

Welcome to
Langlands

School
School Handbook
October 2022



Langlands School

Vision

Langlands' vision is a community where all young people feel valued, respected and included, and are able to learn, develop and succeed.

Values

- Kindness
- Inclusion
- Fairness
- Respect
- Support

Aims

Langlands School aims to provide a personalised and meaningful educational experience in a positive and holistic environment. We will respect and learn from each other, and kindly celebrate all of our achievements as a community. We aim to provide our learners with opportunities to explore their future success through education in school and the wider community. Through teamwork and positive relationships, we can help all our children reach their full potential and experience success.



Welcome from Headteacher and Principal Teacher

Dear Parent / Carer

Welcome to the Langlands Handbook from all staff.

The purpose of this handbook is to provide you with all the key information you will need as your child starts at Langlands School. If you have any queries about the content of the handbook, or any questions that the handbook does not answer, please do not hesitate to get in touch.

Langlands School provides a positive and nurturing educational environment for secondary young people with severe and complex additional support needs. Our small school roll and good staff to pupil ratios mean that we can provide an education that meets pupils' individual needs.

During your child's time at Langlands we will regularly communicate with you on your child's progress and with important information about what your child is doing in school. We aim to have an 'open door' policy where parents and carers can come and see us to discuss anything.



Steven Jewell
Headteacher (Acting)



Emma MacKay
Principal Teacher (Acting)

For more information about how the local authority supports parents and schools please see our Authority Handbook: <https://www.dumgal.gov.uk/media/22154/Education-Authority-Handbook/pdf/0117-21-Authority-Handbook-2021.pdf?m=637686132754470000>

School Information

Langlands School
North West Community Campus
Alloway Road
Dumfries
DG2 9DF

☎ 01387 267834
✉ gw09officelanglands@ea.dumgal.sch.uk
📍 dumgal.gov.uk/article/16631/Langlands-School

Headteacher: Steven Jewell (Acting)
Parent Council (Friends of Langlands) Chair: Edwina Lower / Kem Altug
School Roll: 20
Denomination Status: Non-denominational
Status of Gaelic: N/A

School Staff

<u>Management Team</u>	
Steven Jewell	Head Teacher (Acting)
Emma MacKay	Principal Teacher (Acting)
<u>Teaching Staff</u>	
Gordon Ballantyne	Teacher
Caroline Farish	Teacher
Danila Pickup	Teacher
<u>Learning Assistants</u>	
Lucia Alvarez	<i>Gail Bailey (Mat leave)</i>
Nicki Brockwell	Aimee Graham
Nadja Johnston	Paula Kennedy
Vivienne McDonald	Jessica McDougall
Bryony McHarrie	Maria Nicolussi
Diane Pattie	Rhonda Morgan
Melanie Rennie	Margaret Robb
Rachel Ursell	Karin Watson
Katie Wild	
<u>General Assistants</u>	
Sarah Bell	VACANCY
VACANCY	VACANCY
<u>Office Staff</u>	
Lyndsay Murphy	Senior Clerical Assistant

Staff Pictures

Teachers



Gordon



Caroline



Danila

Learning Assistants



Viv



Avril



Margaret



Gail



Rhonda



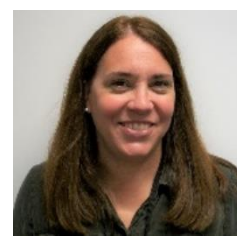
Paula



Rachel



Lucia



Maria



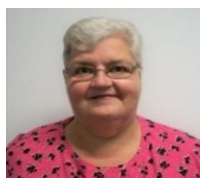
Jessica



Mel



Nadja



Karin



Diane



Katie



Bryony



Nicki



Aimee



Lyndsay
(Senior Clerical Assistant)

School Term Dates

Term 1

Staff training - Thursday 18 and Friday 19 August 2022

First day - Monday 22 August 2022

Last day - Friday 14 October 2022

Autumn holiday - Monday 17 to Friday 28 October 2022

Term 2

First day - Monday 31 October 2022

Last day - Friday 23 December 2022

Christmas holiday - Monday 26 December 2022 to Friday 6 January 2023
(pupils return Tuesday 10 January)

Term 3

Staff training - Monday 9 January 2023

First day - Tuesday 10 January 2023

Mid-term holiday - Wednesday 22 February to Friday 24 February 2023*

(*Staff training - Wednesday 22 and Thursday 23 February 2023)

Pupils return from Mid-term holiday - Monday 27 February 2023

Last day - Friday 31 March 2023

Spring holiday - Monday 3 April to Friday 14 April 2023

Term 4

First day - Monday 17 April 2023

May Day holiday - Monday 1 May 2023

Last day - Friday 30 June 2023

Summer holiday - Monday 3 July 2023 to Monday 21 August 2023

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 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

<u>School Day</u>	<u>Class Organisation</u>
<p>The school day operates as below:</p> <p>9.15-9.30: Registration and Morning Routines</p> <p>9.30-10.30: Teaching Block One</p> <p>10.30-10.45: MORNING BREAK</p> <p>10.45-12.00: Teaching Block Two</p> <p>12.00-13.00: LUNCH BREAK</p> <p>13.00-14.45: Teaching Block Three</p> <p>14.45-15.00: Reflection and Home Routines</p>	<p>For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure.</p> <p>Classes are organised by age and stage, but also taking account of each young person's needs and how these can be best met. At Langlands, our classes are organised in small groups with core teachers and learning assistants supporting each class. This ensures young people get the support they need, provided by familiar staff, and that positive relationships can be nurtured within each class group.</p>

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 Langlands, we recognise the need for a flexible approach to uniform that considers individual needs. Therefore, we have a suggested uniform that can be purchased from <https://www.border-embroideries.co.uk/schools/langlands-school.html> and we encourage young people to wear this, however as long as young people are relatively smart and comfortable, that is fine.



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. We have introduced an advanced pre order system for lunch. Pre order forms are handed out to all pupils.

Special dietary requirements

Specific meals for children with food allergy and intolerances, medically prescribed diets, or diets for religious or cultural reasons, 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



Positive Behaviour and Celebrating Success

Langlands School provides a nurturing environment that promotes positive behaviour. Our expectations of all (pupils, staff, and the school community) are based on the school values:

Kindness

- We will be kind to other people
- We will celebrate others' achievements

Inclusion

- We will include everyone in appropriate learning experiences
- We will ensure everyone has what they need to take part in learning

Fairness

- We will treat everyone fairly
- We will make sure everyone has equal chances to succeed

Respect

- We will respect other people
- We will value the views and contributions of others

Support

- We will help other people when we can
- We will ask for help when we need it

We celebrate the successes, achievements and effort of others via day to day praise and recognition, as well as messages home and more formal events in school.

Our approaches to managing behaviour in school are in line with the council's Better Relationships Better Learning expectations, meaning that we are committed to a **nurturing, restorative and solution-focused** culture. We will always work with young people and parents/carers in a caring and kind way to resolve any difficulties, rather than taking a punitive approach.

Rights Respecting School

This session, Langlands School is working towards achieving a Rights Respecting Schools Award.

The UNICEF UK Rights Respecting Schools Award supports schools across the UK to embed children's human rights in their ethos and culture. The Award recognises achievement in putting the UN Convention on the Right of the Child (UNCRC) at the heart of a school's practice to improve wellbeing and help all children and young people realise their potential. The Award is based on principles of equality, dignity, respect, non-discrimination and participation.

Schools involved in the Rights Respecting Schools Award work towards the recognition that they have embedded children's and young people's rights in their school's practice and ethos. Schools are required to implement three evidence-based strands that cover the leadership of the school, knowledge and understanding of children's rights, ethos and relationships and the empowerment of children and young people.

More information and details about how parents can be involved in this will be forthcoming throughout the session.

The Curriculum

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.

The Langlands School curriculum is individualised and personalised based on each young person's needs.

Broad General Education, for pupils in S1-S3, will focus on the key curricular areas of:

- Literacy, including English and Social Subjects
- Numeracy, including Maths, Science and ICT
- Health and Wellbeing, including PE/Sport, Cooking, and PSHE
- Expressive Arts, including Art and Music

Senior Phase pupils, in S4-S6, will experience a range of curricular areas and build evidence of their achievements. Pupils will be presented for a range of SQA qualifications, usually at National 1 or National 2 level, based on their needs.

All pupils at Langlands gain wider experiences and achievements through out of school visits and excursions, and community engagement.



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 Attendance Support 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 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.

Communicating with Home

A number of communication approaches are used to ensure parents/carers are informed of progress. These may include:

- Home/school diary
- ClassDojo
- Texts, phone calls or emails
- Face to face or online meetings
- Formal reports on progress

The first point of contact for parents will be the class teacher. The teacher will be able to advise and communicate regarding most matters. Following this, the Principal Teacher and then the Headteacher may be contacted.

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.

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

All schools publish an annual Standards and Quality Report and School Improvement Plan. This is usually finalised in the summer term between April and June each year. The current areas of focus on our School Improvement Plan from June 2021 are:

- Improve the quality of Learning and Teaching to meet the individual needs of learners
- Increasing opportunities for children to succeed and achieve



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 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.



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 school 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