



Welcome to

Hightae Primary School

Handbook



Letter from the Head of Education



Dear Parent/Carer,

Our schools across Dumfries and Galloway have high expectations and high aspirations for pupils and staff. Like you, we want the best possible future for your child. We know that children do better at school and go on to achieve more in life when families and schools work together. We want to make sure that you, as parents and carers, feel involved in your child's learning, feel welcome and listened to in our schools. We have a shared interest in your child being happy, confident and successful in school.

Parents, pupils and staff are partners in the education process and we all have a role to play. The information in this handbook should reflect information that is important to you and your family to support your involvement and engagement in your child's learning. Working with your Parent Council and your Head Teacher we can make sure you have the information about your school, the Education Service and our partners to give your child the best start in life.

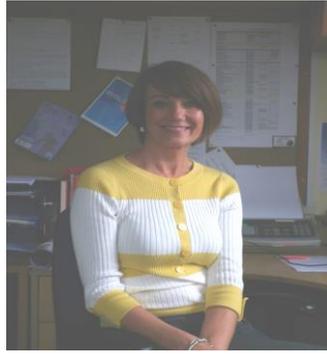
Yours sincerely,

Gillian Brydson

Head of Education

More Information on Education Services is available at <http://www.dumgal.gov.uk/schools> and in our Annual Report <http://www.dumgal.gov.uk/article/17612/Education-Authority-Annual-Plan>

Welcome from Head Teacher



I am delighted, as Head Teacher, to welcome you to Hightae Primary School which has been serving the local community and providing a vibrant, high quality education for over one hundred years.

We are extremely proud of our pupils and our staff, and the positive atmosphere they create. We also take great pride in the fact that we have a happy, safe and inclusive school where we embrace equality and diversity and in which the children's voices are clearly heard in an atmosphere that encourages respect for all, as well as for the environment.

I feel privileged to lead a team of professional, talented and committed staff who provide well-planned, organised and appropriate lessons and activities for the children in their care.

We are committed to ensuring that every decision taken within the school is in the best interests of the children and that each person, pupil and staff member, is valued and is treated with respect and with dignity. We nurture the children in our care and our aim is to provide each child with every opportunity to achieve his or her maximum potential in a stimulating and attractive learning environment.

We strongly value the relationship we have with our parents/carers and others and recognise that effective partnerships are essential. We greatly appreciate and value the support our parents and carers give us and the role they play in enriching our children's education experiences.

Since January 2014 Hightae/St. Mungo/Tundergarth has been part of a 3 way partnership of local schools along with Hightae/St. Mungo/Tundergarth primaries.

Whilst each school retains its own individuality, both pupils and staff benefit from regular opportunities to work, learn and play together.

Yours sincerely,

Lynn McAulay Sharp

Partnership Head Teacher

Education Services Aims

Priorities and Commitments

Education Services continues to have high expectations and high aspirations for pupils and staff.

We aim to provide a good start in life for all and are committed to giving all our children and young people an equal chance to make the most of their potential.

We believe in the benefits of working in partnerships within a culture of collaboration and trust.

We believe that the most important decisions are made in the classroom and we expect professional excellence in our staff; we support this by building confidence and capacity in school leadership at all levels, by listening to parents and pupils, by empowering Head teachers to make local decisions and by trusting professional judgements.

This has been the basis for our approach to delivering Curriculum for Excellence, Getting it Right for Every Child (GIRFEC) and Developing the Young Workforce (DYW).

Our Council's Priorities and Commitments are to:

- 1 Build the local economy;
- 2 Provide the best start in life for all our children;
- 3 Protect our most vulnerable people and
- 4 Be an inclusive Council.

Our schools have a role in delivering all four priorities, but we make the greatest contribution to Priority 2 where the Council aims to 'provide the best start in life for all our children'.

Our commitment is to:

- Ensure early intervention, to keep our region's most vulnerable children safe.
- Invest in creating schools fit for the 21st century, which are at the heart of our communities.
- Raise ambition and attainment, to address inequalities.
- Support children to be healthy and active.

School Vision, Aims & Value

Vision

At Hightae School we aim to work in partnership with parents and their child/children to prepare them for life within and beyond school and provide a happy, fully inclusive and supportive environment where all are successful and achieve their full potential.

Aims

We aim to enable all our children and young people to become:-

- **Successful Learners**
- **Confident Individuals**
- **Responsible Citizens**
- **Effective Contributors**

by:-

- Providing a happy, welcoming and safe place for all to learn;
- Encouraging excellent learning and teaching through an active and varied curriculum;
- Providing effective support systems for all pupils which promote personal and social education and encouraging everyone to do their best;
- Developing skills for life and responsible attitudes for citizenship and environment through partnership between home, school and the community;
- Ensuring good health in all members of the school community through strategies which promote physical and mental well-being and self esteem.

Values

Wisdom: We will be good learners, using our experiences wisely and letting others learn too.

Justice: We will treat others with the respect and fairness with which we wish to be treated.

Compassion: We will be kind and helpful to others.

Integrity: We will be truthful and honest, and believe in ourselves and others.

Environment: We will take care of and respect our environment.

School Ethos

Hightae School aims to help children reach a level of social and intellectual maturity compatible with their age, aptitude and ability. In the first instance, emphasis will be placed on basic skills of literacy and numeracy, but the broader aspects of social and personal development are considered equally important. We accept each child as he/she is at present time and seek to help him/her to develop potential as a person so becoming balanced, happy and socially competent, with a caring, responsible attitude to his/her fellow pupils and the environment in which he/she lives.

Some of the things our pupils say about the school:

- ❖ I like school because we are not just friends we are family
- ❖ I like school because learning is good for you and Hightae makes learning fun
- ❖ I like school because I like learning and you can see your friends and all of the teachers and it makes you happy
- ❖ I like school because I learn new things every day and I like learning and I especially like all the teachers
- ❖ I like this school because the teachers are fun and all the people are fun and I've learned a lot of good and interesting things
- ❖ I like school because the teachers are always friendly and helpful. I also like Hightae because you learn while you are having fun
- ❖ I like school because you get better at reading and maths
- ❖ I like school because I can meet all my friends and learn more than you do at home
- ❖ I like school because we can fly through stuff in a small amount of time

School Information

Address: Hightae Primary School
Hightae
Lockerbie
Dumfriesshire
DG11 1JN

Telephone/Fax: (01387) 810382
Email: gw08officehightae@ea.dumgal.sch.uk

School Roll: 18

Stages Covered: P1-P7

Number of Teaching Staff: 1

School Day: School starts 9.00am
Morning Interval 10.30am - 10.45am
Lunch 12.30pm-1.15pm
School Closes 3.00pm



School Staff

Mrs Lynn McAulay-Sharp - Partnership Head Teacher

Miss Elizabeth Reynolds-Lewis - Principal Class Teacher, teaches a composite P1-7 class.

Mrs Lindsey Olea – Supply Teacher for Principal Teacher support which is provided every Wednesday by



**Miss Reynolds-Lewis
Principal Class Teacher**



**Miss Fiona Henderson
Learning Assistant/Clerical**



**Mrs Eileen Callander
School Janitor/Cleaner**

Mrs Callander is responsible for janitorial services and cleaning in the school. She also organises school meals and collects dinner money.

Terms and Holidays

Details of future school holiday dates are available on the Dumfries and Galloway Council website <http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>

Contact Us

- Enquiries relating to the operation of the school or matters affecting your child which are causing you uncertainty or concern should be made via the school office.
- An appropriate member of school staff will then aim to respond to your enquiry directly.
- Class Dojo messenger can also be used to contact the class teacher or HT for non-urgent matters. We will aim to respond by the end of a working day.

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. You may be suggesting an improvement to what we do or a change to how we operate. If you have something you would like to raise, we would always ask you to discuss any concerns / issues you have initially with your

- Head Teacher if the enquiry relates to whole school matters or you require an unresolved classroom issue to be discussed further.
- Parent Council and/or Connect (the membership organisation to support your Parent Council) if your enquiry relates to whole school matters linked to Parental Involvement.

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 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>.

If you remain dissatisfied and wish to make a formal complaint

If you remain dissatisfied, Education Services operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at <http://www.dumgal.gov.uk/article/15382/Complaints-procedure>

HOW THE SCHOOL WORKS

Enrolment and Transfer

We welcome new pupils and invite any parents who are considering sending their child to Hightae Primary to visit the school and meet our friendly staff and pupils.

Dates of P1 enrolment are advertised in local press (these usually take place in

January). Prior to school entry, pre-school children are invited to attend school informally several times in May/June. Parents are notified by letter.

Primary teachers work closely with nursery staff and parents to ensure that information about each child's learning and achievements is passed on. This will help ensure that their learning and development continues without interruption. Staff will also share other information which will help the teacher to support each child's learning – for example relevant health issues, friendship groups and preferred ways of working.

In the event of a parent wishing to transfer their child to another school, a PP6 form, which is available from the school, needs to be completed. On submission of the form to the child's present school, a meeting will be arranged by the Head Teacher as soon as is practicable in order to discuss current curriculum implications and any other potential problems regarding the transfer. Attendance at such a meeting is strongly recommended. Following submission of the form and the subsequent meeting the information will be forwarded to the Education Department where a decision will be made regarding the transfer.

Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest" <http://apps.dumgal.gov.uk/findnearest?q>

Full details on how to enrol or move school are available from the school or on the Council's website <http://www.dumgal.gov.uk/article/15241/School-places>

Transfer to Secondary School

On completion of their Primary Education, pupils from Hightae Primary will normally transfer for Secondary Education to:

Lockerbie Academy

Glasgow Road

LOCKERBIE

DG11 2AT

Tel: 01576 205170

Rector: Mr Brian Asher

School Uniform/Dress Policy

All Dumfries and Galloway schools must have a dress code which encourages pupils to dress in a way appropriate to attendance at school. This code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, disability or poverty. Prior to drawing up the dress code, parents, pupils and staff should be fully consulted, and it is the expectation of Education Services that parents will be supportive of the dress code. Clothing which is unacceptable in school under any circumstances would include items which:

- Could potentially encourage frictions (e.g. football colours).
- Could cause offence (e.g. anti-religious or political slogans).
- Could cause health and safety difficulties (loose-fitting clothing, dangling earrings)
- Are of flammable materials which may be a danger in certain classes.
- Carry advertising, (such as alcohol or tobacco)
- Could be used to inflict damage on other pupils.

Parents in receipt of a grant for footwear and clothing from the authority will be encouraged to purchase items which are in accordance with the school dress code.

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

While it would not normally be the policy of the authority to exclude a pupil from school solely based on his/her dress, persistent refusal to respond to a reasonable dress code could be deemed to be a challenge to the head teacher's authority and thus be detrimental to the well-being of the whole school community. In such circumstances, a head teacher could justify the use of the school disciplinary procedures.

Donation and Collection of surplus school uniform information can be found at <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

To help with the cost of school uniform, we run a “swap shop” at certain points in the year when families can exchange uniform in good condition.

School Meals

In Dumfries & Galloway Council, Economy, Environment and Infrastructure, Facilities Management – Catering Services, are bound by The Schools (Health Promotion and Nutrition) (Scotland) Act 2007, which means they create a balanced nutritious menu over any one week.

By following these guidelines Facilities Management – Catering Services:

- Places health promotion at the heart of school activities
- Ensures that food and drink served in schools meets nutritional requirements
- Ensures their local authority promote the uptake and benefits of paid and free school meals

The Naturally D&G brand promoting by Facilities Management ensures that:

- Meals are freshly prepared, with seasonal ingredients
- Eggs are from free-range hens and our meat is from animals farmed to British welfare standards
- They don't serve any endangered fish
- Their menu is free from undesirable additives and GM ingredients

In addition to the menus handed out in school, Facilities Management – Catering Services has a NaturallyD&G website; <http://www.dumfriesandgalloway.scottishschoolmeals.co.uk/>

Special Dietary Requirements

Facilities Management – Catering Services provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask the school for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

For more information call 030 33 33 3000 and ask for Facilities Management – Catering Services.

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

Free school meals can lead to a large saving each year, nursery and primary school pupils can save £351 and secondary pupils can save £370. You'll also be helping your child's school if you qualify for free school meals. Some Scottish Government funding provided directly to schools is linked to the numbers of pupils who are entitled to free school meals. For more information visit <http://www.dumgal.gov.uk/schoolmeals>

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>

Who is entitled to school transport?

- Pupils who live 2 miles away from their catchment school if they are under 8 years old
- Pupils who live 3 miles away from their catchment school if they are 8 years and over
- Roman Catholic children attending the denominational school for their address and live the above statutory distances from that school.

It is the Parents responsibility to ensure that that their child reaches the designated pick-up point or the school safely. With respect to the safety of any route to a designated pick-up, the Transport Policy states that “All routes are assessed on the assumption that the child is accompanied by a responsible person.”

How do I find out if my child will receive school transport?

When school transport is required for a pupil, the school will contact Education Services. If your child is eligible, details of the transport arrangements will be communicated to you in time for the new academic year. You can check whether your child is entitled to school transport using ‘Find My Nearest’ on the Council’s website <http://apps.dumgal.gov.uk/findnearest?q>

Your child is not entitled to transport if they attend an alternative school by parental choice. It is the responsibility of the parent/guardian to organise transport to the school.

Any alterations to transport arrangements that occur during the school year will be communicated prior to any changes being made. If school bus passes are required these are issued at school.

Seat Belts on School Transport (Scotland) 2017.

For more information please see <https://www.transport.gov.scot/media/42287/seat-belts-on-school-transport-scotland-act-2017-guidance.pdf>

Class Organisation

Multi composite P1-7 in one class base

Playground Supervision

Although it is not a requirement under local authority guidelines, staff are on hand at playtimes to supervise playground behaviour/safety.

Rules are made:

- to ensure the safety of the children;
- to develop respect for others - pupils and adults;
- to give equal opportunities to all pupils.

In the Playground:

- The playground is the designated area for ball games;
- The grass is out of bounds in winter months;
- No pupils are allowed to leave school without permission of a member of staff;
- P5-7 pupils are allowed to retrieve the ball if outside the school playground, but must ask first so that the location of the ball can be identified;
- Litter is to be deposited in waste bins;
- The school bell is a sign to return to class.

Positive Behaviour:

- Indoor shoes are requested to protect floor coverings and allow maximum use of floor area by pupils. These are stored in shoe bags labelled with the child's name (bags belong to the school).
- Coats, etc are hung on personal hooks.
- Lunch boxes are stored in the cloakroom area.
- No running is allowed inside the school.
- Pupils knock and wait at the office door should they require a staff member's attention.
- Pupils have free access to small items of equipment but must return these to place of storage.
- Pupils are not allowed to connect any electrical appliances to sockets or switch on lights.
- Pupils are required to produce a written explanation from their parent/guardian for absences.

- Pupils are required to inform teachers before leaving the teaching area (for toilet, changing, etc) so that they can be located at all times.

Celebrating Success

Pupil success in activities within and out with school is celebrated at Assemblies, weekly, we award Star of the Week, Working With Others and termly, Accelerated Reader Rockets. A record of this is kept for each child.

Photographs and certificates create a visual and lasting record of achievement and achievements are posted on Class Dojo for all to share in. There are also opportunities to Celebrate Learning & Achievement at the end of term when family and friends are invited to school.

The Curriculum

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.

How does Curriculum for Excellence work? Curriculum for Excellence includes four contexts for learning:

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

Curriculum levels and stages

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).

The broad general education has five levels (early, first, second, third and fourth). The senior phase is designed to build on the experiences and outcomes of the broad general education, and to allow young people to take qualifications and courses that suit their abilities and interests **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.

Experiences and Outcomes are what the learner will be able to explain or do. There are detailed Experiences and Outcomes for all subjects available on the Education Scotland website; teachers work to deliver these, and the progress of learners is measured in the achievement of Outcomes. Reporting to parents is likely to include information about children's Experiences and Outcomes and about the Levels at which they are working.

Senior Phase learners work towards qualifications in the Senior Phase. Available qualifications and awards include National 1, National 2, National 3, National 4, National 5, Higher, Advanced Higher, Skills for Work, Progression Awards. Learners may also gain awards such as the John Muir Award, the Duke of Edinburgh Award and Youth Achievement Awards. When young people leave school aged 16+, they are entitled to a positive and sustained destination. This may be college, university, work, apprenticeships or training.

Subject Information



Curriculum Areas

Languages:

Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

Mathematics:

Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Health & Wellbeing (*including Physical Education*)

Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future.

Sciences:

Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

Expressive Arts:

Art, Music & Drama – the inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

Social Studies:

Through social studies, children and young people develop their understanding of the world by learning about other people, societies, their beliefs and values.

Technologies:

The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

Religious and Moral Education:

Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

Curriculum Levels

Early:	Preschool & P1
First:	P2-P4
Second:	P5-P7
Third & Fourth:	S1-S3
Senior:	S4-S6

We continue to expand and develop our range of cross curricular work, and opportunities for all pupils, including sustainable development, citizenship and enterprise.

We recognise the importance of providing additional opportunities for personal achievement.

Health & Well Being

Learning in Health & Well Being ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to keep themselves safe and well.

The Wider Curriculum

Extra-Curricular Activities

There are opportunities for the pupils to participate in a number of extra-curricular activities both in Hightae and as part of the wider partnership. These include football, swimming, curling, ice skating, and P5-7 pupils also have the opportunity to attend an Outward Bound Residential experience. We take part in the annual regional Burns competition and Dumfries & District Arts competition.

Pupil Council

All pupils are part of our pupil voice. Their views are listened to and respected. The Pupil Council meets monthly with the head teacher.

*"We do lots of interesting and fun things on the Pupil Council like raising funds for charities and organising school trips. We always incorporate the opinions of all the pupils in to our decisions. Being a member of the Pupil Council gives us responsibilities and helps with developing skills for life, learning and future work!" - **Grace, P6***

School Trips

School trips and outings take place throughout the school session. These aim to develop the curriculum and also offer pupils the opportunity to experience activities unavailable within the school setting. Last year we visited Tongland Power Station, Cocoa Bean Factory, Arla for example.

Permission slips are issued in advance of each outing informing parents of venue, packed lunch requirements and appropriate clothing required (if necessary). Wherever possible any costs incurred are met by the school with a nominal charge being requested if costs are high.

Pupils are supervised by staff following ratios recommended by the Authority. Risk assessments as per authority guidelines are also undertaken prior to any outing.

The Community

Hightae is supported by the local community which provides and supports learning opportunities for pupils. We plan regular events with the local playgroup and Golden Years Senior Citizens group throughout the session and we work with Mossburn Animal Sanctuary. Our close links with the local community are a unique and important part of life at Hightae primary.

Eco Schools

Hightae pupils participate in an ongoing Eco Schools programme. Themes include gardening (the school has a vegetable garden and greenhouse) and recycling. The school has recycling bins for waste paper and plastics, which are collected by Moffat CAN on fortnightly basis. We also have a Rag Bag textiles recycling bin at the village hall.

The Eco Schools Group is known as the H.E.A.L Group, a name chosen by pupils, and stands for **H**Health, **E**nvironment & **A**ctive **L**earning. In 2010 the school achieved their first Eco Schools Green Flag Award, since then we have gone on to achieve three more!

Home/ School Partnership

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

The type of things the parent council may get involved in include:

- Supporting the work of the school
- Gathering and representing parents' views to the Head Teacher, Education Authority and Education Scotland
- Promoting contact between the school, parents, pupils and the local community
- Fundraising and organising events
- Reporting to the parent forum
- Being involved in the appointment of senior promoted staff.

Parents can be directed to <http://www.dumgal.gov.uk/article/17608/Parental-Involvement> for further information on Parental Involvement and Engagement and support information for Parent Councils. In addition, ALL parent Councils in Dumfries and Galloway have membership to CONNECT (formally SPTC). Membership includes Insurance cover and training opportunities. For more information visit <https://connect.scot/>

Our present Parent Council membership is:

Chairperson: Jennifer King
Secretary: Jennifer Stewart
Treasurer: Lisa Wilson

Communicating with Home

Emergency Contacts

Groupcall enables school to contact parents by text message (or voicemail to landlines). This system allows the school to contact parents if their child is absent, unless the school has already been notified. The system also gives us reassurance that you have received the message. We may also use Groupcall to notify you of School closure due to bad weather, sudden cancellation of activities, e.g. after school clubs; updates about excursions, e.g. arrival times, etc.

Emergency Contact Procedures

If a pupil takes ill or is injured, they will in the first instance be given attention by a member of Staff and/or a qualified First Aider. If it necessary for them to go home the school will try to:-

- Contact the parents by telephone
- Contact the emergency contact nominated by parents (if parents unavailable)
- If we cannot contact parents or emergency contact, we will, if it is appropriate, contact the family doctor.

It is important, therefore that the school is kept up to date about whom to contact in an emergency.

An Annual Data Check form is issued at the beginning of every new session so we can update information held.

Regular Contact

- Class Dojo is the way in which we will communicate daily with our parents/carers.
- Each pupil has a 'letter bag' which is issued on Fridays. This contains letters, leaflets, forms, newsletters etc. any completed forms etc should be returned to school in the 'letter bag' on the following Monday morning.
- A monthly HT partnership newsletter will share and inform of updates around school improvement, curriculum development and wider achievement.

Attendance

It is your responsibility as parents to ensure that your child/children attends 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 electronically and monitored by the head teacher monthly. If attendance falls below 90% then school will contact parents/carers by letter to alert them to this and offer any necessary support required.

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.

Absences / Lateness

Parents are asked to ensure that:

- The school is informed if the family are running late
- Any legitimate absence is notified to the school by telephone before 9am on the first day of the absence without fail, and that further calls, before 9am, are made on every subsequent day of the absence. Schools will contact you in writing with any concerns
- Contact telephone numbers, whether for home, for parents at work or for other emergency contacts, are kept up to date and are genuinely numbers where a response will be received. This is particularly important with mobile phone numbers
- The school is kept informed of the absence and the likely return date
- Any planned absences are officially notified to the school, in writing, in advance
- School would be informed before 1.15pm if a child was not returning to school after lunch because of becoming unwell over that period
- Latecomers report to the school office on arrival at school
- Staff will ensure that absences are checked every day and follow up the whereabouts of any child for whom we have no explanation. Due to the amount of extra work involved and necessity of having the correct information we would ask you to make note of the above requirements and ensure that you follow through the procedures to ensure the safety of all our children
- Pupils who need to leave school during the school day i.e. doctor /dentist appointments, must be collected by a named contact confirmed with the school office. They must also report to the school office on their return to school

Holidays

The Government has highlighted the importance of school attendance to a child's development and has required schools to set targets for improved attendance.

Against this background, there is considerable concern at the increasing number of term-time holidays being taken by children at the request of their parents. The head teacher is not able to refuse permission to parents for such holidays but it is the position of Education Services that these holidays are officially recorded as "unauthorised".

Education Services recognises that some parents have difficulties in arranging their own holidays to suit school holiday periods and whilst parents remain free, within reason, to remove their children for holidays during term time. They should, however, appreciate that prolonged absence from school at any stage is harmful to a child's education and it is not possible and not fair to other children – to direct teaching time to assist a child who has been on holiday to catch up on what they have missed.

Parents should always inform the school, in writing, of any such holiday plans. The exception to this is when a family holiday is judged to be important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events.

A parent may be asked to come into school to explain the reason for their child's absence in line with the Education Authority's legal duty under the [Education (Scotland) Act 1980, Section 36].

Homework

Each pupil is issued with a homework diary where tasks and due date can be noted. Pupils are issued with homework activities on a regular basis. We would ask you to ensure that it is completed, signed and returned on time. Please notify the school if there are difficulties when undertaking the tasks or if family circumstances prevent homework from being completed. This avoids pupils becoming unnecessarily upset or stressed.

How is my child doing? (Assessment and Reporting)

'Assessment' is the word used to describe all the things which schools do to see how your child is getting on, what they are learning and what they know and understand. It is important to know how each child is getting on so that we can make sure that each child is progressing and developing according to their abilities. Assessment happens all the time in school and your child's progress will not just be based on 'tests' but also on how they learn both in class and in other settings.

Written work will be used to assess your child but so will their ability to take part in class discussions, make presentations, be in a production or team, produce drawings or projects etc. Parents will be involved both informally in discussion with teachers, looking at their child's work and also formally through Parent/Pupil/Teacher Talk time, profiles and reports.

Scottish National Standardised Assessments (P1, 4, 7, S3) now join a suite of tools used to help teachers track progress in everyday learning and teaching. These assessments help to identify children's progress, providing diagnostic information to support teachers' professional judgement, the assessments are as inclusive as possible to accommodate the needs of children and young people who require additional support. There is no pass or fail and children and young people do not have to revise or prepare for these assessments.

How will pupil progress be reported?

It is important that parents and children are fully informed about learning and progression, that any issues are identified early and that communications between home and school are good.

There will be several opportunities for you to discuss your child's progress;

- Informal discussion with the teacher
- Termly celebration of Learning event
- Parent/Pupil/Teacher Talktime (September & February)
- For some pupils, it may be through formal, focussed meetings with other agencies.
- In May/June every child will receive a detailed written report.

Pupil Profiles

A profile is a snapshot of a child's or young person's best achievements at a given point in time. Profiles are primarily aimed at children and their parents and draw together a range of information about a child or young person's learning. It is one of the ways in which a child's achievements can be recognised. Nationally it has been agreed that profiles will be produced at the P7 and S3 stage. The profiling process gives your child the opportunity to talk about their learning and achievements with yourself and others and can challenge, motivate and support all learners. The intention is to give a rounded picture of your child, their achievements and progress in learning to date.

There is a Guidance note for parents on profiling which is available from school.

Helping your child

There are many things which as a parent you can do to support your child's learning in school:-

- **Listen, talk, and encourage** – this can have a big influence on children's learning
- **Encourage your child to talk** to you about their learning, what learning is happening at school and do what you can at home to build on that
- **Talk** to your child about their strengths and interests and how they are progressing
- **Encourage your child to talk** to you about their next steps in learning and find out how you can work with the school to support this
- **Ask for help** if you think your child needs it for any reason.
- **Praise** your child if he/she is working hard at something or has achieved something within or out of school
- **Encourage any reading**
- **Look for opportunities at home** to develop literacy and numeracy skills: money, number problems, time, measuring, matching, size, reading, writing, understanding instructions, questioning information
- **Encourage your child to take part in activities** e.g. hobbies, clubs which will provide opportunities to develop a range of skills
- **Help them work on tasks on their own** and then talk about it with you afterwards
- **Do things together where appropriate** – learn together e.g. if your child has a project or task to do, take an interest and discuss with them what he/she is doing or offer support if this is needed.
- **Help prepare for change** particularly at [key transitions](#) – talk about the change together.
- **Talk** to them about how they are feeling
- **Work together with the school** by taking part in discussions about your child's learning and progress e.g. at parents nights, reviews

Helping the School

Hightae Primary very much welcomes the richness and diversity that parent volunteers can add to the learning experiences of pupils within the classroom or with extra curricular activities and appreciate their support.

Useful Information

For more information on parental involvement or to find out more about parents as partners in their child's learning, please contact the school or visit the Education Scotland website – www.educationscotland.gov.uk/parentzone. For local information please visit <http://www.dumgal.gov.uk/schools>

Support for All

We believe that parents' working in partnership with the school is the best way to support all our pupils.

Pastoral Care

Anti Bullying Policy Statement

Hightae School will not tolerate any form of bullying. It believes that pupils and staff have the right to learn and work in a safe and caring environment, which promotes growth and self-fulfilment for all.

Education Services Respect for All Guidelines (2018) for Schools incorporates revised national anti-bullying guidelines (Scottish Government 2017) that underpins our Schools Policy.

We also acknowledge The United Nations Convention on the Rights of the Child;

- Children's rights are now embedded in Scottish legislation with the promotion and upholding of the rights of children and young people and states that all education should develop each child's personality and talents to the full.
- Children's voices should be heard, and their wishes respected without discrimination of any kind.

The Equality Act 2010 places a duty on schools to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

The Equality Act 2010 put legislation in place to prevent direct or indirect discrimination against persons due to their:

- Age
- Disability
- Sex (Gender)
- Gender reassignment (Transgender)
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

Dumfries and Galloway Council's priorities also place every child's wellbeing at the centre. In schools we do this by adhering to the principles of Getting It Right For Every Child (GIRFEC)

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 in order to ensure that all children and young people have access to quality learning opportunities and experiences.

The Authority aims to meet the needs of all children with additional support needs through a range of provision from mainstream classes (with or without support) to part-time or full-time provision in a school with a learning centre or base.

This commitment to meeting the needs of all children is based upon the requirements of the Education (Additional Support for Learning) (Scotland) Act 2004 amended in 2009 and is translated into procedure and practice by Dumfries and Galloway Education Services' The Framework for Support Manual. This Support Manual is available online for all staff within schools and is able to be updated and kept live.

What is Additional Support for Learning (ASL)?

If your child needs extra help or support in addition to that which is usually provided in school they can be said to have 'Additional Support Needs'. Children may need additional support for short or long periods of time and for a variety of reasons. The reasons can include:

- Social or emotional difficulties
- Problems at home
- Being particularly able
- A physical disability
- Moving home frequently
- Behavioural difficulties
- Bullying
- A sensory impairment
- Communication problems
- Being a young carer
- Being a young parent
- Having English as a second language
- A learning disability
- Autism
- Attention Deficit Hyperactivity Disorder

If you have any concerns about your child you should speak to a member of staff in the school in the first instance. There are a number of ways in which concerns can be followed up. This may involve the input of other educational professionals such as Specialist teachers (Additional Support for Learning teacher, Educational Visitor, Sensory Impairment Specialists) and Educational Psychologists. It may also involve your child being referred onto staff in external agencies such as health staff (Speech and Language therapist, Occupational Therapist, Physiotherapist etc.). As a parent you will be closely involved in the whole process and your views sought throughout. If, after discussion with all concerned, it is felt appropriate, your child will have an educational plan agreed which will identify how they are to be supported.

Your child's progress will be kept under review and any plans and support will be changed as necessary. As a parent you will be closely involved in any review process. 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 or it may also be through more formal, focussed meetings with all agencies involved. You should discuss and agree with the school how you would like to be involved. Hightae Primary School has a Support for Learning Teacher who at present visits on a weekly basis to provide support. Parents may contact him through the school

At the moment a small number of children will require a more detailed planning process which co-ordinates the input of education and other agencies to fully support the child. This plan is called a Co-ordinated Support Plan. The Co-ordinated

Support Plan process is managed by Education Officers with responsibility for Additional Support for Learning.

Further information on all of the above is available from the school or on the Council website <http://www.dumgal.gov.uk/article/16163/Additional-support-for-learning> or from the following sources:

- Enquire – the Scottish advice and information service for additional support for learning, a charitable body registered in Scotland under registration number SC003527 <http://enquire.org.uk/>
- Scottish Independence Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576 <http://www.google.co.uk/search?hl=en&source=hp&q=Scottish%20Independent%20Advocacy%20alliance>; or
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741 <http://www.sclc.org.uk/>

Parents may also access further support through mediation services provided by Common Ground Mediation <http://www.commongroundmediation.co.uk/> or advocacy support through People's Advocacy Support Service (P.A.S.S. Direct) or Parents Inclusion Network (PIN) <http://www.parentsinclusionnetwork.org.uk/> .

Getting it Right for Every Child (GIRFEC)

Getting it right for every child (GIRFEC) is an approach from Scottish Government that sets out how schools and other services should work with children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time. For you and your child, GIRFEC means that:

- You are the expert on your child and what you think matters. Getting it right for every child means that the School will always seek to involve you, to listen to your opinions and take them seriously.
- Every child will have a Named Person in the School. If you or your child need any advice or any support, the Named Person is your first point of contact and will make sure you get the help or advice that you need. Having a Named Person means that if there is anything that could affect your child's wellbeing, he or she will receive support as quickly as possible so that problems do not develop.
- If your child has complex needs and needs help from several different services, GIRFEC means that all these services must work together for you and your child. You should never have to keep telling your story to lots of different staff in the School or the Education Department or the NHS. Your child will have a single plan that everyone works to and everyone is clear about what they are doing. When your child moves to secondary school there will be a Transition Plan in place for them in good time.

For more information on getting it right for every child email GIRFEC@dumgal.gov.uk or visit www.dumgal.gov.uk/girfec

Child Protection

All children have the right to be protected from harm, abuse and neglect. Every adult in Scotland has a role in ensuring all our children and young people live safely and have the opportunity to reach their full potential. The vision for all children and young people in Dumfries and Galloway is that they should be: **safe, nurtured, healthy, achieving, 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.
- There is an expectation that drug, substance and weapons will not be brought onto the school environment "In responding to drug/substance or weapons related incidents, schools will follow education authority guidelines. In all such circumstances, parents/carers will be contacted, and their cooperation expected. The police will be involved if drug use is suspected or discovered or, if there are concerns regarding the possession, threat or use of weapons."

All schools and early child care and education settings in Dumfries and Galloway are expected to record any unusual incidents or concerns they may have about a child. Normally this information will be shared with parents or carers when issues of concern arise.

Educational Psychology Service

Educational Psychologists aim to improve the life chances of all children and young people. Working in partnership with families and other services, we use applied psychology and knowledge of child development to address inequalities, support vulnerability and enhance inclusion. We seek to ensure that young people realise their potential to become successful learners, confident individuals, effective contributors and responsible citizens.

We do this by:

- Working with others in a consultative way to help them make sense of difficulties and make informed choices and decisions
- Sharing knowledge about 'what works' and promoting evidence informed approaches to develop the policy and practice of literacy, numeracy and health and wellbeing in our educational establishments and communities
- Raising awareness of the crucial role of communication, relationships and nurture in children's lives
- Training and developing the skills of other professionals to improve children's attainment and achievement
- Highlighting the interactive nature of assessment, teaching and learning, designing and implementing interventions in partnership with others which support individuals and communities to develop resilience and ensure that children are safe, healthy, active, nurtured, achieving, respected, responsible and included.
- Supporting effective transitions (early years into primary, primary to secondary and secondary to post school) to improve the life chances of young people

The Psychological Service is based in offices in Newton Stewart, Dumfries and Annan, and each school has an identified Educational Psychologist. Further information about the service is available from the school.

Supporting Learners Service Early Level Family Support Officers (ELFSO) AND Opportunities for all Officers

Early Level Family Support (ELFSO) officers work in the Early Learning and Childcare and Primary Schools as part of the Supporting Learners Service to foster positive and productive links between home, school and community.

Transition Activities & Induction Days

- Lockerbie Academy Learning Community (Cluster) has a very well planned set of both pastoral and curricular Transition activities for P7 to make the move to secondary as smooth and steam lined as possible.
- Lockerbie Academy invites all catchment are P7s to attend for an Induction Week in June. This enables them to experience a full timetable and meet all their S1 teachers and fellow pupils.
- Pupils/students who may experience more difficulties than most in the Transition period will be supported according to their needs.

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. Parents will be asked to contribute to this process through on going feedback, annual questionnaire and through Parent Council reviews / updates. 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.

Priorities for 2018/2019 are summarised below:

- **Raise attainment in Reading**
- **Raise attainment in Spelling**
- **Improved application of Mathematical skills**
- **Review vision, values & aims**
- **Introduce Spanish P5-7**

Achievements 2017-18

MacMillan & Marie Curie coffee mornings, 4th Eco Schools Green Flag, winners of the Annandale & Eskdale Rotary Quiz, Curling festival winners, Dumfries & District prose competition, Children in Need, K'Nex Challenge, Royal Four Towns Gala winners, West Sound Radio School of the Week, Community Council litter pick, Christmas Show

More Information

Trends and information which give an overall picture of how schools in Scotland are performing (over the past 3 years) is available on the Schools Dashboard on Parentzone Scotland and <http://www.dumgal.gov.uk/article/17612/Education-Authority-Annual-Plan>. **Small schools of less than 50 pupils are not listed to protect individual identities, however the same information can be accessed via the head teacher. Please contact school directly.**

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.
- We will request such information at the beginning of each new school year. Please update this as necessary.
- In some emergency situations, when the circumstances near the school could endanger the safety of the school community, pupils and staff must stay within the school to be safe – we call this Lock Down. See Education Services Safer Together Inside guidance and procedures, available to parents on request.

Severe Weather and School Closure Arrangements

Head teachers 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.

Parents can help the school by planning for any potential school closure by monitoring weather reports and checking on the Council Website:

<http://www.dumgal.gov.uk/article/15240/Emergency-school-closures>

Health Care (including First Aid)

Education Services is committed to ensuring that all children can fully participate in the life of the school. 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.

Our Principal Teacher is the member of staff with responsibility for first aid. She has appropriate training that includes administering first aid, reporting in line with the Accident and Incident Reporting procedures and keeping a record of first aid administered.

Data Protection

Each year, your child/young person's school will send home a copy of the personal data we hold about your child/young person as part of our annual update process. If at any other time you would like to review information held as part of your child's Educational record, you can do so as part of the Access to Educational Record legislation. In the first instance you should contact the Head teacher of your school to make this request.

What personal information do we collect from you and why do we need it?

- Data about pupils includes, name, date of birth, gender, and address, racial or ethnic origin, religion. It will also include information about any additional support needs and any relevant medical conditions.
- Data about the pupils' family will include names, addresses, email, phone number, emergency contact details and family situation.
- Data held will also include pupil progress, assessments and exam results. It will also include records of attendance, absence and any exclusions.
- We will hold data about when and where the pupil goes after they leave Early Learning and Childcare Centre (ELCC)/School. This includes information about their next setting, career paths or intended destinations.
- If your child is accessing school transport and school meals, data will be shared with School Mainstream Transport Team/Contractors and Enterprising DG.
- When we record and use personal data, we will only collect and use what we need.
- We will keep it securely, and it will only be accessed by those that have legitimate reason to.
- We will not keep personal data for longer than is necessary and will follow the Council's Record Retention Schedule and archival procedures.

Sharing Pupil data

- If a child/young person moves Early Learning and Childcare Centre (ELCC) /School, we have a legal obligation to pass on information to their new LCC/School/education authority.
- Sometimes we also receive information about child/young person from other organisations, such as, NHS, Police Scotland, Social Work, Additional Support Services and sometimes other organisations or groups connected to the pupil's education.
- We also need to share pupil information with other organisations. Law requires us to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes.
- We share your data with third parties who process it on our behalf, including the operator of our Education Management Information System, our schools' intranet GLOW, and our text messaging provider Groupcall.

For more details about this processing please contact miss@dumgal.gov.uk.

The Council take the security of your data seriously and access to SEEMiS is restricted to approved staff and by username and password only.

The Council Data Protection Policies and Procedures make clear that all staff have a responsibility to ensure that they handle personal data appropriately and that suitable organisational security measures are in place.

To prevent unauthorised disclosure, hard copies of data are stored securely at your child's nursery or school.

The Council need to ensure you and your child's personal data remains accurate, to assist with this, please ensure you keep your nursery and school up-to-date with any changes. For example, if you do not inform the school that you have moved to a new house, this may result in your personal data being sent to an incorrect address.

If you would like to access any information we hold, then you can do so under the Pupils' Educational Records (Scotland) Regulations 2003, by making a Request to your child's school in the first instance.

More Information or Concerns

For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern please follow this link <http://www.dumgal.gov.uk/article/15129/Data-protection>

If you have any concerns about data sharing you can discuss this with the school office, or data protection officer at the Council via dataprotection@dumgal.gov.uk

ICT in School

The Authority has an overall Policy and Procedure for the use and application of ICT in Schools;

- We recognise that social media and mobile phone technology has potential benefits for learning and teaching. It is unreasonable and impractical to attempt to impose a ban on mobile devices in schools therefore the authority has produced guidelines for Digital Citizenship, Use of Technology, Mobile Phones, Digital Images and Use of Social Media.
- Schools take images of pupils for various reasons e.g. the prospectus; ceremonies (recognition of achievement, Prize giving, Sports Day etc.); functions (discos, charity events etc.); curricular activities (Communication Passports, performance in sport/dance, field trips etc.); extra-curricular activities (school sports fixtures, school excursions, class outings etc.).
- Images are also used to create a record of an event to show to participants, other pupils and parents/carers. To do this, photographs are displayed throughout the school; videos and photographs are shown to parents/carers, staff and others; media coverage arranged; prospectuses are published and distributed
- The Authority has a policy on the use of images of pupils. You will be asked to read this when your child enrolls and to clarify your consent about the publication of images of your child, but you can amend your permission at any time by contacting the school office.

Please ask at the School Office to see a copy.

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.

Useful Links and Policies – DG Education Policies & Procedures

Staff, Parents and Pupils can access key Policies for the Authority at <http://www.dumgal.gov.uk/article/16350/Strategies-plans-and-policies>

Parents can access more information by visiting Dumfries and Galloway Home page and clicking on schools or clicking <http://www.dumgal.gov.uk/schools>. From this one page you can access information on schools, school meals, transport and Parental involvement. We would also suggest that parents are aware of the following local and national websites to support parents/carers and young people on their journey through school life.

Youth Democracy: <http://www.dumgal.gov.uk/article/17522/Youth-Democracy-and-Youth-Participation>

DGvoice: <http://www.dgvoice.co.uk/index.php/youth>

Cool to talk: <http://www.nhsdg.scot.nhs.uk/News/Cool2talk>

My World of Work: <https://www.myworldofwork.co.uk>

/

Youthlink Scotland: www.youthlinkscotland.org

Citizens Advice Dumfries and Galloway: <https://www.cas.org.uk/bureaux/dumfries-and-galloway-citizens-advice-service-dagcas>

Support in Mind, Scotland, National Rural Mental Health Forum www.ruralwellbeing.org

