

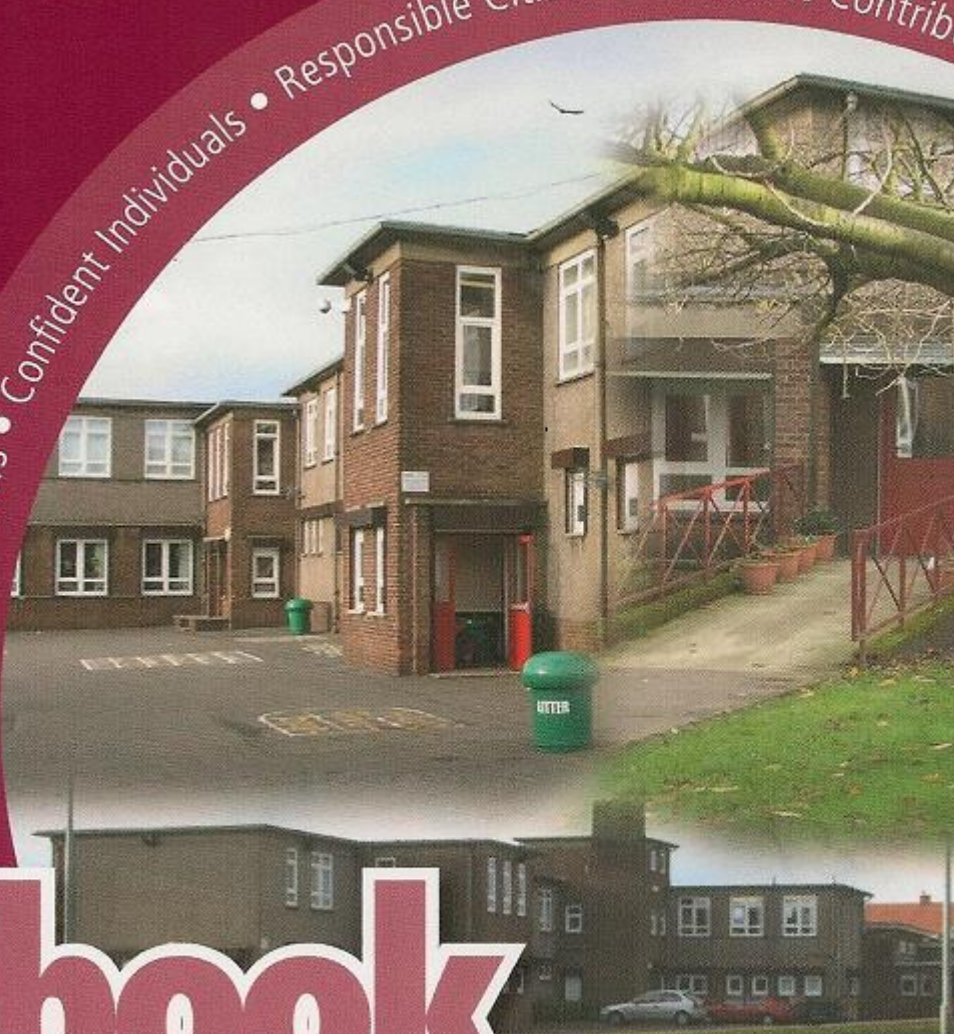


Hillhead Primary School

Successful Learners • Confident Individuals • Responsible Citizens • Effective Contributors

2019 - 2020

Handbook



HILLHEAD PRIMARY SCHOOL SESSION 2019 - 2020



Dear Parent/Carer

Welcome to Hillhead Primary School. This handbook is intended to provide information about the work of the school and answer any questions you may have.

We aim to produce youngsters who are confident individuals, responsible citizens, effective contributors and successful learners.

Our youngsters will experience high quality learning and teaching opportunities which meet the individual needs of every pupil and raise attainment and achievement for all.

We value and acknowledge the partnership we have with you as a parent and look forward to our working together to the benefit of your child.

Yours sincerely

Jennifer Murray
Head Teacher

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SECTION 1: PRACTICAL INFORMATION ABOUT THE SCHOOL

Contact Details

Head Teacher: Jennifer Murray

Address: Hillhead Primary School
Newdyke Avenue
Kirkintilloch
Glasgow G66 2DQ

Contact: Phone: 0141 955 2316
Fax: 0141 578 1300
Email: office@hillhead.e-dunbarton.sch.uk

Website: www.hillhead.e-dunbarton.sch.uk

Staff

Teaching Staff

Head Teacher Jennifer Murray

Depute Head Teacher Sarah Muotune

Principal Teacher Julie Mackie
Acting Principal Teacher Graham Bowman

Classes 2018 – 2019

P1 Yvonne Creaney
P2 Emma Azzopardi
P4/3A Janet Russell
P4/3B Germaine McGuinness
P6/5A Julie Mackie
P6/5B Jenn Murray
P7/6 M Graham Bowman

Additional Teachers Tom Holmes - Education Support
Catriona Henderson - Support for Learning
Lauren Mulherron - Support for Learning
Adam Stubbs – Support for Learning

Non-Teaching Staff

Support Services Co-ordinator	Lynda Ritchie
Administration Assistant	Laura Macfarlane
Clerical Assistant	Katie Montgomery
Classroom Assistants	Louise Watt, Lesley Molseed
Support for Learning Assistants	Claire Blair, Christine Coghill, Alison Hegarty, Jane McKay & Deborah Rossi
Site Co-ordinator	Sandra Nicol

Early Learning and Childcare Centre Staff

Teacher	Angie Aderinto
Depute Head of Centre	Christine Japp
Senior Early Years Worker	Marion Smillie (Acting) , Jean Aitken
Clerical Assistants	Helen Pryde, Elizabeth Shaw

About the School

The school accommodates classes at all stages from P1 – P7 and is a non-denominational school for both girls and boys.

School capacity: 235

Present Roll: 132

Parents should note that the working capacity of the school may vary, dependent upon the number of pupils at each stage and the way in which the classes are organised.

Dependent on the numbers of pupils at each stage, it can be necessary to composite a class/classes. The criteria by which composite classes are formed are:

Number limit in a composite class is 25 children

Necessity to retain vacancies at each stage for incoming pupils

A group of children working at a similar stage in language and/or mathematics

Recognition of social mix of children

Early Learning and Childcare Provision

The school has a purpose built nursery unit which caters for 2 – 5 year olds and opened in April 2007. The capacity of the nursery is 90 children a.m. and 90 children p.m. A separate nursery handbook is available on request.

Organisation of the School Day

School Hours

Morning Session:	9.00am – 12.15pm
Interval	10.30am – 10.45am
Lunch:	12.15pm – 1.00pm
Afternoon Session:	1.00pm – 3.00pm

As of the first day of school in August 2019, all P1 pupils will attend school all day, from 9.00am until 3.00pm.

Assembly Days

Whole school assemblies are held weekly, which are a celebration of children's achievements, with awards and prizes. Class assemblies are held on Friday mornings.

Attendance & Absence

Attendance at School

Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of the Education (School and Placing Information) (Scotland) Amendments, Etc, Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised i.e. approved by the authority, or unauthorised i.e., unexplained by the parent (truancy) or temporarily excluded from school.

Un-notified Absence Policy

It is East Dunbartonshire Council's policy that parents should notify their child's school if their child is going to be absent. In some instances it might not be possible for parents to pre-notify the school of an absence because their child may have become unwell during the night. In these circumstances, parents should notify the school before registration begins.

If parents do not inform the school of their child's absence, the school will take action to find your child. This will involve contacting you and, where necessary,

your emergency contact person(s). If these actions are not successful, the school will ask the school's Attendance Officer to visit your home. If your child is not located by the Attendance Officer then contact will be made with the Police and/or Social Work. Parents should also give their child a note on his/her return to school confirming the reason for absence.

Family Holidays

Every effort should be made to avoid family holidays during term time as this seriously disrupts a child's education and greatly reduces learning time. It should be noted that it not only has an adverse effect on a child while he/she is absent from school, but also leads to extended disruption to a child's education for a period of time when he/she returns to school after the family holiday. Family holidays will only be regarded as authorised absence where prior agreement from the school has been obtained and where it is judged the holiday is important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events. 8 Parents may request that their children be permitted to be absent from school to make an extended visit to relatives. This leave will be regarded the same as a family holiday but will be recorded separately from school holidays for attendance purposes. Requests should be made in writing detailing the destination and duration. Clearly with no explanation from the parents, the absence is unauthorised. The school works alongside the Attendance Officer and will request that they visit the home of children who are absent without notification or children whose absence rate is giving cause for concern. Persistent absence may result in the school making a referral to the Attendance Council which has the power to interview or prosecute parents. Referral to the Children's Reporter may also be made if necessary.

Information Regarding Exceptional Closures

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you in touch by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press and on local radio. There will also be updates on the website www.eastdunbarton.gov.uk.

Parental Communication with School in Case of Emergency

It is important that parents keep contact with the school to a minimum in the case of an emergency. When you telephone the school you will be asked for a contact number and your message will be repeated back. Please ensure the pupil's name, class and/or teacher's name is given.

Where possible you should telephone before 2.30pm if there are any changes to child care arrangements.

Comments, Compliments and Complaints Procedure

We are keen that you should be completely satisfied about your child's education and we encourage feedback on our services from parents and pupils. We are, therefore, interested in feedback of all kinds, whether it be comments, compliments, or complaints.

If you want to register a comment of any type about the school you can do this by writing, e-mailing, telephoning or making an appointment to see someone. All feedback is welcome and keeps us in touch.

If, in particular, you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible.

In relation to making a complaint:

- Stage 1 – Frontline resolution, we will always try to resolve the complaint quickly and to the customer's satisfaction wherever we can. This resolution will be provided within five working days, unless there are exceptional circumstances.
- Stage 2 – Investigation, if you are dissatisfied with the decision at stage 1, the complaint will be investigated, acknowledge in three working days and decision provided as soon as possible but within twenty working days.
- If you are still unhappy after the further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman, our reply will include the contact details.
- You should also note that you have the right to raise unresolved concerns with your local councillors, MSP or MP.

SECTION TWO: PARENTAL INVOLVEMENT IN THE SCHOOL

All East Dunbartonshire Council schools welcome parental involvement as research has shown that when parents/carers are involved children do better in school.

Hillhead Primary School operates an open door policy for all parents/carers.

Parental links are promoted in the following ways:

- Visits can be made at any time.
- Parent/carer and teacher meetings are arranged during the school year.
- A written progress report on each primary pupil will be sent home to parents/carers in May of each session.
- New P1 pupils and their parents/carers are invited to come into school in June when they can meet the class teacher and the other children in their class.
- Parents/carers are regularly invited into the school to participate in class assemblies, concerts and other events throughout the year.
- Parents/carers are encouraged to attend these occasions to support their children and each class now leads 2 assemblies per year to encourage parental participation.
- School news and information comes to parents/carers by means of newsletters.
- All parents/carers are encouraged to support fund raising events and activities.

The school organises a variety of family learning events to allow parents/carers to learn alongside their child e.g. family games sessions.

We regularly seek the views of parents/carers about the quality of our work and any ways we can improve. Questionnaires are sent to all parents/carers annually, written feedback can be given at class assemblies as well as at the parent/carer, child and teacher learning meetings.

Parent Councils

Parent Councils are the formal representative body for parents/carers with children attending school. Parent Councils are different in each school to enable them to meet the needs of parents/carers locally.

Parents/carers are welcome to be:

- involved with their child's education and learning;
- be active participants in the life of the school; and
- express their views on school education generally and work in partnership with their children's schools.

All parents/carers are automatically members of the Parent Forum at their child's school. As a member of the Parent Forum all parents/carers 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 the education it provides;
- work in partnership with staff; and
- enjoy taking part in the life of the school in whatever way possible.

The Parent Forum decides how their representatives on the Parent Council are chosen and how the Parent Council operates. Parents/carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council if they wish.

The main aims of the Parent Council are:

- To support the school in its work with pupils.
- To represent the views of parents.
- To promote contact between the school, parents/carers, pupils, providers of nursery education (*if applicable*) and the community.
- To report to the Parent Forum.
- To be involved in the appointment of senior promoted staff.
- To raise funds for the school for the benefit of pupils (in some schools the PTA fulfils this role).

Parent Council at Hillhead Primary School

Currently, no Parent Council operates in Hillhead Primary School.

For more information on parental involvement or to find out about parents/carers as partners in their children's learning, please contact the school or visit the Parent zone website at www.parentzonescotland.gov.uk .

The Scottish Parent Teacher Council is the national organisation for PTAs in Scotland and runs an independent helpline service for all parents/carers. They can be contacted by phone on 0131 226 4378, fax 0870 706 5814 or email on sptc@sptc.info or write to SPTC, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh EH3 6BB.

Pupil Committees

In Hillhead Primary School there are a range of committees which allow children to fully participate in decision-making and influence policy. These committees are:

- Playground/Lunch Committee
- Charity Committee
- Health Committee
- Eco Committee
- Teaching and Learning Committee
- Website Committee
- Garden Committee
- Partnership Committee
- Clubs Committee

SECTION THREE - SCHOOL ETHOS

Within Hillhead Primary School supportive relationships, inclusive practices and high quality learning and teaching ensure meaningful experiences and opportunities for all.

We aim to produce young people who are...

high attainers

wide achievers

emotionally resilient

informed decision makers

with...

high self-esteem

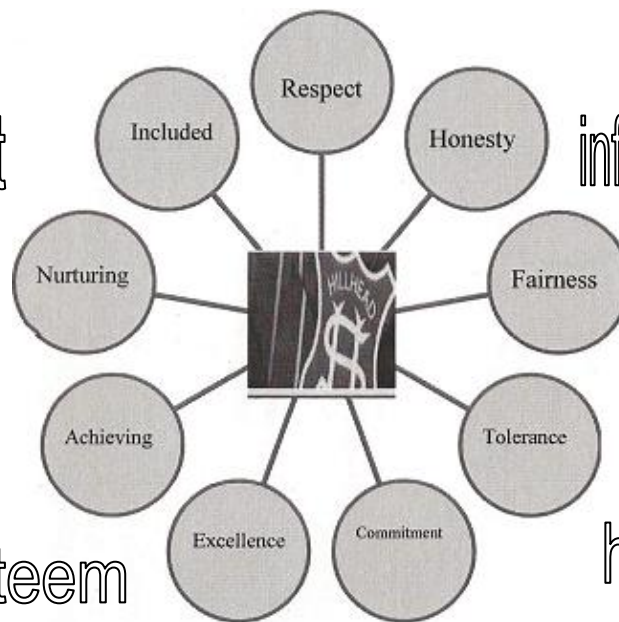
high aspirations

and who have...

personal responsibility

global responsibility

community responsibility



Chaplaincy

Our school does not have a chaplaincy team although we have strong links with Hillhead Church and Kirkintilloch Baptist Church.

End of term services take place in the school three times a year i.e. Christmas, Easter and Summer.

Parents/carers from minority and minority ethnic religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events.

Appropriate requests will be granted on not more than three occasions in any one session and the pupil noted as an authorised absentee in the register.

The school will provide several opportunities for religious observance in a school year, in addition to traditional celebrations central to the life of the school community.

Role of the School in the Community

Local Primaries

The school has close relationships with the other schools in the area and share in sporting and other events.

Charities

Fundraising activities for both local and national charities are carried out regularly. Each session the Charity Committee decides which charities will be supported by the school.

Equal Opportunities and Social Inclusion

In East Dunbartonshire, all children and young persons are entitled to participate fully in a learning community which promotes equality of opportunity and seeks to protect against all forms of discrimination.

The school believes that pupils and staff have the right to learn in a caring and safe environment. Staff will not tolerate any behaviour or attitudes which lead to staff and pupils being humiliated or harmed because of their race, colour, language, nationality, ethnic origin, cultural and religious beliefs, sexual orientation, gender, marital status and disability.

The Equality Act (2010)

The General Equality Duty was created by the Equality Act (2010) and replaces the race, disability and gender equality duties. The duty came into force in April 2011 and covers age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation.

The school is committed to the requirements of the Equality Act (2010) and as such we will have due regard to the need to:

- Eliminate discrimination, harassment and victimisation;
- Advance equality of opportunity between children and young people who share a characteristic and those who do not;
- Foster good relations between different groups.

The school will take cognisance of the Equality and Human Rights Commission's 'Technical guidance for schools in Scotland' in the development of its policy and practice.

A copy of this document can be obtained from all schools in East Dunbartonshire Council, and from the Chief Education Officer who is based at The Marina, Strathkelvin Place, Kirkintilloch, Glasgow G66 1TJ. Tel: 0300 1234510.

Development of Pupils' Spiritual, Moral, Cultural and Social Values

The school is committed to supporting the development of its pupils as whole people and as a result, wishes to encourage their development in spiritual, moral, social and cultural terms.

These key human aspects of learning are supported through the following arrangements by:-

- Creating a school ethos which, in every way possible, gives value to these aspects of development, especially by providing an overall atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.
- Promoting social and moral learning through the way in which disciplinary issues are handled.
- Ensuring that staff and adults within the school provide positive models for pupils.
- Arranging regular gatherings of the school as a community and using such occasions to encourage and reinforce the values on which the school is based.
- Enriching the curriculum in all appropriate areas with an emphasis on spiritual, moral, social and cultural development.
- Providing opportunities within the curriculum to advance personal and social development.
- Providing a programme of religious education in which consideration will be given to responses to basic questions relating to the meaning, value and purpose of human life.
- Providing a programme of moral education.
- Taking every appropriate opportunity to acknowledge, value and appreciate the various cultures and heritage of the pupils and to encourage them to appreciate and value the cultures and heritage of others.

Pupil Conduct

A partnership between the school and parents/carers is required in order to ensure the best possible standards of pupil conduct.

Pupils are expected to set themselves high standards in appearance and behaviour. School rules have been devised to encourage the maximum amount of self-discipline. The rules themselves are relatively simple and few in number to allow for the smooth running of the school. The general aim is to produce an atmosphere of friendly co-operation, encouraging respect and consideration for other persons and for property.

School Discipline

The relationship between pupils and teacher is similar to that between the child and his/her own parents/carers requiring mutual consideration on both sides.

In Hillhead Primary a policy of promoting positive behaviour operates i.e. rewarding good behaviour, courtesy to and consideration of others.

There are school, class and personal incentive schemes to assist in the creation of a positive environment in which children feel secure and in which effective learning/teaching operates.

With many children a verbal rebuke is all that is required to maintain an acceptable standard of behaviour.

In other cases sanctions may include withdrawal of privileges, referral to the Head Teacher and, most seriously, exclusion from school.

Any incident of alleged bullying is reported to the Head Teacher who will immediately investigate and take necessary and appropriate action in line with East Dunbartonshire Council's Anti-Bullying Policy, and all alleged incidents are reported to the Head of Education.

First contact with parents/carers will usually be by the class teacher inviting co-operation on a particular issue. Communication from the Head Teacher will indicate a more serious breach of good conduct or continuing unsatisfactory behaviour.

School rules are set for two main reasons:

- to ensure the safety of children and staff
- to create an atmosphere in which the children can effectively learn.

In this we ask for the support and co-operation of all parents.

We adhere to East Dunbartonshire Council's Policy on Anti Weapon/Knife Crime in Schools, a copy of which can be obtained from the Council's website.

SECTION FOUR: SCHOOL CURRICULUM

Curriculum for Excellence

Bringing learning to life and life to learning.

Curriculum for Excellence has spans learning from 3-18 year olds - wherever they learn. It aims are to improve our children's life chances, to nurture successful learner, confident individuals, effective contributors and responsible citizens, building on Scotland's reputation for great education.

It develops skills for learning, life and work, bringing real life into the classroom, making learning relevant and helping young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping make connections in their learning. It develops skills which can enable children to think for themselves, make sound judgements, challenge, enquire and find solutions.

Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their ability and level. All teachers are responsible for the development of literacy, numeracy and health and well being

There is an entitlement to personal support to help young people fulfil their potential and make the most of their opportunities with additional support, wherever it's needed. There will be a new emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Opportunities for All

More recently, in response to the economic downturn and the resultant adverse effects on young people's prospects in the labour market, the Government introduced Opportunities for All in its Programme for Government in September 2011. This is an explicit commitment to *an offer of an appropriate place in learning or training for every 16 - 19 year old not currently in employment, education or training*. It brings together and builds on existing Scottish Government policies and strategies and embraces relevant UK Government policy in a single priority to support young people to participate in learning or training in order to improve their employment prospects. Opportunities for All became a live offer from 1 April 2012 and will ensure that the post 16 system delivers for all young people. It focuses on supporting young people who have disengaged seeking to re-engage them with appropriate learning or training from their 16th, until at least their 20th birthday. Whilst Opportunities for All commits to offering a place in learning or training, those young people who wish to move into employment should be supported to do so.

In Hillhead Primary School the staff have devised a curricular map in response to Curriculum for Excellence. This map details all whole-school activities and outlines

where the children will develop skills for learning, life and work and opportunities for literacy and numeracy across the curriculum.

Curriculum

The school curriculum is planned under the headings of:

Literacy & English
Mathematics & Numeracy
Social Studies
Technologies
Expressive Arts
Health & Well Being – including P.E.
Religious and Moral Education
Science

At all times we seek to achieve breadth and balance within these areas as well as continuity and progression.

Provision is made for the individual and work is differentiated to suit the age, aptitude and ability of each pupil. Opportunities are provided for each child to play an active part in his own learning experiences and to ensure exposure to a variety of teaching methods.

Attainment

Primary schools should report to parents on an annual basis on attainment in the areas of language, numeracy and attendance.

NB Only attendance data under this section will be provided by the Scottish Government via the ScotXed website.

Attainment and attendance information for the most recent school year should be set out as in the attached Appendix 1.

Language: Reading

The skills of reading, writing, listening and talking are encompassed under the heading of Language. The Oxford Reading Tree Programme is used by infant classes to develop early reading skills. This Programme adopts a whole language story-based approach to reading.

In the early stages much of the reading development is on word recognition and reading fluency, with emphasis being placed on developing a love of reading and an interest in books.

As the children progress, their basic reading skills are consolidated and then developed to include higher order reading skills using a variety of reading materials.

We aim for confident, critical and efficient readers who read both for pleasure and information.

The reading programme at all stages aims to be broad in order that children develop a variety of reading skills. At each stage it involves a variety of novels, non-fiction, poetry and a range of relevant everyday texts.

Class libraries and the school central library enable children to develop a reading habit and love of books.

Children are encouraged to read for enjoyment as well as for information.

Language: Writing

A whole school programme for writing has been developed for all stages. This programme, together with other teaching strategies, is used to develop a variety of different types of writing.

To master these types of writing pupils must have a basic understanding of:

- (i) Punctuation and Sentence structure
- (ii) Spelling
- (iii) Handwriting, Presentation.

Language: Listening/Talking

The basic programme which is used to develop these skills is the Scholastic programme & Media resources.

Additionally, each class has a listening centre which is used with the above programme of work, during topic work and for the enjoyment of listening to stories.

In addition to the above, there are class and group discussions; drama; story telling by both teacher and children; TV and radio broadcasts which all play a part in developing skills in this area of the curriculum.

French

The French language is taught in all stages and we are in the process of introducing Spanish P5 – P7.

Mathematics

To ensure progression across all levels a variety of resources are used which is designed to meet the needs of the children. The main resource in use is Active Maths.

This mathematics programme is supplemented by other materials for consolidation, reinforcement and extension activities.

Interactive maths and the development of mental maths abilities form part of the core programme in every class.

Health Education

Health Education is closely linked to the philosophy of the school and we strive to be a health promoting school.

The Health Education programme is the Health Education for Living Project which is continuous and ongoing from PI - P7 and is linked, where applicable, to other curricular areas.

Use is made of school contacts e.g. health visitor, dental hygienist, doctor and nurse and police to complement the work in the school.

The school achieved Health Promoting Status in April 2007.

Social Subjects

Social subjects are taught through topics or projects. Every opportunity is taken to enhance the curriculum by including visits to places of interest and by inviting visitors into school to speak to the children.

Educational Visits

Educational outings, connected with topic work, are arranged, where appropriate, and visiting speakers are welcomed into the school.

Parents who are willing to assist with supervision during outings should contact the class teacher.

When outings are planned, the Head Teacher will advise parents in advance. Consent forms must be completed which give parental permission for a child's participation.

ICT

All pupils experience a range of IT, media and devices across the curriculum. Children are taught specific skills including word processing and information handling.

Computer work is usually integrated with other subjects and the work is appropriate to the ability level of the pupil.

Each class has a PC, and an interactive system with Ipads and laptops for children to use.

Expressive Arts

Music

Class teachers aim to develop a knowledge and appreciation of music in their pupils and to give the children opportunities to create, perform and respond to music.

Children in P4 - P7 can learn to play the recorder and/or the clarinet with tuition from our woodwind teacher.

The programme Charanga is used to teach music from P1 - 7.

Physical Education

Physical Education includes games, sports, gymnastics and dance with all their related skills.

The core programme for the development of skills is the Borders P.E. resource.

Art and Design

An Art and Design programme has been created by the local cluster schools. Art and Design can also be integrated with other aspects of the curriculum and most topic work has an artistic element.

It is important to develop creativity in art as well as to ensure experience and progression in skills.

Drama

Aberdeenshire Council Drama packages resource the school's programmes of work in this area.

Drama can often be linked with the work done in other curricular areas e.g. physical education; health education; personal and social development.

Please contact the Head Teacher if you would like any further information about the curriculum within our school.

Home Learning

The school has a clearly defined policy on home learning, a copy of which can be obtained from the Head Teacher or from the school website: www.hillhead.e-dunbarton.sch.uk .

Home learning is given weekly and we do appreciate parental co-operation. The school updated our home learning policy recently to incorporate more varied tasks.

The average time to be spent on homework is 20 minutes.

If your child is spending any more time than this on homework, please consult the class teacher.

Religious & Moral Education

Religious Education is based on the CfE guidelines and has been developed across the Kirkintilloch cluster.

Religious Instruction and Observance

Parents/carers who wish to exercise their right to withdraw their child from religious instruction and/or observance should contact the Head Teacher and alternative arrangements will be made for your child.

Parents/carers are informed and consulted before children take part in a series of lessons to teach relationships, sexual health and parenthood.

Extra Curricular Activities

- A variety of after school classes are offered to children during the year e.g. ICT and art clubs, football, dance etc.
- The school has within its ground an all weather games pitch which is used for football, games and sports.
- All classes take part in 2 day trips as part of their social studies programme.
- Primary 7 participate in a residential week.
- The local area is used regularly to support learning.
- The children run a variety of clubs within the school day.

All trips outside school are carried out in accordance with East Dunbartonshire Council Procedure Manual 3/17 – Educational Excursions. A copy is available at school on request.

SECTION FIVE – ASSESSMENT AND REPORTING

Assessment

It is important to assess the progress that pupils are making and to identify any difficulty which might be experienced. The class teacher monitors the progress of the individual child throughout the school year using various forms of assessment e.g. written tests, oral discussions and observation.

We are currently updating our assessment procedures to take account of Curriculum for Excellence.

Every 6 weeks all children are assessed in reading, writing and numeracy.

All assessment results are recorded for each child and used to inform future planning.

All children have a Profile of Achievement which they contribute to termly. This folder shows the development of children's skills across all curricular areas and other aspects of school life and is used as the basis for discussion at parents/carers, child and teacher meetings.

Liaising with and involving Parents/Carers in their Child's Education

The Education Service is keen to ensure that it involves all parents/carers appropriately and sensitively in their child's education. Under Education Law, "parents" include:

- Non-resident parents who are liable to maintain or have parental responsibilities in respect of a child;
- Carers who can be parents;
- Foster carers, relatives and friends who are caring for children under supervision arrangements;
- Close relatives, such as siblings or grandparents caring for children who are not "looked after and accommodated" by the local authority or are under home supervision (looked after) arrangements.

Everyone who is a "parent" (under Education Law) has the right to receive advice and information about their child's education and take part in activities.

The Education Service will treat all parents/carers equally. The exception to this is where there is a court order limiting an individual's exercise of parental rights and responsibilities.

Schools collect information about a child's family circumstances on an annual basis. Where family circumstances change during a school session, it is important that parents/carers inform their child's school of these changes.

Further information about how the Education Service seeks to work with parents is available in the publication *Schools, "Parents" and "Parental Responsibility": A*

briefing paper for schools and education support services under the management of East Dunbartonshire Council (2007).

This publication is available from schools or the Acting Chief Education Officer who can be contacted at:

East Dunbartonshire Council
The Marina
Strathkelvin Place
Kirkintilloch
Glasgow
G66 1TJ

Tel: 0300 123 4510

Email: greg.bremner@eastdunbarton.gov.uk

SECTION SIX – TRANSITIONS

Early Learning Provision

The school's Early Learning Centre provides 90 morning and 90 afternoon places for children aged 2 - 5 years.

Early learning and childcare provision is non-denominational. This means that all Early Learning and Childcare Centres are open to children and parents of all religions and beliefs. Placement in the Early Learning and Childcare Centre does not guarantee a place in the primary school.

Admission to Early Learning and Childcare provision in East Dunbartonshire

All East Dunbartonshire Early Learning Centres follow the Council's early years admissions policy.

Places can be provided either in a local authority Early Learning and Childcare Centre or with a recognised provider in the private and voluntary sector who have been accepted onto East Dunbartonshire Council's framework to provide pre-school education.

For administration purposes, parents/carers are asked to complete an online registration form that can be found on the East Dunbartonshire website between January and end of February. Parents/carers are asked to upload the relevant birth certificate(s), proof of residence and a utility bill when enrolling their child(ren) if they are East Dunbartonshire residents. Parents/carers who reside outwith East Dunbartonshire do not require proof of residency.

It is important that you make application by the end of February for children aged three to five for places for the forthcoming school year.

Places for 2 year olds can be provided by some local authority Early Learning and Childcare Centres. Two year old applications should be completed online at any time following the guidance above. Children who are entitled to a 2 year old place will be required to complete supporting paperwork which can be found on the East Dunbartonshire website or can be obtained from any Early Learning and Childcare Centre.

Forms are available from the Council's website at www.eastdunbarton.gov.uk.

Application forms for Early Learning and Childcare Centres that provide provision for 0-2 year olds can be obtained from the Centre and returned completed to the Centre with birth certificate(s) and proof of residency and utility bill.

It is important to note a placement within an East Dunbartonshire Early Learning and Childcare Centre/Partnership Centre does not give children an automatic place within an East Dunbartonshire Primary School.

Transfer from Early Learning and Chilcare Centre to Primary

Registration and Enrolment

The date for registration of new school entrants is advertised in all local nurseries, the local press and on the Council's website: www.eastdunbarton.gov.uk . It is normally in January each year. Pupils should be registered in only one school for their catchment area. Parents will be provided with information about the school when they register their child. Parents who want to send their child to a school other than the catchment school must make a placing request. Parents of pupils who have moved into the catchment area or who wish their child to transfer to the school should contact the school office for information.

Transfer to Primary

Before leaving nursery, a transfer of information record for each child will be prepared by nursery staff to ensure a smooth transition and continuity of education for the child transferring to primary.

Primary School Admissions

When commencing Primary 1 education, your child will normally attend the local denominational or non-denominational Primary school (regardless of religion) and transfer from it, after Primary 7, to its associated Secondary school. Details of the catchment areas and boundaries can be obtained from the Education Office – Tel. 0300 1234510, or the relevant school.

Enrolment dates will be set by each school and the enrolment should be completed in January prior to the start of term in August. The authority will place adverts in the local press and nurseries advertising the date(s) for enrolment. Enrolment Forms should be completed on enrolment day at your catchment school. Parents are asked to bring the relevant birth certificate(s) and proof of residency when enrolling their child(ren).

You are still required to enrol your child(ren) at your catchment school even if you do not wish him/her to attend that school.

Enrolment timetables will also be available through the East Dunbartonshire Council website at www.eastdunbarton.gov.uk.

Children eligible for enrolment are those whose 5th birthday falls between 1st March and the end of February the following year.

Secondary School Admissions

Transfer Information will be issued to parents at the end of term one, in Primary seven.

If you wish your child to attend a secondary school other than the catchment denominational or non-denominational secondary school(s) for your home address,

you will be required to make a Placing Request as detailed in the Placing Request section below.

You do not need to submit a Placing Request if you want your child to transfer from a non-denominational secondary school or vice-versa at the primary to secondary transfer stage, as long as the intended secondary school is still the catchment school for your home address. Parents of children who are planning to change from denominational to non-denominational or vice-versa between primary and secondary school should ensure that both the primary school and the intended secondary school know what is to happen.

Primary to Secondary Transfer

Visits to secondary schools are organised before the summer holidays and children from other catchment schools who will be attending the same secondary school will have the opportunity to meet and get to know each other and their teachers. While the children are participating in classroom activities and meeting their class teacher, parents/carers will have an opportunity to view the school and are given a brief explanation of school life.

The school works closely with Kirkintilloch High School staff to plan and individual and enhanced transition programme for children with additional support needs.

If you wish your child to attend a secondary school other than the catchment denominational or non-denominational secondary school(s) for your home address, you will be required to make a Placing Request as detailed in the Placing Request section below.

You do not need to submit a Placing Request if you want your child to transfer from a non-denominational secondary school or vice-versa at the primary to secondary transfer stage, as long as the intended secondary school is still the catchment school for your home address. Parents of children who are planning to change from denominational to non-denominational or vice-versa between primary and secondary school should ensure that both the primary school and the intended secondary school know what is to happen.

Catchment Secondary School

The school to which pupils normally transfer is:

Kirkintilloch High School
Waterside Road
Kirkintilloch
G66 3PA

Tel: 0141 955 2372

Email: office @kirkintilloch.e-dunbarton.sch.uk

Placing Requests

As a parent, you have the right to make a Placing Request for your child(ren) to be educated in a school other than the catchment school. Applications for Primary 1 and Secondary 1 Placing Requests to commence school in August will be accepted following the publication of an advert in the local press inviting applications in early December.

Every effort will be made to try to meet parental wishes, but you should note that it is not always possible to grant every Placing Request to a particular school. You should also note that a successful Placing Request for one child does not guarantee a successful one for another child. It may be, therefore, that a parent could end up with children at different schools.

Primary 1 children must also be enrolled at the catchment area school on the appropriate Enrolment Form whilst awaiting the outcome of their Placing Request Application. If the Placing Request is granted, the child's enrolment at the catchment school will automatically be withdrawn by the Education Office.

Placing Requests can only be approved when there are sufficient places remaining in the class after all catchment area children have enrolled and if staffing and accommodation at the school are able to meet the numbers of Placing Requests at that school. The Education Office can also reserve places in a class for future catchment pupils they expect to move into the area in the following school year.

If more Placing Requests are made for admission to a particular school than places available, these Requests will be prioritised according to East Dunbartonshire Council's Admissions Policy and requests accepted and refused accordingly.

Your Placing Request will be considered against a set of criteria which is set out in the Council's priorities for admission.

Any Placing Requests received after the 15th March for Primary 1 and Secondary 1 will not be considered in the first round of Placing Requests. Parents/Carers will be notified of the outcome of their request within 8 weeks of receipt.

As soon as a decision has been made, you will be notified of the result. If your Placing Request is successful, you will be asked to contact the school to establish arrangements for enrolment.

Parents/carers should note that in cases where your child is currently in attendance at a primary school as a result of a successful placing request, there will be the need for a further request to be made to transfer to the secondary school associated with the primary school. Parents should, however, be aware there is no guarantee that any such request will be successful and therefore contact should be made with your local secondary school to inform them of your intention to request a place in a school of your choice. Parents/carers are requested to contact the education office to clarify this position if they are unsure.

Mid Session Transfers

You may make a Placing Request at any time during a school session. If your child is experiencing problems at school, you are advised to discuss the matter with the Head Teacher prior to making a Placing Request. Completing the Application Form does not guarantee a place for your child at your chosen school. Your Placing Request will only be granted if there are surplus places available at the school.

Transport for Placing Requests

If a Placing Request is successful, parents/carers will be responsible for the safety and transportation costs of their child to and from their chosen school.

SECTION SEVEN: SUPPORT FOR PUPILS

Children and Young People with Additional Support Needs

East Dunbartonshire Council's policies, procedures and practices relating to children and young people with additional support needs are in line with the Education (Additional Support for Learning) (Scotland) Act 2004 and the Education (Additional Support for Learning) (Scotland) Act 2009 which place duties on education authorities and provide rights for parents of children with additional support needs and young people with additional support needs.

All children require support to help them learn. However there are some children and young people who need some extra support or support which is a bit different from the support provided for all children to make sure they benefit from school education. That support may come from education services but can also be provided by a NHS Board, Social Work, Skills Development Scotland, or independent and voluntary organisations. Children and young people in school who need extra support or a different sort of support from what is generally available have additional support needs.

These additional support needs can arise for lots of different reasons. The reasons why a child or young person may have additional support needs are too many to list here, however the following are examples:

That the child or young person:

- finds it difficult to behave in school;
- is hearing or visually impaired;
- has a particular health need;
- is living with parents who have a drug or alcohol dependency;
- has English as an additional language;

Some additional support needs may only last for a short period of time other additional support needs will be life long.

If you think your child may have additional support needs you should talk to your child's school or pre school provision about this.

All children and young people have their needs continuously assessed and reviewed. Your child's school will be able to show you their assessment of your child's needs and will send you copies of reports on how your child is progressing in school.

All schools and pre school establishments in East Dunbartonshire look at children's needs through a process of staged intervention. This process allows teachers and others to

- identify those children who may need additional support;
- make plans to support those children identified;
- deliver the support the child requires; and
- regularly review the support provided.

In addition to the additional support which schools themselves can provide through individual planning or making specific resources available, schools can also request support from East Dunbartonshire Council's specialist educational support services. The Council can also provide individual children with special equipment and resources if necessary. Some children may also benefit from attending the special schools and specialist resources which East Dunbartonshire manages.

Parents/carers have a very important role to play in their child's education and the views of parents/carers and young people will always be taken account of in making decisions which affect the child or the young person. If your child requires additional support at school you can provide the school with important information about your child which will be helpful in making plans to support your child. Parents/carers and young people will always be invited to participate in reviews of progress.

A small number of children and young people with additional support needs require a co-ordinated support plan (CSP). All of these children and young people will already have a staged intervention plan provided for them in school which set out targets for their learning and timescales for achieving those targets. Parents/carers, professionals and the child or young person can all be involved in regularly reviewing the plans. The CSP sets out the educational objectives for an individual which can only be achieved by services such as health or social work working together with education to support the child or young person ie. where the support required must be coordinated.

If you have a concern that your child's additional support needs are not being met you should always, in the first instance, contact the school to arrange a time to discuss that concern. Every effort will be made by the school and the education authority to resolve your concern at that point. If you are not happy with the way the matter has been dealt with and you continue to have concerns you may be able to make use of one (or more) of the following:

- mediation
- independent adjudication
- the Additional Support Needs Tribunals for Scotland to assist in reaching a satisfactory conclusion.

The Education (Additional Support for Learning) Act 2004/2009 places duties on local authorities to provide access to independent mediation for resolving disputes with parents and carers of children and young people with additional support needs when or if they arise. East Dunbartonshire council uses Resolve Scotland. For further information contact : 0131 313 8844 or go to www.resolve.org.uk.

Support for Learning Services

East Dunbartonshire Council, in supporting inclusion in its schools, has a number of support for learning services.

These are:-

- Education Support Team which includes English as an Additional Language Learning Support, Sensory-Hearing Impaired and Visual Impaired, Language and Communication Resources
- Wellbeing Support Service

The Services support pupils through:-

- Consultancy
- Continuing Professional Development
- Co-operative Teaching
- Curriculum Development
- Partnership Working

In Hillhead Primary School the Depute Head Teacher, Mrs Muotune, has overall responsibility for support for learning.

Supporting Families Services

The core purpose of this service is to provide support to families in developing their skills and confidence in their parenting and to provide services to children to enhance their development and learning. Examples of the services available include parenting workshops, individual support and Triple P as well as, holiday play scheme provision for children and young people with additional support needs. If you wish to access any of the services please contact the team on 0300 1234510.

Protecting Children and Young People

East Dunbartonshire Council has issued Child Protection Procedures and Guidance which all staff must follow to promote the welfare of children and to protect them from harm.

All adults must share the responsibility for promoting children's health and safety and ensuring, as far as possible, that all children are protected from abuse, neglect and exploitation. Children cannot be expected to take full responsibility for keeping themselves safe. Professional staff must work together and in co-operation with families and carers to enable children to grow up in a warm, stimulating and safe environment.

Education staff are required to assist in the protection of children by:

- Creating and maintaining a positive and caring ethos
- Developing health and personal safety programmes
- Being observant of children's needs, views and concerns
- Reporting and recording concerns about the welfare or safety of children
- Monitoring and supporting children in co-operation with relevant professionals, parents and carers.

Education staff cannot keep secret any allegations or concerns about child abuse, even if a child or adult request this. Information or concerns that a child may be at risk of harm must be passed on in order to protect the child. Staff will treat the matter

sensitively, and information will only be passed to those who need to know in order to protect and support the child.

If parents/carers or others have concerns for any child, they can speak to the Head Teacher about this. They can also contact social work services and/or the police.

When a member of staff, a child or another individual provides information and the Head Teacher considers that there is a possibility that a child has been harmed or is at risk of harm, the Head Teacher is required to immediately contact social work services to discuss the circumstances and agree the immediate action to be taken. School staff are then required to co-operate with any subsequent enquiries or support plans.

Every education establishment or service has copies of the East Dunbartonshire Council Child Protection Procedures and Guidance. These are available for reference from the Head Teacher.

Additional Support Needs

As with all local authority schools in Scotland, this school operates under the terms of the Additional Support for Learning Act (2009) and its accompanying Code of Practice. Further details of the policies and procedures can be found on the East Dunbartonshire Council website, and the school's Additional Support for Learning Co-ordinator will be able to outline the support that can be offered in school.

Working with other agencies and professionals – for example, Social Work Services, Educational Psychology Service, National Health Service and parents – decisions are made with regards to the best possible education to meet the needs of the child within the resources available.

Parents/carers and children with additional support needs can also seek independent advice and support through:

Enquire: www.enquire.org.uk, 0845 123 2303

Scottish Independent Advocacy Alliance, www.siaa.org.uk, 0131 260 5380

Take Note: National Advocacy Service for Additional Support Needs (Barnados in association with the Scottish Child Law Centre) www.sclc.org.uk, 0131 667 6633.

Autism Adviser

Every establishment has an Autism Adviser who is an established member of the school teaching team and who has been provided with training and ongoing support from a multi-agency team - led by an educational psychologist and a quality improvement officer. Every Autism Adviser is guided by a process of collaborative practitioner enquiry, which allows the school to develop the role of their Autism Adviser in response to the needs of their school context. Every Autism Adviser will be able to signpost colleagues to resources and sources of supports. While every establishment will use their Autism Adviser differently, the role of the Autism Adviser may include facilitating staff training within their school, supporting communication to parents/carers; planning for establishments' Autism Awareness Week; running a

parents/carers' support group and supporting individual staff members using existing school structures (e.g. Pupil Support Group).

Specialist Support Service – Teachers Teaching in more than one School

The Additional Support for Learning Team makes provision for children and young people who have a range of additional support needs. The service comprises of teachers who work in the pre-5, special, primary and secondary sectors. Staff in the team work in partnership with staff in the establishments to plan and deliver an appropriate curriculum. The service also provides staff development and advice on resources.

The teams support the additional needs of:

- children with a significant hearing and or visual impairment;
- bilingual learners who are at early stages of learning spoken English;
- looked after and accommodated children and young people who are experiencing difficulties in school;
- children at early stages of primary school who have a developmental coordination disorder along with attention difficulties;
- young people who attend special provision units; and
- Pre-5 children who have been identified as having significant support needs.

Pastoral Support

For parents/carers who require additional information and support in relation to children with additional support needs, the following national organisations are available.

- (a) Children in Scotland: Working for Children and Their Families, trading as “Enquire – the Scottish advice and information service for additional support for learning”, a charitable body registered in Scotland under registration number SC003527;
- (b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- (c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741.

Promoting Wellbeing, Protecting & Safeguarding

The Scottish Government introduced Getting it Right for Every Child (*GIRFEC*) as a programme of change, reaching across all children and adult services in the public and voluntary sectors in Scotland, to achieve better futures for all of our children, young people and their families. It builds from universal health and education services and drives the developments that will improve outcomes for all children and young people. The Children and Young People’s (Scotland) 2014 Act now provides a legal framework around these principles.

We want all our children and young people to be fully supported as they grow and develop into successful learners, confident individuals, effective contributors and responsible citizens. We believe they should be: Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible and Included. These are the eight indicators of wellbeing.

The *Getting It Right* approach is about how practitioners across all services for children and adults meet the needs of children and young people, working together where necessary to ensure they reach their full potential. It promotes a shared approach and accountability that:

- builds solutions with and around children, young people and families
- enables children and young people to get the help they need when they need it
- supports a positive shift in culture, systems and practice
- involves working better together to improve life chances for children, young people and families

To do this the Scottish Government has legislated that all children have a Named Person until the age of 18 who will coordinate services for them, should they require it. The Named Person for children in early years settings is their Health Visitor and for those at school it is their Head or Depute Head Teacher. Young people under the age of 18 who have left school can access their Named Person via the Education Service.

Once a concern has been brought to their attention, the Named Person, needs to take action, help, or arrange for the right support in order to promote the child's development and wellbeing. Referring to the eight Wellbeing Indicators, they will need to ask these five questions:

- What is getting in the way of this child or young person's wellbeing?
- Do I have all the information I need to help this child or young person?
- What can I do now to help this child or young person?
- What can my agency do to help this child or young person?
- What additional help, if any, may be needed from others?

The Named Person also needs to help children and families feel confident they can raise concerns, talk about their worries to people who will listen and respect their point of view and work with them to sort things out. Above all, they will ensure that the child or young person's views are listened to and that the family (where appropriate) is kept informed.

To find out more about *Getting it Right* or to access the Named Person for your child, please inquire directly to the school office.

Child Protection & Safeguarding

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Child protection" means protecting a child from child abuse or neglect. If a child's wellbeing is considered to be at risk, relevant

information must always be shared. It is our public responsibility to protect children. Anyone who suspects child abuse or neglect should contact East Dunbartonshire Council Social Work Advice and Response on 0141-777 3000, or the Police. Each school has a designated Child Protection Coordinator, who will work with other professionals, children and where appropriate, families to safeguard children. The name of the Child Protection Coordinator should be displayed prominently within the school.

SECTION EIGHT: SCHOOL IMPROVEMENT

Raising Attainment

Monitoring performance and using the resulting information to secure improvement is an important part of the work of Head Teachers, school staff and officers within Education Services.

Standards and Quality Report

Every year each school publishes a Standards and Quality report which highlights the school's major achievements. A copy is available on request from the school office.

School Improvement Plan

Here are our targets for improving the quality of the education in Hillhead this session 2018 – 2019:

- **We will improve children's numeracy skills working with our cluster schools.**
- **We will improve children's reading skills and our reading assessment.**
- **We will improve the health and wellbeing of our children through a range of activities, including family learning**

These targets will be on display in school in September and we have a detailed plan showing how we are going to achieve these; any parent who would like a copy is welcome to contact the school.

The Scotxed Programme

Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better,

- enhance the quality of research to improve the lives of young people in Scotland..

Data Policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data about pupils in school collected by Scottish Government through statistical surveys is used only for the statistical and research purposes for which it is collected.

Your Data Protection Rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (<http://www.gov.scot/Topics/Statistics/ScotXed>). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also to academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people. In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources.

Any sharing of data will be done under the strict control of Scottish Government, and will be consistent with our data policy. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at mick.wilson@scotland.gsi.gov.uk or write to Education Analytical Services, Area 2D, Victoria Quay, Leith, Eh6 6QQ.

SECTION NINE: SCHOOL POLICIES AND PRACTICAL INFORMATION

School Uniform

It is the policy of the Education Committee to encourage pupils to wear an acceptable form of school dress as determined by Head Teachers, Parent Councils and parents. In encouraging the wearing of school dress, account must be taken of any proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposal will be the subject of widespread consultation with parents and pupils.

Parents/carers are asked to co-operate with the school in encouraging the wearing of the school uniform.

The uniform was agreed in consultation with parents/carers, pupils, staff and the Parent Council. It incorporates a range of popular items of dress, eg. sweatshirts, t-shirts.

Wearing school uniform contributes to a positive school ethos and helps avoid discrimination and reduces peer pressure to wear expensive designer clothing.

Hillhead Primary School Uniform

Blazer	burgundy with gold badge
Pullover	burgundy/gold border stripe
Cardigan	burgundy/gold border stripe
Sweatshirt	burgundy with gold badge
Jackets	burgundy with gold badge
Polo shirt	gold with burgundy badge
Shirt/blouse	white
Tie burgundy with gold badge	dark red with gold stripe
Skirt/pinafore/trousers	grey
Gold/yellow gingham dress	summer uniform

Uniform items can be purchased from:

Baru
5 Cowgate
Kirkintilloch
G66 1HW

Tel: 9141 777 8528

Website: www.kitmykid.co.uk

The appropriate clothing and footwear for PE is a T-shirt, shorts and gym shoes with non-marking soles. These are necessary for health and safety reasons and your co-operation is requested to ensure that pupils are equipped to participate in the PE lessons. – please note there is a requirement that all jewellery is removed prior to undertaking physical education activities.

Please ensure that all items of clothing are clearly labelled, particularly ties, sweat shirts and PE kit which are often lost.

A protective apron or an old shirt should be worn for art and craft activities. Please help the school and the education authority by making sure that pupils do not bring valuable or expensive items of clothing to school.

Offensive clothing such as t-shirts or other items painted with obscene language or illustrations are not permitted.

Under no circumstances will pupils be deprived of any educational benefit as a result of not wearing uniform and, in particular, pupils will not be denied access to examinations as a result of not wearing school dress.

Parents are asked to assist by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school.

Parents/carers receiving income support or income based job seekers allowance or housing benefit or council tax rebate (not discount) or employment and support allowance (income related) will normally be entitled to monetary grants for footwear and clothing for their children. Parents/carers who are in receipt of working tax credit and/or child tax credit may also be eligible, the area registration offices or the education office can provide more details. Approval of any requests for such grants made by parents in different circumstances is at the discretion of the Head of Education. Information and application forms may be obtained from schools, the education offices and the area registration services offices.

If you have any queries regarding the school's dress code, please contact the Head Teacher.

Lost Property

Parents/carers should be aware that any loss or damage to children's personal property or clothing whilst at school cannot be covered by East Dunbartonshire Council's insurance and any replacement will require to be made at the parent/carer's own expense.

School Meals

We know that maintaining a healthy diet is linked to a happy and active lifestyle. By eating a school meal provided by East Dunbartonshire Council's School Meals Service your child is guaranteed a balanced nutritious meal to keep them healthy and alert throughout the school day.

The meals are freshly cooked on a daily basis by our skilled staff who care about food and your child's wellbeing. Our staff will help your child to make balanced choices. The meals meet the Scottish Government's nutritional regulations.

Any special diets or allergies should be discussed with the Head Teacher.

Meal prices are reviewed annually. Please contact the school to be advised of the current price.

The school operates a cash cafeteria system for lunches.

Packed Lunches

Children who bring packed lunches will be accommodated in the dining hall.

Free School Meals

Some families may be eligible for free school meals. Children of parents/carers receiving income support or income based job seekers allowance are entitled to a free midday meal. Children of parents/carers who are in receipt of child tax credit or working tax credit and child tax credit or employment and support allowance (income related) or support under part IV of the immigration and asylum act 1999, may also be eligible. Information and application forms for free school meals may be obtained from schools, the education office and area registration services offices or www.eastdunbarton.gov.uk.

Only those children whose parents/carers receive income support or income based job seekers allowance (and child tax credit where qualifying income criteria has been met) will be entitled to free milk. Milk may however, be available for purchase in the school during the lunch period.

From January 2015 all pupils in P1, P2 and P3 will be entitled to free school meals. Please do not apply for free school meals if your child(ren) is/are in P1, P2 or P3 as a meal will automatically be given.

Nut Products

Due to some pupils having a nut allergy, no pupils are permitted to have food items within the school premises which contain nuts. All parents/carers are asked to ensure that there are no nuts in their child's snack or packed lunch, if they bring one to school.

Transport General

It is a parent's/carer's responsibility to ensure their child arrives at school and returns home from school in a safe and responsible manner. In order to assist parents/carers in getting their child of school age to school safely and on time, the Education Authority has a policy of providing free transport to primary pupils who live one mile or more from their catchment primary school by the recognised shortest walking route. This policy is more generous than the law requires. This means that

the provision of transport could be reviewed at any time. Parents/carers who consider they are eligible should obtain an application form from the school or education office or www.eastdunbarton.gov.uk. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made.

Children not collected by parents/carers are supervised until the end of the normal school day.

Chief Education Officer has discretion in special circumstances to grant permission for pupils to travel in transport provided by the authority where spare places are available and no additional costs are incurred. This is known as concessionary travel and parents/carers are required to submit concessionary travel applications each year in the period June – July to ensure that consideration can be given to their request for concessionary transport for August.

Parents/carers should obtain an application form from the Education Office or www.eastdunbarton.gov.uk.

Pick up Points

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up points. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph). It is the parents responsibility to ensure their child arrives at the pick-up point on time. It is also the parent's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling and alighting from the vehicle. Misbehaviour could result in your child losing the right to free transport.

Placing Request

The education authority does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances.

In the case of early entry requests, if the child is offered a place in his/her catchment area school, transport will be provided in accordance with the council policy stated above.

Adverse Weather Conditions

Driver's Responsibilities

- In adverse weather conditions drivers MUST liaise with Head Teachers to ensure the safety of the children.
- In periods of snow and ice the driver must use his discretion to decide if a road is passable or not. He/she should endeavour to choose a route which gives the greatest number of children a reasonable chance of getting to school safely.

- At their own discretion drivers may abandon a morning journey and return all pupils already picked up to their homes and inform the relevant Head Teacher concerned. See bullet point below.*
- On homeward journeys pupils shall only be set down at their normal vehicle set down point. If there is a possibility that the vehicle will be unable to take the pupils to that point, contingency plans should be made with the Head Teacher.
- In the event that transport cannot continue due to blocked roads or any other obstruction, children will be instructed to stay in the vehicle until rescue can be organised.

Strathclyde Partnership For Transport/East Dunbartonshire Council's Responsibilities

- SPT will contact a Senior Officer within EDC to advise of difficulties with transport.
- Senior Officer will contact Head Teacher/s.
- Head Teachers to contact parents, where possible by text message, (at peak times there may be delays due to volume across local authorities).
- In the event of journey being abandoned, Head Teachers will advise the driver of any change to normal home address.
- At the beginning of every session, the school should update the contact details for all parents/carers for pupils accessing school transport. This will allow school office staff to inform parents/guardians immediately of changes due to adverse weather.
- If the inclement weather is continuous, the school will update their website on a daily basis.

Parental Responsibilities

- To ensure child/children are at designated pick up point (please note that in adverse weather this may differ from original point, Head Teacher will advise).
- If concerns regarding bus arrival, contact bus operator and/or school.
- Parents/carers should ensure that they notify the school of any changes to their contact details.
- If they have not already done so, parents/carers are advised to register for the text messaging alert system within their child's school.
- Where inclement weather is present and it is probable that the current pick up point is unlikely to be accessed, parents should take a common sense approach

and their child/children should be taken or directed to the closest accessible pick up point within a reasonable distance.

Medical and Health Care

The following medical examinations are:

- Nursery: Vision screening
- Primary 1: Height/weight/dental inspection
- Primary 7: Dental inspection

If a child falls ill at school the medical room is the first port of call, where children are attended to by office and/or support staff. Should an illness be more serious, our first aider will be involved and parents/carers are called immediately to the school.

No medicines of any kind are given to the children without the appropriate paperwork completed by parents/carers.

Parents/carers should provide the Head Teacher with sufficient information about their child's health care needs and treatment. Where necessary, this information should be updated annually or more frequently if there is a change in circumstances. Where there is concern about whether the school can meet the pupil's needs or where the parents'/carers' expectations appear unreasonable, the Head Teacher should seek advice from the school nurse or doctor and, if required, the Head of Education.

Information should be given on medical and dental inspections and on dental treatment. Parents should be given an indication of the procedures followed if a child takes ill at school. Parents should be made aware of the necessity to inform the school of any particular medical requirements and of arrangements to be made if a child has to be taken home.

Parents should provide the Head Teacher with sufficient information about their child's health care needs and treatment. Where necessary, this information should be updated annually or more frequently if there is a change in circumstances. Where there is concern about whether the school can meet the pupil's needs or where the parents' expectations appear unreasonable, the Head Teacher should seek advice from the school nurse or doctor and, if required, the Chief Education Officer.

Data Protection Act 1998

East Dunbartonshire Council will process your child's personal data in compliance with the Data Protection Act 1998 and all other relevant legislation. The Council may share your child's personal data with other Council services and public agencies to support the delivery of services to promote the health, safety and well-being of children and young people.

Accessing Your Child's Pupil Records

Parents have a legal right of access to their child's core education records, regardless of the age of their child. These are the records held within your child's Personal Pupil Record (PPR). Parents do not have a general right of access to all records that mention their child. To access your child's file, please apply in writing to the Head Teacher.

A child has a legal right of access to all records held about them. This includes records that may be held out with of the PPR. If a child is aged 12 or over and can show suitable maturity and understanding they may exercise this right of access through a request to the Head Teacher in writing. If your child is aged 11 or younger, or is not considered to have suitable maturity or understanding, then a parent may make an application on their child's behalf for access to all records. The table below summarises who may access what records through writing to the appropriate Head Teacher.

AGE OF CHILD	CHILD'S LEGAL RIGHTS	PARENT'S LEGAL RIGHTS
Under 12	A child's parent or guardian may apply on the child's behalf for access to all records	Right of access to core education record (PPR)
12 and older	If able to show suitable maturity and understanding, the child may apply for access to all records	Right of access to core education record (PPR) No legal right to all records unless acting as child's representative because child is unable to show suitable maturity or understanding

Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act gives individuals a statutory right to the unpublished "internal" information and records held by Scottish Public Authorities such as East Dunbartonshire Council and its schools. Individuals have already used this legislation to find out about policy, procedures and how particular decisions have been reached. If you would like to use this legislation to access particular information please write to the Head Teacher, and subject to certain conditions and exemptions, you will receive a full response within twenty working days of receipt of the request.

Please note that you cannot access personal information on staff or pupils under this legislation. To access personal information about your own child, please see the section 28 on Accessing Your Child's Pupil Records.

Use of Photographs & Video Film Involving Pupils

On occasion, the school may seek permission from parents to photograph/video pupils for internal purposes within the school, for Council publicity materials and/or for press/media related activities. If a pupil's image is being used on any webpage

or on a webcam, parents will be asked for express consent as this image has the capability of being viewed by any person with Internet access world wide.

Pupil photographs will be held with the school's Management Information System (SEEMIS), parents will be asked for consent.

School Campus No Smoking Policy

With the introduction of the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006, East Dunbartonshire Council now operates a no smoking policy across all authority's school campuses. Any person accessing the school must refrain from smoking in any of the school campus areas.

Pupil Use of Mobile Phones in School

There have been many concerns raised by Head Teachers, staff and parents about the extensive use of mobile phones by pupils and the associated risks of such use while in school.

The Education Committee of East Dunbartonshire Council as a result of these concerns, agreed that each school should have the power to set its own policy in relation to pupil use of mobile phones in school.

All establishments will incorporate the following points into their policy:

1. Schools will discourage, and will also advise parents to discourage, pupils from bringing mobile phones to schools.
2. Parents will be advised that East Dunbartonshire Council will not accept liability for the loss or damage of mobile phones which are brought into the school or school grounds by pupils.
3. If pupils bring mobile phones to school, the phones must remain switched off while the pupils are in class. Head Teachers will have the power to extend the switching off of mobile phones by pupils to the whole school building and also to the school grounds.
4. Where a pupil is found by a member of staff to be using a mobile phone outwith the policy of the school, the phone will be confiscated. When a phone is confiscated, a receipt will be passed to the pupil by the relevant member of staff, in order that the pupil can present the receipt at the end of the school day to uplift the phone.
5. If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or staff, this will be regarded as a serious offence and the Head Teacher, depending on the circumstances, will decide on an appropriate discipline. In certain circumstances, the pupil may be referred to the Chief Education Officer. If images of other pupils or staff have been taken, the phone will not be returned to the pupil until the images have been removed

Childcare Information Service

The Childcare Information Service is a free service provided by East Dunbartonshire Council. It aims to provide parents with accurate details on childcare provision in a

variety of settings e.g. out-of-school care groups, childminders, nurseries, playgroups, holiday playschemes and parent & toddler groups.

It also offers other advice including: choosing quality childcare, accessing help to pay for childcare and contact details regarding childcare organisations.

The Childcare Information Service, launched in May 2000, is a key element of East Dunbartonshire Council's Childcare Strategy which aims to develop, quality, accessible, affordable and flexible childcare across the East Dunbartonshire area.

To use this service please call the helpline number on 0300 123 4510, e-mail chis@eastdunbarton.gov.uk or log onto the service's website at www.scottishchildcare.gov.uk.

Appointment of Adults to Voluntary Child Care Positions

In order to meet a legal obligation under the Protection of Children (Scotland) Act 2003 and as part of the policy in respect of child protection, the Council has introduced a policy to ensure that any individual who is appointed to a voluntary child care position is not fully listed on the Disqualified from Working with Children List.

This policy, which requires any adult appointed to a voluntary child care position, to undergo a criminal background check to ensure their suitability. The policy applies in particular to:

- parent volunteer helpers in schools who are considered to have regular contact with children and young people;
- parents and co-opted members of parent councils;
- parent members of local parent-teacher associations;
- elected members serving on committees relating to the development of children's services;
- any other individual working in a voluntary child care position within a service managed by East Dunbartonshire Council.

The policy builds on East Dunbartonshire Council's *Child Protection Interagency Guidance* (2002) which underpins all child protection work undertaken by local authority services. It also complements the Council's policy on the leasing of council premises to organisations which provide activities and services to children and young people.

Important Addresses

Jacqui MacDonald Chief Education Officer

East Dunbartonshire Council
Southbank Marina
12 Strathkelvin Place
Kirkintilloch
G66 1TJ

Tel: 0141 578 8720

Social Work Services

East Dunbartonshire Council
Southbank House
12 Strathkelvin Place
Kirkintilloch
G66 1TJ

Tel: 0141 777 3000

Area Registration Services Office *(For footwear/clothing grants and free meals)*

21 Southbank Road
Kirkintilloch
G66 1NH

Tel: 0141 578 8020

Care Inspectorate

1 Smithhills Street
Paisley
PA1 1AB

Tel: 0141 843 6840