



Welcome to
Shawhead Primary School



December 2024

Information at a Glance

School Address

Shawhead Primary School
Shawhead
Dumfries
DG2 9SL

Phone: 01387 730 240

Email address:

gw08officeshawhead@ea.dumgal.sch.uk

Parent Council Chairperson Zoe Wallace

Parent Council email:

shawheadparentcouncil@gmail.com

Head Teacher Mr Gordon Tennant

School Roll 19

Denomination Status Non-denominational

Status of Gaelic Not taught

School Staff:

Teaching Staff

Principal Teacher Mrs. R. Robson
and P1 - 3 teacher

P4 - 7 Teacher Miss McKinnon

P1 - 7 and P4 - 7 Teacher (wed) Mrs. Bielinski

Learning Assistant Miss. E. Drysdale

Additional Support
for Learning Teacher Mrs. E. Callander

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

Auxiliary Staff

School Quality Mr. C. Wilson
Improvement Officer

Senior Clerical Mrs. V. McGoldrick
Assistant

Facilities Assistant Mrs. K. Vevers
and Cleaner

Catering Assistant Mrs. S. Donaldson

The School Day

8.15 – 8.45am	Breakfast Club
9.00 am	Start of school day
10.45 – 11 am	Morning Interval
12.30 – 1.15 pm	Lunchtime
3.00 pm	End of school day

School term dates can be found at:

www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates

Communicating with home

We send most communications home from school electronically. Emails and Groupcalls are sent regularly with a weekly update of what has been going on in school, found on our School Blog <https://blogs.glowscotland.org.uk/dg/shawheadschoo>

We have found this to be an efficient and environmentally friendly system. Reply slips, general paper correspondence and leaflets etc. are sent home in the pupils' bags. Parents are also welcomed into school to celebrate learning, to volunteer and share in their child's learning, as well as for more formal Learning consultations and Parents' Evenings.



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.

We aim 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.

Yours sincerely

Gordon Tennant
Partnership 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 Vision:

“Our vision is to build friendships with our whole school community, achieve our goals and become well rounded individuals. We want to dream big and aim high; be happy and healthy and reach our full potential”

Our School Values:

- Honesty
- Independence
- Kindness
- Effort

Our School Motto:

“Small Steps Can Climb Big Mountains”

Our School Partnership with Lochrutton Primary:

“We are aware that it is important to see our school partnership as one piece of the jigsaw that makes up our wider community. There is a huge range of people involved in the day to day life of our schools, and when we work in partnership our schools are fully effective.”



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

Shawhead School currently has one Partnership Head Teacher, a Principal Teacher, a class teacher and a part-time class teacher. There are two multi-composite classes: P1-3 and P4-7. 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.

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 achievements, 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 has led to the whole school achieving success in national awards; for example, we are the proud holders of a 8th Green Flag from Eco Schools Scotland, we have a Gold 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 that 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.

Good behaviour is expected and promoted. We follow a clear anti-bullying policy where our children have a good understanding of what bullying is.

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 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)

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.

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

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

Special Dietary Requirements

Facilities Services – Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask the school for a Special Diet Request Forms to allow us to inform the catering team who will discuss your child's requirements in full. For more information contact DGschoolmeals@dumgal.gov.uk or the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

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

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)

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

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. 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. 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

Every parent who has a child at our school is a member of the Parent Forum as well as the Parent Council. 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.

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 Consultations, formal reports or for some it may be through more formal, focussed meetings with other agencies. There is a learning consultation evening in November with parents and pupils, and a final report is sent out in May/June, as well as another learning consultation evening.

From time to time the school will set 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.

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 Blog 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 2024 -2025.

There is a standards and qualities report that is written at the end of each school year to evaluate the progress of the priorities of the School Improvement Plan.

The staff, pupils and parents have a collective say in how to improve the school here at Shawhead and provide our learners with the best possible experience for their primary school years.



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](#)

