



Blackridge

Primary School, Blackridge

information for parents

West Lothian Council delivers

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The information contained within this section relates to the day-to-day running of Blackridge primary.

It dovetails with the guidance provided by West Lothian Council, which can be found in the next section of the handbook.

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Introduction

The staff of Blackridge Primary School would like to welcome you and your child to our school.

This booklet has been produced to give you information on Council Policy as well as details about our school. We hope you will find this useful, both as an introduction and as a helpful source of information in the future.

Home and school are the two main influences on a child's development and the active participation of parents and teachers as partners is very important to the successful education of your child.

Blackridge Primary works hard to create a safe and happy atmosphere where children are both encouraged and supported to achieve their personal best. It is a busy school, with lots of opportunities for educational development. We aim to give every child the chance to learn and develop socially, educationally and personally in a stimulating, calm and friendly atmosphere. Every child is encouraged to develop consideration and respect for others.

We look forward to having your child at Blackridge and hope they settle quickly into the school routine. If, at any time, you or your child has any concerns, please do not hesitate to contact the school. It is better to share your concerns with us rather than worry on your own.

Susan Ralston, Headteacher

General Information

Blackridge Primary is a non-denominational school catering for children from Primary 1 to Primary 7. The school is currently organised into 6 classes, with a General Purpose room, sports hall, kitchen and dining facilities.

We have a committed and professional teaching team and visiting specialists in Art and PE as well as brass tuition. The teaching staff are supported by an excellent team of non-teaching, support staff. We take every opportunity to provide additional experiences for pupils through participation in sports, educational and pastoral activities both in school and in the local and wider community.

School Address

Blackridge Primary School
Main Street
Blackridge
EH47 9BE

Tel: 01501 751223

Fax: 01501 753347

Email: blackridge.ps@wled.org.uk

Web: <http://myweb.tiscali.co.uk/blackridgeprimary>

The School Day

Primary 1 and 2

Monday – Thursday

Morning Session 8.50am – 12.10pm

Morning Break 10.30am – 10.45am

Afternoon Session 1.05pm – 3.15pm

15 minute structured play outside during afternoon session.

Primary 3 to 7

Monday – Thursday

Morning Session 8.50am – 12.20pm

Morning Break 10.30am – 10.45am

Afternoon Session 1.05pm – 3.15pm

Friday all classes 8.50am – 12.25pm

Mission Statement

To create a caring and secure environment in which every child can meet their full potential in order to become successful learners, confident individuals and responsible citizens in order to make an effective contribution to society.

Nursery Class

Blackridge Primary has a 20/20 nursery class. Children are allocated either a morning or afternoon place and attend every alternate Friday morning. The nursery is currently staffed by two job-share teachers and a full time nursery nurse.

A separate handbook is provided to parents of children enrolling in the nursery class.

School Aims

Attainment and Achievement

- To plan and deliver an appropriate curriculum for all pupils, using a variety of learning and teaching strategies
- To raise the standard of attainment and achievement by ensuring that all pupils are able to realise their potential

Through: Continued development of formative assessment strategies and A Curriculum for Excellence.

Framework for Learning

- To improve the quality of learning and teaching through effective organisation and management of the school's resources
- To ensure that promoted staff provide high quality leadership, management and quality assurance through the professional development of all staff
- To ensure that all pupils are able to experience inclusion and equality

Through: Providing Continued Professional Development for all staff.

Inclusion and Equality

- To work together to provide a positive, safe learning environment in which every pupil is valued and supported
- To work in partnership with pupils, parents/carers and the wider community for the benefit of all

Through: Providing effective support systems for all pupils and revising the school Behaviour and Equality Policies.

Values and Citizenship

- To provide pupils with opportunities to develop the knowledge and understanding of their duties and responsibilities of citizenship in a democratic society

Through: Developing pupil's ability to work together positively.

Learning for Life

- To equip pupils with the skills, attitudes and expectations required to prosper in a changing society and to encourage creativity, ambition and healthy living

Through: Raising pupils' expectations of themselves as learners.

Behaviour / Discipline

Blackridge Primary has a Positive Behaviour Policy, a copy of which is distributed to every family at the start of each school session. It focuses on acknowledging and rewarding good behaviour with clear, consistent strategies for dealing with indiscipline. The policy is regularly reviewed and amended in consultation with parents and pupils.

PARENTS ARE ENCOURAGED TO BE ACTIVE PARTICIPANTS IN THE IMPLEMENTATION OF THE POLICY.

The Primary Curriculum

The curriculum is, in short, all the learning experiences that your child will encounter during his/her time at primary school. Scotland is currently pursuing its biggest education reform programme for a generation under the Ambitious, Excellent Schools agenda.

A Curriculum for Excellence proposes that learning should be gathered under the following headings:

Expressive Arts

Learning through the expressive arts enables children and young people to:

- *express themselves in different ways and be creative*
- *experience enjoyment (and contribute to other people's enjoyment) through creative and expressive performance and presentation*
- *develop important skills specific to expressive arts and also transferable skills*
- *develop an appreciation of aesthetic and cultural values and ideas*
- *for some, prepare for advanced learning and future careers by building foundations for excellence in the expressive arts.*

Health and Wellbeing

Learning through health and wellbeing enables children and young people to:

- *experience positive aspects of healthy living and activity for themselves*
- *develop the knowledge and understanding, skills, abilities and attitudes necessary for their physical, emotional and social wellbeing now and in their future lives*
- *make informed decisions in order to improve their physical, emotional and social wellbeing*
- *apply their physical, emotional and social skills to pursue a healthy lifestyle*
- *make a successful move to the next stage of education or work*
- *for some, open up opportunities to excel in sport or to pursue careers in health and leisure industries.*

Languages

Learning through the languages area of the curriculum enables children and young people to:

- *develop their ability to communicate their thoughts and feelings and respond to those of other people*
- *develop the high level of skills in listening, talking, reading and writing which are essential for learning, work and life*
- *use different media effectively for learning and communication*
- *develop a secure understanding of how language works, and use language well to communicate ideas and information in English and other languages*
- *exercise their intellectual curiosity by questioning and developing their understanding, and use creative and critical thinking to synthesise ideas and arguments*
- *enhance their enjoyment and their understanding of their own and other cultures through literature and other forms of language*
- *develop competence in different languages so that they can understand and communicate including, for some, in work settings.*

Mathematics

Learning through mathematics enables children and young people to:

- *develop essential numeracy skills, including arithmetical skills which allow them to participate fully in society*
- *develop a secure understanding of the concepts, principles and processes of mathematics and apply these in different contexts, including the world of work*
- *have an understanding of the application of mathematics, its impact on our society past and present, and its potential for the future*
- *establish firm foundations for further specialist learning, including for those who will be the mathematicians of the future.*

Religious and Moral Education

Learning through religious and moral education enables children and young people to:

- *develop a knowledge and understanding of Christianity and other world religions and recognise religion as an important expression of human experience*
- *explore moral values such as wisdom, justice, compassion and integrity*
- *investigate and understand the responses which religions can offer to questions about the nature and meaning of life*
- *develop the skills of reflection, discernment, critical thinking, and deciding how to act when making moral decisions*
- *develop their beliefs, attitudes, moral values and practices through personal search, discovery and critical evaluation, and make a positive difference to the world by putting their beliefs and values into action.*

Sciences

Learning through the sciences enables children and young people to:

- *investigate their environment by observing, exploring, investigating and recording*
- *demonstrate a secure understanding of the big ideas and concepts of science*
- *make sense of evidence collected and presented in a scientific manner*
- *recognise the impact science makes on their lives, on the lives of others, on the environment and on culture*
- *express opinions and make decisions on social, moral, ethical, economic and environmental issues informed by their knowledge and understanding of science*
- *establish the foundation, where appropriate, for more advanced learning and future careers in the sciences and technologies.*

Social Studies

Learning through social studies enables children and young people to:

- *broaden their understanding of the world by learning about human activities and achievements in the past and present, political, social and environmental issues, and the values underpinning their own society and other societies*
- *develop the capacity for critical thinking, through accessing, analysing and using information*
- *form their own beliefs and view of the world and develop their understanding of different values, beliefs and cultures*
- *establish firm foundations for lifelong learning and, for some, for further specialised study and careers.*

Technologies

Learning through technologies enables children and young people to:

- *develop an understanding of technologies and their impact on society - in the past, present and future*
- *apply knowledge, understanding and practical skills to design and create products, processes and solutions that meet needs in play, work and daily life*
- *gain the confidence and skills to embrace and use technologies now and in the future*
- *evaluate technological processes and products critically and constructively, taking account of cultural, ethical, environmental and economic factors*
- *experience work-related learning and for some, establish the foundation for more advanced learning and careers in the technologies.*

(Extracted from Learning and Teaching Scotland, 'Building the Curriculum 1')

Homework

Homework promotes a very important partnership between home and school while giving parents the opportunity to share in their children's learning.

Please support your child by:

- Checking his/her homework diary every night
- Offering encouragement and a quiet place to complete homework without distractions
- Contacting the school if you feel your child's homework is taking too long (a note in the homework diary or jotter)
- Always signing the homework to let us know that you have seen it completed
- Providing materials to complete homework: a pencil, sharpener, eraser, ruler (scissors and coloured pencils would also be useful on occasions)

If homework is not returned, your child will receive a detention. If your child repeatedly fails to return homework, the class teacher will contact you by phone or letter. Should the problem persist, you will be contacted by the Principal Teacher or Head Teacher.

Support for Learning

If, as part of the ongoing assessment process, it is noted that a child needs extra help, the class teacher will speak to the Support for Learning teacher and a suitable programme will be drawn up to best address the problem. Much of the support for learning is supplied in an informal way, in the classroom, and may be only for a short time. More long term needs may be supported by withdrawal to the learning support class or resource support in class in consultation with teaching staff and when necessary, external agencies. These needs will be fully discussed with parents/carers before any decision is made.

Assessment, Records and Reports

Children are continually being assessed in school in a variety of ways: teacher observation; discussion; written work; formal tests.

A record of your child's achievement is kept by the teacher and is shared with you at two parent consultation sessions, one in October and the second in March. In addition, you will receive a written report in June.

Dress Code

It is expected that school uniform is worn at all times by all pupils.
Our uniform consists of:

- Blackridge sweatshirt with school logo (available in black or royal blue)
- Polo shirt, either white, yellow or pale blue
- Alternatively, a white, school shirt with school badge and grey or black cardigan or V-neck jumper
- Grey or black school trousers or skirt or PLAIN jogging bottoms
- During the summer months girls may wear school dresses - blue-checked for primary and red-checked for nursery

Sweatshirts, fleeces and waterproof jackets are available from the school office at very reasonable prices.

For health and safety reasons, every pupil should have gym shoes for wearing in class and for PE. Children must also bring shorts and T-shirt for PE. Please mark all clothes and footwear clearly. It is very hard to sort out similar shoes, sweatshirts etc. and we do appreciate the cost to you if items are lost.

For health and safety reasons, jewellery should not be worn to school. The school cannot accept responsibility for any jewellery lost or damaged.

Parents and School

We want to make communication between home and school as effective as possible. Children benefit from a shared approach to their educational and social development which can best be achieved by working together. Learning does not take place only in school and we at Blackridge Primary recognise this.

School communicates with parents regularly by letter and newsletter. We appreciate your cooperation by regularly checking your child's schoolbag for letters.

Attendance

Blackridge Primary expects:

Pupils to:

- Attend school regularly
- Arrive on time, appropriately dressed and prepared for the day

Parents to:

- Ensure their child attends school appropriately dressed and prepared for the school day with homework complete
- Contact the school before 9.15 whenever their child is unable to attend

Pupils and parents can expect:

- Regular, efficient and accurate recording of attendance
- Early contact from school if a pupil fails to attend and no contact has been made
- Early notice to parents/carers if a child's attendance gives cause for concern.

Parental requests for holidays during term time

In accordance with the Scottish Executive guidelines which have been adopted by West Lothian Council, we are no longer able to grant leave of absence for holidays in term time. Any days off, except in exceptional circumstances, will be recorded on the school register as unauthorised absence.

Breakfast Club

Blackridge Primary School provides a Breakfast Club, supervised by adults, from 8.00–8.40a.m. every school day. A healthy breakfast is provided in a relaxed environment where the children can meet before school. Spaces are limited but we try to ensure all children who apply get an opportunity to attend.

Parents/carers who are interested in taking up this provision should contact the school for details.

Fresh Fruit

Pupils from P1 and P2 are provided with free fruit three times a week. The school also provides fresh fruit daily for all pupils who want it.

Pupils who receive free meals also receive free fruit.

Tuck Shop

The school operates a Healthy Tuck Shop where pupils can buy hot toast daily, low fat crisps and snacks, health bars, fresh fruit juice and bottled water.

Healthy School Plus

Blackridge Primary has gained Stage 1 Accreditation for being a Healthy School.

Steps to Safety

Lothian and Borders Police presented the school with a gold award in Steps to Safety for the "Safer Routes to School Charter".

West Lothian Schools Enterprise Award

Blackridge has gained a gold award for Enterprise in Education.

Concerns/Complaints Procedure

If you have concerns or complaints regarding the service you are receiving, these can be addressed by contacting the Head Teacher in the first instance.

If you are dissatisfied with that response you should contact:

Support Services Manager
Education & Cultural Services
Customer Care
Lindsay House
South Bridge Street
Bathgate EH48 1TS
Tel: 01506 776005

If, in exceptional circumstances, it is felt that the case has not been properly administered, you should contact:

Local Authority Ombudsman
4 Melville Street
Edinburgh EH3 7NX
Tel: 0131 225 5300

The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request or can be downloaded from the web at **www.westlothian.gov.uk** - search for 'Complaints and Procedures for Education and Cultural Services'.

Some useful telephone numbers

Free School Meals/Clothing Grants	01506 776001
Transport	01506 775291
Emergency Closures	01506 776040

Parents are vital partners in our goal to achieve the best for all children. We look forward to working with you to provide your child with an enjoyable and successful primary school experience.

Accuracy of Information

The information in this booklet is accurate at the time of printing. Every year, updated information will be issued. Please keep this with your copy of the handbook.

We hope you find this booklet useful. If you have any questions that have not been answered, please do not hesitate to contact the school on 01501 751223

Primary 5-14 Target Setting 2006-2008

	Reading	Writing	Maths
Blackridge Primary 2006	79%	71%	74%
West Lothian Council Average	83%	78%	84%
Decile Band Average 2006	79%	75%	79%

INFORMATION FOR PARENTS 2006 PRIMARY SCHOOLS

School: Blackridge	Id No.: 400 - 5505828
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Budgeted Running Costs For Financial Year 2006-2007

School Roll at September 2005	121
Total School Running Costs at April 2006 (£)	502,343
Cost per Pupil (£)	4,152

Attendance And Absence For School Year 2005/2006

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	8280	5020	5984	7964	3725	4459	6099	41531
Percentage Authorised Absences	2.9	6.3	4.1	2.3	3.7	2.8	6.7	4
Percentage Unauthorised Absences	0	0.9	0.1	0.2	0.1	0.2	0.2	0.2

Minimising Overall Absence

	Absence recorded (2004/2005) Average number of half days absence per pupil	Absence recorded (2005/2006) Average number of half days absence per pupil
Absence	22.1	15

INFORMATION FOR PARENTS 2006 PRIMARY SCHOOLS

Education Authority: West Lothian

Budgeted Running Costs For Financial Year 2006-2007

School Roll at September 2005	14,683
Total School Running Costs at April 2006 (£)	48,210,250
Cost per Pupil (£)	3,283

Attendance And Absence For School Year 2005/2006

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	684,326	683,533	698,001	695,915	733,364	730,985	707,047	4,933,171
Percentage Authorised Absences	4.2	4.1	3.6	3.7	3.9	3.9	3.9	3.9
Percentage Unauthorised Absences	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7

Minimising Overall Absence

	Absence recorded (2004/2005) Average number of half days absence per pupil	Absence recorded (2005/2006) Average number of half days absence per pupil
Absence	18.8	17.6

INFORMATION FOR PARENTS 2006 PRIMARY SCHOOLS

National Data

Budgeted Running Costs For Financial Year 2006-2007

School Roll at September 2005	390,257
Total School Running Costs at April 2006 (£)	1,264,772,698
Cost per Pupil (£)	3,241

Attendance And Absence For School Year 2005/2006

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	18,99 6,743	19,80 5,030	20,60 0,193	20,99 2,950	21,10 1,678	21,42 9,454	21,71 7,477	144,6 43,52 5
Percentage Authorised Absences	4.4	4.2	4	3.9	4	4	4	4.1
Percentage Unauthorised Absences	0.9	0.9	0.9	0.9	0.9	0.9	0.9	0.9

Minimising Overall Absence

	Absence recorded (2004/2005) Average number of half days absence per pupil	Absence recorded (2005/2006) Average number of half days absence per pupil
Absence	18.9	18.9

Note: Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.