



# Welcome to

## Heathhall Primary School



December 2022





# Information at a Glance

## School Address

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

Email address:

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

Parent Council Chairperson Dr G Chalmers

Parent Council email:

[heathhallschoolparentcouncil@gmail.com](mailto:heathhallschoolparentcouncil@gmail.com)

Head teacher Mrs K McLean

School Roll 308 (Primary)  
37 (Nursery)

Denomination Status Non Denominational

Status of Gaelic Gaelic is not taught

## Teaching Staff

Mrs A Sloan	(DHT)
Mr D Ross	(PT)
Ms L Gorard	(ASL Teacher)
Mrs D Woods	Mrs L Lynn
Mrs L Copeland	Mrs H McKirdle
Mrs J Clanachan	Mrs R Sim
Mrs A Rudd	Mrs K Boyd
Mrs N Little	Mrs C Scott
Miss G Anderson	Miss R Russell
Mrs L Hannay	Mrs T Brown
Mrs L Hooper	

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

## Auxiliary Staff

Learning Assistants	Mrs L Maxwell
Miss K Japp	Miss K Renwick
Mrs B Jefferson	Mrs K Brown
Mrs H Ostroznik	Mrs J McRobert
Mrs S Gowan	

Office staff	Mrs F Thomson
	Mrs S Gowan

Janitor	Mr P Biggs
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School term dates can be found at:

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

## 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. The school provides information to parents twice a year in the form of a Pupil/Parent/Teacher Talk Time. Learning folders will come home prior to this, sharing your child's latest and best work. Following the second PPT Talk Time a minute of the meeting is sent home. 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.



## 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.

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 our 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 Aims, Values and Ethos

As a school we are committed to being an inclusive community. We want our school to be a happy, caring and stimulating place for everyone. We have a clear vision for all who attend, work in and support our school. Everything we try to do is based around Getting It Right For Every Child. We work with pupils, parents, colleagues, support staff and partner agencies to help us achieve this. Creating positive relationships between pupils and staff and between pupils themselves within our school is fundamental to achieving this. 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 nurturing, calm environment in which children can work and play. We actively promote the Rights of a Child as identified through The United Nations Convention on the Rights of a Child and these rights play a key role in our school ethos and practices. Our school Vision, Values and Aims outlines how we all strive to do our best. To succeed in this, we hope to go FAR: 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. Creating this environment within the school helps to equip pupils to thrive in their learning and develop

in the four capacities of becoming a Successful Learner, Confident Individual, Responsible Citizen and an Effective Contributor.

### Leadership skills

To support the development of skills in the four capacities, we aim to provide leadership opportunities for all pupils during their time at Heathhall. This could come in many forms whether it be a leadership role within the classroom e.g. Computer Monitor, Eco helper or a whole school leadership role- Pupil Council, House Captain, Digital Leaders, Rights Respecting School Steering Group, A P7 buddy (To encourage a smooth transfer from Nursery to P1 we run a buddy system where P7 pupils support P1 pupils with their transition. The P1 pupils will meet the P7 buddies whilst they are still in nursery and this support will carry on in to the first few weeks of Primary 1.)



## 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](mailto:ParentalInvolvement@dumgal.gov.uk). At this point an Officer will contact you and discuss the issue and direct the enquirer 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.

We have single stage and composite classes. Classes are based not on age or ability but on social grouping primarily through consultation with the pupil and the teacher's professional judgement.

For more information please see the [Education Authority Handbook](#)

### Positive Behaviour and Celebrating Success

All children have a right to feel happy and secure in our school. Our pupils 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.

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. Parents and pupils are encouraged to bring concerns to the attention of staff and likewise staff will seek support from parents and pupils.

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 earn points 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 to celebrate successes at assemblies. This system has proved very successful, however,

behavioural difficulties will still crop up. 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.

For more information please see page 13 of the [Education Authority Handbook](#)

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

At Heathhall our uniform consists of:

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

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.

A pair of indoor shoes is required and black plimsols are recommended.

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



## Financial Support for Children and Families

### Grants and Bursaries

#### Scottish Child Payment

The Scottish Child Payment is a payment for families on certain benefits or tax credits. Eligible families will get £40 every four weeks for each child under six.

Further information and an application can be made at: [mygov.scot](http://mygov.scot) website or call us on 0800 182 2222.

#### Best Start Grant

Best Start Grant and Best Start Foods are payments that help towards the costs of being pregnant or looking after a child. Best Start Grant is made up of 3 one-off payments:

- Pregnancy and Baby Payment
- Early Learning Payment
- School Age Payment

Best Start Foods is a prepaid card that can be used in shops or online to buy healthy foods like milk or fruit. The payments you can get now will depend on:

- how far along in your pregnancy you are
- how old your child is

Further information and an application can be made at: [mygov.scot](http://mygov.scot) website

#### 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 low income. The current award is presently £134 per primary school child and £150 per secondary school child.

Further information and an application can be made at: Free school meals and associated payments - Dumfries and Galloway Council ([dumgal.gov.uk](http://dumgal.gov.uk))

Education and Learning Directorate are committed to supporting families through their Anti-Poverty Strategy – details of which can be found at [www.dumgal.gov.uk/poverty](http://www.dumgal.gov.uk/poverty) Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at the above link.

### 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](http://www.dumgal.gov.uk/schoolmenus)

### Special Dietary Requirements

Facilities Services – Catering provide 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. Simply ask the school for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

For more information contact the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto:solutionscentre@dumgal.gov.uk) to access the Legislation & Nutrition Officer.

### Free School Meals

Free school meals are provided for all pupils in Primary 1, 2, 3, 4 and 5. Confirmation of when this will be rolled out to Primary 6 and Primary 7 from the Scottish Government has yet to be confirmed.

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.

All primary schools are now operating a pre-order system for school lunches for paid and free school meals. Parents / Carers will receive a letter informing them of how to create and set up an account for their child.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £360 and secondary school pupils can save £370. 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 number of pupils who are entitled to free school meals.

For more information visit

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

Visit the school meal website for further information

[www.dgschoolmeals.co.uk](http://www.dgschoolmeals.co.uk)



## 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>

## Free Travel for 5 - 22 year olds

From 31 January 2022 all children and young people aged 5-22 will be entitled to free bus travel in Scotland. You can apply for free travel online from today at [www.getyournec.scot](http://www.getyournec.scot) (This cannot be done through your school)

## 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](http://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) across 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 E&Os of the most appropriate level for them.

The pupils at Heathhall are encouraged to learn by activity and investigation. Technology is used as an aid to learning in all classes and it will permeate all areas of the curriculum.

Pupils 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. Edinburgh

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.

Individual talents in all areas of the curriculum as well as extra-curricular talents are positively encouraged. Wider Achievements are captured in a variety of ways:

Pupil reflection log, My World of Work Profile - P5-P7, Wider Achievement certificates which are shared at assembly and displayed on our Wider Achievement Wall and added to learning folders.





## 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 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 to expectant parents, baby, toddler, Child, Pre-teen and Parents and Carers.

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 on page 18 of our [Education 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](http://www.dumgal.gov.uk/girfec) and on page 20 of our [Education Authority Handbook](#)

### 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 - 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.

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](http://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](http://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](http://www.dumgal.gov.uk/article/15129/Data-protection) and [www.dumgal.gov.uk/privacy](http://www.dumgal.gov.uk/privacy)

### ICT in Schools

For more information on ICT in school please see page 14 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 our [Education Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

