

COMHAIRLE NAN EILEAN SIAR



Sgoil Dhalabroig

Daliburgh, South Uist. HS8 5SS

Telephone: 01878 700276 / 01870 604889

Email: daliburghschool@gnes.net



**School Handbook
January 2021**

Updated Dec 2020

Support Staff:

Mr John Archie MacIntyre	Facility Manager
Mr Donald John MacInnes	Facility Manager
Mrs Fiona Walker	Support for Learning Assistant
Mrs Anne MacIntyre	Support for Learning Assistant
Miss Norma MacCormick	Support for Learning Assistant
Mrs Seonag Steele	Support for Learning Assistant
Mrs Emma Campbell (on maternity leave)	Support for Learning Assistant
Mrs Caroline MacInnes (maternity cover)	Support for Learning Assistant
Mrs Michelle Gray	Support for Learning Assistant
Miss Jade MacRury	Classroom Assistant
Mrs Margaret Campbell	Secretary/School Assistant
Miss Louise Jordan	Educational Attainment Apprentice

Nursery Staff:

Mrs Donna Beaton	Play Leader
Mrs Vicky MacIntyre	Key Worker
Mrs Audrey Peers	Key Worker
Mrs Clair MacQuarrie	Key Worker

Catering Staff:

Mrs Katie Campbell	Cook in-Charge
Mrs Catriona Martindale	Kitchen Assistant
Mrs Dolina MacMillan	Lunchtime Supervisor

Instructors:

Mr Donald MacDonald	Piping (Mondays)
Mrs Penny Burgess	Gaelic Singing (Tuesdays)
Miss Anna Black	Fiddle (Tuesdays)

The school is proud of its Green Flag Award, Rights Respecting Schools Status and Sport Scotland Gold Award. We promote healthy eating, Active Learning and Fairtrade. The school is non-denominational. When children complete their Primary Education they transfer to Sgoil Lionacleit.

If you have any questions, or would like any further information on any aspect of this handbook or the education of your child, please do not hesitate to contact me.

Contact Details

Name of Head Teacher:	Mrs Jane MacIntyre
Name of School:	Sgoil Dhalabroig
Address:	Daliburgh, South Uist. HS8 5SS
Telephone Number:	01878700276 / 01870604889
Email Address:	daliburghschool@gnes.net
Parent Council Email Address:	daliburghpc@gnes.net

Facebook: Sgoil Dhalabroig
Twitter: @sgoildhalabroig
Website: www.dalabrog.eileanansiar.sch.uk

Organisation of the School Day

Start Time:	9:00am
Morning Break:	10:30-10:55am
Lunch Time:	12:30-1:35pm
Finish Time:	3:30pm
Golden Time Masterclasses:	Friday 2:30pm
Virtual Assembly (during Covid)	Friday 1.45pm
Sgoil-Àraich hours:	Monday – Friday 8.45am – 3.45pm

Agreed Term Dates for Session 2020-21

The school term dates and mid-term holidays for 2020-21 are as follows:

Spring 2021 Term 3

Wednesday 6th January – Friday 26th March 2021 (teachers and pupils)

Mid-term holiday:

Thursday 11th February-Monday 15th February 2021 inclusive (teachers)

Wednesday 10th February – Monday 15th February 2021 inclusive (pupils)

Summer 2021 Term 4

Monday 12th April – Friday 25th June 2021 (teachers and pupils)

Mid-term local holiday:

Friday 30th April – Monday 3rd May 2021 inclusive (staff and pupils)

Transitions

Sgoil-Àraich to Primary School

Sgoil-Àraich Dhalabroig has a separate handbook and copies are available from the school or nursery. The opportunities for the nursery children's transition to Primary school has been affected by Covid 19 restrictions. However, the Sgoil Àraich pupils continue to enjoy using the P.E hall while joining in with many activities and participating in various events throughout the academic year in school. Formal arrangements are in place for teachers to regularly visit the Pre-school pupils. Due to Covid 19 this has partly been done virtually. Throughout the year a teacher works on projects with the Pre-school pupils in

both Sgoil Àraich and Cothrom Og and after the February break they will begin their formal transition programme if restrictions are lifted; joining the Pre-school pupils from Cothrom and P1 pupils for 2 hours a week in the school. This will then be extended in term 4 to allow the Pre-school pupils to experience both break time and lunch time in school. All Pre-school pupils will be given a buddy from P6 who will help them to make the transition from Sgoil Àraich to school. If restrictions continue at this point other arrangements will be made for transition. (In this case further details of this can be obtained by contacting the school). Planning is shared between teachers and staff; this makes transition and tracking more manageable and successful. There is an open afternoon for Pre-school parents prior to enrolment. This provides an opportunity for parents and teachers to meet and discuss the next stage in the education of children.

Any parent wishing to enrol their child in Sgoil Dhalabroig outwith the usual transition time should contact the school for an enrolment pack. A time can then be arranged for the parents and the pupil to visit the school prior to enrolment.

Primary to Secondary Transfer

Pupils transferring from Primary to Secondary (Sgoil Lionacleit 01870 603690) have a variety of opportunities to be involved in shared events and activities. A new collaborative professional approach to Primary – Secondary transition has been established and staff and pupils will be involved in a planned transition programme which will be created in line with the Covid 19 restrictions in place. In this way teams of staff will get to know how the children work, what they are working on and how best to meet their needs. If restrictions allow, a timetable will be drawn up to provide opportunities for pupils to participate in visits to Sgoil Lionacleit before they transfer. If required, an enhanced transition will be by planned jointly by representatives of both schools and the parents.

Admissions Policy

At present, the nursery is open to children aged 2-5 years and is registered with 'Social Care and Social Work Improvement Scotland' (SCSWIS), and the Care Commission to provide a care service to a maximum of 30 children per session. As usual, if the demand for places outweighs supply priority will be given to children eligible for their pre-school funded place.

The admission policy is included within the welcome pack. This policy contains details on how to book childcare places, application/registration and consent forms.

The nursery aims to ensure that the admission of children is fair, equitable and responsive to the needs and preferences of individual children and their parents or carers. Sgoil Dhalabroig and Sgoil Àraich Dhalabroig believe that no child should be excluded or disadvantaged because of ethnicity, culture, religious beliefs, language, family background, special educational needs, disability, gender or ability.

When a child starts at the nursery, staff recognise due care and attention must be given to the parents, carers and the child's needs. Staff aim to work in partnership with parents to settle the child into the new environment.

Booking Your Child

Places will be allocated on a first come first serve basis - book early to avoid disappointment. Priority will be given to children who are eligible for Early learning & Childcare funding (see table below). On enrolment parents will be asked to sign a contract stating the child's hours of attendance and will not receive a concession if their child is booked and fails to attend. There are no refunds given for absent days or cancelled bookings. This includes absence through sickness and any extra holidays taken, outwith the

nursery holidays. The nursery does however have the discretion to reduce fees in the event of a child's long term sickness. The Nursery Manager will liaise with parents with regard to this.

Application, Registration and Consent forms

An application/registration form, consent form and contract will be issued to parents on application for a place at the nursery. It is essential that all forms are completed by parent/guardian prior to the child attending.

Enrolment and Eligibility for Early learning & Childcare

Children receiving a funded place are entitled to 1140 hours over 38 weeks. A maximum of 30 early learning and childcare hours will be provided in any one week during term time only. The group charges non funded hours on a sessional basis based on a rate of £3.90 per hour for children aged 3-5 years and £4.40 per hour for children aged 2 - 3 years. This cost increases annually by 10 pence each August.

Early learning and childcare enrolment usually takes place in February on a date notified to parents by local press advertisement. Children who enroll in the nursery will be invited to spend an induction session in the nursery to experience a little of the nursery atmosphere and to meet the nursery staff.

Criteria:		Eligible From:
Where a child's 3rd birthday falls on or between these dates:	1st March - 31st August	August (Autumn Term) of that year
	1st September - 31st December	January (Spring Term) following their birthday
	1st January - last day February	April (Summer Term) following their birthday
<u>Or</u> where a 2 year old child's parent(s)/carer(s) are receiving out of work benefits		The term following the child's 2nd birthday (for those already on benefits) <u>or</u> the term following the date when the parent(s) become eligible for out of work benefits
<u>Or</u> where a 2 year old child is Looked After, is in a Kinship Care placement, or lives with an appointed guardian (or has been since their 2nd birthday)		When arrangements are agreed and recorded as part of the Child's Plan

Once a child becomes eligible for an early learning and childcare place they remain eligible for that place until they become eligible to start school.

The preferred method of payment is by Direct Debit, or for CNES employees by payroll – relevant forms are available from the Education and Children’s Services Department, Early Years Office. If you have any queries regarding methods of payment you are asked to contact the Early Years Office (01851 822655). **Failure to pay can result in the service no longer being available to your child.** You may be able to claim help with childcare costs through the Childcare Tax Credits 0845 300 3900 www.inlandrevenue.gov.uk/taxcredit.

Benefits of Bilingualism

Foghlam tro Mheadhan na Gàidhlig

“Gaelic Medium Education is an option within Scottish education that gives children and young people an opportunity to become fluent in Gaelic. As children and young people move from stage to stage, they will continue to develop their fluency. In so doing, they also fulfil all the aims and goals of Curriculum for Excellence and accrue all the benefits of bilingualism.”

Education Scotland

BUANNACHDAN DÀ-CHÀNANACHAS

THE ADVANTAGES OF BECOMING BILINGUAL

- *Being bilingual helps children become more aware of language itself and how it works. A child speaking Gaelic will know that some nouns are masculine and feminine. This makes it easier to learn languages such as French and Spanish where the same rules apply.*
- *Having two languages offers many career opportunities.*
- *They are better readers, and generally find it easier to learn other languages.*
- *Children in Gaelic medium education (GME) can be fluent in two languages with advantages learning other ones.*
- *Having two languages can access different literatures and more ways of thinking and acting.*
- *Gaelic bilinguals have a better understanding of the wider Scottish cultural identity.*
- *Children exposed to different languages at an early age tend to be more focused at ‘multitasking’, than children who speak one language.*
- *Research shows that children educated through Gaelic are on par with or outperform children educated in one language.*

Bòrd na Gàidhlig

For further information on Gaelic Medium Education and Gaelic (Learners) please contact our school office.

Placing Requests

As a parent, you have the right to make a Placing Request to be educated in a school other than the school for your catchment area. Every effort will be made to try to meet parental wishes but you should note that it is not always possible to grant every Placing Request to a particular school.

If you wish to make a Placing Request, you should complete the appropriate form (available from school) and return it to Louise Smith, Principal Officer, Education and Children’s Services, Comhairle nan Eilean Siar, Sandwich Road, Stornoway, HS1 2BW. If a Placing Request is successful, parents will be responsible for the safety and transportation costs of their child to and from their chosen school.

Attendance and Absence

School starts for pupils at 9:00am. Pupils not present at registration time are marked as absent on the

register. If pupils arrive later, the mark in the register is changed to show them as having arrived late. It is the responsibility of parents to ensure that their children attend school.

If your child cannot attend school because of illness or other circumstances, the school should be notified by note, email or by telephone by 9:30am. It is also useful if a note can be sent to the school explaining any long term absence in advance of the pupils return to the school.

The category of **Authorised Absence** includes absences deriving from reasons such as: -

- Sickness
- Medical & Dental treatment
- Bereavement
- Short term exceptional domestic circumstances
- Agreed debates, sports, musical or theatrical productions arranged by or in conjunction with the school.

The category of **Unauthorised Absence** includes absences deriving from reasons such as: -

- Unexplained absences
- Family holidays taken during term time
- Truancy

If you are intending to withdraw your child from school during term time, please contact the school office for the relevant form which **must** be filled in prior to the absence. However, as a school we are trying to improve attendance in order to improve attainment. **Please take any holidays outwith term time unless absolutely essential. The parent/guardian of any pupil whose attendance falls below 90% will be contacted by letter.**

School Uniform

The wearing of school uniform is being promoted by all schools in the Western Isles. For the purposes of this school, the Sgoil Dhalabroig sweatshirt will suffice but other items are available as well, should parents wish them.

- Sgoil Dhalabroig Hoody
- Sgoil Dhalabroig Crew Neck Jumper
- Sgoil Dhalabroig Cardigan
- Sgoil Dhalabroig Polo-shirts
- Sgoil Dhalabroig PE Kit
- Navy Jacket with School Logo
- Tie

Some forms of dress are unacceptable to the school on the grounds of Health and Safety, or on Moral or other grounds.

- a) Items of dress which can raise Health and Safety concerns are loose fitting clothes, dangling earrings and clothing made of flammable materials.
- b) Items of dress which raise moral grounds of concern are those which carry advertising, particularly relating to alcohol or tobacco, or questionable designs carrying offensive or dubious slogans or messages.
- c) Items of dress which raise concerns are those which encourage factional identification, such as football and other team colours.

All parents in receipt of Family Credit or Income Support are eligible for a clothing grant from the Education Authority to ensure that their children are able to make full use of educational provision.

Application forms for clothing grants are available from the Education and Children's Services Department, Comhairle nan Eilean Siar, Sandwick Road, Stornoway. Tel: 01851 703773.

<https://www.cne-siar.gov.uk/schools-and-learning/schools/application-forms/>

As part of our school uniform 'swap shop,' used school uniforms are available in school and can be taken by any adult free of charge. Anyone wishing to donate items of school uniform which are too small for their child but are still in good condition should hand them in at the office. Parents should **write the names** on children's clothing so that it can be identified if lost (something which frequently happens). Any items of clothing without a name will be added to our school uniform 'swap shop' if not claimed after some time.

School Meals

Our Primary School Menu offers healthy and tasty meal options which reflect the Scottish Government food and drink legal requirements for school lunches. Children of parents in receipt of Income Support and all P1-3 pupils are entitled to free meals.

School Meals are served daily in the school canteen. The current cost of a school meal is £2.09 for a two course meal. Water jugs and glasses are provided for all pupils taking school meals or packed lunch. You must let the school know in advance if your child has any dietary requirements or allergies.

Further information and application forms can be obtained from the school, or from The Education Department, Comhairle nan Eilean Siar, Sandwick Road, Stornoway. Tel: 01851 822737. Those pupils not taking a school meal may either go home or take a packed lunch with them, which they may eat in the school canteen.

Mairi Boyle - Assistant Operations Manager: 01870 603567

Travel to and from School

Primary School Children living two miles or more from school are entitled to free transport. Children who are not eligible for free transport will have to pay a contribution towards the cost of transport if they make use of it. It will be possible for parents to:

- buy weekly books of tickets or
- purchase a termly pass or
- purchase a session pass

Payment for the above can be made by direct debit if parents wish. The overall price is the same regardless of which method parents choose – in other words, there is no cost penalty for choosing to pay weekly or monthly. There is also a system of stepped discounts for families with more than one child travelling to school.

Children attending this school rather than their local catchment school (placing requests) are not entitled to free transport.

Comhairle nan Eilean Siar's school transport policy is available at:

www.cne-siar.gov.uk/media/4760/home-to-school-transport-policy.pdf

All parents who wish their child to travel on the school bus but live less than 2 miles from the school will be required to fill in a Home to School Transport Application Form which can be obtained from the school.

It is the parent's responsibility to make sure their child arrives at the pick up point on time and behaves in a safe and acceptable manner while boarding, travelling in and leaving the vehicle. Children who misbehave can lose their right to home to school transport.

Unexpected Closures

It may be necessary, occasionally, to close the school at short notice and send the pupils home e.g. in exceptionally bad weather or if there are electricity or heating faults. If parents are not regularly at home during school hours, they should always make arrangements to have someone available to receive their children should such an emergency occur. The school will ask each parent at the point of enrolment to provide the address and/or telephone number of a person who can be contacted in these circumstances. Please ensure this information is kept updated and notify the school of any changes. The School also uses the Group Call Messenger service to keep you informed of closures etc.

Parents should also feel free to contact the school if they are concerned about the safety of the children because of severe weather conditions and are free to call for them at any time.

Personal Property

Each pupil is responsible for his or her property and each item should be clearly marked with the pupil's name. Although school staff keep a very close watch on property, the school cannot accept any responsibility for losses or damages.

For this reason, no expensive items of personal property or sums of money should be brought to school. In special circumstances pupils may bring in a mobile phone which should be left in the school office.

Complaints, Comments and Suggestions Procedure

We are keen that you should be completely satisfied about your child's education and we encourage feedback from parents and pupils. We are, therefore, interested in feedback of all kinds, whether it be compliments, suggestions or complaints. If you have a complaint about the school, please let us know and we will do our best to deal with it in the shortest possible time. It is better that these things are shared openly and resolved fairly rather than being allowed to damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible. If we have made a mistake we will apologise quickly and clearly and try to put things right.

There are some things which you should take note of in relation to making a complaint:

- Please make any complaints initially to the Head Teacher. This makes sure that the school knows what is going on and has an opportunity to respond and resolve the issue.
- If you are unhappy with the service or with our response, then you will have the right to take the matter further. You can contact Anne Graham (Executive Head) or you can put your complaint in writing or fill in a complaint form. Completed forms should be sent to: Director of Education and Children's Services, Comhairle nan Eilean Siar, Sandwick Road, Stornoway, Isle of Lewis, HS1 2BW.
- If you are still unhappy after further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman. The reply will include the contact details.

Medical & Health Information

At the time of enrolling your child(ren), you should inform the school of any medical problems, which your child(ren) may have and of which teachers should be aware (e.g. asthma, epilepsy, diabetes.)

Any pupil who feels unwell in school should inform a teacher who will make necessary arrangements to seek medical advice if necessary. In some cases, it may be necessary to send your child home but this will only be done after contact with the parent or emergency contact to make arrangements. Again it is vitally important that if you think we will not be able to contact you, you have provided the school with someone who **can** be contacted in case of an emergency.

Medication

Parents of pupils requiring medication (short/long term) should inform the school if medication is required during school hours. Medication will then be stored in the medical room and be administered as directed by a member of staff. Pupils should not carry or administer medicines themselves (with the exception of inhalers).

It is essential that every parent keeps the school informed of any developments or changes to any long term health care needs. In the event of continued health problems, an appropriate health care plan will be drawn up with the school involving parents, pupil, staff and healthcare professionals.

The School is visited regularly by Mrs Margie Kuzma, School nurse. Parents are kept informed in advance of any medical checks.

Mrs Teeny MacDonald and Mrs Mairi MacPherson, members of the Childsmile team, deliver workshops to the pupils and carry out inspection of their teeth and Fluoride Varnishing on a regular basis. Parents are kept informed in advance of any procedures taking place. Other Health Professionals may visit our school throughout the session as part of school or national initiatives.

The nominated First Aiders for the school are:

Mrs Margaret Campbell, School Assistant, Mrs Jane MacIntyre, Head Teacher and Mrs Seonag Steele, Support for Learning Assistant.

SECTION TWO – PARENTAL INVOLVEMENT IN THE SCHOOL

Parents Welcome

Our school encourages parental involvement. Research has shown that when parents are involved children perform better in school.

Our website, blog and Facebook page allow parents and the community to keep informed of things that take place in the school. We also contact the press to inform them of any key achievements, projects or events taking place within Sgoil Dhalabroig. In this way everyone has a role to play in informing people about our school.

Detailed School Progress Reports are issued once a year. There are also two formal reporting to parents' nights. Pupil led parents' evenings happen throughout the school year and we regularly invite our parents in for formal and informal events.

Wider Achievement Jotters are compiled with input from pupils, parents and school. Pupils are clear about their targets and parents can help their children achieve them. These are sent home termly and parents are encouraged to discuss them with their children and write a comment. This partnership is continued through homework. Parents are also in contact with their child's teacher through social platforms such as class dojos. Throughout the period of home learning they were encouraged to share work their children had done through this medium, and this link continued once schools re-opened.

The school actively encourages parents and the wider community to be part of the life of the school. When Covid restrictions allow, the children are regularly involved in termly events to which both parents and the Community are invited; from ceilidhs to fund raising events. While restrictions remain in place we do our best to involve parents and the community in what we are doing through social media. When restrictions are once again lifted we would like to encourage parents/grandparents to come to the school to help with reading etc. as we recognise that by involving our parents and grandparents in the school life, we can build and sustain positive relationships which will improve the experiences of our learners and stakeholders.

Our Eco garden is an on-going project which involves a hands-on approach from everyone. The children are responsible for maintaining the school garden and they work alongside school staff to grow fresh fruit and vegetables. Harvested vegetables are then used during cooking lessons and healthy eating Masterclasses.

Formal Parent Representation

The role of the Parent Council is to:

- Support the school in its work with parents
- Represent the views of all parents
- Encourage links between the school, parents, pupils, pre school groups and the wider community
- Report back to the Parent Forum (all parents are members of the Parent Forum).

The Parent Council work tirelessly in partnership with the school to ensure our pupils are provided with the best opportunities. Parents/Carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council. The Parent Council meets 2/3 times per school term. All meetings are open and all parents are welcome to attend. Due to Covid restrictions these have taken place virtually since March 20.

Our present Parent Council is:

Chairperson:	Peggy Ann MacMillan
Vice-Chairperson:	Mary Ann MacIntyre
Treasurer:	Lorna Steele
Secretary:	Shona Steele
Committee members:	Clair MacQuarrie
	Mary Ann Scott
	Christine MacQuarrie
	Lisa Cowan
	Nicola Smith
	Olli MacLellan
	Paula Morrison

Message from the Parent council:

“Daliburgh School Parent Council is here to develop and engage in activities which support the education and welfare of the pupils and to represent the views of parents on the education and welfare of pupils. Our role is to support and create a welcoming school that is inclusive for all parents and to promote relationships between the school, pupils, parents, carers and the wider community.

A major role of the Parent Council is to fundraise for the school, both for equipment and for extracurricular activities. We apply for grants, organise sponsored events and try to come up with ideas to raise money.

Any parent or carer with a child at the school can volunteer to become a member of the Parent Council and we always welcome new members to support our group.”

Our Parent Council have also set up a Facebook page to provide Parent Council information and updates to all stakeholders. The following web site gives useful information for parent councils

<https://education.gov.scot/parentzone/getting-involved/parent-councils/about-parent-councils>

Pupil Committees

We normally have Committee Meetings every fortnight where pupils from P4-P7 join their groups to discuss, agree and promote issues which take our school forward. Representatives from the committees then share their work with P1 -3 and the other committees on a regular basis at assembly. Due to Covid restrictions we have been unable to meet in this way. Instead Rm 6 pupils form the Pupil Council (with a Rights Respecting Sub-group), Rm 5 pupils form the Sport and Health Committee and Rm 2 form the ECO committee.

Members of staff help pupils run the committees and implement the changes or organise resources to help pupils achieve their aims. Minutes are kept of meetings and pupils carry out their duties respectfully.



 **Parentzone**
SCOTLAND

Information and advice on education
and learning for parents in Scotland

Be at the heart of your child's learning . . .

Sign up to receive our Parents and Carers e-bulletins
for the latest developments in Scottish education.
edscot.org.uk/p/LQE-39I/subscribe
Email: enquiries@educationscotland.gov.scot



education.gov.scot/parentzone

Parentzone is a useful website provided by the government and can be accessed at education.gov.scot/parentzone (see above)

School Ethos

At Sgoil Dhalabroig our agreed vision statement is:

‘Mise – toilichte annam fhèin agus misneachail | It’s good to be me!’

We aim to have a happy, caring and inclusive school community where everyone is valued, shows respect and strives to be the best they can be.

We like to encourage pupils to take pride in their achievements and celebrate these achievements by displaying them on our ‘It’s good to be me!’ wall which is regularly updated. Parents should contact the school with any their child(ren)’s achievements so that they can be celebrated – remember every child is different and every achievement can be celebrated!

The values and aims which underpin this vision, and against which we shall evaluate our performance, are:

Wisdom:

- To develop in children the capacity to reach their full potential, providing quality learning experiences that will be challenging and motivating.
- To instill in each other self-confidence and a belief in our ability to learn creatively with an enterprising ethos.

Integrity:

- To nurture our ability to show respect for ourselves, each other and the world around us.
- To promote an ethos of responsibility and fairness, with an emphasis on honesty and trust.

Heritage:

- Through our rich Gaelic culture continually promote the Gaelic language in all aspects of the school, building on our knowledge and awareness and sense of community.

Wellbeing:

- To provide a positive, safe and secure environment where our learners are actively supported to lead a healthy lifestyle through the promotion of physical, mental and emotional well-being.
- To instill a commitment to life-long learning, working in partnership with families, our community and other agencies to provide learning which is relevant and enjoyable.

As a non-denominational school, we can have pupils from different religions and backgrounds. All pupils receive Religious and Moral Education.

The school is a vital link in the Community. All events organised are well supported and attended.

The School has received their 4th Green Flag for Eco schools and we regularly participate in community events e.g. beach clean-up. We have achieved our silver award as a Rights Respecting school and regularly hold events such as a Marie Curie coffee morning and Fairtrade breakfast; ensuring our pupils have a good understanding of wider world issues.

Sport too has played an important part in the life of the school. When restrictions allow the school hosts South Uist and Eriskay Amateur Athletics club and a football club with sessions for a wide range of ages. We also have an after school Cross Country club and junior athletics club. Throughout the year other lunchtime clubs are usually organised and despite Covid, some of our pupils are working towards their 'Young Leader' Award. We have our own kayaks, mountain bikes and tents which allow us to provide a wide range of outdoor activities for the pupils including a kayaking after school club (weather dependent). We are extremely grateful to Lochboisdale Sailing Club for the donation of some Topper sailing dinghies, a safety boat and a substantial amount of money to help us further our outdoor learning activities. Sgoil Dhalabroig has achieved their 2nd Sport Scotland Gold Award. A group of younger pupils regularly visit the local care home to interact with the residents by encouraging them to become a bit more active through Armchair Athletics. We are part of the local sports HUB which allows us to work in partnership with other groups to develop activities in our community.

Community Involvement

- Eco-School
- Active Schools
- Fairtrade goods – celebrating and raising awareness
- Committees – Eco, Pupil Council, Sport & Health
- Uist House
- Sports HUB
- Cuimhne
- Eriskay
- Clergy
- Police
- TAGSA
- Health Promotion
- School Nurse
- Childsmile
- Stòras Uibhist
- Bingo/ Ceilidh /Social events
- Golden Time Masterclasses

Pupil Conduct

A partnership between the school and parents is required in order to ensure the best possible standard of pupil conduct. The agreement between the school and parents on the wearing of school uniform ensures that pupils feel an important part of the school and are proud to represent it. Pupils are expected to set themselves high standards in appearance and behaviour. School rules are relatively simple and few in number to allow for the smooth running of the school. The School's aim is to produce an atmosphere of friendly co-operation, encouraging respect, honesty and consideration for other people and property. In general, respect for people, school buildings, furniture and equipment is expected at all times. Strict observation of the rules concerning Health and Safety is essential. It is expected that pupils observe the rules and discipline procedures of the school and co-operate with their peers and the staff to enhance the quality of life within the school.

The school promotes positive behaviour through many activities.

- Committee meetings, where the children are given the chance to air their views and discuss concerns.
- The children receive 'Star of the week' for good behaviour and hard work.
- An assembly is held weekly where staff can recognise outstanding behaviour in a pupil through a Respect award, Support Staff award, Gàidhlig Le Gàire award or Gold Board award.
- Every class has their own merit system and the Head Teacher regularly receives visits from pupils with their excellent work, commenting on their achievements at Assembly.
- The Pupil council present a 'respect award' fortnightly to any pupil who they believe has shown respect to others
- The Sports and Health committee present an award termly to the pupil they think has shown the best sportsmanship throughout the term.

Great emphasis is placed on praising and rewarding appropriate good behaviour, effort and achievement. Where there are concerns about behaviour parents are invited to come along to the school to discuss issues further. The school has a Positive Behaviour Policy which is available on request and is on the

website. This policy was created and developed in partnership with staff, pupils and parents and has been evaluated and adapted to ensure it is relevant and purposeful.

Dealing with Bullying

You should inform the school immediately if you become aware of any incidents of bullying. This can be done either by telephone or by coming into the school in person. **However, any complaint/concern must also be put in writing.** Quite naturally, some parents may worry about overreacting to a situation particularly because bullying can be difficult to define, since it covers a wide range of behaviour.

Teachers will always listen to pupils who confide in them about bullying and will make careful notes of the information given. If a teacher wishes to deal with the problem in the first instance, they should exercise their professional judgement on the action taken. In all circumstances, the Head teacher will be informed. During break-times any concerns should be conveyed to the Support for Learning assistants on duty. The Suggestion Box is also a means of communication.

Non-Teaching Staff

Non-teaching staff should not attempt to deal with a bullying problem but should take note of information received and then refer the matter to the Class Teacher or Head Teacher. If parents are not happy with the school's handling of the problem, then they can seek further advice from the Education Authority.

SECTION THREE – THE SCHOOL CURRICULUM

The School is a pleasant and stimulating place in which children develop and learn. Teachers guide the children's learning and development in a robust and systematic way. Pupils are encouraged to develop their talents and abilities to the full, and they are helped to become confident and caring youngsters.

Curriculum for Excellence

Daliburgh School currently engages in the Curriculum for Excellence programme. Curriculum for Excellence is built around a commitment to giving every child the best possible chance to realise their full potential and become **successful learners, confident individuals, responsible citizens, effective contributors**.

It aims to ensure that; all pupils enjoy a greater choice and opportunity to help realise their individual talents, achieve on a broad front not just in terms of examinations, and acquire the full range of skills and abilities relevant to growing, living and working in today's world.

It also aims to make young people aware of the values on which Scottish society is based and help them to establish their own stances on matters of social justice and personal and collective responsibility.

Active Learning

Active learning is learning which engages and challenges children and young people's thinking using real-life and imaginary situations. It takes full advantage of the opportunities for learning presented by:

- spontaneous play
- planned, purposeful play
- investigating and exploring
- events and life experiences
- focused learning and teaching.

Visual planning

At Sgoil Dhalabroig we use Visual Planning in order to ensure that pupils are central to the planning and assessment of their learning. Visual Planning allows the curriculum to be shared with our learners, ensures planning is inclusive and accessible to all, and enables a flexible and engaging approach to planning to be adopted which is responsive to the needs of our learners.

Visual Planning- How it works

The pupils are initially involved in whole class planning discussions, where they reflect on previous learning, share and talk about what they want to learn and use this to guide planning. Pupils plan for the 4 Contexts of Learning, which are; Curricular areas, Inter-disciplinary learning, life and ethos of the school, and Personal Achievements. Following the whole class discussion, their targets/planned learning is displayed on the wall under each of these 4 areas.

Throughout the term pupils reflect on, and assess their learning in each area and this is also displayed on the Visual Planning Wall.

The learning planned is used to inform the termly parent leaflets and included in the Leabhraichean trang.

Assessment

In line with Curriculum for Excellence the school uses summative and formative assessment.

For each curricular area, within each curricular level, there are Experiences and Outcomes which describe children's learning and achievements. Leabhraichean Trang Jotters for each individual pupil show pupils' progress and achievements.

Assessment is the means of obtaining information which allows teachers, pupils and parents to determine what a pupil is actually achieving in relation to expectations of achievement and drawing conclusions from that comparison. Teachers report on pupils' progress and attainment across the whole curriculum, using their professional judgment and the evidence available to them from continuous assessment throughout the year. Moderation between schools locally and nationally ensures that standards are agreed for the achievement of a Curriculum for Excellence level. Cognitive Ability Tests, Reasoning tests and SNSA/MCNG are formative tests and are used in P1, P4, P5 and P7. In this way the school can monitor progress and back up the results of baseline testing in class.

Summative testing is a range of assessments; observations, talking, making and doing. It is a balance of approaches to assessment which is maintained, always bearing in mind that it is not necessary or desirable to assess all the time.

Pupils themselves are involved in their own assessment and their views are valued. Constructive and relevant feedback to pupils about their own progress and attainment is ongoing.

The School will be in a position to make up to date reports on all aspects of a pupil's progress:

- to parents and others at short notice when a request is made
- in the form of a written report covering the curriculum areas
- verbally at Parents' Meetings (at least twice a year).
- to other professionals (Psychologists, Social Workers etc.)

Written reports will be in a form that will be readily understandable by the people for whom they are intended. School reports to parents will emphasize pupil achievement, include a comment on social development, identify next steps in learning and indicate any necessary remedial action to be taken.

Audit Process

A regular audit of the Curriculum is carried out. The timetable is organized and designed to ensure effective learning and teaching of core subjects. Termly Interdisciplinary Projects encompass a broad spectrum of subjects which often include outside agencies and the wider community.

Audits are undertaken in order to monitor and evaluate learning and teaching with the intention of refining and improving practice. The audits are carried out in line with the quality indicators listed in "How Good is Our School 4?"

Audits can be:

- Classroom observations by teaching staff
- Formal observations by the Head Teacher
- Sampling of pupils' work
- Analysis of pupils' attainment
- Reviews of school policies and plans
- Staff and support staff meetings
- Working groups with other schools
- Parent council discussions
- Professional review and development
- Questionnaires

- Discussions
- Meetings with SEO and Education Department.

Baseline assessments are carried out in numeracy, maths, spelling and reading regularly to inform planning and measure attainment.

Reporting to Parents

Reporting will involve the learner and will engage parents actively in their child's learning. Reporting to parents occurs regularly throughout the year using pupil Leabhraichean Trang jotters which allow for parents to see work completed by pupils together with teacher and pupil comments. Parents are also required to comment on progress in this jotter. Each May a report card is sent home which details progress in the three key areas of Literacy, Numeracy and Health and Wellbeing. Parents are also encouraged to comment on this.

Homework

Homework is an important part of school work as it enhances work being done in class. It provides opportunities for individual work and develops good habits and self-discipline. It provides information to both parents and teachers. Regular homework should generate a variety of learning experiences additional to school lessons and in that sense quality is always more important than quantity.

There are various types of work which a pupil can do out with the formal classroom, e.g.:-

- a) Consolidation e.g. Tables/reading
- b) Written exercises
- c) Topic work
- d) Research in any curricular area

It is the school's policy to give homework to all children beginning in P1. Year by year, the amount of homework that we set may increase gradually, as will its difficulty, but with certain differences of individual needs being catered for.

By P7, we hope that the children are mature enough to cope on occasion with several varied tasks being given to them for homework.

Sensitive Aspects of Learning

For sensitive aspects of Health and Wellbeing such as relationships, sexual health, drug and alcohol issues the school will advise parents of the content and involvement of health specialists in these areas.

Religious & Moral Education & Religious Observance

Sgoil Dhalabroig aims to develop the spiritual, moral, social and cultural values of its pupils, having regard to the values of the community, and guided by the recommendations contained in national and regional guidelines.

As a non-denominational school, we have pupils from different religions and backgrounds. In general, the School attempts to reinforce what the children learn from the Home and the Parish. The Parish Priest visits the school on a regular basis and most pupils travel from school to attend Mass in the local Church on religious feast days. The local ministers from the Church of Scotland and the Free Church also visit the school on a regular basis when restrictions allow.

Parents who wish to exercise their right to withdraw their child from Religious Education or Religious Observance should put their request in writing to the Head Teacher.

Active Schools

Active Schools work with schools and communities to help make sure children start active and stay active. The fundamental aim is to offer children and young people the opportunities and motivation to adopt active, healthy lifestyles, now and into adulthood. Our Active Schools Co-ordinator is Christine MacQuarrie and she works with the school to develop an action plan of work they can support through the school year. Here are some examples of the activities which took place in the last year:

- Young Leader Award
- Armchair athletics
- Badminton
- Basketball
- Cycling Proficiency

Activities, Groups, Clubs available at Sgoil Dhalabroig (when restrictions are lifted)

- After School Activities Club/Mòd Club (Term 3/4)
- After School Athletics
- Lunchtime Clubs
- Football Club
- Cross Country
- Kayaking club
- Homework club
- STEM club
- Inter house Triathlon competition
- Inter house basketball competition
- Golden Time Master classes focus on developing a variety of themes and skills such as Gardening, construction, baking, arts and crafts, coding, kayaking, basket weaving, local walks and knowledge of local area, drama and fitness.

Due to Covid 19, with current restrictions, after school clubs cannot take place as pupils remain in 'class bubbles' to minimise the spread of infection should an outbreak occur. When restrictions are lifted the above clubs will resume.

SECTION FOUR – SUPPORT FOR PUPILS

We aim as far as is possible to educate pupils who have additional support needs alongside their peer group. When necessary, extra help is provided. This help is delivered in a flexible manner and the pupils can be seen individually, in a group or class.

The Additional Support Needs of the Children are identified through a process of Staged Assessment and Intervention. The process of Staged Assessment and Intervention provides a structured system for identification, assessment, planning, review and record keeping for individual children who receive additional support of any kind. The Getting It Right Approach for Children and Young People (GIRFEC) in the Western Isles puts in place a network to promote wellbeing so that children and young people get the right help at the right time.

All Looked After Children and Young People are considered to have additional support needs. This is the case unless the school establishes they do not have additional support needs. The Local Authority must consider whether each looked after child requires a Co-ordinated Support Plan (CSP). The CSP is used to ensure a co-ordinated approach to providing support for children. The CSP will summarise assessments carried out for the child, explain the nature of the child's difficulties and outline the difficulties the Authority will take to support the pupil's needs. An assessment service is also provided by the teacher of children with visual and hearing impairment. The Speech Therapist also visits the schools to help any pupils who require support.

In addition, an Educational Psychologist advises on the varied behavioural and learning difficulties which all pupils can experience. She can work directly with pupils and families if required.

Copies of "The Parents' Guide to Additional Support for Learning" can be found at the front entrance of the school.

As with all local authority schools in Scotland, Sgoil Dhalabroig operates under the terms of the Additional Support for Learning Act (2009) and its accompanying Code of Practice. This can be found at:

<https://education.gov.scot/improvement/research/education-additional-support-for-learning-scotland-act-2004/>

These procedures have been strengthened through the Children and Young People Act (2014)

Under the Equality Act 2010, the Education Authority is not allowed to discriminate against disabled pupils. Sgoil Dhalabroig promotes equity and all children are given the support they need to achieve their potential.

Mediation is provided by Resolve in the Western Isles. It is a non judgemental voluntary process which seems to resolve misunderstandings in the early stages to prevent them escalating. Parents also have the right to have an advocate present at Mediation and this is available through Advocacy Western Isles.

Parents should also be aware of the following organisations which provide advice and further information.

- Children in Scotland: Working for Children and their Families, trading as Enquire – a charitable body registered in Scotland under registration number SC003527.
- Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC01274

Further information locally can be obtained from the School or Area Principal Teacher of Learning Support: Mrs Anne Graham, Lionacleit Education Centre.

Pastoral Support Arrangements

Everyone within each learning community, whatever their contact with children and young people may be, shares the responsibility for creating a positive ethos and climate of respect and trust – one in which everyone can make a positive contribution to the wellbeing of each individual within the school and the wider community

Getting it right for every Child (GIRFEC) is a Scottish Government initiative to provide a consistent way for people to work with all children and young people. The responsibilities of all include each practitioner's role in establishing open, positive, supportive relationships across the school community, where children and young people will feel that they are listened to, and where they feel secure in their ability to discuss sensitive aspects of their lives; in promoting a climate in which children and young people feel safe and secure; in modelling behaviour which promotes health and wellbeing and encouraging it in others; through using learning and teaching methodologies which promote effective learning; and by being sensitive and responsive to the wellbeing of each child and young person. Practical responsibilities include understanding of anti-discriminatory, anti-bullying and child protection policies by all staff and knowledge of the steps to be taken in any given situation, including appropriate referral.



In Sgoil Dhalabroig we use a nurturing approach. Pupils are supervised over breaks and lunchtimes ensuring that there is always an adult they can go to for help if needed. Any pupils who are identified as having a difficult time within their friendship group, can become part of a nurture group on a short term basis to help repair any breakdown in their relationships.

Other nurture groups can be established within the school to help with social skills e.g. conversational skills, turn taking.

SECTION FIVE – SCHOOL IMPROVEMENT

Standard and Quality Report

Each year schools publish a Standards and Quality Report which highlights the school's major achievements in the previous year.

- ✓ Gaelic Status School
- ✓ Fairtrade promoting school
- ✓ All through Gaelic Medium Nursery
- ✓ Gaelic promotion projects - CNAG
- ✓ Enhanced transitional arrangement for new entrants and P7 pupils
- ✓ After school clubs - football, athletics, cross country, kayaking, STEM
- ✓ Delivery of curriculum enhanced through structure/embedded practice to feed learning
- ✓ Pupil – led open evenings
- ✓ School Committees
- ✓ Two hours of quality P.E delivered across the curriculum
- ✓ Church services regularly attended by pupils
- ✓ Pupils regularly contribute to services and celebrations in the community and church
- ✓ P7 Young Leaders award for Active Schools
- ✓ Links with associate school to embrace opportunities for learning e.g., Transition basketball, Kilphedar race, athletics club
- ✓ Parental Homework Workshops
- ✓ Armchair Athletics

School Improvement Plan

From our self-evaluation, we have identified the need to develop the following aspects to improve the learning experiences of all pupils (some of which are carried over from last year due to Covid):

Priority Project 1

Assessment and moderation

Priority Project 2

Raising attainment in Literacy- focus on spelling and grammar

Priority Project 3

Building resilience and wellbeing through the development of play based learning in order to raise attainment in literacy and maths

(A full copy of our School Improvement Plan is available from our school office and on the website)

A child friendly copy of our SIP projects are in each classroom and a large copy is at the front entrance to the school. Staff, pupils and parents are encouraged to contribute to this, with comments on the work that has taken place, suggestions on what could take place and offers of help.

Transferring Education Facts about Pupils

Education authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed

programme. Thus Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Data policy

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and National Statistics publications. Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints.

As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be published by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

Your data protection rights

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

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Whilst information in this handbook is correct at the time of printing, it is possible that there may be some changes over the course of the year.

***'Mise – toilichte annam fhèin agus misneachail.
It's good to be Me!'***

