



Welcome to

Heathhall Primary School



December 2021



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

Headteacher Mrs K McLean

School Roll 305 (Primary)
60 (Nursery)

Denomination Status Non Denominational

Status of Gaelic Gaelic is not currently taught

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

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 twice 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/>

School term dates can be found at:

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

The School Day

Office Hours

Mon - Fri 8.30am - 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 1,140 hours of preschool education and child care.

Different sessions are delivered depending on parental need.



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 in and support our school.

The work we do sits within 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

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

School Vision, Values and Aims



Our Learning Journey

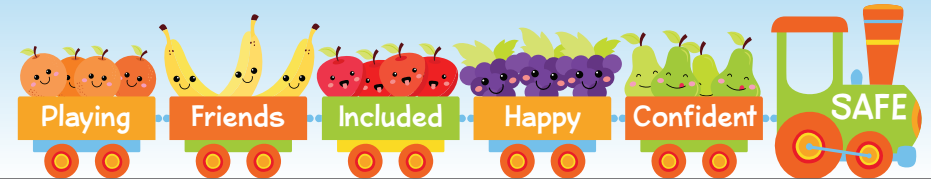
Communication

Family

Caring

Team

Fun



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.

Comments, Complaints and Compliments

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

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

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

How the School Works

Class Organisation

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

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, where the same teacher teaches two or three age groups, i.e. P1/2 or P5/6 etc. These classes are capped at a maximum of 25, which is usually smaller than one-stage classes. Since all of 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 through 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 COVID 19 restrictions allow) 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 the summer holidays.

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 or Lancaster. Pupils can win for their house by working hard, displaying good manners, empathising with and helping their peers. Points are totalled at the end of each fortnight 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. For more information on School Uniform, Dress Code, and School Clothing Grants visit 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 plimsols 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 www.dumgal.gov.uk/article/15246/School-clothing-grants

For information on our School Uniform Bank Project, for donations and collection see supportdg.dumgal.gov.uk/FreeSchoolUniform

School Meals

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

Detailed information on school meals is available at www.dumgal.gov.uk/schoolmenus

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). We recommend that all children with a food allergy or intolerance register even if your child does not have school meals.

Free School Meals

Free School Meals are provided for all pupils in Primary 1, 2, 3 and 4. Primary 5 pupils will be entitled to Free School Meals from January 2022 and Primary 6 and 7 pupils will all be entitled to Free School Meals from August 2022.

Roll out of online payments for school meals to Primary 5, 6 and 7 parents / pupils will be rolled out to all schools in Dumfries and Galloway Schools from 30 August 2021. 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. In Nursery, eligible children can receive up to 1140 hours a year of Early Learning and Childcare.

As part of this funded offer, the child will be entitled to one free meal and a snack each day.

The Council Webpage and Facebook will be updated with information for parents. www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds

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

School Transport

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

Attendance

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

For more information on Attendance, Absences, Lateness and responsibilities of parents please visit www.dumgal.gov.uk

Absence from School

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

Curriculum for Excellence

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

Broad General Education

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

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 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 and then asking 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 Achievements and this is captured in a variety of ways.

- Learning Folders – where we have a reflection log outlining the interests of your child, any clubs and hobbies they may do.
- My World of Work Profile - P5-P7 - 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

Parental Involvement and Engagement

Parent/Carers and the Parent Council

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

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

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

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

Parentclub Scotland <https://www.parentclub.scot/> provides support information and guidance for Expectant Parents and Parents and Carers in their role as well as about their Baby, Toddler, Child or Pre-Teen Child.

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

Parentzone Scotland

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

How is my child doing?

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



Helping Your Child and Family Learning

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.**

Support for All

Support for Learners

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

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

Getting It Right For Every Child (GIRFEC)

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

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

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, responsible and included. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well. Further information can be found at <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

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

Enrolment in Schools - School Places

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

School Improvements

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

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. A copy can also be found by searching for your school at www.dumgal.gov.uk/schools



Health and Safety

Emergency Procedures (including Safer Together Guidance)

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

Health Care (inc First Aid)

Many children will require their health care needs to be met at sometime within the nursery/school environment, for most children this will be for short periods of time only, but for some children this may require more long-term planning and support. If your child has any health care needs, please contact the school to discuss arrangements. Full details of the support available and your role as a parent and the role of your child are contained within Health Care in Schools 3-18 (NHS and Dumfries and Galloway Council) which is available from the school.

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

Severe Weather and School Closure Arrangements

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

www.dumgal.gov.uk/article/15240/Emergency-school-closures

Data Protection

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

ICT in Schools

For more information on ICT in schools please see page 25 of the [Education Authority Handbook](#)

Use of the Internet, Social Networking Sites

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

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

