

**Minutes of Wallace Hall  
2-18 Parent Council Meeting  
Monday 25<sup>th</sup> January 2021  
7pm via Teams**

**Present: Louise Cochran (Chair), Caroline O'Hara (Vice-Chair), Christine Carson (Treasurer), Katrina Galligan (Secretary), Barry Graham, Melanie Halliday, Lynne Maxwell, Grahame Arrowsmith, Laura Weir, John Blair, Anna Meredith & Charlene Henderson**

Item		Action
1	<p>Apologies: Kerry Fry, Cathy Mackenzie, Ann Andreasen, Sharon Young, Euan Mack &amp; Jillian Maxwell</p> <p>Welcome – LC welcomed everyone to the meeting.</p>	
2	<p>Approval of the Minutes from last meeting Monday 7<sup>th</sup> December – Minutes approved and agreed as correct. Approved by COH &amp; seconded by MH</p>	
3	<p>In October meeting the ICT policy was mentioned about being updated. It has been about 3 years since it was last updated. As Bring your Own Device is now being used in the school, using Wi-Fi which staff also use. GA has produced a draft. Mainly because of some discussion in the secondary about mobile phones and devices. The draft looks at the positive aspects of using these in school as well as the consequences by misuse as well as how parents can monitor these at home. The hold-up was about devices in classrooms in the Secondary and how these can be used. There is now a flowchart attached to the ICT Policy. A draft to be sent out to all the PC members for feedback. Also, ICT Draft Policy See Appendix 1</p> <p>Live Lessons - The authority have shared new guidelines on these. Screens should now be turned off for pupils for Safeguarding.</p>	
4	<p>John Blair, DHT Academy, updated the Parent Council on the new Curriculum Plan for the Academy, for 2021/22. See Appendix 2</p>	

5	<p>a) Wee Blethers in January was postponed. A Microsoft Form was sent out to all parents and it was agreed it would be postponed. Currently unsure if February will go ahead, may send out another form nearer the time. The one wee blether we did have went very well.</p> <p>b) Nothing to report</p> <p>c) Nothing to report</p>	
6	<p>Accounts still with Gillian who is still doing the audit. She said she would return in the next week or so. Lesley Beck has sent a form that needs signed by Chair, Treasurer &amp; Gillian. CC sent Gillian a copy for her to sign, LC to sign her copy and CC will sign hers. We presently have three years allocation payments outstanding for years 2013/14, 2017/18, 2020/21 as well as this years for 2020/21. Form to be signed and returned. Payment may not be backdated that far. Signatory on bank account also still needs changed and CC checks bank account regularly.</p>	LC CC
7	<p>Three funding bids have been received: ASN Community Work- Agreed that they should approach the Community Council as they have funding for this exact work. Board Games for Pupils – All Agreed Art Materials – All Agreed</p>	
8	<p>See Appendix 3</p>	
9	<p>Pitches LC gave an update on the pitches. We requested feedback so it could be given at the October meeting and Mark Baillie did not respond. Then again none in December. Two weeks ago (14<sup>th</sup> Jan) LC emailed Mark Baillie again still no response. Feel essentially, they are pushing us aside and ignoring us. LC reads email. The council is obliged to give us a reply to our question and not bypass us to a head teacher. Protocol was not followed. BG forwarded up on the email LC sent. John Thin, Head of Education phoned BG to discuss this and set up a system and committee about school grounds and logging grounds repairs then the committee decides who is a priority, the greatest need. BG suggested to speak to LC from Parent Council to John Thin &amp; to speak to Steven Rae, PE Teacher and set up a meeting. New committees also take a while to set up. It was mentioned before Christmas about going to the papers. This idea of a new committee may be a way of trying to deter PC to not go to the papers about the issue. This committee would be for improvements which this is not, our Pitches are not fit for purpose, they are not needing improved, they are needing a complete new drainage system. This is a long-term problem, issues regarding drainage of pitches started 11 years. Feel this is stalling tactics and are using the pandemic to also delay the issue. Agreed to LC Meeting with John Thin first to see what he has to say. Then contact MPs, MSPs &amp; Local Councillors to get them to back us up before going to papers. BG to contact John Thin to set up meeting with LC.</p>	LC BG
10.	<p>Virtual Coffee Morning On gathering feedback from Primary teachers, it was suggested holding informal virtual coffee morning for ELC/Primary parents to provide info, tech advice, demos, help, just a general talk in a relaxed manner/community feel. Agreed to trialling it in a few weeks, and to it being a joint venture between the school and the Parent Council. Coffee Morning would be another way for Parent Council to support engage with parents and the school. Using tech set up by Parent Council by KG. Informal suits parents better. KG to help with tech, and liaison with AM and CM. PC rep to volunteer 1 per session. ELC included. LM, LC and MH offered to be PC reps. Email to be set out asking seeing if anyone else would like to volunteer.</p>	KG AM CM

	<p>Update Constitution  LC informed Parent Council that the constitution had not been updated in 6 years. It should be updated every two to three years. Recently a new one been released, the current one is missing a some of the sections on the new version, and other sections are out of date. LC read out what the constitution currently says, 'Parent Council may change its constitution through the committee. It must first obtain consent from the majority of Parent Council Members...'. Darren Burns started this last year. We need to agree on the changes and then notify the Parent Forum of changes and await feedback. We are to notify Parent Forum of changes using group call, giving them 2 weeks to respond to proposal. Then we can adopt these changes. Will need to double check this with Vanessa Morris. This really needs altered for the benefit of the Parent Council for applying any grants/funding, etc. LC to use the altered one that was started and then finish that before sending out to PC Member prior to approval. LC to contact Vanessa Morris and discuss at next meeting.</p>	LC
11.	<p style="text-align: center;"><b>Next Meeting Monday 8<sup>th</sup> March at 7pm</b></p> <p style="text-align: center;"><b>Next 2 meetings</b></p> <p style="text-align: center;"><b>Monday 26<sup>th</sup> April</b>  <b>Monday 7<sup>th</sup> June</b></p>	

## **Appendix 1**

### **Wallace Hall Academy and Primary**

#### **Information and Communication Technology (ICT) policy and guidance**

*(Jan 2021 update)*

At Wallace Hall we are keen to embrace the use of digital technology wherever possible and actively strive to incorporate it into school life at every opportunity. All pupils within the school are privileged to have access to a wide variety of digital technology. With these privileges come responsibilities and we are keen to monitor the use of ICT within school to ensure it is used appropriately and with an educational benefit to the pupils.

#### **Staff and school use of ICT facilities**

- All new staff will be given initial training on the school network to ensure they are comfortable with the administrative duties expected of them.
- All staff will continually strive to incorporate the use of ICT in the learning and teaching strategies they employ within the classroom.
- The school will ensure all staff are kept up to date with the latest ICT developments (through CPD or otherwise) so that they may incorporate them into their learning and teaching.
- CPD will be provided for staff to help support pupils with internet research to ensure the information is reliable and to avoid plagiarism.
- Staff should ensure they have sought permission from the IT administrator before allowing pupils to register their individual details with a website.
- In the Academy, the class teacher may authorise the use of mobile devices during individual lessons. Should teachers identify a situation where mobile devices could be used to enhance pupil learning the task will be fully risk assessed. Staff should contact the IT administrator, the PT with responsibility for ICT or a member of SMT if they require further clarification on this. CPD will be provided for staff who may wish to use mobile technology to enhance learning and teaching.

- In the Primary, mobile devices should be handed into class teachers on arrival. The use of mobile devices is not permitted on school grounds and pupils should wait until they exit the school gates to turn their phones on.
- Staff should encourage the use of ICT to enhance learning and where appropriate may select pupils to support their peers with this in instances where specific pupils have technical expertise.
- All staff will ensure that netbooks are plugged in at the end of each lesson, that the cabinet is locked and returned to its base and plugged in, and that the keys are returned to the office. In addition, any damage should be logged via the BTS system.
- The school will ensure fair and easy systems are in place to allow staff to have reasonable access to ICT facilities within the school.
- The school will use the Wallace Hall website at [www.wallacehall.co.uk](http://www.wallacehall.co.uk) and social media to share information and communicate news with parents and other stakeholders.
- The school will aim to use ICT wherever possible to reduce the administrative burden on all staff.
- The school will take reasonable precautions to ensure that the internet content accessible by students is suitable, although neither the school nor the LEA can accept responsibility if anything unsuitable is accessed by pupils on the school network.
- The school will closely monitor the health and safety implications of all ICT use.

## **Pupil use of ICT facilities in school**

- All pupils must treat ICT facilities with care and should not try to break, vandalise or in any way alter ICT equipment so that it may become damaged and/or not work. This includes the use of computers, mice, printers, earphones, scanners, cameras, telephones, photocopiers and all other school ICT equipment.
- All pupils will develop their ICT skills throughout the school to allow them to access the wide range of ICT facilities within the school.
- Pupils with specific expertise in the use of ICT may on occasion be asked to support their peers with these skills. It is important they do so responsibly under the supervision of the class teacher.
- All pupils will be given an individual user identification and password, for which they are responsible and which must be kept secret. This will allow staff to monitor individual usage of the school network.
- All pupils are responsible for the files stored on their user account on the school hard drive. They should be encouraged to save files to OneDrive in order that files are available inside and outside school.
- Pupils must not engage in any activity that could compromise the safety of the school network as a whole or the individual work of others.\*
- All pupils must only use ICT facilities when it has a clear and justifiable educational purpose so as not to waste valuable ICT resources.
- Pupils must not download or install their own software or hardware on school equipment. Software or hardware installation by pupils is not permitted unless authorised by the ICT Network Administrator.

## **Pupil use of the internet in school**

- All pupils should only use the internet in school when there is a clear and obvious educational benefit.\*
- Any pupil who has accessed something that they feel uncomfortable with on the internet should report it directly to their teacher. The teacher will then pass on the information to the IT Administrator who will ensure that an appropriate filter is put in place.
- All pupils should be aware that some of the information on the internet may not be true. Where books or manuscripts are available for research, pupils should aim to use them in the first instance.
- All pupils should be aware of copyright and the fact that plagiarism from the internet is a very serious offence.
- All pupils should be aware that goods or services must not be ordered from the school computers as the school cannot accept responsibility if an unauthorised external body acquires your banking or personal details.
- All pupils should be aware that chat rooms or social networking sites must not be visited on the school network.
- All pupils should be aware that under no circumstances are any files to be uploaded to the internet which reflect negatively on the school or on pupils or staff connected to the school.
- Pupils should not record or distribute offensive or indecent materials e.g. pornography, violent images or racist or sexist material.
- All pupils should be aware that games must not be played on the school network.\*

## **Pupil use of email in school**

- Email must only be used in school for educational purposes. Where possible school sanctioned email accounts should be used although personal email accounts are allowed if there is no alternative.
- Pupils should not send offensive emails to each other. 'Email bullying' is treated in exactly the same way as other forms of bullying and offenders will be dealt with very severely.
- All pupils are responsible for all email sent and received which could harm the integrity of the school network.

## **Pupil use of mobile devices in the Academy**

- Parents/carers should not contact their children directly by mobile devices during the school day. Should an emergency arise parents/carers should contact the school office in the first instance who will locate the pupil(s) and ensure any messages are passed on or lifts home organised.
- Regarding mobile device use in Academy classes, please refer to the procedures in Appendix 1. This explains that, as a rule, mobile devices should not be out in class. However, there may be some instances where the use of mobile devices offers a direct educational benefit - in these situations the class teacher may authorise the use of mobile devices during individual lessons.
- Pupils should not send offensive texts to each other. 'Text bullying' is treated in exactly the same way as other forms of bullying and offenders will be dealt with very severely.
- Mobile devices have the capacity to take pictures and video footage. These features should only be used by pupils while in school when a teacher has sanctioned their use as there is a direct educational benefit.

\*An exception to this is recreational use of the ICT facilities in the library during breaks and lunchtimes although educational activities will always take priority. Recreational use of school facilities will be closely monitored by the IT Administrator. The ICT Network Administrator will assess single player or multi-player games available on the school network and will ensure they are age appropriate and have no violent or malicious content. Games which have been approved can be found in the 'resources' folder under 'lunchtime activities'.

**Breach of these rules could lead to the removal of ICT privileges or exclusion from school in the most serious of cases.**

Pupils are encouraged to report offenders in confidence to a member of staff so that they may be dealt with.

1. It is the school's responsibility to enforce all of these rules and apply appropriate sanctions when they are not met.

2. It is the pupil's responsibility to ensure they follow all of these rules or they will face the appropriate sanctions.
3. It is the parents' responsibility to support the school in enforcing these rules and make their children aware of the consequences of non compliance.

Misuse of ICT facilities in school can have a negative effect on learning and teaching, can have criminal implications and/or have a child protection dimension. This policy will aim to address all three areas above and while the previous sections refer specifically to staff, parent and pupil responsibilities within school, many of the issues covered may also be applicable out of school. In addition to this policy, Wallace Hall recommends parents and pupils use the Child Exploitation and Online Protection Centre website for advice on safe use of the internet.

<http://www.ceop.police.uk/>

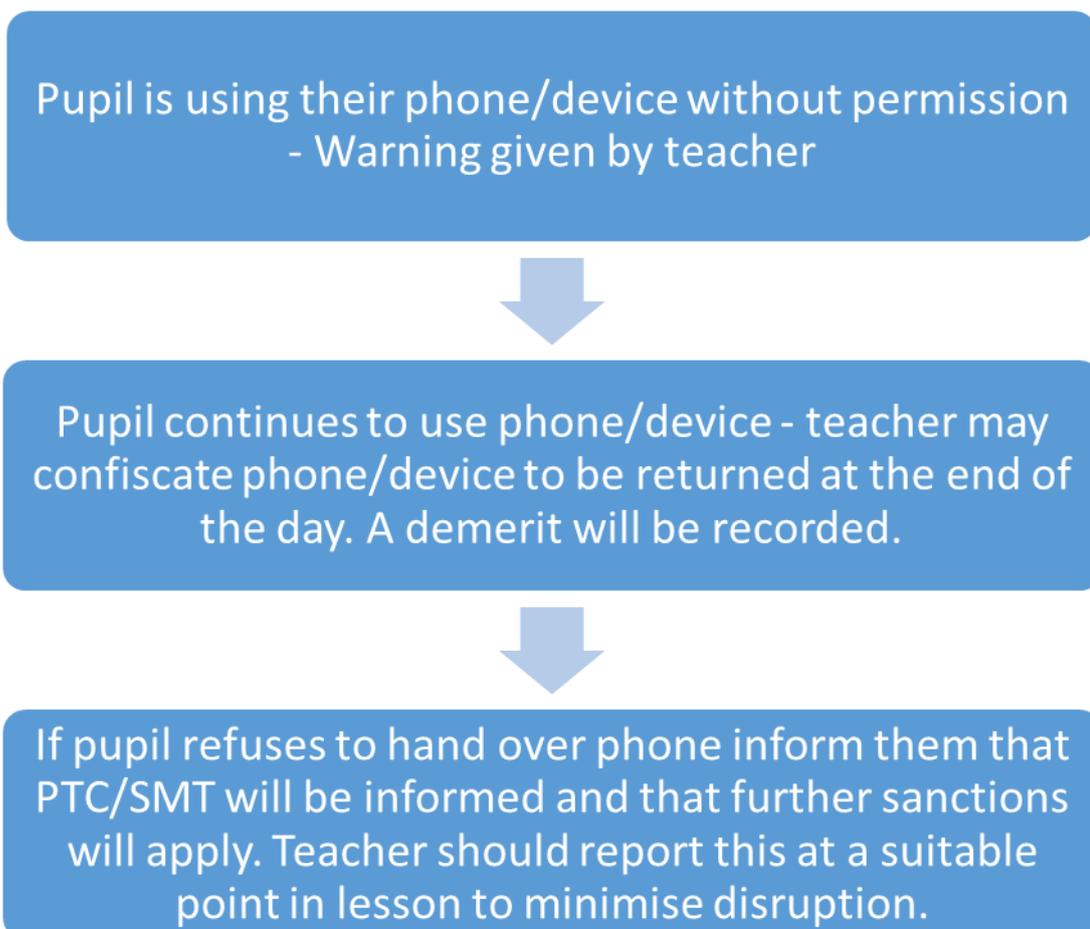
Parents and carers may also wish to refer to the General Data Protection Regulation (GDPR) and the Computer Misuse Act (1990) for further guidance.

This ICT policy will be reviewed on a biannual basis as the role of ICT in school is constantly changing.

**Wallace Hall Academy**

**School Rules regarding Use of Mobile Phones/Devices (including headphones)**

1. As a rule, phones/devices should not be out in class. They should be kept in pupils' bags. Where use is permitted, this will be discussed with the class (e.g. for research / Teams / Satchel One / pictures of notes from screen).
2. If phones are out without permission the following procedure should be followed:



\* Please put phones/devices into a plastic wallet if confiscating from a pupil.

## Appendix 2

### Curriculum plan for 2021/22

Following discussions with staff regarding a possible change to a 33 period week next session, there were several key points which emerged:

- A majority of staff were not in favour of changing to a 33 period week model for session 21/22
- Several things which were put in place this year have proved to be very positive and staff would like to see them stay, in particular 6 periods per week for Higher classes
- Electives, in their current form need to be reviewed
- There was a strong desire for S5/6 pupils to all receive 2 periods

per week core PE In light of this, we propose to run the following

curricular model next year:

#### **S1&2**

Maths, English, Science – 4  
periods per week Mod Lang,  
PE – 3 periods per week  
Design and Technology – 2 periods per week  
Business department – 2 periods per week to add  
computing to the curriculum Everything else including  
RMPS & HWB - 1 period per week  
No electives this session

#### **S3 (no change)**

Maths, English Science –  
4 periods per week 7 x 2  
periods per week in other  
subject areas 2 periods  
core PE  
1 period of HWB, RMPS  
Electives – trial to look at certification of elective classes. Eg. Utilising courses from The Princes Trust, DofE, etc.

#### **S4**

Maths/English @  
4 periods per  
week 5 options @  
4 periods per  
week  
2 periods core PE with RE rotation this will allow all S4 to be allocated to PE/RE  
as done previously 1 period HWB

**S5/6****S5**

5 subjects @ 6\* periods per week  
(H – 6 periods, N4/5 – 4 periods) 1 period HWB  
Where pupils have N5 class – there will be infill classes in the same way as done this year.  
Eg. Core PE, RE units, employability

**S6**

Upto 5 subjects @ 6\* periods per week  
(AH – 4 periods, H – 6 periods, N4/5 – 4 periods) 1 period HWB  
S6 pupils will also be able to access the RE and employability classes with S5 where appropriate

\*

**In order for S5 pupils doing predominantly 5 highers to get 2 periods per week of core PE, plus have committee and elective time the following model, only for S5/6 will apply.**

**Week A**

**Columns A,B and C will have 6 periods, columns D and E will have 5. This allows 2 period of core PE Week B**

**Columns A, B and C will have 5 periods, columns D and E will have 6 periods. This allows 2 periods of core PE and 1 period of elective/committee time**

## Appendix 3

### Head Teacher's Report for Parent Council Meeting on Monday 25<sup>th</sup> January 2021

#### Staffing

Jo Hunter was successfully appointed as our new DYW Co-ordinator recently. This post is 0.2FTE and is funded by DYW.

Susannah McDonald has been appointed to our full-time, permanent Nursery Nurse role subject to clearance of references. We are looking forward to Susannah starting with us as soon as she is able to.

We still have a vacant 0.8 Nursery Nurse post and this will be advertised in the coming weeks.

#### 2-18 news

Wallace Hall was selected to be one of the 5% of schools across Scotland to be contacted regarding our work around remote learning. This took the form of an informal chat via telephone to focus on three key areas:

- What is working well
- What challenges and/or issues there are so that these can be addressed either local or nationally, as appropriate
- What further assistance is required to continue to improve the delivery of remote learning so that relevant support can be proved at local and/or national level.

There is to be no evaluative work about Wallace Hall's provision. Education Scotland will use the information gathered from schools to present a national picture rather than a local or regional one.

#### ELC news

**Christmas** - we had excellent feedback from parents who were grateful for the efforts the team had gone to in ensuring that the children did not miss out despite the circumstances. All children were involved in making 2 Christmas crafts which all parents bought and were pleased with. The children helped to put together a Christmas video filled with their excellent dancing skills and photos of activities we had been doing. Both bubbles had a separate Christmas party in the big hall where they were delighted to still get to see Santa and receive a present from him. All children were invited to have Christmas lunch with the staff and the parents loved seeing the children take part in this. Finally, a special thank you to Carron Oram who again this year provided all children with a prize/gift for taking part in her decorate a Christmas decoration competition.

**Staff Training** - staff continue to participate in training to benefit each child's learning journey. We have taken part in Anna Ephgrave: Planning in the Moment and also Alistair Bryce-Clegg: Education of Children in Early Years. We continue to adjust this information to suit our setting to allow each child to lead their own learning within the Wallace Hall ELC environment.

**Outdoor Learning:** we provide weekly sessions in the woods for both bubbles and are keen to continue to explore the community around us to ensure that we are using all opportunities available to us. Currently we have visited the woods outside of the school and also explored the grounds at the local church.

**Remote Learning** - we have utilised our ClassDojo app to provide all children and families with activity ideas related to literacy, numeracy, health and wellbeing, curiosity, creativity, and a daily story. Parents are making good use of the portfolio function to share their child's learning with the team which we are able to communicate on too.

#### Primary news

**Christmas** - The children had a really super Primary Christmas experience - different, but fun and festive. The Christmas Around the World Showcase enabled the children to share their learning with their parents and was a digital 'replacement' for the Christmas show. Thank you to the Parent Council and the Community Council for helping to make Christmas really special with treats for parties and presents for the whole primary and ELC.

**Development** - making good strides forward with developing planning and tracking in the Primary, updating the Promoting positive behaviour and anti-bullying policies and implementing Big Maths. The first wee blether session to discuss the development of the anti-bullying policy was well attended by approximately 7 parents and positive conversations took place around defining the word 'bullying', thank you to Lynne Maxwell for her role in co-leading the wee blether sessions with Cathy. Literacy is a new development area for Term 3 and Term 4.

**Remote learning** - a very high level of engagement has been seen across the Primary so far. Our approach to home learning has changed in response to our learning from the previous lockdown, feedback from parents, development work around the use of online platforms and Education Scotland/D & G guidelines. Now children and families are working from a daily plan, and using Purple Mash (P1 - 4) and Team (P5-7) to submit work and receive feedback. The recovery curriculum remains the focus with real emphasis on Literacy, Numeracy and Health and Wellbeing. Children have the opportunity to meet with their class teacher daily on Teams. Non-teaching staff are helping support children with remote learning attending the hub. A variety of approaches are being used to keep in touch with families and support children with ASL needs. All staff are being very responsive to parental queries and questions, and requests for technical support. Feedback will be gathered this week about what is going well and what we can improve on. Thank you to parents and carers for their continued support during this challenging time, and of course, we can't wait to get all the children back in the building when the time comes.

### **Academy news**

**Online Learning** - We have been on our programme of remote learning for two weeks now and the vast majority of pupils are engaging well with work being set on Satchel One and Teams. We also hope to be able to email all S4-6 parents tomorrow to give an indication of their child's engagement and the quality of work provided.

We have had some constructive emails from parents suggesting how we can refine our delivery and we are taking these comments into account as we go into week 3 of lockdown. Furthermore, we have sent out surveys to pupils, parents and staff to get their feedback. A number of parents have requested 'live lessons' but we will not be running a programme of home learning that involves live lessons for every class. The main reason for this is that it would not be equitable for all students. As a school, we have to be mindful of the varying home circumstances, ICT capabilities and demands by multiple family members for devices.

We have also offered targeted support to over 180 pupils through the Pupil Support Team, Additional Support for Learning Team and PEF Team. This is for support with both pastoral support and support with home learning tasks. We are delighted to be able to offer this level of support for pupils and families.

**Career and Future Planning** - There has been some excellent information coming into school from UCAS, universities, colleges, apprenticeship providers etc. All of this information has been posted to a Career and Future Planning Team that all S5 and S6 students can access. It is planned to add S4 potential leavers to the Team later this term. Much of this information has also been shared via our Social Media platforms. We are also in the process of building an Employability section for our school website.

**Fundraising** - Pupils in our Eco Committee have been very active recently and a wee group of them have formed a Plastic Free Society sub group. Led by Heather Kellock and Lucy Robson, the group did a sponsored silence, raising £390 for the Hebridean Whale and Dolphin Trust.

Strava challenge – Staff and pupils are enjoying some healthy competition this lockdown by taking part in a Strava challenge. In the leaderboard for week 1, Brodie Hill completed an impressive 37.33 miles with Shaw and Tilly Learmont in close pursuit with 36.54 miles and 32.59 miles respectively. Mr Steele is keeping the staff presence alive at the top of the leaderboard, finishing in 4<sup>th</sup> place with 30.20 miles.