

Letter from the Head of Education

Dear Parents,

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

Letter from the Head Teacher

As Head teacher I would like to welcome you to Sheuchan Primary School and hope that you find this handbook helpful. When reviewing the previous handbook I decided that it would be more useful to parents if it was split into 4 sections:

- School Routines
- Caring for you Child
- Parents as Partners
- Your Child's Education

By doing this it is hoped that you can find the information you require more easily and remove the need to read the entire handbook to find out one piece of information.

From the onset I would like to state how much I am looking forward to working with you as your child grows and learns at Sheuchan School.

As a school we have very clear aims:

❖ We believe all pupils deserve the right to an education which:

- celebrates their achievements, encourages creativity, and, develops a positive attitude to life.
- encourages them to develop an enquiring mind, and, enables them to reach their full potential in all areas of life.

❖ To provide a learning environment in which staff and pupils feel safe, happy, respected and valued.

❖ To provide an education which equips pupils with the necessary skill, qualities and attitudes to live life fully in the 21st Century through working in partnership with:

- Parents
- Pupils
- Local community
- Outside agencies

Hopefully this handbook is the first step on this journey. Through it I hope that you feel included empowered to work with me in ensuring Sheuchan School provides a first class education.

Happy reading!

Maura McClymont

Head Teacher

Education Services Aims

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

Our Objectives

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 CLUTURE & ETHOS, VISION, VALUES & AIMS

Vision

- Cared for by others
- Included in all aspects of school life
- Inspired to aim high and achieve our dreams
- Empowered to succeed

Values

- Respect for others
- Tolerance towards others
- Honesty at all times
- Friendship to everyone

Aims

- Provide a learning environment in which staff and pupils feel safe, happy, respected and valued.

- Deliver inspirational learning experiences, where no learner is left behind, and with support and challenge develops independence and responsible citizenship.
- Encourage an enquiring mind and enable pupils to reach their full potential.
- Celebrates achievements, encourages creativity and develops a positive attitude to life.
- Provide opportunity for lifelong learning, ensuring that all pupils are equipped with necessary skills, qualities and attitudes to live life to the full in the 21st century.
- Work in partnership with parents, pupils, local community and outside agencies to meet the needs of all.

SHEUCHAN SCHOOL DETAILS

School Information

Sheuchan School is situated in the west end of Stranraer. It currently has 7 mainstream classes and a Nursery class. The school role currently stands at 181 and the Nursery has enrolled 54 pupils for this school session. Sheuchan School has achieved their 3rd Eco School Award and are currently working towards achieving their 4th award.

Address:

Leswalt High Road

Stranraer

DG9 0AL

01776 706977

gw08officesheuchan@ea.dumgal.sch.uk

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

<http://jsa4.me/sheuchanps>

Senior Management Team

- Head Teacher: Mrs Maura McClymont
- Acting Principal Teachers: Mrs Ilene McColm

Class Teachers:

- Mrs Susan Alexander
- Mrs Kathryn Stevenson
- Mrs Ann McCaig
- Ms Nicole Cunningham
- Mrs Diane Sisi
- Mr Tom Flood
- Miss Louise Cambridge
- Mrs Donna Sweetin
- Mrs Gillian Ferguson

- Specialist Teachers

- Mrs Pat McClymont (Learning Support)
- Ms Gemma Smith- (P.E)

Nursery Staff

Nursery Manager - Mrs Claire Douglas

Nursery Nurses

- Mrs Linda Smith
- Miss Lana Torrance
- Miss Leanne Harvey
- Miss Bronwyn McKie

Early Years Support Assistants

- Ms Lisa McCutcheon
- Ms Hannah Cairney - job share
- Mrs Kerrie Quinn - job share

Early Years Support Assistants (trainee)

- Mrs Sally Miller

Learning Assistants

- Mrs Sally Henry
- Mrs Jill Higgins
- Mrs Julie Fitzgerald

Clerical /Auxillary Staff

- Mrs Wendy Vega - Clerical Assistant
- Miss Laura Dickson - Clerical Assistant
- Mrs Louise Jamieson
- Mr Ian - Janitor
- Mr Ryan Palmer - Catering Manager

The school also benefits from input from our NHS partners

- Mrs Arlene McCurry - School Nurse

The term dates for the academic year **2020/2021** are as follows:

Term 1

- Teacher training - Tuesday 18 and Wednesday 19 August 2020
First day - Thursday 20 August 2020
Last day - Friday 9 October 2020

Autumn holiday - Monday 12 to Friday 23 October 2020

Term 2

- First day - Monday 26 October 2020
Last day - Friday 18 December 2020
Teacher training - Monday 21 December 2020

Christmas holiday - Tuesday 22 December 2020 to Monday 4 January 2021

Term 3

- First day - Tuesday 5 January 2021
Mid-term holiday - Wednesday 17 to Friday 19 February 2021
(Teacher training - Wednesday 17 and Thursday 18 February 2021)
Last day - Friday 26 March 2021

Spring holiday - Monday 29 March to Friday 9 April 2021

Term 4

- First day - Monday 12 April 2021
May Day holiday - Monday 3 May 2021
Last day - Wednesday 30 June 2021

Summer holiday - Thursday 1 July 2021 to Wednesday 18 August 2021

CONTACT US

For Information

If you need to find out any information then there are two approaches you should try:

- Scan through the different sections of the handbook to see if your query can be answered.
- Contact the school who will be able to answer any query

If you have any concerns

Should you have any concerns regarding your child's education please feel free to contact the school and ask to speak to either the Head Teacher or the Principal Teacher

If you have a complaint

Hopefully by working in partnership with parent's, complaints against teachers / the school are very rare. If for some reason you feel that you have a justified complaint against an individual at the school the following procedure should be followed:

- Make an appointment to meet with and discuss the issue with the Head Teacher

Should you feel that the matter has not been dealt with / resolved then you should write a formal letter of complaint to the Director of Education.

Dumfries and Galloway Council

Children, Young People and Lifelong Learning

122-124 Irish Street

Dumfries

DG1 2PB

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



SCHOOL ROUTINES

The School Day

School begins at 9 am. The school bell rings at 8.55am and the door is opened to allow pupils to come in and organise themselves.

At 9am a second bell rings signalling the beginning of the school day. We would ask that as much as possible pupils arrive at school on time.

The breakdown of the school day is as follows:

- School starts - 9am - If you are aware that your child will be late for school please inform the school
- Interval - 10.45 - 11 am
- Lunchtime -12.30 - 1.15pm
- End of school day - 3pm. Please could all infants be collected from school at the end of the day. If for some reason you are unable to collect your child or a different person will be doing so on your behalf please could you inform the school.
- To ensure all P1's are collected safely please walk down into the playground to collect them from their teacher.

Due to staffing arrangements there is no supervision for children available before 8.45 am. Please do not drop off your child before this time.

School Meals

School meals are provided by Combined Services and are cooked daily on the school premises. Pupils can choose from a two course meal or a Take 4 Health Menu both of which cost £1.85. School meals should be paid for at the beginning of the school week. Pupils choose at the beginning of the school day their lunch choice for that day.

Parents who are entitled to apply for Free School Meals can request a form from the School Office.

School Uniform

The school uniform consists of:

- Dark trousers / skirt
- School polo shirt (purple or yellow)
- School sweatshirt



Please ensure that you label your child's clothes, including shoes and gym shoes.

Sweatshirts / polo shirts can be ordered during the school year. Order forms can be obtained from the School Office.

Anyone eligible for a clothing grant should contact the School Office or the Head Teacher.

Playground Supervision

During playtime and lunchtime periods the children are supervised by learning assistants and the school janitor.

Jewellery

It is not suitable for children to wear jewellery to school. Earrings, rings, bangles can all get caught and cause injury. If a child wears a watch or earrings which are not studs to school they will be asked to remove them for P.E.

Mobiles

Mobile phones should not be brought to school. If for some reason your child needs to bring a mobile to school they must give it to the class teacher for collection at the end of the school day. Please note that should the mobile phone go missing the school will not be held responsible.



First Aid

If your child falls at school any minor cuts, bruises etc will be dealt with by a member of staff. In the event of a more serious accident we will make every effort to contact either yourself or your stated emergency contact. If necessary and we are unable to contact you and we feel that your child needs medical attention we shall transport your child to the hospital.



P.E. Kit

- Plain shorts / t shirt
- gym shoes or trainers

Children wearing football tops of rival teams can often cause friction in the playground so please keep their football strips etc for home wear. Mrs Blain the P.E specialist is keen that children get into the habit of changing for P.E. Should a child does not wear their P.E kit 3 times in 1 term a letter will be sent home informing you that your child will miss a small amount of Golden Time.

Wet Weather

Occasionally it can be too wet for the children to play outside. When this happens the children will remain in the school and play in the classroom. Pupils from the senior class will supervise the infants.

Early Closure

Very occasionally due to unforeseen circumstances or bad weather the school may need to close. In this event every effort is made to contact the parent or emergency contact. No matter the age of the child they must be collected from the school.

Please ensure that you inform the school should your emergency contact, home address or phone number change!

Homework

The school has a policy on homework. Pupils, parents and teachers play an important and active part in seeing that homework is tackled in an appropriate way. If homework is set by the teacher it is important that parents encourage their child to complete it to the best of their ability.

In the very early stages of school pupils will receive homework on a regular basis. It may be reading, playing phonic games or completing simple worksheets.

As pupils progress through school the homework will become more complex and might need to be completed over a number of nights.

All children have a Homework Dairy in which they note down what homework has been set and the date by which it needs to be completed. We ask that parents check and sign their child's diary. Homework need not always be academic. It is important that pupils learn both life skills and about the world they live in. It is in this area that parents can be very supportive. If your child has no set homework then why not:

- Play a game (its amazing how many children have poor board game skills!)



- Talk to them about T.V programmes - Socially and emotionally children can learn a lot when discussing issues raised on T.V
- Read books together
- Visit museums, parks, areas of local interest

At times throughout the year we set family homework challenges. This is an opportunity for families to work together. Don't panic though; usually they are fun creative tasks, like building a model or designing a logo!

Learning Support

Sheuchan School is very lucky and has an Additional Support for Learning Teacher based in the school. This teacher works very closely with the class teacher to ensure that pupils receive the appropriate support when necessary. If your child is being supported by the Additional Support for Learning Teacher you will be notified by the school and asked to come in and have a chat with the teacher.

Sometimes a pupil will have a Co-ordinated Support Plan if several agencies are working together to meet educational objectives for an individual child or young person.



In the event that you have any concerns about your child's progress you may through the Head Teacher seek to discuss these with the Class Teacher or Learning Support Teacher. Our staff will do everything 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 Education Officer or Educational Psychologist.

House Points

There are 4 Houses within Sheuchan School: Lochryan, Merrick, Nith and Corsewall

When children start school they are allocated a House. During the school year children can gain points for their house in a number of ways:

- *Positive Behaviour* - At the beginning of each week all children are given 10 points, if they behave positively throughout the week they get to keep their ten points and they are added to their house total. If a child misbehaves they can lose points for their house (one point at a time!) at the end of the year
- *Attending School Events* - if children attend any school event they will get 10 house points
- *Representing the School* - if a child represents the school they get 10 house points
- *Sports Day points* - children are allocated points if they come in 1st, 2nd, or 3rd
- *Work of the Month Awards, Citizenship Awards, Head Teacher Awards* - children get 10 house points for each of these.

Celebrating Success

As a school we encourage all children to undertake new challenges, develop new interests and participate fully in a wide range of activities. All classes, and as a school we openly celebrate pupils successes and share these with the community on a regular basis.

Pupil Councils

As a school we were concerned that not all children were being given the opportunity to have their voice heard or be part of the Student Council. This school year we have created 9 Pupil Councils, ranging from Global Citizenship to Housekeeping to Waste Minimisation. The councils meet on a Friday morning and each group discusses progress made against their simple action plan.

Representatives from each council take part in the student Council meetings held termly with the Head Teacher.

ICT

All children have access to computers. Pupils from P3 upwards have access to Glow and are able to access the internet and emails. Please read the Internet Access and Safety form at the end of this booklet.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, Dumfries and Galloway Council cannot be held responsible for the nature or content of materials accessed through the internet.

School Discipline

As a school we use positive behaviour strategies in the classroom to help pupils learn how to relate to each other and deal with friction.

Staff and pupils at Sheuchan School are keen to ensure positive behaviour within the school. With that in mind they created the Sheuchan Code of Behaviour. This code highlights 5 styles of behaviour which will not be tolerated. If a child behaves in one of these unacceptable manners they miss one playtime and lunchtime and the child's parent receives a letter informing them of the incident. If a child repeatedly misbehaves their parent will be notified and invited to come up to the school to discuss the situation with the Head Teacher.

Should the behaviour problem not be resolved then the Head Teacher has the right to consider the Council's Exclusion Procedure.

School Attendance/Absence

For your child to succeed at school it is important that they attend school regularly. As parents it is your responsibility to ensure that unless your child is sick that they attend school. An attendance register is taken daily and recorded on the school system.

Should your child be ill please could you inform the school as close as possible to the beginning of the school day. Dumfries and Galloway have a policy where if the school is not notified regarding a pupil's absence the school will contact the parent to request an explanation.

Once your child is well enough to return to school please could you provide an explanatory note for the Class Teacher.

In the event of any lengthy absence from school every effort will be made to support your child through providing work to be completed at home.

If your child needs to attend a dental or doctors appointment during the day please let the school know before hand so arrangements can be made for a person to person hand over before and after the appointment.

Pupil attendance is monitored throughout the school year.

Parents of pupils who have a high rate of absence will be asked to meet with the Head Teacher to discuss the situation and if deemed necessary the School Attendance Officer will be contacted.

Holidays During Term Time

The Education Department for Dumfries & Galloway has issued the following statement regarding term time 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 not the view of the Education Department that these holidays should officially be recognised as 'authorised'. The Department recognises that some parents have difficulty arranging their own holidays to suit school holidays periods and parents remain free, within reason, to remove their children for holidays during term time. They should, however, appreciate that prolonged absence from school at any stage is harmful to a child's education and it is not possible - not fair to other children - to direct teaching time to assist a child who has been on holiday to catch up on what has been missed."

If you decide to take your child on holiday during term time please inform the school in writing and note that their absenteeism will be recorded as unauthorised.

Parents Evenings/Reports

Parents Evenings are held throughout the school year, usually October and March. Parent's evenings are very important as they allow the class teacher to discuss your child's progress and set learning targets for the next term. Children also attend the meeting, allowing them to share their views and be involved setting targets. Appointments are sent out by the school. If you are unable to make the appointment it is important that you let the school know and an alternative appointment will be arranged.

An End of Year Report Card is sent out at the end of the school year.

Enrolment

Parents may opt for a place in any school they wish, at any time, but priority for a place will be granted to children from the recognised or 'delineated' catchment area. Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest" <http://www.dumgal.gov.uk/article/15086/find-my-nearest> Full details on how to enrol or move school are available by contacting the school or on the Council's website.

Primary to Secondary Transfers

Stranraer Academy is the associated secondary school for Sheuchan School. Parents will be informed of transfer arrangements as they become available during the P7 session. To ensure a smooth transition from primary to secondary there is a well established transition programme. During the summer term, staff from the academy visit the school and observe pupils at work and talk to the class teachers. The P7 pupils visit the Academy for a number of days towards the end of the summer term, to familiarise themselves with routines and staff in the school. The Home School Link Worker also visits P7 pupils in the school to answer questions and address any concerns they may have. There is additional support available for children requiring a more supportive transition, which includes additional visits to the Academy accompanied by the Home School Link Worker.

Changing Primary School

If for some reason you need to change primary school, you will need to make an appointment to meet with the Head Teacher to discuss the implications it may have on your child's learning. At this meeting a PP6 form will be completed and sent to Dumfries for approval.



Sheuchan Nursery

Sheuchan School has a 48 place nursery. It offers all day sessions between the hours of 8.30am and 3.30pm. Children can attend for up to 6 hours a day. All children receive a Free School Meal and a small snack during the day.



Transition into Primary One

We are keen to ensure that the children move on smoothly from Nursery into Primary One. To ensure this a number of steps are taken. In the summer term prior to their moving on into P1 the nursery children visit the P1 class on a number of occasions throughout the week. This gives them the opportunity to work and play in the P1 environment. The Nursery and the P1 class will work on the same topic so that continuity of learning can be addressed.

Over the past few years new transition procedures have been put in place. This has been done to ensure that the children move on smoothly from nursery into P1. During the spring term the P1 teacher visits the nursery on a weekly basis allowing her to get know the children in their own environment. During the summer term from the beginning of May until the summer holidays the school runs a weekly Buddy Club for all new entrants; allowing all the new entrants to meet up with their P1 teacher in a classroom situation.

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/article/15245/Free-school-transport>

CARING FOR YOUR CHILD

Child's Health - Sharing information

To ensure that we can care for your child properly we need to be aware of any medical conditions which affect them. Whilst enrolling your child you were asked to share any information which affects your child's health e.g. asthma, diabetes etc. If during their school years they develop any new conditions e.g. asthma, etc, please could you inform the school secretary so that their medical records can be altered. We also ask you to provide us with the telephone number of a friend or relative who we can contact in an emergency should we be unable to contact you.

Please remember to inform the school should the details of the emergency contact change.

Nut Allergy

Sheuchan School is a nut free school after being made aware of a pupil with an intolerance to nuts. We have every pupil's best interests at heart and have decided not to take any risks by exposing the child to nuts. We ask all parents/carers to be as supportive and request that no nut based products are sent into school with their child.

Illness

If your child falls ill during the school day and we feel that he/she needs to go home we shall contact either you the parent or your stated emergency contact.

Please could you not send your child to school if they are unwell, even if your child wants to attend school that day.

Experience shows that they feel fine till mid morning then they begin to flag and end up being sent home.

For your information I have included in the appendices an Infection, Contact and Exclusion table which highlights how long incubation periods should be for minor infections.



Medicines

At times it can become necessary for your child to take prescribed medication during the school day. Before we can administer any medication you must visit the school and complete an Administration of Medicines Permission Form.

Asthma

Should your child suffer from asthma, please could you ensure that you supply the school with a spare inhaler which is clearly labelled and that you complete the medical permission form.



Intimate Care

From time to time children can experience toileting 'accidents'. Should this happen staff will deal with the situation as sensitively as possible and we will inform you by letter at the end of the day.

The action might include:

- Offering the child fresh clean clothes from a stock held in school, and the chance to wash or wipe themselves in private.
- Helping the child to clean up, if they are happy for this to happen, and if there is a suitable adult around to assist.
- If the child becomes distressed we will contact their parent or emergency contact asking them to come to the school.

- If your child has an ongoing condition or problem, which is likely to require intimate care, do please discuss it with your child's Class Teacher, Head Teacher or School Nurse.



Head Lice

Fact: Head lice like nice clean heads!

To prevent the spread of head lice through the class it is important that all parents take the time to check their child's hair once a week. The School Nurse recommends that to check their hair correctly you use conditioner and a nit comb on wet hair as head lice can't hold on to slippy hair and the comb damages their legs!!!

Should you discover that your child has managed to acquire head lice please let the school know. Your details will be kept confidential but it will allow us to inform parents to be vigilant at a time when head lice are present in the school.

Medical Inspections

Medical inspections for P1 & P7 pupils are undertaken by the School Nurse. The School Nurse visits the school regularly and is involved in the delivery of our Health Curriculum. If you have any concerns regarding your child's health you can contact her.

Pupil Safety

The responsibility for pupils' safety falls on the Head Teacher and staff. To ensure their safety we have a security system in place which prevents people walking into the school unnoticed, and visitors are requested to sign in and out of the school.

Although we strive to ensure every child's safety whilst at school we believe that it is important for children to develop the ability to make informed judgements and choices and where necessary assess risk. This means that although classroom assistants are outside during playtime and lunchtime breaks the children are encouraged to take responsibility and be considerate to others.



Photographic Images

On starting school, parents are asked to give consent to allow images of their child to be taken by camera or video. The consent form stipulates how these images will be used and parents can consent to all or part of the form. Pupil's images will be only published where appropriate consent is given.

It is school policy that where pupils appear in local newspapers they will not be named unless parents have given specific permission for special reports such as competition winners etc.

Additional Support for Learning

At the moment a small number of children will require a more detailed planning process which coordinates the input of education and other services to fully support the child. This plan is called a Coordinated Support Plan. The Coordinated Support Plan process is managed by education officers with responsibility for Additional Support for Learning.

Further information on all of the above is available from the school on the ASfL GLOW group and on the council website.

<http://www.dumgal.gov.uk/article/16163/Additional-support-for-learning>

or from the following sources:

- Enquire-The Scottish Advice and Information Service for ASfL, a charitable body registered in Scotland under registration number SC003527 <http://enquire.org.uk/>
- Scottish Independence Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576 <http://www.siaa.org.uk/>
- Or Scottish Child Centre, a charitable body registered in Scotland under registration number SC012741 <http://www.sclc.org.uk/>

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

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.

Child Protection

In line with the Regional Policy and Procedures for Child Protection we have a duty to report any disclosure made by a child or to report any suspected causes of abuse. Should any circumstance arise

at Sheuchan School that could be considered to be a child protection issues they are reported to the Head Teacher who is the school's Child Protection Co-ordinator. On days when the Head Teacher is not present in the school the Child Protection Co-ordinator role is undertaken by the Principal Teacher.

All issues are dealt with sensitively and discreetly. Where it is deemed in the interest of the child the information will be shared with the Senior Child Protection Officer and any other agencies. Further information is contained within the Child Protection Policy for Schools, Pre-School and Child Care Services which is available from the school and the on the Council website.

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

Equal Opportunities

Sheuchan School encourages positive attitudes to others regardless of race, religion, gender age or ability. We aim to ensure that equal opportunities are provided for all learners in our school. In doing so we adopt a policy of zero tolerance towards any form of discrimination.

Pastoral Care

Sheuchan Primary School promote an inclusive culture where children feel safe and protected. If for any reason a situation occurs where this culture is not respected, action will be taken by the school to resolve this matter. If you have any concerns relating to the pastoral care of your child please contact the school and arrange an appointment with the Head Teacher.



Insurance cover

The Education Department has insurance policies that apply to pupils undertaking activities in and out of school - a Public Liability Policy and a Personal Accident Cover for School Students. They provide cover relative to the authority's liability for acts of negligence.

However, there may be instances where there is no 'negligence' on the part of authority particularly during the likes of extra curricular activities or physical activities. The insurance cover does not extend to compensation for damage as a result of non-attributable personal accidents and it is important that all parents and carers are aware of this. Insurance for this type of compensation is a matter for parental decision and advice should be sought from a personal insurance agent or broker. Parents should also note that the Council does not insure pupils' personal possessions and that a claim can only be made for loss or damage if the Council has been negligent in some way.

PARENTS AS PARTNERS

Parental Involvement

We are keen to involve parents in their child's education and there are many ways in which you can:

- Parent Evenings - During the school year you will be given the opportunity to meet with your child's teacher and discuss their progress.
- Visits & Outings - during the school year pupils are taken on visits/outings etc to help build up their understanding of the world around them.
- Fund Raising for School Funds - Ideas, suggestions and help in the organisation /delivery of fund raising events is very much appreciated.
- Supporting School Activities - During the school year there are many opportunities where parents are invited to come along and take part in school activities.
- Celebration of Achievements - throughout the school year individual classes hold open afternoons for parents to come along and see their children's work.
- Assemblies - Individual classes have responsibility for performing an assembly to their school mates.



part in

Parent volunteers who undertake to be checked through Disclosure Scotland are a valuable asset to the life of the school as it allows us to call upon them for help with transport etc. If you are willing to complete a Disclosure Scotland form, please could you contact the school and speak to the Head Teacher.

Sheuchan Parent Council

Sheuchan's Parent Council was established in September 2007 to strengthen links between school and parents. The Parent Council seeks to play an active role in supporting parental involvement in the life and work of the school and provide the forum to express their views.

The Parent 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



Parent Council meetings are held at least once every term. The Minutes of each meeting are displayed on the School Notice Board. All parents are welcome to attend and take part in Parent Council discussions.

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

- Receive information about the school and its activities;

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

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

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

Parent Council Chairperson

- Mrs Lynette McColm

Vice Chairperson

- Mr Eddie Stevenson

Treasurer

- Mrs Wendy Vega

Parent Events Group

Sheuchan School has a very hard working Parents Event Group who help the school run fun events throughout the year to raise money for the school. The Group is always keen for new members to come along and be involved in the life of the school. The Head Teacher sends out letters informing parents the date of the next meeting.

Communicating with Parents

Communication between home and school is vital if we want to ensure that we work in partnership.

Sheuchan School App - Sheuchan has a school app which informs parents of events etc taking place in the school. The school calendar can be accessed on the app. A copy of the school newsletter is uploaded each week.

Newsletters - To help parents know what is happening in the school there is weekly newsletter uploaded on the school app and if requested a copy is sent home on a Monday.

Curriculum Newsletter - each class issues their own Curriculum newsletter which identifies ways in which parents can support their child's learning.

Texts - if a vital piece of information needs to be shared quickly the school secretary shall send a text message to parents on their mobile phone.

Report Cards - to help you stay aware of your child's progress a report card is sent home at the end of each school year.

Celebrations of Achievement - parents are invited into the school at the end of blocks of work to allow them to see their child's work and have an informal chat with the teacher

Homework Diaries - all children in all classes have a homework diary which can be used to send messages home and back where necessary

Helping your Child

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

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

Information provided by Education Scotland - Parentzone

Pupil Profiles

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

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

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

YOUR CHILD'S EDUCATION



Curriculum For Excellence

Over the past few years all schools in Scotland have begun implementing the Curriculum for Excellence 3-18. This replaces the previous 5-14 curriculum.

In many ways there are many similarities between the aims underlying the two curriculums: that all pupils received an education which ensured they were able to read, write, count and knew about the world around them.

Curriculum for Excellence has chosen to go slightly further and instead of only focussing on knowledge and understanding teachers and schools now have to consider the skills children need to develop to achieve their full potential in the 21st century. That is they have to acquire skills for learning, life and work. This means that the learning opportunities being provided are far richer and involve children far more in the learning process.

As a school we have to consider how our curriculum helps children become:

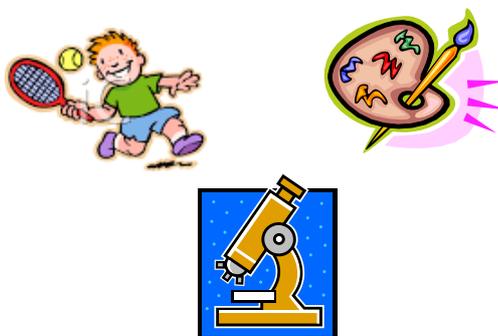
- Effective contributors
- Confident individuals
- Responsible learners
- Successful learners

Curricular Areas

The new curriculum has eight curricular areas the content of which are designed to ensure that the children's learning is rich in breadth, challenge and depth.

These eight curricular areas:

- Literacy
- Numeracy
- Social Studies
- Health & Well Being
- Science
- Expressive Arts
- Technology
- RME



Three of the curricular have been given extra emphasis as they are seen as being of greater importance if we wish children to achieve their full potential.

Mathematics

The need for children to develop a good understanding in numeracy cannot be over emphasised.

Mathematics crops up in all areas of life, e.g. when shopping, serving up tea, decorating the house etc.

We need to be able to count, add, subtract, divide, multiply, measure and a whole lot more if we want to survive and cope with life in the 21st century. For this reason mathematics is divided into 3 areas:

- Number, Money and Measurement
- Shape, Position and Movement
- Information Handling



Through a variety of teaching methods and resources pupils are taught basic mathematical concepts and encouraged to use them in a variety of ways.

Resources currently being used to deliver the maths curriculum are Heinemann Active Maths and Scottish Heinemann.

Literacy

TALKING & LISTENING / READING / WRITING

Life involves communicating. We need to be able to interact with others if we want to form relationships and interact with the world around us. Research has shown that activities which involve interaction between peers or teachers deepens children's understanding, so many of the learning experiences which children encounter at Sheuchan Primary involve them being able to talk, listen, question and discuss.

Being able to read is an important part of a child's life. They arrive on the first day of school looking forward to getting a reading book and being just like Mum and Dad - able to read. Reading is a skill that all of us enjoy and we use a wide range of strategies to ensure that pupils learn not only how to read but also understand all the tricks which authors use to make books enjoyable. Within the school there are two main Reading Schemes used to develop children's reading:

- Oxford Reading Tree
- Literacy World in the middle/upper stages



As well as this children in the infant class are taught synthetic phonics (through Jolly Phonics) to help build up word decoding skills.

Children are encouraged to be accurate in spelling, punctuation and grammar and to develop neat and legible handwriting.

Health & Well Being

This curricular area covers Physical Education as well as Food & Hygiene and Mental Health. Through this curricular area we aim to develop leadership, citizenship and learning for life skills. Our PSD programme helps children to develop the very necessary attitudes and values for global citizenship and tolerance for others.

Learning Experiences

Although the Curriculum is split into 8 curricular areas we have found that children's learning is more effective when the different curricular areas are linked. To build on this, the teacher integrates the different subjects through a range of topics.

By doing this pupils find their learning more meaningful, relevant and allows them to transfer knowledge into other areas of the curriculum.

Through the learning experiences we seek to develop skills, attitudes and techniques which will enable children to develop independence and responsibility in the learning situation. Within the infant class much of the learning takes place through structured play situations whilst in the middle/upper class the children are offered learning experiences which involve them working in small groups and discussing their learning.



Through this 'active learning' approach the children will develop creatively, intellectually, socially and morally.

Developing skills for life

The school offer a selection of skill based activities which all children sign up to. These activities include developing first aid skills, sewing, cooking, Karate, sign language and many others. The classes aim to provide children with a range of transferable skills through an enjoyable experience.

Partnerships within the Wider Community

The school have good relationships with local businesses and community services. These relationships work to enhance learning experiences for children in the school, providing opportunities for children to engage in meaningful activities.

ECO Schools

Sheuchan Primary School have earned three green flag awards for their continued efforts in raising eco awareness throughout the school. Children are given responsibilities within their own action groups to help within areas identified in the Eco Schools action plan.

Assessment

Pupil's work is continually assessed both formally and informally and a selection of the child's work is kept in a folio as evidence of progress. Teachers assess pupils' progress through the Curriculum For Excellence Levels for literacy and numeracy.

There are 4 levels within the Curriculum for Excellence:

- Early Level - pupils usually work in this level from Nursery to P1
- First Level - pupils usually work in this level from P2 to P4
- Second Level - pupils usually work in this level from P5 to P7
- Third level - pupils usually work in this level from S1 to S3
- Fourth level - pupils usually work in this level from S4 onwards
- Teachers also evaluate pupil's attitude and approaches to learning. Teachers involve pupils throughout the assessment process.

Support for Learning

Dumfries & 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 they may 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 the 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
- speak English as an additional language
- are not attending school regularly
- have emotional or social difficulties
- are on the child protection register
- are young carers



Extra Curricular

To help pupils develop a wide range of interests, we offer a range of extra-curricular activities. We are hoping to expand the range of extra curricular activities on offer next year. Extra Curricular activities are dependent on pupil interest.

The school operates a C.A.P.E.R. scheme (Children and Parents Enjoy Reading). Each week pupils may borrow a book from our CAPER selection to take home to read. CAPER provides an ideal opportunity for parents and other members of the family to become involved in the child's learning, to help promote a love of reading and to share in the child's success in reading.

Annually we take part in the Day of Dance Festival. On the run up to this pupils are involved in Country Dance practice. Other annual events and competitions include the Rotary Quiz, Sports Festivals and School Football Association training.

Trips

Throughout the school year and as part of their learning pupils take part in school trips. These trips aim to enhance the children's learning. In the summer term different departments join together to enjoy a summer trip.

Residential Trips

Pupils in the upper classes enjoy a number of residential trips.

- Pupils in P6 go to a Dumfries and Galloway Outdoor Centre (for a one night residential trip).
- Pupils in P7 go to Edinburgh for a two night residential trip



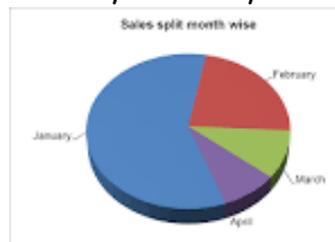
Data Protection

Education Authorities and the Scottish Executive Education Department (SEED) have collected data about pupils in paper format for many years.

We are now working together to transfer data electronically through the ScotXed programme. Local authorities and SEED collect data on each pupil, including date of birth, postcode, and registration for free school meals, where a pupil is "looked after" by his/her local authority, special educational needs including disability, attendance, absence and exclusions from school. The school and education authority collects pupil names and addresses but these **are not** passed on to SEED - your postcode is

the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED.

It must be stressed that data provided is used purely for statistical and research purposes only. Providing national identity and ethnic background data to the school is entirely voluntary - simply choose the "not disclosed" option on the data questionnaire if you do not wish to provide this information.



do

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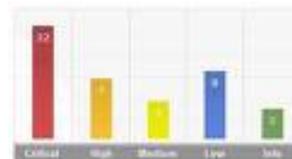
In order to make the best decisions about how to improve our education service, SEED and education authorities need accurate, date information about our pupils. This allows to SEED, education authorities and schools to:

- Plan and deliver better policies for the benefit of all pupils
- Plan and deliver better policies for the benefit of specific groups of pupils
- Better understand some of the factors that influence pupil attainment target resources better

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can only give a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website.

SEED will not publish or release any information that allows an individual pupil to be identified. Data will not be used by SEED to take any actions in respect of any individual pupils. Data will only be shared with bona fide partners, such as HMIE and the SQA. Any sharing will be done under conditions of strict control and with the prior agreement of the Data Controller.

If you have any concerns or require further details, information is available at www.scotxed.net. This website also contains answers to commonly asked questions about ScotXed.



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.

Your school will also ask for your consent to take and use images of your child during the course of the school year. 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.

All schools in Dumfries and Galloway are expected to record any unusual incidents or concerns they may have about a child. Normally this information will be shared with parents or carers when issues of concern arise. This information may also be shared with other agencies, such as Social Work, if schools are asked for it. This allows all agencies who come into contact with children to make the best decision for each child and to make sure they get help they need when they need it.

If the school feels that any child may benefit from assessment or support from another agency and do not have child protection concerns they will always talk to parents or carers about this first.

Moving Forward

The school annually update their school improvement plan to identify areas of development within the school. The following areas have been identified and are our focus for this academic year.

- Develop and embed a culture of equality and fairness across the whole school.
- Ensure breadth, depth and challenge across areas within the curriculum through joint planning and moderation between teachers.
- Involve pupils in their own learning through the use of effective formative assessment strategies and questioning based on higher order thinking
- Develop the current tracking system and provide opportunities for effective dialogue at individual, stage and whole school level

A full copy of the plan can be accessed through the school's website or by contacting the school directly.

Other information

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

(01387) 260437

(01387) 260498

(01387) 260433

(01387) 260493

Policies

There are a number of National, Education Services and school policies which will provide information on a range of issues. Further details of all of these are available from your school on request. The following is a list of the policies which may be most relevant to you and your child/ren although this is not an exhaustive list:-

- Acceptable Use of Dumfries and Galloway Council's ICT Facilities In Schools (2009)
- Child Protection Policy for Schools, Pre-Schools and Childcare Services -
- Children Absent from School through Ill Health - Guidance (2011)
- Curriculum Swimming Policy (2012)
- Digital Images Policy (2012)- Taking and Using Images of Pupils
- Dumfries and Galloway Equal Opportunities Policy and related Equality Schemes
- Enrolling in Schools - Placement Policy (2012)
- Exclusion from Schools - Policy and Procedures (2010)
- Inappropriate Use of Social Networking Sites (2011)
- Parental Involvement Strategy (2006) - *this is under review*
- Primary School Class Organisation (2011)
- Protection of Vulnerable Groups (PVG) Scheme (2011)

- Providing Intimate Care for Children and Young People with Disabilities - National Guidelines for Schools
- Providing Intimate Care for Children - Procedures for Schools and Nurseries (2011)
- Nursery and Schools Policy on Health Care Procedures (2012)
- Respect for All - Anti-Bullying Procedures (2011)
- School Transport Policy
- Use of Mobile Phones and/or Internet Bullying - Procedures for Schools when drawing up policies (2007)
- Volunteer Policy and Procedures for Schools (2012)
- ICT - Pupil Safe and Responsible Guidelines

Further information on all aspects of education is available on www.educationscotland.gov.uk/parentzone .