Welcome to
Loreburn Primary School

2018 - 2019 Handbook
<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Letter from Head of Education</strong></td>
</tr>
<tr>
<td><strong>Welcome from Headteacher</strong></td>
</tr>
<tr>
<td><strong>Welcome</strong></td>
</tr>
<tr>
<td><strong>Education Services Aims</strong></td>
</tr>
<tr>
<td><strong>School Vision, Values and Aims</strong></td>
</tr>
<tr>
<td>Vision</td>
</tr>
<tr>
<td>Values</td>
</tr>
<tr>
<td>Aims</td>
</tr>
<tr>
<td><strong>School Ethos</strong></td>
</tr>
<tr>
<td><strong>School Information</strong></td>
</tr>
<tr>
<td>School Staff</td>
</tr>
<tr>
<td>School Holidays 2017/18</td>
</tr>
<tr>
<td><strong>Contact Us</strong></td>
</tr>
<tr>
<td><strong>How the School Works</strong></td>
</tr>
<tr>
<td>Equipment</td>
</tr>
<tr>
<td>Punctuality</td>
</tr>
<tr>
<td>School Uniform</td>
</tr>
<tr>
<td>Ordering your Uniform</td>
</tr>
<tr>
<td>School Meals</td>
</tr>
<tr>
<td>School Transportation</td>
</tr>
<tr>
<td><strong>The Curriculum</strong></td>
</tr>
<tr>
<td>Curriculum for Excellence</td>
</tr>
<tr>
<td>Subject Information</td>
</tr>
<tr>
<td>End of Term Service</td>
</tr>
<tr>
<td>P.E. Clothing</td>
</tr>
<tr>
<td>Sports Day</td>
</tr>
<tr>
<td>The M.U.G.A.</td>
</tr>
<tr>
<td><strong>The Wider Curriculum</strong></td>
</tr>
<tr>
<td>Extra Curricular Activities</td>
</tr>
<tr>
<td>Pupil Council</td>
</tr>
<tr>
<td>School Trips</td>
</tr>
<tr>
<td><strong>Home/School Partnership</strong></td>
</tr>
<tr>
<td>Parent Council</td>
</tr>
<tr>
<td>Loreburn Primary</td>
</tr>
<tr>
<td>Communicating with Home</td>
</tr>
<tr>
<td>Attendance</td>
</tr>
<tr>
<td>Unexplained Absences / Lateness</td>
</tr>
<tr>
<td>Holidays</td>
</tr>
<tr>
<td>Homework</td>
</tr>
<tr>
<td>How is my Child Doing</td>
</tr>
<tr>
<td>Assessment</td>
</tr>
<tr>
<td>Pupil Profiles</td>
</tr>
<tr>
<td>Helping Your Child</td>
</tr>
<tr>
<td>Helping the School</td>
</tr>
<tr>
<td>Useful Information</td>
</tr>
<tr>
<td><strong>Support for All</strong></td>
</tr>
<tr>
<td>Pupil Support</td>
</tr>
<tr>
<td>Pastoral Care</td>
</tr>
<tr>
<td>Additional Support for Learning</td>
</tr>
<tr>
<td>Getting it Right for Every Child (GIRFEC)</td>
</tr>
<tr>
<td>Child Protection</td>
</tr>
<tr>
<td>Educational Psychology Service</td>
</tr>
<tr>
<td><strong>Moving to Secondary School</strong></td>
</tr>
<tr>
<td>Catchment Secondary School</td>
</tr>
<tr>
<td>Transition Activities</td>
</tr>
<tr>
<td>Induction Days</td>
</tr>
<tr>
<td>Support Available</td>
</tr>
<tr>
<td><strong>School Improvements</strong></td>
</tr>
<tr>
<td>Improvement plan and priorities</td>
</tr>
<tr>
<td>Achievements</td>
</tr>
<tr>
<td><strong>Health and Safety</strong></td>
</tr>
<tr>
<td>Emergency Procedures</td>
</tr>
<tr>
<td>Severe Weather and</td>
</tr>
<tr>
<td>School Closure Arrangements</td>
</tr>
<tr>
<td>Health Care</td>
</tr>
<tr>
<td>Medical/First Aid Procedures</td>
</tr>
<tr>
<td>Data Protection</td>
</tr>
<tr>
<td>Images of Pupils</td>
</tr>
<tr>
<td>Use of the Internet</td>
</tr>
<tr>
<td><strong>Other Useful Information</strong></td>
</tr>
<tr>
<td>Pupil / Parent Support Unit</td>
</tr>
<tr>
<td>Policies</td>
</tr>
</tbody>
</table>
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 Headteacher

This book aims to tell you everything about your new school.

It is exciting to start at a new school, but we expect you will find it a little bit strange at first. Don’t worry, you’re not alone—even teachers feel strange in a new school. We hope this book will set your mind at rest about a few things.

Loreburn is a friendly school and you will quickly feel at home here. We’re sure you’ll find it a pleasant and safe place to work—almost a home from home! We are sure you will give us your best efforts while you are with us, so that we have good reason to be proud of you.

Good manners are important wherever you are, whatever you are doing. You will see later that our school rules are mostly about considering other people and being polite at all times.

We hope that you will quickly begin to enjoy being at Loreburn. We want you to have happy memories of our school that will last for the rest of your life.

Lynn Chambers
Head Teacher
Welcome

This book aims to provide basic information however, if you have a problem or concern that is not covered in this book, no matter how trivial it may seem, please do not hesitate to contact the school. You can make an appointment to see the Head Teacher or your child’s class teacher. Remember, what may appear unimportant to you may be a major problem to your child. We need your co-operation so that your child settles in easily with us. Parents do have an effect on how children get on at school. Bearing this in mind, we want to establish a positive link with you - a link lasting throughout your child’s stay with us.

Education Services Aims

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

Our Objectives

1. 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.

2. 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.

3. 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.

4. 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 Vision, Values and Aims

Vision
Our vision is to have children and staff who work to the best of their ability. We want to prepare our pupils to become confident individuals who can play an effective part in the society in which they will live.

Values
At the top of our values we have

Respect
Honesty
Kindness

These are regularly discussed at assemblies.

Aims
At Loreburn we aim to:

• Ensure a happy, safe and welcoming environment for learning to take place
• Provide a broad, balanced and appropriate learning experience for each individual child through Curriculum for Excellence
• Foster enthusiasm for, and a commitment to, lifelong learning by celebrating success
• Build effective partnerships with parents, the wider community and school support professionals
• Effectively teach literacy, mathematics and health and wellbeing as core subjects
School Rules:
These rules aim to ensure that the school is a pleasant and safe place to work. By using common sense and manners we will all make progress without distraction.

- Pupils must be polite at all times to all members of staff and visitors.
- Pupils will show care and consideration for each other in both their words and actions so that they can be safe and happy in school.
- Older pupils must set a good example towards younger children.
- Pupils may not leave the school without permission. This includes retrieving balls etc. which go outside the railings.
- Behind the school and down the side are Out of Bounds
- To avoid accidents there should no cycling, throwing of stones, climbing, swinging on gates, playing in toilets or running inside the school building.
- Privacy and respect for other people’s belongings will be in evidence throughout. Coats, bags and personal belongings should be clearly marked with the pupils’ names. Money and valuables must not be left in trays or on classroom tables. Pupils must not go to class bases during intervals unless accompanied by a House Captain.
- Parents will be expected to make good any damage to or loss of books or materials which occur through the fault of the pupil.
- To avoid danger pupils must not speak to strangers at the school gates or railings.
- On arriving at and leaving school pupils should show knowledge of Road Safety by crossing roads with due care and attention, using the crossing patrol person when possible.
- Mobile phones, if brought to school, must be switched off and left at the School Office.
School Ethos

We believe that people flourish in an atmosphere where everyone is caring and respectful towards one another. We do not tolerate bullying or discriminatory behaviour and would expect to be informed if any pupil was subject to any unacceptable behaviour towards them.

We place a high emphasis on good manners amongst all in school.

School Security:

We have a door entry system at our school. All visitors, including parents, must ring the door bell and wait to be admitted. They must then go to the school office (situated on the first floor) and sign in, stating the purpose of their visit. Pupils are not permitted to open the door to anyone, even if they should know the adult at the door.

We also have CCTV cameras which monitor some of the corridors, the front and rear access to the school.

As pupil and staff safety is paramount we ask that all parents and visitors adhere to our entry system.

Safety Drills:

Full risk assessments have been carried out on our premises to make them as safe as possible. We carry out regular testing of our fire alarms and fire fighting equipment. Regular fire drills with all pupils and staff are implemented and clear instructions about fire exit procedures are on the walls of every room.

Emergency planning drills are carried out for situations where the children may be in danger. These are known as “Tiger! Tiger!” drills.

School Information

Loreburn Primary School
George Street
Dumfries
DG1 1EA

Tel: 01387 254642
Fax: 01387 253112
Text: 07860 029 416

Email: gw08officeloreburn@ea.dumgal.sch.uk

Head Teacher:
Mrs Lynn Chambers

School Roll: 180 pupils
Nursery: No

The school badge depicts the face of Lady Devorgilla, the daughter of Alan, Lord of Galloway, and wife of John Balliol. She was responsible for establishing Balliol College, Oxford. She spoke Gaelic, English, French and Latin. In Dumfries she built a bridge over the river Nith where one still stands today and is named after her.

The Abbey of Sweetheart was founded by her in 1273 in memory of her late husband. At her own death, in 1289, her body was laid to rest before the high altar. Her husband’s embalmed heart, which had been placed in an ivory and silver casket and carried with her wherever she went, was placed beside her. The monks chose the beautiful name of Sweetheart for their abbey in her memory.
We endeavour to take children to learn out of school as well as in school!
We have included photographs of our children taking part in a variety of activities.
School Staff

Mrs Lynn Chambers
Head Teacher

Mrs Tracey Graham
Principal Teacher

Mrs Alison McKie
Class Teacher

Mrs Anne Latimer
Class Teacher

Mrs Susan Wright
Class Teacher

Mrs Lorraine Roxburgh
Class Teacher

Miss Louise Corner
Class Teacher

Mrs Lynn McEwan
Class Teacher

Mrs Nicola Rae
Class Teacher

Mrs Liz Gorard
Additional Support for Learning Teacher

Mrs Claire Burgess
Class Teacher

Mrs Laura Miller
Classroom Assistant

Miss Laura McWhirter
Learning Assistant

Mrs Catriona Wyllie
School Secretary

Mr Gary Nelson
Janitor

Mr Robert Moffat
Crossing Patrolman

Mrs Karen McLachlan
School Cook

Mrs Viv Foster
Catering Assistant

Mrs Sharon Smith
Catering Assistant

Mr Donald Campbell
School Chaplain

Ms Wilma Stoker
Educational Psychologist

Mrs Leona Waugh
Quality Improvement Officer
School Holidays 2017/18

Term 1  
First day-Tuesday 21st August 2018  
Last day-Friday 12th October 2018

Term 2  
First day-Monday 29th October 2018  
Last day-Friday 21st December 2018

Term 3  
First day - Monday 7th January 2019  
Teacher Inset (non pupil days) Wednesday 20th -Friday 22nd February 2019  
Last day-Friday 12th April 2019

Term 4  
First day Monday 29th April 2019  
May day holiday 6th May 2019  
Last day Friday 28th June 2019

Contact Us

We operate an ‘open door’ policy and should you wish to get in touch with us for any reason, you can contact us during the school day to arrange an appointment. We endeavour to meet with parents as soon as possible, usually on the same day, to discuss any matters of concern regarding a child’s welfare or education.

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.
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 catchment area. Information regarding catchment areas can be found on the Council’s website (www.dumgal.gov.uk) and by accessing “Find My Nearest”. Full details on how to enrol or move school are available from the school or on the Council’s website.

An Induction Day is held each year in June. Children get a taste of Loreburn Primary by staying for about an hour in the classroom, whilst the parents are attending a talk in the hall. The parents are usually more worried about this than the children!

We do not operate an early admissions policy. Children may be enrolled for the August commencement provided they reach the age of five between the previous 1st March and the following 28th/29th February. Parents are advised that children need not be enrolled in school by law until the commencement date after their fifth birthday.

The children of parents who opt for schools other than the recognised school for their place of residence will not be eligible for free transport to and from school.

Parents requiring information on visiting the school or seeking a place for their child should contact the Head teacher.

School Day:
- School Starts 9.00am
- Morning Interval 10.30am – 10.45am
- P5 - P7 Lunch 12:15pm – 1:00pm
- P1 - P4 Lunch 12:30pm – 1:15pm
- School Ends 3.00pm

Equipment:
Although the school provides all the equipment necessary for pupils to carry out their work in school, many pupils like to bring their own pencils, pens etc. We are happy for them to do so but prefer if they are fairly plain and don’t prove to be a distraction to them!

Paint shirts, gym shoes etc., should be clearly marked with your child’s name.

Punctuality
The punctuality of pupils is more than just common courtesy – it is important to the smooth running of the school. Registration takes place at the start of the school day. The number of pupils taking school lunches is also determined at this time.

Parents are asked to co-operate in ensuring that their children are in school by 8.55am pupils should NOT arrive before 8.45am – especially when they may have a long, cold or wet wait to get into class.
School Uniform
The wearing of school uniform is strongly encouraged. We believe that the wearing of the uniform breaks down class barriers by disguising the difference between rich and poor. It adds a touch of distinction to the school and shows that it cares about standards.

The uniform solves a lot of problems with fussy children and prevents fashion competitions. Finally we hope that the wearing of the uniform is a means of training children to respect and abide by authority.

Loreburn colours are:
Black, White and Gold

Black trousers or skirts
White shirt or blouse
Gold or white polo shirts
Black shoes or trainers
Yellow checked school dresses

We pride ourselves that all our pupils wear uniform and the majority of them wear a shirt and tie.

Ordering your Uniform
Before the Spring holiday each year you will receive a school order form to order for the forthcoming session. If you require any uniform during the session then please contact the school office. Second-hand uniform is generally available for a donation to school.

A full price list is available from the school office.

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/index.aspx?articleid=2235

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:

Hungry for Success Initiative:

Dumfries and Galloway Authority is implementing the Scottish Executives recommendation as contained in the document—Hungry for Success. This links into the wider Scottish Diet Action Plan that aims to increase the consumption of fruit, vegetables, fish and reduce the consumption of foods which are high in fat, salt and sugar. The School Meals Service is now implementing menus to support these initiatives in all primary schools.

There are three choices for pupils at lunchtimes:

**Mini-meals**

These are prepared on the premises and are eaten in the dining room. There are two main course choices each day and either soup or pudding. The pupils make their choice from the meals on offer on a daily basis.

**Health Bar**

We also have a health bar which sells an excellent range of wholesome foods. Mini-meals and Health Bar meals cost £1.80 daily. We prefer all lunch money to be paid weekly in advance on a Monday.

Primary 1-3 pupils receive a free lunch every day.

In the dining room the seating allows for groups of pupils to eat together. This is an excellent opportunity to improve table manners as well as encouraging politeness to fellow pupils and dining staff.

**Packed Lunch**

Pupils may bring a packed lunch to school. These should be brought in a named box, preferably with an ice pack inside. Infant pupils eat their packed lunch in the dining hall. Older pupils eat in the school hall. All pupils are supervised during lunch.

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. All Primary 1-3 pupils currently receive free school meals. Any questions about Free School Meals can be directed to the Pupil/Parent Support Unit (See Section 16) or [http://www.dumgal.gov.uk/index.aspx?articleid=2233](http://www.dumgal.gov.uk/index.aspx?articleid=2233)

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.

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/index.aspx?articleid=6293

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 at Woodbank Education Offices. http://www.dumgal.gov.uk/index.aspx?articleid=1487

Class Organisation:
We currently have seven classes: P1, P2, P3, P4, P5, P5/6, P6/7

Playground Supervision:
At morning break we usually have two adults supervising the children and three adults at lunchtime.
At wet breaks, senior pupils supervise in classes with adults patrolling all classes.
Celebrating Success:
We have a Positive Behaviour Policy which can be viewed on Loreburn School blog. Children may receive a sticker from the Head teacher if he/she has fulfilled any of the 4 capacities: Successful Learner; Confident Individual, Effective Contributor and Responsible Citizen.

There are Merit badges given weekly to one House member from each class. We have a celebratory assembly each week where all children who have received any award are recognised.

Classes may receive a ‘whole class’ sticker if they have achieved as a whole class. When they have collected 3 of these, they earn a class reward.

Parents are invited to send in any details of their Child’s Out of School Achievement to be included in our weekly newsletter.

Positive Behaviour
It is the school’s aim to bring each child to a state of development when he or she can exercise a self discipline appropriate to all occasions and circumstances. Corporal punishment is not used in the school and the school recognises the vital part to be played by full co-operation between parent and school where behavioural difficulties arise. In such cases, an early referral to parents is expected to ensure that the child conforms to the behaviour standards set by the school.

No child in the school should feel threatened or be put under any pressure by any other pupil or groups of pupils. It is important that we create an atmosphere within which pupils are encouraged to work with, play with and enjoy the company of their peers. The older pupils in school are encouraged to develop a sense of responsibility towards the younger pupils and to set good examples for them both in school and in the playground.

The physical nature of our buildings and playground makes it essential that we maintain high standards of behaviour on stairs, in corridors, in the playgrounds and the streets.

In the playground pupils are free to express themselves within a framework of acceptable behaviour. The framework has been drawn up with the safety and happiness of all pupils in mind and this has been explained to the pupils themselves. Pupils must be encouraged to consider the needs and expectations of others while playing. This is particularly important in the tight confines of our rather limited playground space.

Our Positive Behaviour Policy is available should you wish to read it.
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:

Literacy and English
Listening, Talking, Reading, Writing

Numeracy and Mathematics
Number, Money, Measurement, Shape, Position, Movement, Information Handling, Problem Solving

Health and Wellbeing
Mental, emotional and physical wellbeing, Physical Education, Food and nutrition, Substance Misuse, Relationships, Sexual Health and Parenthood

These subjects form the core of Curriculum for Excellence and are the Responsibility of All.

Social Subjects
People – Past Events and Societies, People – Place and the Environment, People – Society, Economy and Business

Science
Planet Earth, Forces, Electricity, Waves, Biological Systems, Materials, Topical Science

(We are fortunate to have support from Dumfries Academy with aspects of science.)

Expressive Arts
Music, Art and Design, Drama, Dance

Religious and Moral Education
Christianity, Selected World Religions, Beliefs and Values

ICT
Information, Communication, Technology

Each class has 4 computers available and we have approximately 40 netbooks which are timetabled for use with the classes.

Modern Languages
French is taught to pupils in P1-7
Spanish P5-7

End of Term Service:

Our end of Term Services at St. George’s church are given importance in the life of the school. In order that we all enjoy the occasion, your co-operation is required to keep interruptions to a minimum.

Parents have a statutory right to withdraw their children from Religious Observance.

P.E. Clothing

Clothing for P.E. should be brought in a separate bag and left in school during the week and taken home at weekends for washing. The Scottish Government demands that pupils have 2 hours of P.E. each week and in order to achieve this, pupils may be outside in all weathers! Please ensure that your child comes prepared.

Shorts, T shirt, (none with football logos) gym shoes or trainers are required. Trainers will be required for outdoors and children may wear track suits. A change of socks would be beneficial.

Sports Day

Sports Day is held each year, usually in May. All children take part in Sports day at King George V grounds. We encourage parents to come along and support the children. If the weather prevents sports taking place on the arranged date we will endeavour to try again the following week at the same day and time.

The M.U.G.A.

We are fortunate to have the use of an all-weather Multi Use Games Area close to the school.
The Wider Curriculum

Extra Curricular Activities:
We are able to provide some after-school clubs for a variety of activities but these are dependent on the availability of coaches. Parents run some of our clubs while external instructors take some of our other clubs. We have an Active School Co-ordinator who organises a variety of after school sports clubs. We have a long established football club which has had some great successes and reached national tournaments. Some clubs cost 50p per week while others are free of charge.

Any parent or coach who takes a club will have been checked by Disclosure Scotland.

Pupil Council:
We have 2 House Captains and 6 prefects who take responsibility for various aspects of school life i.e. Media, The Library, Eco Issues, The Playground etc – they in turn involve pupils from other classes.

School Trips:
Loreburn is a central urban school surrounded by a wealth of fascinating resources. We endeavour to make maximum use of these resources through educational visits. We will ask you to sign consents for your child to make visits within a small radius of the school. If we plan an excursion that is out-with this radius we would ask you to sign a separate consent.
Communicating with Home

We now have a ‘school blog’ where information about what is happening in school is regularly updated along with our weekly newsletter sent home via the pupils. Text messages are sent if we need to contact parents about school closures or reminders of events happening in school.

We have two Parents’ Evenings. The first in September is to give parents/guardians the opportunity to meet their child’s class teacher.

Home/School Partnership

Parent Council

Our Parent Council has been established to strengthen links between the school and all our parents. The Parent Council will seek to play an active role in supporting parental involvement in the life and work of the school and provide opportunities for parents to express their views. The council’s basic functions and duties include:

- **Supporting the school in its work with pupils**
- **Representing the views of parents**
- **Receiving and requesting information from the head teacher and education authority**
- **Promoting contact between the school, parents, pupils and the community**
- **Reporting to all parents on the activities of the Parent Council**
- **Participation in the selection process for head teachers and depute head teachers**

Parents are welcome to attend and be involved in the discussions at Parent Council meetings.

Please contact a member of the Parent council if you have an issue which you would like to raise. All concerns should, in the first instance, be brought to the attention of the Head teacher.
We have three reporting periods through the session. The first is a Learning Conversation with you, your child and your child’s teacher. The second is a follow up to the Learning Conversation and finally a written report at the end of the session.

Throughout the session, parents may be invited to visit their child’s class to see the culmination of work they have been learning.

**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 the Attendance Officer. If possible please try to make dental/medical appointments out with school hours. However if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

Parents are asked to ensure that:

- The school is informed if the family is 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.
- 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 as a result 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 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.

**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:
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 – nor 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.

Homework
From the infant stage, pupils will have regular reading or phonics to prepare at home. In order that pupils gain from homework tasks in addition to reading, we endeavour to set work which is clear, interesting, varied and directly related to class work. The characteristics are common to each class and they are that:

- **Pupils must develop a sense of ownership and responsibility for their work out of school.**
- **The homework tasks provide links between what has come before and what is to come.**
- **It is appropriate to the needs and interests of the individual who is required to do that work.**
- **It will give the opportunities to present the results of their research and thinking to their fellow pupils and teachers when they will be able to reformulate, apply and use creatively the knowledge and skills they are gaining in school.**

From P3, homework tasks will be written in a homework jotter for a week in advance with a date when it is due to be returned. As many children are involved in after school activities, this will allow families the flexibility to organise completion of tasks at a time to suit them. Our current ‘homework policy’ can be viewed on the school’s blog.
How is my Child Doing:

Education in Scotland has gone through a period of change.

The Curriculum for Excellence is focussed on providing children with a broader experience while still having the emphasis on the core elements of:

Literacy, Numeracy, Health and Well Being.

There are 3 levels which most children will work towards during their time at primary school.

**Early Level** should be achieved by the end of Primary 1 for most children.

**First level** should be achieved by most pupils by the end of Primary 4 and most pupils should have covered the outcomes for Second Level by the time they finish Primary 7.

Your child's school report will give you information about the progress that your child is making. If we have concerns about your child's progress we will discuss this with you and, if necessary, arrange for him/her to have some additional support for learning.

Children, like adults, have preferred learning styles. For some, seeing something written down is the best way for them to learn. For others, listening or taking part in an activity is the best way. During the course of a week we endeavour to provide opportunities for children to be taught in the manner that best suits their learning style. Children may be taught as a whole class, as part of a group or as an individual. Teachers make regular assessments of the progress pupils are making. They use this information to plan the next steps in their pupils learning. Increasingly, children will be told at the start of a lesson what they will be expected to know or be able to do when they complete particular tasks. This helps them to become able to assess for themselves how well they are learning.

*We encourage children to be positive in their attitudes to learning.*
Assessment:

There will be new ways of assessing progress and ensuring children achieve their potential. There will be new qualifications for literacy and numeracy and from 2012/13, new National 4 and 5 qualifications from 2013/14. Our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

There’s personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that’s needed. There will be a new emphasis by all staff on looking after our children’s health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children’s life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland’s reputation for great education.

From the Primary One stage onwards the school has a unique opportunity to provide an environment within which sex discrimination does not occur and within which steps are taken to counteract the pressures often placed on children by the home, media and fellow pupils to conform to traditional roles.

It is therefore important that the content of our curriculum, teaching methodology, teaching materials and structure of the timetable are examined carefully to ensure they support and are not working contrary to the provision of Equal Opportunities.

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. We have introduced pupil profiles at all stages in school and welcome any contributions about children’s achievements out of school to be included.

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.

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:

We ask parents to let us know if they are available to help accompany children on school trips, help with activities in classes or are able to run an after-school club.

Volunteer Policy & Procedure is available in school and on our school blog should you wish to read it.

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. A link is provided through our school blog.
Support for All

Pupil Support:
We believe that children’s emotional well-being is vital to their learning. We hope that our pupils would be confident to talk to any member of staff or senior pupil should they be concerned about anything. However, if your child has a worry, please contact us to discuss it.

Pastoral Care:
Most parents have a fear of their child being bullied at school. At Loreburn we take a very firm line with any pupil who bullies another pupil. It is vital that a pupil or parent lets someone in school know if they have a problem with another pupil or group of pupils.

In the first instance the offending pupil will be interviewed by the Head Teacher where the victim may choose to be present. The child’s unacceptable behaviour will be explained to them and they are given the opportunity to mend their behaviour. If the child continues with this unacceptable behaviour then parents will be informed and invited to discuss a suitable way to resolve the situation.

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 attempts 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.

It is generally recognised that approximately 20% of children may have additional support needs at some time, which are likely to range from mild and intermittent difficulties through to those which are more complex or have multiple factors proving to be barriers to their learning.
The Additional Support for Learning Act introduces a new framework for supporting children and young people in their school education, and their families. This framework is based on the idea of additional support needs. This new term will apply to children and young people who, for whatever reason, require additional support, in the short or long term, in order to help them make the most of their school education.

Children and young people may require additional support for a variety of reasons and may include those who:

- Have motor or sensory impairments
- Are being bullied
- Are particularly able or talented
- Are looked after
- Have a learning difficulty
- Are living with parents who are abusing substances
- Are living with parents who have mental health problems
- Have English as an additional language
- Are not attending school regularly
- Have emotional and /or social difficulties
- Are on the child protection register
- Are young carers

Individuals and groups of children work with our Support for Learning staff, usually in one classroom. However pupils can occasionally be withdrawn for one-to-one tuition or assessment purposes and an Individualised Learning Programme can be created for specific targets. Sometimes a pupil will have a Co-ordinated Support Plan if several agencies are working together to meet the educational objectives for an individual child or young person.

In the event that you have any concerns about your child’s progress or think that your child has any problems with his/her learning, you may, through the Head Teacher, seek to discuss these with the class teacher or Support for Learning Teacher.

Our staff will do everything they can to address your concerns but in the event that the solution lies out with the school the Head Teacher will refer you to the appropriate member of the Education Authority’s support staff such as our School Adviser or Educational Psychologist.

**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 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.

**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
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.

Home School Link Worker Service:
A Home Link Worker 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. These could be connected to a child or young person’s home or school life. The service aims to provide help and advice early and prevent something small from growing into a problem. A Head teacher can ask for this support on a parent’s/carer’s behalf.
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. Our catchment secondary school is Dumfries Academy. Information regarding catchment areas can be found on the Council’s website by accessing “Find My Nearest” http://www.dumgal.gov.uk/index.aspx?articleid=6293. 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:**
We work with Dumfries Academy along with 5 other primary schools. Each year the children in P6 and P7 have the opportunity to visit the school on numerous occasions. It may be for a sports activity, science, home economics or to watch a theatre production. It gives the pupils the opportunity to become familiar with the Academy and to meet with children from other schools who may be their peers in the future.

The pupils find it an enjoyable experience and raises their confidence about moving to secondary school.

**Induction Days:**
Three Induction Days are arranged in June for Primary 7 pupils. This involves visiting their intended Secondary School to meet staff and pupils and receive their timetables.

**Support Available:**
Pupils who have additional support for learning needs may require an enhanced transition. This is where the pupil has additional visits to their secondary school prior to the induction days.

**School Improvements**

**Improvement plan and priorities:**
In May 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:**
The school regularly takes part in Burns recitations, Speech Making competition, Swimming Gala and Dumfries Civic Pride.
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.

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 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.

**Medical/First Aid Procedures:**
We are fortunate to have a qualified first aider in school. She attends to any minor injuries that occur during the school day. If there is an accident which is of a more serious nature, particularly a head injury, we will always contact the parents/carers to inform them.

If your child requires to take any prescribed medication during the school day, a consent form for the administration of such medicines must be completed and sent to school. While our staff are agreeable to administering most medications there may be instances when the parent/carer would be asked to come and administer it to their child.

A logbook of medicines administered is kept in the school office. Copies of the administration of medicines policy and consent forms can be obtained from the school office.

Over the counter medicines (Calpol, paracetamol, etc.) may not be administered at school.

**Data Protection:**
Your child’s personal data will be held by the school. All personal data is held on our secure school management information system. We will ensure that the information we hold is accurate and up to date and each year you will be sent an Update Form detailing the information held by the school for you to check and update as required. Access to the school management information system is by individual user and is password protected. Furthermore, access to confidential data is restricted to staff in school as appropriate.
Images of Pupils:
We keep a photographic record of events at the school and this is used for a number of purposes. From time to time we also feature in the local press and we have also appeared on television. The authority has a policy on the use of images of pupils. You will be asked to read this when your child enrols and to clarify your consent with regard to the publication of images of your child. This permission will be obtained when your child starts school or at a new school, but you can amend your permission at any time by contacting the school office.

Use of the Internet:
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

Catchment Areas

All of our schools cover areas known as catchment areas. You can apply to any school but children living in the catchment area get priority when allocating places. To find out the catchment school/s for your home address you can contact the school or go to http://www.dumgal.gov.uk/article/15086/Find-my-nearest on the Council’s website or phone (01387) 260437.

School Uniform/School Dress Policy (supported by Auth. Policy – see 1)

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on a low income. To find out if you qualify, please contact the school or go to http://www.dumgal.gov.uk/article/15246/School-clothing-grants on the Council’s website or phone (01387) 260493.

School Meals

Free school meals are provided for all pupils in Primary 1, 2 and 3 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 £342 and secondary pupils can save £361. 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 further information and how to apply please contact your school or go to http://www.dumgal.gov.uk/schoolmeals on the Council’s website or phone (01387) 260493.

For further information regarding menus and special dietary requirements please go to http://www.dumgal.gov.uk/schoolmenus

Education Maintenance Allowance (EMA) – Secondary Schools only

Pupils could get financial support to stay on at school if you are from a low income household and meet certain criteria. This is called an Education Maintenance Allowance (EMA).

EMA is a weekly allowance of £30 payable to eligible young people who achieve 100% attendance per week. It is payable in arrears, during term time only, generally on a 2 weekly basis.

EMA is payable to students aged 16 to 19 for a maximum of 3 years. For further information please contact your school or go to http://www.dumgal.gov.uk/article/15247/Education-Maintenance-Allowance on the Council’s website or phone (01387) 260493.

For further information regarding menus and special dietary requirements please go to http://www.dumgal.gov.uk/schoolmenus

School Transport – Authority Policy

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.

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.

We hope that you will have found this information helpful.

If you have any further queries, please contact the school office and we will be happy to answer your questions. Each session we will issue you with revised holiday dates to update your school handbook.
In certain circumstances, non entitled pupils may be able to access help. Please go to http://www.dumgal.gov.uk/article/15245/Free-school-transport on the Council’s website for further information or phone (01387) 260437.

Primary 1 Enrolment

The local Council deals with school enrolments and requests for places at our schools. Most children start school when they’re between 4 years 6 months and 5 years old but it is possible to start children early or later in certain circumstances. All of our schools cover areas known as catchment areas. You can apply to any school but children living in the catchment area get priority when allocating places. For further information regarding this process, please go to http://www.dumgal.gov.uk/article/15241/School-places on the Council’s website or phone (01387) 260437 for further information. In terms of the Education (Scotland) Act 1980, parents have a right to choose an alternative school. For details on your rights regarding this process please go to the Scottish Government website http://www.gov.scot/Publications/2010/11/10093528/2 for further information.

Transfer to Secondary

Pupils normally transfer to the secondary school associated with their home address between the ages of 11 and 12. Your child’s school will provide further information on the process when the time comes to transfer. For further information regarding this process, please go to http://www.dumgal.gov.uk/article/15241/School-places on the Council’s website or phone (01387) 260437 for further information. In terms of the Education (Scotland) Act 1980, parents have a right to choose an alternative school. For details on your rights regarding this process please go to the Scottish Government website http://www.gov.scot/Publications/2010/11/10093528/2 for further information.

Contacts (for schools only):

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