



# Welcome to St Michael's Primary School



**School Handbook 2022**

# Information at a Glance

## School Information

### School Address

St Michael's Primary School  
Glebe Street  
Dumfries  
DG1 2LZ

Telephone: 01387 253058

### Email address:

gw08office@michael's@ea.dumgal.sch.uk

### Website Address:

<https://stmichaelsdumfries.dumgal.sch.uk/>

**Parent Council Chairperson:** Mrs K McLean

**Parent Council e-mail:** [smpcgroup@gmail.com](mailto:smpcgroup@gmail.com)

**Head Teacher:** Mrs Hilary Thomson

**School Roll:** 173

**Denomination Status:** Non-denominational

**Status of Gaelic:** Not Taught

### School Education Support Officer

Mrs Karen Bryden

## School Staff

### Teaching Staff

#### Principal Teacher

P7 Miss L Nicoll

#### Teaching Staff

P1 Mrs W Kirk  
P2 Miss R Watret  
P3 Miss R Bodell  
P4 Miss A Best  
P5 Miss McQuarrie  
& Miss Urquhart  
P6 Mrs V Alston  
P7 Mrs V Robinson

#### Learning Support

Mrs L Gallagher

### Non-Teaching Staff

#### Clerical Assistant

Mrs S Gibson

#### Learning Assistant

Mrs C McGaw  
Mrs A Beswick  
Mrs H Adams (PEF)

### Auxiliary Staff

**Janitor/Playground Supervisor** Mr R Rivero

#### Kitchen Staff

Mrs J McGill  
Mrs K Brothwick

#### Cleaning

Mr Alex Selkirk

#### Crossing Patrol

Mr B Muirhead  
Mrs J Coulthard

The school gates open: 08.40am

School Starts: 09.00am

Morning Break: 10.30-10.50am

Lunch Break:  
P1 P2 P3 and P7 12.20-1.00pm  
P4 P5 P6 12.35-1.15pm

End of Day: 3.00pm

## Communicating with home

St Michael's Primary School encourages a close relationship between home and school and endeavours to keep parents fully informed on all matters by issuing a Weekly Bulletin via e-mail, every Friday throughout the session. We also have Home/School Diaries, Class Dojo, Pupil's Journey Books, Mail Folders (sent home on Fridays) and questionnaires to seek opinions on specific issues.

### School term dates can be found at:

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

### Parental Involvement information:

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

### Parentzone Scotland:

<https://education.gov.scot/parentzone>

## Welcome from the Head Teacher

Dear Parent / Carer

The staff and children at St Michael's Primary School extend a warm welcome to all parents, families, friends and visitors to our school, where the focus is very much on teamwork, with everyone doing all that they can to allow our children to work to their full potential.

At St Michael's Primary we aim to provide a happy, stimulating and secure learning environment, which encourages positive working attitudes in all our pupils, and fosters respect and tolerance for the beliefs and opinions of others. We believe that, to enable each child to achieve their full potential, it is important to develop and maintain a positive partnership between home and school. Parents and carers are regarded as an important and essential part of school life and your full participation and support is sought and welcomed.

The work we do sits within both our local context and the national context of the National Improvement the key priorities of which are:

- Raising attainment particularly in literacy and numeracy.
- Closing the attainment gap between the most and least disadvantaged children.
- Improvement in children's Health and Wellbeing
- Improvement in employability skills and sustained, positive school-leaver destinations for all young people.

This handbook is designed to give parents, carers and families an insight into our school, our priorities and expectations. We trust you find it both interesting, and helpful in clarifying some of the many questions you may have regarding the day to day life of the school. Any prospective parents are invited to contact the school office in order to arrange a visit to look around the school and we would wholeheartedly encourage this.

We look forward to having you and your child join us and developing an effective working partnership that ensures your child will have a happy, enjoyable and educationally rewarding experience throughout their years at St Michael's Primary.

Yours sincerely

*Hilary Thomson*

Head Teacher



## St Michael's Reburishment January 2023 – October 2023

St Michael's Primary School is getting over a £1,000,000 refurbishment, which will see the building being reroofed, all the windows being replace, and the heating system updated. The front entrance and school office will be repositioned to offer more space at the entrance, there will be a new toilet block built and all the toilets will be refurbished. The classrooms which have partition walls, will become solid walls, to allow for better positioning of the class prometean boards and ceilings will be lowered to be more energy efficient.

During this refurbishment, the whole school will be decanted to temporary classrooms on the site of St Joseph's Playing Fields. Entrance to the site at the beginning and end of the school day will be through the back gate of the school which is situated on Glebe Street. During the school day, entrance to the school will be through the front entrance to St Joseph's College.

Whilst the school is decanted, we shall share St Joseph's lunch facilities, PE facilities and sports field.

Regular updates will be shared at the Parent and Carers Group meetings and in the Head Teacher's weekly Bulletin.



## How the School Works Class Organisation

For organisational purposes, schools are structured into classes. Each year it is the responsibility of the Head Teacher to organise the class structure. Any decisions will be determined by the total school roll, the number of teachers allocated to the school, the physical capacity of the learning and teaching areas and any need to accommodate specialist equipment and mobility aids.

Class structures may consist of composite or single stage. Children will be placed in composite classes with consideration given to a number of factors:

- Learning needs
- Gender balance
- Siblings
- Age

Education Services will support any decision made by the Head Teacher following the above criteria. In most cases single stage classes will be determined by age. If parents are unhappy with the class organisation they should speak with the Head Teacher in the first instance.

The maximum number of pupils per class is as follows:

**P1 – 25      P2/P3 – 30      P4/P7 – 33**

# Our Code of Conduct

**OUR LEARNING**

1. Work well with others and accept their ideas.
2. Listen, concentrate and work quietly on what you are doing.
3. Reach for the stars and aim for your targets.
4. Complete all tasks, including Shared Learning tasks, to the best of your ability.
5. Always try your best and be proud of your work.
6. Make sensible and positive decisions.
7. Take part fully and enthusiastically in all activities.
8. Never give up – If you need help then ask.
9. Make good use of your learning time – be busy and always have something to do.
10. Share all of your learning achievements including those out with school.

Pupil Signature \_\_\_\_\_  
Date \_\_\_\_\_

**OUR BEHAVIOUR**

1. Be a team player, work together and don't get the red card.
2. Play safe to stay safe in the school grounds.
3. Be a friend to everyone.
4. Look after and share your classroom and playground equipment.
5. Think before you speak.
6. Behave outside in the community as well as within school.
7. Always show wonderful manners.
8. Feed the bins, not the seagulls.
9. Be honest and take responsibility for your actions.
10. Move in and around the school safely and respect everything and everyone in our school.

Parent/Carer Signature \_\_\_\_\_  
Date \_\_\_\_\_

## Reach for the Stars

Artwork by St Michael's pupils: Sophie Strain, Morgan West and Charlotte Mudgegier

## Positive Behaviour and Celebrating Success

### Our Code of conduct

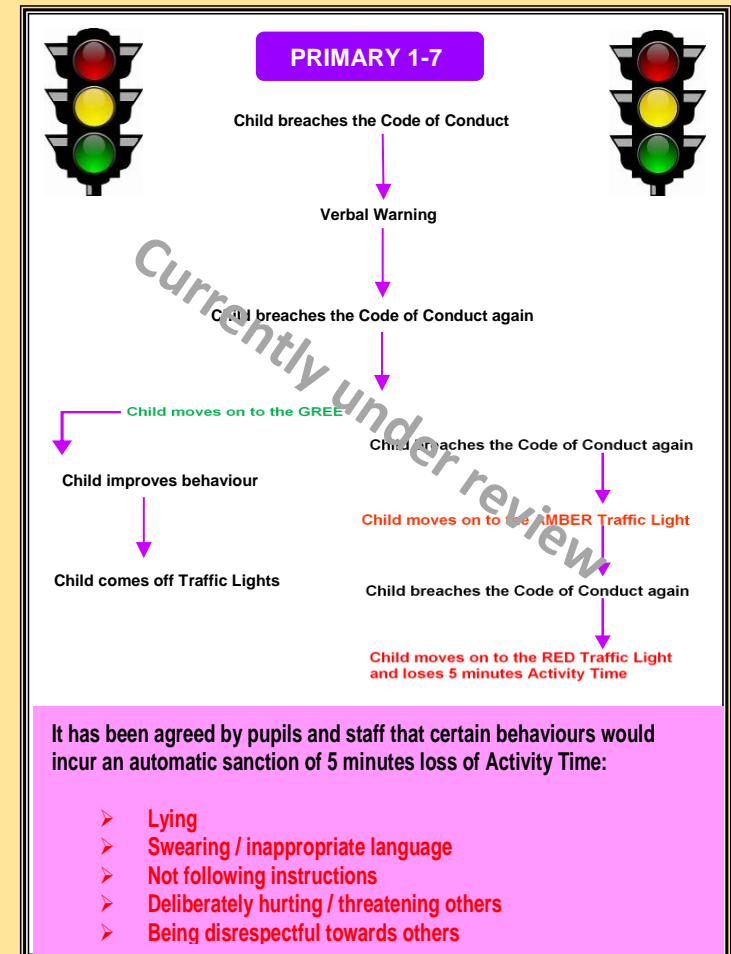
All children have a right to feel happy and secure in our school. We aim to promote a caring and co-operative atmosphere in the school and playground. Our staff are fair and polite to children and we provide a quiet, calm environment in which children can work and play. Our children are supervised throughout the day and there is always an adult available should children want to discuss any concerns or worries. In consultation with stakeholders we have agreed upon the St Michael's Code of Conduct which pupils, parents and staff have all signed up to.



## Traffic Light System

To ensure a consistent approach to behaviour management throughout the school it has been agreed that each class will have a system whereby every pupil starts the week with an entitlement of 45 minutes Activity Time. Through this approach we are supporting pupils in modifying their own behaviour, and we are not setting the pupils up to fail.

We use the **Traffic Light System** as shown below to support us in Promoting Positive Behaviour:



## Celebrating Success

We believe in celebrating success, so at our weekly assembly pupils are encouraged to share their achievements outside of school. Individual achievements within school are recognised by awarding 'House Points' and 'Pupil of the Week', P7 Buddy and 'Lunchtime Award' certificates. These are awarded for a variety of reasons, and are intended to highlight ways in which pupils are developing the four purposes of Curriculum for Excellence. The children who receive the 'Pupil of the Week' certificates are invited to attend a Tea Party with the Head Teacher, Mrs Thomson.



## Recognising and Celebrating Pupils Wider Achievements

Our school's **SKILL** Awards scheme provides support for independent and motivated learners through a challenging and varied 7-year Wider Achievement Programme which is linked to each of the 4 capacities of Curriculum for Excellence and takes account of learning in and out with school. This approach to recording and accrediting our children's skills development and achievements throughout their Primary years encourages our pupils to engage in high quality learning experiences which increase engagement and improve motivation for all learners.

## SKILL – Successful, Kind, Individual, Lovers of Learning

St Michael's Primary School – Tracking and Accrediting Pupil Progress in Wider Achievement					
Successful Kind Individual Lovers of Learning Awards					
Primary 7					
LEVEL 7	<b>Gold</b>	<ul style="list-style-type: none"> <li>Plan a family event independently.</li> <li>Represent a club or group following a talent.</li> <li>Become a regular volunteer which requires you to use your leadership skills.</li> <li>Take responsibility for an aspect of home life. E.g. posting out the bin weekly.</li> <li>Reflect on my primary school career and set myself realistic targets as I leave my primary school.</li> </ul>	<ul style="list-style-type: none"> <li>Share sporting success out with others with other people.</li> <li>Be involved in the risk assessment of a local trip or venture.</li> <li>Work with buddies to demonstrate green cross code and road safety.</li> <li>Explain how to treat minor cuts and burns and the benefits and dangers of medicine.</li> <li>Identify a weakness within myself and can create and follow through a plan of improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Find out about clothes-care symbols and wash, dry and iron my family's clothes.</li> <li>Tidy, dust and vacuum a room in the house once a week for one month.</li> <li>Raise awareness of supporting a charity.</li> <li>Help out an elderly relative/ neighbour with housework or shopping.</li> <li>Take on additional chores around the house.</li> </ul>	<ul style="list-style-type: none"> <li>Active involvement in a community/world charity/event.</li> <li>Understand and share personal research into a big issue which affects our sector.</li> <li>Identify a local issue and take some action.</li> <li>Grow some kind of food in an allotment/ garden area and use it as part of a meal.</li> <li>Always switch off all appliances at home at the end, when not in use.</li> </ul>
	<b>Silver</b>	<ul style="list-style-type: none"> <li>In your school leadership role evidence something which you have changed for the better.</li> <li>Take on additional playground responsibilities – e.g. organised play with P2 buddies.</li> <li>Help at a Parent Council event.</li> <li>Help a younger sibling or a friend with their homework.</li> <li>Plan and create my P7 profile which demonstrates all my skills, interests and abilities.</li> </ul>	<ul style="list-style-type: none"> <li>Be involved in an extra-curricular sporting activity.</li> <li>Explain to pupils the key points about stranger danger.</li> <li>Identify 3 positive points about a member of my family.</li> <li>Prepare a healthy lunch for myself.</li> <li>Always wear a helmet when out on my bike and use cycling proficiency skills to keep me safe whilst out on my bike.</li> </ul>	<ul style="list-style-type: none"> <li>Take part in the Buddy Reading scheme.</li> <li>Share work with other people in the community.</li> <li>Make breakfast in bed or a cup of tea for a family member of your choice.</li> <li>Raise awareness of visual impairment and blindness i.e. investigate ways in which blind people are helped by technology.</li> <li>Use a Toolkit to ensure the school is accessible to those with mobility issues.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in a local environmental event.</li> <li>Pick up litter in the playground during breaks and lunch times.</li> <li>Work the school garden area during breaks and lunch times.</li> <li>Bring a litter free packed lunch/ Have a no waste school dinner daily.</li> <li>Recycle waste at home.</li> </ul>
	<b>Bronze</b>	<ul style="list-style-type: none"> <li>Be a buddy to a Primary 1.</li> <li>Lead by example i.e. behaviour, dress code, manners.</li> <li>Participate in a range of Transition activities.</li> <li>Represent our school in at least one event in or out with school E.g. Golf, Hockey events, speechmaking.</li> <li>Hold a simple competition in another language.</li> </ul>	<ul style="list-style-type: none"> <li>Come to school independently and safely each day.</li> <li>Participate fully in P.E. in complete kit.</li> <li>Make healthy choices at snack and lunch time.</li> <li>Represent the school in an appropriate and safe manner.</li> <li>Hold a simple competition in another language.</li> <li>Identify 3 positive things about myself.</li> </ul>	<ul style="list-style-type: none"> <li>Be a buddy to a Primary 1.</li> <li>Use my manners and show respect at all times within the school.</li> <li>Demonstrate high standards in playground behaviour – include others, show good sportsmanship.</li> <li>Demonstrate high standards in classroom behaviour – follow school Code of Conduct, help others.</li> <li>Demonstrate you are part of our team by wearing full school uniform everyday including appropriate footwear.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in a whole class/school waterpark project.</li> <li>Make links with a school in another town/country.</li> <li>Share work within Learning for Sustainability with other people.</li> <li>Make a difference to an environmental issue whilst undertaking a Leadership Role – e.g. House Captain, Eco Rep.</li> <li>Understand an Eco focused activity within school and demonstrate awareness of the Global Goals.</li> </ul>
		<p><b>Successful Learners Leadership and Learning</b></p>	<p><b>Confident Individuals Staying Healthy, Staying Safe</b></p>	<p><b>Effective Contributors Kindness and Caring</b></p>	<p><b>Responsible Citizens Proactive Citizens of Our World</b></p>



## Activity Time

In continuing to embrace Curriculum for Excellence and offer our pupils enhanced learning experiences we have in place 'Activity Time' which supports us in celebrating the positive behaviour and work ethic of our pupils. Activity Time offers the children specific learning opportunities which they will develop over a 4/5 week period before moving on to another activity. In August 2014 we introduced Activity Time 'Passports' which allows for each pupil to keep a record of the skills they have developed in relation to Curriculum for Excellence - Experiences and Outcomes, whilst participating in their chosen activity. The range of Activities on offer is very impressive with Gardening, Biking, Clay Modelling, Walking, Filming, Board & Card Games, Orienteering, Maths in the Park, News Paper Crafts, Hama Beads, Construction Challenge to name but a few!



## 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 please use the following link to the **Education Authority Handbook**



At St Michael's we believe that the wearing of the school uniform encourages a sense of belonging and pride in our school. They also look very smart and it is far more economical for parents and eliminates the competition which often arises with 'fashion' clothes. 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. (eg football colours)
- Could cause offence (eg anti-religious or political slogans).
- Could cause health and safety difficulties such as loose fitting clothing, dangling earrings.
- 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

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 £100 per child. Guidance and more information is available at <http://www.dumgal.gov.uk/article/15246/Schoolclothinggrants>

We have a very smart basic uniform, which consists of:

- Black skirt/pinafore/trousers
- Gold polo shirt or White shirt/blouse with school tie
- Brown V-neck school jumper/cardigan with School tie or Brown or Gold School Sweatshirt
- Yellow gingham dress (summer)
- Brown Fleece
- Black shoes should be worn with trainers being kept for P.E. We also provide pupils with a P.E. Bag for their P.E. Kit which should consist of: Shorts (not Bermuda type)
- T-shirt (white/yellow)
- Gym Shoes

In the interests of safety, the children are asked to remove watches, necklaces, bangles and earrings before a P.E. lesson. It is helpful if children do not wear jewellery on P.E. days. Newly pierced ears should be taped.

A long sleeved overall or an old shirt should be provided for artwork as it is important that pupils should cover up before working with paint, glue etc. We cannot accept responsibility for damage caused. This 'overall' will be kept in school and washed regularly using our facilities within school. For everyday wear most of our children opt to wear a polo shirt and sweatshirt. This is comfortable for both classroom and outdoor activities. However for formal occasions we ask that the children wear white shirts and ties. In the better weather children may wear shorts (dark coloured, no motifs please). Many of the girls choose to wear yellow gingham dresses, which can be purchased, from local stores.



'Lost Property' is kept inside the main entrance and unclaimed items are cleared at the end of each term.

## School Meals

Naturally, D&G local provenance for a sustainable future. Detailed information on school meals is available at <https://www.dumgal.gov.uk/schoolmenus>

Children may choose to have a school meal, a home packed lunch or go home for lunch.



### Pre-ordering lunch

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

DG First operates the contract for school meals. Our meals are prepared at Calside Primary and transported to our kitchen to be served.

### Special dietary requirements

For food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin may be catered for. Ask the school for a registration form or call **030 33 33 3000** and ask for Facilities Operations (Catering)

### Free School Meals

Free School Meals are provided for all pupils in Primary 1, 2 and 3. Younger children at nursery or older pupils at primary may also be eligible for free

school meals in certain situations as well as those families on qualifying benefits. For more information on free school meal entitlement visit: <https://www.dumgal.gov.uk/schoolmenus> or contact Education Support Services on **01387 260 493**



### Packed Lunches

Pupils who prefer to bring packed lunches from home join the others in the dining room and are supervised at all times. Lunch is seen as an opportunity to develop pupils' personal and social skills.

For safety reasons, glass containers and cans should not be given to the children and, in order to prevent damage to school books in school bags, it is advisable to give your child a separate lunch box.

### Home Lunches

Some children prefer to go home for lunch. If going home, class teachers should be advised by letter on each particular day. Children will not be permitted to leave the school premises without this permission.

### 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 <https://www.dumgal.gov.uk/article/15245/Free-school-transport>

## Attendance

It is your responsibility as parents to ensure that your child/children attend school regularly. For the safety of all children it is important for you to telephone the school office prior to/at the beginning of the absence.

### Absences

These are recorded in class registers and frequent or irregular absences not supported by a reasonable excuse, will be notified to parents and the matter may be referred to the Opportunities for All Service. If possible please, try to make dental/medical appointments out with school hours. However, if this is not possible please inform us in writing or by telephone of the appointment and arrange to collect your child from class. For more information please use the link to the [Education Authority Handbook](#)



### 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.

We have in place a robust system of procedures to ensure the safety of all the children in our care. In order that our procedures work efficiently and effectively we require your cooperation in the following matters:

## Parents are asked to ensure that:

- The school is informed if the family is running late.
- Any legitimate absence is notified to the school by telephone before 9am on the first day of the absence without fail, and that further calls, before 9am, are made on every subsequent day of the absence.
- Contact telephone numbers, whether for home, for parents at work or for other emergency contacts, are kept up to date and are genuinely numbers where a response will be received. This is particularly important with mobile phone numbers.
- The school is kept informed of the absence and the likely return date.
- Any planned absences are officially notified to the school, in writing, in advance.
- School would be informed before 1.15pm if a child was not returning to school after lunch as a result of becoming unwell over that period.
- Latecomers report to the school office on arrival at school and sign in.

Staff will ensure that absences are checked every day and follow up the whereabouts of any child for whom we have no explanation.

Due to the amount of extra work involved and necessity of having the correct information I would ask you to make note of the above requirements and ensure that you follow through the procedures to ensure the safety of all our children.

## Holidays

The Government has highlighted the importance of school attendance to a child's development and has required schools to set targets for improved attendance. Against this background, there is considerable concern at the increasing number of term-time holidays being taken.

The Department recognises that some parents have difficulties in arranging their own holidays to suit school holiday periods and parents remain free, within reason, to remove their children for holidays during term time. They should, however, appreciate that prolonged absence from school at any stage is harmful to a child's education and it is not possible and also unfair to other children – to direct teaching time to assist a child who has been on holiday to catch up on what they have missed. This means that, whilst parents are at liberty to remove children from school for the purposes of family holidays, such absences will be recorded as 'unauthorised'

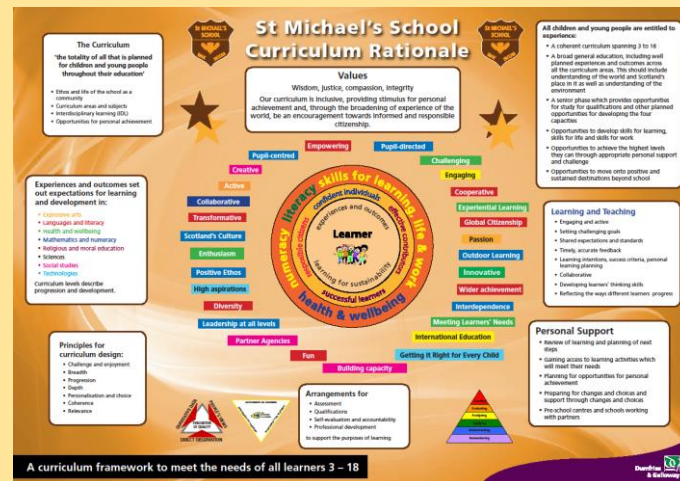
Parents should continue to inform the school, in writing, of any such holiday plans.

The exception to this is when a family holiday is judged to be important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events. Requests for absences for purposes other than family holidays will be dealt with on their own merits.

## Curriculum for Excellence

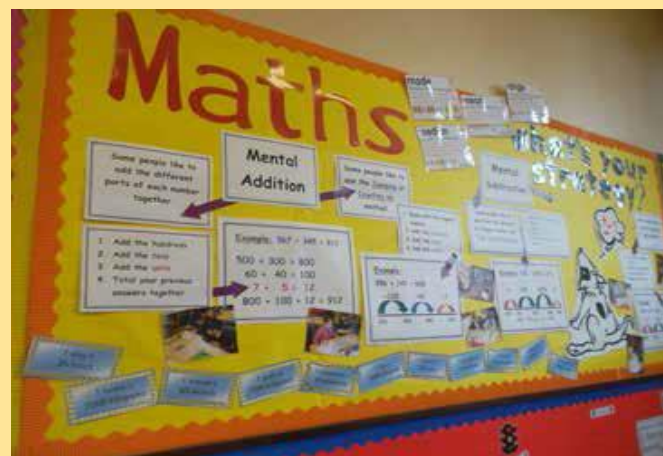
Curriculum for Excellence (CfE) is bringing learning to life in the way education is delivered for all 3-18 year olds – in early year settings, primary, secondary, at college, workplace or community learning. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.



Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills.





## 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 early years to the end of S3. This is the **Broad General Education**.



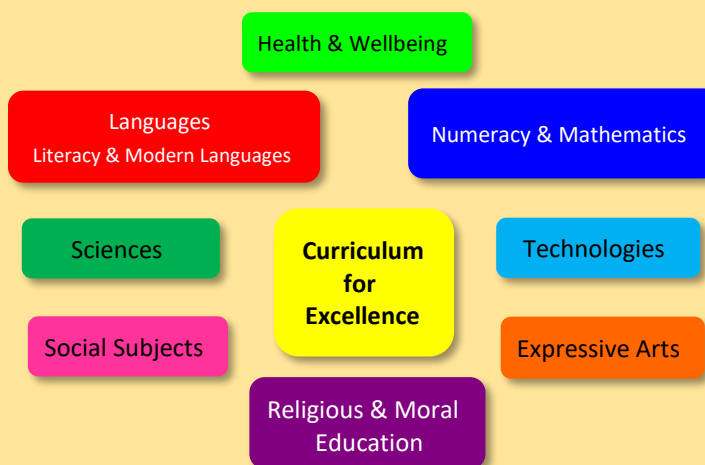
Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy, numeracy and health and wellbeing – the language and numbers skills that unlock other subjects and are vital to everyday life. It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom.

It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

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

## How does Curriculum for Excellence work?

There are eight identified curricular areas within the Curriculum for Excellence



- ❖ The 'learner journey' will be joined up from 3-18 to avoid gaps and overlaps in learning and to make the most of achievements outside school.
- ❖ Learners will work at a pace that suits, with enough challenge and support to stretch them.
- ❖ Lessons will be more engaging, inspiring and relevant to everyday life.
- ❖ Teachers will make connections between subjects, helping children make sense of the world.
- ❖ Children will learn how to learn and how to use their learning, not just memorise information to pass tests. This will help them adapt in an uncertain future with the ability to think for themselves, make sound judgements, challenge, enquire and find solutions.
- ❖ There's more focus on knowledge and skills including vital skills: literacy and numeracy, which underpin all learning and are critical in life.

- ❖ There are changes to assessment and how progress is reported to give learners, parents and employers better information on potential and achievement.

Sometimes these subject areas will be taught as a discrete subject area and at other times the subject area may be included as a Curricular Area within an Interdisciplinary Learning Plan, i.e. as part of an identified theme or topic. Within each subject area a variety of learning & teaching resources are used as is a variety of resources as appropriate.

## Home/School Partnership/Parental Involvement and Engagement

### Parent Council and Parent Forum

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

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

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

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

## Homework/Family Learning

Within St Michael's Primary School, homework is seen to cover a range of different tasks within a variety of curricular areas. Shared Learning may involve the child in the completion of a task independently outside school or may require him to work alongside another person be it adult or child. However, before any shared learning task is undertaken the class teacher will have briefed the child on the purpose and expectations of the activity and will have ensured that the child has a clear understanding of what is required. We see shared learning as a joint venture between teacher, pupil and home.

## The Purpose of Shared Learning (Homework)

- ❖ To strengthen home/school links and to encourage parental co-operation and support
- ❖ To encourage pupils to develop personal responsibility for life-long learning
- ❖ To help reinforce and extend children's learning
- ❖ To provide opportunities to work independently thus developing good study habits and self-discipline
- ❖ To help pupils learn to plan and organise their time
- ❖ To provide challenging opportunities for research and discovery

## Time Spent on Shared Learning (Homework)

It was agreed that homework tasks should last in general between fifteen and thirty minutes. Some tasks such as going to the library, may take longer but these would not be on a nightly basis. Homework given regularly was defined as being two to three times a week. Actual timescales will vary according to stage and task and will be communicated to parents at class level. However, it is to be expected that the time and frequency of homework tasks will gradually increase as your child moves up through the school.



## How is my child progressing in their learning?

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' Evenings / 3-Way Learning Conversations, formal reports or for some it may be through more formal, focussed meetings with other agencies.

## Helping the School

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

- ❖ Listen, talk, and encourage – this can have a big influence on children's learning
- ❖ Encourage your child to talk to you about their learning, what learning is happening at school and do what you can at home to build on that.

- ❖ Encourage your child to talk to you about their next steps in learning and find out how you can work with the school to support this
- ❖ Ask for help if you think your child needs it for any reason.
- ❖ Praise your child if he/she is working hard at something or has achieved something within or out of school
- ❖ Encourage any reading
- ❖ Look for opportunities at home to develop literacy and numeracy skills: money, number problems, time, measuring, matching, size, reading, writing, understanding instructions, questioning information
- ❖ Encourage your child to take part in activities e.g. hobbies, clubs which will provide opportunities to develop a range of skills

It is worth noting that you as a parent can provide many opportunities to encourage your child to learn, e.g.

- Family outings
- Visits to places of interest
- Playing family games
- Clubs and sports
- Making time to listen, read and talk to your child



## Support for All

### Additional Support for Learning

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/Additional-support-forlearning>



### 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:

<https://www.dumgal.gov.uk/girfec>

### Child Protection

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

<http://www.dumgal.gov.uk/article/16640/Support-forchildren-and-families>

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

### Enrolment in Schools and Moving on to Secondary School - TRANSITIONS

Information on enrolment in school and catchment areas is available at:

<https://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"

<https://www.dumgal.gov.uk/index.aspx?articleid=6293&articleid=6293>

We recognise the importance of building good relationships between primary and secondary so that your child's move from P7 to S1 is as smooth as possible.

Transfer from primary to secondary school will be dealt with by direct approach to parents from individual primary schools. Our catchment secondary school is **Dumfries Academy**.



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### School Improvements

In May/June of each year, the school publishes a Standards & Quality Report providing all stakeholders with a comprehensive summary of the school's work and learners' achievements over the last year. The first part of this report provides an overview of the school's progress in addressing its key priorities, while the second part gives information about, for example, how well pupils are learning and achieving; how well the school is supporting children/young people to develop and learn. In June, we publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents.

To view our most recent Standards and Quality Report and our latest School Improvement Plan, please visit our website: [www.stmichael'sprimarydumfries.co.uk](http://www.stmichael'sprimarydumfries.co.uk)

## Health and Safety

### Emergency Procedures

If your child feels ill during the school day and we feel that he/she would be better at home, we will telephone you or your emergency contact. Minor accidents, e.g. cuts, bruises, are dealt with by the school staff.

Serious accidents are few, but should one occur your child will be immediately taken either to your doctor or to hospital, if necessary, and you or your emergency contact will be notified. We cannot stress enough the importance of supplying the school with the relevant information we require in such a situation, i.e. your own home and work number and a telephone number of an emergency contact. Please remember that if your child stays in more than one home setting contact details should take account of this.

### Severe Weather and School Closure Arrangements

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

<http://www.dumgal.gov.uk/article/15240/Emergency-school-closures>

### Data Protection

Information on how the Council uses personal data is available at :

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

## ICT in Schools

For more information on ICT in school please see page 19 of the [Education Authority Handbook Use of the Internet, Social Networking Sites](#)

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

