



Douglas-Ewart High School

Handbook 2020-21

Douglas-Ewart High School
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Letter from Director of Education and Learning

Dear Parent / Carer,

This is the Douglas-Ewart High School's Handbook. You will find useful links to Council Services that support your family.



Just as we have had to make changes in our day to day lives as a result of COVID-19 restrictions, life in our schools is different at the moment. The safety of our staff and our pupils remains our priority. New personal hygiene practices throughout the day, enhanced cleaning arrangements and complying with physical distancing guidance for time in our classrooms has meant our schools have adapted to new working practices. These new practices mean that all our children and young people are back in classrooms and learning again. We are pleased to have all our pupils back as members of our school community.

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.

Parents, pupils and staff are partners in the education process, and we all have a role to play. The information in this handbook should reflect information that is important to you and your family to support your involvement and engagement in your child's learning. Working with your Parent Council and your Headteacher we can make sure you have the information about your school, the Education Service and our partners to give your child the best start in life.

Yours sincerely

Gillian Brydson

Director of Education and Learning

Head Teacher's Foreword



At Douglas-Ewart, we aim to provide each pupil with an appropriate and well-delivered education. It is our intention to give each individual a challenging and rewarding course, stretching pupils' abilities when appropriate and providing help and support when required.

We deliver this education within an orderly, friendly and supportive environment, in which the social and personal development of pupils as well as their academic progress is given full attention.

Douglas-Ewart has an excellent record of pupil involvement in extra-curricular activities and I hope that all pupils will take full advantage of the opportunities offered. It is important, more than ever before, that effective partnerships exist between school and our wider community. Parents are always welcome in school and should not hesitate to make contact if they have any questions or concerns.

It gives me great pleasure to welcome you to our learning community.

George Webb

Head Teacher

Visions, Values and Aims

Education Services Aims

Our Aim is to raise levels of attainment, achievement and participation in all our children and young people.

Our Objectives

1. We will ensure that children and young people will be at the centre of our plans.

This means planning by schools and support from Education Services will be focussed on delivering to all our children and young people the entitlements embedded in Curriculum for Excellence and Getting It Right for Every Child.

2. We will improve our partnership working.

This means an emphasis on Cluster working, training on Getting it Right For Every Child themes, parental involvement, multi-agency working, partnership with Community Learning and Development (CLD); Professional Learning Communities and collaboration with Education Scotland, the Care Inspectorate and Further Education Colleges.

3. We will encourage innovation, creativity, collaboration and a culture of sharing and learning in all our staff.

This means a focus on transformational leadership, professional autonomy and local solutions and building capacity in all our staff.

4. We will streamline our business processes.

This means empowering our schools and staff to find better ways of working, with an emphasis on professional autonomy, local solutions, developing leadership, capacity building, effective Continuing Professional Development and implementing Getting It Right for Every Child processes.

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

Head Teacher	Mr G Webb
Depute Head Teachers	Mr K MacKenzie Mrs F Lamont
School Support Manager	Mrs T Chambers

Principal Teachers of Support

Buchan	Mrs P Graham
Tarff	Mr R Sommerville
Kirroughtree	Mrs D Rowley
Developing Young Workforce (Snr)	Mrs K Hornell
Developing Young Workforce (Jnr)	Mr R Paterson
Resilience	Mrs V Bradley

Teaching Staff

English, Drama & Literacy Faculty

Principal Teacher of Curriculum - Mr G Davies
Teacher of English - Miss E McLachlan
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 – Mr E Moses

Mathematics & Numeracy 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 - Mr H Brannock

Science Faculty

Principal Teacher of Curriculum - Miss J Kennedy
Teacher of Physics & Computing - Mr R Kennedy
Teacher of Physics – Mr R Baxter
Teacher of Biology - Mrs K Armstrong
Teacher of Biology - Mr C Scott
Teacher of Biology - Mrs C Nimmo-Scott
Teacher of Biology – Mrs G McColm
Teacher of Chemistry – Mrs L Creel

ICT Faculty

Principal Teacher of Curriculum - Mr D Harris
Teacher of Business Studies - Miss F Martin
Teacher of Business Studies - Ms C Garrity

Technology, Music and Art Faculty

Principal Teacher of Curriculum – Mr A Sisi

Teacher of Technical Education – Mr R Sommerville (PTS)
Teacher of Technical Education – Mrs K Hogg
Teacher of Music – Mrs H MacEanruig
Teacher of Music – Miss E Brown
Teacher of Art & Design – Mrs J Fulton
Teacher of Art & Design – Mr R Fulton
Teacher of Art & Design – Mrs V Bradley

Humanities & Modern Languages Faculty

Principal Teacher of Curriculum - Mrs L Harris
Teacher of Modern Languages - Miss S Giner
Teacher of Modern Languages - Mr R Paterson
Teacher of Modern Languages – Mrs T Trayner
Teacher of History & Modern Studies - Miss L Harvey
Teacher of History – Mrs L Kelly
Teacher of RMPS - Miss K Kalotka
Teacher of Geography & Modern Studies - Mrs Z Paterson
Teacher of Geography – Mr A Ansboro

PE, Home Economics and Care Faculty

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

Additional Support Needs

Principal Teacher of Curriculum – Mrs T Trayner
Teacher of Additional Support Needs – Mrs D Rowley

Support Staff

School Office Team

Administrative Assistant - Miss M Allan
Clerical Assistants - Mrs C McClymont, Mrs E Herries, Mrs S Parker-Botwood, Ms L Wright, Mrs C Adams, Ms H Wilson

Learning Assistants

Mrs C Costley, Mrs M McClymont, Mrs S McHarg, Mrs J Rae, Mrs G Judge, Mrs L Kain

Facilities Assistants

Mr R Jaszewski, Mr J Black, Mr K Ramsey

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

School Profile

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

Telephone No: (01671) 403773

School Roll: 599

Denominational Status: Non-denominational

Gaelic Speaking Status: Non-Gaelic speaking

Head Teacher: Mr George Webb MSc

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

Website: www.dehs.info

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 is as follows:

Term 1

Teacher training	Monday 10 August and Tuesday 11 August 2020
First day	Wednesday 12 August 2020
Last day	Friday 9 October 2020
Autumn holiday	Monday 12 to Friday 23 October 2020

Term 2

First day	Monday 26 October 2020
Last day	Friday 18 December 2020
Christmas holiday	Monday 21 December 2020 to Tuesday 5 January 2021

Term 3

Teacher Training	Tuesday 5 January 2021
First day	Wednesday 6 January 2021
Mid-term holiday	Monday 15 February to Friday 19 February 2021
Teacher training	Thursday 18 February and Friday 19 February 2021
Last day	Friday 26 March 2021
Spring holiday	Monday 29 March to Friday 9 April 2021

Term 4

First day	Monday 12 April 2021
May Day holiday	Monday 3 May 2021
Last day	Friday 25 June 2021
Summer holiday	Monday 28 June to Tuesday 17 August 2021

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.
- 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:

EducationSupport@dumgal.gov.uk

At this point an Officer will contact you and discuss the issue and share directly with you the outcome of this work. 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. If you remain dissatisfied, the Education and Learning Directorate operate within the

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

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

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

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

The School Day

Following extensive consultation with all stakeholders, we have recently made changes to the timings of our school day. The new timetable 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 – 10:50	Interval	15 minutes
10:50 – 11:40	Period 3	50 minutes
11:40 – 12:30	Period 4	50 minutes
12:30 – 13:10	Lunch	40 minutes
13:10 – 13:40	Student Enhancement Time (SET)	30 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 new 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, gymnasium, 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.

Group Call, 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 run 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) in June and one for S3-6 Pupils (Senior Phase) in late August. Our Junior Phase Celebration of Achievement Ceremony includes certificates awarded based on academic achievement but also recognises pupils 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 to 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 provide 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/Track suit 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. If a concern, valuables should be lodged at the school office for the day.

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

www.dehs.info 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.

The site also includes contact details departmental information, details on the vast extra-

curricular opportunities pupils are offered, letters home, quizzes, polls and much, much more.

The site will be constantly updated and continues to evolve as different aspects of the site are developed. Check back regularly to see improvements and updates.

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 2020-21

Reports will be sent home as follows:

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

Parents' Meetings

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 Rector or the appropriate Depute. Serious concerns regarding the school should be addressed to the Director for School Services, 122-124 Irish Street, Dumfries, DG1 2PB. A copy of the School's complaints procedures is available on request.

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 2019. It is a requirement that all pupils be dressed in line with this policy, wearing attire consisting of:

- Plain white or black school shirt
- School tie
- Plain black school trousers or a plain black, knee length skirt
- Plain black jumper or cardigan which allows school ties to be clearly seen
- Black footwear

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 £134 per child. Guidance and more information is available at:

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

While it would not normally be the policy of the authority to exclude a pupil from school solely based on his/her dress, persistent refusal to respond to a reasonable dress code could be deemed to be a challenge to the Headteacher's authority and thus be detrimental to the well-being 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/tacklingpoverty Schools should also make parents aware of the School Uniform Bank Project. Donation and Collection information can be found at:

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

Education Maintenance Allowance (EMA)

Pupils could get financial support to stay on at school if you are from a low-income household and meet certain criteria. This is called an Education Maintenance Allowance (EMA). EMA is a weekly allowance of £30 payable to eligible young people who achieve 100% attendance per week. It is payable in arrears, during term time only, generally on a fortnightly basis.

EMA is payable to students aged 16 to 19 for a maximum of 3 years. For further information, please contact your school of go to:

www.dumgal.gov.uk/article/15247/EducationMaintenance-Allowance

on the Council's website or phone (01387) 260493.

School Meals & Special Dietary Requirements

School Meals In Dumfries and Galloway Council, Economy & Resources, Facilities Services – Catering, are bound by The Schools (Health Promotion and Nutrition) (Scotland) Act 2007, which means they have to create a balanced nutritious menu over the week. By

following these guidelines Facilities Services – Catering Services:

- Places health promotion at the heart of school activities
- Ensures that food and drink served in schools meets nutritional requirements
- Ensures their local authority promote the uptake and benefits of paid and free school meals The Naturally D&G brand promoted by Facilities Services – Catering ensures that:
 - Meals are freshly prepared, with seasonal ingredients
 - Eggs are from free-range hens and our meat is from animals farmed to British welfare standards
 - They don't serve any endangered fish
 - Their menu is free from undesirable additives and GM ingredientsIn addition to the menus handed out in school, Facilities Services – Catering has a Naturally D&G website: www.dumfriesandgalloway.scottishschoolmeals.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 registration form to allow us to inform the catering team who will discuss your child's requirements in full.

It would be beneficial for all children who have an allergen, food intolerance or special diet to register. For more information contact 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 and 3. 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 £360 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>

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.

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: www.dumgal.gov.uk/article/15245/Free-school-transport on the Council's website for further information or phone (01387) 260437.

Anyone who alters, or attempts to alter, the number on the pass, will be deemed to have defaced that pass and will require to purchase a replacement.

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.

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 on production of a valid appointment card, which must be shown to the school office staff or letter from home. 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 Opportunities for All Officer will visit the home and discuss the problem.

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 www.dehs.info 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 are required to develop and implement an anti-bullying policy by June 2020, to create a whole school approach in which children and adults work together to create an environment where bullying is never acceptable. 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.

Schools will have different ways of putting the principles of anti-bullying into practice to reflect local environments and culture. They should have an approach which makes it clear that bullying behaviour will not be tolerated. The entire school community: teaching and non-teaching staff, pupils and parents, should be involved and must be committed to this. The policy should be reviewed on a regular basis; provide a framework for all the strategies, procedures and practices related to anti-bullying work and be impact assessed. Support and guidance on developing school policy is provided by respect me:

<https://respectme.org.uk/resources/publications/>

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. 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.

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.
4. Movement around the School
5. Pupils must walk quietly on the left along corridors and on stairways.
6. Pupils must not loiter in corridors, stairways, toilets cloakrooms and other prohibited areas at any time.
7. Eating crisps, sweets etc, on the way to and from class or in class is not permitted.

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.
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.

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.

Curriculum

Curriculum for Excellence is bringing learning to life in the way education is delivered for all 3-18-year olds – in nursery, primary, secondary, at college, workplace or community learning. It takes a fresh approach to what, how and where young people learn. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture young people as successful learners, confident individuals, effective contributors and responsible citizens.

How does Curriculum for Excellence Work?

- Learners will experience a broad, deep, general education to S3, with options in the

senior phase (S4 – S6) to specialise, go on to further study, improve skills and get work experience.

- The 'learner journey' will be joined up from 3-18 to avoid gaps and overlaps in learning and to make the most of achievements outside school.
- Learners will work at a pace that suits, with enough challenge and support to stretch them.
- Lessons will be more engaging, inspiring and relevant to everyday life.
- Teachers will make connections between subjects, helping children make sense of the world.
- Children will learn how to learn and how to use their learning, not just memorise information to pass tests. This will help them adapt in an uncertain future with the ability to think for themselves, make sound judgements, challenge, enquire and find solutions.
- There is more focus on knowledge and skills – including vital skills: literacy and numeracy, which underpin all learning and are critical in life.
- There are changes to assessment and how progress is reported to give learners, parents and employers better information on potential and achievement.
- National Qualifications are in place and are designed to be as flexible as possible to meet the needs of all pupils.

All pupils follow a Broad General Education from S1 to S3 before progressing into the Senior Phase from S4 to S6. In S1 and S2 all pupils have classes in English, Mathematics, ICT, Science, Humanities and Social Sciences (Geography, History and Modern Studies), Modern European Languages (French and Spanish), Expressive Arts (Art, Music, Drama), Health and Well-Being (Health and Food Technology, Physical Education), Personal and Social Education (PSE), AND Technologies (Technical Education, Information and Communications Technology). Pupils have opportunities for personalisation and choice, when appropriate, in the activities within their classes.

In S3, while the Broad General Education is maintained and pupils continue to study all subjects, pupils can

personalise their learning by identifying subjects they wish to study in greater depth than others.

S4-6, the Senior Phase, pupils can follow a range of courses leading to exam certification at appropriate level from National 2 to Advanced Higher. These courses will be selected based on a pupil's intended pathway towards their planned post school destination.

Choice – pupils will choose their courses at the end of S3 and then every year thereafter. This will be done through a dialogue with parents, teachers and PT Pupil Support.

Literacy, Numeracy and Health and Well-being will be covered by all subjects, reflecting the central importance of these 3 areas to every young person's education.

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.

Lesson fees will be £200 per year. This can be paid in full or in 10 monthly instalments. If you require to hire an authority instrument the cost will be £49 per year. You will be invoiced per term. There is no charge for lessons or hiring an instrument if you are entitled to Free School Meals and Clothing Grants. The Authority also runs a lease purchase scheme allowing parents to purchase instruments over two years. These come with an educational discount and VAT free.

When a pupil has reached a certain standard, he / she will be encouraged to participate in Band or Orchestra work organised on a school or area basis.

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 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 well-being 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 fulltime provision in a school with a learning centre or an inclusion base.

This commitment to meeting the needs of all children is based upon the requirements of the Education (Additional Support for Learning) (Scotland) Act 2004 amended in 2009 and is translated into procedure and practice by Dumfries and Galloway Education Services' The Framework for Support 2014 and the Support Manual.

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 needs extra help or support in addition to that which is usually provided in school, 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:

- Social or emotional difficulties
- Problems at home
- Being particularly able
- A physical disability
- Moving home frequently
- Behavioural difficulties
- Bullying
- A sensory impairment
- Communication difficulties
- Being a young carer
- Being a young parent
- Having English as an additional language
- A learning disability
- Autism Spectrum Disorder
- Attention Deficit Hyperactivity Disorder

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 updated and amended as necessary. 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 T Trayner, Principal Teacher of Additional Support Needs, to discuss any concerns or questions you may have.

Getting it Right for Every Child

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 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.dumgal.gov.uk/girfec to see the Dumfries and Galloway services plan.

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 drug, substance 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 Higher 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.

The Psychological Service is based in offices in Newton Stewart, Dumfries and Annan, and each school has an identified Educational Psychologist. Further information about the service is available from the school.

Dumfries and Galloway Youth 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:

<https://www.dgtap.co.uk/education>

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

The DG Youth Guarantee is an extension of the Scottish Government's commitment that every single 16-19-yearold 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

For more information visit:

<https://www.dgtap.co.uk/youth-guarantee>

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.dgtap.co.uk/planning-yourfuture>

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>

To see the range of staff who can help download the 'who can help school' leaflet.

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 Youth Guarantee or DYW: DGyouthguarantee@dumgal.gov.uk

Career support from Skills Development Scotland

Skills Development Scotland (SDS) is the national skills body. We deliver Scotland's careers service and provide information, advice and guidance on career choices.

SDS careers advisers work in schools and centres across Scotland. They will help you to think about what's best for your future and the skills that you might need in a changing world of work. You can also continue to access support from SDS advisers when you leave school. We have centres locally in Dumfries, Stranraer and Newton Stewart – find your nearest centre at <http://myworldofwork.co.uk/centres>

My World of Work is your online career information and advice service. The site is designed to support you make decisions throughout school and beyond. It includes key features such as:

- A personalised account which guides you through the site and what to look at

- Personality tools which give you career suggestions based on your skills, strengths and interests
- Help with subject choices including a tool which helps you understand what careers your choices could lead to
- A profile tool to record your personal achievements, useful for future CVs or course applications
- Routes into careers, including jobs, courses, apprenticeships and volunteering
- A CV builder and advice on applications and interviews

Further support from Skills Development Scotland For information on Foundation, Modern and Graduate Apprenticeships, including vacancies, please see [http:// www.apprenticeships.scot](http://www.apprenticeships.scot)

My Kid's Career is a new website from SDS, designed for parents and carers. It provides information on jobs in demand, the routes into those careers and how to handle career conversations about those opportunities with your child at the times that matter. Find out more at <http://mykidscareer.com>

Keep up to date with the latest from SDS Dumfries and Galloway on Facebook at: <https://www.facebook.com/SDSDumfriesandGalloway>

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

Data Protection & Digital Images

Data Protection

Each year, your child/young person's Douglas-Ewart High 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: Jill Sloan

Head Teacher: Mr G Webb

Department for Education Representative: Mrs S Rusby

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

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:
<http://www.dgvoice.co.uk/index.php/youth>

Cool to talk:
<http://www.nhsdg.scot.nhs.uk/News/Cool2talk>

My World of Work:
<https://www.myworldofwork.co.uk/>

Youthlink Scotland:
www.youthlinkscotland.org

Citizens Advice Dumfries and Galloway:
<https://www.cas.org.uk/bureaux/dumfries-and-gallowaycitizens-advice-service-dagcas>

Support in Mind, Scotland, National Rural Mental Health Forum:
www.ruralwellbeing.org

Add in others as identified below:
<http://www.dumgal.gov.uk/article/16640/Supportfor-children-and-families>
www.gov.scot/Topics/Education/Schools/NationalImprovementFramework

CALL Scotland
www.callscotland.org.uk
<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:

www.educationscotland.gov.uk/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-a-nutshell-series/nationals-in-a-nutshell-series/>

This guides explain important aspects of Curriculum for Excellence (CfE): Education Scotland

http://bit.ly/educationscotland_framework

Dumfries and Galloway Advocacy Service

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

DGC complaints:

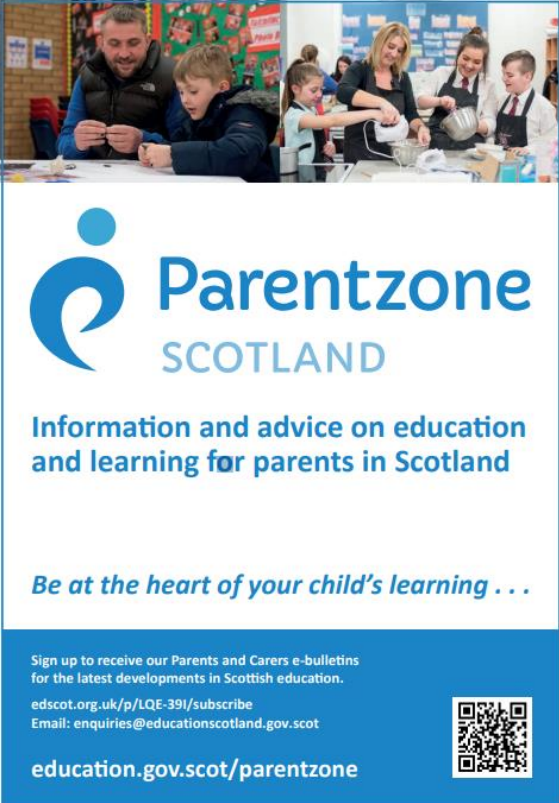
<http://www.dumgal.gov.uk/article/15382/Complaints-procedure>

Dumfries and Galloway Children's Services Plan:

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

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

<https://connect.scot/>



The image shows a banner for Parentzone Scotland. At the top, there is a photograph of a group of people, including children and adults, engaged in an activity at a table. Below the photo is the Parentzone Scotland logo, which consists of a stylized blue figure and the text 'Parentzone SCOTLAND'. Underneath the logo, the text reads 'Information and advice on education and learning for parents in Scotland'. Below this, the slogan 'Be at the heart of your child's learning . . .' is written in a blue, italicized font. At the bottom of the banner, there is a blue box containing the text: 'Sign up to receive our Parents and Carers e-bulletins for the latest developments in Scottish education. edscot.org.uk/p/LQE-391/subscribe Email: enquiries@educationscotland.gov.scot'. To the right of this text is a QR code. At the very bottom of the banner, the website 'education.gov.scot/parentzone' is displayed.



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.