

School Handbook

Ballumbie Primary School



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Section 1: Welcome and Vision

Dear Parents/Carers,

Welcome to Ballumbie Primary School

Our school prides itself on high standards of achievement within a warm and welcoming environment. We hope that our school handbook is helpful in informing you about the many aspects of our school; school timings, policies and practices, as well as many of the procedures operated by the school and Dundee City Council.

Ballumbie Primary School is very much the heart of the Whitfield community, and we value the support and partnership of all of our families and wider community. We continually strive to achieve our vision of supporting all, succeeding together in order to shine bright, which we refer to as:

SUPPORT SUCCEED SHINE

We look forward to working with you as parents/carers and recognise the important role you play in supporting your child's education. We believe that the partnership between home and school will ensure that your child benefits from a high-quality educational experience at Ballumbie.

If you have any queries at any time or would like to visit the school prior to your child enrolling, please contact Depute Head Teacher, Mrs Cook, our Principal Teachers, Mrs Britten, Mrs Pinkman and Mr McIntosh, or myself and we will be happy to answer any questions or show you around the school.

Yours sincerely,

Paula Cheghall

Head Teacher

Section 2: School Ethos

At Ballumbie Primary School, we have a strong emphasis on providing our pupils with a high-quality education. We strive to meet the needs of all pupils by:

- offering a range of stimulating and challenging learning activities
- encouraging pupils to take responsibility for their own learning
- providing purposeful feedback to help take learning forward
- allowing pupils to share in planning and make personal choices about aspects of their learning
- encouraging creativity and enterprise
- investing in an ethos of mutual understanding and cooperation between home and school
- promoting whole school, class and individual achievements
- promoting positive relationships within the community and with a range of support agencies to ensure ongoing learning and wellbeing of our pupils

In doing so, we seek to create a safe, happy and stimulating environment to develop the whole child and let all, realise their potential.



Section 3: School Information

Ballumbie Primary School is a non-denominational school catering for Primary 1 – Primary 7 pupils. We also have an Early Years Centre for children aged 2 – 5 years.

There is no provision for Gaelic

School address: 70 Lothian Crescent,
Dundee, DD4 0HU

Telephone number : 01382 438617

Email :
ballumbieprimary@dundeecity.gov.uk

Website: [Welcome! — Welcome to Ballumbie Primary School website](#)

Senior Leadership Team:

Head Teacher	Mrs Paula Cheghall
Depute Head Teacher	Mrs Rachel Cook
Supporting Learners Principal Teacher	Mr Cameron McIntosh (Acting)
Principal Teacher P1 – P7	Mrs Karen Britten

School Roll: 388 pupils

Parent Council:

Chair: Karen Zielinski

Contact Information Email: pcballumbie.npfs.org.uk

Office Hours

The school office is open from 8.30am – 3.15pm. Please help us by making routine telephone calls within office hours. Voicemail is available when the school office is unstaffed. Please leave a message and we will return your call as quickly as possible.

School Hours:

Morning session: 9.00am – 10.30am

Morning interval: 10.30am – 10.45am

Lunch break: 12.15pm - 1.15pm

Afternoon session: 1.15pm – 3.15pm

Class Organisation

The organisation of classes may vary from year-to-year dependent upon certain factors such as the school roll and the number of teachers allocated to the school that session.

Pupils may be in a straight class which comprises of pupils from the same stage e.g. all primary 2 pupils or they may be part of a composite class which comprises of pupils from more than one stage, for instance a class with some primary 2 and some primary 3 pupils.

Section 4 - School Policies and Practical Information

Please see our website for further information [Welcome! — Welcome to Ballumbie Primary School website](#)

School uniform

We have 2 options for school uniform and this can be purchased from Lees Keys and delivered to the school or picked up at the shop, purchased from the Schoolwear Shop in Dundee and plain jumpers etc in blue are available from other school wear providers. Of course, you can decide where to buy uniform and children do not have to wear embroidered uniform, however, we do expect children to wear school colours and not wear any branded jumpers.

We also have a new school t-shirt that can be purchased in black or blue for PE. This is to support those who wish to wear a sports t-shirt to school under their hoodie or jumper.

Our uniform shop link can be found below and we have added the agreed uniform for Ballumbie.

[Ballumbie Primary School – Lee's Tees & Keys \(leeskeys.uk\)](#)

Option 1	Option 2
White shirt and school tie or white polo shirt Blue jumper/cardigan/sweatshirt/Ballumbie hoodie Dark grey or black trousers/skirt/leggings Black shoes/trainers	Ballumbie blue hoodie or black for P7s only White t-shirt or polo shirt or school t-shirt or black sports school t-shirt Dark grey or black trousers/skirt/leggings/shorts/joggers Black shoes/trainers
Gym kit Ballumbie hoodie Plain black, blue or white t-shirt black, blue or white school t-shirt black shorts/leggings/joggers Gym shoes to change into – in a gym bag (and labelled with names please)	
No football kits to be worn	
All items of clothing should be labelled. This assists greatly in recovering lost property.	

If there are any problems, please contact us so that we can help with any issues you may have sourcing any items or have any financial difficulties, we can help access grants or help you apply for funding. The wearing of uniform develops community, pride and feeling belonging to our school community.

General Safety

Pupils are not allowed to leave the school grounds during interval. Pupils staying for school lunches or packed lunches must not leave the grounds during lunch time. To ensure the safety of all children, children should behave responsibly both in the playground and within the school.

Payments to Schools

The school currently accepts payments online, using a secure website called ParentPay, for items such as school meals, trips and uniforms. The ParentPay system is easy to use and offers parents the freedom to make payments by debit or credit card, whenever they like, ensuring that monies reach schools safely and securely.

The system helps to remove the costs associated with having to manage cash securely on school premises and it frees up time to better support the smooth running of the school.

If you already have a ParentPay account, you don't have to do anything. If you haven't yet activated your ParentPay Account, please contact the school office who will reprint your activation letter to enable you to set up your ParentPay account ready for the start of the new term.

Wet weather arrangements:

During wet weather at break time and lunch-time all children will be able to remain inside the school supervised by staff. Children returning during a wet lunchtime should enter via the main door.

If it is raining, Primary 1 – Primary 7 pupils may enter the main door from 8.50am and wait at their classroom. Please be aware that children are not supervised at these times, therefore you may prefer your child to come to school for 9.00am and enter via the open doors.

Transitions

When your child transfers from nursery to Primary 1, stage to stage within primary, from P7 to S1 or year to year from then on they will be supported during this process. School staff make every effort to ensure that important information about your child, their learning and progress and any additional support they require is communicated to the teacher at the next stage of learning and that parents are involved whenever necessary.

Transfer to Secondary School

When your child is due to leave the school at the end of Primary 7, they will be allocated a place at their catchment school, based on home address.

The move from primary to secondary school can be a daunting step for pupils and parents. To make this time more comfortable, primary and secondary schools work closely together to provide a range of transitional activities throughout Primary 7. These include Primary School visits from secondary school staff and a 2-day visit to the secondary school where pupils follow a secondary school timetable. Around this time, secondary guidance and support for learning staff meet with the Primary 7 teachers to discuss the needs of the children.

Section 5: General Information

The [Schools & Learning](http://www.dundee.gov.uk) pages on the Dundee City Council Website (go to www.dundee.gov.uk and choose Schools and Learning) contains a wide range of relevant information for Parents/Carers.

Enrolment & Placing Requests

Information on how to secure a school place for your P1 child, how P7-S1 transfer is managed, and how to change schools is on the DCC website at [Enrolment and Placing Requests for Schools in Dundee](#).

School Clothing Grants

Information on eligibility and application is on the DCC website at [School Clothing Grants](#).

School Meals

Information is on the Council's website at [School Meals](#), including details of how to apply for free meals.

Children/young people eat in the dining hall, which is supervised by staff. Glass bottles/glass flasks should not be brought to school. In primary schools, pupils staying for school lunches or packed lunches should not leave the grounds during lunch time without adult supervision and are not allowed to leave the school grounds during intervals. In secondary schools, specific policies are listed on the school's website.

School Holidays

Holidays and In Service Closure Days are listed on the Council's website at [School Term Dates](#).

Emergency School Closure

In exceptional circumstances the school may be unable to function normally eg in severe weather or with power or water failures. We shall do all we can to let you know about the details of closure and re-opening through the local radio, press, text messages and letters home. Primary children must be collected by an adult in the event of a closure during a school day.

Promoting Positive Behaviour

All Dundee schools encourage positive behaviour. Specific details for our school are available on the school's website. To ensure the safety and wellbeing of all, children and young people must behave responsibly within the school and in the grounds.

Accidents/Illness at School

If a child/young person has an accident or becomes ill at school, we will attempt to contact parents then will contact the nominated Emergency Contact. It is very important that Emergency Contact details are kept up to date – please inform us immediately of any changes via Parents Portal, by telephone or at the School Office.

Instrumental Tuition

Information is on the Council website at [Instrumental Music Service](#).

Appointments

If your child has an appointment during the school day or needs to leave school for any other reason, please put this in writing. It's best if routine appointments could be made outwith school hours if possible. In the interest of safety, we cannot allow primary aged children to leave the school unaccompanied. If a primary aged child needs to leave school, they must be collected by a parent/carer/trusted adult from reception.

School Concerns and Complaints

If you want to talk to your child's teacher or a member of the senior staff, it is best to make an appointment. This ensures that the member of staff is available, that classes are not disturbed and that pupils' lessons are not affected.

To complain about any matter, please contact the school by telephone or by email, explaining as clearly as you can what you think is wrong. Your concern will be acknowledged promptly and the procedure for dealing with it will be explained to you. Please do not use platforms such as Seesaw to make complaints.

If you have made a complaint to the school and you are not satisfied with the outcome, you can have your complaint reviewed by an Officer in the Children and Families Service. This can be done by emailing children.families@dundeecity.gov.uk detailing your concerns.

Further details on the Council's complaints processes are on its website at [Complaints to the Council](#).

Reporting to Parents/Carers

Throughout the year, teachers report to parents on the progress of the children in several ways, including Parents' Evenings, Profiles, and written reports (e.g. at the end of the school year). Further opportunities for meeting with staff throughout the year are provided if required.

Further information on how we recognise achievement, report and produce pupil profiles is on the school's website.

The school encourages parents to discuss these changes, and the Senior Leadership Team will be happy to meet with you to allay any concerns you may have over the new arrangements for your child.

Section 6: Parental Involvement

Details of how parents can communicate with the school -

Parents/Contacts can contact the school by telephone or email or by visiting in person (although it's best to call first to make an appointment so that whoever you wish to see can be available).

Ballumbie PS also make use of Groupcall, have a school website and send emails to families.

Opportunities for Parents to become involved in the school

Parental involvement is essential to ensure that we develop the whole child at Ballumbie Primary School. We value the importance of fostering good relationships with parents.

Our aims relating to parental partnership are:

- To promote an open door policy where parents are encouraged to play an active part in school life
- To provide opportunities for parents to keep abreast of educational initiatives
- To make provision for effective communication with regard to all aspects of school life

At Ballumbie we involve parents and family members weekly in the life of the school through our online platform Seesaw.

Ballumbie Parent Partnership:

Ballumbie Primary School has a very strong link with the Ballumbie Parent Partnership. The group is set up as a partnership of parents and school staff.

The main function of the group fall into the following areas:

- supporting the school in its work with pupils.
- representing the views of parents
- promoting contact between the school, parents, pupils and the wider community
- raising funds for various projects.

All parents are welcome to come along to any of the meetings.

Section 7: School Improvement

Our School Improvement Report, also known as the Standards and Quality Report, is on our school website at [School Improvement — Welcome to Ballumbie Primary School website](#)

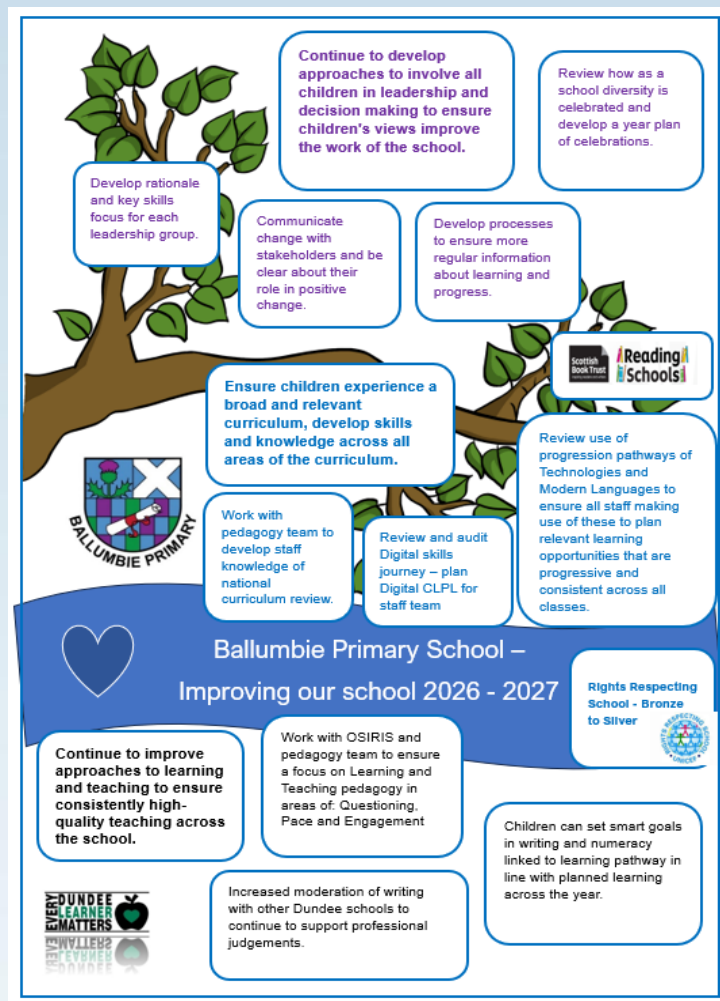
This report shows:

- the main achievements of the school over the last 12 months
- the trends and information which give the overall picture of how the school is performing including other awards and any other significant achievements over the last 3 years
- how the school has improved standards in relation to literacy and numeracy

Also on our website is our current School Improvement Plan [School Improvement — Welcome to Ballumbie Primary School website](#)

More information regarding the school's performance at local and national level can be obtained at [School information dashboard | My school | Parentzone Scotland | Education Scotland](#)

Our School Improvement Plan includes the following key priorities;



Section 8: Supporting Learners

Getting it Right for Every Child (GIRFEC)

The GIRFEC approach outlined at www.scotland.gov.uk/gettingitright guides how staff in all children's services, including schools, meet the needs of all children and young by working together to ensure that children reach their full potential and are safe. [The Dundee Protects Website](#) has lots of information about how GIRFEC and Child Protection operate in Dundee, including the Team Around the Child approach

[The Additional Support for Learning \(Scotland\) Act 2004](#), the [Education \(Additional Support for Learning\) \(Scotland\) Act 2009](#) and the [Children and Young People's Act \(Scotland\) \(2014\)](#) guide how we assess and plan for all children and young people.

Additional Support

Most children make satisfactory progress in school, and their education can be fully supported by their class teacher. Some may need additional support to help them access learning in the classroom. Through assessment and planning we identify their strengths, barriers to learning and what action or support required to meet their additional needs.

Support for learning takes place in every class and is the responsibility of all staff. Pupils are encouraged to work to the highest level of their ability; extra help is available for children who may require it to help them achieve their potential. Senior

Leaders, teachers and other staff work closely to ensure that children and young people's individual learning needs are met.

Support for learning is co-ordinated by the Senior Leadership Team, based upon pupil need, and is regularly reviewed. Support may be given within the class or within another setting and may be within a group. Support it is always based upon the needs of the individual child.

To help assess the specific needs of any pupil, the school can involve an Educational Psychologist from Dundee Educational Psychology Service. Parents are always contacted first, and the reason for such a referral is fully explained and parental co-operation sought. We also work with a wide variety of partner agencies to provide whatever support our pupils need.

Information about how Additional Support works in Dundee is on the Council's website at <https://www.dundee.gov.uk/additional-support-needs>. This includes information on

- Assessing Additional Support Needs
- Attending Pupil Support Planning Meetings
- Co-ordinated Support Plan
- Dispute Resolution
- Dispute Resolution Referral Form
- Mediation - Parent to Parent leaflet
- Supporting Learning in Dundee – our policy

Section 9: Extra Curricular Activities

At Ballumbie Primary School we run a number of sports-based clubs at lunchtime and after school such as basketball, rugby, hockey, athletics, multisport and football. A number of teams are chosen from these to represent the school at sporting events and festivals. In addition to this we have a wide range of additional clubs such as dance, fun games club, computer and story-telling clubs.

We work closely with Active Schools and our Active Schools Assistant within Ballumbie works with a number of groups and to support regular activity, community clubs and an active lifestyle for all.

We continue to be committed to providing learners with a range of activities to be involved in the wider life of the school, further develop social skills and provide opportunities for wider achievement.

Section 10: Attendance

Presence at school is a key feature of our school's improvement plans. Good school attendance ensures the education to which all children and young people are entitled. Parents/Carers and school working together helps to make presence a reality. Even 90% attendance still means that 10% of learning time has been lost – nearly twenty days across a full year.

If an absence is planned, e.g. a hospital appointment, please let the school know in advance.

If your child is ill and cannot attend school, please contact the school before, or as soon as possible after 9.00am on the first day of absence. This can be by telephone or via Parents Portal. A follow up note to school with your child on their return explaining the reason for the absence is welcomed. If your child is absent for more than three days, please contact the school again to update us.

If your child is absent and no contact is made by you, a text message will be sent from the school. If you have not contacted the school to say your child is absent but have received a text message, please contact the school as soon as possible.

If the school is concerned about your child's whereabouts, and there has been no explanation for an absence, a School Worker may arrange to visit you and your child at home (normally after three consecutive days of absence).

Dundee City Council asks that parents do not take children out of school for family holidays during term time. In accordance with Scottish Government guidelines, almost all holidays are recorded as unauthorised.

[School attendance: a guide for parents](#) is a government guide for parents about school attendance. It explains parental responsibilities with regard to children's attendance at school.

Section 11: The Curriculum

Information about the school curriculum in Scotland can be found by clicking the Curriculum for Excellence tab at <https://education.gov.scot/>. This includes details of curricular areas, learning pathways, progression through levels, and assessment methods. A link to the Parentzone parent support website is also included. The Scottish Curriculum is in the process of being reviewed. Information on the Curriculum Improvement Cycle can be found [here](#).

Additional specific details for our school are available on the school's website.

Religious Education and Religious Observance

Through the ethos and curriculum, we provide opportunities for pupils to explore morals and values. We help learners develop their own beliefs, values and a responsible attitude to others. Pupils are encouraged to develop an understanding of Christianity and other religions. Pupils develop skills of reflection, critical thinking and how to act when making moral decisions. The school welcomes diversity and individuality while emphasising our common commitment to moral values such as honesty, respect for others, compassion and justice. It is a fundamental principal of the school that all who are involved in the life of the school have the right to be respected

as individuals and carry the responsibility to act in a considerate and respectful manner towards others.

Under the terms of the Education (Scotland) Act 1980 'any pupil may be withdrawn by their parents/carers from instruction in religious subjects and from religious observance'. Parents wishing to exercise this right should discuss with the Head Teacher.

Sensitive Issues

Parts of our curriculum involve learning about issues which could be considered sensitive e.g. sexual health and relationships education or drugs and alcohol awareness. Whenever these topics arise, we will communicate as appropriate with home. On some occasions we may send a letter to raise awareness that specific issues are to be covered. On other occasions we will actively seek permission to include your child/children in a series of lessons. If any parent has any concerns over content, please raise this with a member of staff.

Assessment

A variety of assessment takes place in every classroom, every day. Teachers use these assessments to record pupil progress, inform next steps in learning and identify strengths and developmental needs. Through observations, discussions and the tasks the learners undertake, a profile of the pupil's progress is collected to evidence their learning. This is added to as the pupil moves through the school system. Pupils are given feedback about their learning and are helped to see how they can improve and what they need to practise.

Pupil performance is also measured using standardised assessments. These allow measurement of value added by the school as well as giving diagnostic profiles of pupils' strengths and development needs.

During the Broad General Education (BGE) from Nursery to S3, there are benchmark assessment points at P1, P4, P7 and S3. This included National Standardised Assessments for Scotland (NSA), computerised assessments which give standardised information about pupil progress. Teachers use the data from these to plan next steps in learning.

Section 12: ScotXed Education Statistics Privacy Notice for Pupil and Teacher Data

These notices provide information to pupils, teachers and parents about data collected through Scottish Government Statistical Surveys including why it is needed, data policy and individuals' data protection rights. The changes in the latest version are intended to:

- Clarify that the information collected is about pupils/teachers in schools rather than solely related to the Pupil or Teacher Census.
- Continue to inform pupils, teachers and parents that the data may be shared with partners for statistics and research purposes and clarify that this could include linkage to other sources in line with the National Data Linkage Guiding Principles.
- Confirm that pupil/teacher names and address (other than postcode) are never collected.

- Local authorities are responsible for ensuring pupils, teachers and parents are kept informed about how data will be used and that such information provided is reviewed regularly to ensure it is in line with best practice.

You can access the updated notices at the following links:

- Education Statistics Privacy Notice – Pupils –
<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/SchoolPupilCensus/SchoolHandbookInsertpupils>
- Education Statistics Privacy Notice – Teachers –
<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/StaffCensus/SchoolHandbookInsertstaff>