



Welcome to Heathhall School



December 2020



Information at a Glance

School Information

School Address

Heathhall Primary School
Herries Avenue, Heathhall, Dumfries, DG1 3QZ
Tel. No. (01387 702590)

Email

gw10officeheathhall@ea.dumgal.sch.uk

School Blog

<https://blogs.glowscotland.org.uk/dg/heathhallschool/>

Facebook – Heathhall School

Parent Council Chairperson Dr G Chalmers
heathhallschoolparentcouncil@gmail.com

Head teacher Mrs K McLean

School Roll 305 (Primary)
60 (Nursery)

Denomination Status Non Denominational

Status of Gaelic Gaelic is not currently taught

The School Day

Office Hours

Mon - Fri 8.30 - 3.30pm

The School Day & Pupil Groups

The school gates open at 8.40am.

P1 TO P7

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

NURSERY

The nursery delivers 1140 hours of preschool education and child care.

Different sessions are delivered depending on parental need.

Communicating with home

Throughout the year we have a range of events and sessions which invite parents to be part of their child's learning and to discuss progress in learning. At the end of June each parent is provided with a timeline of events for the following session This includes – open afternoons/assemblies/performances/drop ins/ information sessions etc. 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. Parents can use the school email to ask a question or make an appointment to see the teacher if there is a query or requirement to share information. Most staff in P1-P3 can have a quick chat at the end of the day when the children are leaving but this is not a confidential setting and would ask that this is used purely for passing on brief information.

Parental Involvement information:

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

<https://www.parentclub.scot/>

Parentzone Scotland:

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

School term dates can be found at:

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



Welcome from the Head Teacher

Dear Parent / Carer

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.

Our nursery and school have a clear vision for all who attend, work and support our school.

The work we do sits within the our local context and also the national context of the National Improvement Framework. The key priorities of which are:-

- Improvement in attainment, particularly in literacy and numeracy
- Closing the attainment gap between the most and least disadvantaged children
- Improvement in children and young people's health and wellbeing
- Improvement in employability skills and sustained, positive school-leaver destinations for all young people

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

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

Fairness – We include and nurture others to inspire a healthy and happy community.

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

Respect – We provide a safe, supportive and inclusive community where we value everyone.

FAR

HEATHHALL SCHOOL
EST. 2010
DON'T STOP BELIEVING

School Aims, Values and Ethos

Our Learning Journey

Communication

Family

Caring

Team

Fun

Playing

Friends

Included

Happy

Confident

SAFE

Our Vision

At Heathhall Early Learning and Childcare Centre we provide a safe, happy environment in which children learn and develop through playing and having fun with their friends.

Contact Us

The school welcomes suggestions and enquiries from parents and carers.

If you need to find out something

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

If you have a comment or concern

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

If you are not happy with the response you receive or a decision that has been made, you can Ask us to Look Again. You can do this by contacting Educationssupport@dumgal.gov.uk. At this point an Officer will contact you and discuss the issue and share directly with you the outcome of this work.

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

How the School Works

Class Organisation

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.

At Heathhall the allocation to composite classes is based not on age or ability but on social grouping primarily with consultation with the pupil and the professional judgement of the teacher. Conversations are held with parents to gauge understanding of why certain decisions have been made. There is further guidance on our school blog which gives access to the Composite Class leaflet.

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.

Positive Behaviour and Celebrating Success

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 teamwork 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 variety of certificates and stickers which 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 through the use of our card system and we would expect their full co-operation in ensuring that the pupils conform to the high standards set by the school.



School uniform

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

At Heathhall our uniform consists of:

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

For everyday wear most of our children opt to wear a polo shirt and sweatshirt. However, for formal occasions e.g. end of term assemblies we ask that the children wear white shirts and ties. In better weather children may wear shorts (black, 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) and a stock of second hand garments which we give for free.

On entering school, children are asked to change their shoes. A pair of black plimssoles is recommended as these can then double up as indoor PE shoes.

For physical education every child should wear shorts, T-shirt and trainers. PE kit should be kept in a bag in school.

An outdoor PE kit is required. This should contain:

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

If your child has outgrown their school shoes then it is more than likely they will require new gym shoes. 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.

School Clothing grants

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is £134 per child. Guidance and more information is available at <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

School Meals

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

Detailed information on school meals is available at <https://www.dumgal.gov.uk/schoolmenus>

Pre-ordering lunch

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

Special dietary requirements

For food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering)

Free School Meals

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

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

School Transport

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

Attendance

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

More information: www.dumgal.gov.uk

Absence from School

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

Curriculum for Excellence

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

Broad General Education

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

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. Technology is used as an aid to learning in all classes and it 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. Aviation Museum , the forest , a castle, a farm, 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.

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.

We encourage the children to share their Wider Achievement and this is captured in a variety of ways.

- Learning Folders – were we have a reflection log outlining the interests of your child, any clubs and hobbies they may do. In P5-7 we have Go Getters which allows pupils to move forward in their participation in various different activities within and out with school.
- Glow Blogs- Pupils capture not only their learning but also activities outside of school they wish to celebrate.
- Assemblies – we celebrate wider achievement with certificates which then are shown on our Wider Achievement Wall





Home/School Partnership/Parental Involvement and Engagement

Parent Council and Parent Forum

Every parent who has a child at our school is a member of the Parent Forum. The parent council is a group of parents who have chosen to represent the parent forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Hear about what partnership with parents means in our school
- Be invited to be involved in ways and times that suit you
- Identify issues you want the parent council to work on with the school
- Be asked your opinion by the parent council on issues relating to the school and education it provides
- Work in partnership with staff
- Enjoy taking part in school life in whatever way possible

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

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

Homework/Family Learning

At Heathhall each class teacher produces a termly newsletter which outlines class homework guidance. We produce numeracy and literacy helpful hints guidance for further information. We believe it's quality that matters, not quantity - the kind of homework your child does is often more important than the amount.

Even if you have little time, or don't know much about the subject or level your child is studying, you can still be involved. It's not your time or ability, but a positive and encouraging attitude to your child's learning that really matters.

Homework is for children to do, not for parents. How we learn is as unique as our fingerprint so every child might well approach homework differently as a result of this we work closely with parents to decide if adaptations need to be made to the class homework to meet the needs of children. **We also make parents aware that homework is not compulsory and you have the right not to undertake tasks set with your child, we would ask that you notify the class teacher of this request.**

How is my child doing?

There will be several opportunities for you to discuss your child's progress. This may be through informal discussion with the teacher or at Parents' Nights/ Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.

Helping the School

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

Support for All

Support for Learners

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

More information is available at <https://www.dumgal.gov.uk/article/16163/Support-for-Learners>

Getting It Right For Every Child (GIRFEC)

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

More information is available at www.dumgal.gov.uk/girfec

Child Protection

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

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

Enrolment in Schools and Transitions

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

School Improvements

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

We work with pupils, parents and staff to establish the main priorities of improvement for Heathhall. We provide feedback in April on progress to date before working with partners to establish next steps and the priority agenda for the next session. This is shared with all between May and August. A parent version of the current priorities is available on our Blog and Facebook page or in hardcopy from the school – please ask.

Health and Safety

Emergency Procedures

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

Severe Weather and School Closure Arrangements

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

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

Data Protection

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

ICT in Schools

For more information on ICT in school please see page 19 of the [Education Authority Handbook](#)

Use of the Internet, Social Networking Sites

As part of the process of learning we allow our children supervised access to the Internet and e-mail. The authority runs its own filter system to ensure that young people are not at risk from exposure to inappropriate material. This filtering system is regularly being upgraded. We have a policy for use of the Internet and a contract for responsible use, which we ask parents and young people to sign up to.

Safe Digital Learning and Social Media