



Welcome to

Shawhead Primary School



December 2020



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

Parent Council Chairperson: Fiona Horsburgh

Head Teacher Mrs Karen Little

School Roll 25

Denomination Status: None

Status of Gaelic: None

School Staff:

Teaching Staff

Teachers	Mrs. A. Ainslie
	Miss E. Baillie
	Miss L. Macauley
Learning Support:	Mrs. S. White
Senior Clerical Assistant:	Mrs. E. McGowan
Learning Assistant:	Miss E. Drysdale
School Education Support Officer:	Dr. E. Gair

Auxiliary Staff

Janitor/Cleaner	Mrs. K. Vevers
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The School Day

The school grounds are open from 08.45am

9am	Begin school with Wake and Shake
10.45 - 11am	Morning interval
12.30	Lunchtime
3pm	End of school day

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 website. 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.

Parental Involvement information:

<http://www.dumgal.gov.uk/schools>

<https://www.parentclub.scot/>

Parentzone Scotland:

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

School term dates can be found at:

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



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.

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

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 learners 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 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.

If you have a comment or concern

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

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

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

How the School Works

Class Organisation

Shawhead School currently has one full time teacher and two part time teachers. The children are split into teaching groups – P1-6 and P4-7. They are taught in these classes mainly 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 subject 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 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. www.dumgal.gov.uk

The designated school uniform is a royal blue school sweatshirt, school hoodie, 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 – further information available from the School Office.

Pupils are 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.

As all school sweatshirts look exactly alike, you are strongly advised to put your child's name on this and on other articles of clothing.

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 <http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

School Meals

School Meals, Naturally D&G local provenance for a sustainable future.

Detailed information on school meals is available at <https://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

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

Free School Meals

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

For more information on free school meal entitlement visit <http://www.dumgal.gov.uk/schoolmeals> 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.

More information: www.dumgal.gov.uk

Absence from School

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

Curriculum for Excellence

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

Broad General Education

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

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 learning skills in our pupils and are developing pupil-lead learning in the school. Outdoor Learning offers a wide variety of opportunities for pupil-lead 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 ITC skills as part of their Interdisciplinary Learning.





Home/School Partnership/Parental Involvement and Engagement

Parent Council and Parent Forum

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

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

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

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

Homework/Family Learning

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 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 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 issued with a homework diary. We also ask that completed work is signed by a parent or other responsible adult.

A copy of the school's homework policy is available on request.

How is my child doing?

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

Helping the School

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

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>

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

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 and Transitions

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

School Improvements

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

This year our key improvement areas for development are the development of open-ended learning and play based learning using investigative and exploratory approaches; refreshing the BGE Curriculum creating Progressive Pathways for each curricular area including Benchmarks; Cluster Moderation and the development of a shared understanding of Curriculum for Excellence levels; and developing an school anti-bullying policy incorporating KiVa and statutory guidelines. We are also starting the year with a Recovery Curriculum to help our learners settle back happily into school after the recent closure of school buildings due to Covid-19.

Health and Safety

Emergency Procedures

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

Severe Weather and School Closure Arrangements

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

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

Data Protection

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

ICT in Schools

For more information on ICT in school please see page 19 of the [Education Authority Handbook](#)

Use of the Internet, Social Networking Sites

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

Safe Digital Learning and Social Media