



# Welcome to

## Laurieknowe Primary School



# Handbook

## Letter from the Head of Education

**Dear Parent/Carer,**

Dumfries and Galloway Education Services is committed to delivering a high quality education for your child/ren. As part of Dumfries and Galloway Council's overall vision we aim to provide all children and young people with a good start in life and prepare them for adulthood and employment.

Education Services cannot deliver this alone for children and young people but work together with others and, as parents, you are one of our key partners. The research tells us that when parents are involved in their child's education the child will do better. The school handbook is one of the ways in which we inform parents, not just about how the school works, but also about how you can help us help your children to succeed in school and life.

It gives me pleasure as Head of Education to commend this handbook to you as an invaluable source of information about your school and Education Services.

**Yours sincerely  
Gillian Brydson  
Head of Education**



## Welcome from Head Teacher

**Dear Parents**

It is with great pleasure that I welcome you to our school through our school handbook. I hope that the information contained here will be both interesting and informative and give you an insight into the day to day life of the school. (Any prospective parents are invited to contact the school office in order to arrange a visit to look around the school and we would wholeheartedly encourage this.)

Although Laurieknowe is a fairly large school, our hardworking and committed staff team offer a warm, caring and friendly environment in which your child or children will be encouraged to develop their full potential. Our policies and beliefs mirror very closely those held in our Nursery with whom we have close links.

Parents and carers are regarded as an important and essential part of school life and your full participation and support is sought and welcomed. It is important to all, that we work together to ensure a happy secure environment where your child or children can experience a pleasant and successful school life.

I hope you will find most of the information here that you seek but if you have any further questions or points which you want clarified please do not hesitate to contact the school at any time.

**Yours sincerely  
Mrs S McLellan  
Head Teacher**



## Education Services Aims

Our Aim is to raise levels of attainment, achievement and participation in all our children and young people.

### **Our Objectives**

#### **We will ensure that children and young people will be at the centre of our plans.**

This means planning by schools and support from Education Services will be focussed on delivering to all our children and young people the entitlements embedded in Curriculum for Excellence and Getting It Right for Every Child.

#### **We will improve our partnership working**

This means an emphasis on Cluster working, training on Getting It Right For Every Child themes, parental involvement, multi-agency working, partnership with Community Learning and Development (CLD); Professional Learning Communities and collaboration with Education Scotland, the Care Inspectorate and Further Education colleges.

#### **We will encourage innovation, creativity, collaboration and a culture of sharing and learning in all our staff**

This means a focus on transformational leadership, professional autonomy and local solutions and building capacity in all our staff.

### **We will streamline our business processes**

This means empowering our schools and staff to find better ways of working, with an emphasis on professional autonomy, local solutions, developing leadership, capacity building, effective Continuing Professional Development and implementing Getting It Right for Every Child processes.

## School Aims

At Laurieknowe we aim to help all our youngsters aspire to the capacities of Curriculum for Excellence - to be Confident Individuals, Successful Learners, Responsible citizens and Effective Contributors.

It is important that there is an overview of what a school is about, against which the details of our day to day work can be established. Overriding all of this is our concern for the wellbeing of the children in our care.

Achievement at Laurieknowe Primary is celebrated in a host of ways which include a weekly, whole school Achievement Assembly, sharing events with parents and carers, monthly newsletters and of course on display areas all around our school building.



## School Vision and Values

Laurieknowe aims to be an inclusive, nurturing establishment where the needs of each and every one of our learners and staff are placed firmly at the core of our work and underpin all that we do.

### Safe and Nurturing

Laurieknowe is a safe place for pupils, staff and visitors.

It shouldn't be scary!

*P1 Pupil*

A nice family feel when you enter it.

*Parent*

### Equality, Fairness and Included

Every member of the Laurieknowe team is valued, listened to and included.

You get a say in what happens.

*P7 Pupil*

Children are happy, valued and included. They are important to staff.

*Parent*

I get a chance to have my own say.

*P5 Pupil*

Treat everyone fairly, like you would like to be treated yourself.

*P3 Pupil*

### Ambition and Achievement

All at Laurieknowe are encouraged to "Do well together" and work hard to become successful learners, confident individuals, responsible citizens and effective contributors

Children are enthusiastic and keen to do well.

*Staff Member*

I feel proud when I see my work on the wall and get to show off my good work.

*P3/4 Pupil*

Put your effort in, be a team and work together

*P6/7 Pupil*

You have to share.

*Nursery Pupil*

### Respect and Honesty

Our ethos is based on mutual respect, integrity and honesty.

Be truthful, have responsibility and help each other.

*P6/7 Pupil*

We should tidy up after ourselves, even if it isn't our mess.

*P2/3 Pupil*

We know how to cooperate, solve problems and be nice to everyone.

*P6 Pupil*

The teachers treat us fairly.

*P4 Pupil*

## School Information

### School Address

Laurieknowe Primary School  
School Lane  
Dumfries  
DG2 7AJ

Telephone Number: 01387 252604

Text: 07860 029406

Fax: 01387 253918

Email: [gw08officelaurieknow@ea.dumgal.sch.uk](mailto:gw08officelaurieknow@ea.dumgal.sch.uk)

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

The school is located in the Laurieknowe area of Dumfries. For an interactive map of the location of the school please follow the link to Google Maps by clicking on the link below;

<http://maps.google.co.uk/maps?hl=en&tab=wl&q=DG2%207AJ>

### Office Hours:

Monday - Friday  
8.15am - 4.00pm

Our office staff will be pleased to assist with any enquiry you wish to make regarding your child.

### Head Teacher

Mrs. Sharon McLellan

### Roll of School

368

There are currently 368 pupils in our school – 310 P1 – P7 and 58 in the Nursery.

### Denomination status

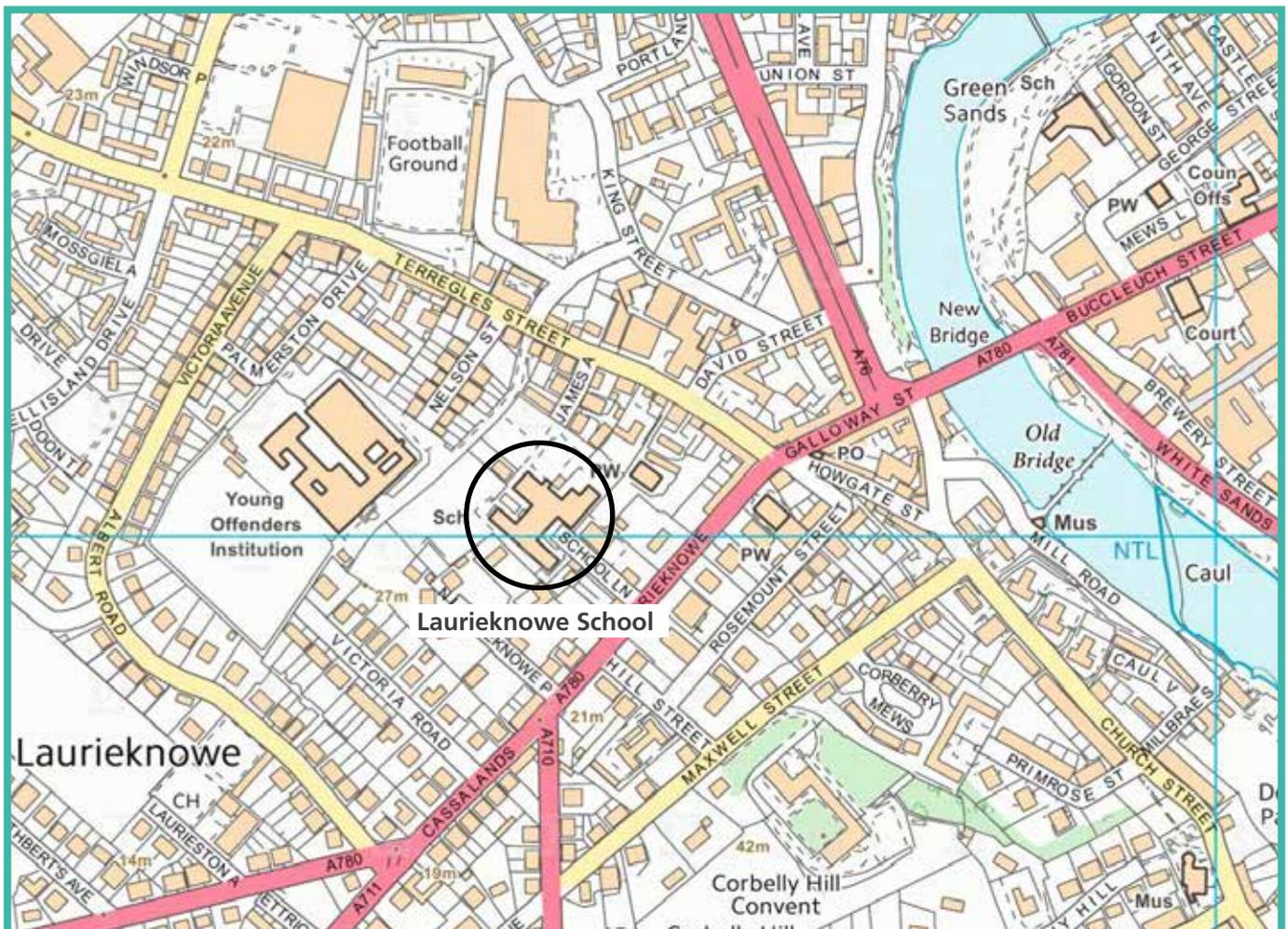
Non-denominational

### Status of Gaelic

Gaelic is not taught here.

### Nursery

We have 60 pupils in our Nursery.



## School Staff

Each year the staffing level of the school is determined in discussion with the Education Authority. Class sizes in Scotland are currently limited by national agreement so that no class at a single stage of the school will have more than 33 children in it and no composite class (a class which involves two different stages) will exceed 25 pupils in size. In addition, we try to ensure that Primary 1 and Primary 2 classes do not exceed 25 pupils.

The specific class arrangements for each academic year are issued when they have been firmly established. Our current arrangements are detailed on the next page (only if established at the time of printing).

The key to a successful school is the quality, commitment and professionalism of the staff. The staff team at Laurieknowe is dedicated to ensuring that the children in our school receive the highest level of care and the best education service we can deliver. The highly developed sense of teamwork within the staff at Laurieknowe and the levels of support that they receive are all factors in ensuring the continuing success of the school.

The school has a Senior Leadership Team which is responsible, in consultation with the staff, for directing and developing the best way forward for the school. Together we create a School Improvement Plan which determines our future development path over a three year span and which shapes the work of the entire school. As parents, you too will have input into this important aspect of our work. This plan of development is of the utmost importance to maintain a progressive and successful school.

## The School Leadership Team:

<b>Mrs S McLellan</b>	<b>Head Teacher</b>
Mrs L Loughran	Depute Head Teacher
Mrs M Rogers	Depute Head Teacher

## Staff

Mrs Shankland	Nursery
Mrs Windsor	Nursery
Miss Young	P1Y
Mrs McFegan	P1M
Miss Potts/Miss Robertson	P2P
Mrs Crosbie	P2C
Mr Milligan	P3M
Mrs Woodbyrne	P3W
Mrs Penman	P4P
Miss Black	P4B
Miss Roper	P5R
Mr Laidlaw	P5/6L
Mrs Galligan	P6G
Miss Morton	P7M
Mr Newlands	P7N

## Other Teaching Staff

Ms Gorard	Support for Learning Teacher
Mrs Duff	Music Specialist

## Other Staff

Mrs Anderson	Nursery Nurse
Mrs Holland	Nursery Nurse
Mrs Williams	Nursery Nurse
Mrs McGarva & Mrs Geddes	Early Years Support Assistants
Mrs Dougan	Learning Assistant
Mrs Fraser	Learning Assistant
Mrs Muir	Learning Assistant
Mrs Cowan	Clerical Assistant
Mrs Fernando	Clerical Assistant
Mrs Winter	Clerical Assistant
Mr Moore	School Janitor
Mrs Trish Wilson	Catering Manager

In addition to the staff team, we also have contributions from many more people associated in the day to day life of the school. These would include our school cook, Mrs Wilson, and her kitchen and dining room staff, who provide nutritional meals for the children day after day. Also, our crossing patrol personnel, whom we could not do without, crossing our children safely to school in all kinds of weather. Our dedicated cleaning staff have an enormous task at the end of each school day too, preparing the building for another day's work. We are fortunate enough to have the services of the Opportunities for All and Early Years Support Officers who can support families when appropriate.

All of these people are vital to ensuring the smooth running of the school and each contributes his or her part, and we are grateful to them all.



## Contact Us

The school office is open between the hours of 8.15am and 4.00pm for any enquiries you may have, please telephone 01387 252604 or fax 01387 253918.

We also have a text service on 07860 029406 (Please note that this is not constantly monitored so replies may be delayed).

## If you need to find out something

Adults visiting the school with or without prior appointment should go directly to the School Office where our experienced staff are willing to assist.

Pupils, who need to leave school during the school day i.e. doctor's appointment or dentist's appointment, are required to sign out at the school office and give their reason for leaving. They must also report to the school office on their return to school.

Should a child require first aid treatment when they are in school, we have registered first aiders who can be called upon if needed.

## If you have concerns

If you have any concerns about how we have handled a situation or delivered a service, it is often 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. It is important to us to know we are getting it right. Please tell us if you have positive feedback about the school or a member of staff.

## If you have a complaint

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>

Education Services aims for enquiries, concerns and complaints to be dealt with at as local a level as possible, where possible at individual school level. Individual schools are supported to ensure that matters of complaint are recorded, acknowledged and responded to within normal complaints handling timescales, normally response within 10 working days. Normally issues arising at a school level should be brought to the attention of the class teacher and senior school staff, such as Head or Depute Head Teachers as appropriate. Further support and advice can be provided to individual complainants or teaching staff through contacting either the complaints handler within Education Services or to the Councils Corporate Complaints Unit.

## Formal Complaints Procedure

If you feel that talking with staff did not address your concerns, you may wish to make a formal complaint.

- This should be made in writing, in the first instance, to the Head Teacher who will acknowledge receipt of your letter as soon as possible and, normally, within five working days.
- The Head Teacher will investigate the complaint and arrange a meeting with the complainant and, if appropriate, members of staff.
- The meeting will, normally, take place within ten working days of the complaint being made. If there is a delay which is unavoidable, the complainant will be informed of the reason for this and given a time for a meeting with the Head Teacher.
- A written report of points discussed and agreement reached will be provided by the Head Teacher to the complainant within 28 days of the action (if any) that is to be taken.

## Appeals Procedure

In the event that it is felt that the matter has not been satisfactorily resolved then the complaint may be taken to the Education Authority via the Education Officer who will help to define the problem.

- Review the actions which have been taken
- Suggest other ways in which the problem might be resolved
- Take further action as considered necessary if the matter is still unresolved

Further action should be directed to:

### Education Service

Dumfries and Galloway Council  
Children, Young People and Lifelong Learning  
122-124 Irish Street  
Dumfries  
DG1 2PB

Tel: 01387 273600

Complaints about a regulated Care Service (Primary and Nursery) can be made directly to the Care Inspectorate, Social Care and Social Work Improvement Scotland (SCSWIS) at the following address:

### Care Inspectorate

Solway House  
Dumfries Enterprise Park  
Tinwald Downs Road  
Dumfries  
DG1 3SJ

Tel: 0345 600 9527

[www.careinspectorate.com](http://www.careinspectorate.com)

In certain circumstances it will be necessary to involve the local authority and/or Care Commission if:

- A child appears to be at risk of any kind
- There appears to be a possible breach of registration requirements

In these cases the Head Teacher will inform parents, carers and the local authority.

## How the School Works

### Enrolment

Parents may opt for a place in any school they wish, at any time, but priority for a place will be granted to children from the recognised or 'delineated' catchment area. Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest" <http://www.dumgal.gov.uk/article/15238/Primary-schools>. 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>

School enrolment usually takes place in January and this is advertised in the local press. Children may be enrolled to start in August provided they have reached the age of five between the previous 1st of March and the following 28th/29th February. We do not operate an early admissions policy, and parents will be reminded, where appropriate, that they do not need to enrol their children until the first commencement date after their fifth birthday.

### Nursery Registration

There is now one registration each year for Nursery places, usually in February. Precise times and details of registration are advertised in the local press. Parents are reminded that registration does not always guarantee a place. Following the placement of children with Additional Needs, priority is given to the oldest children in the group. Children who do not get a place will be put on our reserve list until such times as we can accommodate them.

### Moving from Nursery

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.

### School Holidays

Term and holiday dates are set by Dumfries & Galloway Council, and can be found at:

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

### School Day

It is essential that good timekeeping habits are adopted from the beginning.

As in the world of work, good timekeeping is vital. To that end can we ask that you as parents and carers ensure that your child is in school in time for the start of the school day at 8.55am. A warning bell will signal at 8.50am to encourage children in to their lines. The gate on James Avenue and the one next to the Dining Hall / Primary 1 classrooms have to be locked thereafter for safety reasons, thus access to school will be by the main entrance on School Lane, Laurieknowe. In order to encourage independence and to minimise the number of adults in the playground, we would ask that you leave your child once they are in the school grounds.

Persistent late-coming will be followed up by contact from the school to home.

### The School Day

Starts at	8.55 am	All children
Interval	10.40 - 11.00 am	All children
Lunch	12.15 - 1.00 pm	P5 - P7
Lunch	12.30 - 1.15 pm	P3 - P4
Lunch	12.45 - 1.30 pm	P1- P2

### All children finish the school day at 3.00pm.

### The Nursery Day

Morning session children start at 8.45am and leave at 11.55am.

Afternoon session children arrive at 12.15pm and leave at 3.25pm.

### Nut Free School

In line with our duty of care to all pupils, we are a 'nut free' school. This is to allow us to minimise the risk of an allergic reaction to nuts, for current students who are allergic to them.

## Assembly

We have a weekly assembly. Assemblies are a focal point for the whole school and awards and achievements are recognised by everyone and distributed at these gatherings. Children who have achieved success outside school are also encouraged to bring in badges, trophies, certificates etc. and these too are shared with the whole school.

## 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, or disability. 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 factions (eg football colours).
- Could cause offence (eg anti-religious or political slogans).
- Could cause health and safety difficulties such as loose fitting clothing, dangling earrings.
- Are of flammable materials which may be a danger in certain classes.
- Could cause damage to floors.
- Carry advertising, in particular for 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. Guidance is available on Clothing Grants from Pupil / Parent Support Unit on <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>



## Clothing

Our school uniform consists of white, embroidered polo-shirts, bottle green sweatshirts and bottle green fleeces. Black sweatshirts are worn only by Primary 7 children to mark their seniority in the school. These can be worn with black/grey/dark school trousers or skirts/pinafores. The wearing of school uniform is strongly encouraged and our parents support us in this. School uniform order forms are available from the school office and orders are sent in twice a year. Black and green jackets are also available to order if desired.



Clothing Grant forms are available from [www.dumgal.gov.uk/article/15246/School-clothing-grants](http://www.dumgal.gov.uk/article/15246/School-clothing-grants) for parents who are in receipt of Income Support Jobseeker's Allowance (Income based) Employment and Support Allowance (Income based) Child Tax Credit on its own, with an annual taxable income of less than £16,105 (subject to change) Child Tax Credit and Working Tax Credit with an annual taxable income of less than £6,420 (subject to change) Support under Part VI of the Immigration and Asylum Act 1999 Universal Credit with a monthly earned income of not more than £610.

While it would not normally be the policy of the authority to exclude a pupil from school solely on the basis of 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.

## School Meals

Free school meals are available to support families who live and attend a school in Dumfries and Galloway and who are in receipt of qualifying benefits. P1- P3 receive Free School Meals. Any questions about Free School Meals can be directed to the Pupil/Parent Support Unit (See page 28) or <http://www.dumgal.gov.uk/schoolmeals>

School meals are available daily at a cost of £1.85 per day. Families who believe that they are entitled to free school meals should complete the form on [www.dumgal.gov.uk/schoolmeals](http://www.dumgal.gov.uk/schoolmeals).

There is no need to reapply each session, however if you are in receipt of Tax Credits only you are required to send a copy of your updated award each year. If there is a change of circumstance within your family e.g. change of surname, address or bank details, please call into the school for the relevant form.

These forms are completed on an annual basis and it is important that this is done promptly to allow us to process it. Failure to do this will result in a delay in granting permission and your child will have to pay or bring a packed lunch until the form is processed. In line with regional policy we have adopted the "Hungry for Success" initiative, as part of our being a Health Promoting School. This has involved changing the school menus completely and offering a wider choice of healthier food for the children. There are two main meals choices every day, supplemented by a choice of either a baked potato or a sandwich/baguette. The fillings for these are regularly changed to provide variety. All classes have their own copy of the menus and they can also be viewed at the office. This allows children and parents to know in advance the choices on offer every week.

Children, who wish to do so, may bring a packed lunch. All children are supervised eating lunch in the dining room. Children are expected to be able to use the appropriate cutlery during lunchtimes. Special diets can be arranged for medical or religious grounds.

Children are not allowed to leave the school grounds during lunchtime unless they are going home. As a matter of safety we do not feel that primary age children should be walking the streets unsupervised during this time.

### **Tuck Shop**

As part of Health and Wellbeing, the school kitchen offers a tuck shop at break time, which is compliant with current nutritional guidelines.

### **Travelling to School (School Transport )**

Due to the location of the school and the main road routes into Dumfries, the school entrances are extremely busy at the beginning and end of the school day. We encourage all children to travel to and from school when possible using active methods

(e.g. walking, park and stride, cycling etc). To support this the school provides secure cycle parking, safe routes to school via crossing patrols and has identified two drop off zones (Dumfries Ice Bowl and Hill Street) to support safe and active travel to the school. The School Travel Plan (available on request from the school office) highlights the work we do in school through our Junior Road Safety Officers and in conjunction with our community partners to help improve the traffic issues around the school and provide safe access to the school.

### **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.

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

When school transport is required for a pupil, the school will contact the Parent/Pupil Support Unit. 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://www.dumgal.gov.uk/article/15086/Find-my-nearest>

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.

There is a Policy on School Transport and a Guide for Parents, and also Guidance for transport of children and young people with Additional Support Needs. These are available from your school or on the Council's website or from the Pupil/Parent Support Unit (see page 28).

### **Class organisation**

See Primary Class Organisation Guidance

### **Playground Supervision**

The playground is supervised from 8.40am and at lunch and intervals. Please do not send your children to school earlier than 8.40am as the school cannot be held responsible for their safety before this time.

## The Curriculum

### Curriculum for Excellence

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

### How does Curriculum for Excellence work?

- The 'learner journey' will be joined up from 3-18 to avoid gaps and overlaps in learning and to make the most of achievements outside school.
- Learners will work at a pace that suits, with enough challenge and support to stretch them.
- Lessons will be more engaging, inspiring and relevant to everyday life.
- Teachers will make connections between subjects, helping children make sense of the world.
- Children will learn how to learn and how to use their learning, not just memorise information to pass tests. This will help them adapt in an uncertain future with the ability to think for themselves, make sound judgements, challenge, enquire and find solutions.
- There's more focus on knowledge and skills - including vital skills: literacy and numeracy, which underpin all learning and are critical in life.
- There are changes to assessment and how progress is reported to give learners, parents and employers better information on potential and achievement.

### Subject Information

The school offers a broad, coherent and progressive curriculum embracing the principles of Curriculum for Excellence. We constantly develop the curriculum so that the children are experiencing challenging and enjoyable opportunities to learn. We endeavour to meet all children's learning needs and aim to offer relevant opportunities for the children to personalise their own learning and contribute towards the learning of the whole class and school. We involve the children at every stage of their learning and aim to offer an element of pupil choice at all times. Parents and carers receive regular Parent Information Sheets informing them about their child's learning and how they can help.

The curriculum is constantly evolving and developing and staff are fully committed to offering an education of the highest order. Our ongoing school development on all aspects of this work stands as testimony to our dedicated and determined ambition to constantly improve in all educational areas.

It would be impossible to even try to describe the differing curricular areas and the programme of work covered at each general stage of the school but I hope the following will give you some useful knowledge and background to the work we undertake here in Laurieknowe.

### The curriculum is divided into 8 areas:

- Literacy
- Numeracy and Mathematics
- Health and Wellbeing (including Physical Education)

These three areas permeate the whole curriculum and are seen as vital in the development of children. They will be taught in their own distinct context as well as through the other curricular areas.

- Expressive Arts
- Sciences
- Social Subjects
- Technologies
- Religious and Moral Education

Each of these areas is taught through standalone and cross-linked topics in each class.



## Literacy

There are 3 aspects to this curricular area:

- Listening and Talking
- Reading
- Writing

The learning experiences your child will take part in developing all three aspects in conjunction with each other. Literacy skills are more than just teaching a child to read. They are also concerned with the full development of skills necessary to succeed in this area and allow every child to access and be a full part of their environment. The school has developed writing using the 'Big Writing' approach, encouraging the children to develop their grammar, handwriting and spelling, alongside the improvement of writing skills.

Our core schemes within Literacy are Oxford Reading Tree, Cambridge Reading and Jolly Phonics. These are used in conjunction with supplementary materials, active and game based learning and texts from children's environment. We recognise the importance each aspect has in its own right and in conjunction with each other in the development of each child's literacy skills. Children are encouraged to read a variety of texts (including computer based, environmental and audio/visual based texts) which they can access through their class library, school and local libraries, texts from home.

## Numeracy and Mathematics

*"Mathematics is important in our everyday life. It equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions."* (Education Scotland.)

- There are 3 broad headings:
- Number, Money and Measure
- Shape, Position and Movement

## Information Handling

SAMSON Maths is being introduced across the school this session. Most of the learning is activity led, ensuring learners are fully engaged in real life activities, helping them to make sense of the world around them.

Children develop their mental, written and problem-solving skills by engaging in a range of stimulating experiences, both active and interactive.

All teachers have responsibility for promoting the development of numeracy to help learners develop essential skills which will allow them to participate fully in society.



## Health and Wellbeing Education

Along with Literacy and Numeracy, Health and Wellbeing is taught across the curriculum.

Children develop skills and understanding within the 6 main aspects of the curricular area:

- Mental, emotional, social and physical wellbeing
- Planning for choices and change
- Food and Health
- Substance Misuse
- Relationships, sexual health and parenthood
- Physical education, physical health and sport

All children within the school take part in 2 hours of physical activity per week as set out in national guidelines. They take place with class teacher, Let's Get Sporty and activities organised with partner groups, e.g. Active Schools, SFA, SRU, Dumfries Ice Bowl and local sporting clubs. Children learn the importance of leading a well-balanced, active lifestyle which takes into consideration their personal, interpersonal skills and relationships allowing them to develop into confident individuals, successful learners, responsible citizens and effective contributors.

## Expressive Arts

This title covers aspects in four fields, namely Art, Music, Drama and Dance, which are considered to play a significant role in the education of all pupils. Each subject presents a unique combination of ideas, skills and knowledge and each is regarded as an important element in the curriculum.

### Art

Art is embedded across all aspects of our curriculum. A wide spectrum of activities is undertaken from the basic tasks of drawing and painting to creating and designing in various techniques including modelling and construction. Children are encouraged to express their personal responses to their own and others work and to make reasoned judgements or show appreciation for the work of other artists.

### Music

This is an area where we are fortunate to have specialist input. Children are not only involved in singing, but in playing music, responding to music and creating their own music. Children in primary 5, 6 and 7 also have opportunities to learn how to play instruments through school and regional organised schemes.



## Drama

This is an area where all children should have the opportunity to express themselves in different ways and in different contexts. Children at all levels should enjoy opportunities to improvise and experiment with all the different techniques that drama can offer. Every child has the opportunity to perform in front of a live audience through class assemblies and school shows.



## Dance

The children have the opportunity to create and choreograph dance sequences through class work. They learn how to control parts of their body and appreciate the role dance has towards their social, emotional and physical wellbeing.

## Science

There are 5 areas:

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science

Science continues to be an important part of the curriculum and every pupil is given the opportunity to carry out experiment-based investigations. They learn how to question the world around them and develop an understanding of how natural and man-made systems work. We aim to give them the broad skills and understanding which develop through their school life and beyond.

## Social Subjects

This area covers 3 aspects:

- People, past events and societies
- People, place and environments
- People in society, economy and business

The children will, through topic based learning, develop an understanding of current and historical events in their local, national and global environment and how they have impacted on life in Scotland. Children will develop skills and understanding to allow them to expand and personalise the topics and transfer learning from the classroom into the wider world. Every child will have the opportunity to take part in and develop an enterprise project, allowing them to put the skills being taught across the curriculum, into real-life, relevant situations.

## Technologies

This area covers 4 aspects:

- Technological developments in society
- ICT to enhance learning
- Food and textiles
- Craft, design, engineering and graphics contexts

The children will learn how different technologies have developed and how they shape our lives today and in the future. They will have opportunities to use a range of technology tools and assess the risks and benefits of using each one through subject and context based activities. These will be developed in class using the computers and the wireless laptops and net-books and in our dedicated ICT suite.



## Religious and Moral Education

This curricular area also embraces the topic of PSD (Personal and Social Development.) World religions are selected for study and development of beliefs and values. The children gain knowledge of all the major world religions through their experiences at the school. They are encouraged to respect and understand the diversity of cultures they will experience and develop their own set of personal beliefs and values as they grow. These will be supplemented through regular input at assemblies and visits to the associated Church of Scotland, Maxwelltown West.

The school recognises the right of parents to withdraw their child from any religious observance. This must be done by accompanying letter to the Head Teacher who will deal with the request timeously and sensitively.



## The Wider Curriculum

### Extra Curricular Activities

The Education Authority has agreed to provide insurance in terms of personal accident for school pupils commencing the 1st of April 1990.

Cover will apply to all pupils in the region and will operate while the pupil is attending school, including work experience and extra-curricular activities.

Participation in sports and outdoor activities is therefore included, but exceptions to this are as follows:

- Mountain or rock climbing necessitating the use of ropes or guides
- Potholing
- Caving
- Racing (other than on foot or while yachting on inland or territorial waters)
- Winter sports (other than curling or skating)

A summary of benefits is available on request from the school.

The school runs a variety of activities throughout the year. Further details of these and other activities can be found on the school notice board. Any parents interested in helping on an informal basis are invited to approach the school office in the first instance. We really require parental assistance to keep these activities running.



### Pupil Voice

Laureknowe has an elected house captain system for P7 pupils. Each of the four houses elect two house captains who meet regularly with the Head Teacher to influence change in school. There are also opportunities for the children to plan and lead projects in school and their local community. These groups include the Charity Cadets, Junior Road Safety Officers (JRSOs), P1 buddies, Reading Buddies, Depute Headteacher Assistants, and the School Community Team. Pupil participation in these teams and events is encouraged and highly valued.

## School Trips

### Excursions

The school day is very full and challenging for pupils and staff and we all work extremely hard during our time here. In addition to the normal school activities on offer we also undertake educational excursions with the children. This will vary from year to year but all the children will have the opportunity to go on a variety of day excursions and over-night excursions. The latter will take the form of a short (1 night) stay for P6 pupils and an extended (3/4 nights) excursion for P7 pupils. These are planned on an annual basis. Such residential experiences are not only valuable from an educational point of view, but they help foster independence and social skills and are seen as an equally valuable and integral part of the school curriculum.

### The Community - partnerships within the wider community

We have close links with local football clubs, businesses, the joinery department at the prison and other cluster schools.



## Home/ School Partnership

### Parent Council

By law schools have a duty to promote parents' involvement in children's education. We are very keen that parents feel able to be involved in their child's education and learning, that they are active participants in the life of the school and they feel able to express their views on school education generally.

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; and
- Enjoy taking part in school life in whatever way possible

The types 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; and
- Being involved in the appointment of senior promoted staff.

We are very fortunate in Laurieknowe to have a very supportive and active Parent Council. This is open to everyone to join and I would strongly encourage everyone to take their turn in playing a part in their activities. The Council supports the school in fundraising and in giving the parent viewpoint on developments in school.

If your child starts with us in Primary 1, or even earlier in Nursery, then they will have the benefit of at least 7 years input from the Parent Council. It is not fair to always leave it up to "someone else" to do what is required! The meetings are very informal, lots of fun and the benefits to all the children are enormous. By everyone taking a turn the work is made much easier for all and people don't feel that they are being taken for granted all the time. We are always on the lookout for help and support which benefits all the children in the school.

We would not have the excellent computer facilities that we do or such a well stocked library or have been able to upgrade the playground without their help.

In addition to major fundraising activities they support the children throughout the year with various events.

They have organised discos, games nights, carol singing and Summer Fayres. They also buy refreshments for school parties and help out at school events to name but a few of their undertakings. They form a very important part of our school life in Laurieknowe.

One of the main reasons our Council is so successful is that we have a broad band of parents who come along to support our various events and I would encourage everyone to participate fully in this aspect of school life. If you do not wish to join the Parent Council then there are other ways that you can participate and help support your school. Please look out for requests, either through newsletters or messages via the children - these can be many and varied - ranging from excursions, gardening, decorating and library duty to helping in the classroom with various activities or helping at events.

Children also, enjoy seeing their parents take an interest and forming an active part of school life. When they see us working together it helps them understand and appreciate the efforts made by us all on their behalf.



## Communicating with Home

### Parental Involvement

The school actively encourages all parents to become part of the life of the school. We offer opportunities for parents and carers to support the school through involvement in working groups, workshops, information leaflets and regular school events. We also encourage parents to become involved in the Parent Council which meets on a regular basis.

Every piece of research ever done into how well children do in school shows that where the parents show a high level of co-operation, children do better and are happier. YOU play the most important role in your child's development and the following are specific things that we would particularly encourage you to do with your child. Your contributions are valuable and appreciated by all staff. In addition, your support and interest will greatly enhance your child's experience of school life.

### Talking

This is the main means by which we all communicate and talking to your child helps them sort out what they think. Talking helps children to develop vocabulary, to acquire the ability to express themselves clearly and logically, and it gives them the chance to express their own opinions. It is through talking with a variety of people that much of a child's learning will occur.

### Listening

By listening to your child you are showing them that you are interested and that you care about their opinions. By taking an interest in what they have to say and responding appropriately, you will be helping their speech development and their thinking and learning generally.

### Reading

Reading to your child, especially when younger, encourages an interest in the written word that is a great advantage to them wanting to read for themselves. Encourage your child to look at the pictures and say what they think is happening. Your own enjoyment in reading with them will encourage a love of books and a willingness to learn.

### Sharing

For some parents this is easier said than done, not all children will relate what their day has consisted of. Questions as to what has happened can be frequently met with a 'don't know', 'forgot', 'nothing much', 'played,' and so on. Children will have been involved in meaningful experiences but some require a great deal of encouragement to share this part of their life with their parents. Please do not give up, please persevere with gentle encouragement.

### Parent Events

In keeping with the strategy of involving parents still further in their child's education, Laurieknowe School has a series of curricular workshops and Parent events throughout the year.

Parent meetings in November involve parent, child and teacher in a 'Learning Conversation' where targets are discussed and set. Children build up a profile of work based on these targets, examples of work chosen by themselves in consultation with their class teacher and evidence of the achievement within and out with school.

There will be other meetings and a full, summative report in the final term. P7 pupils will also be involved in the creation of a Pupil Profile, as per Scottish Government advice.

### Parental Concerns

If you are concerned about any aspect of your child's education please contact your child's class teacher in the first instance, who will be only too happy to help. If the concerns are of a more serious or confidential nature, then please contact the school office and one of the senior leadership team will respond to you as soon as is practicable.

### 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 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 our Opportunities for All Officer for attention. 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 the office.

## **Unexplained Absences / Lateness**

In light of the tragic case in West Lothian in 2005 we have been advised to put procedures in place to ensure the safety of all the children in our care. In order that our procedures work efficiently and effectively we require your cooperation in the following matters:

### **Parents are asked to ensure that:**

1. The school is informed if the family is running late.
2. 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.
3. 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.
4. The school is kept informed of the absence and the likely return date.
5. Any planned absences are officially notified to the school, in writing, in advance.
6. School would be informed before 1.15pm if a child was not returning to school after lunch as a result of becoming unwell over that period.
7. 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 I 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.

## **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 in a position to refuse permission to parents for such holidays but it is the view of Education Services that these holidays should be officially recognised as "unauthorised".

Education Services recognises that some parents have difficulties in arranging their own holidays to suit school holiday periods and 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 - 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. This means that, whilst parents are at liberty to remove children from school for the purposes of family holidays, such absences will be recorded as 'unauthorised'. Parents should continue to 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.

Please note that the school is unable to sanction holidays during term time and will be unable to supply any school work.

## **Attendance**

Parents have a legal obligation to ensure that their child attends school regularly. If your child is sick or unwell, please contact the school office before 9.30am. We are required by the Education Authority to keep a record of absences and this is why we send a text message if absence is not phoned in. All school attendance is registered by computer on our "SEEMIS" system and is monitored by the local authority. In the case of a child having a prolonged absence, help can be made available to minimise the loss of schooling. Unsatisfactory attendance is dealt with by the Opportunities for All Service who support parents, children and the school if difficulties should arise.



## Homework

Homework is regularly set by class teachers depending on the age and stage of the child. Our homework policy provides information and guidance to the types and level of homework your child may receive as they progress through the school.

Supporting them with any homework and discussing it with them is a vital part of their development and supports their progress. The schedule for homework will be shared through the Parent Information Sheets. There will be regular pieces (e.g. reading, spelling / phonics, numeracy and maths) which will reinforce and complement the work your child does in class. These will be supplemented by short-term pieces (e.g. learning log tasks) which will have an element of children's choice and build upon prior learning.

The amount and frequency of homework will depend on the age and stage of the child. As your child progresses through the school they will be asked to complete tasks with more independence. However, it is vital that you continue to show an interest and support them with their tasks. This has been shown to promote a positive attitude within the children and improves their self-esteem whilst instilling good working habits that last a lifetime.

Any difficulties you or your child may experience should be discussed with their class teacher so that the appropriate support can be given.

## How is my child doing? (Assessment and Reporting)

Laurieknowe Primary School actively encourages the children, parents and staff to be active members in the learning of every child. To help with this the school regularly offers opportunities to find out how your child is doing.

The value of discussion is integral to the progress of every child and we hold Learning Conversations twice yearly. These involve the child, parent and teacher discussing the progress to date and identifying the next steps for the child and how parents are able to help at home. These informal appointments offer an excellent opportunity for you to view aspects of your child's work and discuss their progress with them.

Alongside this, the school produces a formal written report each year. This will give information about your child's progress in the key areas of Literacy, Numeracy and Health and Well-Being alongside information about their learning across the curriculum. These reports are designed to supplement the ongoing discussions between home and school.

These formal reporting procedures work hand in hand with the ongoing informal opportunities to link home and school. These include your child's personal diary, opportunities to come in and share your child's learning during assemblies and celebrations of learning and, if you have any concerns, we are more than happy to arrange individual meetings to discuss these.

## 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 your 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

**Information provided by Education Scotland - Parentzone**

## Helping the School

We welcome help in school. This can take many forms including helping on school trips and events, being involved in learning activities (e.g. Outdoor Learning sessions with the Ranger Service) and helping to organise events (e.g. library). These offer excellent opportunities to be involved in the learning within the school and experience first-hand the wonderful learning your child is involved in. All parent helpers are required to fill out volunteer paperwork and, if involved on a regular basis, will go through the PVG process.

If you are interested in helping out in the school please contact the school office in the first instance.

### **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

<https://education.gov.scot/parentzone>

## Support for All

### **Pupil Support**

#### **Health Care**

Regular contact is maintained by our school nurse. A review by the Community Paediatrician can be arranged through the school nurse if you have concerns over your child's health. Parents are kept informed over any procedures that are carried out in school.



#### **Medicine in School**

Children should not be left with the sole responsibility for medication brought to school.

Parents are required to complete a "Parental Request Form for Medication," in order for it to be administered in school. This must be completed every time there is a requirement for a child to take medicine. Medicine will not be administered unless a form has been completed. All medication should be taken to the school office where the necessary paperwork can be completed by the relevant person.

#### **Speech Therapy**

Regular checks are made of each child's speech, and if either the parents or the teacher have a concern, a referral can be made to the speech therapist.

#### **Child Protection**

Laurieknowe School staff have been trained in Child Protection matters and are very aware of their own role in this subject. There are set procedures to be followed by all the adults in the school with the final responsibility resting with the Head Teacher.

All staff have an obligation to ensure that the safety of our children is paramount.

Disclosures made by a child or children will always be followed up, no matter how trivial or unlikely they seem. Usually, parents would be approached in the first instance to help clarify what has been disclosed. It is usually at this point that matters are resolved fairly easily and quickly. However, for matters/allegations of a more serious nature it may be necessary for the Head Teacher to contact other outside agencies for advice and support. Parents who have concerns regarding Child Protection matters can contact Social Services directly (01387 273600) by asking for the Duty Officer who will help and advise them, you do not have to disclose your name if it is felt that this would create difficulties.

### **Bullying**

Fortunately, serious incidents are rare with any such incidents are dealt with promptly. If you have any concerns regarding this issue then please contact the school immediately. We are much more successful if these matters can be dealt with at the time. A large part of our day-to-day work in Laurieknowe is promoting a positive school ethos and helping children to deal with difficulties in an acceptable way. All children are encouraged to report any instances of bullying - whether physical or verbal - and staff deal with these issues very seriously.



#### **Pastoral Care**

Respect for Anti-Bullying Guidelines 2018

#### **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' Support Manual. This Support Manual is available on line 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.

If you have any concerns please do not hesitate to contact the school or the school's Additional Support for Learning Teacher.

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 <https://www.siaa.org.uk/> 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 [www.commongroundmediation.co.uk/](http://www.commongroundmediation.co.uk/) or advocacy support through People's Advocacy Support Service (P.A.S.S. Direct ) or Parents Inclusion Network (PIN) [www.parentsinclusionnetwork.org.uk/](http://www.parentsinclusionnetwork.org.uk/)

## Getting it Right for Every Child (GIRFEC)

Getting it right for every child (GIRFEC) is an approach from The 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.

From April 2013 your child has had 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.

In Laurieknowe Primary School, the named person is usually the Head Teacher or a delegated Depute Head Teacher.

For more information on getting it right for every child email [GIRFEC@dumgal.gov.uk](mailto:GIRFEC@dumgal.gov.uk)

## 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 is contained within the Child Protection Policy for Schools, Pre-School and Child Care Services which

is available from the school and the on the Council website.

## 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.

## Opportunities for All / Early Years & Family Support Services

These support officers can meet with parents / carers, children or young people to offer advice or help with the sorts of things that can affect a child's learning.

## Moving to Secondary School

### Catchment Secondary School

Transfer from primary to secondary school will be dealt with by direct approach to parents from individual primary schools. Laurieknowe Primary falls into a dual catchment zone with Dumfries Academy and North West Community Campus. Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest" <http://www.dumgal.gov.uk/article/15086/Find-my-nearest> Parents can opt for any secondary school and full details on how to enrol or move school are available from the school or on the Council's website.

### Transition Activities

Details of these will be released for your Primary Seven child as they become available.

### Induction Days

As above.

### Support Available

In specific cases there may be a need for enhanced transition and this would be discussed with parents if this service was required.

### School Improvements

#### Improvement plan and priorities

In summer 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 due consultation with staff, pupils and parents. The plan indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward. Both the report and the plan are published on the school's web-site and are also available in hard copy, on request.

### Achievements

Achievements are celebrated within school in Assemblies, sharing of the learning, Newsletters and the Laurieknowe Achievement Wall. Our learners are actively encouraged to share their wider achievements out with school. Every achievement is celebrated with a certificate which can be shared through your child's Learning Folder.

## 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.

We will request such information at the beginning of each new school year. Please update this as necessary.

### 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 absolutely 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.

In the event that the school has to close for whatever reason, the following procedures will be put into place.

The Head Teacher will authorise the Clerical Assistant to issue a text message to all parents informing them of the closure and asking them to collect their children from school as quickly as possible. If, for

safety reasons, access to the building is not possible, then the Education Support Services Team should be contacted as the text facility can be accessed remotely from there. The text message should then ask that children be collected from the Ice Bowl.

The Head Teacher will place a 'school closed' alert for Laurieknowe on the DG website which will alert media etc. to the closure. If help is needed with this, please contact:

### **Dumfries and Galloway Council**

Children, Young People and Lifelong Learning

122-124 Irish Street

Dumfries

DG1 2PB

Tel: 01387 273600

Clerical staff will contact any parents who have not provided a mobile phone number.

Pupils will remain in their own classrooms until their parents arrive unless there are safety considerations which would prevent this. The Head Teacher or member of the Senior Leadership Team will make the decision about whether a change of venue is necessary.

School Staff will be made available, if possible, to collect children from classes as parents arrive.

If it is not safe to remain in the school building then the pupils will be taken over to the Ice Bowl to wait for their parents to collect them. This has been agreed with the Ice Bowl management.

### **Health Care**

Education Services is committed to ensuring that all children are able to 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 The Nursery and School Policy on Health Care Procedures Sept 2012 which is available from the school or on the Council website.

### **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 Headteacher 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 ELCC/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](mailto: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](mailto:dataprotection@dumgal.gov.uk)

## **ICT in Schools 2015**

### **Digital Citizenship, Pupil Safe and Responsible Use of Technology**

#### **Mobile Phone Agreement**

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.

#### **Digital Images Policy**

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. 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.

## Other Useful Information

### **Pupil / Parent Support Unit**

The Pupil /Parent Support Unit is there to help parents and pupils and can be contacted on the numbers shown below regarding any aspect of Free School Meals/Clothing Grants, Education Maintenance Allowance, School Transport, Home Education, Parent Council administration, school transfers and enrolment, school catchment areas, performance licences, insurance matters and financial support for those pupils entering higher education.

### **Information is also available from:**

#### **Education Service**

Dumfries and Galloway Council  
Children, Young People and Lifelong Learning  
122-124 Irish Street  
Dumfries  
DG1 2PB

Tel: 01387 273600