Please do not hesitate to contact us if there is any matter you wish to discuss.





## Health And Safety

### Images of Pupils

We keep a photographic record of events at Heathhall School and now this provides a faithful historic record recalling memories for former pupils, parents and staff when they visit us. From time to time we also feature in the local press and we have also appeared on Border Television. The authority has a policy on the use of images of pupils. You will be asked to read this when your child enrolls and to clarify your consent with regard to the publication of images of your child.

### Use of the Internet

As part of the grid for 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.

### First Aid

We have a registered first aider in school but several members of staff have actually undertaken first aid training. If your child receives first aid we shall always let you know by letter but if the incident is serious we shall telephone you.

### Medical Care

In the course of your child's primary school career, considerations of health and welfare are always in evidence. Regular contact is maintained with the school nurse and the school doctor, who will, with the consent of parents, review regularly, any children with health

problems that might affect schoolwork. Any difficulties found as a result of examinations will be reported to you so that you can take appropriate action.

Please tell us about any allergies or condition, which might cause problems for your child whilst in school. If we possess such information we will be able to act promptly and correctly in the instance of need.



### Medication

If it is necessary for your child to take medicine during school hours, such medication will be kept in a locked fridge in the school medical room. Only prescribed medication can be administered in school. However, you must notify us in writing, giving clear instructions regarding the dosage. There is a template to fill in and this is available on the school website – (<http://heathhallschool.wix.com/>). Similarly, we should be informed if your child has to keep an inhaler in school. A member of staff will supervise the taking of medication by a child in school. On educational outings this will be undertaken by the class teacher. In both instances it will only be done at the request of parents and on the understanding that staff are not medically trained – merely acting 'in loco parentis'.

## Head Lice

Time to time your child may contract head lice. We have information on how to prevent this and how to treat an infestation. Please contact the Head Teacher or School Nurse for more information. The most important thing to remember is that you should not use any chemical treatment unless you actually find a live louse on your child's hair. We ask all parents to be proactive and check their child's hair and in the case of girls please help us by tying long hair back.

## 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.

**REMINDER:** It is very important that we have an up to date emergency contact number for your child, so any arrangements made can be authorised. If you instruct us to send your child to a neighbour/friend please ensure 'they' are aware of this arrangement by contacting them yourself. We will make a note of your instructions when calling.

## Emergency Closure

If the school has to close down in an emergency, e.g. the water supply fails, electricity is cut off, the heating system breaks down or there is a severe snowstorm, obviously it is not possible to notify you in advance.

The school will operate the following order of priorities for getting children home:

1. Pupils who travel by taxi
2. Pupils who travel by private car
3. Pupils who walk/bike to school

In the event of early closure the following procedure will take place:

1. Parents/emergency contact of pupils who come by taxi will be informed by telephone and can be collected as per your instruction.
2. Parents/emergency contact of children who come by private car will be informed by telephone and can be collected as per your instruction.
3. Parents/emergency contact of children who walk to school will be informed by telephone to confirm they can return home on foot.



In the event of forecasted bad weather parents can help by observing the following points:

- An Emergency Closure Protocol is now in place where West Sound Radio is notified of any school closures. Please 'tune in' if in doubt or look at the council web site as this also carries notification of any school closures.
- In the event of heavy overnight snow, listen to the local weather reports and if in doubt about deterioration in the weather conditions do not send your child to school. This is most important for children who come by taxi/bus.
- If your child sets off, tell your child not to wait for lengthy periods at road ends should the taxi/bus not turn up, but to return home immediately.

The school telephone lines must be kept open to allow us to make outgoing calls, to contact taxi/bus firms and to the homes of children who live a distance away. Please keep listening to the radio or log onto [www.dumgal.gov.uk](http://www.dumgal.gov.uk) for information about closure/re-opening date. Having to close the school is a decision not taken lightly. The health and safety of everyone who has to travel to or work in the school is paramount.

Your continued support and patience is much appreciated should the protocol have to be carried out.

### **Supervision during Intervals**

During the morning interval and at lunchtime, the playground supervisor and one other member of staff supervise the pupils in the playground. If it is wet, the children stay in their classrooms and the older pupils help to supervise P1-6 while the playground

supervisor patrols all the classes. Since there is limited supervision in the morning, and the staff's preparation time is from 8.30-9.00a.m, you are respectfully requested not to send your child to school before 8.45a.m. especially on wet mornings. We monitor the weather very carefully so it is important always to send your child to school with a waterproof with a hood. It is good to let the children have fresh air but if it becomes very wet and windy they will be supervised within the classrooms. First thing on a wet morning children are allowed access to the school and meet in the school hall. This allows staff to carry out their preparation time in the classbases.

### **Road Safety**

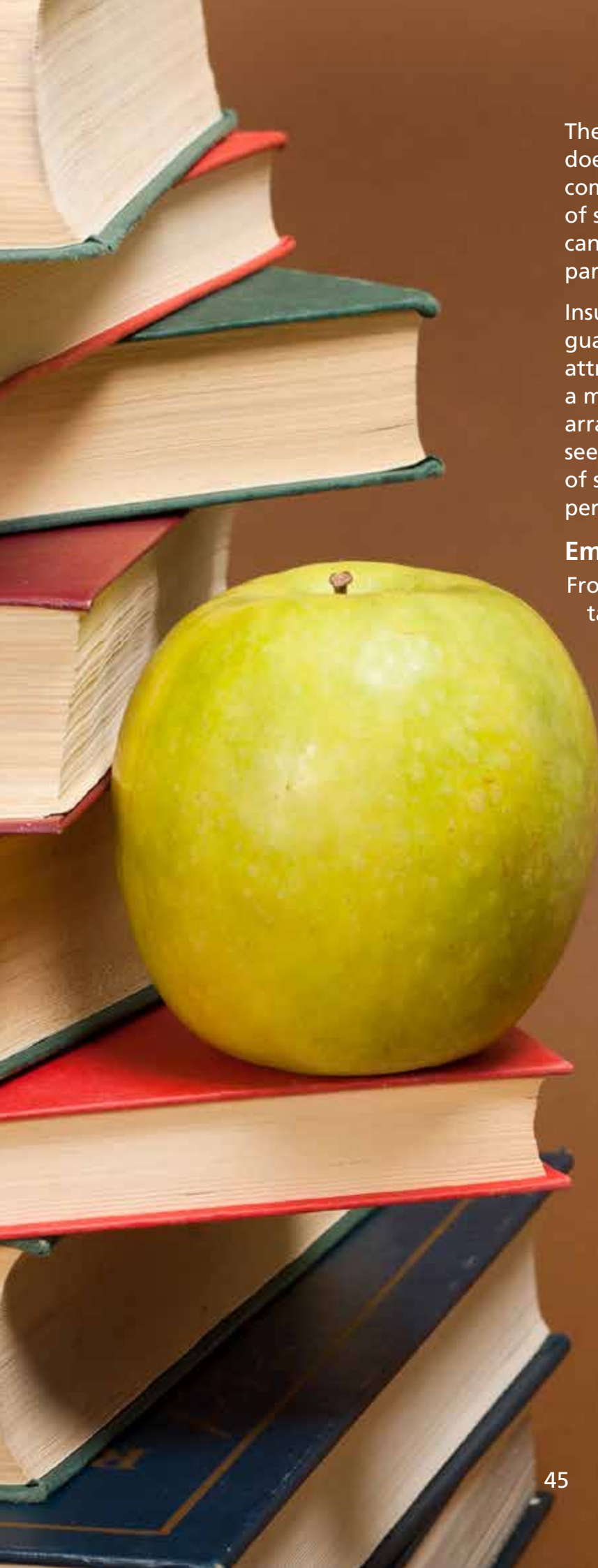
The safety of the pupils is of utmost importance to us. We monitor the children leaving the school premises at night through CCTV. We encourage all children and parents to use our traffic patrol crossing. We do however remind parents who are drivers of their responsibility when driving/parking at or near the school.

### **Personal Safety**

Personal Accident Insurance Cover for School Children. It is in your interest to ensure that your son or daughter is adequately insured against accidents, not only in school but also at all times. Dumfries and Galloway Council provides insurance cover for pupils relative to its liability for any acts of negligence.

However, there are certain occasions when pupils may be more 'at risk' than others. These occasions arise not from 'negligence' on the part of the Authority but from non-attributable personal accidents, e.g. during curricular or extra curricular sport or physical activities.





The council's insurance cover does not extend to awards of compensation for damage as a result of such accidents (unless negligence can be proved) and it is essential that parents are aware of this.

Insurance cover for pupils to guarantee compensation for non-attributable personal accidents is a matter for parental decision and arrangements. Parents may wish to seek further advice on the availability of such insurance cover from their personal insurance agent/broker.

### **Emergency Procedures**

From nursery to P7 children are taught what to do in the event of a fire and drills are practised once a term.

We also have a practice of our Stay Safe in School protocol which looks at the children staying in an identified area within the school as a result of an outside threat to their safety.

### **Care and Welfare of Pupils**

Dumfries and Galloway Authority promotes an Inclusive Approach to Education in all our schools and has provided Guidelines and Policy Information to assist schools on implementing this approach to education.







