



# Welcome to

Collin Primary School and Nursery



## Handbook 2020-21

## Welcome from the Head Teacher

The staff and children of Collin Primary School welcome all parents/carers, families and friends to our school.

The purpose of this handbook is to give you information about Collin Primary School which we hope you will find useful while your child is a pupil here.

We aim to provide a secure and friendly atmosphere in which each child can develop to full potential educationally, socially and emotionally. We believe that your support and understanding is vital to this aim.

This handbook will provide general reference to the main areas. We still prefer personal contact. If you have a problem however trivial it may seem – don't hesitate to contact the school in the first instance, where arrangements will be made to discuss the matter. It is hoped that any queries or anxieties can be resolved at school level by parent/carer and the Head Teacher. We need your co-operation so that your child settles in easily with us. We also want to establish a link with you – a valuable link throughout your child's stay with us.

Our school is a happy, caring and stimulating environment for everyone and we sincerely hope that you enjoy Collin Primary. We want you to have lasting memories of our school for the rest of your life. Together, I am sure we can make your child's primary education both successful and enjoyable.

I hope you find this handbook useful and would welcome your comments.

*Jennifer Irvine*

Head Teacher

### School Aims and Values:

*•To create a welcoming, safe, caring and happy environment where all achievement is celebrated*

*• To listen and consider all points of view from all members of our school community*

*•To provide stimulating opportunities and experiences to ensure all learners are prepared for life, learning and work.*

*•To promote equal opportunities, respect, and diversity and value the contributions everyone can make to our school.*

*•To ensure teaching, learning and assessment is of the highest quality.*

*Respect Friendship Honesty Responsibility*

*Pride Confidence Self-belief*

*Kindness Trust*

*Working together*

## Through these values we aim to:

Provide a safe and secure learning environment where all learning experiences are valued. Provide a balanced and stimulating educational experience for all. Create an inclusive, welcoming and positive ethos. Create healthy, active confident individuals. Develop skills and attitudes essential for independence and team working.

## Contact Us

The school welcomes suggestions and enquiries from parents and carers.

### If you need to find out something

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

### If you have a comment or concern

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

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

Remember you can also access Dumfries & Galloway Have Your Say at

<http://www.dumgal.gov.uk/article/17349/Have-your-say>

## How the School Works

### Class Organisation

#### Collin

P1-3

P4-7

### Positive Behaviour and Celebrating Success

Our children take great pride in their schools and demonstrate respect and tolerance for others. We celebrate success in and out of school so please let us know if your child has achieved something special! Pupils are rewarded for a range of achievements such as positive attitude, helping others and demonstrating our school values. Our pupils understand and exemplify our core values in all aspects of school life. We value and reward all our children's efforts in a variety of ways:

#### Class Level

Positive praise and feedback

Stickers, notes home and phone calls

Individual and team reward challenges i.e. button challenge for accelerated reading / marbles in the team jar House Points, Superstar Selfies for those who identify achievement of a core value

### School Level

Values Certificates to recognise pupils who demonstrate our values reward certificates for individual achievement. Prizes for specific endeavours sharing assemblies to celebrate success and achievements out of school Head Teacher's awards and badges 'Fun Fridays' have been developed by pupils as a way to celebrate positive behaviour and friendship.



## School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

We ask that all children to adhere to our dress code, which is:

### Collin

- Red school sweatshirt / cardigan
- Red / white checked dress
- White polo shirt
- Grey / black trousers / skirts

## 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 £100 per child. Guidance and more information is available at <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

## School Meals

School Meals, Naturally D&G local provenance for a sustainable future. Detailed information on school meals is available at <http://www.dumfriesandgalloway.scottishschoolmeals.co.uk>

## Pre-ordering lunch

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



## Special dietary requirements

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

(Catering)

## Free School Meals

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

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

## School Transport

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

## Attendance

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

## Absence from School

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

## Curriculum for Excellence

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



## **Broad General Education**

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

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**Curriculum for Excellence includes four contexts for learning:**

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement



The curriculum has two stages: the broad general education (from the early years to the end of S3) and the senior phase (S4 to S6). 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.

## Home/School Partnership/Parental

### Involvement and Engagement

#### Parent Council and Parent Forum

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

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



More information is available at <http://www.dumgal.gov.uk/article/17608/Parental-Involvement>  
More information and support for Parents/ Parent Councils is available at <https://connect.scot/>

#### Homework/Family Learning

Research shows that children achieve more when parents are actively engaged with their education. We aim to involve parents fully in their child's learning through curriculum workshops, learning conversations and joint learning events. Our Parent Councils support us in the development of strong partnerships with parents and also the development of policies and programmes of learning. Homework across the partnership is an area we are currently developing through our home learning policy.

#### How is my child doing?

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

## Helping the School

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

## Support for All

### Additional Support for Learning

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/Additional-support-for-learning>



### 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)

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

## Enrolment in Schools and Moving

### Secondary School - TRANSITIONS

Information on enrolment in school and catchment areas is available at <http://www.dumgal.gov.uk/article/15241/School-places> Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest" <http://www.dumgal.gov.uk/index.aspx?articleid=6293>.

## School Improvements

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

priorities for the school during the year ahead, following engagement with staff, pupils and parents.

This session our school improvements are focussed on 3 key areas:

### **Visible Learning**

Through this cluster programme we will carry out evidence based research projects to further our impact on pupils learning. Through this programme pupils will become visible learners and be able to use the language of learning to improve individual attainment.



### **Rights Respecting Schools**

We are engaging with UNICEF's Rights Respecting Schools programme. Pupils will learn about the UN Convention on the rights of the child and how their actions impact on the rights of others. They will understand global issues involving children's rights across the world. We will also develop a partnership positive relationships policy to formalise the way we tackle inappropriate behaviour and bullying. This will be a joint approach with pupils, parents and staff.

### **Reviewing our Curriculum**

Using national guidance we review our current curriculum (subjects we teach) and create a new one based on the needs of our pupils and the context of our schools.

### **Health and Safety**

#### **Emergency Procedures**

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

#### **Severe Weather and School Closure Arrangements**

Headteachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance make it necessary in the best interests of the pupils. In these circumstances parents will be communicated with in a variety of ways including text messages/ phone calls and emergency contact arrangements. All school closures will be notified on the Council Website. <http://www.dumgal.gov.uk/article/15240/Emergency-school-closures>

#### **Data Protection**

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

## ICT in Schools

For more information on ICT in school please see page 19 of the Education Authority Handbook

### Use of the Internet, Social Networking Sites

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

### **SCHOOL INFORMATION**

School Name, Address & Telephone Number	Collin Primary School Collin DUMFRIES DG1 4JE 01387 750227
School E-mail	gw08officecollin@ea.dumgal.sch.uk
Website (Blog)	<a href="https://blogs.glowscotland.org.uk/dg/collinprimary/">https://blogs.glowscotland.org.uk/dg/collinprimary/</a>
Head Teacher	Ms J Irvine
School Roll	37
Nursery	8
Teacher P1-3	Miss Ammie Patterson
Teacher P4-7	Mrs Nicole Mullen
Nursery Manager	Mrs Anne-Marie Humes
Nursery Nurse	Miss Becky Graham
Nursery Nurse	Anjay Johnstone

Due to COVID 19 restrictions we will not have and visiting specialists

Traveller Support (when required) Mrs Mhairi Naismith (Teacher)

Learning Assistants Mrs Iona Webster (Mon-Fri)

Senior Clerical Assistants Mrs Lisa McBurnie (Mon-Wed am)

Mrs Kerie Handley (Thur & Fri am)

Janitor Mrs Rhoda Hundertmark

Catering Mrs Rhoda Hundertmark

Cleaner Miss Ellie Irish

School Chaplain Rev M Wallace

School Nurse Mrs Heather Moir

## School Terms and Holidays

The term dates for the academic year 2020/21 are as follows:

### **Current school year (2020/21)**

#### **Term 1**

Teacher training - Monday 10 August and Tuesday 11 August 2020

First day - Wednesday 12 August 2020

Last day - Friday 9 October 2020

**Autumn holiday** - Monday 12 to Friday 23 October 2020

#### **Term 2**

First day - Monday 26 October 2020

Last day - Friday 18 December 2020

**Christmas holiday** - Monday 21 December 2020 to Tuesday 5 January 2021

#### **Term 3**

Teacher Training - Tuesday 5 January 2021

First day - Wednesday 6 January 2021

**Mid-term holiday** - Monday 15 to Friday 19 February 2021

(Teacher training - Thursday 18 February and Friday 19 February 2021)

Last day - Friday 26 March 2021

**Spring holiday** - Monday 29 March to Friday 9 April 2021

#### **Term 4**

First day - Monday 12 April 2021

May Day holiday - Monday 3 May 2021

Last day - Friday 25 June 2021

**Summer holiday** - Monday 28 June to Tuesday 17 August 2021