



# Welcome to

Shawhead Primary School



December 2021



# Information at a Glance

## School Information

### School Address

Shawhead Primary School  
Shawhead  
Dumfries  
DG2 9SL

Telephone: 01387 730240

### Email address:

[gw08officeshawhead@ea.dumgal.sch.uk](mailto:gw08officeshawhead@ea.dumgal.sch.uk)

Parent Council Chairperson: Joanne Shennan

### Parent Council email:

[shawheadparentcouncil@gmail.com](mailto:shawheadparentcouncil@gmail.com)

Head Teacher Mrs. Karen Little

School Roll 22 (P1-7)

Denomination Status: None

Status of Gaelic: None



**If you would like some help understanding this or need it in another format please contact 030 33 33 3000.**

## School Staff:

### Teaching Staff

Miss E. Baillie

Mrs. A. Ainslie

Probationer

Learning Support

Learning Assistants

Senior Clerical Assistant:

School Education

Support Officer:

Mr. E. Evans

Mrs. S. White

Miss E. Drysdale

Miss L. Adamson

Mrs. E. McGowan

Mr. J. Farquar

### Auxiliary Staff:

Facilities Assistant

Cleaning Staff

Catering Assistant

Mrs. K. Vevers

Mrs. K. Vevers

Mrs. J. Ryman

Mrs. S. Donaldson

## The School Day

The school grounds are open from 8.45am

### Primary School

The school grounds are open from 8.45am

9am Begin school with Wake and Shake

10.45am - 11 am Morning Interval

12.30pm - 1.15pm Lunchtime

3pm End of school day

School term dates can be found at:

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

## Communicating with home

We now send most communications home from school electronically. Emails and Groupcalls are sent regularly with a Newsletter at the end of each week throughout the session. We have found this to be an efficient and environmentally friendly system. Newsletters are also posted on the school blog. Reply slips, general paper correspondence and leaflets etc. are sent home in the pupils' blue homework bags. Parents are also welcomed into school for school shows and celebrations of learning as well as for formal Parents' Evenings (when no Covid-19 restrictions).

### School Blog:

<https://blogs.glowscotland.org.uk/dg/shawheadscool/>



## Welcome from the Head Teacher

Dear Parent / Carer

Welcome to our school from all at Shawhead Primary School.

The purpose of this handbook is to provide you with all the key information you will need as your child starts at the school. If you have any queries about the content of the handbook, or any questions that the handbook does not answer, please do not hesitate to get in touch.

In line with the Education Bill (2015) and the National Improvement Framework the schools aim is to ensure that all children are able to reach their full potential through:

- Raising attainment, particularly in literacy and numeracy and weakening the link between attainment and socio-economic disadvantage
- Ensuring early intervention
- Supporting children to be healthy and active

- Using data gathered from school, the local authority, children, parents and national organisations to find out what makes a positive difference to children's learning and health and wellbeing

Shawhead School aims to make sure our learners are happy and healthy and feel safe and secure so they can try their best, learn actively, achieve great things and make us proud. We work with pupils, parents, school staff and a variety of partners to try to achieve these aims for all our pupils.

We look forward to welcoming you and your child to our team and hope this handbook helps your child settle in successfully at Shawhead Primary School.

Yours sincerely

Karen Little  
Head Teacher

For more information about how we support parents and work with our schools please see our [Authority Handbook](#)

## School Aims, Values and Ethos

### School Aims, Values and Ethos

#### Our School Values:

- Friendship
- Fairness
- Looking after each other
- Treating everyone equally
- Respect – for each other and the school
- Honesty
- Co-operation
- Being polite and considerate
- To be responsible for our own actions
- Being healthy
- Working hard
- Aiming high

#### Our Aims:

We aim for our learnings to become...

- Independent and successful learners
- Caring and responsible citizens
- Thoughtful and confident individuals and
- Enthusiastic and effective contributors

#### Our School Vision:

(Written by the pupils using information gathered from parents, staff and other stakeholders)

Shawhead School will make sure our learners are happy and healthy and feel safe and nurtured so that they can try their best, learn actively, achieve great things and make us proud.

#### School Motto:

**Keen, Kind, Clever, Cool;  
that's what we are at Shawhead School**



## Contact Us

The school welcomes suggestions and enquiries from parents and carers.

### If you need to find out something

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

### Comments, Complaints and Compliments

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

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

Remember you can also access Dumfries & Galloway Have Your Say at <http://www.dumgal.gov.uk/article/17349/Have-your-say>



## How the School Works

### Class Organisation

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure.

Shawhead School currently has one Head Teacher, one probationer teacher and two part-time teachers. The children are all in one class P1-P7 at the moment but also learn in multistage groups from time to time. Whilst they have a main class teacher, all pupils will be taught by all class teachers at some time in the week/term. The children will be in different groups for different subjects depending on the Curriculum for Excellence level they are working at. These groupings will change as pupils develop at their own pace.

### Composite Class Size Policy

There are national and local agreements in Dumfries and Galloway about class sizes in primary school. Under present arrangements, class sizes are determined by the number of pupils on the school roll and the finance available for staffing. Currently no single-age class should be greater than 30 in P1, P2 and P3 nor greater than 33 in P4-P7. No composite class should be greater than 25.

### Positive Behaviour and Celebrating Success

Shawhead School is a very nurturing and inclusive school, where every member of the team is valued and their achievements are shared and celebrated. We share successes and involvements, from both in and out of school, at weekly assemblies. All the pupils in the school are part of a Pupil Voice group and their work in these groups has led to the whole school achieving success in national awards; for example, we are the proud holders of a 5th Green

Flag from Eco Schools Scotland, we have a Platinum Green Tree Schools Award and we have a Silver Sports Scotland Award. These achievements are valued by all the members of the team and allow everyone to achieve, and celebrate, success.

We work hard to build positive relationships across the school and these positive relationships allow us to take a restorative approach in encouraging positive behaviour. We have a clear set of agreed school rules which help our youngsters make positive decisions about their behaviour.

### We look after ourselves

We don't behave in a dangerous or silly way

### We are gentle

We don't hurt others

### We are kind and helpful

We don't hurt anybody's feelings

### We listen

We don't interrupt

### We are honest

We don't cover up the truth

### We work hard

We don't waste our own or others time

### We look after property

We don't waste or damage things

Good behaviour is expected, and is recorded in our Behaviour Passports, which are usually sent home weekly to share with our families. We are a KiVa school, which means we follow a clear anti-bullying programme where the children have a good understanding of what bullying is and how to deal with it, should bullying occur.



## School uniform

All Dumfries and Galloway schools have a dress code which encourages pupils to dress in a way appropriate to attendance at school. For more information on School Uniform, Dress Code, and School Clothing Grants visit [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

Shawhead Primary's designated school uniform is a royal blue school sweatshirt, school zoodie, white polo shirt and either grey or dark coloured trousers or skirt. Pupils are encouraged to wear school uniform as it helps create a sense of belonging and a positive attitude to school as a place of work. Uniform can be ordered directly from School Trends to be delivered to your home (simply search for Shawhead Primary at [www.schooltrends.co.uk](http://www.schooltrends.co.uk))

Pupils are usually asked to wear soft indoor shoes on the carpeted areas, and painting shirts should be provided for art work.

P.E. Kits, including T-Shirts in house colours are available from School Trends.

As all school sweatshirts etc. look exactly alike, you are strongly advised to put your child's name on articles of school uniform.

Outdoor Activities – Shorts and T-Shirt or Tracksuit; Training Shoes/Gym Shoes

Indoor Activities – Shorts and T-Shirt; Training Shoes/Gym Shoes

## School Clothing grants

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is £134 per child. Guidance and more information is available at [www.dumgal.gov.uk/article/15246/School-clothing-grants](http://www.dumgal.gov.uk/article/15246/School-clothing-grants)

For information on our School Uniform Bank Project, for donations and collection see [supportdg.dumgal.gov.uk/FreeSchoolUniform](http://supportdg.dumgal.gov.uk/FreeSchoolUniform)

## School Meals

The Naturally D&G local provenance for a sustainable future ensures that meals are freshly prepared with seasonal ingredients and are free from undesirable additives.

Detailed information on school meals is available at [www.dumgal.gov.uk/schoolmenus](http://www.dumgal.gov.uk/schoolmenus)

## Pre-ordering lunch

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

## Special dietary requirements

Specific meals for children with food allergy and intolerances, medically prescribed diets, or diets for religious or cultural reasons, may be catered for. Ask the school for a registration form or call 030 33 33 3000 and ask for Facilities Operations (Catering). We recommend that all children with a food allergy or intolerance register even if your child does not have school meals.

## Free School Meals

Free School Meals are provided for all pupils in Primary 1, 2, 3 and 4. Primary 5 pupils will be entitled to Free School Meals from January 2022 and Primary 6 and 7 pupils will all be entitled to Free School Meals from August 2022.

Roll out of online payments for school meals to Primary 5, 6 and 7 parents / pupils will be rolled out to all schools in Dumfries and Galloway Schools from 30 August 2021. Younger children at nursery or older pupils at primary may also be eligible for free school meals in certain situations as well as those families on qualifying benefits. In Nursery eligible children can receive up to 1140 hours a year of Early Learning and Childcare.

As part of this funded offer the child will be entitled to one free meal and a snack each day.

The Council Webpage and Facebook will be updated with information for parents.

[www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds](http://www.dumgal.gov.uk/article/15236/Funded-early-learning-and-childcare-for-3-and-4-year-olds)

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

## School Transport

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

## Attendance

It is your responsibility as parents to ensure that your child/children attend school regularly. For the safety of all children it is important for you to telephone the school office prior to/at the beginning of the absence. Absences are recorded in class registers and frequent or irregular absences not supported by a reasonable excuse, will be notified to parents and the matter may be referred to the Opportunities for All Service. If possible please, try to make dental/medical appointments outwith 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.

For more information on Attendance, Absences, Lateness and responsibilities of parents please visit [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

## Absence from School

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

## Curriculum for Excellence

Curriculum for Excellence (CfE), now known as 'Scotland's Curriculum,' is bringing learning to life in the way education is delivered for all 3-18 year olds in nursery, primary, secondary, at college and via workplace or community learning. It aims to respond and adapt flexibly to meet the needs of an ever changing and evolving world and Scotland's place within it. At its heart lies a constant commitment and drive towards excellence and equity, to raise standards, improve knowledge, develop skills for all learners and close the gap between the lowest and highest achievers by ensuring everyone has an equal opportunity to be successful no matter what their background or circumstances. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

### Broad General Education

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

Shawhead School aims to ensure that all learners progress at their own pace and so differentiate learning to allow individual achievement. Pupil progress and achievement is monitored carefully so that support can be offered to learners at appropriate points to ensure continued progress.

At Shawhead School, we are keen that our pupils experience a wide range of learning opportunities to ensure they are able to develop skills and knowledge in a manner that suits them best. We are keen to develop independent pupil-led learning in the school. Outdoor Learning offers a wide variety of opportunities for pupil-led learning as well as providing challenge and an opportunity to apply skills and knowledge gained in the classroom. We are committed to developing our Outdoor Learning at Shawhead, and so provide a wide range of learning contexts and opportunities.

Pupils also develop skills and knowledge through their work in Pupil Voice groups and through a variety of whole school activities and enterprises, such as planning and performing school shows, hosting community lunches and taking part in sporting events.

The school has a focus on Literacy, Numeracy and Health and Wellbeing, as these vital skills are the foundation of all other learning. As part of Literacy and Languages, French is taught from P1 to P7 as a second language and Spanish is being introduced as a third language to P5 to P7. ICT is embedded into our curriculum, with laptops being used as a part of learning in most lessons. Pupils develop ICT skills as part of their Interdisciplinary Learning.

## Parental Involvement and Engagement

### Parent/Carers and the Parent Council

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

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

More information is available at <http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

More information and support for Parents/ Parent Councils is available at <https://connect.scot/>

Parentclub Scotland <https://www.parentclub.scot/> provides support information and guidance to expectant parents, baby, toddler, Child, Pre-teen and Parents and Carers.

The National Parent Forum of Scotland's (NPFs) Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers: <https://www.npfs.org.uk/downloads/category/in-a-nutshell-series/nationals-in-a-nutshell-series/>

### Parentzone Scotland

<https://education.gov.scot/parentzone> information about the Curriculum and how you can be involved in your child's learning.

### How is my child doing?

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



## Helping Your Child and Family Learning

### Homework

It is the policy of the school to set regular homework which reflects the breadth of the curriculum. This keeps parents informed about on-going school work and gives the children the opportunity to develop their skills through extra practice.

Children may also be asked to complete work which has not been finished in class.

From Primary 1, children will usually be set regular reading homework which involves a parent or other responsible adult listening to the child read and discussing the text. Phonic homework, which involves the parent listening for the phonic sound, and practising the writing of the appropriate phonic. Maths homework will only be sent home if it is felt that the pupil would benefit from more consolidation.

From Primary 2, spelling homework will usually also be given. Learning to spell requires specific skills so the children will be asked to practise these and learn spelling rules and associated words.

As part of our efforts to raise attainment, mathematics homework will also be given. This may include reinforcement or problem solving activities.

To ensure that parents are aware of the homework being set, each child is usually issued with a homework diary. We also ask that completed work is signed by a parent or other responsible adult.

## Support for All

### Support for Learners

Dumfries and Galloway Council is committed to the well-being and educational development of all learners. The process of inclusion requires all involved in the business of learning and teaching to demonstrate commitment, innovation and flexibility to ensure that all children and young people have access to quality learning opportunities and experiences.

More information is available at <https://www.dumgal.gov.uk/article/16163/Support-for-Learners> and in our [Authority Handbook](#)

### Getting It Right For Every Child (GIRFEC)

You are the expert on your child and what you think matters. Getting it right for every child (GIRFEC) means that the School will always seek to involve you, to listen to your opinions and take them seriously.

More information is available at [www.dumgal.gov.uk/girfec](http://www.dumgal.gov.uk/girfec)

### Child Protection

All children have the right to be protected from harm, abuse and neglect. The vision for all children and young people in Dumfries and Galloway is that they should be: safe, healthy, achieving, nurtured, active, respected and responsible and included. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well. Further information can be found at <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

Parents, carers and pupils have a key role in keeping the school community safe. We would therefore urge parents to share any information which would keep everyone safe, and to support and encourage their child(ren) to do the same.

### Enrolment in Schools - School Places

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

### School Improvements

Each year the school will publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement 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. A copy can also be found by searching for your school at [www.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)

### Shawhead School's Improvement Plan 2021 -2022

This year we are starting the year with a focus on Health and Wellbeing including Mental, Emotional and Social Wellbeing in our Recovery Curriculum.

We will then continue with a focus on these three key areas:

1. Raise attainment in writing across the school using strategies from Developing a Balanced Reader and Writer

- Teaching Staff will engage in 9 sessions of CPD with Stephen Graham on teaching text types to build on previous training
- Teaching Staff will implement new strategies in class
- Learners across the stages will write more regularly and for a wider range of purposes.
- Learners will have a more explicit understanding of text types and the skills needed to create different text types.
- Teaching Staff will assess writing regularly to identify improvement and development needs

2. Continued development of open-ended learning and play based learning using investigative and exploratory approaches

- We will continue to adapt the learning environment to support a more 'play-based' approach that will challenge and extend children's leadership of learning.
- We will continue to adapt approaches to learning and teaching outdoors to enhance approaches to learning and teaching within the classroom.
- We will develop further ways for children to be involved in planning their learning.

- We will share learning approaches with parents and families to help develop an understanding of and confidence in the benefits of investigative and exploratory learning and how it works in school.

3. A continued focus on Raising the Attainment of our learners, particularly in Literacy and Numeracy

- Shawhead staff will continue to work with colleagues across our Cluster to help develop a shared understanding of CfE levels with a focus on writing
- A project to help develop literacy will be continued to be used with some learners to help improve their confidence and independence in reading, writing and spelling

Numeracy interventions will be used to help learners to improve their confidence and accuracy in maths and numeracy.

## Health and Safety

### Emergency Procedures (including Safer Together Guidance)

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

remember that if your child stays in more than one home setting contact details should take account of this.

### Health Care (inc First Aid)

Many children will require their health care needs to be met at sometime within the nursery/school environment, for most children this will be for short periods of time only, but for some children this may require more long-term planning and support. If your child has any health care needs, please contact the school to discuss arrangements. Full details of the support available and your role as a parent and the role of your child are contained within Health Care in Schools 3-18 (NHS and Dumfries and Galloway Council) which is available from the school.

For more information see our [Authority Handbook](#)

### Severe Weather and School Closure Arrangements

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

[www.dumgal.gov.uk/article/15240/Emergency-school-closures](http://www.dumgal.gov.uk/article/15240/Emergency-school-closures)

### Data Protection

Information on how the Council uses personal data is available at [www.dumgal.gov.uk/article/15129/Data-protection](http://www.dumgal.gov.uk/article/15129/Data-protection) and [www.dumgal.gov.uk/privacy](http://www.dumgal.gov.uk/privacy)

## ICT in Schools

For more information on ICT in school please see page 25 of the [Education Authority Handbook](#)

## Use of the Internet, Social Networking Sites

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

For more information visit [Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

