



**LANGLANDS
SCHOOL**



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SCHOOL**

**Handbook
October 2023**



Our Vision

Langlands' vision is a community where all young people feel valued, respected and included, and are able to learn, develop and succeed.

Our Values

- Kindness
- Inclusion
- Fairness
- Respect
- Support

Our Aims

Langlands School aims to provide a personalised and meaningful educational experience in a positive and holistic environment. We will respect and learn from each other, and kindly celebrate all of our achievements as a community. We aim to provide our learners with opportunities to explore their future success through education in school and the wider community. Through teamwork and positive relationships, we can help all our children reach their full potential and experience success.

School Website

Our brand new school website has been launched at www.langlands-school.co.uk. This website has further details on the school and how we operate. We also post pictures, updates, letters and news regularly. Please check it out!



Welcome from the Director



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 a shared interest in your child being happy, confident, and successful in school.

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 **DirectorSkillsEducationandLearning@dumgal.gov.uk**

Yours sincerely
Dr Gillian Brydson
Director, Education and Learning

Welcome from the Headteacher

Dear Parent/Carer,

I am delighted to welcome you to the Langlands School handbook.

At Langlands, our values of kindness, inclusion, fairness, respect and support underpin everything that we do. We want young people to achieve their potential and leave school with skills and experiences that will help them in the future.

We have a high staff-pupil ratio, and are a well-resourced school with knowledgeable, skilled and experienced staff. We care deeply for the young people who attend Langlands, and always do our best to meet their needs so they can participate, learn and achieve.

During your child's time at Langlands, we will communicate with you regularly with important information, including how your child is progressing and what they are learning. Although they are a number of formal opportunities to come into school and get involved, we also have an open door policy, and welcome any parent/carer to contact us to discuss anything. Please contact your child's teacher in the first instance, who will be very happy to communicate with you.

Thanks
Mr Steven Jewell BA (Hons), PGDE (Sec), PG Cert
Headteacher



For more information about how the local authority supports parents and schools please see our Authority Handbook:

<https://www.dumgal.gov.uk/article/20049/Education-Authority>

School Information

Langlands School
North West Community Campus
Alloway Road
Dumfries
DG2 9DF

☎ 01387 267834
✉ gw09officelanglands@ea.dumgal.sch.uk
🌐 www.langlands-school.co.uk

Headteacher: Steven Jewell
Parent Council (Friends of Langlands) Chair: Kemal Altug / Edwina Lower
School Roll: 22
Denomination Status: Non-denominational
Status of Gaelic: N/A

School Staff

Management Team

Steven Jewell	Head Teacher
Emma MacKay	Principal Teacher
Morag Latimer	School Support Manager

Teaching Staff

Gordon Ballantyne	Teacher
Caroline Farish	Teacher
Laura Gordon	Teacher
Danila Pickup	Teacher

Learning Assistants

Lucia Alvarez	Gail Bailey	Nicki Brockwell
Aimee Graham	Andrea Haggerty	Nadja Johnston
Paula Kennedy	Vivienne McDonald	Jessica McDougall
Bryony McHarrie	Maria Nicolussi	Ailis Morgan
Rhonda Morgan	Diane Pattie	Melanie Rennie
Margaret Robb	Rachel Ursell	Karin Watson
Katie Wild		

General Assistants

Sarah Bell	Craig Carruthers	Nadine Harper
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Office Staff

Lyndsay Murphy	Senior Clerical Assistant
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Link Professionals (not an exhaustive list)

Deborah Little / Kirsty Simmonds	Speech and Language Therapists
Mairead Burns	Physiotherapist
Jenny Erskine	Occupational Therapist
Ava Bowie	School Nurse
Dianne Neil	Educational Psychologist
Clare Clanachan	Supporting Learners Manager
Andrew Margerison	Quality Improvement Officer
Lorraine Harris	Autism Outreach Lead
Shaun Milligan	Teacher of the Visually Impaired
Jane Patterson	Careers Adviser (Skills Development Scotland)

Staff Pictures

Senior Leadership Team



Steven Jewell
Headteacher



Emma MacKay
Principal Teacher



Morag Latimer
School Support Manager

Teachers



Gordon Ballantyne
Teacher



Caroline Farish
Teacher



Laura Gordon
Teacher



Danila Pickup
Teacher

Learning Assistants



Lucia Alvarez



Gail Bailey



Nicki Brockwell



Aimee Graham



Andrea Haggerty



Nadja Johnston



Paula Kennedy



Vivienne McDonald



Jessica McDougall



Bryony McHarrie



Ailis Morgan



Rhonda Morgan



Maria Nicolussi



Diane Pattie



Melanie Rennie



Margaret Robb



Rachel Ursell



Karin Watson



Katie Wild

General Assistants



Sarah Bell



Craig Carruthers



Nadine Harper



Lyndsay Murphy
Senior Clerical Assistant

Clerical

School Term Dates

School term dates can be found at:

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

Term 1

Staff training - Friday 18 and Monday 21 August 2023

First day - Tuesday 22 August 2023

Last day - Friday 13 October 2023

Autumn holiday - Monday 16 to Friday 27 October 2023

Term 2

First day - Monday 30 October 2023

Last day - Friday 22 December 2023

Christmas holiday - Mon 25 December 2023 to Fri 5 January 2024 (pupils return Tuesday 9 January)

Term 3

Staff training - Monday 8 January 2024

First day - Tuesday 9 January 2024

*Mid-term holiday - Monday 12 February to Wednesday 14 February 2024**

*(*Staff training - Tuesday 13 and Wednesday 14 February 2024)*

Last day - Friday 22 March 2024

Spring holiday - Monday 25 March to Friday 5 April 2024

Term 4

First day - Monday 8 April 2024

May Day holiday - Monday 6 May 2024

Last day - Monday 1 July 2024

Summer holiday - Tue 2 July to Fri 16 August 2024 (pupils return Wednesday 21 August 2024)

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. **For day to day enquiries or contacts, please contact your child's teacher in the first instance.**

Comments, Complaints and Compliments

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

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

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

If you remain dissatisfied, the Education and Learning Directorate operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at www.dumgal.gov.uk/article/15382/Complaintsprocedure

How the School Works

<u>School Day</u>	<u>Class Organisation</u>
<p>The school day operates as below:</p> <p>9.00-9.20: Registration 9.20-10.00: PERIOD 1 10.00-10.40: PERIOD 2</p> <p>10.40-11.00: BREAK</p> <p>11.00-11.20: PSHE 11.20-12.00: PERIOD 3 12.00-12.40: PERIOD 4</p> <p>12.40-1.30: LUNCH</p> <p>1.30-2.10: PERIOD 5 2.10-2.50: PERIOD 6 2.50-3.00: Home Routine</p>	<p>For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure.</p> <p>Classes are organised by age and stage, but also taking account of each young person's needs and how these can be best met. At Langlands, our classes are organised in small groups with core teachers and learning assistants supporting each class. This ensures young people get the support they need, provided by familiar staff, and that positive relationships can be nurtured within each class group.</p> <p>This year we have three classes, nominally organised as Broad General Education (S1-3), Senior Phase (S4-6) and our Profound and Multiple Learning Disabilities Group (PMLD).</p>

School Uniform

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

At Langlands, we recognise the need for a flexible approach to uniform that considers individual pupil needs. It is important that pupils wear school uniform where possible, but the important thing is that pupils are smart and comfortable. Our uniform can be purchased at: <https://myclothing.com/collections/langlands-school-pupil-28685> and is the following for pupils:

- Sky blue T-shirt or polo shirt with the school logo
- Royal blue sweatshirt or jersey cardigan with the school logo
- Royal blue fleece or microfleece lined jacket with the school logo

We also encourage pupils to wear smart, comfortable trousers and shoes.

This year, Langlands staff have also began wearing a staff uniform. This is the following:

- Jade green polo shirt with the school logo (support staff)
- Bottle green polo shirt with the school logo (teachers and management team)
- Grey polo shirt with the school logo (admin staff)
- Charcoal fleece with the school logo (all staff)



Financial Support for Children and Families - Grants and Bursaries

Scottish Child Payment

Scottish Child Payment helps towards the costs of supporting your family. It's a weekly payment of £25 that you can get for every child you look after who's under 16 years of age. You'll get the payment every 4 weeks if your application is successful.

Further information and an application can be made at: mygov.scot website or call us on 0800 182 2222.

Best Start Grant

Best Start Grant and Best Start Foods are payments that help towards the costs of being pregnant or looking after a child. Best Start Grant is made up of 3 one-off payments:

- Pregnancy and Baby Payment
- Early Learning Payment
- School Age Payment

Best Start Foods is a prepaid card that can be used in shops or online to buy healthy foods like milk or fruit. The payments you can get now will depend on:

- how far along in your pregnancy you are
- how old your child is

Further information and an application can be made at: mygov.scot website.

Clothing Grant

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 presently £134 per primary school child and £150 per secondary school child.

Further information and an application can be made at: Free school meals and associated payments - Dumfries and Galloway Council (dumgal.gov.uk)

Education and Learning Directorate are committed to supporting families through their Anti-Poverty Strategy – details of which can be found at www.dumgal.gov.uk/poverty. Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at the above link.

School Meals

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

Detailed information on school meals is available at www.dumgal.gov.uk/schoolmenus

Pre-ordering lunch

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

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 Special Diet Request Forms to allow us to inform the catering team who will discuss your child's requirements in full. For more information contact DGschoolmeals@dumgal.gov.uk or the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

All Children with allergens should register with the catering team as soon as they are aware that their child has an allergen or intolerance to food.

Free School Meals

Free school meals are provided for all pupils in Primary 1, 2, 3, 4 and 5. Confirmation of when this will be rolled out to Primary 6 and Primary 7 from the Scottish Government has yet to be confirmed.

In Nursery eligible children can receive up to 1140 hours a year of Early Learning and Childcare. As part of this funded offer the child will be entitled to one free meal and a snack each day.

Online pre-ordering of school meals is currently being rolled out to all secondary schools, information will be supplied by your school.

Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £361 and secondary school pupils can save £370. You'll 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 to free school meals.

Please note that, as a special school, all pupils who attend Langlands School are eligible for free school meals.

For more information visit www.dumgal.gov.uk/schoolmeals

Scottish Child Payment and Bridging Payments

The Scottish Government's Scottish Child Payment helps towards the costs of supporting your family and, as of 14 November 2022, applications are now open for all children under the age of 16. The weekly value of this award will also increase to £25 as of this point.



Positive Behaviour and Celebrating Success

Langlands School provides a nurturing environment that promotes positive behaviour. Our expectations of all (pupils, staff, and the school community) are based on the school values:

Kindness

- We will be kind to other people
- We will celebrate others' achievements

Inclusion

- We will include everyone in appropriate learning experiences
- We will ensure everyone has what they need to take part in learning

Fairness

- We will treat everyone fairly
- We will make sure everyone has equal chances to succeed

Respect

- We will respect other people
- We will value the views and contributions of others

Support

- We will help other people when we can
- We will ask for help when we need it

We celebrate the successes, achievements and effort of others via day to day praise and recognition, as well as messages home and more formal events in school.

Our approaches to managing behaviour in school are in line with the council's Better Relationships Better Learning expectations, meaning that we are committed to a **nurturing, restorative and solution-focused** culture. We will always work with young people and parents/carers in a caring and kind way to resolve any difficulties, rather than taking a punitive approach.

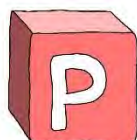


The PACE Approach

Langlands School staff have been trained in The PACE Approach, developed by Dr Dan Hughes.

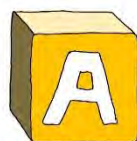
This was developed initially as a parenting approach for children and young people with developmental trauma, but is a very effective and useful approach with all people, including children and young people.

PACE stands for **Playfulness**, **Acceptance**, **Curiosity**, and **Empathy**, and is a “way of being” rather than an intervention or strategy.



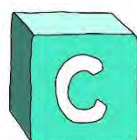
Playfulness

- Playfulness in interactions can diffuse conflict and promote connection e.g. Maintaining a relaxed 'lightness' and can involve making a joke (though this has to be done carefully)



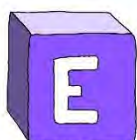
Acceptance

- Accepting needs and emotions that drive behaviour (not necessarily the behaviour) without judgement



Curiosity

- Being curious to where a behaviour has come from (in your head or out loud...)



Empathy

- Really connecting with how they are feeling and showing compassion



P.A.C.E is an approach developed by Dr Dan Hughes aimed at supporting recovery from developmental trauma. However, it can be a useful attitude to adopt with anyone who is emotionally dysregulated

Rights Respecting School Award and LGBT Charter Award

This session, Langlands School is working towards achieving two awards: Rights Respecting Schools, and LGBT Charter.

The UNICEF UK Rights Respecting Schools Award supports schools across the UK to embed children's human rights in their ethos and culture. The Award recognises achievement in putting the UN Convention on the Right of the Child (UNCRC) at the heart of a school's practice to improve wellbeing and help all children and young people realise their potential. The Award is based on principles of equality, dignity, respect, non-discrimination and participation.

The LGBT Charter is a programme that enables the school to proactively include LGBTQ+ people in every aspect of our work, protecting staff and providing a high quality service to customers, students and service users.



The Curriculum

Curriculum for Excellence

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

The Langlands School curriculum is individualised and personalised based on each young person’s needs. Each young person has an Individualised Education Plan (IEP) with targets in literacy, numeracy and health/wellbeing that are updated termly.

Broad General Education (BGE)

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. In Langlands, we also use the milestones for learners with complex needs.

Senior Phase (SP)

Senior Phase pupils, in S4-S6, will experience a range of curricular areas and build evidence of their achievements. Pupils will be presented for a range of SQA qualifications, usually at National 1 or National 2 level, based on their needs. They will also work on appropriate wider achievement awards such as Saltire Award and John Muir Award based on their additional support needs.

Profound and Multiple Learning Disabilities (PMLD)

Pupils with profound and multiple learning disabilities have a very individualised and personalised curriculum at Langlands. The curriculum offer for the group includes time for physiotherapy, sensory activities, hydrotherapy, and activities in the wider community.

The Curriculum Offer

CfE also includes Languages, Expressive arts, Religious and moral education, Sciences, Social studies and Technologies. At Langlands, Personal, Social and Health Education (PSHE) is a discrete period each day, over and above the curriculum below, given the importance of wellbeing. The responsibility for the overall curriculum offer in school sits with the Headteacher.

LANGLANDS SCHOOL CURRICULUM MODEL

Period Overview*

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
BGE	English and Literacy		Maths and Numeracy			Science		Soc Subjects	HE (Cooking)		Art		PE		Music	RME	ICT	Life Skills		Per Achieve		Café Visit		ELECTIVES						
SP	English and Literacy		Maths and Numeracy			Science		Soc Subjects	HE (Cooking)		Art		PE		Music	RME	ICT	Life Skills		Per Achieve		Café Visit								
PMLD	Literacy	Numeracy	Science		HE (Cooking)		Art		PE / Hydrotherapy			Physio / Sensory			Music	RME	Life Skills	Per Achieve			Café Visit									

* Our curriculum is individualised to meet the needs of individual young people, so this is our overall period overview. This may be different for some young people due to their needs.

School Transport

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

Free Travel for 5 - 22 year olds

From 31 January 2022 all children and young people aged 5-22 are entitled to free bus travel in Scotland. You can apply for free travel online from today at <http://www.getyournec.scot> (This cannot be done through your school)

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 Attendance Support Service. If possible please, try to make dental/medical appointments outwith school hours. However, if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

For more information on Attendance, Absences, Lateness and responsibilities of parents please visit www.dumgal.gov.uk

Absence from School

Pupils who need to leave school during the school day i.e. 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.

Communicating with Home

A number of communication approaches are used to ensure parents/carers are informed of progress. These may include:

- Home/school diary
- School app
- School website: www.langlands-school.co.uk
- Texts, phone calls or emails
- Face to face or online meetings
- Formal reports on progress

The first point of contact for parents will be the class teacher. The teacher will be able to advise and communicate regarding most matters. Following this, the Principal Teacher and then the Headteacher may be contacted.



Parental Involvement and Engagement

Parent/Carers and the Parent Council

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

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

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

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

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

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

Parentzone Scotland

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

In Langlands, the Parent Council is known as *Friends of Langlands*. The current joint-chairs are Kemal Altug and Edwina Lower. They can be contacted at friendsoflanglands@gmail.com.

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.

Enrolment in Schools - School Places

Information on enrolment in school and catchment areas is available at <http://www.dumgal.gov.uk/article/15241/School-places>

Information regarding catchment areas can be found on the Council's website by accessing "Find My Nearest".

Please note that entry to Langlands School is via the local authority's *Resourced Provision Panel*. Please speak with your primary school, or contact Supportinglearners@dumgal.gov.uk for more information.

School Improvements

Each year the school will publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents. The plan indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward. Both the report and the plan are published on the school's website and are also available in hard copy, on request. A copy can also be found at www.dumgal.gov.uk/article/16631/Langlands-School.

The current areas of focus on our School Improvement Plan for session 2023-24 are as follows:



IMPROVEMENT PLAN PRIORITIES

2023-2024

Improve the appropriateness and quality of learning activities for all learners so they are better matched to each young person's level of needs, build on prior skills and knowledge, and allow recognition of progress and achievements.



Improve and develop our approaches to tracking, monitoring and evidencing progress, particularly in literacy and numeracy, and raise the attainment and achievement of all learners in both the BGE and Senior Phase.



Last session, we were inspected by the local authority as part of a School Collaborative Review, and by His Majesty's Inspectors of Education (HMIE).

Our key strengths from the HMIE inspection:

- We have developed a calm and nurturing environment, there are positive relationships, and pupils are keen to learn
- We have a strong sense of teamwork across the school, with staff working well together and responding sensitively to wellbeing and health needs
- We are working well with speech and language to support pupils to improve their communication

Our areas for development from the HMIE inspection:

- Ensure that young people engage in learning activities that match their level of needs and build on existing skills and knowledge
- Ensure all young people receive their full entitlement to a broad and balanced curriculum with activities that support skill development across all areas of the curriculum
- Strengthen our tracking and monitoring to show progress over time
- Raise attainment and achievement, including offering an increased range of qualifications/awards

HMIE inspectors will return at the end of this session to review our progress in relation to these areas for development.

Support for All

Support for Learners

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

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

Getting It Right For Every Child (GIRFEC)

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

More information is available at www.dumgal.gov.uk/girfec

Child Protection

All children have the right to be protected from harm, abuse and neglect. The vision for all children and young people in Dumfries and Galloway is that they should be: safe, healthy, achieving, nurtured, active, respected and responsible and included. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well.

Further information can be found at <http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

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



Emergency Procedures (including Safer Together Guidance)

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

Health Care (inc First Aid)

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

For more information see our Authority Handbook.

Severe Weather and School Closure Arrangements

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

www.dumgal.gov.uk/article/15240/Emergency-school-closures

Data Protection

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

ICT in Schools

For more information on ICT in school please see the Education Authority Handbook.

Use of the Internet, Social Networking Sites

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

For more information see our Authority Handbook and Safe Digital Learning and Social Media Leaflet.



**LANGLANDS
SCHOOL**
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