



Welcome to

North West Community Campus

Secondary



December 2020



Information at a Glance

School Information

School Address

Alloway Road
Lochside
Dumfries DG2 9DF

Telephone: 01387 245100

Email address:

gw08officenorthwest@ea.dumgal.sch.uk

Parent Council Chairperson: Debbie MacDonald

Head Teacher Barry Smith

School Roll Secondary S1 – S6 = 329

Denomination Status: Gaelic is not currently
Status of Gaelic: taught at school

School Staff:

Teaching Staff

S1-S3 Depute Head Mrs Kirsty Templeton

Teacher Acting

S4-S6 Depute Head Mrs Julie Morrison
Teacher

School Support Manager Mrs Morag Latimer

Admin Assistant Mrs Sue Johnstone

Senior Clerical Assistant Mrs Sharon McBurnie

Senior Clerical Assistant Miss Cheryl Young

Receptionist am Miss Emma Dougan

Receptionist pm Ms Shannon Harvey

Principal Teacher Pupil Support A-G Mr James Hannay

Principal Teacher Pupil Support H-Mc Miss Claire McQuade

Principal Teacher Pupil Support Me-Z Mrs Nicola Reynolds

Principal Teacher Pupil Support LAC/Sfl Mrs Kirsty Templeton

School Education Support Officer Mrs E Gair

Auxiliary Staff

Janitor and playground supervisors

Mr W Fitzpatrick

Mr K Alexander

Mrs S Melvin

Mrs S Rae

Catering Supervisor: Mrs Lorna McHallam

Catering staff: Mrs C Riley
Mrs H McCabe
Miss F Nicol
Miss M Smith
Mrs J Knight
Mrs S Bell
Mrs J Smith
Miss P Scott

Cleaning Supervisor Mrs Adeline Potts

The School Day

The school gates are opened at 08.45

Secondary BGE S1-S3 S4 – S6

08.50 am – 15.15 pm School Day

10.30 am – 10.50 am Morning Break

13.05 pm - 13.45 pm Lunch time

Communicating with home

We will communicate with you in a number of ways.

By telephone, email, social media ie: Facebook, School App, Twitter and Show my homework app.

We encourage your feedback about how you would

Like the school to communicate with Parents and Carers.

Parental Involvement information:

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

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

Parent zone 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

School Term dates have been agreed to August 2022. Process to review will start in March 2020 for 2022-2025

Welcome from the Head Teacher

Dear Parent / Carer

It is my pleasure to present to you our school handbook. Transition to secondary school can seem like a daunting experience for a young person and I'm sure there are many questions you will have as parents, about the work and life of our school. I hope this handbook answers most, if not all of those questions and I invite you to contact us at the school should you have any questions that you feel have not been fully answered.

Our school values of Responsibility, Unity, Growth and Success are the foundation upon which the rest of our work is built.

We believe that developing and sustaining positive relationships with everyone in our school community is crucial in creating a successful, safe and healthy learning environment for our children and young people. Parents are at the heart of that process.

The staff team at North West Community Campus is committed to providing the highest quality learning experience for every learner. We create the conditions for learners to achieve and develop skills for leadership, learning, life and work through a range of curricular and extra-curricular opportunities and experiences.

I very much look forward to working in partnership with you to ensure that your son/daughter can thrive in school and achieve beyond expectations. Our aim is to work together with you to provide experiences which unlock and refine the skills and learning attributes that will enable your child to be successful in life, no matter which pathway they choose

Yours sincerely

Barry Smith
Head Teacher

School Aims, Values and Ethos

We strive to ensure that everyone in the school community is equipped with the skills and knowledge to build the best relationships, enabling them to grow in confidence and happiness, so that they can achieve their full potential.'

School Motto

Aspire together, Achieve together

Aims

- To develop motivated, resilient and independent learners
- To nurture positive relationships and effective partnerships within and beyond the school community
- To prepare all our learners for the next steps in their learning, whether that is in education or employment
- To promote excellence, equity and fairness for all; ensuring that the widest opportunities are available to our learners
- To instil creativity and self-confidence in all

Values

We believe in the values of:



Responsibility – we should all take responsibility for ourselves and our learning as well as taking responsibility for others within our school and community.



Unity – we will stand together and support each other to do our best for ourselves, the school and our community



Growth – we will nurture and support each other to grow and mature in our emotions, our health and our learning



Success – we will strive to succeed, be proud when we achieve success and readily celebrate the successes of others

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 EducationSupport@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

Our Broad General Education provides learners with a range of opportunities for achievement across all curricular areas. Young people specialise in S4, S5 and S6, studying up to 7 subjects in S4 and up to 5 subjects in S5 and S6, depending on their chosen learner pathway.

Positive Behaviour and Celebrating

Success

At North West Community Campus our Positive Behaviour Framework is based around promoting and nurturing positive relationships between staff, pupils and the wider school community.

At North West Community Campus our school rules are:

- Be safe.
- Be respectful.
- Be ready to learn.

We follow a stepped boundaries system across the school campus. This system is based around Restorative Practice where the children are encouraged to reflect on the choices they are making and this is followed with a restorative conversation between a member of staff and our learners. Communication between school and home has an important role in our Positive Behaviour Framework; any concerns can be discussed with a relevant member of staff.

Where students are following school rules and making positive choices, a house point will be awarded by a member of staff. These contribute to their house totals as well as their individual totals. All youngsters are in one of our three houses Eagle, Lynx and Stag.

Success is celebrated on a regular basis between staff and students as well as through assemblies linked to the school values. We will also continue to recognise and celebrate the achievements of our learners, staff and school. We do this on an ongoing basis in a number of different ways.





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

Our nursery ask that children bring a set of spare clothes with them each day. Children should wear appropriate clothes for promoting independence, and in preparation for weather, a waterproof jacket, hat and sun cream when appropriate. There is an optional NWCC nursery polo shirt that children can wear each day, but this is not compulsory.

For primary learners, the school uniform is:

- Black trousers, shorts, skirt or pinafore dress
- White polo shirt
- Black sweatshirt, jumper or cardigan (no logos)
- Black footwear

During summer (Easter to end of term) girls have the option of wearing a purple gingham dress.

For secondary learners, the school uniform is:

- Black trousers, shorts, skirt or pinafore dress
- White shirt or polo shirt
- School tie
- Black sweatshirt, jumper or cardigan
- Black footwear

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/Schoolclothing-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/Freeschool-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 out with school hours. However, if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

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 2-18year 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.

How does Curriculum for Excellence work? Curriculum for Excellence includes four contexts for learning:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement

Curriculum levels and stages

- The curriculum has two stages: the broad general education (from the early years to the end of S3) and the senior phase (S4 to S6).

The broad general education has five levels (early, first, second, third and fourth). The senior phase is designed to build on the experiences and outcomes of the broad general education, and to allow young people to take qualifications and courses that suit their abilities and interests

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.

Experiences and Outcomes are what the learner will be able to explain or do. There are detailed Experiences and Outcomes for all subjects available on the Education Scotland website; teachers work to deliver these, and the progress of learners is measured in the achievement of Outcomes. Reporting to parents is likely to include information about children's Experiences and Outcomes and about the Levels at which they are working.

Senior Phase learners work towards qualifications in the Senior Phase. Available qualifications and awards include National 1, National 2, National 3, National 4, National 5, Higher, Advanced Higher, Skills for Work and Progression Awards. Learners may also gain awards such as the John Muir Award, the Duke of Edinburgh Award and Youth Achievement Awards. When young people leave school aged 16+, they are entitled to a positive and sustained destination. This may be college, university, work, apprenticeships or training.

The information above is based on National Guidance issued by Education Scotland and the National Parent Forum.

In addition, our taught curriculum is supported, where possible, by trips, visits and guest speakers. We offer a range of clubs and wider achievement activities for our learners in conjunction with our community partners, such as Let's Get Sporty, YMCA and Active Schools.

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

Our Early Years Team work tirelessly to provide opportunities for parental engagement and learning, both discretely and alongside their children. We have regular Rhyme Time and Peep sessions.

Parents are encouraged to become involved in primary learning through attendance of trips and visits with the young people as well as supporting or coming along to a variety of in school activities.

Show My Homework is used within Secondary school in order to provide clear communication between School, Learners and Parents.

Throughout the school progress and achievements/successes are shared with families through social media, texts, dojo, conversations, parents' evenings, open learning sessions and regular reports.

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-forchildren-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.

Relevant school documents are available on the School Website and the Dumfries and Galloway Council Website.

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

Head teachers 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>

<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