

# Dingwall Primary School

## Handbook



Session 2024/2025

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## Fàilte gu Bun-Sgoil Inbhir Pheofharain

## Welcome to Dingwall Primary School

Dear Parent/Carer

On behalf of all the pupils and staff at Dingwall Primary I would like to welcome you to our school.

The information contained in this handbook is aimed at introducing you to Dingwall Primary, its educational provision and any information you may require in relation to the welfare of your child whilst at school.

The aim of Curriculum for Excellence is to enable all young people to become successful learners, confident individuals, responsible citizens and effective contributors. We recognise that you play the most significant role in your child/ren's learning and we look forward to working together with you to provide the highest quality of education. We are proud of our community links which we feel enhance our learners experience and further our children's skills for life, learning and work.

This handbook does not replace personal contact, so please, if you have anything you wish to discuss further do not hesitate to contact me.

Yours sincerely,

Sara Macaskill

Head Teacher / Ceannard-na-Sgoile

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[www.dingwallprimaryschool.wordpress.com](http://www.dingwallprimaryschool.wordpress.com)

Twitter @dingwallplay / @dingwall\_gaelic

## Ethos

### Our School Aims:

- To plan and deliver an appropriate and effective national curriculum which reflects our local identity as part of the largest Primary School in the Highlands
- Using a variety of rich learning and teaching strategies for all pupils, to improve the standard of attainment within the school by enabling each pupil to work to the best of their ability.
- To improve the quality of education service to all pupils through the professional development of the staff team and to encourage a culture of practice linked to pedagogy theory.
- To work together to provide a positive and inclusive environment, which promotes different cultural and social backgrounds, in which each pupil is valued and supported.
- For our children to identify with the United Nations Convention on the Rights of the Child.
- For our children to link their Learning for Sustainability to the wider Global Goals and make sustainable choices as the move into adulthood.
- To work in partnership with pupils, parents and the wider community to improve our children's sense of belonging.
- To create an ethos of achievement to celebrate success and to encourage a sense of identity and pride in our school.

### Our Values

**Our school community feel that our school is built using five pillars, which underpin and support everything about being a part of Dingwall Primary School. These pillars are:**

**Pride   Positivity   Perseverance   Participation   Playfulness**

**Each week we centre our achievement assemblies around examples of showing these values, in and out of school.**

### Positive Relationships

All staff work together in a consistent and positive manner to encourage positive relationships. Restorative Conversations are carried out by all staff members. We encourage positive behaviour through building these invaluable **relationships between our adults and children.**

The school's Promoting Positive Relationships policy can be viewed on the school website.

## **Key Information**

### **Description of the School:**

Dingwall Primary School is currently the largest primary school in Highland region, with 489 children in Primary 1-7 and 54 in our ELC. We are extremely proud to offer Gaelic Medium education in the school. There are presently 14 English medium classes and a further 4 classes taught in the medium of Gaelic. The Highland Deaf Education Service is based at the school and we have several deaf children in mainstream classes supported by teachers and pupil support assistants.



Our school occupies an attractive woodland site to the North of the Burgh of Dingwall. Although the building dates from 1970, it has recently benefitted from the installation of a biomass heating system and a refurbishment of the canteen. The classrooms are of generous size and contribute to a stimulating learning environment for the pupils.

The single story east wing is occupied by P1-3 classes, with classrooms grouped round communal areas for each year group to further promote learning through play spaces.

The central portion of the complex contains the school kitchen, extensive dining area and the hall/gym. This connects with the two-story building which houses most P4-7 classes and the main school office.

The school has a tarred play area and an extensive grassed play area including a new play equipment funded by our Parent Council.

Our Early Learning Centre is situated next to the school buildings in demountable huts with a superb garden space for developing outdoor play.

## Staff

### Leadership Team

Head Teacher – Sara Macaskill

Depute Head Teacher – Jill Stewart

Principal Teachers – Mrs Joanne MacSween (Gaelic Medium), Dr Claire MacDonald, Mrs Eilidh Mellon and Ms Linda McGregor

### Teaching Team

Anna	Biddulph	Class Teacher – Gaelic Medium
Rachel	MacKenzie	Class Teacher – Gaelic Medium
Kirsty	Ross	Class Teacher – Gaelic Medium
Laura	Fraser	Class Teacher
Jennifer	MacDougall	Class Teacher
Lynne	MacKay	Class Teacher
Rhona	Anderson	Class Teacher
Rachel-Ann	Urquhart	Class Teacher
Stephen	Lee	Class Teacher
Stephanie	Watson	Class Teacher
Jennifer	Macdonald	Class Teacher
Lesley	Cleland	Class Teacher - ASL
Nicola	Milne	Class Teacher – ASL
Emma	Hart	Class Teacher
Allyce	Ross	Class Teacher
Carol	O'Connell	Class Teacher
Melissa	MacLean	Class Teacher
Criosaidh	Finlayson	Class Teacher
Janice Ann	Ross	Class Teacher
Ines	Munoz	Class Teacher
Gemma	Macdonald	Class Teacher
Vaila	Henderson	Class Teacher

### Pupil Support Assistants:

Shona Symmonds, Pamela Fraser, Margaret Laidlaw, Jane Lemmon, Elaine MacDonald, Audrey Bellshaw, Angela Matheson, Jane Fraser, Julie Ross, Linda MacGregor, Linda Campbell, Jodi Smith, Catriona Coli, Kathleen Cogill, Camilla Kiesel, Pearl Warrander, Fiona Campbell, June MacPherson, Melissa MacLeod, Elizabeth Sutherland

### Early Learning Centre:

**Early Years Practitioners:** Mhairi Matheson (Senior) Anne Cronie, Nicola MacLennan, Carrie Mackenzie, Nicola Mackenzie, Meg Williams, Catherine Johnston, Pamela Macpherson.

**Support Workers:** Cheryl MacDonald, Miriam West.

**Clericals:** Joanie Cushnie and Hillary Docherty

**Music Instructors:** Mike Simpson, Rachel Farmer, Martin O'Parka, Mark Bell, Lewis Barclay

**Crossing Patrol:** Gillian Campbell, Tina Fraser, Gladys Ross, Steven Pickford

## **Gaelic Education / Foghlam tro Mheadhan na Gàidhlig**

Gaelic medium education (GME) is an important part of Dingwall Primary School, with 4 composite classes and 70 children currently being taught in Gaelic. The aim of GME is to bring children to fluency in both Gaelic and English before they leave primary school. Children in GME follow the same curriculum and are taught the same subjects as English Medium, the difference being that most of their learning is through Gaelic. Learning about and being involved in the wider aspects of Gaelic culture is a crucial part of GME.

GME is available to children from Gaelic and non-Gaelic speaking homes, with the early years of primary school spent learning through “immersion” – with the children only being taught in Gaelic. Reading and writing in English is usually introduced in Primary 3 or 4, with Gaelic remaining the first language of the classroom.

Children entering GME greatly benefit from attending GME pre-school. This is available at the Cròileagan in Dingwall.

Please contact us if you would like to discuss further any aspect of Gaelic Medium Education at Dingwall Primary School.

*‘Se pàirt chudthromach de Bun-sgoil Inbhir Pheofharain a th’ ann am Foghlam tro Mheadhan na Gàidhlig, le, an dràsta, 79 sgoilearan air an teagasg ann an 4 clasaichean co-dhèanta. ‘Se gum bi gach sgoilear fileanta ann an dà chuid Gàidhlig agus Beurla mus tèid iad dhan àrd-sgoil, prìomh amas Foghlam tro Mheadhan na Gàidhlig. Tha clann ann an Foghlam tro Mheadhan na Gàidhlig a’ leantainn an aon churricèalam agus ag ionnsachadh mu dheidhinn na h-aon cuspairean sa tha clann ann am Beurla, ach gu bheil a mhòr-chuid den ionnsachadh aca ann an Gàidhlig. Ann am Foghlam tro Mheadhan na Gàidhlig tha tòrr cuideam air a chur air ionnsachadh mu dheidhinn an cultar Gaidhealach, a bharrachd air a bhith a’ gabhail pàirt ann an tachartasan cultarachd san fhairsaingeachd.*

*Tha Foghlam tro Mheadhan na Gàidhlig ri fhaotainn do chlann ann an teaghlaichean far nach eil Gàidhlig air a bhruidhinn, a bharrachd air iadsan aig a bheil Gàidhlig. Anns na tràth ìrean, suas gu Clas 3, tha an ionnsachadh aca air am bogadh ann an Gàidhlig. Tòisichidh iad air ionnsachadh Leughadh agus Sgrìobhadh sa Bheurla aig deireadh Clas 3 neo toiseach Clas 4, ach leis an cuideam fhathast air Gàidhlig a bhith air a bhruidhinn sa chlas.*

*Tha clann a tha a’ dol tro Foghlam tro Mheadhan na Gàidhlig a buannachadh gu mòr le a bhith a’ frithealadh ro-sgoil, a tha ri fhaighinn anns a’ Chròileagan ann an Inbhir Pheofharain.*

*Ma tha sibh airson fiosrachadh a bharrachd mu dheidhinn Foghlam tro Mheadhan na Gàidhlig fhaighinn a-mach, cuiribh fios chun an sgoil.*

## **Dingwall Primary Early Learning Centre**

Our ELC is open from 9am to 3pm, with parents having flexibility over when they would like their children to attend.

A funded place is only made available to a child in the term after their third birthday. Please contact the Head Teacher for further details.

Please click on the link below to find out ELC Google Site with up to date information about our ELC.

[Dingwall Primary ELC Handbook](#)

## **The School Day**

	<b>Primary 1-3</b>	<b>Primary 4-7</b>
	9.00am – 10.45am	9.00am – 10.45am
Break	10.30 – 10.45am	10.30 – 10.45am
	11.00am – 12.15pm	11.00am – 12.45pm
Lunch	12.15pm – 1.30pm	12.45pm – 1.30pm
	1.30pm – 3.00pm	1.30pm – 3.00pm

## **Dates for the Session**

Please click below for holiday and in-service date.

[School term dates | Highland School Calendar 2024 to 2025](#)



## **Enrolment Procedures**

Parents will be advised by press advertisement and the school newsletter of the date of the enrolment week for session 2024/2025. Each school serves its own particular catchment area. Pupils whose homes are located in that area will have priority in being allocated a place in the school. However, parents have the right to specify the school in which they wish to place their child. Application must be made to the Area Education and Learning Manager, Council Offices, High Street, Dingwall.

Placing request applications are made online at:

[https://www.highland.gov.uk/info/878/schools/887/enrol\\_your\\_child\\_for\\_school/2](https://www.highland.gov.uk/info/878/schools/887/enrol_your_child_for_school/2)

## **Attendance**

It is very important that pupils arrive on time to start the school day at 9.00am. Lateness causes pupils to miss an important part of the day with regard to the organisation of the activities for the day. Regular attendance at school is very important if a pupil is to make the best use of the resources available at Dingwall Primary School. If your child is going to be absent, then please inform the school by 9.15am on the first day of absence. If your child is absent and we have not been informed then we will contact you to establish the reason for absence. Pupils should bring a note of explanation when returning after a period of absence. Schools are required to keep an attendance register by law. We have a responsibility for the care and welfare of all pupils during the school day, therefore we need to know the whereabouts of absent pupils.

### **Permission to leave during the school day:**

If a pupil needs to leave during the school day for an appointment etc, pupils need to bring with them a note from parent or carer. Pupils must report to the school reception and 'sign out', if returning the same day, they must report again to the reception and sign in. Where at all possible, medical and dental appointments should be made outwith school hours.

### **Holidays taken outwith the normal school holiday period:**

When considering whether or not to exercise your right to remove your children from school for a family holiday, please be aware that such a decision:

- will result in a significant loss in classroom experience;
- will result in a pressure to 'catch up' on missed work by pupils;
- could result in pupils missing assessments with consequential impact on pupils and teachers;
- could result in the loss of curricular activities;
- will affect school attendance records and efforts to raise standards of attendance;
- under the guidance issued at a national level, most family holidays will be coded as unauthorised absence, only in exceptional cases will the absence be recorded as authorised.

If you do decide to make holiday arrangements during term, you should confirm this in writing to the Head Teacher.

Should a pupil be late or absent from school on a regular basis or absent without good reason, then the school will contact you so that we can discuss the problem.

During the current pandemic we may need to amend our approaches to recording attendance, for example if it becomes necessary for pupils to work from home. For more details please contact the school.

## **Emergency Contacts**

It is important that parents provide emergency contact details for their child(ren) in the event of illness etc. during parents' absence from home. Parents should explain alternative arrangements to their child(ren).

This information will be updated every August, **but please inform the school immediately in the event of any changes.**

## **School Clothing**

The school is proud of its smart uniform and pupils are expected to wear most, if not all of the main items. All items are available from a range of local shops and also our Family Centre we do not expect our children to have the school badge on their jumper. We encourage all our families to make use of the pre-loved uniform items available in our Family Centre to promote a culture of reuse, reduce, recycle and learning for sustainability. The items we encourage pupils to use and are all available for free in our Family Centre are:

Navy/Red Sweater or Cardigan  
Light Blue, Grey or White Shirt or Blouse  
School Polo Shirt – Navy, Red or White  
Grey or Navy Trousers, Skirt or Plain Jogging Bottoms  
Red or Navy School Sweatshirt  
Suitable Outdoor Jacket or Fleece  
Indoor shoes

## **Lost Property**

Parents should ensure that all items of clothing and footwear brought to school are clearly labelled. This is extremely helpful when there is uncertainty about who owns an item of clothing etc. Children should not take money or valuable items to school, nor should money or valuable items be left in coat pockets, school bags or left lying around. The school cannot accept responsibility for items lost unless they have been given to a member of staff for safekeeping. Nevertheless, every effort will be made to trace any missing items.

## **School Meals and Packed Lunches**

School Meals are provided within the school canteen, which is managed by Highland Council. A cashless system is in operation and parents may pay into this using a variety of methods. Details of this are available from the canteen.

Menus for the year are sent home with all pupils. All P1-3 pupils have the option to receive a free meal each day. For those in P4-7 not in receipt of free school meals the cost each day is currently £2.30.

All meals are cooked on the premises and give pupils a wide choice. There are two sittings for lunch, with P1-3 eating separately from P4-7.

An area in the canteen is set aside for those pupils wishing to take their own packed lunch to school. For further information on school meals please visit

**[https://www.highland.gov.uk/info/878/schools/9/school\\_meals](https://www.highland.gov.uk/info/878/schools/9/school_meals)**

### **Extra-Curricular Activities**

We are fortunate to have a range of extra-curricular activities for pupils run by staff, parents and friends of the school. These run at different times of the year and are for different age groups. These include football, shinty, rugby, running, choir, dancing, netball, string club and many others. We also run a weekly after school STEM club.

During Primary 7 the children have the opportunity to attend a residential outdoor activity week.

### **Health Care**

It is expected that parents or carers will inform the Head Teacher of any relevant information relating to the need to administer medication to their child(ren). The Head Teacher will need to agree with parents or carers exactly what support the school can provide for a child with health care needs. Where there is concern about whether the school can meet a pupil's health care needs, or where it may not be possible to meet parents or carers expectations, the Head Teacher will seek advice from NHS staff and, if appropriate, from the education authority.

### **Medicines at School**

Sometimes doctors give prescriptions which require medicines to be taken during the day. Any such medicines should be handed to the school office and Highland Council Administration of Medication forms completed by parents / carers.

### **Other Professional Services**

Selective medical examinations are carried out in Primary 1 by the medical staff and parents are invited to attend. Thereafter the School Nurse carries out periodic checks on eyesight and hearing. Parents are informed if there are any follow ups required.

The Child Smile Team attend regularly throughout the session to provide tooth varnishing to protect teeth.

### **Head Lice**

Parents are asked to regularly examine their children's hair for head lice and inform the school if they find them. Further information about the treatment for head lice is available from the school or on the NHS website. We notify parents on the school newsletter if there are cases in school.

## **First Aid, Accidents and Illness at School**

Basic First Aid assistance is available in the school. Minor cuts and bruises are usually treated by the school staff. There will be occasions when a doctor's opinion or help is required. If it is at all possible parents will be informed before a child is given medical attention at the school or health centre.

If pupils become unwell at school parents are contacted and requested to collect their child(ren), therefore it is essential that we have up to date day time contact numbers and emergency contact numbers for all pupils. Pupils will not be sent home unaccompanied or to an empty house. Parents should not send their child to school if he/she is unwell. The school must be informed if a pupil has a medical condition which might put other pupils at risk.

It is important that the school is informed about any medical condition eg. asthma, epilepsy. This information will be treated as confidential.

## **Adverse Weather and School Closure**

Each October the school issues all parents with details of what to do if weather conditions are such that there may be doubt as to whether the school will be open.

Due to the fact that very few pupils come to school by bus or taxi, it is only on very rare occasions that we have to consider closing the school because of the weather.

The final decision as to whether a pupil should travel to school in adverse weather conditions lies with the parents. The local radio stations broadcast details of weather, traffic and road conditions and will also give details of any school closures.

The Council has installed a schools information line so that parents can enquire about school closures in times of adverse weather. Dial **0800 564 2272** followed by Dingwall Primary PIN Number **04 1870**. This will allow you access to closure information and other non-urgent school information. The council website gives immediate information about which schools in the Highland Area are open or closed on any particular day. Visit [https://www.highland.gov.uk/downloads/download/35/school\\_policies\\_and\\_guidance-child\\_wellbeing\\_and\\_safety](https://www.highland.gov.uk/downloads/download/35/school_policies_and_guidance-child_wellbeing_and_safety)

## **Child Protection**

From time to time incidents can occur within the school setting which cause concern.

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service Staff must report such incidents to Social Work Services, which can lead to a joint Social Work/Police investigation. All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service Staff.

More information about Child Protection Procedures within Highland can be obtained from [http://www.highland.gov.uk/info/1361/childcare\\_and\\_family\\_care/438/child\\_protection](http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection)

## **Major Incident in School**

If a major incident occurred in school (e.g. a fire) the children would be evacuated to the school playground in order that we could check if all children are accounted for. We have a strict Fire Policy and Major Incident Policy which are routinely practice and are available upon request from the school office.

## **Visitors to the School**

In the interests of security all visitors to the school must report first to the secretary's office, which is situated next to the main entrance. At any time a visitor may be asked to identify themselves by a member of staff. We are sure parents will be aware of the need for such measures.

## **Military Families**

Our school welcomes and supports families, their children and young people from Forces families: serving, veteran and reservists.

We understand some of the challenges that mobility of service life can bring and we look forward to working with you to ensure a smooth transition for your child/young person coming into or moving on from our school. Please get in touch with us as soon as you can so we can work with you to ensure the transition is as smooth as possible.

Highland Council have proudly committed to the Armed Forces Covenant and as such support our veteran and reservist families as well as those currently serving. There is a dedicated Highland Council Military Liaison Group (MLG) which has been formed to promote and ensure equality and equity for your children and young people in their education.

Visit <https://armedforcesfamilieshighland.wordpress.com/> to go to the Highland Council Armed Forces Website for lots of helpful information and support.

Please get in touch with the Head Teacher if you have any concerns.

## **Comments and Complaints**

We hope you will enjoy your child's time at Dingwall Primary School, and we welcome comments or suggestions, which could help us to improve our service.

If you have any concerns about your child's education, then you should contact your child's teacher in the first instance. However, we are aware that difficulties can occur from time to time and if you feel you have reason to complain, then please follow the procedure outlined below.

You should contact the school by letter or telephone outlining the concern. If you prefer you can make an appointment to speak to the Head Teacher. Your concern will be investigated, and the Head Teacher will aim to respond within 1 week.

The school will always endeavour to resolve issues by listening to parents and seeking solutions in partnership. Should a situation not be resolved, parents can contact the Care and Learning Manager, who will decide what the next steps should be. Parents will be kept fully informed at all stages and will be invited to attend any meetings held.

Care and Learning Manager (Mid-Area)  
Care and Learning Services  
Council Offices  
High Street  
Dingwall  
IV15 9QN

Tel: 01349 868532

## **Data Policy**

### **(From the Scottish Government)**

#### **Access to Pupil Records**

The Pupils' Educational Records (Scotland) Regulations 2003 extend to parents the right of access (with certain specific exceptions) to any record held by the Authority in relation to their child. Parents may make application to the Head Teacher.

#### **Data Protection Legislation**

Information on pupils, parent and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

#### **Transferring Educational data about pupils**

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* to help to improve education across Scotland. This note explains why the Scottish Government needs this information, how they use it and what they do to protect the information supplied to them. Further information can be obtained from <http://www.gov.scot/Topics/Statistics/ScotXed>.

#### **Data policy**

Information about pupils' education is collected through 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 collected by Scottish Government through the Pupil Census is used for statistical and research purposes only.

Information on why we collect data about pupils and who we share this data with can be found in Highland Council's Privacy Notice which is available here:

[https://www.highland.gov.uk/directory\\_record/1095920/enrol\\_your\\_child\\_at\\_a\\_school](https://www.highland.gov.uk/directory_record/1095920/enrol_your_child_at_a_school)

### **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 and Skills Development Scotland 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

### **Your data protection rights**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with data protection legislation. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. Data protection legislation 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/SchoolEducation>

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 academic institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities. 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 at [ScotXed@scotland.gsi.gov.uk](mailto:ScotXed@scotland.gsi.gov.uk) or write to The ScotXed Support Office, Area 2D, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

### **Liaison with Parents**

We firmly believe that the teachers and parents are partners in helping each child to achieve his/her potential. It is recognised that parents play a huge part in the education of the child and in school we hope to build further on what each child has learned.

The school holds parents' afternoon/evening sessions twice a year, once in Autumn and again in Spring, when parents can discuss their child's progress with the class teacher, on an appointment basis. However, should any parent wish to discuss their child's progress out with these times, they should contact the school to arrange a suitable time with the teacher and/or the Head Teacher. Such discussions are always welcome.

If the class teacher is concerned about some aspect of a child's progress he/she will contact the parents to arrange a convenient time for a discussion to take place. These discussions are informal and are designed to find out how school and home can work together to help the child.

All children in the school have a 'Learning Profile'. This is a continuous updated selection of individual learning targets, evidence of attainment and a collection of achievements and learning experiences. This is held in a secure web based format known as "SeeSaw". Parents have access to their own children's folders and are instantly informed whenever a new post is uploaded for their child. Within SeeSaw the children have attainment folders which clearly document learning that has taken place but also the next steps or areas for improvement. Pupils also set targets and state how they will achieve these targets – in this way parents are aware of how to support their child. This is an excellent way for parents to be in touch with their child's experiences and developments in school.

Towards the end of each session (usually June) each child will be given a report as to how well they have progressed during the year. Your child will also bring home their own report, where they have commented upon the progress made in their learning and their achievements. Including your child's view in the reporting process is recognition of the fact that his/her opinion matters.

The school will hold afternoon/evening meetings to explain various aspects of schoolwork to which all parents are invited to attend. This is to help parents to understand what we are doing with the children in school.

There is a weekly newsletter to keep you informed of activities, achievements and developments in the school.

### **Parent Council**

Dingwall Primary has an active Parent Council, which is very supportive of the school and is always looking for extra helpers. The role of the Parent Council is varied including collaborating with developments and improvements within the school, providing a voice to represent the parents, as



well as fundraising for extra resources for the school. Please speak to the school office for contact details or contact:

e-mail - [dingwall.primary@highlandpc.co.uk](mailto:dingwall.primary@highlandpc.co.uk)

### **Support for Parents**

Parents can receive independent support and advice from the organisation Parentline:

<https://www.children1st.org.uk/help-for-families/parentline-scotland/> or by phoning 0800 028 2233

### **Homework**

All pupils in Dingwall Primary will be given Homework on a regular basis and our new homework policy which has been made from feedback from children, staff and parents can be found on our school website.

Please remember that children often work best in a quiet, calm atmosphere.

## Curriculum

### Introduction

'Curriculum for Excellence' covers the eight main subjects offered by most Scottish Schools: Languages and Literacy; Mathematics and Numeracy; Social Studies; Sciences; Expressive Arts; Religious and Moral Education; Health and Wellbeing; Technologies.

The curricular guidelines offer a range of experiences and outcomes which children should meet at various stages in the primary school.

There are five levels (Early, First, Second, Third and Fourth) which are a progression in attainment and experience within each curricular area.

The experiences and outcomes within the Early Level should be attainable in the course of Nursery and P1 by almost all pupils.

The experiences and outcomes within the First Level should be attainable in the course of P2, 3 and 4 by almost all pupils.

The experiences and outcomes within the Second Level should be attainable in the course of P5, 6 and 7 by most pupils.

The experiences and outcomes within the Third and Fourth Levels should be attainable in the course of Secondary years 1, 2 and 3 by most pupils.

### How our Learning is Structured

Our learning at Dingwall Primary School enables children to develop into well rounded young people. Learning can take many forms and may involve a child working independently, co-operatively, representing the school at a sporting event, working with others to improve the outdoor grounds, and many other varied experiences which allow a child to reach their full potential.

At Dingwall our learning time is split into 5 broad categories:

#### **a) Interdisciplinary Learning**

This happens where two or more subjects are linked together, helping children see connections between subjects and be more engaged in their learning. These projects may last anywhere from one day to 6 weeks. We aim for our teachers to follow the children's interests and for our children to lead the learning.

**b) “Stand alone” lessons**

There are times when subjects are taught on their own and not as a part of a learning project. This is known as a “stand alone” lesson. This may involve any subject in the curriculum.

**c) Citizenship Groups**

Our children will become members of a Citizenship Group. These range from Pupil Voice, House Team Captains, Senior Prefects, UNCRC Prefects, Equalities and Diversity Prefects and School Maintenance Prefects and many more. The aim of these groups are to learn life skills and values that they can transfer across their learning while working co-operatively with children from a range of stages across the school.

**e) Thinking and Reflecting**

It is very important that children have the time to reflect on their work and think about their next steps. This may for example include discussing their understanding in mathematics, assessing their own and each other’s writing, or thinking about what they have learned throughout the week and evaluating their individual learning targets.

We are focusing on children knowing where they are in their own learning.

**f) Opportunities for Personal Achievement.**

We share achievements on our SeeSaw profiles, our assemblies and in our weekly newsletters with the wider school community.

The curriculum aims to ensure that all children and young people in Scotland develop the knowledge, skills, values and attributes that they will need to flourish in life, learning and work.

The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. These experiences are grouped into four categories.

Children and young people need opportunities for achievements both in the classroom and beyond, giving them a sense of satisfaction and building motivation, resilience and confidence.

## **Assessment**

Teachers are constantly formatively monitoring the children's progress as they work in their classes. We record assessments in a variety of ways to pass on to the next teacher for effective transition and to parents.

### **Key Assessment Tasks**

As part of your child's learning, teachers plan for key assessments throughout the year to demonstrate what they have learned. These are part of your child's profile and will be shared with families throughout the year. An end of year written report is issued to parents in June which summarises a child's progress. Learner Progress Meetings Parents are where parents are encouraged to come to 2 annual, formal learner progress meetings where teachers will share their on-going assessments and identify the next steps for an individual child.

## **Additional Support Needs**

All children need support to help them learn. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being.

If you have a concern about your child in primary school, please contact your child's class teacher in the first instance or the 'named person', who in Dingwall Primary is the Head Teacher. Sometimes a Child's Plan may be put in place to help organise, monitor and regularly review your child's progress.

If you wish to find out more about The Highland Practice Model or the Child's Plan, you can access more information at:

[http://www.highland.gov.uk/downloads/file/230/highland\\_practice\\_model\\_-\\_delivering\\_additional\\_support\\_for\\_learners](http://www.highland.gov.uk/downloads/file/230/highland_practice_model_-_delivering_additional_support_for_learners)

[http://www.highland.gov.uk/download/downloads/id/11/co-ordinated\\_support\\_plan](http://www.highland.gov.uk/download/downloads/id/11/co-ordinated_support_plan)

There are also Information sheets available at: [www.chipplus.org.uk](http://www.chipplus.org.uk) click on Education.

In Dingwall Primary, Mrs Lesley Cleland and Mrs Nicola Milne coordinate the support throughout the school and organise all meetings with parents and professionals to try to ensure all our pupils' needs are met.

We try to work in partnership with parents at all times, but if you have a concern about additional needs which you don't feel is being addressed, then you should contact the Head Teacher in the first instance. If your concerns were to continue there are a number of means of resolving difficulties and disputes and information on this can be found at: [Support for Learners Website](#)

Advice, support and further information for parents of children with additional support needs can be found at:

- (a) Enquire – the Scottish advice and information service for additional support for learning <http://enquire.org.uk/>
- (b) My Rights, My Say – an advocacy and advice service for young people over 12 with additional support needs <http://enquire.org.uk/myrightsmysay/>
- (c) [Scottish Independent Advocacy Alliance](#), an advocacy service to support parents and children
- (d) [Scottish Child Law Centre](#), an organisation providing free legal advice to young people

## **School Improvement**

### **Standards and Quality Report**

Each year every school in Scotland is required to produce a Standards and Quality Report. The report summarises the strengths of the school and what needs to improve. The information is gathered throughout the year in a variety of ways, so the report is as accurate as possible.

You can access our most recent Standards and Quality Report on our school website.

### **School Improvement Plan**

Our School Improvement Plan is continuously self-evaluated by the Leadership Team, staff and parent and can be accessed on our school website.

### **Our most recent inspection can be downloaded here:**

[Details](#) | [Find an inspection report](#) | [Find an inspection report](#) | [Inspection and Review](#) | [Education Scotland](#)

### **Our most recent care inspectorate report can be downloaded here:**

[Inspection Reports \(careinspectorate.com\)](http://careinspectorate.com)

