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Douglas-Ewart High School

Handbook 2023-24

Douglas-Ewart High School
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Newton Stewart
DG8 6JQ

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Letter from Director of Education and Learning

Dear Parent/Carer

Our schools across Dumfries and Galloway have high expectations and high aspirations for pupils and staff. Like you, we want the best possible future for your child. We know that children do better at school and go on to achieve more in life when families and schools work together. We want to make sure that you, as parents and carers, feel involved in your child's learning, feel welcome and listened to in our schools. We have a shared interest in your child being happy, confident, and successful in school.



To help children reach their potential we focus on removing barriers to learning; meeting the needs of children and upholding their rights underpin all we do.

Again, this year we know that the increased cost of living will mean that many families have money worries - school should not add to those. There should be no costs involved in the school day which are a barrier to your child joining in. This handbook gives important information on the benefits you may be entitled to and how we can help you apply for free meals, free transport, free childcare, clothing grants and allowances, and to make sure you have the right financial advice.

This handbook sets out the responsibilities I have, as Director, for your child's education. While we have core values and shared ambitions, our schools put this into practice slightly differently to meet the needs of the local community. Your schools headteacher will publish their own handbook to provide information which is on specific to your school.

I hope this information is helpful in setting out how we can work together to benefit your child's learning and make sure they have the best possible experience at school. Our schools are welcoming places at the heart of our communities and always want to hear from you about how we can do more to support you, so please talk to us. There are many useful contact numbers in this handbook or you can contact me on DirectorSkillsEducationandLearning@dumgal.gov.uk

Yours sincerely

Dr Gillian Brydson
Director, Education and Learning

Head Teacher's Foreword



It is with genuine delight that I introduce myself as acting Head Teacher of Douglas Ewart High School for the next 23 months. This represents a full circle for myself as I was previously a biology teacher at the school earlier in my career and I am excited to return and continue the good work already established within the school.

I fully appreciate the important role we have in our young people's lives and in improving their current and future opportunities, whether this be through academic attainment, extra-curricular activity or the wider opportunities the school provides. I will do my utmost to ensure our traditions and successes continue to grow.

I look forward to working in partnership with our pupils, parents / carers and our local community as we seek to ensure that all pupils achieve their potential and experience within school the opportunities to grow as responsible young people ready to take the next step with success in their preferred destination.

Mr Stephen Foster
Head Teacher

Skills, Education and Learning Directorate Services

Aims Priorities and Commitments

We aim to provide a good start in life for all and are committed to giving all our children and young people an equal chance to make the most of their potential at a time when many families are facing challenges, responding to the cost-of-living crisis that we face.

We believe in the benefits of working in partnerships within a culture of collaboration and trust.

We believe that the most important decisions are made in the classroom and we expect professional excellence in our staff; we support this by building confidence and capacity in school leadership at all levels, by listening to parents and pupils, by empowering Head Teachers to make local decisions and by trusting professional judgements.

This has been the basis for our approach to delivering Curriculum for Excellence, Getting it Right for Every Child (GIRFEC) and Developing the Young Workforce (DYW).

Our Council's Priorities and Commitments are to:

1. Build the local economy
2. Provide the best start in life for all our children
3. Protect our most vulnerable people
4. Be an inclusive Council
5. Urgently respond to climate change and transition to a carbon neutral region

Our schools have a role in delivering all five priorities, but we make the greatest contribution to Priority 2 where the Council aims to 'provide the best start in life for all our children'.

Our Commitment is to:

- Ensure early intervention, to keep our region's most vulnerable children safe.
- Invest in creating schools fit for the 21st century, which are at the heart of our communities.
- Raise ambition and attainment, to address inequalities.
- Support children to be healthy and active.

Key priorities of the National Improvement Framework

- Placing the human rights and needs of every child and young person at the centre of education
- Improvement in children and young people's health and wellbeing
- Closing the attainment gap between the most and least disadvantaged children and young people
- Improvement in skills and sustained, positive school-leaver destinations for all young people
- Improvement in attainment, particularly in literacy and numeracy

DEHS Vision, Values and Aims

Vision: our aspiration for our school community

It is the vision of DEHS that we will work together to meet the needs of every child so that they are safe, feel cared for and respected and can achieve their best.

Values: the qualities which we describe and are at the centre of our school CARE –

Community, Aspiration, Resilience, Ethos

Aims: How we use our values to achieve our vision

1. To build a nurturing school where mutual respect underpins all relationships;
2. To promote personal responsibility for learning and to build aspiration for all pupils;
3. To involve pupils, staff and parents as well as all other members of our wider school community in building success for all;
4. To ensure that all pupils participate in the widest range of opportunities;
5. To provide a wide range of ways to celebrate the achievements of all;
6. To provide the highest quality learning to deliver outstanding attainment;
7. To ensure that every pupil moves forward to a positive and sustained destination.

School Organisation

School Leadership Team

Acting Head Teacher	Mr S Foster
Depute Head Teachers	Mr K MacKenzie Mrs F Lamont
(Child Protection Co-Ordinator)	Mrs T Trayner
School Support Manager	Mrs T Chambers

Principal Teachers of Support

Buchan	Mrs P Graham
Tarff	Miss K Kalotka (Acting)
Kirroughtree	Miss K McWhirter (Acting)
Developing Young Workforce	Miss A Welsh
Supporting Learners	Mrs D Rowley

Teaching Staff

English, Drama & Literacy Faculty

Principal Teacher of Curriculum - Mr G Davies
Teacher of English - Miss F Lindsay
Teacher of English - Mrs A Lloyd
Teacher of English - Mrs S Service
Teacher of English - Miss J Faux
Teacher of English – Mrs E Nadalutti

Mathematics & Digital Literacy Faculty

Principal Teacher of Curriculum - Mrs P Morton
Teacher of Maths & Computing - Mr W Smith
Teacher of Maths - Miss A Welsh
Teacher of Maths - Mrs M Muir
Teacher of Maths - Mr R Gilmour
Teacher of Maths – Mrs S Rennie
Teacher of Business Studies – Ms C Garrity
Teacher of Business Studies – Miss K McWhirter

Science Faculty

Principal Teacher of Curriculum - Miss J Kennedy
Teacher of Chemistry – Mrs L Creel
Teacher of Physics – Mr R Baxter
Trainee Teacher of Physics – Miss S Martin
Teacher of Biology - Mrs K Armstrong
Teacher of Biology – Mrs G McColm
Teacher of Biology - Miss V Swalwell
Teacher of Science – Miss L Wilson

Technology, Music and Art Faculty

Principal Teacher of Curriculum – Mr R Fulton (Acting)
Teacher of Technical Education – Mr K MacKenzie
Teacher of Technical Education – Mrs F Lamont
Teacher of Technical Education – Miss S Brumwell
Teacher of Technical Education – Miss S Lochrie
Teacher of Technical Education – Mr B Taylor
Teacher of Music – Mrs H MacEanruig

Teacher of Music – Mr B Riddick
Teacher of Art & Design – Mrs J Fulton
Teacher of Art & Design – Mr R Fulton
Teacher of Art & Design – Mrs V Bradley
Teacher of Art & Design – Miss S Lochrie

Humanities & Modern Languages Faculty

Principal Teacher of Curriculum - Mrs L Harris
Teacher of History & Modern Studies - Miss L Harvey
Teacher of History – Miss K Stirling
Teacher of RMPS - Miss K Kalotka
Teacher of Geography – Miss Z White
Teacher of Modern Languages – Mrs T Trayner
Teacher of Modern Languages – Miss M Bernard
Teacher of Modern Languages – Miss H Charpentier

PE & Home Economics Faculty

Principal Teacher of Curriculum – Mrs A Francis
Teacher of Physical Education – Mrs K Hornell
Teacher of Physical Education – Mrs P Graham
Teacher of Physical Education – Mrs E Hutchison
Trainee Teacher of Physical Education – Mr J Muir
Teacher of Home Economics – Mrs K Telfer
Teacher of Home Economics – Mr I McLatchie

Additional Support Needs

Teacher of Additional Support Needs – Mrs D Rowley

Support Staff

School Office Team

Administrative Assistant - Miss M Allan
Clerical Assistants - Mrs E Herries, Mrs N Jolly, Mrs K McKeand,
Miss L Graham

Learning Assistants

Mrs C Adams, Mrs A Cain, Mrs K Heughan, Mrs G Inglis, Mrs G Judge, Mrs A Kain, Mrs M McClymont, Mrs H McCrone, Mr B McDowall, Ms N Townley, Mrs L Wright, Mrs P O'Brien

Pupil Equity Worker

Mrs A Hannah

Pupil Equity, Wellbeing and DYW Co-ordinator

Mrs K McCreadie

Facilities Assistants

Mr R Jaszewski, Mr K Ramsey, Mr D Kerr

Technicians

Mr R Bacon –Technician (Science)
Mr S Templeton – Technician (Technical Education)

School Information

History

Douglas-Ewart High School was opened in 1922 in Newton Stewart, Scotland. It was formed by the amalgamation of the Douglas Free School opened in 1834 and the High School of the Ewart Institute opened in 1864.

Our notable former pupils include:

- James A Mirrlees, Nobel Prize Winner
- Andrew Ayre, British High Commissioner to Guyana, 2011-15
- John Dedman, member of the Australian Parliament
- Sir John McFadzean, Pathologist
- Professor Alex McBratney, Dokuchaev Prize Winner (Soil Science). Equivalent to the Nobel Prize

School Profile

Address: Douglas-Ewart High School, Corsbie Road, Newton Stewart, DG8 6JQ

Telephone No: (01671) 403773

School Roll: 585

Denominational Status: Non-denominational

Gaelic Speaking Status: Non-Gaelic speaking

Acting Head Teacher: Mr Stephen Foster

E-mail: gw08officedouglas@ea.dumgal.sch.uk

Website: <http://dehs.schoolwebsite.scot>

Office Hours

The school office is open five days per week all year, except for public holidays. During term time, the hours are from 08.00 - 17.00.

Terms and Holidays

Dates for school holidays for future sessions are available on the council website:

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

The current school year (2023/24) is as follows:

Term 1

Staff training	Fri 18 and Mon 21 Aug 2023
First day	Tue 22 Aug 2023
Last day	Fri 13 Oct 2023
Autumn holiday	Mon 16 to Fri 27 Oct 2023

Term 2

First day	Mon 30 Oct 2023
Last day	Fri 22 Dec 2023
Christmas holiday	Mon 25 Dec 2023 to Fri 5 Jan 2024

Term 3

Staff training	Mon 8 Jan 2024
First day	Tue 9 Jan 2024
Mid-term holiday	Mon 12 Feb to Wed 14 Feb 2024
Staff training	Tue 13 Feb and Wed 14 Feb 2024
Pupils return	Thur 15 Feb 2024
Last day	Fri 22 Mar 2024
Spring holiday	Mon 25 Mar to Fri 5 Apr 2024

Term 4

First day	Mon 8 Apr 2024
May Day holiday	Mon 6 May 2024
Last day	Mon 1 Jul 2024
Summer holiday	Tue 2 Jul to Fri 16 Aug 2024 (Pupils return Wed 21 Aug 2024)

Contact Us

If you need to find something out – please contact us by telephone, e-mail or check the school website or the School App.

If you have a comment or concern - A comment might be some brief feedback about how we have handled a situation or delivered a service. It is best to pass a comment straight to the school so that we can take any necessary action. You may be suggesting an improvement to what we do or a change to how we operate. If you have something you would like to raise, we would always ask you to discuss any concerns / issues you have initially with your:

- Head Teacher if the enquiry relates to whole school matters or you require an unresolved classroom issue to be discussed further.
- Parent Council and/or Connect (the membership organisation to support your Parent Council) If your enquiry relates to whole school matters linked to Parental Involvement. The Parent Council email address is dehsparentcouncil@gmail.com
- In Secondary, the teacher with responsibility for Personal Social and Emotional Supervision followed by the Head Teacher.

If you are unhappy with the response you receive or a decision that has been made, you can ask us to look again. You can do this by contacting:

EducationandLearningParentalInvolvement@dumgal.gov.uk

At this point an Officer will contact you and discuss the issue and direct you as appropriate. Remember you can also access Dumfries & Galloway 'Have Your Say' at:

<http://www.dumgal.gov.uk/article/17349/Have-your-say>

If you remain dissatisfied and wish to make a formal complaint, the Education and Learning Directorate

operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at:

www.dumgal.gov.uk/article/15382/Complaintsprocedure

The School Day

The timetable for the school day is as follows:

Monday to Friday		Duration
08:55 – 09:45	Period 1	50 minutes
09:45 – 10:35	Period 2	50 minutes
10:35 – 11:05	Student Enhancement Time (SET)	30 minutes
11:05 – 11:20	Interval	15 minutes
11:20 – 12:10	Period 3	50 minutes
12:10 – 13:00	Period 4	50 minutes
13:00 – 13:40	Lunch	40 minutes
13:40 – 14:30	Period 5	50 minutes
14:30 – 15:20	Period 6	50 minutes

House System

The House System fosters identity with the school. It also provides a framework for developing qualities of leadership and responsibility among senior pupils. There are three house groups: Kirroughtree, Buchan and Tarff.

Accommodation

The Douglas-Ewart High School has 9 Computer Suites, a Library, a Canteen, 2 Halls and a Performance Arts wing for Music, Drama and Dance. The school building is also shared with other agencies including Social Work, Youth Work Services and School Inclusion. This has the added benefit of providing greater opportunities for partnership working.

Sports' Facilities

On site we have a games hall, swimming pool, a dance studio and extensive playing fields. All these facilities are utilised fully both during the school day and in the evening by the community.

Charities

Charities supported by Douglas-Ewart High School include Comic Relief, Children in Need, Machars Food Bank, Wear it Red - to name but a few. We also donate to a wide range of topical or current fundraisers throughout the year.

Pupil Council

The Pupil Council consists of representatives of all year groups, chaired by the School Captains, attended and advised by the Head Teacher. The School Captains act as representatives of the pupils on the School Council.

School Procedures

Discipline, Privileges and Sanctions

The ideal at which the school aims is to instil in each pupil a sense of self discipline. To accommodate the

needs of all pupils, however, certain behaviour management strategies require to be imposed by the school and supported by parents / carers. The school's policy is to stress the positive aspects of behaviour, i.e. giving common sense reasons for doing things, rather than listing the things that pupils should not do.

Groupcall, the School's texting Service, is used to inform parents/carers of incidents and information relevant to their child(ren) e.g. notification of issue of annual reports, reminders of parents' evenings, behaviour concerns and performance in school worthy of particular recognition.

Various sanctions exist to deal with pupils who behave in an unacceptable manner. In general, the school will act in a sympathetic and supportive way. However, where a pupil is disruptive or uncooperative, he / she may be required to do extra homework, a punishment exercise, lose certain privileges, or be placed on detention. Detention takes place either during a part of interval (leaving pupils sufficient time for a comfort break), lunchbreak or at 3.20pm. In the latter case, parents/carers will receive at least 24 hours' notice.

Where discipline problems of a more serious nature arise, parents/carers will be informed directly. Their full support and co-operation are essential in creating and maintaining a good learning atmosphere in school.

Isolation

In the event of sustained disruption of learning, a pupil can be isolated from their class. They are then supervised by a member of management team. There is a strict Code of Conduct which pupils must follow if isolated.

Privileges

Many of our pupils enjoy privileges connected with extra-curricular activities, e.g. dances, discos, clubs, sports teams, outings etc. These are organised and run by staff on a voluntary basis. The school

reserves the right to withdraw such privileges from pupils whose behaviour in school has been less than satisfactory.

School Excursions

DEHS runs a vast array of curricular and extra-curricular opportunities for pupils throughout each academic session. There is a great deal of administration which takes place in the background to make sure school excursions are possible and that we ensure the Health and Safety of all participants. Your help in adhering to the following would be very much appreciated:

- Consent forms must be completed fully and returned to the School Office as soon as possible or prior to the deadline date identified.
- Contributions (where applicable), towards school excursions, accompany the consent form.
- Consent forms and payments (where applicable) are returned in a sealed envelope with the pupil's name clearly identified on the front.

Please ensure that the school is always kept up-to date with any changes to emergency contact details and medical details for your child. These details accompany all our school excursions and will be used in the event of an emergency.

Substance Related Incidents

In responding to drug/substance use related incidents, schools will follow education authority guidelines. In all such circumstances, parents/carers will be contacted, and their cooperation expected. Police will be involved if drug use is suspected or discovered.

Enrolment in Our School

Parents/carers of children transferring to the Douglas-Ewart High School, other than directly from our associate primary schools, are advised, initially to contact the school office. Arrangements will be made for them to visit the school and meet with the appropriate Depute Head Teacher who will be able to

provide them with full information e.g. facilities, courses, etc.

Awards' System

The awards' system within the school is designed to encourage and reward both academic achievement and endeavour. There are two Prizegiving Ceremonies each year, one for S1-S3 Pupils (Junior Phase) and one for S4-6 Pupils (Senior Phase), both held in June.

At our Junior Phase Celebration of Achievement Ceremony, certificates are awarded based on academic achievement but pupils are also recognised for their attitude, effort and improvement.

Senior Phase pupils may be awarded merit or excellence certificates, subject prizes from departments who present pupils at Higher Grade and Advanced Higher levels or one of our Community Awards or Trophies which recognise contributions to the local community.

Exemption from Certain Subjects

Applications for exemption from certain subjects should be made in a letter to the appropriate PT Pupil Support Teacher. In the case of exemption from Physical Education / Outdoor Activities for a period of over two weeks, a medical certificate is required. For any other instances, a note from a parent or carer is required to ensure that pupils are provided with the best possible assistance for their ailment.

For safety reasons the pupil will stay with the teacher/class that they are allocated and so must bring their kit. They will only be asked to help to a level that does not affect said ailment, for example, refereeing, score keeping, managing equipment, coaching peers etc. If outdoors they may well get wet and/or very muddy so school uniform is not suitable.

Equipment Requirements

Pupils are required to have certain basic items of necessary equipment - pen, pencil, eraser, ruler, coloured pencils, schoolbag, etc. You are recommended not to purchase calculators until advised to do so by the Mathematics Department.

Physical Education Kit

Clothing is an important aspect of safe practice in all forms of physical activity. At the Douglas-Ewart High School we require the following items of kit for participation in Physical Education:

Swimming

- Swimwear that covers appropriate body areas and does not restrict movement. (Boys require swim shorts, girls require a one-piece costume or a t-shirt over a two piece. Denim shorts or shorts with zips are not allowed. Shorts and t-shirt may be worn over swimsuit if preferred.)
- Goggles made for swimming
- Towel
- Shampoo/shower gel is suggested

Outdoor Games Activities

- Tracksuit trousers / long-sleeved top in cold weather
- Shorts & T-shirt or long-sleeved top in warm weather
- Change of socks and underwear
- Change of PE footwear (very likely to get wet and muddy)

Also recommended

- Towel in wet conditions
- Light waterproof top
- Hat and thin gloves
- Shin Guards
- Mouthguard
- Boots with studs that conform to current BS EN requirements for all-weather surfaces/grass
- Plastic bag for wet kit and shoes

Indoor Activities

- Shorts or Leggings/Tracksuit bottoms & T-shirt or long-sleeved top
- Change of socks & underwear
- PE footwear with soles that provide good traction in a sports hall

Running

- Footwear that is suitable for running on grass, path and pavement
- Shorts or tracksuit trousers
- T-shirt and long-sleeved top that can be worn in layers

Also recommended

- Hat and thin gloves
- Light waterproof top
- Towel

Valuables in Changing Rooms

PE staff strongly advise that pupils do not leave valuables on show in Changing Rooms. The Changing Rooms are locked during PE lessons but due to lack of space sometimes more than one class may have access through the period.

Communication

Newsletters

Every term, an electronic newsletter is e-mailed to parents and carers. This contains details of forthcoming events, special arrangements and newsworthy items involving pupils and staff.

Additionally, parents' letters are sent home as and when the need arises.

Douglas-Ewart High School Website

<http://dehs.schoolwebsite.scot> includes up-to-date information, providing a window into our community, keeping you involved with school life and providing a platform for the school to showcase its best.

Parents Portal

Parentsportal.scot is the new school communication system, which was introduced in November 2023. We ask all parents/carers to download the app, as this will be used as our primary method of communication with home.

Absences can be reported, pupil details can be updated, attendance can be monitored and all report cards will be uploaded to be viewed at home. There will be many more features available in due course.

Facebook

The school runs a Facebook page named 'Douglas-Ewart High School'. This is designed to publicise and celebrate everything good that goes on in and out of Douglas-Ewart as well as provide information to pupils and parents about upcoming events.

To access this page, enter 'Douglas-Ewart High School' in the search bar on your Facebook page. Then click 'Like' and this will provide you with all the information from our page on your newsfeed.

Reporting 2023-24

Reports will be sent home as follows:

- **S1–S3 Pupils:** October, December, March and May
- **S4- S6 Pupils:** November, January and March

Parents' Evenings

These are held mainly on a year group basis, to allow discussion on pupil progress with the appropriate teachers and advice will be given regarding future

courses and option choices. Prior notification of these meetings will be communicated by letter. Further consultation with staff may also take place at mutually convenient times during school hours or immediately after school.

Complaints Procedure

Parents/carers who have concerns regarding any aspect of their child's education are asked in the first instance to contact the relevant Pupil Support Teacher. If a matter remains unresolved, an appointment should be sought with the Head Teacher or the appropriate Depute. If you remain dissatisfied, the Education and Learning Directorate operate within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found at <https://www.dumgal.gov.uk/article/15382/Complaint-s-procedure>

School Uniform and Clothing Grants

School Uniform

You may already be aware that an updated Uniform Policy has been in place since the start of the new term in August 2023. It is a requirement that all pupils be dressed in line with this policy, wearing attire consisting of:

S1-S4

- Black trousers / black skirt / plain black leggings (no sports leggings) / plain black shorts of reasonable length
- White shirt with School tie
- White Polo Shirt can be worn without a tie (available with school logo)
- Plain black jumper (Minimal branding – small logo on arm or left / right chest. No branding across the chest)
- Plain black belt
- Plain socks / tights – flesh, white, black or grey

- Footwear that is sensible – black shoes, black trainers, black converse
- Limited jewellery
- Limited make-up

S5-S6

- Black trousers / black skirt / plain black leggings (no sports leggings) / plain black shorts of reasonable length
- Black shirt with School tie
- Black Polo Shirt can be worn without a tie (available with school logo)
- Plain black jumper (Minimal branding – small logo on arm or left / right chest. No branding across the chest)
- Plain black belt
- Plain socks / tights – flesh, white, black or grey
- Footwear that is sensible – black shoes, black trainers, black converse
- Limited jewellery
- Limited make-up

School Clothing Grants

The award of clothing grants is to assist with the cost of school clothing for families who are on a qualifying benefit or on low income. The current award is £150 per child. Guidance and more information is available at:

<http://www.dumgal.gov.uk/article/15246/School-clothing-grants>

It is not normal policy of the authority to remove a pupil from school solely based on his/her dress. However, persistent refusal to respond to a reasonable dress code could be deemed to be a challenge to the Headteacher's authority and as such be detrimental to the good order of the whole school community. In such circumstances, a Headteacher could justify the use of the school disciplinary procedures.

Skills, Education and Learning Directorate are committed to supporting families through their Anti-Poverty Strategy – details of which can be found at www.dumgal.gov.uk/poverty Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at the above link.

Education Maintenance Allowance (EMA)

Students could get financial support to stay on at school dependent on their household income and meeting certain criteria. This is called an Education Maintenance Allowance (EMA). Students must apply/reapply each Academic Year.

EMA is a means-tested termly weekly allowance of £30, payable to students aged 16 to 19 for a maximum of 3 years. Students must achieve 100% attendance per week of the agreed attendance within their EMA Learning Agreement completed at school level.

It is payable in arrears, during term time only, generally on a 2-weekly basis. No payments are made for school holidays. Students can apply if they attend a school in Dumfries and Galloway or have a history of being Home Educated, attend a Young Persons Activity with Employability and Skills D&G Council or travel daily to a Cross Border facility.

Further information and an application can be made at: www.dumgal.gov.uk/ema

School Meals & Special Dietary Requirements

Our naturally D&G local provenance brand is about more than just food but everything we do as a school meals service from food sustainability, legislation and climate change. Which ensures that:

- Eggs are from free-range hens and our meat is from animals farmed to certain British and EU standards
- Meals are freshly prepared, with seasonal ingredients
- They don't serve any endangered fish
- Their menu is free from undesirable additives and GM ingredients

More information can be found on Naturally D&G website: <https://www.dgschoolmeals.co.uk/> that provides supplementary information.

Special Dietary Requirements Facilities Services –

Catering provide special dietary requirements for food allergy and intolerances; medically prescribed diets; or diets for religious or cultural reasons specific meals for children of different ethnic origin. Simply ask the school for a special diet request form to allow us to inform the catering team who will discuss your child's requirements in full.

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

For more information contact DGschoolmeals@dumgal.gov.uk or the Solutions Centre on 01387 271 112 or solutionscentre@dumgal.gov.uk to access the Legislation & Nutrition Officer.

Free school meals are provided for all pupils in Primary 1, 2, 3, 4 and 5. Younger pupils at nursery or older pupils at primary and secondary school may also be eligible for free school meals in certain situations as well as those families on qualifying benefits. Free school meals can lead to a large saving in each year, nursery and primary school pupils can save £361 and secondary pupils can save £370. You'll also be helping your child's school if you qualify for free school meals.

Some Scottish Government funding provided directly to schools is linked to the number of pupils who are entitled to free school meals. For more information visit

<http://www.dumgal.gov.uk/schoolmeals>

In addition to this you will receive extra payments linked to Free School Meal entitlement including Family Bridging Payments and Holiday Food Payments, for more information on support available, please visit our SupportDG site:

[SupportDG - Dumfries and Galloway Council - Schools and childcare \(dumgal.gov.uk\)](http://www.dumgal.gov.uk/supportdg)

School Transport & Attendance

School Transport

Free school transport is available for some school children attending primary or secondary school if they live within the school catchment area and if they meet certain criteria. For more information visit www.dumgal.gov.uk/article/15245/Free-school-transport

Your child is not entitled to transport if they attend an alternative school by parental choice. It is the responsibility of the parent/guardian to organise transport to the school.

In certain circumstances, non-entitled pupils may be able to access help. Please go to: <https://www.dumgal.gov.uk/article/15248/Financial-help-with-school-transport> on the Council's website for further information.

Occasionally, the school transport may not arrive due to unforeseen difficulties. The Education Authority will, after notification, make every effort to provide another bus. However, after a reasonable time, if the bus has not arrived, parents / carers should decide what arrangements they wish their child to make for getting to school.

At present when a bus does not turn up in the evening the school:

1. Informs the relevant bus company
2. Tries to contact parents regarding possible late arrival home
3. Offers supervision and shelter to pupils.

Please note only pupils with valid Bus Passes can use the school buses. The only exception to this is for pupils who require to stay away from their home address for Care and Welfare reasons for a short period of time. Temporary Bus Passes will only be issued on receipt of a note from parents / carer when these circumstances arise.

Free Travel for 5 – 22 year olds

From 31 January 2022 all children and young people aged 5-22 were entitled to free bus travel in Scotland. You can apply for free travel online from today at www.getyournec.scot (This cannot be done through your school)

If you already have a National Entitlement Card or Young Scot National Entitlement Card, you must apply for a new or replacement card to travel by bus for free, however, all children who are currently in P7 will have forms sent home from school for the school to apply for the Young Scot Card on their behalf as part of the transition to secondary. These cards will all have the free travel applied automatically as long as the form is returned to school and signed by the parent/guardian.

If you do not wish for your child to have the free travel applied to their card you will have to apply for a card without travel either online at www.getyournec.scot

For more information on this and other entitlements through KIDZ card or Young Scot Card please visit <https://www.dumgal.gov.uk/article/15933/YoungScot-cards> or speak to your school for any help.

Attendance - Legal Requirements

There is a legal requirement that each child must attend school until the leaving date appropriate to his/her sixteenth birthday. Responsibility for this lies with the parent (or guardian). Where a pupil opts to return to school beyond this age, regular attendance is required at all classes taken.

Procedures regarding Absences

Notifying the School

If your child is going to be absent from school, you are requested to call 01671 403773 with the following information:

- Pupil name
- Class
- Reason for absence
- When you expect them to return to school

You are requested to telephone this number again should the absence extend beyond your original expectations or if the pupil is returning to school earlier than expected.

Where a pupil is absent and the school has not been notified of a reason, parents/carers will receive a text message to advise that their child has not registered for school.

In cases of long absence, the appropriate Principal Teacher (Pupil Support) should be contacted so that arrangements can be made for schoolwork to be sent home.

Permission to be absent from school.

Requests should be made in writing and passed to the appropriate Support Teacher.

Permission to leave school during school-hours (e.g. dental, or medical appointments).

Wherever possible, such appointments should take place outside school hours. However, where necessary, the school will release pupils after having received

consent from parents/carers. Pupils should report to the School Office on returning to school.

Action regarding unsatisfactory attendance.

Parents and carers are responsible for ensuring that children attend school regularly and punctually. Where attendance is unsatisfactory, the matter will be passed to the Attendance Support Team.

Severe Weather Arrangements

In case of severe weather, the following is a reminder of the Council's Policy regarding severe weather conditions and school closure:

Keeping schools open and operating normally is a priority for the Council. Head Teachers are authorised to make an emergency school closure when the state of the weather or any other exceptional circumstance makes it necessary in the interests of the pupils. In the case of a school closure it is vital that we can communicate quickly and clearly with parents/carers.

The Council website, local media and text messaging will all be used to communicate with parents/carers. Parents/carers are therefore requested to ensure that up to-date contact and emergency contact details are provided to the school, particularly any changes to mobile phone numbers.

It is also recognised (given the rural geography of our catchment area) that some parents/carers may decide to keep their children at home. In these instances, parents/carers should inform the school as soon as possible.

You may find the answers to parents/carers frequently asked questions about school transport below helpful:

What do I do if a school bus fails to arrive on time?

Your child should be at the bus pick-up point at least 5 minutes before the scheduled pick-up time. We advise your child to wait at a pick-up point for up to 15

minutes after the bus was due to arrive. After 15 minutes it can be assumed that their bus will not run that day. You should ensure your child knows what to do if the bus fails to turn up. You should ensure that there are suitable care arrangements in the event of school transport not running without notice.

What happens if schools close early due to bad weather or any other emergency?

Every attempt will be made to inform parents/carers. A set of emergency instructions is used to involve transport contractors, other schools using the same transport and parents/carers whose children have a long way to walk home from the drop-off points. Phone calls will be made to this priority group of parents/carers informing them of the time transport will leave school.

Schools can also inform parents/carers of a school closure or emergency using the Text Messaging Service. If you feel that your child should not walk home alone in bad weather from the drop-off point or from school, it will be your responsibility to meet him/her.

Drivers will not normally set children down at any point significantly different from the usual one. If it is not possible to set children down at the normal drop-off point, then children will be taken to a nearby school for their safety. Children must follow any instructions given to them by the driver in any emergency and should not leave the bus to make their own way home.

What happens if there is a cancellation of transport in the morning?

Drivers will then return children to their normal drop-off point. Parents/carers should ensure that some arrangement has been made at home to cover this possibility. If your child travels to school on connecting services, drivers will be told to wait for each other and not to leave any children standing in adverse weather conditions.

Should the second bus not arrive, children will be returned home. If the second bus does arrive but cannot complete the journey to school, that driver will return children to their homes. Parents/carers must ensure that their children are warmly dressed just in case the journey to school is slow or even halted in bad weather.

What information is available about school transport in an emergency or bad weather?

Arrangements have been made with local radio to relay information about school closures. Parents/carers can also find information on school closures on the school website <http://dehs.schoolwebsite.scot> and also on www.dumgal.gov.uk

Positive Behaviour

Scottish-based research indicates that schools, where attainment is higher than expected for their catchment area, demonstrate positive relationships throughout the school community and that children and young people are involved meaningfully in decisions which affect them at all levels of the school.

Adults should establish open, positive and supportive relationships where children and young people feel safe, secure, listened to, and secure in their ability to discuss sensitive issues. It is essential that adults model behaviour which promotes positive relationships and positive behaviours.

All schools should have an anti-bullying policy. This policy should reflect the Dumfries and Galloway guidance, and Respect for All: The National Approach to Anti-Bullying for Scotland's Children and Young People.

Respect for All

The Directorate of Education and Learning Respect for All Guidelines (2018) for Schools incorporates revised national anti-bullying guidelines (Scottish Government

2017) that underpins our Schools Policy. Respect for All aims to ensure that all sectors and communities, at a national and local level, are consistently and coherently contributing to a holistic approach to anti-bullying, regardless of the type of bullying. This includes an explicit commitment to addressing prejudice-based bullying.

Central to this, Respect for All is underpinned by the values of:

- Fairness
- Respect
- Equality
- Inclusion

We also acknowledge The United Nations Convention on the Rights of the Child:

- Children's Rights are now embedded in Scottish legislation with the promotion and upholding of the rights of children and young people and states that all education should develop each child's personality and talents to the full. Children's voices should be heard, and their wishes respected without discrimination of any kind.

The Equality Act 2010 that places a duty on schools to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

The Equality Act 2010 put legislation in place to prevent direct or indirect discrimination against persons due to their:

- Age
- Disability
- Sex (Gender)
- Gender reassignment (Transgender)
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

Dumfries and Galloway Council's priorities also place every child's wellbeing at the centre. In schools we do this by adhering to the principles of GIRFEC.

Responsibilities

We have a duty to provide education for children of secondary school age in our catchment area. However, each child's education starts at home and is continued as a partnership between home and school. To enable this partnership to give every child the best possible chance of success, the partners should be clear about what each can reasonably expect of the others.

Parents

- 1.To show, by example, support for the school in setting the highest standards.
- 2.To make sure that children attend school regularly, on time, refreshed, alert, appropriately dressed and ready to work.
- 3.To take an active and supportive interest in children's work and progress.
- 4.To support the authority and discipline of the school, thus helping children to achieve maturity, self-discipline and self-control.
- 5.To control the development of children's use of leisure time activities and entertainments in so far as it affects their progress at school.

Pupils

- 1.To attend school regularly, on time, ready to learn and take part in school activities.
- 2.To aim at the highest standards in all aspects of school life.
- 3.To co-operate with the school staff and to accept the authority and rules of conduct of the school.
- 4.To consider and respect the feelings and property of other people both in school and in the wider community.
- 5.To care for the grounds, buildings, furniture, equipment and books provided for the school.

School

- 1.To develop each pupil's talents as fully as possible in accordance with the aims of school and to prepare each child for his / her role in current adolescent and future adult societies.
- 2.To teach effectively and to set the highest standards in work and behaviour.
- 3.To care for each child as would a good parent of a large family.
- 4.To establish regular communication with you as a basis for close co-operation between home and school.

School Rules

School Rules must be reasonable, enforceable and justifiable. The reasoning behind them must be easily understood by pupils. Our rules are straightforward and based on common sense, courtesy, personal safety and protection of property.

General

1. Pupils are expected to be regular and punctual in their attendance both for school and for classes.
2. Each absence must be explained by a signed note from you.

3. Pupils are expected to be dressed for school in accordance with established guidelines.
4. Pupils must come properly equipped for all classes i.e. with pen, pencil, eraser, school bag and all necessary books and equipment.
5. Pupils are forbidden to leave the school grounds during the morning or afternoon sessions without permission.

4. All coats, books etc. should be taken home each night.
5. Whilst it is accepted that most pupils carry mobile phones these days it should be noted that these must be **switched off in school and must not be used during class time.** Pupils operating phones during lesson times will have them confiscated and returned at the end of the school day. Neither the school nor Dumfries and Galloway Council accept any responsibility for the theft or damage of such equipment. Accordingly, our advice to pupils is that they should not bring such equipment to school.

Behaviour

1. Pupils when travelling to and from school, must not behave in such a way as to bring the school into disrepute.
2. Smoking and gambling are not permitted, in or near the school.
3. Bullying, fighting and other forms of antisocial behaviour such as spitting, etc, will not be tolerated.

b. School

1. Pupils must not tamper with, or damage, fittings in classrooms, corridors, cloakrooms or toilets.
2. All litter must be placed in the litter bins.
3. Graffiti on books or walls will not be tolerated.

Movement around school

1. Pupils, must walk quietly on the left along corridors and on stairways.
2. Pupils must not loiter in corridors, stairways, toilets cloakrooms and other prohibited areas at any time.
3. Eating crisps, sweets etc, on the way to and from class or in class is not permitted.

Curriculum

Curriculum for Excellence (CfE), now known as 'Scotland's Curriculum,' is bringing learning to life in the way education is delivered for all 3-18 year olds in nursery, primary, secondary, at college and via workplace or community learning. It aims to respond and adapt flexibly to meet the needs of an ever-changing and evolving world and Scotland's place within it. At its heart lies a constant commitment and drive towards excellence and equity, to raise standards, improve knowledge, develop skills for all learners and close the gap between the lowest and highest achievers by ensuring everyone has an equal opportunity to be successful no matter what their background or circumstances. Ultimately it aims to nurture children and young people as successful learners, confident individuals, effective contributors and responsible citizens.

Care of Property

a. Personal

1. No property should be left in corridors, etc.
2. All items of clothing should have some means of identification, such as a name tag. Remember there may well be several hundred pupils wearing similar items and it can be extremely difficult to establish ownership. Equipment should also be labelled and, where appropriate (e.g. an electronic calculator), its serial number should be noted.
3. Articles of value should never be left in a cloakroom.

These aims have never been more important as they are currently as the whole education system responds to the challenges of recovery from the Covid-19 pandemic. The needs of many young people and their families have shifted as a consequence of the pandemic and the goal of responding and adapting flexibly to meet the needs of all learners has never been more vital.

Curriculum for Excellence (CfE) principles and aims offer education professionals, children, young people and their families the flexibility required to respond and rise to the challenges brought about by the pandemic to ensure that all of our young people are able to maximise their potential through a rich, vibrant and responsive curriculum.

How does Curriculum for Excellence work?

Curriculum for Excellence includes four contexts for learning:

- Curriculum areas and subjects
- Interdisciplinary learning
- Ethos and life of the school
- Opportunities for personal achievement

Curriculum levels and stages

The curriculum has two stages: the broad general education (from the early years to the end of S3) and the senior phase (S4 to S6).

Broad General Education

Throughout the Broad General Education phase, children and young people work their way through Experiences and Outcomes in each of the five Curriculum Levels (early, first, second, third and fourth) and in each of the eight Curricular Areas. The five Curricular Levels span pre-school to the end of S3. This is the Broad General Education phase. Pupils progress at their own pace, working through the Experiences and Outcomes of the most appropriate level for them. Pupils will be supported in collecting evidence of their achievements, with a profile of these being produced in P7 and S3.

Experiences and Outcomes are what the learner will be able to understand, a skill they have developed or what they are able to do. There are detailed Experiences and Outcomes for all subjects available on the Education Scotland website; teachers work to deliver these, and the progress of learners is measured in how a young person responds and achieves in relation to the Experiences and Outcomes. Teachers are able to use a series of benchmarks to help them better understand and make judgements about a young person's journey through the Experiences and Outcomes. Reporting to parents is likely to include information about children's Experiences and Outcomes and about the levels at which they are working.

Senior Phase learners work towards qualifications in the Senior Phase. Available qualifications and awards include The Scottish Credit and Qualifications Framework (SCQF) levels 3-7, National 1, National 2, National 3, National 4, National 5, Higher, Advanced Higher, Skills for Work, Progression Awards. Learners may also gain awards such as the John Muir Award, the Duke of Edinburgh Award and Youth Achievement Awards. When young people leave school aged 16+, they are entitled to a positive and sustained destination. This may be college, university, work, apprenticeships or training.

Musical Instrument Tuition

There is an opportunity for pupils to learn a musical instrument, through the Authority's Instruction Service. Tuition is given in string (violin, viola and cello), woodwind (flute, clarinet, saxophone, oboe and bassoon) and brass (cornet, horn, euphonium, trombone and tuba) instruments as well as guitar and bass guitar. There may be some spaces in drum kit and percussion instruments.

Lessons are currently funded by the Scottish Government however places are limited.

The IMS is able to loan orchestral instruments to pupils free of charge. Please ensure that loan instruments are covered by household insurance. Routine repairs will be carried out by instrumental staff, but parents are responsible for any repair required due to negligence by their child. Please note that drum sticks, mallets, replacement strings and reeds are required to be purchased by parents. Guitars and percussion instruments are not available for loan, however, they may be available for use in school at lessons. Please contact the Music Service (MusicService@dumgal.gov.uk) with any instrument queries.

If your child wishes to learn an instrument, he / she should see any member of the music department or the instrumental instruction team who visit the school.

Physical Education

Physical Education provides learners with a platform from which they can build physical competences, improve aspects of fitness, and develop personal and interpersonal skills and attributes. It enables learners to develop the concepts and skills necessary for participation in a wide range of physical activity, sport, dance and outdoor learning, and enhances their physical wellbeing in preparation for leading a fulfilling, active and healthy lifestyle.

They encounter a variety of practical learning experiences, including working on their own, with a partner and in small and large groups. Pupils use a variety of equipment and apparatus, both outdoors and indoors.

The aim of the department is to provide a high quality PE programme that will include learning to move (learning the skills, techniques and understanding required for participation in physical activities and sport) and moving to learn (physical activity as a context and means for learning). The department objectives are to:

- set high expectations of what each individual child and young person and the whole school can achieve in and through PE and school sport;
- share with children and young people what they are expected to achieve in a way that they can understand;
- consider what children and young people have already learnt within and beyond school;
- identify the next steps in progression and communicate these to children, young people and their parents / carers;
- give each child and young person relevant learning activities and authentic context that interest, challenge and motivate them;
- provide opportunities for children and young people to analyse, assess and evaluate their own and others' work;
- give children and young people time to think, reflect and make decisions and choices for themselves;
- allow children and young people time to solve problems, while giving appropriate feedback and support to advance learning and avoid frustration.

The Scottish Government expects schools to provide at least two hours of good quality physical education for every child, every week. Therefore, all pupils are expected to be prepared, with kit for all PE lessons.

Exemption from Physical Education

All pupils in S1 to S4 are timetabled for 2 periods of Physical Education each week. Because of the compulsory nature of the subject, all pupils are expected to participate in the subject. There should be no reason why a learner cannot participate in PE if they are at school. Pupils seeking long-term exemption from the subject must provide a Medical Certificate from their own doctor and may be asked to undertake a Medical Inspection by the School Doctor.

Wider Curriculum Opportunities

At Douglas-Ewart High School, we aim to raise aspirations within all pupils by providing a wide range of ways to celebrate the achievements of all pupils ensuring pupils participate in the widest range of opportunities. The activities and clubs are organised by staff and usually take place at lunchtimes or after normal school hours.

We recognise that many of our pupils are involved in several activities outside of school. We are pleased to be able to offer them schools' events. We have had success in disability sport, athletics, netball and horse riding among many others. Throughout the year there are various opportunities for pupils to go on school trips. In the past some pupils have enjoyed trips to theatres, concerts, rugby matches, football matches as well as further afield to London, France, Spain and America.

Our pupils also work hard raising money for different events and charities giving them an outlet to showcase and develop their skills. For pupils in the senior school, there is the opportunity to recognise participation in the wider community through the Duke of Edinburgh Award Scheme

Homework

All pupils are issued with a Student Organiser. This allows pupils, staff and parents / carers to check on the frequency, amount and nature of the homework issued. Homework is an essential part of a pupil's learning process and aims to:

- encourage individual pupil responsibility.
- develop good habits of work and study.
- encourage self-discipline.
- develop skills in good planning.
- provide an opportunity for the teacher to give praise.
- allow work completion without direct supervision.

- encourage parental involvement in the educational process

Additional Support Needs

Dumfries and Galloway Council is committed to the wellbeing and educational development of all learners. The process of inclusion requires all involved in the business of learning and teaching to demonstrate commitment, innovation and flexibility to ensure that all children and young people have access to quality learning opportunities and experiences.

The Authority aims to remove barriers to learning for

all children with additional support needs through a range of offers. For the majority of children and young people this will be delivered in a mainstream classroom supported by their classroom teacher, for a few this will mean some additional support alongside the classroom teacher, and for a very few this will be part-time or full-time provision in a school with a learning centre or an inclusion base.

The provision of additional support for learning is a legal duty for all Councils and schools through the education (Additional Support for Learning) (Scotland) Act 2004 amended in 2009. Additional support should be tailored to the child's individual needs, build on their strengths and help them overcome any difficulties they are experiencing.

At DEHS, we provide support in several ways, the list below gives some examples:

- Specialist input from a teacher on an individual or a group basis.
- Advice and support from specialist services such as EAL and Sensory.
- Support in class from a Learning Assistant.
- Use of resources and equipment.
- Consultation and advice for teachers.
- Referral to partner agencies.
- Support in SQA exams.

- Assistance with adaptation to teaching approaches.
- Support with transitions.

If a young person has been identified as having additional support needs in primary school, then this information would normally be transferred to the secondary before transition.

What is Additional Support for Learning (ASL)?

If your child is experiencing a barrier to their learning they can be said to have 'Additional Support Needs'. Children may need additional support for short or long periods of time and for a variety of reasons. The reasons can include:

Disability or Health	Down's syndrome	Visual Impairment	Language or speech disorder	Autism spectrum disorder
	Attention deficit hyperactivity disorder	Health needs	Physical and motor impairment	Deaf and hearing impaired
Learning environment	English as an additional language	Dyslexia	Highly able pupils	
Family circumstances	Young carers	Travelling communities	Looked after by the local authority	Interrupted learning
Social and emotional factors	Experiencing bullying behaviour	Social and emotional behavioural needs	Bereavement	Restorative approaches

If you have any concerns about your child, you should speak to your child's Principal Teacher of Support in the first instance. There are several ways in which concerns can be followed up. This may involve the input of other educational professionals such as Specialist teachers and it may also involve your child being referred onto staff in external agencies such as a Speech and Language therapist, Occupational Therapist, Physiotherapist etc. As a parent you will be actively involved in the whole process and your views sought throughout. If, after discussion with all concerned, it is felt appropriate, your child will have an educational plan agreed which will identify how they are to be supported. This plan is called an Individual Educational Plan.

Your child's progress will be kept under review and any plans and support will be changed as agreed with you. As a parent you will be actively involved in any review process. There will be several opportunities for you to discuss your child's progress.

This may be through informal discussion with the teacher or at Parents' Evenings or it may also be through more formal, focussed meetings with all agencies involved. You should discuss and agree with the school how you would like to be involved.

Further information on the above is available from the school or on the Council website: <http://www.dumgal.gov.uk/schools> or from the following sources:

- Enquire – the Scottish advice and information service for additional support for learning, managed by Children in Scotland and funded by the Scottish Government <http://enquire.org.uk>
- Scottish Independence Advocacy Alliance, a charitable body registered in Scotland under registration number SCO:33576 <http://www.siaa.org.uk> or
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO:1274 <http://www.sclc.org.uk/>

Parents may also access further support through mediation services provided by Common Ground Mediation www.commongroundmediation.co.uk or advocacy support through Dumfries and Galloway Advocacy Service <http://www.dgadvocacy.co.uk> or Parents Inclusion Network (PIN) www.parentsinclusionnetwork.org.uk

As a parent or carer you are welcome to contact your child's Pupil Support Teacher or Mrs D Rowley, Principal Teacher of Supporting Learners, to discuss any concerns or questions you may have.

Getting it Right for Every Child

Getting it Right for Every Child (GIRFEC) is an approach from Scottish Government that sets out how schools and other services should work with children and their families. GIRFEC is all about ensuring that children get the help they need when they need it – the right help at the right time. The ‘named person service’ is part of our GIRFEC approach, and how we support children and young people in Dumfries and Galloway. For you and your child, GIRFEC means that:

You are the expert on your child and what you think matters. Getting it right for every child means that the School will always seek to involve you, to listen to your opinions and take them seriously.

- Every child will have someone in the school who will be the point of contact. The named person function is there if needed, but children and families do not have to make use of their named person, and many children and their families will never need to do so.
- If your child has complex needs and needs help from several different services, GIRFEC means that all these services must work together for you and your child. You should never have to keep telling your story to lots of different staff in the School or the Skills, Education and Learning Directorate or the NHS. When your child moves to secondary school there will be a Transition Plan in place for them in good time.

For more information on getting it right for every child email GIRFEC@dumgal.gov.uk or visit www.gov.scot/policies/girfec/

Child Protection

All children have the right to be protected from harm, abuse and neglect. Every adult in Scotland has a role in ensuring all our children and young people live safely and have the opportunity to reach their full potential.

The vision for all children and young people in Dumfries and Galloway is that they should be: safe, nurtured, healthy, achieving, active, respected and responsible and included. Schools and front-line education and child care services will play an important role in ensuring all children and young people are safe and well.

Further information can be found at:

<http://www.dumgal.gov.uk/article/16640/Support-for-children-and-families>

Parents, carers and pupils have a key role in keeping the school community safe. We would therefore urge parents to share any information which would keep everyone safe, and to support and encourage their child(ren) to do the same.

There is an expectation that drugs, cigarettes, vapes and weapons will not be brought onto the school environment “In responding to drug/substance or weapons related incidents, schools will follow education authority guidelines. In all such circumstances, parents/ carers will be contacted, and their cooperation expected. The police will be involved if drug use is suspected or discovered or, if there are concerns regarding the possession, threat or use of weapons.

All schools and early learning and childcare settings in Dumfries and Galloway are expected to record any unusual incidents or concerns they may have about a child. Normally this information will be shared with parents or carers when issues of concern arise.

Douglas-Ewart High School follows the Dumfries and Galloway Child Protection Policy for Schools, Pre-School and Childcare Services (August 2013). All staff members are familiar with the Child Protection Procedures and know that, if a child discloses a concern to them, or if they have any concerns about a young person, they must pass on this information to the

school's Child Protection Co-ordinator, without delay. Dumfries and Galloway Child Protection Committee leaflets on Protecting Children and Young People are available at the Main Office reception area.

Educational Psychology Service

Educational Psychologists aim to improve the life chances of all children and young people. Working in partnership with families and other services, we use applied psychology and knowledge of child development to address inequalities, support vulnerability and enhance inclusion. We seek to ensure that young people realise their potential to become successful learners, confident individuals, effective contributors and responsible citizens.

We do this by:

- Working with others in a consultative way to help them make sense of difficulties and make informed choices and decisions
- Sharing knowledge about 'what works' and promoting evidence informed approaches to develop the policy and practice of literacy, numeracy and health and wellbeing in our educational establishments and communities
- Raising awareness of the crucial role of communication, relationships and nurture in children's lives
- Training and developing the skills of other professionals to improve children's attainment and achievement
- Highlighting the interactive nature of assessment, teaching and learning
- Designing and implementing interventions in partnership with others which support individuals and communities to develop resilience and ensure that children are safe, healthy, active, nurtured, achieving, respected, responsible and included.
- Supporting effective transitions (early years into primary, primary to secondary and secondary to post school) to improve the life chances of young people.

Further information about the service is available from the school or on our webpage - <https://www.dumgal.gov.uk/article/22434/Educational-Psychology-Service>

Young Person's Guarantee

Dumfries and Galloway's vision is that all young people will receive an appropriate offer of post-16 learning, training, employment or personal skills development with 100% positive destinations for all school leavers in Dumfries & Galloway. Planning forms part of the process for ensuring there are opportunities available for young people on leaving school. Planning will help identify the most appropriate offer that matches young people's needs and aspirations. It must be:

- at the right level
- accessible both in terms of location and local labour market opportunity
- delivered through the right learning method
- fit with each young person's chosen pathway

To find out more visit:

Young Persons Guarantee (dgemployability.co.uk)

The Young Person's Guarantee is an extension of the Scottish Government's commitment that every single 16-24-year old in Scotland will be offered a place in appropriate learning or training if they are not already in a job, Modern Apprenticeship or in education. This includes 3 critical elements:

- the right learning - with a range of options on personalisation and choice. This will include staying on at school, entering further or higher education, taking up an Apprenticeship, participating in training, or taking part in personal skills development in a community learning and development setting or a third sector organisation
- the right support to remove barriers that might restrict young people's learning choices and

information, advice and guidance; to help young people take up and sustain their offer

- the right financial support to help young people take up the offer which is right for them

Universal Support for all Learners

All learners are asked to identify their plans for the future from S3 onwards. This information is saved by the school and can help young people choose relevant subjects as well as being passed on to partner organisations to plan for pathways beyond school. Young people are asked about their anticipated leave date, preferred route and preferred sectors. This information is updated annually as young people change and consider pathways. Final destinations secured on leaving school are recorded on a leavers form. For more information and to see copies of the questions visit: <https://www.dgemployability.co.uk/> (Planning for your Future)

Targeted Support for Learners

Young people who don't have a secure destination but are planning to leave school will be discussed at school Employability Coordination Groups (ECGs). ECGs have representation from Pupil Support staff, Skills Development Scotland and the Employability & Skills Service plus Attendance Support Officers where there is persistent absenteeism and when appropriate.

The employability coordination group will meet regularly to consider all pupils (S4-S6) to determine their level of risk of not achieving a positive destination up to 6 months before their leaving date. For those who wish to leave but don't have a positive destination a key partner will be agreed to ensure the appropriate support is in place for each young person. Young people who have been given extra support in school will automatically be considered to enable the right support to continue through the transition to post school if needed.

There are a range of identified programmes available to help young people who wish to leave school but require more support before moving in to training, employment or further education.

For more information on the Youth Guarantee Agreement, the DG Workplace Skills Award or Project Search visit: <https://www.dgtap.co.uk/training-development>

Additional contact for information for staff and parents include: For DG Workplace Skills Award: DGEmployabilityaward@dumgal.gov.uk

For all Employability (Employability and Skills Service) referrals: ESS.referrals@dumgal.gov.uk

For Project Search: Projectsearch@dumgal.gov.uk

For Dumfries and Galloway Developing the Young Workforce (DYW): info@dywdg.co.uk

Career support from Skills Development Scotland

Skills Development Scotland (SDS) Careers support in schools is delivered by professionally qualified Careers Advisers from the national skills agency "Skills Development Scotland". Careers Advisers work with school pupils in all secondary schools across Scotland, helping them to develop their Career Management Skills and make plans for their next steps after school. We want all young people to be effective lifelong career planners who can make informed and confident decisions about their future.

SDS offer a range of activities to support school pupils including groupwork sessions, face-to-face career guidance interviews and optional drop-in appointments.

SDS school services provides additional detail of the support on offer. For those who have left school recently (and not so recently), ongoing support is available from SDS network of careers centres.

SDS centre services include:

- Career information, advice and guidance on career choices
- Advice on the routes into career including jobs, apprenticeships, training, and learning
- Help with CVs, application forms and interviews
- Insight into the local labour market
- Redundancy support
- Support for parents and carers

Check SDS contact us page to find details of your local careers centre.

The web service **My World of Work** provides trustworthy, expert information and advice – free to access at any time, for people at any stage in their career (including support for parents to help their child with career conversations). My World of Work is designed to support people of all ages and stages, with activities and tools to help identify available opportunities.

Want to find out more about apprenticeships? Apprenticeships.scot provides information on work-based learning opportunities that can be undertaken by school pupils, those planning on leaving school and for those who have already left school.

Employment of Pupils

If your child intends to take up part-time employment you and your child should inform the school and look at the following Scottish Government Guidance on Employment of Children www.gov.scot/Publications/2017/08/4185/1

Anyone who employs a young person on a part-time basis (aged between 13 and 16) must obtain a Permit

to Undertake Employment. Parents, young people, the school and the employer should ensure that all relevant paperwork held at the school is completed.

Data Protection & Digital Images

Data Protection

Each year, your child/young person's School will send home a copy of the personal data we hold about your child/young person as part of our annual update process. If at any other time you would like to review information held as part of your child's Educational record, you can do so as part of the Access to Educational Record legislation. In the first instance you should contact the Headteacher of your school to make this request.

What personal information do we collect from you and why do we need it?

Data about pupils includes, name, date of birth, gender, and address, racial or ethnic origin, religion. It will also include information about any additional support needs and any relevant medical conditions.

Data about the pupils' family will include, names, addresses, email, phone number, emergency contact details and family situation.

Data held will also include pupil progress, assessments and exam results.

It will also include records of attendance, absence and any exclusions.

We will hold data about when and where the pupil goes after they leave Early Learning and Childcare Centre (ELCC)/School. This includes information about their next setting, career paths or intended destinations.

If your child is accessing school transport and school meals, data will be shared with School Mainstream Transport Team/Contractors and Enterprising DG.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that have legitimate reason to. We will not keep personal data for longer than is necessary and will follow the Council's Record Retention Schedule and archival procedures.

Sharing Pupil Data

If a child/young person moves school, we have a legal obligation to pass on information to their School/Education Authority. Sometimes we also receive information about child/young person from other organisations, such as, NHS, Police Scotland, Social Work, Additional Support Services and sometimes other organisations or groups connected to the pupil's education.

We also need to share pupil information with other organisations. Law requires us to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes.

We share your data with third parties who process it on our behalf, including the operator of our Education Management Information System, our schools' intranet GLOW, and our text messaging provider Groupcall. For more details about this processing please contact miss@dumgal.gov.uk

Douglas-Ewart High School take the security of your data seriously and access to SEEMIS is restricted to approved staff and by username and password only. The Council Data Protection Policies and Procedures make clear that all staff have a responsibility to ensure that they handle personal data appropriately and that suitable organisational security measures are in place.

To prevent unauthorised disclosure, hard copies of data are stored securely.

We need to ensure you and your child's personal data remains accurate, to assist with this, please ensure you keep school up-to-date with any changes. For example, if you do not inform the school that you have moved to a new house, this may result in your personal data being sent to an incorrect address.

If you would like to access any information we hold, then you can do so under the Pupils' Educational Records (Scotland) Regulations 2003, by making a request to your child's school in the first instance.

More Information or Concerns

For more information on how Dumfries and Galloway Council uses personal data, and to know more about your information rights including who to contact if you have a concern please follow this link <http://www.dumgal.gov.uk/article/15129/Data-protection>

If you have any concerns about data sharing you can discuss this with the school office, or data protection officer at the Council via dataprotection@dumgal.gov.uk

Digital Images Policy

The Authority has an overall Policy and Procedure for the use and application of ICT in Schools. We recognise that social media and mobile phone technology has potential benefits for learning and teaching.

It is unreasonable and impractical to attempt to impose a ban on mobile devices in schools therefore the authority has produced guidelines for Digital Citizenship, Use of Technology, Mobile Phones, Digital Images and Use of Social Media.

Schools take images of pupils for various reasons e.g. the prospectus; ceremonies (recognition of

achievement, Prize giving, Sports Day etc.); functions (discos, charity events etc.); curricular activities (Communication Passports, performance in sport/dance, field trips etc.); extra-curricular activities (school sports fixtures, school excursions, class outings etc.). Images are also used to create a record of an event to show to participants, other pupils and parents/carers. To do this, photographs are displayed throughout the school; videos and photographs are shown to parents/ carers, staff and others; media coverage arranged; prospectuses are published and distributed.

The Authority has a policy on the use of images of pupils. You will be asked to read this when your child enrolls and to clarify your consent about the publication of images of your child, but you can amend your permission at any time by contacting the school office. Please ask at the School Office to see a copy.

Use of the Internet, Social Networking Sites

As part of the process of learning, we allow our children supervised access to the Internet and e-mail. The authority runs its own filter system to ensure that young people are not at risk from exposure to inappropriate material. This filtering system is regularly being upgraded. We have a policy for use of the Internet and a contract for responsible use, which we ask parents and young people to sign up to.

Home and School Partnership

Every parent who has a child at our school is a member of the Parent Forum. The Parent Council is a group of parents who have chosen to represent the Parent Forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities;
- Hear about what partnership with parents means in our school;

- Be invited to be involved in ways and times that suit you;
- Identify issues you want the parent council to work on with the school;
- Be asked your opinion by the parent council on issues relating to the school and education it provides;
- Work in partnership with staff; and
- Enjoy taking part in school life in whatever way possible

The type of things the Parent Council may get involved in include:

- Supporting the work of the school;
- Gathering and representing parents' views to the Headteacher, Education Authority and Education Scotland;
- Promoting contact between the school, parents, pupils and the local community;
- Fundraising and organising events;
- Reporting to the parent forum; and
- Being involved in the appointment of senior promoted staff.

For further information on Parental involvement and Engagement and support information for Parent Councils visit:

www.dumgal.gov.uk/article/17608/Parental-Involvement

In addition, ALL parent Councils in Dumfries and Galloway have membership to CONNECT. Membership includes Insurance cover and training opportunities. For more information visit <https://connect.scot>

Parent Council

The Parent Council is the official body representing the views of the parent forum who are the parents of all pupils of the school. The Parent Council is a result of the Scottish Schools' Parental Involvement Act 2006 which is a vital part of a wider programme of education reform and improvement which aims to give more children a better start and greater opportunities in life.

The Parent Council is charged with promoting the involvement of parents in the best interests of all pupils. Further information regarding the legislation can be accessed at:

<https://education.gov.scot/parentzone/>

The focus of Parent Council meetings is on the pupils and their opportunities. The advice and comments of parents is always helpful. Success is in large, part determined by the enthusiasm and efforts of staff, parents and Council members. The continued interest and support of parents is vital so keep the comments and letters coming. Fresh thinking and enthusiasm are essential for improvement. The Douglas-Ewart High School Board meets quarterly, and parents are advised of its programme through the school newsletter and website.

Chair: Mr R Christie

Acting Head Teacher: Mr S Foster

All communications to the Parent Council should be sent to:

The Chairperson
Douglas Ewart High Parent Council
Douglas Ewart High School
Corsbie Road
Newton Stewart
DG8 6JQ
dehsparentcouncil@gmail.com

Useful Links

Staff, Parents and Pupils can access key Policies for the Authority at:

<http://www.dumgal.gov.uk/article/16350/Strategies-plans-and-policies>.

Parents can access more information by visiting Dumfries and Galloway Home page and clicking on

schools or clicking <http://www.dumgal.gov.uk/schools>. From this one page you can access information on schools, school meals, transport and Parental involvement.

We would also suggest that parents are aware of the following local and national websites to support parents/carers and young people on their journey through school life.

Youth Democracy:

<http://www.dumgal.gov.uk/article/17522/Youth-Democracy-and-Youth-Participation>

DGvoice: the voice of disabled people in D&G

www.dgvoice.co.uk

Cool to talk: aged 12 – 25? Your questions answered

www.cool2talk.org

My World of Work:

<https://www.myworldofwork.co.uk/>

Youthlink Scotland:

<https://www.youthlinkscotland.org/>

Citizens Advice Dumfries and Galloway:

<https://www.dagcas.org/>

Support in Mind, Scotland, National Rural Mental Health Forum:

<https://changemh.org/forum/>

Add in others as identified below:

<http://www.dumgal.gov.uk/article/16640/Supportfor-children-and-families>

www.gov.scot/Topics/Education/Schools/NationalImprovementFramework

School Transport Framework

<https://www.transport.gov.scot/media/42287/seat-belts-on-school-transport-scotland-act-2017-guidance.pdf>

Parental Involvement & Engagement Partners

For Support from Education and Learning Directorate please visit:

<http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

PIN Parental Involvement Network:

<https://www.parentsinclusionnetwork.org.uk/>

Parents working together to share information/advice on disability issues. Further information on all aspects of education is available on:

<https://education.gov.scot/parentzone/>

Dumfries and Galloway Parent Carer Forum:

dandgparentforum@gmail.com

The National Parent Forum of Scotland's

<https://www.npfs.org.uk/>

Curriculum for Excellence in a Nutshell series. Free Downloads for parents/carers:

<https://www.npfs.org.uk/downloads/category/in-anutshell-series/nationals-in-a-nutshell-series/>

This guide explains important aspects of Curriculum for Excellence (CfE): Education Scotland

<https://scotlandscurriculum.scot/>

Dumfries and Galloway Advocacy Service

<https://www.dgadvocacy.co.uk/>

DGC complaints:

<http://www.dumgal.gov.uk/article/15382/Complaints-procedure>

Dumfries and Galloway Children's Services Plan:

<http://www.dumgal.gov.uk/article/16748/Childrens-Services-Plan>

Dyslexia Scotland

<https://dyslexiascotland.org.uk/>

Parent Council Support CONNECT formally Scottish Parent Teacher Council Insurance Cover and Training Opportunities

<https://connect.scot/>

Dumfries and Galloway Council Education

Authority Handbook

<https://www.dumgal.gov.uk/article/20049/Education-Authority>



We hope that you have found the information contained in our handbook useful. All information contained in our school handbook is correct and accurate at the time of printing; we reserve the right to make any changes throughout the school session.