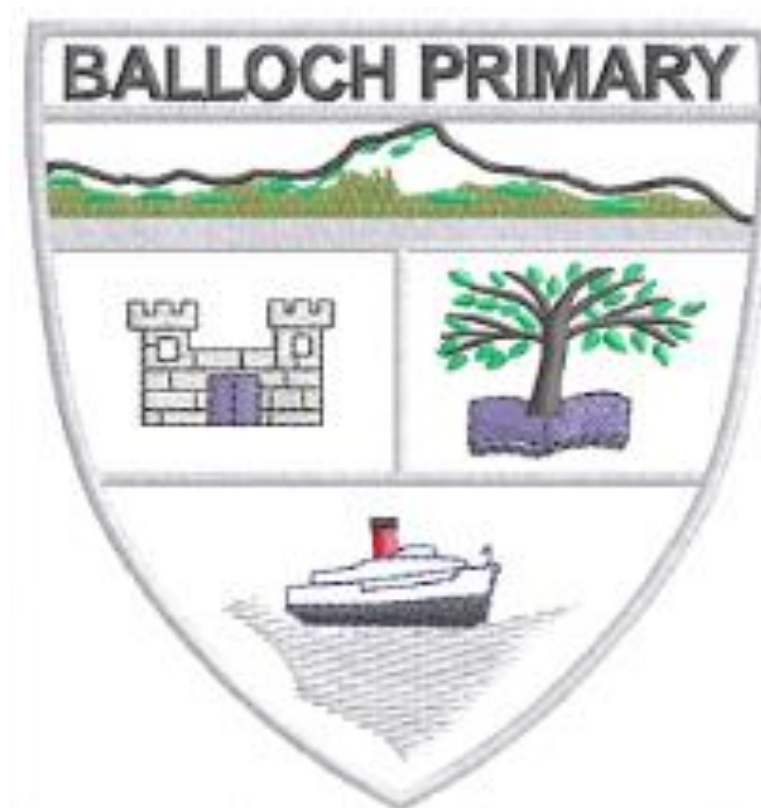


Balloch Primary School

Handbook



“Be Brilliant At Balloch”

2020-2021

CONTENTS

PAGE NO.

| | |
|---|--------|
| Contents Page | 2 |
| Welcome Letter from Head Teacher | 3 |
| Statement of Commitment – WDC | 4 |
| Vision Statement – Balloch Primary School | 5 |
| School Information | 6 |
| Staff | 7 |
| School Term Dates | 8 |
| School Ethos and Promoting Positive Behaviour | 9 - 10 |
| Enrolment | 11 |
| Curriculum for Excellence | 12 |
| Literacy & English | 13 |
| Numeracy & Mathematics | 14 |
| Health & Wellbeing | 15 |
| Religious and Moral Education | 16 |
| Social Studies, Sciences and Technologies | 17 |
| Expressive Arts | 18 |
| Assessment and Reporting | 19 |
| Homework and Extra Curricular Activities | 20 |
| Getting It Right For Every Child - GIRFEC | 21 |
| Pupil Support | 22 |
| Parental Engagement and School Community | 23 |
| Attendance | 24 |
| School Uniform | 25 |
| School Meals | 26 |
| Medical Healthcare and Emergencies | 27 |
| Transition – Primary to Secondary | 28 |
| General Data Protection Regulations | 29 |
| Local Learning Community | 30 |
| Useful Addresses | 31 |

School Handbook Legislation

All local authority schools are required by law to issue a copy of the school handbook to all parents/carers in December each year for their use as appropriate. A copy of our school handbook is also available online at

www.west-dunbarton.gov.uk/schools-and-learning/schools/school-search/balloch-primary-school/

Balloch Primary School
Carrochan Road
Alexandria
G83 8FA
Telephone: 01389 773951
E-mail: schooloffice.balloch@west-dunbarton.gov.uk

Dear Parent/Carer,

I am very pleased to welcome you and your child to Balloch Primary School. Our school is a brand new, non-denominational school, located within the fabulous new built Balloch Campus. Balloch lies in the vicinity of the banks of Loch Lomond and the National Park. Balloch Campus opened in February 2018 and comprises of Balloch Primary, St. Kessog's Primary, Balloch Early Education and Child Care Centre and Lomond Base for Additional Support Needs. Our modern, state of the art two storey building has open learning zones which allow our young people to work in stages and in cross stage groupings within Curriculum for Excellence levels. These open learning zones also allow our young people to have more ownership of their learning and create opportunities to support more child-led learning approaches and to learn in environments similar to the workplaces of the future.

Science, Technology, Engineering and Maths (STEM) areas are built into each of our learning zones and staff use these areas to ensure that our young people are given the opportunity to develop skills within STEM. Literacy, Numeracy and Health and Wellbeing also form an integral part of our curriculum within the broad general education. We continually review our curriculum rationale to take cognisance of our fabulous location and surroundings and are seeking to make outdoor learning an integral part of our work.

Balloch Primary School takes pride in the warm and welcoming atmosphere which staff, pupils, parents and community have all worked hard to achieve. Around our school there is much of which we are proud. Our wall displays tell parents and visitors to the school of the hard work and great efforts that our pupils achieve as part of their ongoing development. We aim for our pupils to become mature and responsible citizens by encouraging them to take pride in their school and community. We encourage them to display consideration, respect and concern for the wellbeing of others.

The purpose of this handbook is to give you some idea of what goes on in our school and the experiences your child will have at Balloch. If you require additional information, please get in touch. Do feel welcome to visit us, although it is best to telephone first to make an appointment.

We look forward to you and your child joining our school.

Yours sincerely,

Karen Hollern

Karen Hollern
Head Teacher



Statement of Commitment 'OPPORTUNITY THROUGH LEARNING'

Every person has the right to be educated in a climate in which individuality is recognised and in which everyone feels valued. We are committed to working in partnership with you to provide education of the highest quality.

Learning For Life

We will work together to ensure that everyone in our community is valued and has the opportunity to learn for life and to achieve their potential.

Vision:

To enable everyone in West Dunbartonshire to become:

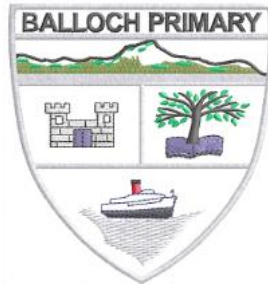
- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors



To achieve our vision, we will:

- Create and deliver courses, activities and events which will motivate and excite learners
- Develop innovative ways to support learning
- Value diversity, promote equal opportunities and foster inclusion
- Promote partnership and community participation





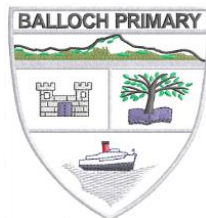
Vision Statement

‘Be Brilliant at Balloch’ is at the heart of our whole school community.

To achieve our vision we will:

- Create a welcoming and stimulating environment where everyone feels respected, valued, secure, equal and included
- Make learning fun and exciting, celebrate success and achievement and create life long learners
- Develop self belief and confidence to ensure everyone reaches their true potential
- Build learning partnerships between home, school and the wider community in a way that instils a sense of pride and identity among all
- Continuously strive to reflect on all that we do and to be the best





School Information

Balloch Primary is a non-denominational, co-educational school which provides education for children from P1 to P7. Balloch Early Learning and Childcare Centre is part of Balloch Primary. Please ask if you require a copy of the handbook for the ELCC.

Our dinner hall and playground facilities are shared with St Kessogs Primary and there is adult supervision from 8.50am before school begins. Adult supervision in the playground also takes place at playtime and lunchtime. The children play together during breaks and share playground equipment and spaces. The children benefit from MUGA (multi use games area) which is timetabled for use. There are playground seating areas and play areas around Balloch Campus which are shared and where the children play together.

The school is regularly used by groups in the community, with lets arranged through the Community Education service. Details are provided within *Useful Addresses*.

We communicate regularly with parents through termly newsletters and when appropriate by letters and texts. We arrange a variety of opportunities for parents to be involved in the life of the school. We are also happy to arrange appointments to discuss any aspect of your child's education and wellbeing if this is required.

Parents can find a range of council policies and other relevant information about schools on the council website:

<https://www.west-dunbarton.gov.uk/schools-and-learning/schools/>

School Rolls

Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage, and the way in which the classes are organised.

Present Roll: **311**

School Hours

School Begins: **9.00 am**

Morning Interval: **10.30am – 10.45am**

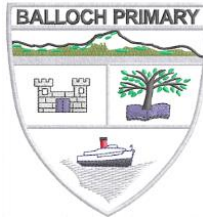
Lunch Break: **12.15pm – 1.00 pm**

School Closes: **3.00 pm**

Christmas and Easter Holiday: School will normally be dismissed at 2.30 pm on the final day

Summer Holiday: School will normally be dismissed at 1.00 pm on the final day of school

Please note – pupils are **not** permitted to leave at 12.15 pm on the final day of school



Staff

Mrs K Hollern

Head Teacher



Mrs J Rankin

Depute Head Teacher



Mr J Rodgers

Principal Teacher



Teaching Staff

Primary 1a

Primary 1b

Primary ½

Primary 2

Primary 3a

Primary 3b

Primary 4a

Primary 4b

Primary 5

Primary 6a

Primary 6b

Primary 7a

Primary 7b

Non Class Contact Teachers

Early Years Teacher

Support Staff

Clerical Assistants

Learning Assistants

Facilities Assistants

School Crossing Patrols

Catering Supervisor

Pupil Family Support Worker

Mrs Reid

Mrs Joyce and Miss Burke

Mrs Eckersall

Miss Ramsden

Mrs McGregor

Miss Draz

Mr McGavin

Miss Ashwood

Mrs Green and Mrs Munn

Miss Buchan

Mr Fotheringham

Miss McHard

Mrs Gallacher and Mr Crosbie

Mrs Perrie, Mr Young, Mr Hill and Miss Peebles

Miss Stern

Mrs Sichi, Mrs Hamilton and Mrs Hunter

Mrs Carstairs, Mrs Gannon, Mrs Mooney, Mrs

Smith, Miss Shaw, Mrs MacInnes, Mrs Hagen and

Mrs Moohan

Mr McKechnie and Mrs Morrison

Mr Smith and Ms McLeod

Mrs Hampson

Mrs Isabel Watts

School Term Dates 2020 - 2021

Autumn Term 2020

- Teachers Return: Thursday 13 August (In-Service Day)
- Friday 14 August (In-Service Day)
- Pupils Return: Monday 17 August
- September week-end: Friday 25 and Monday 28 September
- In-service Day: Friday 9 October
- Half Term: Monday 12 to Friday 16 October (inclusive)
- Schools close: Tuesday 22 December (2.30 p.m.)
- Christmas/New Year Break: Wednesday 23 December to Tuesday 5 January (inclusive)
- Schools return: Wednesday 6 January

Spring Term 2021

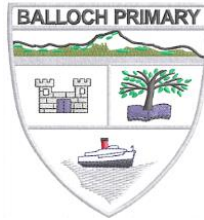
- Half term: Monday 8 and Tuesday 9 February
- In-service Day: Wednesday 10 February
- Schools close: Thursday 1 April (2.30 p.m.)
- Spring Break: Friday 2 April (Good Friday) to Friday 16 April (inclusive)
- Schools return: Monday 19 April

Summer Term 2021

- May Day: Monday 3 May
- In-service Day: Thursday 6 May
- Half Term: Friday 28 and Monday 31 May (inclusive)
- Schools close: Monday 28 June (1.00 p.m.)

Primary 1 Pupils

Primary 1 pupils attendance is **full time** from Monday 17th August 2020



School Ethos and Promoting Positive Behaviour

“Be Brilliant At Balloch”

Equality Confidence Motivation Valued Included Respected Diversity



We promote the highest possible standards of behaviour and academic performance amongst our pupils by developing the above qualities and values. We have a positive approach, taking every opportunity to offer praise and encouragement. When required, consequences are used to discourage unacceptable behaviour and teach our pupils that actions have impact. We aim to ensure that pupils are happy and learning without disruption. A parent/carers guide to Promoting Positive Behaviour is available. We use a variety of strategies to encourage good behaviour, manners and hard work at Balloch Primary and work hard to be a 'bully free zone'.

School Rules

- Be kind with words and actions
- Be polite and considerate
- Be hard working and respect others who are learning
- Be safe while walking around the school
- Be careful with belongings and school equipment

Parental Involvement

Parents can play a vital role in helping us to achieve these rules. Through your help, interest and support we can make your child's education a joint venture. Working together and sharing knowledge and ideas will greatly help your child in all aspects of their learning process and general development

Pupil of the Week

Every week a pupil is chosen from each class who has shown themselves to follow our motto “Be Brilliant At Balloch”. Pupils are awarded a certificate, sticker and pencil as well as being celebrated at assemblies. This helps motivate and reward pupil effort to ensure pupils are living by our values and rules.

House System

We have a house system with the children assigned to Red, Blue, Yellow and Green house groups. The children earn house points each week for effort, work and behaviour and the winning house is announced at our weekly assemblies. At the end of term there is a special treat for pupils in the winning house group and the ribbons on the House Cup match the winning house colour.

Traffic Lights

Each class has a set of traffic lights showing red, amber and green. Every pupils name starts on green and the aim is to stay there. Pupils are given one warning for not following our values or rules. If behaviour continues to decline then their name is moved to amber. Should behaviour not improve then the pupils name will be moved to red. Senior Leadership Team (SLT) are informed if a pupils name is on amber or red and they will have a short chat with SLT about their behaviour and how they can work to get their name back to green. Pupils who are frequently on red may have their parents/carers telephoned in order to ensure we are working together.

Positive Phone Calls

Staff will inform SLT if a pupil has worked hard to follow our rules and values. These pupils will receive a positive phone call home in recognition of their efforts. These calls are designed to be positive and share the successes of our pupils.

Tea with SLT

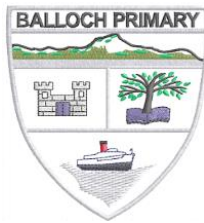
As part of our promoting positive behaviour ethos, pupils are chosen by our learning assistants each week to attend tea with the Senior Leadership Team (SLT). The pupils are encouraged to speak with SLT about school life and make suggestions about how to make Balloch Primary even better. They also share their learning and targets with SLT and discuss how they are achieving.

Golden Time – Primary 1 - 4

We have an individual reward system where good classroom and playground behaviour is rewarded with a special Friday Golden Time treat. Pupils earn their way into Golden Time and are given a variety of special activities chosen by them as a reward for following the school rules. Parents will be informed if there are concerns about their child's behaviour and strategies put in place to ensure that the behaviour improves. We need parent's support /partnership in this area.

Class DOJO & Class Stories

Children are encouraged to follow our school rules and promote our school values by earning DOJO points. These points are recorded online and as children reach various levels of points they gain prizes and rewards. Parents are invited to view Class Stories where pictures and updates of what the children are doing are regularly posted by staff.

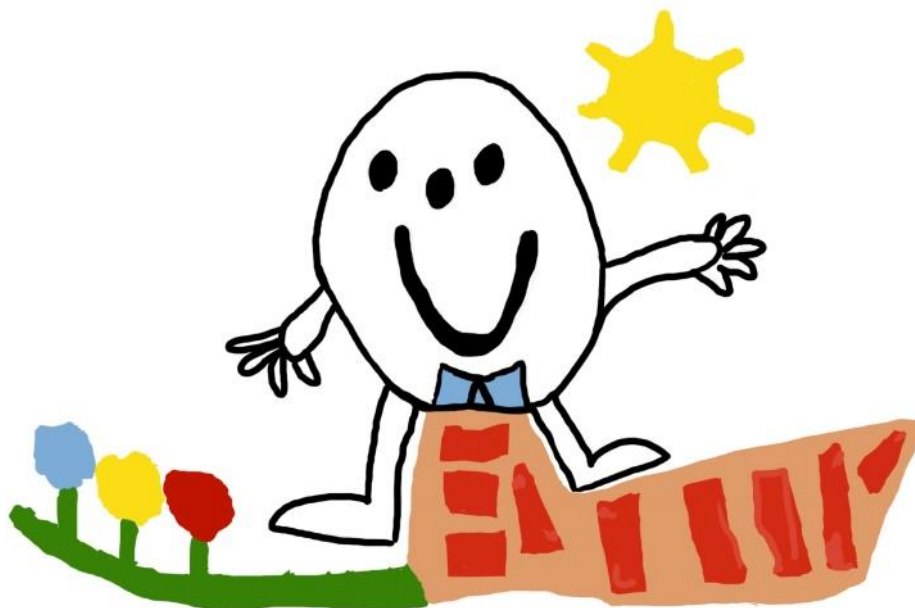


Enrolment

Starting school for the first time or moving to a new school is an exciting experience for both parents/carers and children. New Entrants, that is, children who will be starting Primary 1 in August 2020, are registered in January during enrolment week. Details of the exact dates can be found at the local nursery school, by contacting the school or by checking local newspapers. You must register your child online through West Dunbartonshire Council internet page. However you have the right to apply for a placing request to another school, this can be done online also.

Transitions – Nursery to Primary 1

Transition work is a vital part of helping children to make the next steps on their learning journey from Nursery into Primary 1. We work very closely with our feeder nurseries and organise visits for the prospective P1 pupils to build confidence and familiarity with the school building and staff. During these transition visits your child will be able to spend time at Balloch Primary and meet some of the teachers. Parents will be provided with an opportunity to discuss any issues or worries that may have arisen since the enrolment date. Meetings and workshops will also take place once the children have started school. Parents will then be given the opportunity to become familiar with the type of work their children have started in Primary 1.



curriculum for excellence



At Balloch Primary School we operate a broad curriculum which offers opportunities for learning in all areas. The curriculum framework for all Scottish educational establishments 3-18, called Curriculum for Excellence, offers improved educational outcomes for all young people. The curriculum areas are defined as:

- Literacy & English
- Numeracy & Mathematics
- Health & Wellbeing
- Modern Languages – French P1-7 and Spanish P5-7
- Expressive Arts
- Social Studies
- Technologies
- Religious and Moral Education
- Sciences

At Balloch we also place importance on other areas of learning across the curriculum that include Outdoor Learning, Forest Schools, Learning Through Play and STEM Learning. The experiences and outcomes under Curriculum for Excellence are written at five levels, with progression to qualifications described under the senior phase.

- Early Level – the pre-school years and P1 later for some
- First Level – to the end of P4, but earlier for some
- Second Level – to the end of P7, but earlier for some
- Third and Fourth Level – S1 to S3, but earlier for some
- Senior Phase – S4 – S6 and college or other means of study

School Improvement Planning

School Improvement Planning allows schools to review their practice and determine areas for improvement. At Balloch Primary School our priorities this session include:

1. **Raising Attainment and Achievement** - by closing the poverty related attainment gap in Literacy, Numeracy and Health and Wellbeing
2. **Family Engagement** – by involving parents and children in a range of workshops and activities to get parents and children working together
3. **Outdoor Learning and Education** – by continuing to make further use of our local area in order to support all areas of the curriculum and make links to real life
4. **Raising Attainment** –in Literacy and Numeracy via approaches like Play Based Learning and SEAL (Stages of Early Arithmetical Learning)

curriculum for excellence



Literacy & English

Talking & Listening Reading Writing

Talking & Listening

We are committed to ensuring that the skills for talking and listening are taught in a progressive way and use 'Hear Say' WDC pack to support this. We aim to develop these skills across the curriculum and thereby develop effective, confident contributors.

Reading

The teaching of reading is based on a successful and carefully structured phonics programme that enables children to decode unfamiliar words. Visual word recognition of the most familiar words also helps young children to read fluently. We use reciprocal teaching methods to teach the skills of summarising, questioning, clarifying and predicting. Our pupils are taught to apply their reading skills functionally (to help with their learning across the curriculum) and are encouraged to read for their own pleasure and recreation. We actively use Balloch Library to encourage a love of reading. Pupils who require additional input to help with their progress in reading are given help from senior pupils through our Partnered Reading initiative.

Writing

We give the children the opportunity to write about personal experiences, from their imagination and for specific cross curricular work. The pupils are encouraged to develop Vocabulary, Connectives, Openers and Punctuation (VCOP) through WDC 'Write to the Top' programme. We encourage careful handwriting and encourage high standards of presentation, grammar and spelling.



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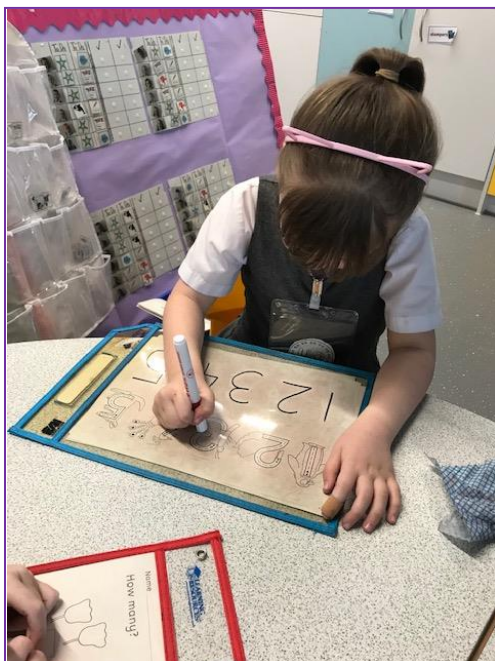
Numeracy & Mathematics

Number, Money & Measure Shape, Position & Movement Information Handling

At Balloch Primary School we are committed to delivering high quality learning experiences across all curricular areas. Within Numeracy and Mathematics learning is carefully planned for to ensure progression with a particular focus on raising attainment. We provide a programme of learning which is based on a practical/active approach as well as making it relevant to real life. The children work in a wide range of learning situations which fall into four main areas:

- Number, Money and Measure;
- Information Handling;
- Shape, Position and Movement;
- Problem Solving

To provide a structured and balanced approach to the teaching and learning of Mathematics we use the published schemes of Active Heinemann Mathematics. The development of our pupils' knowledge and understanding of Numeracy and Mathematics is enhanced by integrating it, when appropriate, within other relevant areas of the curriculum and within outdoor learning. Pupils are provided with opportunities to use ICT to enhance their Numeracy learning experience and to explain their thinking. SEAL (Stages for Early Arithmetical Learning) is our core method for teaching Numeracy from Early to First Level. We use a Number Talks approach to develop children's mental agility when using the four number operations of addition, subtraction, multiplying and dividing,



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Health & Wellbeing

Balloch Primary School is a 'Health Promoting School' and the wellbeing of our pupils is paramount to the work we do. Health and Wellbeing permeates all areas of the curriculum and high quality teaching in this area helps create learners who are ready for the challenge of learning. This area of the curriculum is organised into several areas of learning:

Physical Education, Physical Activity and Sport

Our pupils enjoy two hours of PE per week. Our PE programme includes a range of physical activity and fitness opportunities and we have support from the sports development team and active schools both in the curriculum programme and for some extra curricular clubs after school.

Relationships, Sexual Health and Parenthood

We have a structured programme in place for our pupils based around a curriculum pack provided by the local authority in partnership with NHS Greater Glasgow and Clyde. We inform parents/carers prior to teaching and they can view the curriculum materials so that they are fully aware of what their children are being taught in this area. There is also an opt out option.

Food and Health

Pupils learn about a variety of food related issues, from growing vegetables to investigate what kinds of food provide them with a balanced diet. Pupils are also involved in making a range of food and drink products such as fruit smoothies, healthy snacks and baking.

Mental, Emotional, Social and Physical Wellbeing

While we have a range of experiences for our pupils to help with their personal social development which will equip them to make informed decisions and choices about their lifestyle, the ethos of our school makes every child feel safe, respected, nurtured and valued.

Substance Misuse

Pupils learn about a range of issues relating to substance misuse. They learn about the risks and danger to their own personal safety and their general health and wellbeing. All aspects of our health and wellbeing curriculum are age and stage appropriate for the pupils.

Planning for choices and changes

Our pupils are equipped with the knowledge and information that helps them make informed decisions at the right time. New P1 pupils are supported as they transition into school life, and our P7 pupils are well prepared by a sound transition into first year at secondary school.

curriculum for excellence



Religious and Moral Education

Social, moral and religious education is an integral part of school life. It is through our programme of RME that we teach tolerance, understanding, spiritual, moral, social and cultural values and beliefs. RME includes learning about Christianity and other world religions. Learning in RME supports children to develop responsible attitudes to other people, their values and their capacity for moral judgement. Balloch Primary is supported by one of our local ministers at Christmas, Easter and Summer celebrations.

Parents may exercise their legal right to withdraw their child/children from religious instruction and should inform the Head Teacher if they wish alternative arrangements to be made. Parents/carers from ethnic minority religious communities may request that their children can be permitted to be absent from school in order to celebrate recognised events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on no more than three occasions in any one school session and the pupil noted as an authorised absentee in the register.



curriculum for excellence



Social Studies, Sciences & Technologies

We aim to provide a balanced programme of learning through which skills, concepts and knowledge are developed. Learning across all areas of the curriculum allows children to develop and apply knowledge, skills and attitudes necessary for 21st century life. Children are involved in a wide range of experiences that motivate and engage them in learning; including Roundabout Learning (working in cross stage groups which is planned collaboratively to ensure fun and active learning opportunities.)

Social Studies

Engaging in the study of our world past and present allows children to develop an understanding of other people, their values and cultures, in different times, places, circumstances and how their environment has been shaped. Historical, geographical, social, political, economic and business learning is included in the experiences and outcomes of this area of the curriculum. Children learn about human achievements, conflicts and environmental issues – both in a local and global context. Greater understanding in this area develops children as global citizens. This area of the curriculum is supported by children experiencing day trips to various locations or even being visited by local or national persons of interest.

Sciences

The goal of Sciences education is to stimulate wonder, questioning and curiosity about the world we live in. Children are taught to develop their natural sense of wonder and become eager to make sense of the world around them. Learning within Sciences is strongly linked to our STEM work where we want children to be fascinated at the new technological, engineering and mathematics discoveries. We aim to create passion about Sciences and hope the children become increasingly aware of the impact Sciences have on their world.

Technologies

This area of the curriculum includes creative, practical and work-related experiences and outcomes in craft, design, engineering, graphics, food, textile, and information technologies. A modern life requires children to become skilled and knowledgeable users of technologies with a readiness to embrace the advancements of the future. Opportunities to consider the impact technologies have on life will allow our children to take action in an informed way. Learning in this area develops children's creative, confidence and enterprising attitudes – what Scotland needs to compete in a global economy. Children learn to construct, build, test, theorise, create, manipulate, examine and use a range of materials when developing their skills.

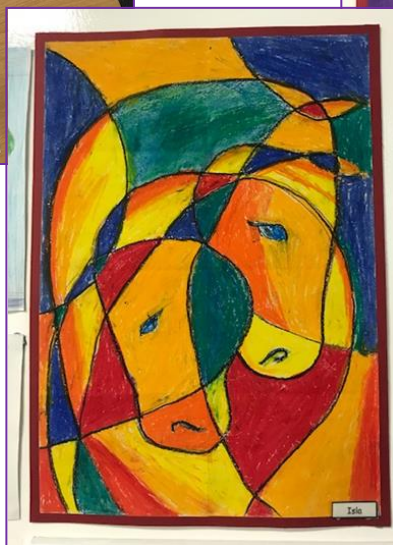
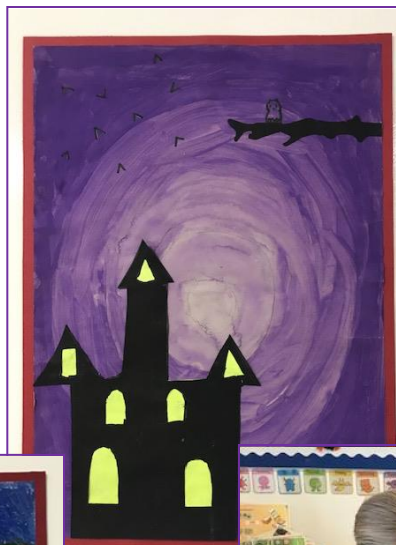
curriculum for excellence

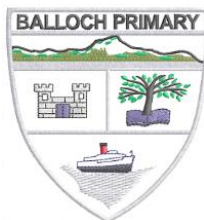


Expressive Arts

Art & Design Music Drama Dance Performance & Participation

Through our Expressive Arts programme children are given a variety of rich opportunities to become creative and imaginative in order to express themselves. Many skills learned in this area link with other areas of the curriculum and help develop children's confidence, self-esteem and self-worth. Our school has many opportunities out with the curriculum; including Y-Dance which P4 and P7 are enjoying this session. Every our P5 children attend and experience classical concerts held at the Glasgow Concert Hall as well as the opportunity to take part in special workshops. Through learning in the arts children come to have a growing understanding of how significant it is in Scotland. They become inspired and relish the challenges of bringing the arts to life through our own shows, concerts and assemblies.





Assessment & Reporting

Continuous assessment is emphasised by the class teachers in their day to day work with the children and through learning conversations with pupils. By doing this we are able to provide programmes of learning which are suited to each child's stage of development in key areas of the curriculum, and to take account of their needs when planning for other activities. Pupils are taught self and peer assessment skills to monitor their own progress against targets set.

Personal Learning Logs/Targets

We are currently reviewing how children record their learning targets and reflect on them. These targets cover Literacy, Numeracy and Health & Wellbeing. We expect these will be sent home each term to allow parents to see the targets their child is working on and there will be a section to be completed at home.

Staged Intervention Plans

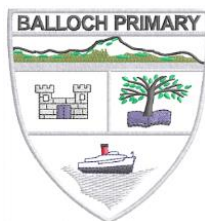
All children at points in their school career require more close assessment and intervention. West Dunbartonshire Council have a staged intervention process for identifying children's support needs. Some children have support plans to help them with aspects of their learning. Parents/carers are fully involved in this process and invited to discuss key aspects of their child's plan on a regular basis.

Reporting to Parents/Carers

Parent interview afternoons and evenings are provided during the school year at which parents/carers will be given an allocated appointment time with class teachers. These meetings take place around November and May each year. Appointments for families with more than one child are allocated to make it as easy as possible for you to attend. These meetings are a great way to see all the progress your child is making at Balloch Primary. Parents/carers are also encouraged to come along and look at examples of work and discuss any matters. At the end of the year parents are provided with an end of year report on their child's progress. These are issued before the May meeting to allow any points arising from the report to be raised.

Drop In Open Afternoons

Throughout the session parents are invited into school for an informal look around and to allow the children to showcase work they have been doing. Often parents/carers will get a chance to engage in learning with their child at these events and it's a great way of keeping up-to-date on what is going on in your child's classroom.



Homework & Extra Curricular Activities

Homework

At Balloch we believe homework is valuable for creating partnership between home and school. Homework is given to reinforce and enhance aspects of Literacy, Numeracy and Topic. We encourage parents to participate in the learning process by spending a short time four evenings per week (work is normally given to pupils from Monday to Thursday). The suggested time spent on homework activities will vary according to the age of your child. Younger children are likely to spend around 10 – 15 minutes on their homework, while older children should take between 20 – 30 minutes. Pupils would not normally be expected to spend more than around 30 minutes on a homework task. Pupils are encouraged to use homework diaries to record homework in order to develop good study skills and to become independent learners. If homework is causing concern/stress, or you would like to know how best to help your child, please contact the school for advice.

Topic Based Challenges

Each term our children learn through a variety of topics and as part of this we may ask you to engage in topic learning at home. Topic learning could be a small piece of research or small thing to make as part of a topic. These topic based challenges are designed to allow parents/carers to get involved in their child's learning and also give an insight into what is going on in our classrooms.

Extra Curricular Activities

The activities that can be offered in a school depend to a large extent on the interests of staff at any given time. Each session we have a range of after school sports clubs supported by Active Schools and members of staff. These include netball, mini movers and dance. Activities offered in one session may not be available in the next. Some clubs run after school and some take place during lunchtime. There is also provision, through West Dunbartonshire Council Music Services, for learning how to play various instruments. This year Primary 3 are taking part in learning to play the Violin. Every year P7 are given an opportunity to attend a residential stay at an Outdoor Centre. Our pupils have the opportunity to attend Forest School, which has been very popular with the children. If parents have a particular skill or would like to help with our extra curricular activities, we would welcome any offers you would be able to provide.

Pupil Voice

Pupils are encouraged to get involved in our Pupil Council, Eco Committee and Sports Committee and are given opportunities to share their opinions about school life at Balloch Primary. We want them to know that their ideas and opinions matter and are valued.

G.I.R.F.E.C

Getting it Right for Every Child (GIRFEC) is the Scottish Government's approach to promoting and safeguarding the wellbeing of children in Scotland. Duties attached to Children and Young People Act 2014 means there will be a single planning framework for children who need support from services (called a Child's Plan). The Named Person will continue to be offered in West Dunbartonshire on a policy basis. In most cases the families around each child will be able to offer all the help and support that is needed. However, there are times when a child may need a bit of extra help. The GIRFEC approach is there to make it as easy as possible to get that help when it is needed and wanted by families. The GIRFEC policy approach is to ensure that every child and young person and their family have access to help and support from a key member of staff in order to support the wellbeing and additional support needs of children and young people. The role of the Named Person is integrated into the current role of key promoted members of staff in schools and serves to strengthen the support they currently provide as a central point of contact for children, parents and other people working with them.

Below you will find the names of the members of staff who have been given key supporting roles for each age group of children along with the arrangements for cover in the event of absence. It is our intention to support the wellbeing and safeguarding of all our young people. Parents are reminded that the Named Person will only offer advice or support in response to a request from a child or parent, or when a wellbeing need has been identified. There is no obligation to accept the offer of advice or support from a Named Person. You can contact your child's named person on 01389 773951 and the allocation will be as follows

| Stage | Named Person | HT & Named Person Absence Cover |
|--------------|-------------------------|--|
| Primary 1 | Mrs Karen Hollern (HT) | Mr James Rodgers (PT) |
| Primary 2 | Mr James Rodgers (PT) | Mrs Janice Rankin (DHT) |
| Primary 3 | Mr James Rodgers (PT) | Mrs Janice Rankin (DHT) |
| Primary 4 | Mr James Rodgers (PT) | Mrs Janice Rankin (DHT) |
| Primary 5 | Mrs Janice Rankin (DHT) | Mr James Rodgers (PT) |
| Primary 6 | Mrs Janice Rankin (DHT) | Mr James Rodgers (PT) |
| Primary 7 | Mrs Janice Rankin (DHT) | Mrs Karen Hollern (HT) |

Holiday Cover

The GIRFEC policy also recommends the local authorities provide continuity of support signposting during school holiday periods. At these times coordination will be provided by suitably qualified staff from the Central Named Person Service at the Council Offices. They can be contacted on 01389 737000.

Central Services Named Person

Joanne Scott (Education Support Officer)
Tracy King (Education Support Officer)
Claire Cusick (Senior Education Officer)

E-mail

Joanne.Scott@west-dunbarton.gov.uk
Tracey.King@west-dunbarton.gov.uk
Claire.Cusick@west-dunbarton.gov.uk



Pupil Support

Additional Support Needs

All children and young people need support to help them learn. West Dunbartonshire Council operates within the GIRFEC agenda (Getting It Right For Every Child). Schools are required by law to ensure they are providing for children and young people who require additional help with their learning. There may be a time during a child's education when they have trouble with a particular aspect of the curriculum e.g. Reading, Numeracy or Health. When this occurs, the class teacher will provide a Staged Intervention Support Plan or individualised learning programme which is suited to their needs. The school has access to various services such as Central Support, Psychology and School Health. All services work together to help support specific needs and parental involvement is key in its success. All our pupils are entitled to personal support to enable them to gain as much as possible from the education we provide.

Permission must be obtained from parents or guardians before any child is referred to a specialist service. The education of your child is best achieved through a partnership between home, school, and where necessary outside agencies e.g. Speech and Language Therapists, Occupational Therapists, School Nurse, Acorn Centre, Visual Impairment Team. We feel it is important for us to inform parents as early as possible if we feel their child is having difficulty. We hope that with your support we can do our best to help your child. Please remember you may call at any time if you have any worries concerning your child. In Balloch Primary School we aim to get it right for every child. Staff from the Senior Leadership Team have allocated classes and co-ordinate all pupil support by working alongside staff to identify interventions and support. The allocation is as follows:

Stages

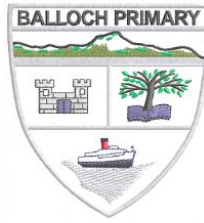
Primary 1 – Primary 3
Primary 4 – Primary 7

Senior Leadership Team

Mr James Rodgers (Principal Teacher)
Mrs Janice Rankin (Depute Head Teacher)

Nurture Room

We are very proud of our new Nurture Room and it is used to target support for groups and individual children. The room is set up as a small based environment where children can build up their confidence, self esteem and early years skills. Children from St. Kessog's Primary also use this resource as it is shared across the campus.



Parental Engagement and School Community

Parental Engagement

Links between home and school are important during your child's education. We hope that parents feel they are entering into a partnership with the staff of our school. It is by co-operating with each other and sharing information that your child will gain full advantage during their years at Balloch Primary School. Apart from the various types of parents' meetings arranged by the school, it is hoped that parent/carers will feel welcome to visit at any time. It is helpful for the smooth running of the school if parents who wish to speak to their child's teacher or to the Head Teacher arrange a suitable time and date beforehand. Throughout the session parents have engaged well in our Busy Bee workshops (offered at P1-3) as well as our whole school open learning afternoons. Primary 1 to Primary 3 parents will also have a chance to engage in our play-based learning approaches throughout the session as we continue to build and move this area forward. We rely on parents supporting us and value any contribution that parents can make. This kind of partnership work creates a strong link between home and school – raising the attainment and achievement of our young people.

Parent Council

Balloch Primary School has the support of its Parent Council. Parents are encouraged to help by supporting the activities and events organised by the Parent Council. Details of who to contact are on our address page at the back the school handbook. Our Parent Council work hard to help build our school community and are vital to the smooth running of the school. The Parent Council meet monthly and if you would like to join please do not hesitate to contact.

School Community

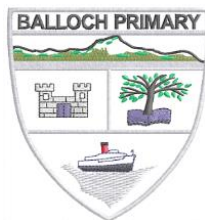
The school is part of the local community and the facilities within it are available to various groups. Clubs held in the school at various times in the session can include Haldane Youth Service – Hop, Skip and Jump. Requests for a let of the school premises must be made at least ten days in advance to:

Letting Section
West Dunbartonshire Council
Educational Services Department
Garshake Road
Dumbarton G82 3PU

Tel: 01389 737329

Equal Opportunities

All members of our school community are treated equally. Every child is given equal opportunity to access the curriculum to learn skills and develop talents. The ideal that both in school and throughout life, boys and girls have an equal right of opportunity is strongly fostered. All staff have a responsibility to ensure the council's Equal Opportunities Policy is followed



Attendance

Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Parents are asked to inform the school if their child is likely to be absent from school for any length of time by 9.30am on the first day of absence and to keep us updated. If you have not contacted the school by 9.30am to let us know your child will be absent, the school office will contact you by telephone or text. If we are unable to make contact we will contact the emergency contacts provided and we may ask our pupil and family support worker to visit your home. They may be asked to investigate any unexplained absences. Please understand our responsibility for the welfare of our pupils requires us to do this.

Groupcall E-mail and Text Messaging System

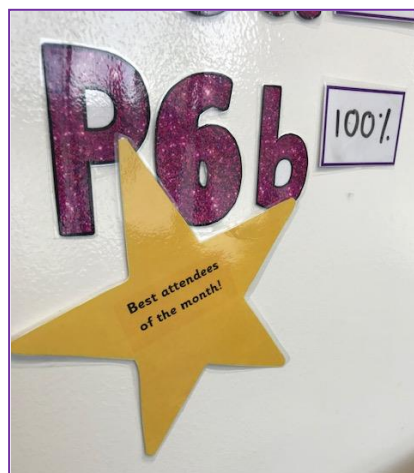
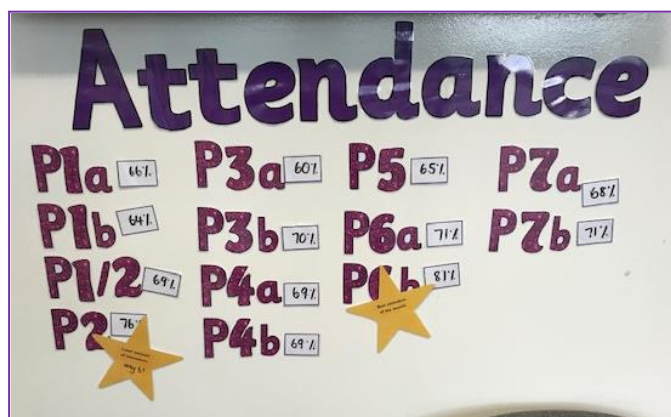
When pupils are absent the clerical staff are able to use the above system to contact parents. This system allows parents to respond by email/text and is quicker and cheaper than phone calls.

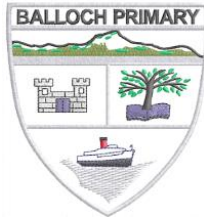
Appointments

During the school year parents may wish their child to leave school during school hours for medical or dental appointments. Parents are requested to call at the school to arrange a pass out to collect their child. Children are not allowed to leave the school premises unless accompanied by an adult.

Family Holidays

Every effort should be made to avoid family holidays during term time as this disrupts both the child's education and reduces learning time. Parents should inform the school by letter before going on holiday of the dates. The Scottish Government has issued guidance to schools that family holidays taken during term time should be categorised as an 'unauthorised absence'. Only in very exceptional circumstances will it be possible for the Head Teacher, with the approval of the local authority, to authorise a family holiday during term time. With no explanation from the parent, the absence is unauthorised.





School Uniform

Given that there is substantial parental and public approval of uniform, schools in West Dunbartonshire Council strongly encourage the wearing of school uniform. The wearing of school uniform helps promote the identity of the school in the local community and helps create an ethos of belonging and pride in the school. There are forms of dress which are unacceptable in school, such as items of clothing which:

- Potentially encourage faction (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health & safety difficulties (such as loose fitting clothing or body piercings/jewellery for PE and sport)
- Are made from flammable material (for example, shell suits in practical classes)
- Could cause damage to flooring
- Carry advertising, particularly for alcohol or tobacco could be used to inflict damage on other pupils or be used by others to do so

Balloch Primary Dress Code

- Blazer – purple
- Shirt/blouse – White
- Polo shirt – White
- Sweatshirts – Purple
- Trousers – Grey
- Skirts/pinafores – Grey
- School tie – Purple and Silver

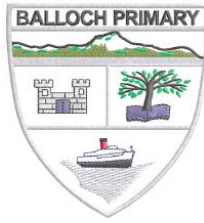


Our school uniform with the Balloch Primary badge on it can be purchased from the following website: <http://www.schooluniformscotland.com>. Or you can purchase the purple sweatshirts/cardigans from any major supermarket/stores.

Clothing and Footwear Grants

Some pupils may be eligible for a clothing grant. Parents can ask at the school office or they can access information on the council website:

www.west-dunbarton.gov.uk/education-andlearning/schools



School Meals

Our school operates a lunch service which supplies a variety of healthy hot and cold meals and snacks. Meals are rotated on a four week rota and are all cooked on the premises by catering staff. Primary 1- Primary 3 pupils are entitled to a free school meal. Some other children may be entitled to free school meals and parents can ask at the school office or they can access the information (as well as school menus) on West Dunbartonshire Council website:

<http://www.west-dunbarton.gov.uk/schools-and-learning/schools/school-meals/>

Allergies/Dietary Requirements

At Balloch Primary we have lots of children with allergies and staff are made aware of these. If your child has an allergy it is important you inform the school by contacting the office. Balloch Primary School is also a nut free zone and as such we ask that nuts/nut products are not brought into school as snacks or for lunch. If your child requires a special diet for medical reasons, this can be provided if we receive notification from a dietician. We also provide vegetarian/vegan meals, or meals required due to a religious reason.

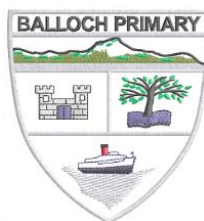
Packed Lunches

Seating facilities are available within the dining hall for those pupils who bring a packed lunch to school. We also request that, in the interests of safety, children are provided with non-breakable containers for drinks, and that no drinks in cans be brought to school.

Breakfast Club

We run a breakfast club from 8.15am each morning. Breakfast is considered to be the most important meal of the day. We recognise that many children already eat breakfast before coming to school but would like to encourage those who don't to consider joining the breakfast club to form an important healthy lifestyle habit. If you would like your child to join Breakfast Club please contact the school office.





Medical Healthcare and Emergencies

Medical Examinations

The school nursing service is involved with all aspects of health screening and helps with health education. Selective medicals are carried out in P1 and P7 at a time arranged by the school. Parental/carers permission would be sought prior to any examinations and parents invited to attend where appropriate. Parents would then be notified if there were any problems/concerns. Review medical examinations are carried out when special needs are known. Parents/carers are contacted and invited to attend with their child. The school nurse is available to advise staff and parents on areas of personal care etc. Dental examinations are also carried out at various key stages throughout the school but again with parental consent. Childsmile come for regular checks and to administer fluoride varnishing. Childsmile also support Primary 1 and Primary 2 tooth brushing education.

Administering Medication

West Dunbartonshire Council has strict guidelines and policy on the administration of medicines. Written consent and information must be given if medicine is to be administered in school.

First Aid

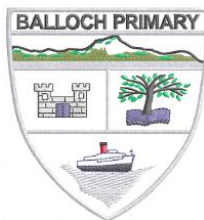
In school we have a member of staff who is qualified to administer first aid to assist with minor injuries and accidents. If a child takes ill during school time, he/she may require to be sent home or parents asked to take them to receive appropriate medical treatment. It is necessary in these circumstances for an adult to call at the school as no pupil will be allowed home without an adult to supervise them. We ask parents to update school emergency contact details on a regular basis to help us on those occasions when we may have to get in touch. If we can not make contact we may take your child to minor injuries/hospital.

Medical Conditions and Care Plans

All pupils with a medical condition require an up-to-date health care plan to ensure medical needs are met. These plans are reviewed annually and it is important to keep us informed of any changes

Information In Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you in touch by using letter, texts, WDC Facebook/twitter page, announcements in the press and on local radio. You will also be able to access up to date information from the council website, www.west-dunbarton.gov.uk. The council operates a helpline in emergencies, details will be made available when this happens.



Transitions – Primary to Secondary

Pupils are normally transferred between the ages of eleven and a half and twelve years so that they will have the opportunity to complete at least four years of secondary education. Parents will be informed of the arrangements by December of the year preceding the date of transfer. We work very closely with the staff at Vale of Leven Academy (VOLA) to make the transition process from P7 into S1 as smooth as possible. Pupils are given opportunity in P6 to attend VOLA to experience the secondary setting and this is followed up into P7 with visits from VOLA staff to the P7 classroom and with opportunities to do sports and curricular activities built into taster days at VOLA in May/June. There are also transition type projects to help make the transition process easier for pupils. VOLA also has introduced a successful parent/child open evening for P4-P7 parents and children to have a look around the academy with teachers doing mock lessons with pupils. Some pupils may be offered enhanced transitions where appropriate. The school will offer enhanced transitions based on the additional support a child requires. Below are contact details for VOLA to which our pupils normally transfer. We also support transitions to Our Lady and St. Patricks High School.

Vale of Level Academy

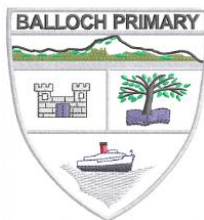
Place of Bonhill

Alexandria

G83 0BH

Tel: 01389 777000





General Data Protection Regulation - GDPR

Data Protection law has changed and it impacts how Balloch Primary handles personal or special information as part of educating our young people. As part of school life, we collect and process personal data about your child. This is information you have shared with us such as home address, emergency contacts and telephone numbers. We share information with you that we have gathered about your child's learning, for example in their end of year reports. It is important that we collect and store this information in a safe way. West Dunbartonshire Council has various systems in place that staff follow in order to keep information safe.

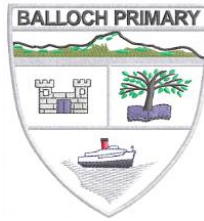
Information held on pupils is strictly controlled by law, and can only be passed onto other services within the Council and other organisations in accordance with the provisions of the Data Protection 2018 Act (DPA). As a local authority, our schools and early years establishments process information about children and young people in order to provide education and care. All personal data is treated as confidential. The information may be passed to other services and other organisations that will use it for a number of purposes connected to education services, for example, child protection, delivery of National Entitlement Cards and cashless catering, organising school transport, Active Schools Programme, the NHS School Nursing, Dental Health and Immunisation Programmes, collection of information by the Scottish Government and provision of national exams, we may also use any information for research purposes.

We may use information held for the purposes of a public task (one of the recognised functions of a Scottish Local Authority) and may share information where necessary with other public bodies or where otherwise required to do so by law. In terms of Section 94 of the Data Protection Act 2018 (Right of Access / Subject Access Request), a requester is entitled to know what personal information West Dunbartonshire Council holds about them and their children. They are also entitled to access their children's education records in terms of the Pupil's Education Records (Scotland) Regulations 2003.

Applications for Subject Access Requests should be made either to the Head Teacher or to The Data Protection/Information Protection Officer, Municipal Buildings Dumbarton, G82 1NR or dataprotection@west-dunbarton.gov.uk

You can find out more about the Subject Access Request procedure by visiting the following web address:

<http://www.west-dunbarton.gov.uk/council/data-protection-ripsa-and-free-dom-of-information/data-protection/>

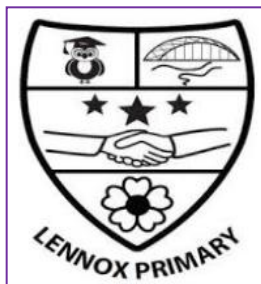


Local Learning Communities

All educational establishments within West Dunbartonshire Council are members of a Local Learning Community (LLC). These LLC's are made up of one secondary school and its associated primary schools and include a number of Early Education and Childcare Centres and Partnership Nurseries. Balloch Primary is a member of the Vale of Leven (Local Learning Community).

The five Learning Communities in West Dunbartonshire have been established as part of West Dunbartonshire's educational improvement strategy. This strategy has a clear focus to raise educational aspirations, achievement and attainment of all pupils while improving the skills and knowledge of all staff involved in the education of children and young people.

Updates on the work of the LLC's will be made available throughout parent council meetings and through Standards and Quality reporting.





Useful Contacts

LAURA MASON

CHIEF EDUCATION OFFICER
WEST DUNBARTONSHIRE COUNCIL
GARSHAKE ROAD
DUMBARTON
G82 3PU

TEL: 01389 737000

NATIONAL PARENTAL INVOLVEMENT COORDINATOR

CURRICULUM DIVISION
LEARNING DIRECTORATE
SCOTTISH GOVERNMENT

TEL: 07825 175247

www.engageforeducation.org.uk

COMMUNITY LEARNING AND DEVELOPMENT

UNIT 6, LEVEN VALLEY ENTERPRISE CENTRE
CASTLEHILL ROAD
DUMBARTON
G82 5BN
Tel: 01389 608072

BALLOCH PRIMARY PARENT COUNCIL

CHAIRPERSON – Hannah Redford
TREASURER – Gayle McNaught

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the handbook before the commencement or during the course of the school year in question, in relation to subsequent school year.

