

# Secondary Information Booklet

Session 2020 - 2021



Wallace Hall Academy  
**“Together We Grow, Learn and Achieve”**

## **How we communicate**

We understand that the letter we send at the start of each term can sometimes be quite lengthy and often repetitive. For this reason we have taken generic information out of this letter and the other termly letters and transferred the information into this booklet which you can keep for the year. We hope that this will be an easy reference guide for you and that you will find it useful. The termly letters from now on should only refer to subjects relevant to that term.

Some of the information in this booklet has changed since last year due to Covid restrictions, and there are likely to be further changes to the information as these restrictions continue to change. We will keep you updated with the relevant information.

## **School Communication Via Social Media, Email and the Website**

We are constantly trying to improve our communication with parents. We have a very active social media presence on Facebook, Twitter and Instagram and we would encourage you to 'follow' our pages. We plan to send most general parental communications by email, rather than via printed copies. If you have not already done so, please ensure our office has an up-to-date email address for your family. This method of communication will save the school money on printing costs. Copies of letters can also be found on the school website via the 'School Bag' icon on the front page. Our website can be accessed at [www.wallacehall.co.uk](http://www.wallacehall.co.uk). Please check our website regularly as this will help us keep everyone involved and informed.

## **Wallace Hall Website and News**

We would appreciate any comments or suggestions you might have about the school website and also our use of social media in general. Please feel free to email the school office, either directly or through the Contact Us tab on the website, or in person to Diane Jarvie, our School Support Manager via email on [gw08officewallace@ea.dumgal.sch.uk](mailto:gw08officewallace@ea.dumgal.sch.uk).

## **Contacting the School**

Listening to, and understanding, the views and concerns of parents/carers is very important to us. We are keen to work closely with parents to support the wellbeing and learning of all pupils.

If, as a parent, you have a concern with regards to the school then please phone to arrange for an appointment. Almost all discussions this academic session will take place over the telephone to help reduce the spread of Covid-19. Very occasionally parents just turn up and ask to speak to a member of the school staff. To avoid disappointment, please contact the school first and we will find a time that is convenient to both parties.

In order to support your child in the quickest and most effective way, we ask that you specify whether you have a subject or pastoral concern when contacting the school. A subject concern is any issue or query regarding the curriculum, or your child's progress or behaviour within a particular subject. A pastoral concern will be in connection with the overall wellbeing of your child and may include issues relating to health, family circumstances and relationships with others. Distinguishing between these two concerns will allow us to contact the most appropriate member of staff to assist you with your query.

## **School Information**

Sometimes parents want to know about other aspects of the school. If there is a topic you would like further information about then please contact us via email on [gw08officewallace@ea.dumgal.sch.uk](mailto:gw08officewallace@ea.dumgal.sch.uk).

## **Severe Weather Reminders**

Our school gates and playground officially open at 8.30am. However, I would advise, unless necessary, not to send your child/children to school overly early as there are few places for them to shelter from severe weather.

## **Medication**

Please can we remind all parents to keep us informed of any changes in medical arrangements. If your child requires an Epi-Pen, inhaler etc. then please can you make sure we have these in the school and that they are in date. Please complete a medical update form which can be obtained from the school office. Administration of medication forms need to be completed each year. If your child needs medication at school, please collect and complete a form at the office. Please note that we can only administer prescribed medication.

For pupils with asthma, we would be grateful if you could update the school medication form to indicate the asthma symptoms that are typical for them. This will help us to try to distinguish the nature of the young person's cough symptoms.

### **School Dress Code**

We sent out information about the School Dress Code before the holidays. If you didn't receive this then you will find a copy on the school website in the 'School Bag' and School Uniform areas. Our uniform is school tie, white shirt, black skirt or trousers, and black shoes. Black shoes with white soles are allowed. Trainers and boots such as Converse are not acceptable, nor are black jeans. We are delighted with the effort that all pupils have made with their shoes and ask all parents and pupils to make sure that pupils continue not to wear jeans.

School blazers will be available to purchase and pupils wishing to order one should speak to Mr Blair for more information. However, this year, it will not be compulsory for Prefects to wear blazers. If you are not sure about the details regarding any of the aspects of our school uniform and would like clarification then please contact the school. We are always grateful for your support in ensuring that your child comes to school wearing the correct uniform.

### **Positive Behaviour**

We are keen to encourage positive behaviour from our young people. Working in partnership with parents and carers is really important for this and you can help us by promoting positive behaviour at all times. If you have any questions about this, please do not hesitate to contact a member of the Secondary Senior Leadership Team.

### **Staying Safe Online and use of Social Media**

Please discuss safe use of mobile phones and appropriate use of social media with your son or daughter. We would encourage social media age restrictions to be followed to support your child/ren to stay safe online. We have noticed that young people can sometimes become upset about incidents that take place outside of school hours on their phones, e.g. texting with peers, and it is helpful for pupils to understand how to use mobile technologies in a way that is safe and respectful of others. Further information for parents about safety online can be found at: <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>.

### **Pupil Wider Achievement**

As a school, we like to be made aware of and celebrate the successes of all of our pupils, whether these achievements happen in school or in the pupils' own time. Records of the achievements of pupils while representing the school are kept by us and are often recognised at our Celebration of Success Ceremonies/Awards Presentations/Assemblies and through our school publicity/website/social media pages. Unfortunately, given Covid-19, some of these events may not take place this year and we may find other ways to celebrate them.

However, we realise that there will be pupils who have achieved success that we are unaware of and who, therefore, do not get recognition. These achievements can be related to sport, music, drama, speech and any other activity that a pupil has been successful in. We cannot celebrate these successes unless we know about them. Please let us know by sending us an email at [gw08officewallace@ea.dumgal.sch.uk](mailto:gw08officewallace@ea.dumgal.sch.uk) detailing any achievements and attaching relevant photographs.

If your son/daughter has been successful at an out of school activity within this academic year and would like to be considered for a Wider Achievement Award, you, or your son/daughter, can complete a Wider Achievement Form. This form will be available in the School Office for pupils to pick up or for you to request. A copy of the form is also available on the school website in the 'School Bag' area.

In order to be eligible to achieve this award, the following criteria should be met:-

- Being placed 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> at a regional, national or international competition
- Being part of a squad/team/group which is placed 1<sup>st</sup> at a regional, national or international competition
- Being selected for a regional, national or international training squad/team/group

### **Parents' Evenings**

Research shows that parents who fully engage in all aspects of their child's learning have a very positive impact on the progress of their child. We would like to encourage all parents to attend the parents' evenings which take place throughout the session. However, this year, we may have to communicate with parents in a slightly different way to ensure we are keeping everyone safe. Prior to each parents' evening we invite people to participate in our focus groups and these will probably take place remotely this year. If you would like to take part in a focus group for your child's year group, please write this down on the reply slip enclosed with your child's report. We will be asking the Parent Council for their views on how we can encourage all parents to attend. If you have any suggestions please contact either the school directly or a member of the Parent Council.

## **Parent Council**

Two Parent Council meetings are usually held each term. Due to Covid-19 restrictions, the AGM of this session's Parent Council will take place remotely via Microsoft Teams on Thursday 29th October at 7pm. To register your attendance and request the link for this meeting please email [wallacehallparentcouncil@gmail.com](mailto:wallacehallparentcouncil@gmail.com). Further information and dates will be circulated to parents as soon as this is available.

All parents/carers are welcome to participate in the meetings and more information including previous minutes can be found on the school website: [www.wallacehall.co.uk](http://www.wallacehall.co.uk). If you would like to contact the Chair or the Vice Chair of the Parent Council, please email them on: [wallacehallparentcouncil@gmail.com](mailto:wallacehallparentcouncil@gmail.com).

## **The National Parent Forum of Scotland**

The National Parent Forum of Scotland website (<http://www.npfs.org.uk/>) represents Parent Councils across Scotland and provides up-to-date information on a range of topics including guidance for pupils and parents now school has returned following Covid-19 lockdown. The publications section contains a useful selection of free leaflets regarding a range of issues; Blended Learning, Learning at Home, STEM, Career Conversations, Learning Pathways, Online Safety and the National Improvement Framework: Sharing Information for Better Learning.

## **Eco-Committee**

### **REDUCE:**

Water bottles: The Eco committee would like to encourage all pupils in the primary and secondary to use reusable water bottles thereby reducing the use of plastic cups and single use bottles around the school. Bottles with the Wallace Hall logo can be purchased from our main office at a cost of £1 per bottle. This, alongside our recycling scheme, will hopefully reduce our school's ecological footprint. Please encourage your child to bring this bottle to school every day to drink water in class. Thank you.

### **REUSE:**

With Covid 19 regulations, almost everyone in the school community now needs a mask. In the interests of saving waste the Eco committee are looking into making reusable, washable face coverings. The idea being pupils could make or buy a personalised one. Any donations of cotton fabric would be most welcome for this project. Fabric donations should be placed in a sealed bag, labelled for the attention of Mrs Belford, and handed into our school office. Thank you.

### **RECYCLE:**

There is a recycling clothes bank situated in our school car park and this has raised a considerable amount of money which is used to fund a variety of eco-friendly projects in school. We would appreciate if you would continue to support us by putting any of your unwanted clothes in our recycling bank. However, if the bank is overflowing/full please don't leave bags out! Thank you.

## **School House System**

The House points system is used for S1-3 pupils to monitor achievement across all subjects and extra-curricular activities in school. Each subject has a set of criteria that results in house points being awarded, which are totalled each term.

House assemblies take place to give updates on the leading houses and also the 'team of the term' within each year group and house. Unfortunately, these assemblies are not able to take place just now due to Covid-19 restrictions. Please keep an eye on the school's website and social media for House updates throughout the year including standings and information regarding House events.

## **Absence Procedures**

We would like to remind you of our Absence Procedures as directed by the authority:

- Parents are asked to telephone the school by 9.00am advising that their child will not be in school on that day and explain the reason e.g. cold, flu, sickness bug. If this phone call takes place, a follow-up note is not required. A groupcall text will be sent if no notification of absence is given - **you must reply to this**. Failure to do this can result in your child having absences categorised as unauthorised. We would appreciate if you could inform us if your son or daughter's absence is due to suspected or confirmed COVID symptoms.
- If your child is absent for more than one day you must phone the school each morning. However, if it is clear the absence will continue for longer, please discuss with our office staff who will confirm the number of days of absence which will be recorded.
- If your child is sent home from school either unwell or because they have sustained an injury, we cannot assume that this is the reason for absence the next day so please still phone the school if they are going to be absent.

- For pupils out of school on a family holiday or other extended absence which is known in advance, prior permission must be sought by writing to the Headteacher. Any other planned absences such as appointments, music exam, driving test, college/university open days etc. require a written note indicating the time the pupil needs to leave, the nature of the appointment and notification of the person collecting them. This note should be handed to your child's tutor first thing in the morning. Pupils should always let the office know when they are leaving and returning to school during the normal school day, signing in and out as required. The note should provide details of the reason for the absence as this will determine the code entered by office staff when recording the information.
- In line with authority guidelines, attendance for all pupils is expected to be in excess of 95% and those pupils who fall below this figure may receive a letter relating to this. Failure to follow authority guidelines can result in your child having absences categorised as unauthorised. Communication regarding pupil absences is also particularly relevant to pupils receiving the Education Maintenance Allowance. Unauthorised absences will result in the young person not being paid for that week.

### **Pupil Photographs**

S1 parents should have received a letter at the start of this academic year seeking permission to take and use photographs of your children for use in newspaper articles, school publications, posters and other publicity, including the school website and the school Twitter page. These photos may illustrate your child's participation in school activities as well as recognising achievement. This permission lasts for the whole time you are at Wallace Hall. Please contact our school office if you wish to amend or discuss any photographic permission details.

### **Homework using Satchel One and Microsoft Teams**

Homework is a very important part of every child's education. It also gives parents the opportunity to become more involved in their children's school work. Our 2-18 Homework Policy can be found on the school website. Homework for Pupils in S1-3 will be set through Show My Homework, part of the Satchel One platform. This allows pupils to access homework tasks online and submit them either in class or online.

Pupils do not need a login to access Satchel One, they should log into Glow using their normal username and password and click on the Satchel One Tile on their Glow Launch Pad.

Furthermore, parents can have an individual login for their child which allows them to track what homework each child has. Letters have been sent to all S1, S2 and S3 parents with individual parental logins. A generic copy of this letter with instructions on how parents can access Satchel One can be found under Parent Information on the Academy Tab of our school website. Please contact our main school office on [gw08officewallace@ea.dumgal.sch.uk](mailto:gw08officewallace@ea.dumgal.sch.uk) if you did not get a Parent Code.

In the Senior Phase, homework will predominantly be set by class teachers through Microsoft Teams. Pupils should be used to using this platform as it was used during lockdown.

Finally, in the event that the school is required to revert to blended learning or home learning then we will use Satchel One and Microsoft Teams to set work for classes. Therefore, we would strongly recommend pupils and parents are comfortable with using these platforms. If you require any support, please contact the school.

The Satchel One site also has excellent help pages to support students and their parents/carers. The links to these are as follows:

Students: <https://help.teamsatchel.com/en/collections/1695417-students>

Parents: <https://help.teamsatchel.com/en/collections/1695420-parents>

### **Outdoor Learning**

Over lockdown we were delighted to get both of our polytunnels built and the ground around these landscaped to create more growing areas and raised beds. As a tribute to NHS staff and care workers during the Covid-19 outbreak, our staff and the young people attending 'The Hub' during lockdown created an eye-catching brickwork decoration on the grass plot near the front of the polytunnels. The area is now an impressive feature of the main school playground. There is now a wonderful area around the tunnel which will enhance learning and help to promote health and wellbeing. There are plants, flowers and vegetables all around the outdoor area and in the tunnel. The resource is there for the whole school community to share and enjoy. For staff and pupils this area, along with the rainbow, will always be a positive reminder of our time during lockdown.

Work is continuing on the Whapples orchard and our fruit trees are maturing and bearing fruit. We are planning to purchase work benches for classes to use during school time – hopefully this will provide an inspirational environment in which to learn. Staff have also provided a number of proposals as to how other parts of the site can be used to the benefit of their subject areas. Finally, we are about to harvest our latest crop of apples. The annual crop is getting larger and larger as the trees develop. These will be used in school working in conjunction with our Home Economics Department. However, the plan is to work with a local company and process the bulk of our crop into apple based products. If you would like to sponsor a tree or think you may be interested in getting involved as a volunteer then please contact Grahame Arrowsmith or Sean Bell on the main school number or by emailing [gw08officewallace@ea.dumgal.sch.uk](mailto:gw08officewallace@ea.dumgal.sch.uk).

### **Health and Wellbeing**

All S1-6 pupils participate in Health and Wellbeing lessons on a weekly basis. These lessons are delivered by tutors or outside organisations and aim to support our young people in improving their overall health and wellbeing.

### **Nut Free School**

To reduce the risks of a young person having an adverse reaction due to food allergies, we kindly request your full understanding and cooperation on this matter by ensuring that your son or daughter does not bring any foods to school which contain nuts. By aiming to become a '**Nut Free School**' we ask that no products that contain nuts are brought into school. Thank you.

### **Experience of Work**

The current Covid-19 pandemic has had and will continue to have a very significant impact on our Experience of Work programme. Authority guidelines state that no work placements should take place prior to the October break and recommend that schools do not plan for any placements to take place before Christmas.

We will update pupils and parents as further guidance is made available. If you require to discuss any future potential work experience opportunities, please contact Miss Watret (Teacher with Responsibility for Experience of Work or Mrs Wood (Project Officer - Pupil Equity) on 01848 332120 or [gw08officewallace@ea.dumgal.sch.uk](mailto:gw08officewallace@ea.dumgal.sch.uk).

### **Work Permits**

**All school** pupils are reminded that they must obtain a Permit **to Undertake Employment** if they are undertaking part-time employment **whether this is paid for or not**. The authority guidelines state that all young people **in full-time education under the age of 18** are required to complete and ask their employer to complete the relevant sections on the work permit application form.

The aim of these guidelines is to outline the main things to consider when a young person takes up part-time employment, the legal obligations of the employer and to raise the awareness of health and safety as it affects a young person when in employment.

Work permits can be collected from and returned to Mrs Fraser. A new work permit must be granted every time a young person begins part-time employment with a new employer. Should they remain with the same employer and no conditions have changed (e.g. hours of work etc.) then the original work permit will continue to apply. Full guidelines are issued along with the permit application form.

### **Mentoring**

**Junior mentoring:** It is great to see so many of our S1 pupils making a successful transition into Wallace Hall Academy. In order to support any junior pupils who may be struggling to settle in we offer a Peer Mentoring programme that aims to provide support for our new S1 students (individually and as a group) to help them settle in, make progress and to achieve their full potential within Wallace Hall Academy. Due to the current restrictions that keep year groups in their respective 'bubbles' this has not started yet, but when these restrictions lift we will offer a range of targeted support measures from the senior mentors including lunch time clubs, drop in sessions and 1:1 meetings. The Peer Mentoring Programme encourages S6 pupils to play a responsible role in the school community and ensures that new students are secure in the knowledge that there are always older pupils available and willing to help them. If you feel that your child would benefit from additional support please get in touch with a member of the Pupil Support Team.

**Senior mentoring:** We understand that the senior phase can be a stressful time for both pupils and parents! With our senior phase mentoring programme, pupils, have the opportunity to opt in to be matched with a Staff Mentor who they can meet with to discuss academic progress, study skills and exam stress. If you feel that your child would benefit from Mentoring, please contact the school or encourage your child to speak to a member of the Pupil Support Team: Mrs Fraser (Cairn), Mrs Robertson (Nith), Mr Torbett (Scaur).

### **e-Career Mentoring:**

Due to Covid-19 restrictions, our established Career Mentoring programme at Wallace Hall Academy will take place 'virtually' this year via Skype. This programme matches senior pupils with a mentor from the wider community and will be this year referred to as e-Career Mentoring. The pupils will meet with their mentor using Skype on a monthly basis from August through to December. At their meetings, the pupils will have a chance to work on a one-to-one basis with an experienced mentor. They will also communicate regularly with their mentor by email. Our mentors are valued volunteers from the wider business community who spend time with the students looking at topics including CVs, personal statements, UCAS applications, apprenticeships, work experience options and next steps. The programme will culminate in an online mock interview in December. Pupils are given the opportunity to submit application forms for the programme during April every year. For further information, please contact Miss Watret (Teacher with Responsibility for Experience of Work or Mrs Wood (Project Officer - Pupil Equity) on 01848 332120 or gw08officewallace@ea.dumgal.sch.uk.

### **My World of Work (MWOW)**

As part of senior pupils' personal and social development, pupils will work on the Skills Development Scotland (SDS) platform "My World of Work" (MWOW) to support their future career plans. Our SDS Careers Adviser, Allan Kinley, will advise pupils, parents and staff on how to get the best from the resources available through the My World of Work website.

### **Youth Information Project — Mental Health Support**

We have a Youth Information Worker called Gayle Finlay, who will be in school two days per week on a Tuesday and a Thursday. Pupil Support staff are able to refer pupils to Gayle to access one-to-one mental health support around a number of areas including stress and anxiety. We feel this is a hugely valuable resource and allows the school to provide a further layer of support to pupils struggling with their mental health. If you feel your child would benefit from this service then please contact your child's PT Pupil Support to discuss.

### **Child Protection**

The vision for all children and young people in Dumfries and Galloway is that they should be safe, nurtured, healthy, achieving, active, respected, responsible and included. All children have the right to be protected and kept safe from harm (European Convention on the Rights of the Child). We all have a part to play in this and in making sure that children and young people get the help they need when they need it. Dumfries and Galloway Council recognise that staff within schools and early learning and childcare (ELC) and education settings have a key role to play in keeping all children safe. To assist us with this role, a Child Protection Procedure has been developed in our area. This tells all staff:

- how to recognise signs that a child or young person may need protection
- what to do if they do have a concern about a child or young person

All staff within our ELC and education settings have been trained to be able to recognise when a child may be suffering from, or at risk of, harm and to listen to children if they want to talk to them about anything which might be worrying them. Each ELC and education setting in Dumfries and Galloway has a senior member of staff who has overall responsibility for ensuring the protection of children within their school or establishment. They are called the Child Protection Co-ordinator (CPC). If a member of staff does have a concern about any child s/he will discuss this with the Child Protection Co-ordinator who will decide what action might need to be taken to keep that child safe. This may involve talking to the child, other members of staff or other professionals who may be working with the child. The Child Protection Co-ordinator in Wallace Hall Academy is Mr Mack. Further information is contained within the Child Protection Policy for Schools, Pre-School and Child Care Services which is available on the Council website.

### **After-School Clubs**

School clubs and extra-curricular activities play a very important part in providing opportunities for achievement for our youngsters and we encourage pupils to take part in these. However, due to Covid-19 restrictions, the offer of clubs may be more limited than usual and we are awaiting further guidance from Education Scotland on what activities we are able to offer. Once we have these, we will inform our parents of all school clubs and extra-curricular activities taking place this academic session.

Pupils attending school clubs and activities which take place after the end of the school day will be given a late bus-pass slip if required by staff in our main school office. **This only applies to catchment pupils who are entitled to a bus pass for travel to and from school.** The bus-pass slip acts as an extension to their normal school bus pass and therefore pupils do not need to pay extra for their journey home. Pupils should check bus timetables for the most suitable bus home. All after-school buses will pass through Thornhill and do not come up to the school.

### **Free School Meals and Clothing Grants**

Free School Meals and Clothing Grants are provided by Dumfries and Galloway Council to assist with the cost of school meals and school clothing for families who are on a qualifying benefit or low income. Eligible pupils can choose a school lunch, or any item from the school kitchen, between 8.30am and lunchtime in secondary schools, and parents can access financial support towards the cost of school uniforms.

Registering for Free School Meals can help your school as some Scottish Government funding provided directly to schools is linked to the number of pupils who are entitled to free school meals.

The current award for a School Clothing Grant is £134 per child. You may be eligible for a Free School Meal and Clothing Grant if you have a child who attends a school in Dumfries and Galloway and you receive any of the following benefits:

- Income Support
- Job Seekers Allowance (Income based)
- Employment and Support Allowance (Income based)
- Child Tax Credit on its own, with an income of less than £16,105 (subject to change)
- Both Child Tax Credit and Working Tax Credit with an income of up to £7,330 (subject to change)
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit with a monthly earned income of not more than £610

If you are not in receipt of any of the above benefits and are experiencing hardship due to exceptional circumstances, please email [Educationbenefits@dumgal.gov.uk](mailto:Educationbenefits@dumgal.gov.uk) or contact them by phone on 030 33 33 3000. Applications will be considered by the Education Authority on a discretionary basis.

For more information on Free School Meal and Clothing Grants please visit: <https://www.dumgal.gov.uk/article/15246/School-clothing-grants>.

You may also qualify for school transport financial help. For more information for please visit: <https://www.dumgal.gov.uk/article/15245/Free-school-transport>.

If you would like further information or confidential support in applying, please contact Ms Carson or Mrs Wood on 01848 332120.

### **Education Maintenance Allowance (EMA)**

EMA is a means tested weekly allowance of £30, payable to students aged 16 to 19 for a maximum of 3 years. Students must achieve 100% attendance per week as agreed within their EMA Learning Agreement completed at school level. It is payable in arrears, during term time only, generally on a 2-weekly basis. The programme aims to increase participation and retention in post-compulsory education. For more information please visit: <https://www.dumgal.gov.uk/EMA> or contact our main school office on 01848332120 or [gw08officewallace@ea.dumgal.sch.uk](mailto:gw08officewallace@ea.dumgal.sch.uk).

### **Parking Outside the Primary School**

We are very concerned about health and safety issues surrounding cars and buses coming into school and would appreciate your support in ensuring the safety of all the young people at Wallace Hall. Some parents are continuing to park in the disabled spaces or in the drop-off/pick-up area outside the primary school. We would appreciate your co-operation in using the main school car park unless you or your child is disabled and have an official disability badge displayed inside the front windscreen of the vehicle. Parents who are making use of this area should ensure that it is used just to drop off students. If you wish to wait at the school or if you are collecting a young person please use the main car park. Please note that you should not be using the drop-off area **at all** between 8.30am and 9.15am and 3pm and 4pm, as per the signage in place along the drop-off bay. This route is **only** for buses and disabled badge holders at these times.

### **Senior Pupils who drive to school**

Senior pupils who bring cars to school are reminded that careful and safe driving is essential in and around the school and the village. The safety of our pupils is paramount, both in the school grounds and in the local community. Also, the safety of pedestrians, whether they are pupils, parents or members of the community should be considered. In addition, the safety of pupils travelling in other pupils' cars must be taken into account. Can we remind you that pupils taking time out of school for driving lessons is not permitted.



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

No pupil is allowed to leave the school without permission. Permission can normally only be granted when there is a medical appointment card or a written request signed by a parent or carer. Where a student becomes ill during the day they should contact their teacher who will refer them to the PT Pupil Support or DHT for their House. Parents will be contacted by the school if we feel they should go home. Students should NOT make any arrangements unless this has been agreed by the PT/DHT. As a response to Covid-19 we have provided a little more flexibility for our S6 students to work from home when they don't have a class. If pupils are not planning to be in school for the start of the day they must contact our school office.

### **Dog Fouling**

Dog fouling continues to be an issue at Wallace Hall. Whilst most dog owners act responsibly and pick up the excrement there are still some who do not. Even residue on the grass has the potential to cause harm to children using the playing fields. The most common known infection is Toxocariasis which can result in blindness. This is a serious issue and we would ask all dog owners to think carefully before allowing their dogs to run free on the playing fields. We appreciate your support in this matter.

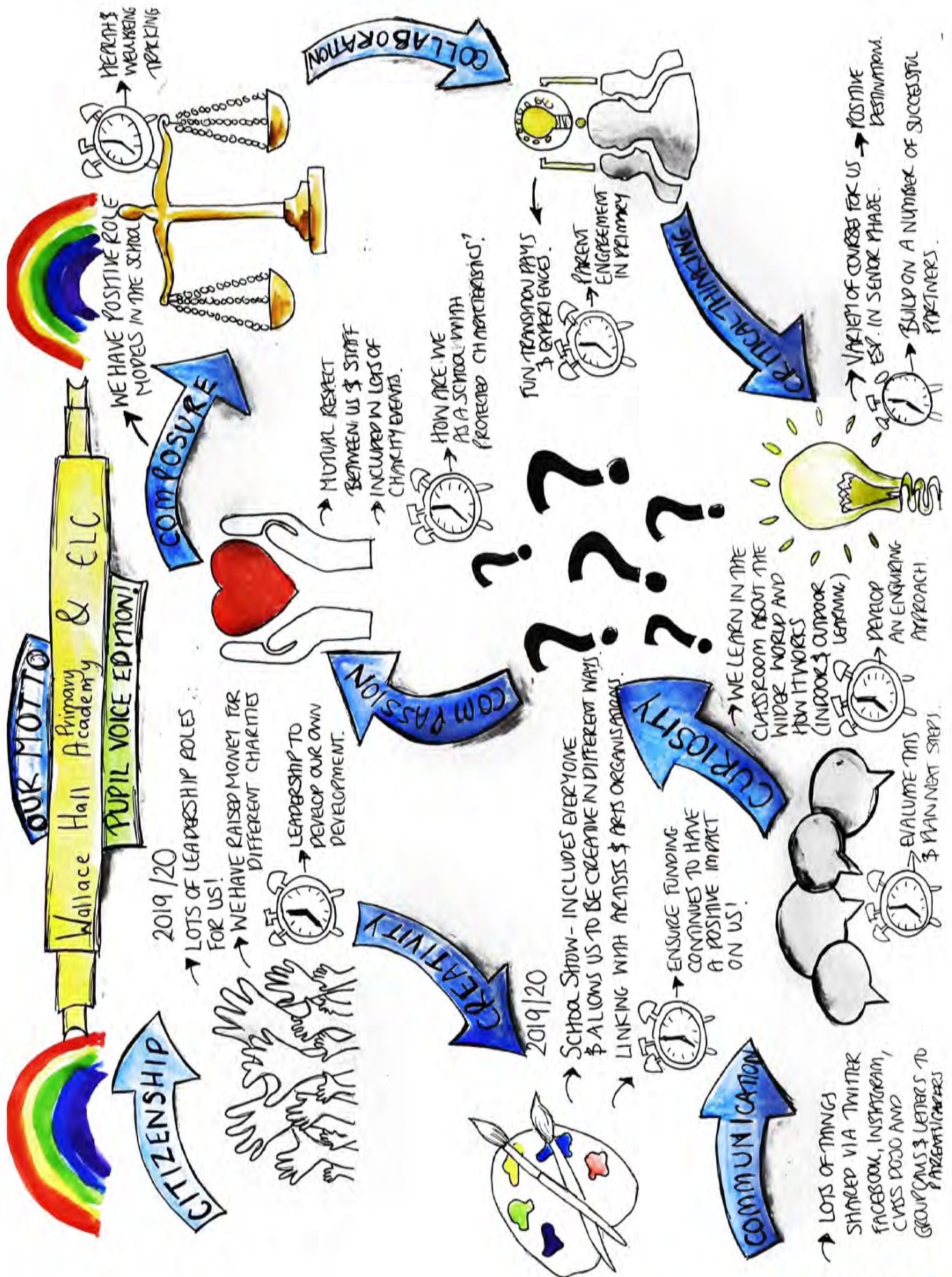
### **Personal Reading in S1 and S2**

Educational research consistently shows that the development of personal reading for enjoyment is a key indicator of future academic success in all subjects. Every pupil in S1 and S2 English classes takes part in a structured programme of personal reading, which is rewarded with House points and certificates. The reading periods take place in the school library, and pupils are encouraged to borrow books for reading at home. Books being returned by pupils are quarantined for 72 hours before going back on the shelves. Pupils may also bring in their own books from home to read if they wish. During reading periods pupils will be allowed to use the PCs to access suitable non-fiction reading material. Every pupil in S1 and S2 has reading homework every week. We would very much appreciate parents' support in encouraging pupils to complete the recommended minimum of around 20 minutes' personal reading each day. If you have any questions about the English Department's personal reading programme, please contact Mrs J McMillan, PT English.

### **Scottish National Standardised Assessment (SNSA)**

A few years ago the Scottish Government introduced a new system of standardised assessments. This system requires all pupils in P1, P4, P7 and S3 to undertake assessments in Literacy and Numeracy, and these assessments have replaced the INCAS assessment programme. We will keep parents and pupils informed of the process.

<b>Wallace Hall Electives 2020 - 2021</b>	<b>Year Group</b>
3D Modelling	S1/2
Bird Mythology	S1/2
Mandarin	S1/2
Mindfulness	S1/2
Music Making	S1/2
Photography	S1/2
Rugby	S1/2
Athletics	S3
Computer Games Design	S3
E Twinning	S3
Fitness	S3
Science in the Movies	S3







- 18. ELC**
- Work towards a discreet ELC improvement plan in 2021/2022.
  - Implement 11.40 hours in the ELC.
  - Develop new leadership structure.

- 17. Target Setting**
- There will be a whole school review of target setting to:
- Investigate the impact across the school.
  - Research best practice.
  - Agree next steps.

- 16. Secondary Development Targets**
- Secondary departments to agree targets for each area as detailed in main School Improvement Plan.

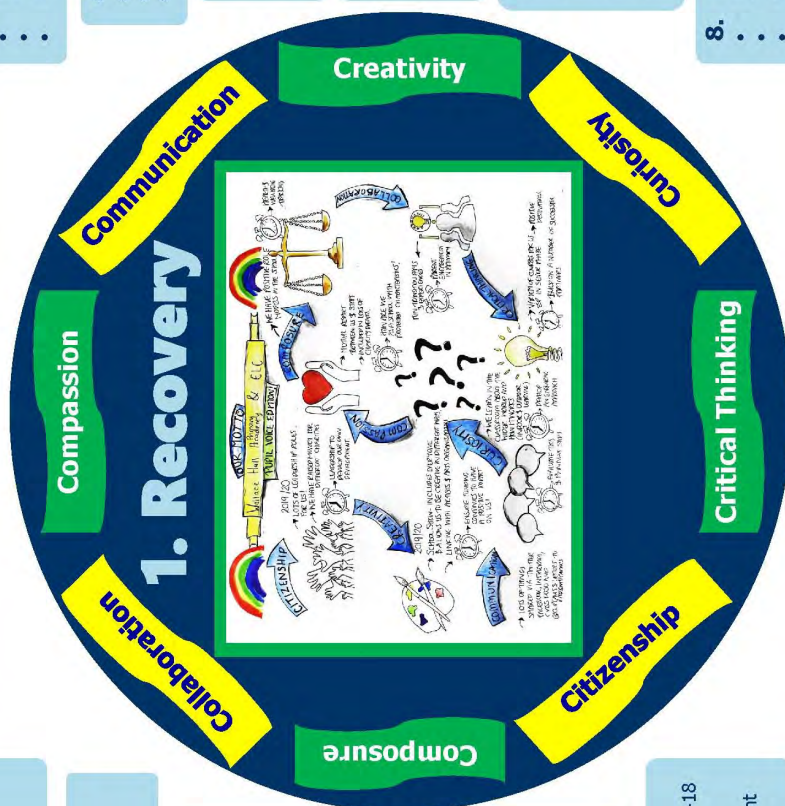
- 15. Partnerships**
- Partnerships to be embedded and developed further with:
- Halo Trust
  - Parent Council
  - Cample Line.

- 14. Self Evaluation**
- Strategic plans to be developed for the ELC, primary and academy.
  - Classroom observation sheet to be reviewed.
  - Staff to be trained on whole-school observations.

- 13. PEF**
- Leadership roles in the primary and secondary to be identified.
  - Interventions to be reviewed.
  - Training to be organised.

- 12. Tracking and Data**
- Progress and achievement to be fully embedded across the 2-18 school.
  - Health and Wellbeing levels to be tracked across all stages.
  - Further develop the confidence of primary staff in achievement of a level.

- 11. Transitions**
- Curricular transitions to be developed further in Science and Social Subjects.
  - Profiling to be reviewed.
  - Parents to be surveyed about CVs.



- 10. Health and Wellbeing**
- New forms to be developed for staff to share concerns.
  - Tracking to be further developed.
  - All primary classes will be developing the understanding of SHANNARI further.

- 2. Maths and Numeracy**
- Teachers will be trained on the use of Big Maths in the primary.
  - The PT in the secondary will evaluate recent changes to Maths courses.
  - A working group will be set up to find a cluster approach to assessment.
  - The National 5 Applications course suitability will be evaluated.

- 3. Modern Languages**
- Primary will explore using British Sign Language.
  - Transition work with all cluster primaries to continue.
  - Further developments will be made to the Mandarin courses.

- 4. Learning and Teaching**
- Training with Tapestry will come to an end.
  - A STEM cluster group to be organised.
  - Plans developed to make better use of Outdoor Learning.

- 5. Literacy and Moderation**
- Moderation activities across the cluster will be evaluated.
  - QAMSOs will continue to support this work.
  - Secondary departments will develop further moderation activities.

- 6. Leadership of Change**
- School Management will investigate capacity for additional leadership posts.
  - Verification policy to be rolled out in the secondary.
  - The 8 Cs will be used to create a structure for our assemblies.

- 7. Employability Skills and Positive Destinations**
- The leadership and management of the Whapples orchard to be reviewed.
  - Polytunnels to be re-structured and plans for greater use developed.
  - Employability fortnight to be rolled out in the primary for a 2nd year.

- 8. DYW**
- My World of Work to be used by a wider variety of groups.
  - The Halo partnership will continue.
  - We will investigate additional awards for Employability.

- 9. Curriculum Learning Pathways**
- Other National Progression Awards to be investigated.
  - A 3-year plan to be developed for STEM.
  - Profiling will be used to help focus on Employability Skills.



# 2020-21 School Improvement Plan

Together we grow, learn and achieve



## **Current School Year (2020/21)**

### **Term 1**

Teacher training - Monday 10 and Tuesday 11 August 2020

First day - Wednesday 12 August 2020

Last day - Friday 9 October 2020

**Autumn holiday** - Monday 12 to Friday 23 October 2020

### **Term 2**

First day - Monday 26 October 2020

Last day - Friday 18 December 2020

**Christmas holiday** - Monday 21 December 2020 to Tuesday 5 January 2021

### **Term 3**

Teacher training - Tuesday 5 January 2021

First day - Wednesday 6 January 2021

**Mid-term holiday** - Monday 15 to Friday 19 February 2021

(Teacher training - Thursday 18 and Friday 19 February 2021)

Last day - Friday 26 March 2021

**Spring holiday** - Monday 29 March to Friday 9 April 2021

### **Term 4**

First day - Monday 12 April 2021

May Day holiday - Monday 3 May 2021

Last day - Friday 25 June 2021

**Summer holiday** - Monday 28 June to Tuesday 17 August 2021



[www.dumgal.gov.uk](http://www.dumgal.gov.uk)