



Welcome to

Shawhead Primary School



December 2023

Information at a Glance

School Address

Shawhead Primary School
Shawhead, Dumfries, DG2 9SL

Telephone: 01387 730240

Email address:

gw08officeshawhead@ea.dumgal.sch.uk

Parent Council Chairperson Joanne Shennan

Parent Council email

shawheadparentcouncil@gmail.com

Head Teacher Mr Gordon Tennant

School Roll 17

Denomination Status Non-denominational

Status of Gaelic Not taught

School Staff:

Teaching Staff

	Mrs. R. Robson (PT)
P4-7	Miss. L. Baillie
P1-3	Mr R. McNay
Learning Support	Mrs. S. White
Learning Assistant	Miss E. Drysdale
Senior Clerical Assistant	Mrs. M. McMorran
School Education Support Officer	Mrs. J. Burnett

If you would like some help understanding this or need it in another format please contact 030 33 33 3000.

Auxiliary Staff

Facilities Assistant	Mrs. K. Vevers
Cleaner	Mrs. K. Vevers
Catering Assistant	Mrs. S. Donaldson

The School Day

The school grounds are open from 08.45 a.m.

9.00 a.m.	Start of school day
10.45 – 11 a.m.	Morning Interval
12.30 – 1.15 p.m.	Lunchtime
3.00 p.m.	End of school day

School term dates can be found at:

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

Communicating with home

We now send most communications home from school electronically. Emails and Groupcalls are sent regularly with a Newsletter termly. We have found this to be an efficient and environmentally friendly system. Newsletters are also posted on the school blog. Reply slips, general paper correspondence and leaflets etc. are sent home in the pupils' bags. Parents are also welcomed into school for school shows and celebrations of learning as well as for formal Parents' Evenings.

School Blog: <https://blogs.glowscotland.org.uk/dg/shawheadschoo/>



Welcome from the Head Teacher

Dear Parent / Carer

Welcome to our school from all at Shawhead Primary School. We are a rural school partnered with Lochrutton Primary School

The purpose of this handbook is to provide you with all the key information you will need as your child starts at the school. If you have any queries about the content of the handbook, or any questions that the handbook does not answer, please do not hesitate to get in touch.

In line with the Education Bill (2015) and the National Improvement Framework the schools aim is to ensure that all children are able to reach their full potential through:

- Raising attainment, particularly in literacy and numeracy and weakening the link between attainment and socio-economic disadvantage
- Ensuring early intervention
- Supporting children to be healthy and active
- Using data gathered from school, the local authority, children, parents and national organisations to find out what makes a positive difference to children's learning and health and wellbeing

Shawhead School aims to make sure our learners are happy and healthy and feel safe and secure so they can try their best, learn actively, achieve great things and make us proud. We work with pupils, parents, school staff and a variety of partners to try to achieve these aims for all our pupils.

We look forward to welcoming you and your child to our team and hope this handbook helps your child settle in successfully at Shawhead Primary School.

Yours sincerely

Gordon Tennant
Head Teacher

For more links and detailed information about how we support parents and work with our schools, please see our **Authority Handbook**. This also includes a page for financial support for Children and Families.

School Aims, Values and Ethos

Our School Values

- Friendship
- Fairness
- Looking after each other
- Treating everyone equally
- Respect – for each other and the school
- Honesty
- Co-operation
- Being polite and considerate
- To be responsible for our own actions
- Being healthy
- Working hard
- Aiming high

Our Aims

We aim for our learnings to become.....

- Independent and successful learners
- Caring and responsible citizens
- Thoughtful and confident individuals and
- Enthusiastic and effective contributors

Our School Vision

(Written by the pupils using information gathered from parents, staff and other stakeholders)

Shawhead School will make sure our learners are happy and healthy and feel safe and nurtured so that they can try their best, learn actively, achieve great things and make us proud.

School Motto

Keen, Kind, Clever, Cool; that's what we are, at Shawhead School.

Contact Us

The school welcomes suggestions and enquiries from parents and carers.

If you need to find out something

We can be contacted by e-mail, telephone, group call text messages or face to face. Where it is not possible to resolve enquiries straight away, we will make arrangements to follow up as necessary with the most appropriate member of staff.

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, discuss the issue and direct your enquiry 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/Complaints-procedure

How the School Works

Class Organisation

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Headteacher to organise the class structure.

For more information, on School class sizes and grouping please visit www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Head Teacher to organise the class structure.

Shawhead School currently has one Partnership Head Teacher, a Principal Teacher, a part time teacher, and a probationer teacher. The children are separated into a P1-3 class and a P4-7 class. Whilst they have a main class teacher, all pupils will be taught by all class teachers at some time in the week/term. The children will be in different groups for different subjects depending on the Curriculum for Excellence level they are working at. These groupings will change as pupils develop at their own pace.

Composite Class Size Policy

There are national and local agreements in Dumfries and Galloway about class sizes in primary school. Under present arrangements, class sizes are determined by the number of pupils on the school roll and the finance available for staffing. Currently

no single-age class should be greater than 30 in P1, P2 and P3 nor greater than 33 in P4-P7. No composite class should be greater than 25

For more information please see the [Education Authority Handbook](#)

Positive Behaviour and Celebrating Success

Shawhead School is a very nurturing and inclusive school, where every member of the team is valued and their achievements are shared and celebrated. We share successes and involvements, from both in and out of school, daily and weekly. All the pupils in the school are part of a Pupil Voice group and their work in these groups has led to the whole school achieving success in national awards; for example, we are the proud holders of a 7th Green Flag from Eco Schools Scotland, we have a Platinum Green Tree Schools Award, we have a Silver Sports Scotland Award and are a UNICEF Silver Rights Respecting School. These achievements are valued by all the members of the team and allow everyone to achieve, and celebrate success.

We work hard to build positive relationships across the school and these positive relationships allow us to take a restorative approach in encouraging positive behaviour. We have a clear set of agreed school rules made with our staff and pupils – a school charter which help our youngsters make positive decisions about their behaviour.

- **We are positive about other people's opinions**
- **We care for each other**
- **We are kind and helpful and include everyone**
- **We are honest and listen to each other**
- **We bring in healthy snacks**
- **We work hard and always try our best**

Good behaviour is expected and promoted. We are a KiVa school, which means we follow a clear anti-bullying programme where the children have a good understanding of what bullying is and how to deal with it, should bullying occur.

As we are a Rights Respecting School, the children create their own class charter, based on their rights as set out in the UNCRC.

For more information please see page 13 of the [Education Authority Handbook](#)

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

Shawhead Primary's designated school uniform is a royal blue school sweatshirt, school hoodie, white polo shirt and either grey or dark coloured trousers or skirt. Pupils are encouraged to wear school uniform as it helps create a sense of belonging and a positive attitude to school as a place of work. Uniform can be ordered directly from School Trends to be delivered to your home (simply search for Shawhead Primary at www.schooltrends.co.uk)

Pupils are usually asked to wear soft indoor shoes on the carpeted areas, and painting shirts should be provided for art work.

P.E. Kits, including T-Shirts in house colours are available from School Trends.

As all school sweatshirts etc. look exactly alike, you are strongly advised to put your child's name on articles of school uniform.

Outdoor Activities – Shorts and T-Shirt or Tracksuit;
Training Shoes/Gym Shoes

Indoor Activities – Shorts and T-Shirt; Training Shoes/
Gym Shoes

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

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

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.

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.

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.

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.

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 will be entitled to free bus travel in Scotland. You can apply for free travel online from today at 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 Opportunities for All Service. If possible please, try to make dental/medical appointments outwith school hours. However, if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class.

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

Curriculum for Excellence

Curriculum for Excellence (CfE), 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.

Broad General Education

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

CfE also includes Languages, Expressive arts, Religious and moral education, Sciences, Social studies and Technologies. The responsibility for the curriculum offer in your school sits with the Headteacher.

Shawhead School aims to ensure that all learners' progress at their own pace and so differentiates learning to allow individual achievement. Pupil progress and achievement is monitored carefully so that support can be offered to learners at appropriate points to ensure continued progress.

At Shawhead School, we are keen that our pupils experience a wide range of learning opportunities to ensure they are able to develop skills and knowledge in a manner that suits them best. We are keen to develop independent pupil-led learning in the school. Outdoor Learning offers a wide variety of opportunities for pupil-led learning as well as providing challenge and an opportunity to apply skills and knowledge gained in the classroom. We are committed to developing our Outdoor Learning at Shawhead, and so provide a wide range of learning contexts and opportunities.

Pupils also develop skills and knowledge through their work in their Pupil Voice group and through a variety of whole school activities and enterprises, such as planning and performing school shows, hosting community lunches and taking part in sporting events.

The school has a focus on Literacy, Numeracy and Health and Wellbeing, as these vital skills are the foundation of all other learning. As part of Literacy and Languages, French is taught from P1 to P7 as a second language and Spanish is being introduced as a third language to P5 to P7. Digital skills are embedded into our curriculum, with laptops and iPads being used as a part of learning in most lessons. Pupils develop digital skills as part of their Interdisciplinary Learning.

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

For more information or support for how you can become involved in or to run your Parent Council please visit www.dumgal.gov.uk/

For more information on what is meant by parental involvement visit www.dumgal.gov.uk/

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.

How is my child doing?

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



Helping Your Child and Family Learning

From time to time the school will set regular homework tasks for the pupils which reflects the breadth of the curriculum. This keeps parents informed about on-going school work and gives the children the opportunity to develop their skills through extra practice.

Children may also be asked to complete work which has not been finished in class.

From Primary 1, children will usually be set regular reading homework which involves a parent or other responsible adult listening to the child read and discussing the text. Phonic homework, which involves the parent listening for the phonic sound, and practising the writing of the appropriate phonic. Maths homework will only be sent home if it is felt that the pupil would benefit from more consolidation.

From Primary 2, spelling homework may also be given. Learning to spell requires specific skills so the children will be asked to practise these and learn spelling rules and associated words.

To ensure that parents are aware of the homework being set, communication is sent out to parents. We also ask that completed work is signed by a parent or other responsible adult.

Support for All

Support for Learners

All children receive support at school and nursery to help them learn. 'Additional support for learning' is how we describe any support that is extra or different to the help that most children receive. Most of this additional support is provided by teachers in mainstream classes, focussed on learning and support to be fully involved in school life. For the majority of children and young people this will be delivered in a mainstream classroom supported by their classroom teacher 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.

More information is available at www.dumgal.gov.uk and on page 18 of our [Education 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 and on page 20 of our [Education Authority Handbook](#)

Child Protection

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

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

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

Enrolment in Schools - 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".

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 web-site and are also available in hard copy, on request. A copy can also be found by searching for your school at www.dumgal.gov.uk/schools

[Shawhead School Improvement Plan 2023 - 2024](#)



Health and Safety

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 page 14 of the [Education Authority Handbook](#)

Use of the Internet, Social Networking Sites

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

For more information visit our [Education Authority Handbook](#) and [Safe Digital Learning and Social Media Leaflet](#)

