



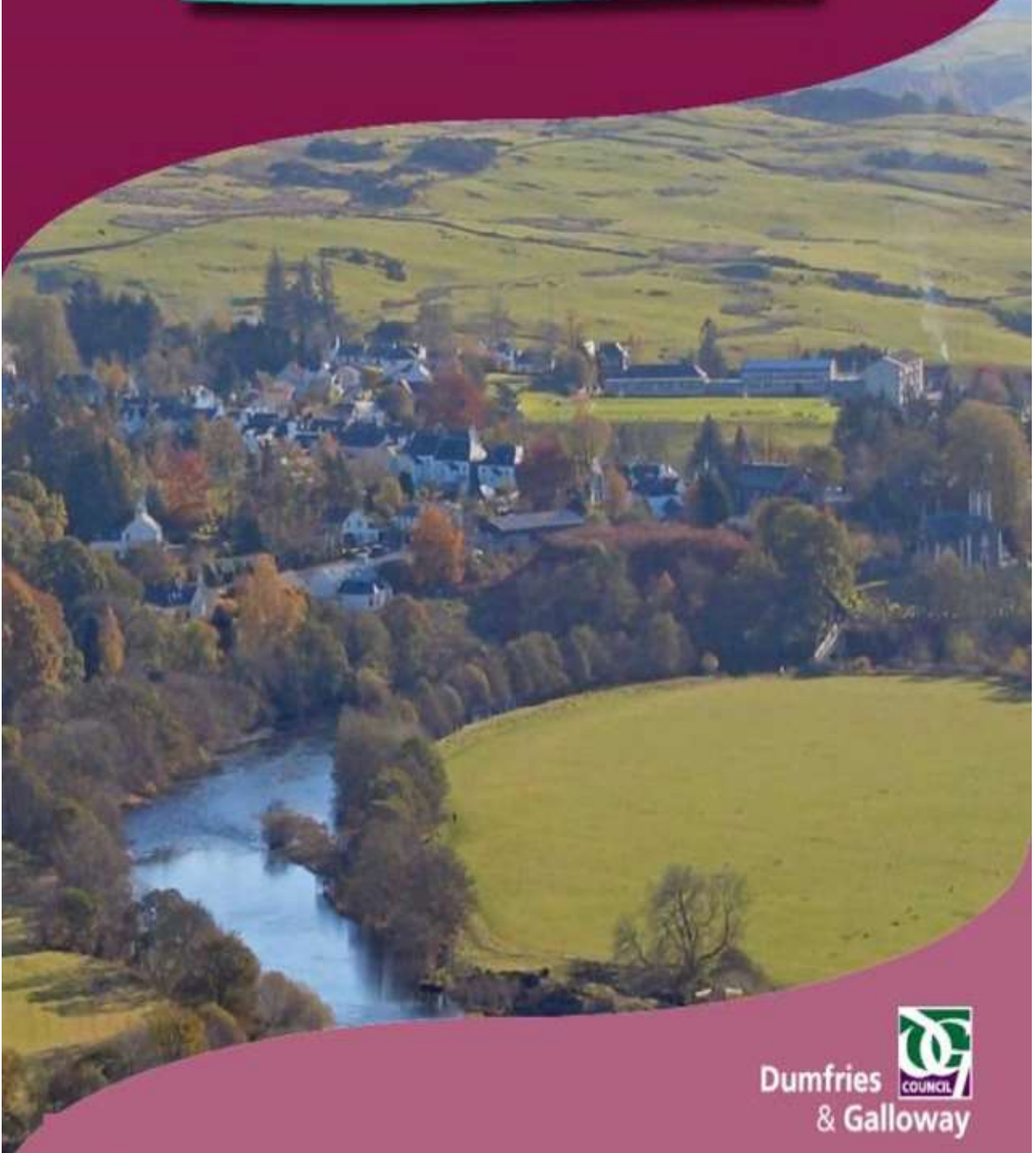
Welcome to

Dalry Secondary School

(Dalry/Castle Douglas High School Partnership)

Handbook

2023-24





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Letter from the Director of Education Services

Dear Parent/Carer

Our schools across Dumfries and Galloway have high expectations and high aspirations for pupils and staff. Like you, we want the best possible future for your child. We know that children do better at school and go on to achieve more in life when families and schools work together. We want to make sure that you, as parents and carers, feel involved in your child's learning, feel welcome and listened to in our schools. We have shared interest in your child being happy, confident and successful in school.



To help children reach their potential we focus on removing barriers to learning; meeting the needs of children and upholding their rights underpin all we do.

Again, this year we know that the increased cost of living will mean that many families have money worries – school should not add to those. There should be no costs involved in the school day which are a barrier to your child joining in. This handbook gives important information on the benefits you may be entitled to and how we can help you apply for free meals, free transport, free childcare, clothing grants and allowances, and to make sure you have the right financial advice.

I hope this information is helpful in setting out how we can work together to benefit your child's learning and make sure they have the best possible experience at school. Our schools are welcoming places at the heart of our communities and always want to hear from you about how we can do more to support you, so please talk to us. There are many useful contact numbers in this handbook or you can contact me on DirectorSkillsEducationLearning@dumgal.gov.uk

Yours sincerely

Dr Gillian Brydson Director Skills, Education and Learning

More Information on Education and Learning Directorate is available at www.dumgal.gov.uk/schools

Dumfries and Galloway Council
Education and Learning Directorate
Militia House, English Street

DG1 2HR

Call 030 33 33 3000

or visit

<https://www.dumgal.gov.uk/article/15379/Contact-us> for more ways to engage with the Council.



Letter from the Head Teacher

Dear Parents and Carers

Dalry Secondary School and Castle Douglas High School are in partnership managed by the same management team. Both schools are high performing schools with excellent resources and committed staff. We are proud of our academic success, the high standards of pastoral care we offer our young people and of the wide range of extra-curricular opportunities offered to our pupils.



We aim to create a learning culture in which we promote the all-round education of our pupils, developing articulate young people who are confident in their own ability, have high aspirations and who learn to be leaders for life based on the values, experiences and education promoted in our school. We expect every pupil to achieve their personal best in all that they do. We set no limits to the ambitions of our young people or the expectations of our parents. We expect the highest standards from our pupils in all aspects of school life, in their attitude to learning, in their personal conduct and in their appearance.

I would like to take this opportunity to thank you for your interest in Dalry Secondary School and Castle Douglas High School. Whether you read this handbook as a prospective parent or pupil, I am sure you will be impressed by the range and variety of experiences we offer. The aims and values of the schools are outlined here and I hope you will gain a sense of what is important for us in the school community. The staff value your involvement in the education of your child and I assure you that you are very welcome in school. I believe that we can work to reach the highest standards of achievement and attainment for our young people during their time at Dalry Secondary School, Castle Douglas High School and beyond.

'Values and positive relationships' drive the ethos of both schools and both schools have adopted 'nurture' and the principals of nurture to support the growth and development of every young person. Our nurturing approach supports behaviour, wellbeing, attainment and achievement. All staff in both schools recognise the potential for a nurturing approach to maximise the attainment and achievement of our young people in school.

I hope you enjoy reading our handbook. Our website (www.Dalrysecondary.info) will provide you with additional information that is updated frequently.

Yours faithfully,

James P. Smith

James Smith (Head teacher)





Education Services Aims

Priorities and Commitments

The Education and Learning Directorate continue to have high expectations and high aspirations for pupils and staff.

We aim to provide a good start in life for all and are committed to giving all our children and young people an equal chance to make the most of their potential.

We believe in the benefits of working in partnerships within a culture of collaboration and trust.

We believe that the most important decisions are made in the classroom and we expect professional excellence in our staff; we support this by building confidence and capacity in school leadership at all levels, by listening to parents and pupils, by empowering Head Teachers to make local decisions and by trusting professional judgements.

This has been the basis for our approach to delivering Curriculum for Excellence, Getting it Right for Every Child (GIRFEC) and Developing the Young Workforce (DYW).

Our Council's Priorities and Commitments are to:

- 1 Build the local economy;
- 2 Provide the best start in life for all our children;
- 3 Protect our most vulnerable people and
- 4 Be an inclusive Council.

Our schools have a role in delivering all four priorities, but we make the greatest contribution to Priority 2 where the Council aims to 'provide the best start in life for all our children'.

Our commitment is to:

Ensure early intervention, to keep our region's most vulnerable children safe.

Invest in creating schools fit for the 21st century, which are at the heart of our communities.

Raise ambition and attainment, to address inequalities.

Support children to be healthy and active.





School Management Team



Mr James Smith
Head Teacher



Mrs Lorraine Gillies
Depute Head Teacher



Mr Alister Cathro
Depute Head Teacher



Mrs Alison Cook
Depute Head Teacher



Mrs Susan Allison
School Support Manager



Mrs Mary Acheson
Principal Teacher
Curriculum and
Pupil Support



About Dalry Secondary School

The school works in partnership with Castle Douglas High School (CDHS) and has an overall partnership management team.

Dalry Secondary School is situated on a spacious, elevated and attractive site overlooking the valley of the River Ken and the Rhinns of Kells. It serves a large, sparsely populated rural area in central Galloway known locally as 'The Glenkens'. There are associated Primary Schools in Dalry, New Galloway and Carsphairn (currently mothballed) with whom we operate a successful 'cluster group', sharing resources, good practice and specialist teachers. We liaise very closely on the P7-S1 and S4-S5 transitions. A programme of activities take place during P7 and S4 to enable learners to move forward confidently to the next stage in their learning journey.

Most of the Secondary classrooms are situated in a three floor block at the west end of the 'T' shaped building except for a Computer Suite which is located within the Primary Department, and the PE Department which is based in the Gym. We have extensive outdoor areas which incorporate playing fields, outdoor gym equipment and an outdoor classroom. In 2013 our Science Lab was completely renewed. Further refurbishment and redecoration has been carried out throughout the building giving us a pleasant, practical working environment for staff and pupils alike.



School roll:

<i>Year</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
S1	2	2	4
S2	4	5	9
S3	1	0	1
S4	1	2	3
Total	9	10	17

* Pupils who wish to continue in full-time education normally transfer to Castle Douglas High School for S5/S6



Communication with the School

In addition to Parents' Evenings and other formal occasions it is possible to make an arrangement to see the Head Teacher and/or other members of staff at various times during the week – parents should phone the office to make an appointment.

Our address and contact numbers are:-

Dalry School
Kirkland Street
St John's Town of Dalry Castle
Douglas
Dumfries and Galloway DG7 3UX

Tel: 01644 430259

(Office hours - School days Mon to Fri 8.30am to 3.30pm)

School e-mail: gw08officedalry@ea.dumgal.sch.uk

School Website: <http://www.dalrysecondary.info/>

Dumfries & Galloway Website: <http://www.dumgal.gov.uk/>

You will find an electronic version of this handbook on the school website. The school website is a rich resource of information about the school including a school calendar that details important dates such as when you will receive reports and when parent evenings will be held. There is even a virtual tour of the school should you want to wander around the school to see what your child sees every day.





If you have any questions

Routine enquiries relating to the operation of the school or matters affecting your child which are causing you uncertainty or concern should be made via the school office. An appropriate member of school staff will then aim to respond to your enquiry as soon as possible.

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. You may be suggesting an improvement to what we do or a change to how we operate. If you have something you would like to raise, we would always ask you to discuss any concerns / issues you have initially with your:

- Headteacher if the enquiry relates to whole school matters.
- Parent Council and/or Connect (the membership organisation to support your Parent Council) If your enquiry relates to whole school matters linked to Parental Involvement.
- The teachers with responsible for Personal Social and Emotional Support (Mr Fleming and Mrs Acheson) followed by the Headteacher.

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>.

If you remain dissatisfied and wish to make a formal complaint

If you remain dissatisfied, 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>



Members of Staff 2021-2022

School Management

Mr James Smith	Head Teacher
Mr Alister Cathro	Depute Head Teacher
Mrs Lorraine Gillies	Depute Head Teacher
Mrs Mary Acheson	Principal Teacher / Pupil Support
Mrs Susan Allison	School Support Manager

Teaching Staff

Miss Brogan McCulloch	Art & Design
Mrs Pam Jenkins	Home Economics
Mrs Claire Johnston	English
Miss Kirsty Bellwood	English
Mrs Mary Acheson	Modern Languages / PSE
Mr Ross McFarlane	Geography / RE
Miss Alaena Warren	History
Mr Geoff Jenkins	Maths
Mrs Sue St. Joseph	Music
Mr Liam Fleming	Physical Education
Mr Colin McEwan	Sciences
Mr Calum Murray	Technologies

School Support Staff

Miss Kirsty Kaye	Administrative Assistant
Mr David Steward	Facilities Assistant
Mr Sandy Harvie	Technician
Miss Sonja Tranter	Learning Assistant
Mrs Clare Edgar	Learning Assistant

Catering Staff

Ms Kelly Frank	Catering Manager
Ms Valerie Russell	Cashier
Mrs Catherine Rollie	General Assistant



The School Aims

The school aims are the end product of consultation with parents, pupils and staff and are based on the values which the school community felt were important. The five statements below reflect the type of school that we all strive to maintain in Dalry.

- To provide a safe, healthy, caring environment
- To encourage **respect** and a sense of belonging within the school and the wider community
- To encourage pupils to take **responsibility** for their own behaviour and learning
- To encourage success through **hard work** and ambition
- To prepare our pupils with the skills and values needed for life



Comic Relief dress up day



School Values

Respect

Respect is thinking and acting in a positive way about yourself or others. Respect is thinking and acting in a way that shows others you care about their feelings and their well-being.

Responsibility

Being 'responsible' means that you are reliable and can be depended on to do what needs to be done, either because someone has asked you to do it or because you can see that it needs to be done

Equality

Every member of the community deserves to be treated well. Each individuals needs should be met

Vision

At Dalry Secondary School we aim to equip all young people with the skills, knowledge, values and attitudes to lead a happy and fulfilling life and to make a meaningful contribution to society. At the centre of this vision is a commitment to ensuring that our young people have the ambition and self-belief to set themselves the highest possible goals that will maximize their individual attainment and achievement.





The School Day

(Open to pupils from 8.30am)

The school operates a 7 period day.

Period 1	9.00 – 9.50
Period 2	9.50 – 10.35
Interval	10.35 – 10.50
Period 3	10.50 – 11.35
Period 4	11.35 – 12.25
Period 5	12.25 – 1.10
Lunch Break	1.10 – 1.50
Period 6	1.50 – 2.40
Period 7	2.40 – 3.25



Millport Geography / Biology Residential Field Trip



Terms and Holidays 2023 – 2024

TERM 1	
TEACHER TRAINING	Friday 18 th and Monday 21 st August 2023
FIRST DAY	Tuesday 22 nd August 2023
LAST DAY	Friday 13 th October 2023
TERM 2	
FIRST DAY	Monday 30 th October 2023
LAST DAY	Friday 22 nd December 2023
TERM 3	
TEACHER TRAINING	Monday 8 th January 2024
FIRST DAY	Tuesday 9 th January 2024
MID-TERM HOLIDAY	Monday 12 th to Wednesday 14 th February 2024
TEACHER TRAINING	Tuesday 13 th and Wednesday 14 th February 2024
LAST DAY	Friday 22 nd March 2024
TERM 4	
FIRST DAY	Monday 8 th April 2024
MAY DAY	Monday 6 th May 2024
LAST DAY	Monday 1 st July 2024

Future school years

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



Attendance

Good school attendance is a key indicator of likely success both in school and in a working life. Great attendance is therefore a habit worth developing.

Pupils should attend school on every school day providing they are fit to do so. If pupils are found to be absent from school without a valid reason, the school will seek co-operation from the parents to ensure future attendance at school.

If your child is absent from school please notify the school office by telephone **before 9.15 am**. All D & G schools operate a text messaging service. Using this system we will text a message if you have not informed us of an absence. This is aimed at improving attendance and child safety. It is imperative the school is kept up-to-date with parents' new mobile phone numbers. This system is also used to inform parents of school closure, amongst other vital information.

When pupils require to be absent from school for compassionate or other personal reasons, parents should send a note to the Principal Teacher Pupil Support stating the absence dates. It is Authority policy not to provide work for pupils whose parents remove them from school for holidays during term time.

Occasionally the Principal Teacher Pupil Support will write to the parents with regard to frequent absences and may request a meeting to discuss the matter. Authority procedures for non-attendance will be implemented.

Authorised/Unauthorised Absence

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. It is the view of the Education Authority that these holidays should be officially recognised as "unauthorised Parental Holiday".

Prolonged absence from school at any stage is harmful to a child's education and it is not possible – nor fair to other children – to direct teaching time to assist a child who has been on holiday to catch up on what has been missed.



Health

Pupils who feel unwell during the school day should inform the Principal Teacher Pupil Support or the office staff. If it is necessary to send your child home, the school will contact you to arrange for you to collect your child. If we cannot reach you, we will phone the emergency contact.

If a pupil is unwell and we cannot contact anybody to collect him or her we will try to make the pupil as comfortable as possible in school until the end of the school day.

We have very close links with external health agencies. We use these vital links to provide support, advice, and information on many health issues to pupils, parents and teachers. Our close links with other health professionals allow us to support pupils in all aspects of their physical and mental health.

Parents wishing to have children temporarily excused from participation in Physical Education because of ill-health, should write an explanatory note to the Head Teacher or Principal Teacher Pupil Support. A doctor's note should be supplied as support for requests for long-term or permanent non-participation in some or all physical activities. With suitable information we can support young people to take appropriate exercise in almost every circumstance.

Pupils absent from school due to ill-health

1) Short Term Illness – less than 15 working days

When a pupil is absent from school for a short-term illness, the Head teacher will ensure that the pupil receives, either through the school direct or through parents, adequate provision to continue appropriate studies, whether at home or in hospital.

2) Long Term Illness

There will be an automatic referral by the school for Home Tuition input after 15 working days of continuous or 20 working days of intermittent absence for verifiable medical reasons. Where it is known, however, that this is likely to occur in advance, the referral will proceed immediately.

Similarly, pupils who have received education in hospital and are discharge to go home to continue treatment or to recuperate will transfer automatically to Home Tuition if the total period is likely to extend beyond 15 working days.

In exceptional circumstances, such as in the case of a pupil with extended absence (particularly for those who are expected to be in-patients for more than 3 months), some educational provision may be provided over holiday periods.



Administering Medication and Allergies

All schools within Dumfries & Galloway follow the guidelines set out in the NHS 3 - 18 Healthcare in Schools Policy. Please contact the school if your child needs to have medication administered during the school day. However, it is encouraged whenever possible any medication needing to be given is done so prior to coming to school, or after the pupil arrives home. Parental / carers permission needs to be given by way of a signature, prior to any medication being administered to a child. Should your child develop any allergies we are not already aware of, can you please inform the school in writing, and a Health Care Plan will be completed and the information stored on the School Management System.

Pupils Returning to School with a Medical Condition

Before a pupil can return to school with a medical condition, there must be a meeting with the Head Teacher, or the Depute Head Teacher, or the Principal Teacher Pupil Support, to discuss arrangements for the care and welfare of the pupil.





School Dress Policy

(Dumfries & Galloway Council)

All Dumfries and Galloway schools must have a dress code which encourages pupils to dress in a way appropriate to attendance at school. This code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, or disability. Prior to drawing up the dress code, parents, pupils and staff were fully consulted and it is the expectation of the Education Authority that parents will be supportive of the dress code.

Clothing which is unacceptable in school under any circumstances would include items which:

- Could potentially encourage factions (e.g. football colours)
- Could cause offence (e.g. anti-religious or political slogans)
- Could cause health and safety difficulties such as loose fitting clothing, dangling earrings or excessive jewellery
- Are of flammable materials which may be a danger in certain classes
- Could cause damage to floors
- Carry advertising, in particular for alcohol or tobacco
- Could be used to inflict damage on other pupils

Parents in receipt of a grant for footwear and clothing from the Authority will be encouraged to purchase items which are in accordance with the school dress code.

Dalry School Uniform

There is a strong tradition of wearing school uniform at our local schools and, as a staff, we fully support authority policy on the issue. We believe that for many reasons, including those outlined below, that it is the most appropriate dress for school.

- It looks smart.
- It simplifies dress issues for parents and pupils who are under pressure to buy the latest, 'coolest' and invariably the most expensive clothing and footwear.
- It makes a valuable contribution to a sense of identity and pride in the school. ○ It contributes to a positive and hard-working atmosphere.
- It promotes equity and equality

The school uniform is not about making pupils conform for the sake of conforming or about stifling individuality. It is, however, very much about developing a sense of teamwork and promoting a purposeful and business-like ethos within which effective learning can take place.



The current guidelines for secondary pupils are as follows:

- School sweatshirt or cardigan
- **Plain** white shirt or polo (no offensive slogans or illustrations, no football strips, no plunging necklines!)
- **Plain**, dark coloured trousers or skirts (**no denim jeans**)
- Shoes preferred, but trainers acceptable providing there is a separate pair for PE.
- School ties are available should pupils in S1-S3 wish to wear one.
- S4 are entitled to wear the senior tie designed by S3 in 2015

No jewellery is allowed in PE, HE or Technical for safety reasons.

Please label each item of clothing with the pupil's name.

School Clothing Grants

School Clothing Grants are available for any pupil who is attending mainstream school; lives in the Dumfries and Galloway area; whose family is on a qualifying benefit or on a low income. To find out if you qualify, please contact the school or go to <http://www.dumgal.gov.uk/article/15246/School-clothing-grants> or phone 01387 260493.

Catchment Areas

All Dumfries & Galloway Schools cover areas known as catchment areas. You can apply to any school but children living in the catchment area get priority when allocating places. To find out the catchment school/s for your home address you can contact the school or go to <http://apps.dumgal.gov.uk/findnearest> or phone 01387 260437

Sports Wear

For PE, students must have a change of clothing consisting of:

- Trainers (other than those worn outside).
- Shorts or tracksuit bottoms.
- T-shirt and or a sweatshirt – school sweatshirt should not be worn for PE.

Pupils must change back into dress code at the end of PE or other physical activities.



Equipment required by Pupils

Normally, books, jotters, notebooks, etc will be provided. Pupils are expected to have their own pen, pencils, rubber, ruler, mathematical instruments etc, but these can be provided if necessary.

Charges are made for the following:

- Hire of musical instruments.
- Organised outings. (The School Fund, which benefits from substantial contributions from FoDS, subsidises these, to keep transport costs to pupils to a reasonable level). The school meets any costs up to £100, then a contribution may be necessary.

If any pupil or family is in a position where cost prevents their participation in any aspect of school life, please discuss this with the Head Teacher or PT Pupil Support as we may be able to help.





Property and Belongings

Pupils should care for and accept **responsibility** for their own property. Clothes and schoolbags should be labelled clearly and money or valuables should not be left unattended. Items of great value should not be brought to school. Lost property should be handed in to the school office without delay. School books and jotters should be covered, kept clean and undamaged. Pupils will have to pay for loss or damage to school books.

Lockers

There are lockers in school for use of pupils. Keys can be obtained from the office for a £5 deposit. On leaving school £2 is refundable on the return of the key. New S1 lockers will be allocated in the first week of term.



Behaviour of Pupils

Pupils are required to behave in a considerate and courteous manner both in and out of school and to co-operate with the Head Teacher and staff in such a way that the school can operate smoothly and effectively. Pupils are expected to attend regularly and to be punctual for registration and start of classes, arriving fully prepared with any books, materials and equipment required. Absence, lateness and persistent failure to complete tasks given as homework must be explained by a letter from parents to the Head Teacher or PT Pupil Support. If necessary, parents may be invited to school to discuss ongoing problems.

The attendance, performance and behaviour of every pupil are monitored carefully by senior staff and our policy is to involve parents at an early stage. It is in the best interests of the pupil concerned that the underlying reasons for persistent bad behaviour or poor performance is fully investigated and parental involvement can be a great help here.

In serious cases of unacceptable behaviour pupils may be excluded from school for a period of time and will only be re-admitted following a full discussion of the circumstances surrounding the exclusion and agreement with parents/carers on the way forward.



Pupil Support

Learning Support, Behaviour and Care/Welfare issues come under the umbrella of Pupil Support.

The Principal Teachers of Pupil Support are Liam Fleming and Mary Acheson. It is their job to get to know each of the pupils well and deal with any problems or difficulties that may arise. This may involve one of them contacting you and arranging a meeting.

The Principal Teacher Pupil Support is responsible for:

- Pastoral care of all secondary pupils
- Careers and Curricular education
- Developing PSE courses

Pupils can ask for an interview at any time and parents can contact Mr Fleming or Mrs Acheson to arrange a meeting.

Pupil Council

The Pupil Council has elected representatives from all year groups and regularly meets with the Depute Teacher. Their remit includes charity events, representing the school, links with the wider community and raising pupils concerns or suggestions.

Care and Welfare

The care and welfare of pupils is given a high priority at Dalry and the school offers a supportive and positive ethos in which pupils are known as individuals and are given appropriate support when it is needed. The progress of all pupils is monitored carefully, both formally through a tracking system, which requires staff to provide frequent and regular feedback on the performance and behaviour of pupils, and informally through ongoing observation and the reporting of concerns to senior staff.

Care and welfare issues, including disciplinary matters, are discussed regularly and parents/carers are involved at an early stage and are encouraged to work in partnership with the school and other relevant agencies within the GIRFEC 'child's meeting' framework.'





Bullying

Bullying is not tolerated at this school.

All of us at Dalry treat the possibility of bullying very seriously indeed as bullying can have severely adverse effects on pupils. It can be extremely difficult to pinpoint what actually constitutes bullying: what one pupil will take as a bit of fun can seriously upset another pupil. What might be quite amusing or tolerable once, can become intolerable repeated many times. The core values of respect and equality are central expectations.

We would ask parents to contact the school if they have **the slightest reason to suspect that bullying is going on**. Very often, just mentioning to a person causing harm that what is being done or said is being looked upon as bullying, will make him or her stop. Other problems are not so easy to solve. What is undoubtedly true is that we can do very little if we have not been informed that a pupil might be the target of bullying. We will endeavour to deal swiftly and effectively with any instances brought to our attention.

Parents are asked to contact Mrs Acheson or Mr Fleming, Principal Teacher Pupil Support, preferably by phoning them at school, if they have the slightest suspicion of a child being bullied.



Additional Support Needs

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 aims to remove barriers to learning for all children with additional support needs through a range of offers. For the majority of children and young people this will be delivered in a mainstream classroom supported by their classroom, for a few this will mean some additional support alongside the classroom teacher, and for a very few this will be part-time or full-time provision in a school with a learning centre or an inclusion 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 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
- Are living with parents who are abusing substances
- Are living with parents who have mental health problems
- Have English as an additional language Are not attending school regularly
- Have emotional or social difficulties
- Are on the child protection register
- Are young carers



If you, as a parent, have any concerns about your child's progress or think that your child has any problems with his/her learning you should contact a senior member of staff without delay – it is better to address problems before they become crises! Our staff will do everything possible to address your concerns.

Child Protection

The School has a detailed Child Protection Policy that is strictly followed by **all** members of staff if a child protection case arises. The Child Protection Co-ordinator for Dalry Secondary School is Mrs Lorraine Gillies and the Depute Child Protection Co-ordinator is Mrs Mary Acheson. If you have a Child Protection concern then please contact the school office.

All children have the right to be protected from harm, abuse and neglect. Every adult in Scotland has a role in ensuring all our children and young people live safely and have the opportunity to reach their full potential. The vision for all children and young people in Dumfries and Galloway is that they should be: **safe, nurtured, healthy, achieving, active, respected, responsible and included**. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well. Further information is contained within the Child Protection Policy for Schools, PreSchool and Child Care Services which is available on the Council website.

Getting it right for every child (GIRFEC) is an approach from 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. The 'named person service' is part of our GIRFEC approach and how we support children in Dumfries and Galloway. For you and your child, GIRFEC means that:

You are the expert on your child and what you think matters. GIRFEC means that the School will always seek to involve you, to listen to your opinions and take them seriously. Since April 2013 your child has been allocated a 'Named Person in the School'. In Dalry secondary it is either Mrs Acheson or Mr Fleming. The named person function is there if needed, but children and families do not have to make use of their named person, and many children and their families will never need to do so.

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 Skills, Education and Learning Directorate or the NHS. Your child will have a single plan that everyone works to and ensures everyone is clear about what they are doing. When your child leaves 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.



Health and Safety

In the interests of keeping everyone safe and well in schools, the following should never be brought into school by pupils.

- Cigarettes, vapes, matches or lighters
- Weapons or replica weapons of any sort
- Alcohol
- Aerosols including deodorants - they are flammable and can cause respiratory distress in asthma sufferers
- Medication - unless the office / Health Policy procedures have been followed

This list is not exhaustive and a common sense approach must be used. There may be periods of time where a child has a serious allergy and it may be necessary to prevent the allergen being brought into school for a number of years. It may feel over prescriptive not to trust common sense, but tragic events in other schools make it prudent to raise awareness and ask for parental support. At this stage in our community we feel that most of the recommendations below would be within our practice and that others would be an overreaction in this setting. But we can never be complacent.

Disclosure Scotland

Disclosure Scotland now operate the PVG (Protecting Vulnerable Groups) Scheme for checking teaching, non-teaching and volunteer suitability for working with children on a one to one basis. This is essential both in order to safeguard children and young people and to ensure that the Authority's legal obligations as an employer are complied with. All checks take place prior to an adult undertaking any contact with a child(ren).

In certain circumstances, groups of volunteers may be in school to work with groups or classes of children, however, will at all times, be supervised by a member of school staff.





Additional School Transport

The Education Authority provides transport free to pupils who live more than 3 miles from the school, live within the catchment area, and if they meet certain criteria.

Your child is not entitled to transport if they attend an alternative school by parental choice. It is the responsibility of the parent/carer to organise transport to the school. In certain circumstances, non-entitled pupils may be able to access help. For further information and School Transport Policy details are available on the Council's website at

<http://www.dumgal.gov.uk/article/15245/Free-school-transport> or phone 01387 260437

School Catchment Areas can be found at

<http://www.dumgal.gov.uk/article/15241/School-places> or phone 01387 260437

Behaviour on Buses

Pupils travelling on school buses are expected to behave in an orderly fashion, to take **responsibility** for their own behaviour and show **respect** for their fellow passengers. During journeys to and from school, school drivers are in charge of the buses and pupils must obey their instructions. **Seat belts must be worn at all times.** All drivers have a supply of pupil referral forms which they can use to report persistent misbehaviour or particular incidents to the Head Teacher. The School or Education Authority can withdraw permission to travel on school buses if such a step be deemed necessary. In such cases the parent is responsible for transporting children to and from school.



Library

We have an increasingly well-stocked library with a range of fiction, non-fiction and reference books. There is a reading scheme which encourages pupils to make use of the library and read widely at home. Mrs Banner, our librarian, works closely with staff, particularly in English and ASN, to provide relevant, stimulating and challenging reading for all pupils. There are computers situated in the library which pupils can use as reference aids. All pupils have internet and e-mail access which is covered by a responsible users' contract.

Pupils across the school can use the library before registration, during interval and lunchtime.



School Meals

Lunches are available using a pre-order scheme in the school cafeteria and are recommended to parents both in terms of quality and value for money. Pupils are issued with their NEC card and have the option to use this or pay with cash. Cards are issued to pupils at the end of their P7 year. A 'Meal Deal' costs £2.00. Pupils who bring their own packed lunches to school go with the other pupils to the dining hall and eat them there. In Dumfries & Galloway Council, Economy, Environment and Infrastructure, Facilities Management – Catering Services, are bound by The Schools (Health Promotion and Nutrition) (Scotland) Act 2007, which means they create a balanced nutritious menu over any one week.



By following these guidelines Facilities Management – Catering Services:

- Places health promotion at the heart of school activities
- Ensures that food and drink served in schools meets nutritional requirements
- Ensures their local authority promote the uptake and benefits of paid and free school meals

The Naturally D&G brand promoting by Facilities Management ensures that:

- Meals are freshly prepared, with seasonal ingredients
- Eggs are from free-range hens and our meat is from animals farmed to British welfare standards
- They don't serve any endangered fish
- Their menu is free from undesirable additives and GM ingredients



In addition to the menus handed out in school, Facilities Management – Catering Services has a NaturallyD&G website <http://www.dumfriesandgalloway.scottishschoolmeals.co.uk/> that provides supplementary information



Special Dietary Requirements. Facilities Services – Catering provide 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. Simply ask the school for a registration form to allow us to inform the catering team who will discuss your child's requirements in full.

It would be beneficial for all children who have an allergen, food intolerance or special diet to register

For more information contact the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

Free school meals are available to support families who live and attend a school in Dumfries and Galloway and who are in receipt of qualifying benefits. This can lead to a large saving each year for qualifying families, secondary pupils can save £370. You will also be helping your child's school if you qualify for free school meals. Some Scottish Government funding provided directly to schools is linked to the number of pupils who are entitled.

Any questions about Free School Meals can be directed to the Pupil/Parent Support Unit or <http://www.dumgal.gov.uk/schoolmeals>, or phone 030 33 33 3000, or ask the school for an application form.



The Secondary Curriculum

Curriculum for Excellence (CfE) and Pupil Choices

Dalry School offers a broad and balanced curriculum for all pupils, based on the principles of *Curriculum for Excellence*. Our pupils are encouraged to become confident, responsible citizens who are successful in their learning and able to contribute effectively to society.

In S1 to S3 pupils will follow a familiar course covering the eight curricular areas of languages, mathematics, sciences, social studies, technologies, expressive arts, health and well-being and religious and moral education.

On Wednesday afternoons a wide range of activities are available for pupils to broaden their curriculum. S1 and S2 make choices for Wider Achievement Activities (WAA) which are required to bring a balance to their activities for the session.

Secondary courses are designed around the *Experiences and Outcomes* detailed in *Curriculum for Excellence*. Experiences and Outcomes are a series of statements which outline the content of courses at each of the five CfE levels; these are then broken down further by teachers to make detailed plans for their classes. Parents who wish to find out more should log on to www.educationscotland.org.uk which has a useful section, *Parentzone*. The Broad General Education prepares pupils for qualifications in the Senior Phase which starts in S4.

Pupils continue to study French and Spanish until the end of S3, after which they can choose.

A Guide to attainment levels

Level	Stage
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework, Level 4. The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.
Senior Phase	S4 to S6 and college or other means of study



Assessment and Examinations

The progress of all pupils is monitored systematically through the assessment of course work, end of unit tests and, where appropriate, formal examinations.

Pupils in S1, S2 and S3 will be assessed using the Benchmarks from Curriculum for Excellence; in S4, senior phase focus will be on preparation for SQA qualifications.

Pupils will be entered for National Qualification courses at appropriate levels in S4.

Homework

Homework is regularly set in most subjects and parents are asked to help ensure children gain the maximum benefit from it by checking the Pupil Diary daily and encouraging a systematic and organised approach to homework e.g. having a set time each day.

A daily review of each lesson at the end of the day should be the starting point for independent work at the end of each day. Routine reflection is the foundation for success.

Adult Students in School

We welcome adult students to any of our classes where space permits. It is possible to study for any SQA National Qualification on the timetable. The attendance necessary would be approximately four hours weekly for each subject. Further information may be obtained from the School Office.

Instrumental Tuition

Pupils have access to musical instruction in a wide variety of instruments. Several instructors employed by the local authority provide weekly instruction to a number of pupils on an 'extraction' basis, that is, they are withdrawn from normal timetabled classes whether individually or in groups. The tuition timetable is arranged in such a way that pupils do not miss the same class every week, but it is vital that pupils make every effort to catch up on the work they have missed in this way. Dumfries and Galloway Council provide an excellent information leaflet which tells parents everything they need to know. This is available from the school office.





Sports and Recreation Facilities

The school has a large gymnasium which doubles as a theatre for school, community and visiting theatrical productions. We have added a full range of high quality fitness equipment which enhances our indoor PE provision and improves the scope for fitness based training in PE. We also installed a retractable screen and audio equipment which provides opportunities for dance.

Dalry is very fortunate to have a large playing field adjacent to the school, affording excellent facilities for school and community-based field sports, athletics and football. The Cowan Murdoch Memorial Gym has been installed on the field. The view must be one of the best in Scotland!

Visiting instructors provide tuition in a wide range of sports throughout the school year, on and off site





Parent Council

Our Parent Council was established in the Autumn of 1989. The Parent Council has members from both primary and secondary schools.

By law schools have a duty to promote parents' involvement in children's education. We are very keen that parents feel able to be involved in their child's education and learning and that they are active participants in the life of the school. They should feel able to express their views on school education generally.

Every parent who has a child at our school is a member of the Parent Forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Be invited to be involved in ways and times that suit you
- Be asked your opinion by the Parent Council on issues relating to the school and the education it provides
- Work in partnership with staff and
- Enjoy taking part in school life in whatever way possible.

The type of things in which the Parent Council may get involved include:

- Supporting the work of the school
- Gathering and representing parents' views to the Head Teacher, Education Authority and Education Scotland
- Discussing aspects of the School Improvement Plan
- Fund-raising and organising events
- Reporting to the parent forum and
- Being involved in the appointment of senior promoted staff.

Reasons you should join the Parent Council:

- You can make a difference. You can ask questions, make suggestions and help the school understand how best to help the children.
- You can help. The Parent Council helps at various events at the school throughout the year.
- You will get an insight into the workings of the school. We discuss what is happening and what will happen every meeting.

The Parent Council meets on a regular basis (once per term). A minute of each meeting is taken and is available on request from the school office or any member of the Parent Council. We are always keen to welcome new members. The chair of the Parent Council is Mr Stewart Gibson.

The Head Teacher, though not a member of the Council, acts as the Council's professional adviser and also consults the Council on a wide range of issues to do with the school. Meetings may also be attended by local councillors.

For further information on parental involvement and engagement and support information for parent councils please visit <http://www.dumgal.gov.uk/article/17608/Parental-Involvement> In addition, ALL parent Councils in Dumfries and Galloway have membership to CONNECT.



Access for Parents/Carers

Dalry School exists to serve the community; parents/carers should feel welcome at all times to contact us should they wish information or help.

Parents seeking a place for their child(ren) because they have just moved into the area, or because they wish their child(ren) to come here rather than attend their local school, should make a prior appointment with the Head Teacher. This may be done by letter or telephone or by a direct visit to the school office. Normally appointments will be arranged within a day or so of the initial contact.

Reporting to Parents and Parents' Evenings

There are opportunities at various points in the school year for parents to meet with members of staff to discuss pupil progress. This session's Consultation Evening and Reporting calendar can be found on the school website: www.dalrysecondary.info

School Security

In line with national measures to improve pupil and staff safety, the school is now monitored by close circuit television and by a coded entry system at the front door. All visitors to the school are required to sign in and out at the front office.

There is a system in place to ensure that pupil monitoring takes place during interval and lunchtime each day.

Pupils are discouraged from bringing valuable items to school. Lockers are provided for personal belongings. Money brought to school for the payment of school trips etc. can be left at the office or with a member of staff for safe keeping.

Fire Safety Procedures

We carry out a minimum of four fire drills per session aimed at ensuring that all pupils and staff are aware of procedures.





Photographing and Filming of Pupils

Parents and pupils are required to give their permission for images to be used. This can be for such things as school publications, press, television or school website as well as the usual school shows. This is part of the enrolment process

Internet Access Policy

All pupils are issued with a Technology Agreement which requires **responsible** use of the Internet and e-mail services in school, and needs to be signed by both pupil and parent.

Mobile Phone Policy

The school has a policy aimed at **responsible** use of mobile phones. Mobile phones may be brought to school but must remain switched off during class times.

Parents or others who need to contact pupils urgently should do so using the school office – tel. 01644 430259 – office staff or SMT will pass on a message or bring a pupil to the telephone.

Pupils are made aware of this policy, copies of which are available from the school office.

Employment of School Pupils

Regulations governing the employment of school children prohibit the employment of children under the age of 13.

There are regulations about the times and hours of employment for children of 13 and over and they prohibit work in certain occupations. Full information is available from the school office.

All children in paid employment require a work permit. Application forms for these are available from the Principal Teacher of Pupil Support.

Early Closure of School due to Emergencies

From time to time (probably once or twice per year on average) we have to send some or all pupils home early due to unforeseen circumstances. The most common reasons are:

- Breakdown of heating system
- Electrical failure
- Threatened bad weather (usually involving snow)
- Bus breakdown which means that a bus has to do a double run.

At the start of each session parents will be asked to complete an Emergency Closure form. In the event of a School Closure, we will send a Groupcall text message to inform you of the closure, and we will then follow the instructions you have given us on this form.



“SNOW START” – In the event of an **AMBER** warning for snow in the Glenkens, dedicated transport will be one hour later than usual and formal school will start at 10am. A Group Call will be sent.

Leaving Dates

Pupils may leave school on the authorised date of 31 May if they reach the age of 16 before 30 September of that year.

Pupils who are 16 between October and the last day of February and do not wish to attend S5 courses can enrol in a variety of education programmes at Dumfries & Galloway College or in an Activity Agreement.

Before leaving Dalry Secondary, pupils must obtain a leaver's form from the Principal Teacher Pupil Support. This form must be signed by teachers to ensure all textbooks have been returned. It should be returned to the Principal Teacher Pupil Support.





Liaison with Other Schools

The three cluster primaries, Carsphairn, Dalry and Kells are formally linked and, as a result, are able to work more effectively at all levels such as staff development, sharing of resources and joint planning.

Collaborative planning takes place to ensure transitions are as positive as possible. P7 pupils visit the secondary school throughout their final primary year to familiarise them with the classroom environments, staff and other pupils. They participate in inter-disciplinary fun activities which build on prior learning. In June they attend for one day following their S1 timetable and then have a two day residential trip with an outdoor theme.

S4 pupils going on to Castle Douglas have visits to the school and from Pupil Support staff to take them through the induction process. Teambuilding activities take place between pupils from Dalry and Castle Douglas High School throughout S4. Opportunities for pupils from both schools to work together take place throughout S1 – S4. S5 course choices, based on prelim results, are made in conjunction with Castle Douglas High staff in February.





Data Protection

Privacy Notice Schools

Dumfries & Galloway Council has a statutory responsibility to delivery Education to children and young people in this area. In order to do this, we need to collect personal data about our children/young people and their families. The information collected is required so that Dumfries & Galloway Council, via Schools, can provide the range of services that make up our Educational offering. Should the Council intend to process your data for another reason which is not specified in this notice or for statutory functions, the Council will contact you to provide information.

What personal information do we collect from you and why do we need it?

Data about pupils includes, name, date of birth, gender, and address, racial or ethnic origin, religion. It will also include information about any additional support needs and any relevant medical conditions.

Data about the pupils' family will include, names, addresses, email, phone number, emergency contact details and family situation.

Data held will also include pupil progress, assessments and exam results. It will also include records of attendance, absence and any exclusions.

We will hold data about when and where the pupil goes after they leave Early Learning and Childcare Centre (ELCC)/School. This includes information about their next setting, career paths or intended destinations.

If your child is accessing school transport and school meals, data will be shared with School Mainstream Transport Team/Contractors and Enterprising DG.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that have legitimate reason to. We will not keep personal data for longer than is necessary and will follow the Council's Record Retention Schedule and archival procedures.

Receiving and passing on pupil records

There will be times when we also receive and share information about child/young person from other organisations, such as, previous ELCC/School, NHS, Police Scotland, Social Work, Additional Support Services and sometimes other organisations or groups connected to the pupil's education. Information of this type is processed in the same ways as set out above.

Sharing Pupil data

If a child/young person moves Early Learning and Childcare Centre (ELCC) /School, we have a legal obligation to pass on information to their new ELCC/School/education authority.

Sometimes we also receive information about child/young person from other organisations, such as, NHS, Police Scotland, Social Work, Additional Support Services and sometimes other organisations or groups connected to the pupil's education.

We also need to share pupil information with other organisations. Law requires us to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes.



We share your data with third parties who process it on our behalf, including the operator of our Education Management Information System, our schools' intranet GLOW, and our text messaging provider Groupcall. For more details about this processing please contact miss@dumgal.gov.uk.

Sharing personal data to support Wellbeing

All practitioners working with children and young people must play their part in supporting the wellbeing of children and young people to ensure they are safe, healthy, achieving, nurtured, active, respected, responsible and included. In addition to the above, Dumfries and Galloway Council has a legal duty to promote, support and safeguard the wellbeing of children in our care.

If it would be helpful to share information with someone else, we will discuss this with you and seek your consent before we share it so that you know what is happening and why. The only time we will not seek consent to share information with another organisation is if we believe that a child may be at risk of harm. In these situations, we have a duty to protect children, which means we do not need consent. On these occasions, we will normally tell you that information is being shared, with whom, and why – unless we believe that doing so may put the child at risk of harm.

How will we secure your data?

The Council take the security of your data seriously and access to SEEMiS is restricted to approved staff and by username and password only. The Council Data Protection Policies and Procedures make clear that all staff have a responsibility to ensure that they handle personal data appropriately and that suitable organisational security measures are in place. To prevent unauthorised disclosure, hard copies of data are stored securely at your child's nursery or school.

How long will your data be stored in the Council?

Personal data is held in our electronic, secure SEEMiS server. You may hear your nursery talking about inputting your data into our Nursery Application Management System (NAMS), this system is part of SEEMiS.

All data is stored until the young person has reached the age of 25.

Your responsibilities

You are required to read this privacy notice. It is important that you do so, as this contains important information about how we use you and your child/young person's personal data and your rights.

The Council need to ensure you and your child's personal data remains accurate, to assist with this, please ensure you keep your nursery and school up-to-date with any changes. For example, if you do not inform the school that you have moved to a new house, this may result in your personal data being sent to an incorrect address.

**How can I access the information you hold about my family?**

Each year, your child/young person's school will send home a copy of the personal data we hold about your child/young person as part of our annual update process. If at any other time you would like to review information held as part of your child's Educational record, you can do so as part of the Access to Educational Record legislation. In the first instance you should contact the Headteacher of your school to make this request.

For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern please follow this link

<http://www.dumgal.gov.uk/article/15129/Data-protection>

If you would like to access any information we hold, then you can do so under the Pupils' Educational Records (Scotland) Regulations 2003, by making a Request to your child's school in the first instance. Furthermore, a Subject Access Request can be sent by e-mail to dataprotection@dumgal.gov.uk. Alternatively, you can also download a form at <http://www.dumgal.gov.uk/article/15129/Data-protection>.



Improvement planning and priorities

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. The draft plan was presented to the parent council and following this consultation a version using plain English was made available to the wider parent forum and published on the school website. The plan indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward.





Parentzone

SCOTLAND

**Information and advice on education
and learning for parents in Scotland**

Be at the heart of your child's learning . . .

Sign up to receive our Parents and Carers e-bulletins
for the latest developments in Scottish education.

edscot.org.uk/p/LQE-391/subscribe

Email: enquiries@educationscotland.gov.scot

education.gov.scot/parentzone

