

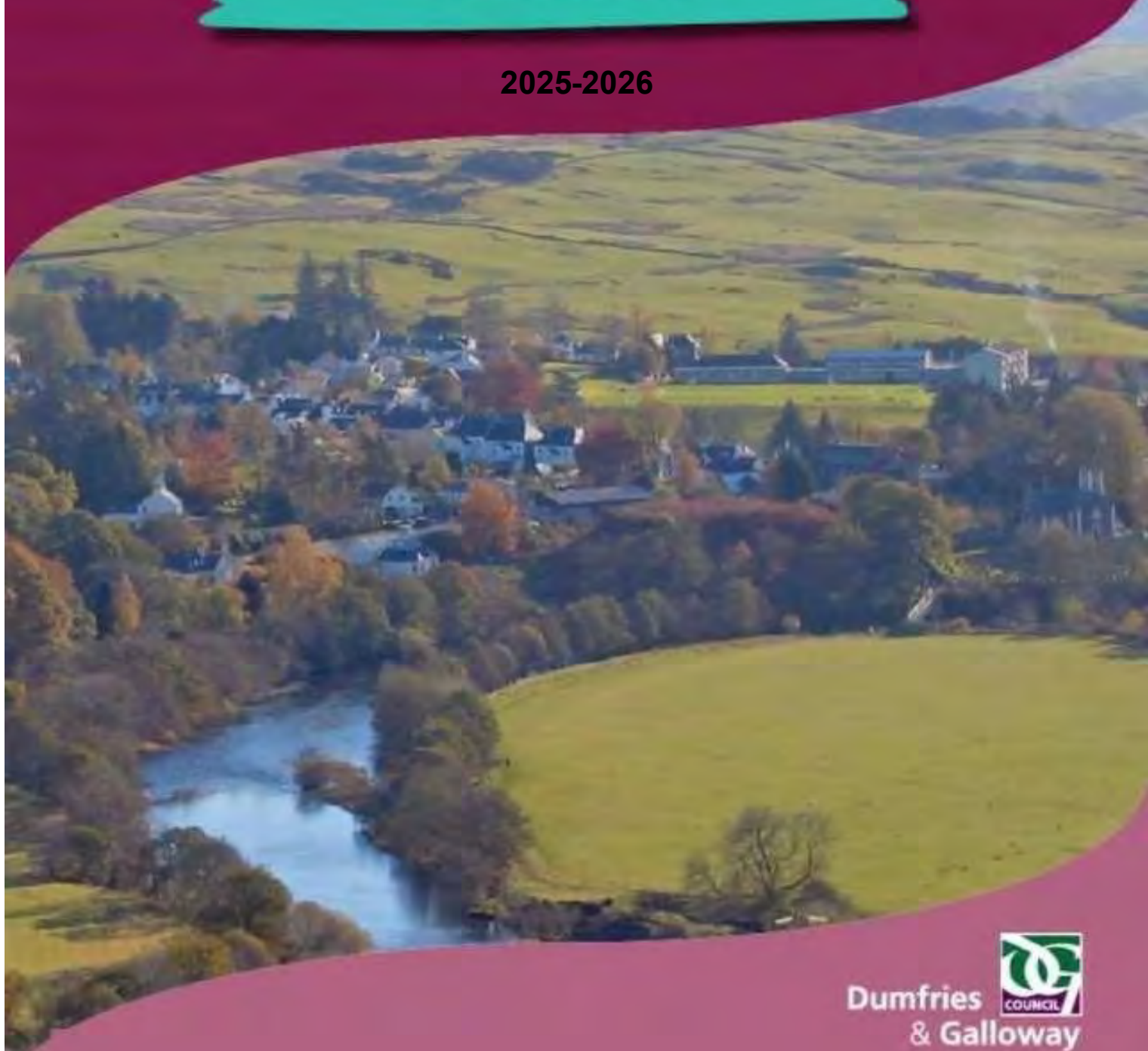


Welcome to Dalry Secondary School

(Dalry/Castle Douglas High School Partnership)

Handbook

2025-2026





Contents

Letter from the Director of Education Services	4
Letter from the Head Teacher	5
Education Services Aims	6
School Management Team	7
About Dalry Secondary School	8
Communication with the School	9
Members of Staff 2025-2026	11
The School Aims	12
Catchment Areas	12
School Values & Vision	13
The School Day	14
Terms and Holidays 2025 – 2026	15
Attendance	16
Authorised/Unauthorised Absence	17
Health	17
Administering Medication and Allergies	18
School Dress Policy	19
Dalry School Uniform	20
School Clothing Grants	20
Equipment required by Pupils	21
Property and Belongings	21
Lockers	22
Behaviour of Pupils	22
Pupil Support	23
Pupil Council	23
Care and Welfare	23
Bullying	24
Additional Support Needs	25
Child Protection	27
Health and Safety	27
Educational Psychology Service	28



In School and Post School Support	28
Employment of Pupils	30
School Transport	31
School Meals	32
Curriculum for Excellence	34
How is My Child Doing? (Assessments and Reporting)	35
Instrumental Tuition	36
Parent Council	37
Access for Parents/Carers	38
School Security	39
Fire Safety Procedures	39
Information and Communication Technologies	39
Health and Safety Emergency Procedures	41
Severe Weather and School Closure Arrangements	41
Health Care (inc First Aid)	42
Leaving Dates	42
Liaison with Other Schools	43
Data Protection	43
Improvement planning and priorities	45



Letter from the Director of Education Services

Dear Parent/Carer

Thank you for reading this handbook which sets out the collective responsibilities our Council has for your child's education and I hope you find it helpful. Like you, we want the best possible future for your child. 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 and we make it our priority to remove barriers to learning whether these are related to the classroom or at home. This handbook gives important information on the be [Grab your reader's attention with a great quote from the document or use this space to emphasise a key point. To place this text box anywhere on the page, just drag it.]

enefits 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. One of the things that makes our region so special is the diversity of our communities. Our schools are all different too and reflect the variety of the towns and villages they serve - so schools might put plans in place slightly differently. Our headteachers will publish their own school handbook with information which is relevant to the pupils and parents of their school.

We know that when families and schools work together there are real benefits for children. We can make collective efforts on their behalf to meet their needs and uphold their rights. 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 at

For more information on Education and Learning please visit www.dumfriesandgalloway.gov.uk/schools
Dumfries and Galloway Council
Education, Skills and Community Wellbeing
Militia House, English Street
DG1 2HR
Call 030 33 33 3000
or visit
www.dumfriesandgalloway.gov.uk/article/15379/Contact-us
for more ways to engage with the Council

ExecutiveDirectorEducationSkillsCommunityWellbeing@dumfriesandgalloway.gov.ukYours
sincerely

Gillian

Dr Gillian Brydson Executive Director

Education, Skills and Community Wellbeing



Letter from the Head Teacher

Dear Parents and Carers,

Welcome to our partnership schools Dalry Secondary and Castle Douglas High School. It is with great excitement and pride that we extend a warm welcome to each of you as you begin your journey with us. Whether you are starting your first year or returning to continue your studies, we are thrilled to have you as part of our school community. This handbook will outline our expectations in both schools.



At Dalry Secondary and Castle Douglas High School, we believe that every student has the potential to achieve greatness, and that the foundation for success is built upon a positive and supportive learning culture. Our schools are a place where curiosity, creativity, and hard work come together to foster growth and learning. We encourage you to take full advantage of the opportunities available, and to embrace the challenges that come with the pursuit of knowledge.

Achievement and attainment are at the heart of everything we do. We understand that success means something different to everyone, but, at Dalry Secondary and Castle Douglas High School, we define it as the continuous progress you make, the effort you put into your work, and the resilience you show in the face of challenges. Whether it is in the classroom, or through extracurricular activities, we believe that each step forward is a triumph to be celebrated.

Our dedicated team of teachers, and support staff are here to guide you every step of the way. They will encourage you to aim high, provide guidance when you need it, and celebrate your successes—big and small. Remember, no achievement is too small to be proud of, and setbacks are simply opportunities to learn and grow stronger.

We are committed to helping you achieve your personal best, and we expect you to approach your studies with enthusiasm, focus, and determination. At the same time, we also encourage you to build strong relationships with your peers, contribute positively to the school community, and develop the skills that will serve you well both now and in the future.

As you embark on this exciting chapter, know that we are here to support you in your academic journey, celebrate your successes, and help you overcome any obstacles along the way. Together, we will create a culture of achievement, where every student is empowered to reach their fullest potential.

Welcome once again to Dalry Secondary and Castle Douglas High School. I look forward to seeing all that you will accomplish with us.

Sincerely,
Mr Stephen Foster



Education 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 Councils ambition is to be a successful region, with a growing economy, based on fairness, opportunity and quality public services, where all citizens prosper.

Working in partnership, with connected, healthy and sustainable communities.

The region will be the natural place to live, work, visit and invest.

Education Services contribute to Dumfries and Galloway Council priorities by delivering an early years and school education which provides a good start in life for all our children. We have a strong commitment to continuously developing and improving educational provision to enable all our children and young people opportunities to fulfil their potential through striving for excellence and equity in every aspect of the work of the service. The importance of this commitment has continued to be emphasised by the tremendous commitment demonstrated by our staff in schools as they work to address the long-term impact of the interrupted and distance learning experienced over the last few years.

Dumfries and Galloway Council continue to value and prioritise education and learning, details of which can be found in our Council Plan 2023-2028

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.



School Management Team



Mr Stephen Foster
Head Teacher



Mrs Lorraine Gillies
Depute Head Teacher



Mr Alister Cathro
Depute Head Teacher



Ms Susan Ingram
School Support Manager



Mrs Mary Acheson
Principal Teacher
Curriculum and Pupil Support



About Dalry Secondary School

Dalry Secondary School is situated on a spacious, elevated and attractive site overlooking the valley of the River Ken and the Rhinns of Kells. It serves a large, sparsely populated rural area in central Galloway known locally as 'The Glenkens'. There are associated Primary Schools in Dalry, New Galloway and Carsphairn (currently mothballed) with whom we operate a successful 'cluster group', sharing resources, good practice and specialist teachers. We liaise very closely on the P7-S1 and S4-S5 transitions. A programme of activities take place during P7 and S4 to enable learners to move forward confidently to the next stage in their learning journey.

Most of the Secondary classrooms are situated in a three-floor block at the west end of the 'T' shaped building except for the PE Department which is based in the Gym. We have extensive outdoor areas which incorporate playing fields, outdoor gym equipment and an outdoor classroom. In 2013 our Science Lab was completely renewed. Further refurbishment and redecoration has been carried out throughout the building giving us a pleasant, practical working environment for staff and pupils alike.



School roll:

<i>Year</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
S1	5	0	5
S2	1	0	1
S3	0	1	1
S4	1	4	5
Total	7	5	12

* Pupils who wish to continue in full-time education normally transfer to Castle Douglas High School for S5/S6



Communication with the School

In addition to Parents' Evenings and other formal occasions it is possible to arrange to see the Head Teacher and/or other members of staff at various times during the week – parents should phone the office to make an appointment.

Our address and contact numbers are: -

Dalry School
Kirkland Street
St John's Town of Dalry
Castle Douglas
Dumfries and Galloway
DG7 3UX

Tel: 01644 430259

(Office hours - School days Mon to Fri 8.30am to 3.30pm)

School e-mail: gw08officedalry@ea.dumgal.sch.uk

School Website: <http://www.dalrysecondary.info/>

Dumfries & Galloway Website: <http://www.dumgal.gov.uk/>

You will find an electronic version of this handbook on the school website. The school website is a rich resource of information about the school including a school calendar that details important dates such as when you will receive reports and when parent evenings will be held. There is even a virtual tour of the school should you want to wander around the school to see what your child sees every day.





If you have any questions

Routine enquiries relating to the operation of the school or matters affecting your child which are causing you uncertainty or concern should be made via the school office. An appropriate member of school staff will then aim to respond to your enquiry as soon as possible.

If you have a comment or concern

Your feedback can help shape and improve the service you receive.

It is important for us to understand your experience of dealing with Dumfries and Galloway Council. If there is an area where we could do better, we want to learn from your experience and improve how we deliver our services.

A comment might be views 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:

- Nursery manager/primary class teacher if the enquiry relates to classroom practice.
- 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 not happy 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 ParentalInvolvement@dumgal.gov.uk. At this point an Officer will contact you and discuss the issue and direct the enquirer as appropriate.

Remember you can also access Dumfries & Galloway Have Your Say at

www.dumfriesandgalloway.gov.uk/council-elections/have-your-say

If you remain dissatisfied and wish to make a formal complaint

If you remain dissatisfied, the Education, Skills and Community Wellbeing Directorate operates within the complaints handling procedures for Dumfries and Galloway Council. Information on this can be found on the Have Your Say as above and [Have Your Say – Complaints Compliments](#). Normally, you must make your complaint within six months of the event you want to complaint about. If you feel that the time limit should not apply to your complaint, please tell us why.



Members of Staff 2025-2026

School Management

Mr Stephen Foster	Head Teacher
Mr Alister Cathro	Depute Head Teacher
Mrs Lorraine Gillies	Depute Head Teacher
Mrs Mary Acheson	Principal Teacher / Pupil Support
Ms Susan Ingram	School Support Manager

Teaching Staff

Miss Brogan McCulloch	Art & Design
Mrs Pam Jenkins	Home Economics
Mrs Claire Johnston	English
Mrs Pam Taylor	English
Mrs Mary Acheson	Modern Languages / PSE / RMPS
Mr Geoff Jenkins	Maths
Mr Alan Cameron	Music
Mr Liam Fleming	Physical Education
Mr Colin McEwan	Sciences / Social Subjects
Mr Calum Murray	Technologies

School Support Staff

Miss Kirsty Kaye	Administrative Assistant
Mr David Steward	Facilities Assistant
Miss Sonja Tranter	Learning Assistant
Mrs Clare Edgar	Learning Assistant

Catering Staff

Ms Isla Macrae	Catering Manager
Ms Valerie Russell	Cashier
Mrs Anne Finlay	General Assistant



The School Aims

The school aims are the end product of consultation with parents, pupils and staff and are based on the values which the school community felt were important. The five statements below reflect the type of school that we all strive to maintain in Dalry.

- To provide a safe, healthy, caring environment
- To encourage respect and a sense of belonging within the school and the wider community
- To encourage pupils to take responsibility for their own behaviour and learning
- To encourage success through hard work and ambition
- To prepare our pupils with the skills and values needed for life



Comic Relief dress up day

Catchment Areas

S1 Enrolment

Information regarding catchment areas can be found on the Council's website by accessing "Near Me" For those young people leaving school. Full details on how to enrol or move school are available from the school or on the Council's website [Get A Secondary School Place](#)

In September of Primary 7 pupils along with parents and carers will complete enrolment paperwork identifying their chosen Secondary School. Once places have been allocated pupils, parents and carers will be notified and transition activity with their identified Secondary School will begin in January of Primary 7.



School Values

Kindness

Kindness is treating each other with respect, compassion and understanding.

Ambition

Being ambitious means being motivated to work hard, take on challenges and persevere through difficulties.

Honesty

Honesty means being truthful, trustworthy and respectful. Honesty builds trust and strengthens friendships, creating a caring and supportive environment where everyone is treated fairly.

Community

The school community is a place where pupils feel they belong. They support and work with each other, building connections which create an inclusive environment

Vision

At Dalry Secondary School we aim to equip all young people with the skills, knowledge, values and attitudes to lead a happy and fulfilling life and to make a meaningful contribution to society. At the centre of this vision is a commitment to ensuring that our young people have the ambition and self belief to set themselves the highest possible goals that will maximize their individual attainment and achievement.



Stroanfreggan archaeological dig site



The School Day

(Open to pupils from 8.30am)
The school operates a 7-period day

Period 1	8.50 - 9.35
Period 2	9.35 -10.20
Tutor Time	10.20 -10.35
Interval	10.35 - 10.50
Period 3	10.50 -11.35
Period 4	11.35 -12.20
Period 5	12.20 -13.05
Lunch Break	13.05 -13.50
Period 6	13.50 - 14.35
Period 7	14.35 -15.20



Terms and Holidays 2025 – 2026

TERM 1	
TEACHER TRAINING	Tuesday 19 th and Wednesday 20 th August 2025
FIRST DAY	Thursday 21 st August 2025
LAST DAY	Friday 10 th October 2025
TERM 2	
FIRST DAY	Monday 27 th October 2025
LAST DAY	Friday 19 th December 2025
TERM 3	
TEACHER TRAINING	Monday 5 th January 2026
FIRST DAY	Tuesday 6 th January 2026
MID-TERM HOLIDAY	Thursday 19 th to Friday 20 th February 2026
TEACHER TRAINING	Thursday 19 th February 2026
LAST DAY	Friday 27 th March 2026
TERM 4	
FIRST DAY	Monday 13 th April 2026
MAY DAY	Monday 4 th May 2026
TEACHER TRAINING	Friday 29 th May 2026
LAST DAY	Wednesday 1 st July 2026

Future school years

<https://www.dumgal.gov.uk/article/15239/School-term-and-holiday-dates>



Attendance

Dumfries and Galloway Council is committed to ensuring the best possible future for all our children and young people. We recognise the important role school attendance has in ensuring all our children and young people reach their full potential.

It is the responsibility of parents/carers to ensure that their child/children attend school.

For the safety of all children, it is important

parents/carers communicate with the school prior to/at the beginning of the absence. Absences are recorded in class registers and parents/carers will be notified of frequent or irregular absences. If possible, please try to make dental/medical appointments out with school hours. If this is not possible, please inform the school of the appointment details and arrange to collect your child from school.



We understand that personal circumstances can result in poor attendance or regular late coming for your child and are sympathetic to this. If this is the case, please do not hesitate to contact your child's school direct.

Dumfries and Galloway Council have developed a dedicated resource hub for parents and carers, where you will find support and guidance in relation to supporting your child's regular attendance at school. Resources can be found at: <https://blogs.glowscotland.org.uk/dg/schoolattendance/>
Parents/carers are asked to ensure that:

- The school is informed if the child or young person will be late.
- The school is notified of any absence before 9am on the first day, and that further calls, before 9am, are made on every subsequent day of the absence. The school may contact you directly if there are any concerns about a child's absence.
- Contact telephone numbers, whether for home, for parents at work or for other emergency contacts, are kept up to date and are generally numbers where a response will be received. This is particularly important with mobile phone numbers. Please update your child's school if you change your mobile number. This is essential as the school may need to contact you if your child is ill or there is an emergency.
- The school is kept informed of the absence and the likely return date.

If your child is absent from school, please notify the school office by telephone **before 9.10 am**. All D & G schools operate a text messaging service. This is aimed at improving attendance and child safety. This system is also used to inform parents of school closure, amongst other vital information.



Authorised/Unauthorised Absence

The Government has highlighted the importance of school attendance to a child's development and has required schools to set targets for improved attendance. Against this background, there is considerable concern at the increasing number of term-time holidays being taken by children at the request of their parents. It is the view of the Education Authority that these holidays should be officially recognised as "unauthorised Parental Holiday".

Prolonged absence from school at any stage is harmful to a child's education and it is not possible – nor fair to other children – to direct teaching time to assist a child who has been on holiday to catch up on what has been missed.

Health

Pupils who feel unwell during the school day should inform the Principal Teacher Pupil Support or the office staff. If it is necessary to send your child home, the school will contact you to arrange for you to collect your child. If we cannot reach you, we will phone the emergency contact.

If a pupil is unwell and we cannot contact anybody to collect him or her, we will try to make the pupil as comfortable as possible in school until the end of the school day.

We have very close links with external health agencies. We use these vital links to provide support, advice, and information on many health issues to pupils, parents and teachers. Our close links with other health professionals allow us to support pupils in all aspects of their physical and mental health.

Parents wishing to have children temporarily excused from participation in Physical Education because of ill-health, should write an explanatory note to the Head Teacher or Principal Teacher Pupil Support. A doctor's note should be supplied as support for requests for long-term or permanent non-participation in some or all physical activities. With suitable information we can support young people to take appropriate exercise in almost every circumstance.

Pupils absent from school due to ill-health

1) Short Term Illness – less than 15 working days

When a pupil is absent from school for a short-term illness, the Head teacher will ensure that the pupil receives, either through the school direct or through parents, adequate provision to continue appropriate studies, whether at home or in hospital.

2) Long Term Illness

There will be an automatic referral by the school for Home Tuition input after 15 working days of continuous or 20 working days of intermittent absence for verifiable medical reasons. Where it is known, however, that this is likely to occur in advance, the referral will proceed immediately.



Similarly, pupils who have received education in hospital and are discharge to go home to continue treatment or to recuperate will transfer automatically to Home Tuition if the total period is likely to extend beyond 15 working days.

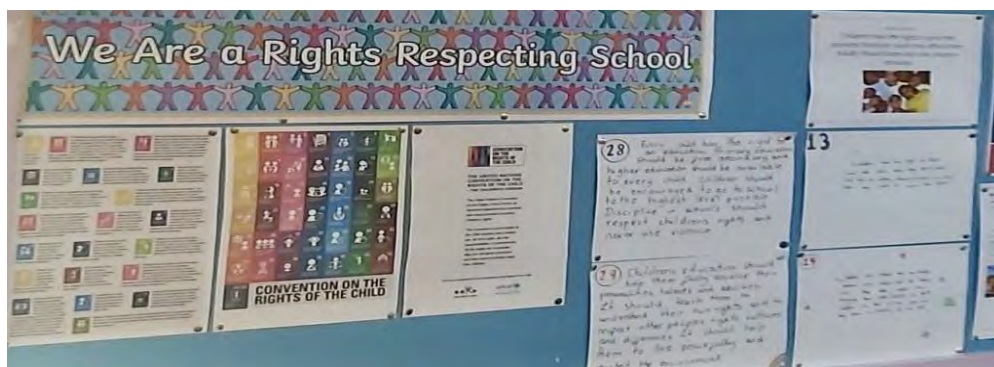
In exceptional circumstances, such as in the case of a pupil with extended absence (particularly for those who are expected to be in-patients for more than 3 months), some educational provision may be provided over holiday periods.

Administering Medication and Allergies

All schools within Dumfries & Galloway follow the guidelines set out in the NHS 3 - 18 Healthcare in Schools Policy. Please contact the school if your child needs to have medication administered during the school day. However, it is encouraged whenever possible any medication needing to be given is done so prior to coming to school, or after the pupil arrives home. Parental / carers permission needs to be given by way of a signature, prior to any medication being administered to a child. Should your child develop any allergies we are not already aware of, can you please inform the school in writing, and a Health Care Plan will be completed and the information stored on the School Management System.

Pupils Returning to School with a Medical Condition

Before a pupil can return to school with a medical condition, there must be a meeting with the Head Teacher, or the Depute Head Teacher, or the Principal Teacher Pupil Support, to discuss arrangements for the care and welfare of the pupil.





School Dress Policy

(Dumfries & Galloway Council)

All Dumfries and Galloway schools must have a dress code which encourages pupils to dress in a way appropriate to attendance at school. This code must not lead to direct or indirect discrimination on the grounds of race, religion, gender, or disability. Prior to drawing up the dress code, parents, pupils and staff were fully consulted and it is the expectation of the Education Authority that parents will be supportive of the dress code.

Clothing which is unacceptable in school under any circumstances would include items which:

- Could potentially encourage factions (e.g. football colours)
- ○ Could cause offence (e.g. anti-religious or political slogans)
- ○ Could cause health and safety difficulties such as loose-fitting clothing, dangling earrings or excessive jewellery
- Are of flammable materials which may be a danger in certain classes
- Could cause damage to floors
- Carry advertising, in particular for alcohol or tobacco
- Could be used to inflict damage on other pupils

Parents in receipt of a grant for footwear and clothing from the Authority will be encouraged to purchase items which are in accordance with the school dress code.

It is not normal policy for the authority to remove a pupil from school solely based on her/his dress. However, a persistent refusal to respond to a reasonable dress code could be deemed 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 other school disciplinary procedures.

Responding to environmental factors. Each school will consider adjustments to School uniform requirements to address any extreme weather conditions and relay this to parents/carers as timeously as possible.

Dumfries & Galloway Council have set up several permanent School Uniform Donation and Collection Points in partnership with community organisations throughout our Region. Each location has an extensive stock of excellent to good-condition school uniforms which are suitable for the schools near the Uniform Bank locations. Additional equipment including School Bags and Stationery can also be sourced at times from these locations and full details of each can be found on the following link: [Free School Uniforms](#)



Dalry School Uniform

The current guidelines for secondary pupils are as follows:

- Blue school sweatshirt or cardigan
- White emblemed shirt or polo (no offensive slogans or illustrations, no football strips, no plunging necklines!)
- **Plain**, dark coloured trousers or skirts (**no denim jeans**)
- Shoes preferred, but trainers acceptable providing there is a separate pair for PE.
- No jewellery is allowed in PE, HE or Technical for safety reasons.

Please label each item of clothing with the pupil's name.

To view and purchase school uniform, please visit:

<https://www.border-embroideries.co.uk/schools/dalry-secondary-school-dumfries.html>

Sports Wear

For PE, students must have a change of clothing consisting of:

- Trainers (other than those worn outside).
- Shorts or tracksuit bottoms.
- T-shirt and or a sweatshirt – school sweatshirt should not be worn for PE.

Pupils must change back into dress code at the end of PE or other physical activities.

School Clothing Grants

School Clothing Grants are available for any pupil who is attending mainstream school; lives in the Dumfries and Galloway area; whose family is on a qualifying benefit or on a low income. To find out if you qualify, please contact the school or go to

<http://www.dumgal.gov.uk/article/15246/School-clothing-grants> or phone 01387 260493.





Equipment required by Pupils

Normally, books, jotters, notebooks, etc will be provided. Pupils are expected to have their own pen, pencils, rubber, ruler, mathematical instruments etc, but these can be provided if necessary.

Charges are made for the following:

- Hire of musical instruments.
- Organised outings. (The School Fund subsidises these, to keep transport costs to pupils to a reasonable level). The school meets any costs up to £100, then a contribution may be necessary.

If any pupil or family is in a position where cost prevents their participation in any aspect of school life, please discuss this with the Head Teacher or PT Pupil Support as we may be able to help.

Property and Belongings

Pupils should care for and accept **responsibility** for their own property. Clothes and schoolbags should be labelled clearly, and money or valuables should not be left unattended. Items of great value should not be brought to school. Lost property should be handed in to the school office without delay. School books and jotters should be covered, kept clean and undamaged. Pupils will have to pay for loss or damage to schoolbooks.



Lockers

There are lockers in school for use of pupils. Keys can be obtained from the office for a £5 deposit. On leaving school £2 is refundable on the return of the key. New S1 lockers will be allocated in the first week of term.



Behaviour of Pupils

Pupils are required to behave in a considerate and courteous manner both in and out of school and to co-operate with the Head Teacher and staff in such a way that the school can operate smoothly and effectively. Pupils are expected to attend regularly and to be punctual for registration and start of classes, arriving fully prepared with any books, materials and equipment required. Absence, lateness and persistent failure to complete tasks given as homework must be explained by a letter from parents to the Head Teacher or PT Pupil Support. If necessary, parents may be invited to school to discuss ongoing problems.

The attendance, performance and behaviour of every pupil are monitored carefully by senior staff and our policy is to involve parents at an early stage. It is in the best interests of the pupil concerned that the underlying reasons for persistent bad behaviour or poor performance is fully investigated and parental involvement can be a great help here.

In serious cases of unacceptable behaviour pupils may be excluded from school for a period of time and will only be re-admitted following a full discussion of the circumstances surrounding the exclusion and agreement with parents/carers on the way forward.



Pupil Support

Learning Support, Behaviour and Care/Welfare issues come under the umbrella of Pupil Support.

The Principal Teacher of Pupil Support is Mary Acheson. It is her job to get to know each of the pupils well and deal with any problems or difficulties that may arise. This may involve one of them contacting you and arranging a meeting.

The Principal Teacher Pupil Support is responsible for:

- Pastoral care of all secondary pupils
- Careers and Curricular education
- Developing PSE courses

Pupils can ask for an interview at any time and parents can contact Mrs Acheson to arrange a meeting.

Pupil Council

The Pupil Council has elected representatives from all year groups and regularly meets with the Depute Teacher. Their remit includes charity events, representing the school, links with the wider community and raising pupils concerns or suggestions.

Care and Welfare

The care and welfare of pupils is given a high priority at Dalry and the school offers a supportive and positive ethos in which pupils are known as individuals and are given appropriate support when it is needed. The progress of all pupils is monitored carefully, both formally through a tracking system, which requires staff to provide frequent and regular feedback on the performance and behaviour of pupils, and informally through ongoing observation and the reporting of concerns to senior staff.

Care and welfare issues, including disciplinary matters, are discussed regularly and parents/carers are involved at an early stage and are encouraged to work in partnership with the school and other relevant agencies within the GIRFEC 'child's meeting' framework.'





Bullying

Bullying is not tolerated at this school.

All of us at Dalry treat the possibility of bullying very seriously indeed as bullying can have severely adverse effects on pupils. It can be extremely difficult to pinpoint what actually constitutes bullying: what one pupil will take as a bit of fun can seriously upset another pupil. What might be quite amusing or tolerable once, can become intolerable repeated many times. The core values of respect and equality are central expectations.

We would ask parents to contact the school if they have **the slightest reason to suspect that bullying is going on**. Very often, just mentioning to a person causing harm that what is being done or said is being looked upon as bullying, will make him or her stop. Other problems are not so easy to solve. What is undoubtedly true is that we can do very little if we have not been informed that a pupil might be the target of bullying. We will endeavour to deal swiftly and effectively with any instances brought to our attention.

Parents are asked to contact Mrs Acheson, Principal Teacher Pupil Support, preferably by phoning her at school, if they have the slightest suspicion of a child being bullied.

Positive Behaviour - Anti Bullying

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. Respect for All: The National Approach to Anti- Bullying for Scotland's Children and Young People

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

We identified the opportunity for Parent Councils to access on-line modules to help those parents working with their schools to look at any anti-bullying or positive relationships policies. These modules are now open to all parents and can be accessed through Learning Academy | respectme. You will need to complete both modules within 4 weeks of registration. www.respectme.org.uk/elearning





Additional Support for Learning

All children receive support at school and nursery to help them learn. 'Additional support for learning' is how we describe any support that is extra or different to the help that most children receive. Most of this additional support is provided by teachers in mainstream classes, focussed on learning and support to be fully involved in school life.

How We Allocate Learning Assistants in Schools

We use information from SEEMIS, our education data system, to help decide how learning assistant support is shared across schools. This data tells us about the levels of support needed by children with additional support needs.

Instead of assigning specific hours to individual children, we use a formula that helps us fairly distribute learning assistants across all schools in the region. Schools always make sure that children who need the most help get support first, so every child gets the right level of help, at the right times within the school day, to learn and grow.

This approach ensures that schools can use their share of support in the best way possible, making sure the children who need the most assistance, for an activity, receive it as a priority. For nearly all 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 access to 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. The Presumption of Mainstream (www.gov.scot/publications/guidance-presumption-provide-education-mainstream-setting/) means that most children will be supported in their local mainstream school.

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' (ASN). 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	Separated families	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, as a parent, have any concerns about your child's progress or think that your child has any problems with his/her learning you should contact a senior member of staff without delay – it is better to address problems before they become crises! Our staff will do everything possible to address your concerns.

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 local 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 can 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.
- In primary schools the named person is likely to be the Head teacher or the deputy head teacher. In secondary school it is likely to be a child's pupil support teacher. These are members of school staff who already have existing roles in providing help and support to children and their families.
- 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. In these instances, a 'lead professional' will be agreed from 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. Child abuse is any action by another person, adult or child, that causes significant harm to a child. www.dgppp.org.uk

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. Police Scotland will

be involved if drug use is suspected or discovered; this initially may be through the School's Youth Engagement Officer. If there are concerns regarding the possession, threat or use of a weapon Police Scotland will be informed.

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/carers when issues of concern arise. The wellbeing of children and young people is a priority for all schools. As a result, all schools have child protection co-



ordinators who will work with children, families and supporting partners in matters relating to Safeguarding and Child Protection. The Child Protection Co-ordinator is also the single point of contact for PREVENT.

For more information on getting it right for every child in Dumfries and Galloway visit <https://blogs.glowscotland.org.uk/dg/girfecdg/> For any local enquiries please visit [Getting It Right For Every Child](#) For more information on getting it right for every child in Scotland 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 childcare services will play an important role in ensuring all children and young people are safe and well. Further information can be found at [Spot The Signs Of Child Abuse](#)

Health and Safety

In the interests of keeping everyone safe and well in schools, the following should never be brought into school by pupils.

- Cigarettes, vapes, matches or lighters
- Weapons or replica weapons of any sort
- Alcohol
- Aerosols including deodorants - they are flammable and can cause respiratory distress in asthma sufferers
- Medication - unless the office / Health Policy procedures have been followed

This list is not exhaustive and a common-sense approach must be used. There may be periods of time where a child has a serious allergy and it may be necessary to prevent the allergen being brought into school for a number of years. It may feel over prescriptive not to trust common sense, but tragic events in other schools make it prudent to raise awareness and ask for parental support. At this stage in our community, we feel that most of the recommendations below would be within our practice and that others would be an overreaction in this setting. But we can never be complacent.



Educational Psychology Service

Dumfries & Galloway Educational Psychology Service is a statutory educational service for children and young people normally resident in, or looked after by, Dumfries and Galloway Council.

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 children and 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 -

www.dumgal.gov.uk/article/22434/Educational-Psychology-Service

In school and post school support for young people

Partners across Dumfries and Galloway are committed to the vision that all young people should receive an appropriate offer of post-16 learning, training, employment or personal skills development. This is underpinned by the ambition to achieve 100% positive destinations for our all our school leavers in the region, an ambition supported by our Employability and Skills Partnership.

A significant amount of planning takes place to ensure there are opportunities available for young people on leaving school. These plans are designed to identify the most appropriate offer that matches young people's needs and aspirations.



Plans are based on ensuring that support is:

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

In Dumfries and Galloway this is delivered via: Employability Co-ordination Groups (ECG) Opportunities for young people who don't have a destination, but are planning to leave school, will be discussed at school Employability Co-ordination Groups (ECGs). Each school has an ECG which meets regularly to consider all pupils (S4- S6). Young people who may not secure a positive destination 6 months prior to leaving will be identified and a personalised plan developed. They will be offered support from a key partner who will work with the young person and the school to appropriate support is in place.

Young people who have been given extra support in school will automatically be considered as part of the ECG to enable the support to continue post school if needed.

DG Works

DG Works is delivered by a team within DG Council and other services across the region. Service support individuals throughout Dumfries and Galloway aged 16-67 who are unemployed, economically inactive or under employed to move into or return to work, upskill or retrain. The service offers one-to one

support from an Employability Key Worker who work with people to access employment opportunities, training courses and programmes, develop employability skills and much more.

Please email for more information on post school support, the Workplace Skills Award or DFN Project Search – see below: Website: DGLEP or Skills Training Network

Email: DGEmployabilityreferrals@dumgal.gov.uk

Project Search

Support for some individuals with autism and other additional support needs is provided by the two DFN Project Search sites in region. Places are available

at the Stranraer and Dumfries sites for up to 12 individual per course. The programme is delivered jointly between DG Council Employability and Skills Service and Dumfries and Galloway College.

It delivers in-depth pre-employment training, up to three supported work experience placements and ongoing support the individuals to secure sustained and permanent employment. The programme runs from September to June and recruitment for the programme begins in May each year

Website: [Project Search](#)

Email: Projectsearch@dumgal.gov.uk



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 group work 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 <https://www.skillsdevelopmentscotland.co.uk/contact-sds> to find details of your local careers centre.

Employment of Pupils

While Dumfries and Galloway Council do not employ children under school leaving age, we are committed to the protection of children in employment. Dumfries and Galloway Council has byelaws that outline the guidelines and protocols for businesses and organisations that employ children.

The link below provides supportive information for children, parents/carers and prospective employers about the employment of children under school leaving age. Employment of children Additional information can be found at www.gov.scot

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.



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 and guidance visit www.dumgal.gov.uk

Who is entitled to school transport?

- Pupils who live 3 miles away from their catchment school if they are 8 years and over
- Roman Catholic children attending the denominational school for their address and live the above statutory distances from that school.

However, it is the Parents responsibility to ensure that their child reaches the designated pickup point or the school safely. With respect to the safety of any route to a designated pick-up, the Transport Policy states that "All routes are assessed on the assumption that the child is accompanied by a responsible person."

How I find out if my child will receive school transport?

When school transport is required for a pupil, the school will contact Education Services. If your child is eligible, details of the transport arrangements will be communicated to you in time for the new academic year. You can check whether your child is entitled to school transport using [Near Me](#) on D&G website.

Any alterations to transport arrangements that occur during the school year will be communicated prior to any changes being made. If school bus passes are required these are issued at school.

Behaviour on Buses

Pupils travelling on school buses are expected to behave in an orderly fashion, to take **responsibility** for their own behaviour and show **respect** for their fellow passengers. During journeys to and from school, school drivers are in charge of the buses and pupils must obey their instructions. **Seat belts must be worn at all times.** All drivers have a supply of pupil referral forms which they can use to report persistent misbehaviour or particular incidents to the Head Teacher. The School or Education Authority can withdraw permission to travel on school buses if such a step be deemed necessary. In such cases the parent is responsible for transporting children to and from school.



School Meals



Lunches are available using a pre-order scheme in the school cafeteria and are recommended to parents both in terms of quality and value for money. Pupils are issued with their NEC card and have the option to use this or pay with cash. Cards are issued to pupils at the end of their P7 year. A 'Meal Deal' costs £2.20. Pupils who bring their own packed lunches to school go with the other pupils to the dining hall and eat them there. In Dumfries & Galloway Council, Economy, Environment and Infrastructure, Facilities Management – Catering Services, are bound by The Schools (Health Promotion and Nutrition) (Scotland) Act 2007, which means they create a balanced nutritious menu over any one week.

By following these guidelines Facilities Management – 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 promoting by Facilities Management 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 ingredients

In addition to the menus handed out in school, Facilities Management – Catering Services has a NaturallyD&G website <http://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 available to support families who live and attend a school in Dumfries and Galloway and who are in receipt of qualifying benefits. This can lead to a large saving each year for qualifying families, secondary pupils can save £370. You will 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.

Any questions about Free School Meals can be directed to the Pupil/Parent Support Unit or <http://www.dumgal.gov.uk/schoolmeals>, or phone 030 33 33 3000, or ask the school for an application form.





Curriculum for Excellence

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.

There are eight curriculum areas with CfE. Literacy, numeracy and health and wellbeing are recognised as being particularly important - these are seen as being the 'responsibility of all' staff. CfE also includes Languages, Expressive arts, Religious and moral education, Sciences, Social studies and Technologies.

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).
- The broad general education has five Curriculum levels (early, first, second, third and fourth). The senior phase is designed to build on the experiences and outcomes of the broad general education, and to allow young people to take qualifications and courses that suit their abilities and interests.

Broad General Education Throughout the Broad General Education (BGE) 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 measures 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.

Secondary Subject Information

All Schools produce their own subject information. This information will be included in your secondary school handbook and will also provide information on subject choices. Please contact the school about the curriculum offer and the subject choices.

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.

Dalry Secondary offers a range of subjects including Maths, English, Spanish, French, Art, Home Economics, Social Subjects, Sciences, Music, Information Technology and Woodwork.

How is my child doing? (Assessment and Reporting)

'Assessment' is the word used to describe all the things which schools do to see how your child is getting on, what they are learning and what they know and understand. It is important to know how each child is getting on so that schools can make sure that each child is progressing and developing according to their abilities and that their learning needs are well understood by the educational professionals who work with them. Your child's progress will not just be based on 'tests' but also on how they learn both in class and in other settings and takes a variety of different forms, for example what young people make, say, write or do can all contribute to building up a picture of their learning, progress and possible next steps that can be shared in learning conversations with the young people themselves and with their parents/carers. Written work will be used to assess your child but so will their ability to take part in class discussions, make presentations, be in a production or team, produce drawings or projects etc. Parents/carers will be involved both informally in discussion with teachers, looking at their child's work and also formally through parent's nights, profiles and reports.

As an Authority some of our schools may wish to reference the Scottish National Standardised Assessments (SNSA) informing parents that pupils at P1, P4, P7 and S3 complete online standardised assessments in literacy and numeracy as part of everyday learning and teaching.

The assessments help to identify children's progress, providing diagnostic information to support teachers' professional judgement.

The assessments are as inclusive as possible to accommodate the needs of children and young people who require additional support. There is no pass or fail and children and young people do not have to revise or prepare for these assessments.



There will be several opportunities for you to discuss your child's progress throughout their learning journey. This may be through informal discussion with the teacher or at Learning Conversations that might take various formats including the more traditional and familiar Parents Evening or Afternoon. For some this may be through more formal, focussed meetings with other agencies.



Instrumental Tuition

Pupils have access to musical instruction in a wide variety of instruments. Several instructors employed by the local authority provide weekly instruction to a number of pupils on an 'extraction' basis, that is, they are withdrawn from normal timetabled classes whether individually or in groups. The tuition timetable is arranged in such a way that pupils do not miss the same class every week, but it is vital that pupils make every effort to catch up on the work they have missed in this way. Dumfries and Galloway Council provide an excellent information leaflet which tells parents everything they need to know. This is available from the school office.





Sports and Recreation Facilities

The school has a large gymnasium which doubles as a theatre for school, community and visiting theatrical productions. We have added a full range of high quality fitness equipment which enhances our indoor PE provision and improves the scope for fitness based training in PE. We also installed a retractable screen and audio equipment which provides opportunities for dance.

Dalry is very fortunate to have a large playing field adjacent to the school, affording excellent facilities for school and community-based field sports, athletics and football. The view must be one of the best in Scotland!

Visiting instructors provide tuition in a wide range of sports throughout the school year, on and off site



Parent Council

Our Parent Council was established in the Autumn of 1989. The Parent Council has members from both primary and secondary schools.

By law schools have a duty to promote parents' involvement in children's education. We are very keen that parents feel able to be involved in their child's education and learning and that they are active participants in the life of the school. They should feel able to express their views on school education generally.

Every parent who has a child at our school is a member of the Parent Forum. As a member of the Parent Forum, each parent can expect to:

- Receive information about the school and its activities
- Be invited to be involved in ways and times that suit you
- Be asked your opinion by the Parent Council on issues relating to the school and the education it provides
- Work in partnership with staff and
- Enjoy taking part in school life in whatever way possible.

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

- Supporting the work of the school
- Gathering and representing parents' views to the Head Teacher, Education Authority and Education Scotland



- Discussing aspects of the School Improvement Plan
- Fund-raising and organising events
- Reporting to the parent forum and
- Being involved in the appointment of senior promoted staff.

Reasons you should join the Parent Council:

- You can make a difference. You can ask questions, make suggestions and help the school understand how best to help the children.
- You can help. The Parent Council helps at various events at the school throughout the year.
- You will get an insight into the workings of the school. We discuss what is happening and what will happen every meeting.

The Parent Council meets on a regular basis (once per term). A minute of each meeting is taken and is available on request from the school office or any member of the Parent Council. We are always keen to welcome new members. The chair of the Parent Council is Mr Stewart Gibson.

The Head Teacher, though not a member of the Council, acts as the Council's professional adviser and also consults the Council on a wide range of issues to do with the school. Meetings may also be attended by local councillors.

For further information on parental involvement and engagement and support information for parent councils please visit <http://www.dumgal.gov.uk/article/17608/Parental-Involvement> In addition, ALL parent Councils in Dumfries and Galloway have membership to CONNECT.

Access for Parents/Carers

Dalry School exists to serve the community; parents/carers should feel welcome at all times to contact us should they wish information or help.

Parents seeking a place for their child(ren) because they have just moved into the area, or because they wish their child(ren) to come here rather than attend their local school, should make a prior appointment with the Head Teacher. This may be done by letter or telephone or by a direct visit to the school office. Normally appointments will be arranged within a day or so of the initial contact.

Reporting to Parents and Parents' Evenings

There are opportunities at various points in the school year for parents to meet with members of staff to discuss pupil progress. This session's Consultation Evening and Reporting calendar can be found on the school website: www.dalrysecondary.info



School Security

In line with national measures to improve pupil and staff safety, the school is now monitored by close circuit television and by a coded entry system at the front door. All visitors to the school are required to sign in and out at the front office.

There is a system in place to ensure that pupil monitoring takes place during interval and lunchtime each day.

Pupils are discouraged from bringing valuable items to school. Lockers are provided for personal belongings. Money brought to school for the payment of school trips etc. can be left at the office or with a member of staff for safe keeping.

Fire Safety Procedures

We carry out a minimum of four fire drills per session aimed at ensuring that all pupils and staff are aware of procedures.



Information and Communication Technologies

Digital Citizenship, Pupil Safe and Responsible Use of Technology

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, therefore the authority has produced guidelines for the 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



enrols 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.

We also provide additional guidance for parents and families on how we use Digital Learning in learning. For more information on what is used and how you can support your child's learning please visit [Safe Digital Learning and Social Media](#)

In addition, there is growing understanding and use of Artificial Intelligence (AI) despite being around for a long time. The older kind, called Traditional AI, follows rules to help it make decisions or give advice. For example, voice assistants like Siri or Alexa use this kind of AI to answer your questions. Netflix also uses it to suggest what you might want to watch next.

Generative AI (or Gen AI) is a newer type of AI. It can create new things like pictures, stories, music, and more. It learns by looking at lots of examples from the internet. This kind of AI can be used by teachers to make learning materials.

Some Gen AI tools, like Google Gemini or Adobe Express, are available in Glow for teachers and *pupils to use. These tools use enhanced protections to keep data private and safe. *age restrictions apply

This [Parents Guide to Generative AI from Common Sense Education](#) might be useful for parents/carers who want to understand more.

Use of Internet

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 children and young people are not at risk from exposure to inappropriate material. This filtering system is regularly being updated. 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.

Please ask your school office if you wish to see a copy of any of the policies mentioned on this page or for any school specific guidance.



Health and Safety Emergency Procedures Including Safer Together Guidance

If your child feels unwell or have hurt themselves during the school day, they must report this to staff in the school. If we feel that they would be better at home, we will telephone you or your emergency contact. Minor accidents, e.g., cuts, bruises, will be dealt with by the school staff. Thankfully, serious accidents are rare, but should one occur, you or your emergency contact will be notified, and you will be asked to collect your child (unless the accident results in serious harm in which case the school will call an ambulance directly). We cannot stress enough the importance of supplying the school with the relevant information we require in such a situation, i.e., your own home and work number and a telephone number of an emergency contact. We will request such information at the beginning of each new school year. Please update this as necessary.

Please remember that if your child stays in more than one home setting contact details should take account of this.

There are some emergency situations, when circumstances in the vicinity of the school could endanger the safety of the school community. Pupils, visitors and staff must stay within the school to remain safe during situations like this. The event could be a road accident outside of the school, intruders, a spillage/leakage, or a loose animal. Parents can request, from the school office, additional information regarding Education Support Services Safer Together Inside guidance and procedures, if needed. Schools should also reference Education Support Services Safer Together Inside guidance and procedures and make this available to parents on request.

Severe Weather and School Closure Arrangements

Head teachers are authorised to make an emergency school closure when the state of the weather or any other exceptional circumstances make it necessary in the best interests of the pupils. In these circumstances parents will be communicated with in a variety of ways including text messages/phone calls and emergency contact arrangements. All school closures will be notified on the Council Website. Parents can help the school by planning for any potential school closure by monitoring weather reports and checking on the Council Website. Emergency school closures | Dumfries and Galloway Council. It is the responsibility of parents to make sensible decisions on behalf of their children when weather conditions are severe. If they have concerns about their children travelling between home and school, they should "play safe" and keep them at home.

Parents must also set up a support network where a trusted friend can look after their children. These

emergency contacts will be logged in SEEMIS against the child and called in the event of school closure if the parent cannot call to collect their child or be at home when they arrive.



Health Care (inc First Aid)

We are committed to ensuring that all children can fully participate in the life of the school. Many children will require their health care needs to be met at sometime within the nursery/school environment. For most children this will be for short periods of time only but for some children this may require more long-term planning and support. If your child has any health care needs, please contact the school to discuss arrangements. Full details of the support available and your role as a parent and the role of your child are contained within Health Care in Schools 3-18 (NHS and Dumfries and Galloway Council) which is available from the school. The First Aid Regulations do not require employers to provide first aid for anyone other than their own employees; however, schools provide a service to pupils and this may require first aiders to receive additional training above the legal minimum requirement so that they are able to act competently. Dalry Secondary first aiders are Mary Acheson and Colin McEwan.

Leaving Dates

Pupils may leave school on the authorised date of 31 May if they reach the age of 16 before 30 September of that year.

Pupils who are 16 between October and the last day of February and do not wish to attend S5 courses can enrol in a variety of education programmes at Dumfries & Galloway College.

Before leaving Dalry Secondary, pupils must obtain a leaver's form from the Principal Teacher Pupil Support. This form must be signed by teachers to ensure all textbooks have been returned. It should be returned to the Principal Teacher Pupil Support.





Liaison with Other Schools

The two cluster primaries, Dalry and Kells are formally linked and, as a result, are able to work more effectively at all levels such as staff development, sharing of resources and joint planning.

Collaborative planning takes place to ensure transitions are as positive as possible. P7 pupils visit the secondary school throughout their final primary year to familiarise them with the classroom environments, staff and other pupils. They participate in inter-disciplinary fun activities which build on prior learning. In June they attend for one day following their S1 timetable and then have a two day residential trip with an outdoor theme.

S4 pupils going on to Castle Douglas have visits to the school and from Pupil Support staff to take them through the induction process. Teambuilding activities take place between pupils from Dalry and Castle Douglas High School throughout S4. Opportunities for pupils from both schools to work together take place throughout S1 – S4. S5 course choices, based on prelim results, are made in conjunction with Castle Douglas High staff in February.



Data Protection

Each year, your child/young person's school will send home a copy of the personal data we hold 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 Head teacher of your school to make this request. An "Educational Record" means any record of information (Excluding a Record of Needs) which relates to the school education of the pupil in question and which originated from a teacher, any other employee of the Authority, the pupil or his/her parent. It will, in most instances, be the information held in the pupils' personal file (PPR) and in their electronic SEEMiS record.



Schools Privacy Notice

Information on the Council's Privacy Notice can be found [here](#)

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

Data about children and young people 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 (ELC)/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 Early Learning and Childcare Centre (ELCC)/School, we have a legal obligation to pass on information to their new ELCC/ School/education authority. Sometimes we also receive information about a 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 to other services/departments within 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

Dumfries and Galloway Council need to ensure you and your child's personal data remains accurate,

to assist with this, please ensure you keep your nursery and 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.



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](#)

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

Under the data protection law, you have the right to access and receive a copy your and/or your child's personal data and other supplementary information. This is commonly referred to as a subject access request or 'SAR'.

The Authority is required to make the SAR available within one calendar month. If you wish to submit a SAR, please visit www.dumgal.gov.uk/article/15129/Data-protection

Improvement planning and priorities

In May/June of each year, the school publishes a Standards & Quality Report providing all stakeholders with a comprehensive summary of the school's work and learners' achievements over the last year.

The first part of this report provides an overview of the school's progress in addressing its key priorities, while the second part gives information about, for example, how well pupils are learning and achieving; how well the school is supporting children/young people to develop and learn. In June, we publish a School Improvement Plan which outlines the key priorities for the school during the year ahead, following engagement with staff, pupils and parents. The draft plan was presented to the parent council and following this consultation a version using plain English was made available to the wider parent forum and published on the school website. The plan indicates the expected impact of priorities on pupil learning, as well as providing brief information about the key tasks to be taken forward.





Useful Links

Dumfries and Galloway Cost of Living Website – Our site is a one-stop shop detailing help with money and benefits, household bills, finding work, health and wellbeing, and support for families, young people, older adults, and disabled people: [Cost of Living](#)



Worrying About Money Leaflet– This Online & PDF Leaflet provides detailed advice if you have any concerns about your finances at this time: Dumfries and Galloway - [Worrying about Money?](#)



Parentzone
SCOTLAND

Information and advice on education and learning for parents in Scotland

Be at the heart of your child's learning . . .

Sign up to receive our Parents and Carers e-bulletins for the latest developments in Scottish education.
edscot.org.uk/p/LQE-39I/subscribe
 Email: enquiries@educationscotland.gov.scot

education.gov.scot/parentzone



'Grow Well in D&G' is the work of the local NHS Child Healthy Weight team and council health and wellbeing staff. The aim of the free app is to provide information on food and physical activity, such as infant feeding, sleep, potty training, and mental health. To access the app / use the app, click on the following QR codes and search for Grow Well in D&G. When you have found the Grow Well in D&G app, you will not need to search for it each time you go in to HealthZone UK.



Apple



Android

