



# Welcome to Sandhead Primary School



December 2024

# Information at a Glance

## School Address

Sandhead Primary School  
Sandhead, DG9 9JD

Email address:

[gw08officesandhead@ea.dumgal.sch.uk](mailto:gw08officesandhead@ea.dumgal.sch.uk)

Parent Council Chairperson Mrs Kirsty Armstrong

Parent Council email

[gw08officesandhead@ea.dumgal.sch.uk](mailto:gw08officesandhead@ea.dumgal.sch.uk)

Head Teacher Mrs Ilene McColm

School Roll 83

Nursery Roll 22

Denomination Status Non-denominational

Status of Gaelic Not taught

## School Staff:

### Teaching Staff

Mrs Gillian Gorman	Principal Teacher
Mrs Carole Topping	Class Teacher
Mrs Patricia Campbell	Class Teacher
Mr Craig Johnson	Class Teacher
Miss Amy McGill	Class Teacher
Mrs Marie Lockwood	Additional Support for Learning Teacher

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

### Auxiliary Staff

Mrs S Service	Clerical Assistant
Mrs L McQuillan	Learning Assistant
Mrs D Torbet	Learning Assistant
Mrs J Fitzgerald	Learning Assistant
Mrs R Buttar	Playground Supervisor
Mr C Adams	Building Facilities Assistant
Miss M Allison	Catering Manager
Mrs Sue Wawrzyniak	Catering/Cleaning Assistant

## Communicating with home

If your child is going to be absent for any reason, please contact school office by 9.30am for each day of absence. (Tel 01776 860256) If you have general enquiries, such as missing clothing, lunches, transport appointments/absences and uniforms, please contact the school office. If a parent wishes to discuss any aspect of their child's learning, they should contact the office via email or telephone message, so that the appropriate member of staff can help. Classes issue 'Take a Peek' newsletters on a termly basis. General newsletters are issued termly. The school has a closed Facebook page where parents are updated on day to day learning activities and special events.

## The School Day

School gates open at 8.45am. Playground is supervised from 8.45am.

9.00am - 10.40am

10.40am - 10.55am (break)

10.55am - 12.20pm

12.20pm - 1.05pm (Lunch)

3.00pm End of school day

School term dates can be found at:

[www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates](http://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates)



## Welcome from the Head Teacher

Dear Parent / Carer

A warm welcome from everyone at Sandhead Primary School. We hope you find this handbook helpful and that it gives a flavour of what we aim to achieve for your child. Our clear vision, values and aims, developed by our families and staff, demonstrate that we are all working together as one team, striving to ensure that every single child leaves us equipped with the necessary skills to achieve their goals and dreams. We want all our learners to look back on their time in our school with fond memories, knowing that they were cared for, respected and valued every step of the way. Our pledge to you is to remain committed to these aims every day. I look forward to working in partnership with you at Sandhead Primary and supporting your child to blossom and succeed.

Yours sincerely

**Ilene McColm**  
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

“Step aboard our ship

Come join our crew

We all sail together

To make you the best YOU!”

### Vision

Our vision within Sandhead Primary School is to develop resilient, respectful, confident, happy individuals with a love for learning.

### Values

At Sandhead Primary, we value:

- Respect
- Resilience
- Confidence
- Happiness
- Love of Learning

Leading the ship in its journey towards achieving the goals and dreams of our learners, is Captain Arrchi! He is a successful starfish created by the children, who works alongside the crew on our ship. Each crew member will support and inspire your child to use their characteristics and skills to achieve, whatever that may look like for them. We embrace uniqueness and individuality!



### School Aims

- To put our children, families and our local community at the heart of everything we do.
- To provide a happy, nurturing school community where our children are supported and encouraged to achieve their full potential.
- To provide rich learning opportunities where children will be ready for the challenges they will meet in their future.

To recognise that we all have responsibilities to look after ourselves, others and the world we live in.

## 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](mailto: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](http://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](http://www.dumgal.gov.uk/article/16646/School-class-sizes-and-groupings)

Each year it is the responsibility of the Headteacher to organise the class structure.

P1/2 – Mrs Gorman

P3/4 – Miss McGill

P5/6 – Mrs Topping/Mrs Campbell

P6/7 – Mr Johnston

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

### Positive Behaviour and Celebrating Success

We promote positive behaviour through our Positive Relationships policy, which was co-created with learners, staff, parent/carers and community, and is in line with authority and Scottish government guidelines. All behaviour is communication, so we believe the most successful way to promote positive relationships is to create an ethos where we try to understand behaviours through restorative practices and give appropriate support where needed, referring to the Principles of Nurture throughout. Staff are trained in these theories and show compassion and patience when managing behaviours. The wider impact of challenging behaviour is always acknowledged and positive solutions to move forward are supported. We celebrate success and real-life examples of learners displaying our school values in a variety of ways. Our school reward system is aligned with our school values. Pupils earn 'House Points' in

classes which are totalled weekly and announced at assembly. We openly celebrate pupils' successes and share these with the school and wider community on a regular basis

We also give children opportunities to take the lead on their learning. All our children participate in our Pupil Voice groups. Our current pupil voice groups are Rights Respecting School, Digital Leaders and The Community Crew. Alongside these we also have an active Pupil Council, Reading Buddies and pupil led lunch groups.

For more information please see 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](http://www.dumgal.gov.uk)

Our school uniform consists of grey/black skirt/ pinafore/ trousers, white/ navy polo-shirt and red sweatshirts/cardigans etc. We also allow red gingham dresses. Pupils require a change of shoes to wear inside the school. (sandshoes/trainers)

We prefer no jewellery, make up, false nails for health and safety reasons. For PE, a change of clothes is required e.g. shorts, tracksuit bottoms, leggings, tshirt. Sports related merchandise is not permitted.

All uniform items with the school emblem design can be ordered directly from:

**WBS Signs - Tel 01776 830555**

## 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](https://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](https://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](https://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](https://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.

**For more information on financial support please visit the Authority Handbook (pages 8,10 and 34)**

### 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](https://www.dumgal.gov.uk/schoolmenus)

#### 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](https://www.dumgal.gov.uk/schoolmeals)

#### 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](mailto:DGschoolmeals@dumgal.gov.uk) or the Solutions Centre on 01387 271 112 or [solutionscentre@dumgal.gov.uk](mailto: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.**

#### 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](http://www.getyournec.scot) (This cannot be done through your school)

For more information on Active Travel which is about making journeys in physically active ways like walking, wheeling and cycling, we encourage parents and pupils to walk, wheel, cycle and scoot all or some of the journey to and from school, where it is safe to do so. Please click on this link: [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

## 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](http://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.

## Curriculum Rationale

In 2022, school staff, pupils and members of our school community all contributed in the creation of a school curriculum rationale:

### **Ethos and Life of the school**

We provide the opportunity for our learners to contribute to their community, participate in responsible decision making, contribute as leaders and role models and offer support to others.

### **Opportunities for Personal Achievement**

We provide opportunities for our learners to develop their resilience and confidence, experience a range of achievements in the classroom and beyond, take on challenges, work closely with different organisations and have their voices heard. We support our learners to participate in/lead after school/ lunch clubs, as well as recognise wider achievements out with school setting.

### **Curriculum areas and subjects**

We prioritise Literacy and Numeracy as core areas of education and teach these subjects discreetly and also in a cross-curricular way using a range of learning

contexts. In addition to this, we seek to ensure that Health Education remains a high priority as we want to support our pupils to be resilient, sociable learners who have developed healthy attitudes.

### **Interdisciplinary Learning**

We address the remaining 3 areas of the curriculum (Social Studies, Science and Technologies) in an Interdisciplinary Learning manner. This ensures that our children gain a breadth of experience and can transfer skills and make connections between 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/](http://www.dumgal.gov.uk/)

For more information on what is meant by parental involvement visit [www.dumgal.gov.uk/](http://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

We promote family experiences within our primary school as a way of sharing the learning taking place in our school. Families are invited to attend curriculum events, seasonal events and sharing information in progress meetings.

We review homework procedures regularly and involve parent/carers, staff and learners.

Class teachers will have autonomy on homework they send but will be moderated as a team to ensure there are not huge differences class to class.

We will also ensure that home learning is;

- nothing new – revises what has already been taught
- purposeful – relevant to current learning
- manageable – for different family dynamics which are varied across the school
- accessible – does not require additional resources which may not be available in the home
- timely – sufficient time given to complete and return the task (considering the age and stage of learners)
- clear – instructions are very clear and support offered if required

We understand that there will be occasions when family circumstances prevent completion of homework tasks for a number of different reasons. Please communicate when this may be happening to the class teacher who will show compassion in trying times.

## 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/](http://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](http://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](http://www.dumgal.gov.uk/schools)

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. This plan details our key priorities for the school year ahead, indicating the expected impact of priorities on our pupil's learning. These are created in consultation with school staff, pupils and our parental community.

We evaluate the aspects of the plan on an annual basis and send a progress report to be shared with families describing where we have made improvements and what our next steps are.



## 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](http://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](http://www.dumgal.gov.uk/article/15129/Data-protection) and [www.dumgal.gov.uk/privacy](http://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](#)

