Duns Primary School

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>5</td>
</tr>
<tr>
<td>Our Vision</td>
<td>6</td>
</tr>
<tr>
<td>Our Values</td>
<td>6</td>
</tr>
<tr>
<td>Our Aims</td>
<td>6</td>
</tr>
<tr>
<td>Staff</td>
<td>6</td>
</tr>
<tr>
<td>Daily timetable</td>
<td>8</td>
</tr>
<tr>
<td>Primary School Hours</td>
<td>8</td>
</tr>
<tr>
<td>Nursery School Hours</td>
<td>8</td>
</tr>
<tr>
<td>School Roll</td>
<td>8</td>
</tr>
<tr>
<td>Parent Involvement</td>
<td>9</td>
</tr>
<tr>
<td>Partnership with Parents</td>
<td>9</td>
</tr>
<tr>
<td>Friends of Duns Primary School</td>
<td>9</td>
</tr>
<tr>
<td>Volunteers in School</td>
<td>9</td>
</tr>
<tr>
<td>Curriculum</td>
<td>10</td>
</tr>
<tr>
<td>The Curriculum 3-18</td>
<td>10</td>
</tr>
<tr>
<td>Curriculum for Excellence</td>
<td>10</td>
</tr>
<tr>
<td>Expressive Arts</td>
<td>10</td>
</tr>
<tr>
<td>Health and Wellbeing</td>
<td>10</td>
</tr>
<tr>
<td>Languages</td>
<td>10</td>
</tr>
<tr>
<td>Mathematics</td>
<td>11</td>
</tr>
<tr>
<td>Religious and Moral Education</td>
<td>11</td>
</tr>
<tr>
<td>Sciences</td>
<td>11</td>
</tr>
<tr>
<td>Social Studies</td>
<td>11</td>
</tr>
<tr>
<td>Technologies</td>
<td>11</td>
</tr>
<tr>
<td>Outdoor Learning</td>
<td>12</td>
</tr>
<tr>
<td>Monitoring and Tracking Progress</td>
<td>12</td>
</tr>
</tbody>
</table>
School Improvement......................................................................................................................... 12
Extra-Curricular Activities ................................................................................................................. 12
Homework........................................................................................................................................ 14
Reporting and communication ........................................................................................................... 14
Additional Support for Learning ......................................................................................................... 15
The Home-School Link Worker .......................................................................................................... 16
Health Services.................................................................................................................................. 16
School Nurse .................................................................................................................................... 16
Dentist............................................................................................................................................... 16
Head Lice........................................................................................................................................... 16
Accidents - First Aid............................................................................................................................ 17
Medicines............................................................................................................................................ 17
Getting It Right For Every Child (GIRFEC)......................................................................................... 18
General Information ........................................................................................................................... 19
Attendance and Absence .................................................................................................................... 19
Behaviour.......................................................................................................................................... 19
Respectful Relationships .................................................................................................................... 19
Child Protection ................................................................................................................................. 19
Complaints....................................................................................................................................... 20
Confidentiality.................................................................................................................................. 20
Security and Emergency Procedures .................................................................................................. 20
Fire Drills ......................................................................................................................................... 20
Lockdown....................................................................................................................................... 20
Bad Weather ................................................................................................................................... 20
Group Call...................................................................................................................................... 21
English as an Additional Language (EAL).......................................................................................... 21
Equal Opportunities ............................................................................................................................ 21
Equipment/Resources ......................................................................................................................... 21
Financial Assistance ............................................................................................................................. 21
Holidays within Term Time .................................................................................................................. 21
House system and Pupil Council ......................................................................................................... 22
Parking ................................................................................................................................. 22
PE Kit ................................................................................................................................. 22
School Crossing .................................................................................................................. 22
School Meals ....................................................................................................................... 22
Transition to Secondary School .......................................................................................... 23
Uniform ................................................................................................................................. 23
Valuables ............................................................................................................................... 23
Website .................................................................................................................................. 23
Early Learning and Child Care (ELCC) Information .............................................................. 24

Introduction ......................................................................................................................... 24
Nursery Staff ......................................................................................................................... 24
Organisation ......................................................................................................................... 25
EYCC 3 Children .................................................................................................................. 25
Safety and Security ............................................................................................................... 25
Clothing ................................................................................................................................. 25
Snack Money ......................................................................................................................... 25
Partnership ............................................................................................................................. 26
Discipline and Behaviour ..................................................................................................... 26
Parents’ Meetings .................................................................................................................. 26
We Need You! ......................................................................................................................... 27
Nursery Entrance .................................................................................................................. 27
Rainy Days ............................................................................................................................. 27
Welcome

Dear Parent/Carer,

We are delighted to welcome you and your child to Duns Primary School, a large non-denominational school situated in the Scottish Borders. This handbook is written as a source of reference for all parents and carers, children and anyone connected with the school. The handbook provides information which we hope you will find helpful, including our aims, our curriculum and details of the day-to-day running of the school.

It is only by visiting that you will get a true impression of our school and its facilities. Please feel free to arrange a visit. We will be pleased to show you around and answer any questions you may have.

Duns Primary School is a happy school, very much at the heart of the community, providing education from Early Learning and Child Care 3 (3 year olds) to Primary 7. You may be assured that we will do everything possible to make your child’s time here an enjoyable and rewarding experience. We hope your association with the school will be positive, where we work together for the good of your child. If there are any matters which you would like to discuss further, please do not hesitate to get in touch.

Leanne Stewart, Acting Headteacher
Leanne.Stewart@scotborders.gov.uk

Whilst we have made every effort to ensure details in this handbook are correct at the time of printing, they may be subject to change. Please let us know if you wish to have a hard copy of our handbook.
Our Vision

At Duns Primary School, our vision is for the school to be recognised as:

‘A centre of excellence, where all members of staff seek to provide the best possible experience for all pupils to ensure they achieve their full potential’

Our Values

We strive to ensure that in all we say and do we reflect:

Fairness  

Honesty  

Effort

Our Aims

Our key aim at Duns Primary School is to work to achieve all that we can be - both in the classroom and through our involvement in the wider life of the school and the community.
## Staff

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<tr>
<th><strong>Acting Headteacher</strong></th>
<th>Mrs Leanne Stewart</th>
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<tbody>
<tr>
<td><strong>Depute Headteacher</strong></td>
<td>Mrs Liz Donkin</td>
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<td><strong>Class Teachers</strong></td>
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<td>Mrs Charlene Allan</td>
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<td>Mrs Vivienne Archibald</td>
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<td>Mr John Birkett</td>
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<td>Mrs Sandra Brodie</td>
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<td>Mrs Susan Fettes</td>
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<td>Mrs Judith Flockhart</td>
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<td>Mrs Lana Gold</td>
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<td>Mrs Debbie Higson</td>
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<td>Mr Kris Johnston</td>
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<td>Mr Mike Liddington</td>
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<td>Mrs Alison MacLeod</td>
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<td>Mrs Rachel Marshall</td>
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<td>Mrs Lorna Matthews</td>
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<td>Miss Sheena Milne (PT)</td>
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<td>Mrs Christine Murphy (PT)</td>
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<td>Miss Karen Osmond</td>
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<td>Mrs Tracey Scott</td>
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<td>Miss Alison Taylor</td>
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<td>Miss Shona Turnbull</td>
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<td>Miss Liz Webster</td>
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<td>Mrs Tracey Scott</td>
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<td>Mrs Alison Taylor</td>
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<td>Mrs Val Steele (pupils with English as a second language)</td>
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<td>Miss Dee Thorburn (Home School Link Worker)</td>
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<td><strong>Nursery Nurses</strong></td>
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<td>Mrs Sarah Clark</td>
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<td>Mrs Christine Gilchrist</td>
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<td>Mrs Linda Powner</td>
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<td>Mrs Diane Watson (Senior NN)</td>
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<td>Mr Colin Gracey (PE)</td>
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<td>Mr G Kennedy (Brass)</td>
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<td>Mr S Johnson (Strings)</td>
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<td>Mrs Mooney (Woodwind)</td>
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<td><strong>Classroom Assistants</strong></td>
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<td>Mrs Christine Gilchrist</td>
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<td>Mrs Susan Shiell</td>
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**Additional Needs Assistants**

Miss Ann Lindsay  
Mrs Annabel Nevin  
Mrs Tina Robertson  
Mrs Michelle Smith  
Mrs Caroline Savage

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### Daily timetable

#### Primary School Hours

The school hours for Primary 1-7 are:

- **Start**: 8:50am
- **Lunch**: 12:10 – 12:55pm (P1-3) and 12:25 – 1:10pm (P4-7)
- **Finish**: 3.25pm

It is important that pupils arrive at school on time. Late arrivals do interrupt lessons and disturb classes. Pupils are asked not to arrive before 8:40am as there is no supervision in the playground before this time.

If you collect your child from school, please ensure that you arrive for 3.15pm. If you are going to be late, please phone the school so that your child can be informed.

#### Nursery School Hours

The school hours for Nursery are:

- **Morning Session**: 8.30-11.40am
- **Afternoon Session**: 12.30-3.40pm

#### School Roll

In August 2014 there were 351 pupils on the main school roll and a further 60 pupils with allocated places in our nursery class.
Parent Involvement

Partnership with Parents
Duns Primary is committed to keeping parents/carers informed and up to date with their child’s progress throughout the year.

We operate an ‘open door’ which welcomes parents/carers at any time to discuss any issues about their children. In the first instance, we recommend you speak to the class teacher. A prior appointment is often best, however, so that proper attention can be given to any issue, without interfering with class commitments or other business. You can also request an appointment to meet with the Headteacher or Depute Headteacher. If either is available, you will be seen immediately.

Friends of Duns Primary School
In January 2011, the Parent Council and the Parent Teachers Association amalgamated to form a group named the ‘Friends of Duns Primary School’ (FDPS).

This is an active group of parents, and staff who give a little time to help organise and run fundraising events and fun activities throughout the school year. Over the past few years we have helped to fund the purchase of Smartboards, school trips, Christmas parties and activities, and made contributions towards visiting theatre and music workshops. As well as fund raising activities, FDPS aims to assist the school and school staff with any ongoing and adhoc projects that may require input i.e. website design, grant applications etc.

The ‘Friends of Duns Primary School’ meet at least once a term. In addition to discussing fundraising and social events, the Headteacher regularly provides a report on schools plans and developments. This is a supportive forum where everyone is welcome.

Volunteers in School
We welcome the invaluable support of our volunteer helpers or people with expertise in school who assist with, for example:

- classroom activities e.g. craft, artwork
- school outings
- paired reading
- making costumes for concerts
- extra curricular activities
- sports activities
- the library

If you would like to offer help in any way, please contact the school office. We would like to assure parents that helpers who volunteer to work in school on a regular basis have Scottish Borders Council Disclosures.
Curriculum

The Curriculum 3-18
To support the school’s aims and to enable pupils to achieve high standards, a carefully structured and balanced curriculum is being followed. However, in order to meet the needs of a fast changing society the curriculum is continuously reviewed and developed.

Currently all schools in Scotland are embracing a Curriculum for Excellence which encourages the development of a multi-disciplinary approach, so that pupils interests and needs are at the core of the classroom experiences. The Experiences and Outcomes for Curriculum for Excellence are followed by children and young people from 3-18 years.

Curriculum for Excellence
Curriculum for Excellence is divided into eight areas; Expressive arts, Health and wellbeing, Languages, Mathematics, Religious and moral education, Sciences, Social studies, and Technologies. More information can be found online at www.educationscotland.gov.uk

Expressive Arts
Learning in, through and about the expressive arts enables children and young people to:
- be creative and express themselves in different ways
- experience enjoyment and contribute to other people’s enjoyment through creative and expressive performance and presentation.
- develop important skills, both those specific to the expressive arts and those which are transferable
- develop an appreciation of aesthetic and cultural values, identities and ideas and, for some, prepare for advanced learning and future careers by building foundations for excellence in the expressive arts.

Health and Wellbeing
Learning in Health and Wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing both as children and future adults. As a result, children should acquire the skills and resilience to:
- make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- experience challenge and enjoyment
- experience positive aspects of healthy living and activity for themselves
- apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- make a successful move to the next stage of education or work
- establish a pattern of health and wellbeing which will be sustained into adult life, and which will help to promote the health and wellbeing of the next generation of Scottish children.

Languages
Language is itself a key aspect of our culture and is fundamental to all areas of learning. Being literate increases opportunities for the individual in all aspects of life, lays the foundations for
lifelong learning and work, and contributes strongly to the development of all four capacities of Curriculum for Excellence.

Language work encompasses three principle elements:

- Listening and Talking
- Reading
- Writing

French is taught to all pupils across the school.

Mathematics
Mathematics is important in our everyday life. It equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Religious and Moral Education
Religious and moral education enables children and young people to explore the world’s major religions and to develop their own beliefs and values. Parents wishing to withdraw their child from religious instruction and observance should contact the school.

Where planned learning is of a more sensitive nature (for example puberty talks to P6 and P7 pupils) we will write and let you know in advance.

Sciences
Through learning in the sciences, children and young people develop their interest in, and understanding of, the living, material and physical world. They engage in a wide range of collaborative and investigative tasks. This allows our pupils to develop important skills to become creative, inventive and enterprising adults in a world where the skills and knowledge of the sciences are needed across all sectors of the economy.

Social Studies
Through Social Studies, children and young people develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. Emphasis is also given to developing an increased understanding of the environment; how it has been shaped and factors influencing future changes.

Technologies
The technologies framework offers challenging activities which involve research, problem solving, exploration of new and unfamiliar concepts, skills and materials, and the rewarding learning which often results from creating products which have real applications. It provides progression in cognitive skills. Children and young people will develop their creativity and entrepreneurial skills and be encouraged to become innovative and critical designers of the future. These attributes are essential if, in the future, our children and young people are to play a major part in the global economy and embrace technological developments in the 21st century.
Well-designed practical activities in the technologies offer children and young people opportunities to develop:

- curiosity and problem solving skills,
- a capacity to work with others and take initiative
- planning and organisational skills in a range of contexts
- creativity and innovation, for example through ICT and computer aided design and manufacturing approaches
- skills in using tools, equipment, software and materials
- skills in collaborating, leading and interacting with others

**Outdoor Learning**

At Duns Primary School we strive to offer opportunities for all pupils to enjoy first-hand experience outdoors, whether within the school grounds, in urban green spaces, in Scotland’s countryside or in wilder environments. Such experiences inspire passion, motivating our children and young people to become successful learners and to develop as healthy, confident, enterprising and responsible citizens. The core values of Curriculum for Excellence echo the key concepts of outdoor learning: challenge, enjoyment, relevance, depth, development of the whole person and an adventurous approach to learning.

**Monitoring and Tracking Progress**

Pupil progress is monitored and tracked in a number of ways. In addition to class teacher records, the school has a tracking system designed to monitor individual pupil progress across the year. Termly audit meetings are held between each class teacher, the Learning Support teacher, Headteacher and Depute Headteacher to ensure supports and strategies are in place to maximise pupil progress.

**School Improvement**

Our annual Standards and Quality Report which highlights the main achievements of the school over the previous 12 months can be found on the school website. A hard copy will be made available upon request.

The website also contains information about the school’s arrangement for tracking and assessing pupils’ progress and planning future learning.

**Extra-Curricular Activities**

Pupils at our school have the opportunity to participate in a variety of activities both in school hours and at after school clubs run voluntarily by staff. These vary from term to term and year to year. Activities that have been offered are Athletics, Gardening, School Choir, Instrumental Tuition, Netball, Football, Rugby, Hockey, Dancing, and Cycling Proficiency. The school has a Pupil Council...
who work hard to represent the pupil voice. We also consider our school to be ‘Eco friendly’ and groups of pupils meet regularly to consider environmental and ecological issues, such as recycling. Primary 7 pupils usually have the opportunity to go on a residential trip to gain experience of a wide range of outdoor pursuits and team building activities.
Homework
Parental co-operation and interest is the most important element in ensuring that homework is of benefit to children. A little homework on a regular basis supports learning as it reinforces or extends work done in class. We expect basic areas such as spelling, multiplication tables, number bonds, projects, reading preparation etc. to be attempted by all children - not all at once of course! Such homework also gives parents/carers an indication as to what their child is doing in school.

Please do not hesitate to contact the class teacher if you have a concern regarding your child’s homework.

Reporting and communication
The system we have in place for reporting and communicating your child’s progress comprises:

- One arranged parent/carer consultation (November)
- 5 surgeries timetabled throughout the year – these are opportunities for either the parent/carer or the teacher to raise concerns or share successes.
- One written report ‘summing-up’ progress (March)
- One ‘Open Night’ or ‘Curriculum Night’ to view pupils’ work.

In addition, there may be other meetings for specific purposes.

In nursery, the children are allocated a key worker and they should be your first point of contact. The key worker has the responsibility for gathering assessment information and updating the profile for your child.

Whether your child is in nursery or Primary 7, please contact the school if you have a concern or query.
Additional Support for Learning

At any point in their lives children may need extra help with their education. This may be for any reason and at any time. This is often referred to as additional support for learning or having additional support needs. We have a number of staff in school, working alongside class teachers in order to enhance the support offered to pupils. As well as our two Classroom Assistants, we have Additional Needs Auxiliaries who are usually assigned to individuals or small groups of children. Our two Learning Support Teachers also work with groups of pupils, both within the classroom and in smaller tutorial type groups in the Learning Support room. The purpose of the additional support is to help bring pupils on in their learning and it may involve pupils of all abilities. As the groups selected change regularly we do not usually make contact with individual parents. However, if class teachers have particular concerns about a pupil’s learning they will always arrange to meet with the parents. If you have any worries about your child’s learning, please speak to the class teacher or book an appointment for the next surgery night.

Some examples of why a child/young person may require extra help with their education are:

- Difficulties with learning
- Bereavement or family illness
- Problems at home
- Bullying
- Being particularly gifted or able
- An illness, disability or sensory impairment
- Having English as an Additional Language.

A child/young person’s needs may last for a short time, and the problem may be resolved easily. Or their needs might be very complex, and may require additional support for a number of years.

If you feel that your child needs additional support for learning, the first person to speak to is your child’s teacher. You have the right to request an assessment of your child. Within our school we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the needs of children and young people are recognised so appropriate support can be provided. Further information may be found on the SBC website: [www.scotborders.gov.uk/info/886/additionalsupportneeds](http://www.scotborders.gov.uk/info/886/additionalsupportneeds)

You can also speak to the Education Team Leader at your local Children and Young People’s Service (CYPPS) office.

Mr Robin Smith (CYPPS Berwickshire)
4 - 6 Newtown Street,
Duns, TD11 3DT
Tel. 01361 886115

Parents/carers are always involved in making decisions about their child’s education and we will always ask your permission before any specific referrals are made. While your child is receiving support, we will regularly review your child’s progress.
At times, parents/carers and schools may come into dispute.

While we would always hope that difficulties could be resolved at the school level we recognise that parents or young people may wish to formalise their concerns. To assist with this we have a complaints procedure and also other independent mediation and adjudication.

For more information get in touch or visit www.enquire.org.uk, the website for the Scottish Advice service for additional support for learning.

**The Home-School Link Worker**

Miss Dee Thorburn is our Home-School Link Worker. The Home-School Link Worker’s (HSLW) job is to develop positive home-school relationships and to help the children have a positive school experience. Contact details are available from Reception. We also work closely with other agencies including health visitors, speech and language therapists, occupational therapists and the Child and Adult Mental Health Service (CAMHS) which is based at the Andrew Lang Unit in Selkirk.

**Health Services**

**School Nurse**

Our designated school nurse, Mrs Katrina Fairbairn, works within the Duns Area Schools and provides advice and support to our pupils and their families. She also offers support for teachers in delivering the health curriculum. Our nurse monitors the health of pupils in Primaries 1 and 7, and she sees pupils at other times to monitor any health issues that may have arisen i.e. height, weight and sight. This is always carried out with parental/carer consent. Pupils may request to meet the nurse in friendship groups or individually, by contacting the School Office or phoning her directly. If parents/carers have any concerns they can contact the school nurse by telephoning 01361 883373.

**Dentist**

There is a Community Dental Service available for children. Parents can contact this service by calling 01361 883328 (Berwickshire High School Dental Clinic) on Thursdays and Fridays. At other times please call the Dental Access Enquiry Line (0845 300 0930) Monday - Thursday 9:00am - 4:30pm. Their emergency telephone number is 01592 740230.

**Head Lice**

Unfortunately, at different times of the year there are outbreaks of head lice. These creatures persistently seek out and find CLEAN hair to live in and lay their eggs - so in a strange way it is a backhanded compliment! However, one that we would all prefer to go without!

Parents/carers should ensure that their child’s hair is regularly checked for headlice. If your child is infected it is best to use the wet-combing method, also checking all other members of the family!
Please inform the school if a case arises as we can then help each other to eliminate the recurring pest. A leaflet is available from the School Office which explains the wet-combing method.

**Accidents - First Aid**
Minor accidents and First Aid are dealt with at school by trained First Aiders. In the event of a more serious accident, the child will be taken to the Health Centre. Parents/carers or their emergency contact will be contacted immediately.

It is essential that we have on record an emergency contact number for each child. It is important that this contact is obtainable during school hours. Please keep us informed of any changes to this throughout the year.

**Medicines**
Please inform the school if your child is on any medication. If prescribed medication requires to be administered during the school day the parent/carer must bring the medication into the School Office and complete a consent form. Non-prescribed medication, for example, cough bottles and Calpol, should not be brought into school as they cannot be administered at any time by members of staff. If they wish, parents/carers are welcome to come into school and give medicine to their child, but please inform staff at Reception so we can make a note of what your child has been given.

If your child needs to use an inhaler in school, please ensure that it is named and that a consent form has been completed so that staff can be informed.
The Getting It Right For Every Child (GIRFEC) is the National approach ensures that anyone providing support puts your child at the centre. Practitioners work together to support you and your child and where appropriate, take early action at the first signs of any difficulty. This means working across organisational boundaries and putting your child and you at the heart of decision making, giving all our children and young people the best possible start in life.

GIRFEC means that everyone working with Scottish Borders children, young people and their families are being encouraged to:

• Ensure children, young people, and their families get the help they need when they need it and are central to the process of finding solutions.
• Use one consistent and equitable approach, actively share information to agreed protocols and work more effectively together to improve outcomes for children and young people.
• Be clear about personal responsibility to do the right thing for each child/young person.
• Work with children, young people and their families, using a collaborative approach with fewer meetings. This should ensure children, young people and their families give information only once, and enables the development of one plan to meet all their needs.
• Respond to children and young people and take appropriate, proportionate and timely action with the minimum of paperwork, bureaucracy and duplication.

GIRFEC is part of the Children and Young People (Scotland) Act 2014 and the GIRFEC provisions have to be fully implemented by 1 August 2016. The multi-agency approach of the Scottish Borders is to phase in this implementation. If you would like any further information please ask your child’s Headteacher.
General Information

Please get in touch if you have any further queries.

Attendance and Absence
Parents/carers are responsible for ensuring that their children attend school regularly and arrive on time. If your child is unable to attend school, please contact the School Office between 8.30 - 9.00am on the first day and subsequent days of your child’s absence. In order to ensure child safety, parents will be contacted after this time if pupils are absent. Please notify the school of any hospital or dental appointment that your child must attend during school hours.

Attendance rates are carefully monitored by the school. In cases of poor attendance, parents/carers will be contacted by the school to discuss the problem. Outside agencies may intervene in cases of continuous poor attendance.

Behaviour
Duns Primary School expects and encourages good behaviour from all pupils. We have the following three simple rules which everyone is expected to follow:

• We do not say or do anything to hurt another person.
• We are not rude to adults.
• We do not prevent others from learning.

Failure to adhere to any one of these rules may result in the loss of a break and an orange slip being sent home for a parent/carer to sign. We hope all parents will support us by talking to their child about the incident in question.

Respectful Relationships
Our aim is for Duns Primary School to promote a safe, respectful, and positive environment where bullying behaviour is never acceptable. We acknowledge that pupils will disagree with one another, fall out, have arguments or stop talking to each other but distinguish this from bullying behaviour. Please tell us if you feel you have any concerns about how your child is being treated at school. We adhere to the SBC’s ‘Respectful Relationships’ policy which can be found on the council website.

Child Protection
All Scottish Borders Council schools and their staff are required to follow the Scottish Borders Child Protection Committee’s Inter-agency child protection guidelines and procedures.

A key element in the procedures is that if an adult in school is made aware of a concern (usually through a disclosure made by a child) of an issue that could have child protection implications, that member of staff has no option but to refer the child to child protection officers. The Children (Scotland) Act 1995 states that the welfare of the child is paramount and this must be the sole consideration for the school. All staff routinely attend Child Protection training to ensure all are aware of their responsibilities.
The child’s parent or carer will always be informed as soon as possible about such disclosures and any action resulting from this. Keeping parents informed may not always be undertaken by school staff and could involve other organisations such as social work staff or the police.

If the child protection issue is taken further, school staff will work with families to support children through the process. The School Child Protection Co-ordinator is the Depute Headteacher, Mrs E Donkin, who can be contacted to discuss any issues that may arise.

Complaints
If you have a concern about any matter regarding the provision for your child, please try to speak to the teacher or, if in nursery, your child’s key worker, in the first instance. The Principal Teachers, Depute Headteacher or Headteacher may also be contacted by phoning 01361 883797.

If you are unhappy with the way a concern has been dealt with, you may take the matter further. The Parental Involvement Officer, Lisa Anderson, may be contacted at council headquarters - (01835 825090).

If you have a specific concern relating to the Nursery, you may wish to speak to the Care Commission at Galabank Mill, Wilderhaugh Industrial Estate, Wilderhaugh, Galashiels, TD1 1PR (01896 664400).

Confidentiality
It is our policy to work in partnership with parents at all times. We aim to foster open communication between staff and parents. All children’s records are treated as confidential and only relevant staff have access to them.

Security and Emergency Procedures
School security arrangements are in force to help ensure that your child is safe at all times whilst within the school building. Therefore, it is essential that for both personal and fire safety purposes, all visitors to the school sign in at the Reception.

Fire Drills
The school has regular fire drills at least once a term. A record is kept of evacuation times for all fire drills. In the event of a fire (or fire drill) the children will be taken down to the bottom of the playground for safety.

Lockdown
The school has a Lockdown procedure in place which would be followed if an imminent threat was perceived in the external school environment. This could be triggered by concerns for the health and safety of pupils and staff from a person/persons/event in the school playground.

It is therefore important that all visitors to the school report to the school office and do not access the school via the playground. Playground staff are trained to approach any person in the school playground during break and lunch to ensure the safety of our pupils.

Bad Weather
During bad weather, school transport is sometimes organized to take children home earlier than the usual time. It is important, if your child travels on a bus, that they are aware of what they are to do if this occurs. No child leaves on a bus without parents/carers being contacted to ensure that no child goes home to an empty house.
If school transport does not turn up in the morning and you choose to bring your child to school, you are responsible for collecting them at the end of the day. The council recommends that you wait fifteen minutes for transport to arrive and if it doesn’t, you can assume it is not running. The local radio station, ‘Radio Borders’, is very good at giving out a list of cancelled school transport.

**Group Call**
Group call is one means of contacting parents. A message is sent to your mobile phone and allows us to contact a large number of parents/carers as quickly as possible. Group call is particularly useful during periods of exceptionally poor weather conditions.

**English as an Additional Language (EAL)**
There are services to support children for whom English is an additional language. The school strives to provide equal opportunities for parents/carers and pupils alike and employs interpreters for parental conversations. We are continually striving to ensure all our communications/reports are available in the home language. Mrs Christine Murphy has responsibility for EAL children within our school.

**Equal Opportunities**
Each child under our care will be:

- valued as an individual without discrimination on the basis of gender, belief, race or ability;
- encouraged to participate in all areas of experience to the full extent of his/her ability;
- introduced to gender issues in terms of appropriate content and resources;
- encouraged to recognise the value and attributes of their own and other cultures;
- assured of the experience of success through age-appropriate activities.

**Equipment/Resources**
We aim to provide a safe, supportive, accessible and well-resourced environment for all pupils and staff.

Please encourage your child to come to school with a pencil, rubber and sharpener. If books, rulers, reading books, equipment etc are deliberately damaged, it is expected that the item in question will be replaced and paid for by the pupil.

**Financial Assistance**
Pupils whose parents/carers’ incomes fall below a certain level are entitled to assistance with school meals, clothing and footwear. Applications for these can be submitted at any time in the year. Forms are available from Scottish Borders Council or the School Office.

Please note that pupils granted assistance by another authority need to make a new application.

**Holidays within Term Time**
Under direction from the Scottish Government, the school is unable to authorise holidays during term time. Consequently, absences due to holidays are recorded as unauthorised. Taking holidays during term time is discouraged as this can have a disruptive effect on educational progress. However, should you need to take your child out of school during term time we do ask that you inform us in writing.
House system and Pupil Council
Children are divided into four houses, with each house having a house captain and vice captains from the Primary 6 and 7 classes. Children may be awarded house points in school, for example, for being kind and helpful or working hard, but also for their achievements in activities outwith school. The houses will be used for school activities such as sports day. The school has an active Pupil Council which comprises one elected representative from each of the P3-P7 classes.

Parking
The lay-by at the top of the school is a drop-off point only, therefore, cars should not be parked or left unattended. Please park along Langtongate or Newtown Street and walk with your child to the school. PLEASE DO NOT DRIVE INTO THE SCHOOL CAR PARK AT ANY TIME.

PE Kit
Children have a minimum of 2 hours PE a week and it is essential that they are appropriately dressed i.e. shorts, T-Shirt and gym shoes. Their PE kit should be kept in school and only taken home for washing. Scottish Borders Council guidelines in Health and Safety in PE (Guidance Note 24) states: ‘As jewellery and belts with metal buckles may cause injury to the wearer and others, they shall be removed.’ This includes all earrings. If your child wears earrings we would be grateful if you would ensure that he/she is able to remove and replace them independently before and after PE lessons. Alternatively, earrings are not worn on days when the class takes PE.

School Crossing
Please note that it is the responsibility of parents/ carers to ensure that their children travel to and from school safely. Mrs Moira McCraw is the ‘lollipop lady’ for Duns Primary School.

She is on the crossing at the school gate from -

8:20 - 9:00am
3:25 - 3:40pm

Please encourage your child to cross with the patrols.

Each year, a number of Primary 7 pupils are appointed Junior Road Safety Officers (JRSOs). They receive training and help to promote road safety in school by talking at assemblies and running quizzes and competitions.

School Meals
Children have the choice of either bringing their own lunch in a named lunch box, or buying food from the school canteen. The traditional style canteen offers a range of hot and cold meals, including soup and sandwiches. You will receive a menu showing the choice of food available over the course of a four-weekly cycle. Pupils order and pay for lunches one week in advance using lunch envelopes which are sent home each week.

Children are able to alternate between ‘buying’ and ‘packing’ during the course of the week. The cost of a meal is currently £2.00. Where a child is absent on a day when a lunch has been ordered and paid for, the amount can be reclaimed as a deduction in the following week’s envelope. From January 2015, all pupils in P1-P3 will be entitled to a free school lunch under a new initiative from the government.

22 Duns Primary School Information Handbook
Pupils usually stay in school at lunchtimes. It is essential that you inform us if your child is leaving the school grounds during lunch time.

**Transition to Secondary School**

There is close co-operation between Duns Primary School and the Berwickshire High School, the secondary school to where most of our pupils transfer at the end of Primary 7. A number of transition activities take place over the course of the year including two induction days in June. Senior pupils from the High School often complete work experience placements in the primary school and strong links are made with the PE department - interacting with games, PE activities and sports days. For pupils with additional needs, individual transition reviews are held in liaison with the High School and an enhanced transition package is put in place.

**Uniform**

Pupils should be dressed neatly and tidily. Clothes should be suitable for the various activities which take place in the normal school day. At Duns Primary we encourage children to wear school sweatshirts (red) and polo shirts (navy blue) with a black/navy/grey skirt, pinafore or trousers and dark shoes. Our P7 pupils elect to wear a blue sweatshirt. Polo shirts, sweatshirts and fleeces, all with the school logo, may be bought through school. Order forms are available from the School Office. Please encourage your child to wear our school uniform as it is a great equaliser and helps to make the school a more cohesive unit. Please see ‘Financial Assistance’ for information regarding support that may be available for families with a low income.

Please could you ensure that all items of clothing are clearly marked with your child’s name. Doing so makes the return of lost property infinitely easier and more efficient. This includes gym shoes and P.E. Kit - it is impossible to find one gym shoe from hundreds of similar pairs!

**Valuables**

Please make sure that your child does not bring valuables to school. If your child chooses to bring toys, they are responsible for looking after them. Toy weapons are not permitted in the school.

If it is deemed essential that your child has a mobile phone with them, it must be switched off during the school day and preferably given to the class teacher for safekeeping.

**Website**

Our website contains general curricular information, as well as holiday dates, out of school clubs and activities as well as current events etc. The address for this website is: [http://www.dunsprimaryschool.org.uk](http://www.dunsprimaryschool.org.uk)

If there is any information you feel could be added to the website to improve it, please let us know.
Early Learning and Child Care (ELCC) Information

Introduction
Our aim is to provide a happy, caring, learning environment where respect, curiosity and independence are encouraged, and where new friendships and relationships can be built. We look forward to getting to know you and your child over the next year.

We are an integral part of Duns Primary School and we operate within the Scottish Borders Council guidelines set down for nurseries. All Scottish Borders policies also apply.

The nursery caters for children both in their ELCC 4 (age 4) and ELCC 3 (age 3) years. Children with additional needs for learning can be accommodated and may receive additional support. We follow guidelines from Scottish Borders Council’s EYCC 4 Education Admissions Policy when allocating places for our nursery class. Priority is given to children with additional needs for learning and children whose entry to school has been deferred for a year. Children in their EYCC 4 year are given priority over those in their EYCC 3 year. All allocations are made by age, other than the first category mentioned. Children in their ante EYCC 4 year attend from the term after their third birthday. Our nursery can accommodate a maximum of sixty children, thirty children at each session.

Please ask at the school office or in the nursery if you wish to see a copy of these guidelines.

Parents/carers are always welcome in the nursery at the start of each class, and they are encouraged to stay for as long as it takes for their child to feel happy, safe and secure.

Nursery Staff

Morning Staff:
Mrs Alison Macleod (Mon, Tues, alternate Fri)
Mrs Vivienne Archibald (Wed, Thurs, alternate Fri)
Mrs Diane Watson (Senior Early Years Practitioner)

Afternoon Staff:
Mrs Alison Macleod (Mon, Tues, alternate Fri)
Mrs Vivienne Archibald (Wed, Thurs, alternate Fri)
Mrs Diane Watson (Senior Early Years Practitioner)
Mrs Sarah Clark (Early Years practitioner)
Mrs Christine Gilchrist (Early Years practitioner)
Mrs Linda Powner (Early Years Practitioner)

**Organisation**
Children will be offered either a morning or an afternoon place for five sessions each week.

The school hours for Nursery are:

- **Morning Session:** 8:30 - 11:40am
- **Afternoon Session:** 12:30 - 3:40pm

**EYCC 3 Children**
Scottish Borders Council policy advises parents to select an appropriate number of sessions for the needs and maturity of their child. The minimum is usually two but all children are entitled to five. You may want to start with three and work up to five. Please let the nursery staff know the number of sessions you wish your child to attend, and which days, if they are not coming for the full week.

**Safety and Security**
For the child’s safety and security, it is important that you let nursery staff know if someone other than the main carer is collecting the child on any day. The person collecting your child must be over 16 years of age.

The day-to-day running of the class is organised by the nursery staff. From time to time we may have students working under the careful supervision of the Senior Early Years Practitioner. At times we also have students from Berwickshire High School in the nursery for work experience.

**Clothing**
There is no uniform for Duns Primary School nursery children. Loose and comfortable clothing will enable them to participate in all activities. Please provide your child with a pair of soft shoes/gym shoes to wear during the nursery session. It is helpful if all items of clothing and personal possessions are named, as this can avoid upsetting disputes about ownership. It would also be helpful if children could wear a T-shirt and loose trousers/joggers on gym days. Many activities involve the children getting messy or wet, so it is advisable not to wear ‘best’ clothes.

**Snack Money**
Snack money is charged at £2.00 each week per child, £1.50 for a part week. This will cover the cost of fruit, baking ingredients and consumables. It will also be used to contribute to the cost of outings and parties. The money will be collected each week by the nursery staff. However, if it suits you, you can pay monthly or termly. Children are given either milk or water to drink at snack time. Fruit is available every day as part of snack. Please let nursery staff know if your child has any food allergies.

During the nursery year the children have the opportunity to visit the co-op to purchase items for snack. This is done on a block basis.
Partnership

Newsletters
From time to time you will receive newsletters from the nursery either in paper form or, if you prefer, electronically. You will also receive school newsletters.

Key Workers
Your child will be allocated one member of the nursery staff as their key worker, who will be responsible for overseeing their progress, completing Learning Books and recording assessments.

Nursery Notice-board
More immediate information will be posted on the Nursery Notice Board. Please check this for outings, rotas, holiday dates etc.

Keep in touch!
Please inform us if your child catches an infectious disease such as sickness or diarrhoea. Keep him/her at home until all risk of infection is past and advice is that you keep them at home for 48 hours to recover.

Sometimes children become unwell when they are in nursery. We will send for you, or your nominated emergency contact, immediately. Please tell us of any change of address or phone number. Should an accident occur, details will be written in the Nursery Accident Book. You will be asked to read this and sign the book. Sometimes in nursery an incident may occur which may put at risk another child or member of staff. A note will be kept of such incidents, again you will be asked to read and sign the book. You will be given a photocopy of these forms for your information.

Let us know of any prolonged absence such as holidays or hospitalisation. It is important for us to know of any allergies, medical information or fears and phobias your child may have. As with every class in the school, any information you give us will be treated with sensitivity.

Discipline and Behaviour
We aim to promote positive behaviour at all times.

Parents’ Meetings
There will be a formal parents’ meeting each session when you can discuss your child’s progress with nursery staff. The date will be advertised in the newsletter and an invitation sent home.
Consultation time is built into each session and at other times by arrangement. We are always willing to listen!

Staff surgeries are held each term where parents can meet with nursery staff to discuss their child’s progress, concerns etc.

**We Need You!**
From time to time we will ask for specific help such as accompanying us on an outing. You can also help by collecting junk material and items for the nursery class. Help within the nursery is also appreciated as are any talents you may wish to share such as sewing, artwork, woodwork, baking, reading stories etc. though our Activity Weeks. We also need help with our outdoor days which take place throughout the year. We would also like to encourage you to support our social and fund-raising activities throughout the year.

**Nursery Entrance**
The nursery class is situated on the north side of the main school building, and we ask that you enter by the nursery door. The nursery door is a fire door, which means it can always be opened from the inside in an emergency. A buzzer has been fitted for safety and security. If you need entry to the nursery during a session please ring the bell on the top right-hand corner of the door.

The internal door between the nursery and the main school has a double handle so children cannot access the rest of the school independently.

**Rainy Days**
On rainy days, you are invited to come in the main school door and make your way up to the corridor area outside the nursery to wait until the beginning of the nursery sessions at 8.30 am and 12.30 pm. You may also wait there to pick your children up at 11.40 am and 3.40 pm should the weather dictate.