

**west lothian council
school handbook information**

| | | |
|------------------|--|----|
| section 1 | school information | |
| | West Lothian Council Mission Statement | 1 |
| | West Lothian Council Values | 1 |
| | School Aims | 1 |
| section 2 | standards | |
| | 2.1 Attendance | 2 |
| | 2.2 Behaviour | 3 |
| | 2.3 Punctuality | 3 |
| | 2.4 School Dress Code | 4 |
| section 3 | ethos | |
| | 3.1 Equality and Fairness | 5 |
| | 3.2 Partnership and Communication with Parents | 5 |
| | 3.3 Parent Councils | 6 |
| section 4 | curriculum | |
| | 4.1 General | 7 |
| | 4.2 Language | 7 |
| | 4.3 Reading | 7 |
| | 4.4 Writing | 7 |
| | 4.5 Listening | 7 |
| | 4.6 Talking | 7 |
| | 4.7 Modern Languages | 8 |
| | 4.8 Mathematics | 8 |
| | 4.9 Environmental Studies | 8 |
| | 4.10 ICT | 8 |
| | 4.11 Design Technology | 8 |
| | 4.12 Science | 9 |
| | 4.13 Enterprise | 9 |
| | 4.14 Expressive Arts | 9 |
| | 4.15 Art and Design | 9 |
| | 4.16 Music | 9 |
| | 4.17 Instrumental Tuition | 10 |
| | 4.18 Drama | 10 |
| | 4.19 PE | 10 |
| | 4.20 Religious and Moral Education | 10 |
| | 4.21 Personal / Social and Health Education | 11 |
| | 4.22 Use of the Internet | 11 |
| | 4.23 Internet Rules | 11 |
| | 4.24 Assessment and Reporting | 12 |
| | 4.25 Support for Learning | 12 |
| section 5 | admission procedures | |
| | 5.1 Admission Procedures | 13 |
| | 5.2 New Entrants to P1 | 13 |
| | 5.3 Transfer from P7 to Secondary School | 13 |
| | 5.4 Applying for a Place at a Non-Catchment School | 14 |
| | 5.5 Acknowledgment | 14 |
| | 5.6 Extra Curricular Activities | 14 |
| section 6 | health & safety and pupil welfare | |
| | 6.1 West Lothian School Health Service | 15 |
| | 6.2 What does the School Health Service do? | 15 |
| | 6.3 Primary Schools | 15 |
| | 6.4 Secondary Schools | 15 |
| | 6.5 Immunisations | 16 |
| | 6.6 General Responsibilities for Health | 16 |
| | 6.7 Medication in Schools | 17 |
| | 6.8 Emergency Contacts and Arrangements | 17 |
| | 6.9 Meals and Milk | 18 |
| | 6.10 Employment of Children | 18 |
| | 6.11 Security | 18 |
| | 6.12 Photography | 19 |
| | 6.13 Child Protection Guidelines | 19 |
| | 6.14 Wet Weather Arrangements | 20 |
| | 6.15 Playground Supervision | 20 |
| | 6.16 Transport | 20 |
| | 6.17 Car Park | 20 |
| | 6.18 Requested Early Release of Pupil | 20 |
| | 6.19 Transferring Educational Data about Pupils | 21 |
| | 6.20 Collection and Transfer of Pupil Data | 21 |
| | 6.21 Use of Data by the Council and the Scottish Gov | 21 |
| | 6.22 Your data protection rights | 21 |
| | 6.23 Concerns | 22 |

West Lothian Council Mission Statement

“Striving for excellence...working with and for our communities.”

West Lothian Council Values

- Focusing on customers' needs
- Being honest, open and accountable
- Providing equality of opportunities
- Developing employees
- Making best use of resources
- Working in partnership

School Aims

ATTAINMENT AND ACHIEVEMENT

To raise standards of educational attainment for all in school, especially in the core skills of literacy and numeracy, and to achieve better levels in national measures of achievement including examination results.

FRAMEWORK FOR LEARNING

To support and develop the skills of teachers, the self discipline of pupils and to enhance school environments so that they are conducive to teaching and learning.

INCLUSION AND EQUALITY

To promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and special educational needs, and to Gaelic and other lesser used languages.

VALUES AND CITIZENSHIP

To work with parents to teach pupils respect for self and one another and their interdependence with other members of their neighbourhood and society, and to teach them the duties and responsibilities of citizenship in a democratic society.

LEARNING FOR LIFE

To equip pupils with the foundation skills, attitudes and expectations necessary to prosper in a changing society, and to encourage creativity and ambition.

2.1 Attendance

The school enters pupil absence electronically using codes for particular reasons for absence. To ensure an accurate record is kept it is important that, should your child be absent, you provide an explanation for that absence either by letter or by telephone. A Group Call System which sends out an automated text message to a mobile telephone in cases of unexplained absence, has been introduced in all schools. The call is repeated regularly until answered. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school. Parents are urged to opt into this system.

Please avoid keeping your child absent for reasons other than illness. Work missed is not easily made up and allowing casual absences encourages a casual attitude towards work, and this applies equally in the case of frequent late-coming. Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child will be unavoidably late please provide a note of explanation.

The Scottish government has issued a directive informing local authorities that, due to the impact absences during term-time have on children's learning, any such absences will be recorded as unauthorised. Family holidays should therefore be taken out-with term times. If, in exceptional circumstances, you wish to take your children out of school, you must make your request to the Head Teacher in writing.

Parents or carers are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Head Teacher will ask an Family Support Worker to visit the home and discuss the problem with the parent or carer. If such unsatisfactory attendance persists, the Head Teacher, following discussion with the Family Support Worker and other agencies, will decide whether the case should be referred to the Local Area Attendance Advisory Group. This group has been formed to make recommendations to the Director on the statutory responsibilities of the Authority with regard to defaulting parents.

If you become aware that your child may be absent from school for a considerable length of time, due to illness or admission to hospital, you are requested to inform the school as soon as possible. Notification from the hospital will also be sent to the school.

2.2 Behaviour

We promote and expect a high standard of responsible behaviour from pupils towards staff, other pupils and towards their surroundings. Self-discipline is the key to good behaviour and we depend on your support in reinforcing the discipline guidelines of the school.

These guidelines are based on mutual consideration, good manners and respect and are in place to ensure the safety and well being of all pupils and staff in school.

We ask your child to:

- Be honest
- Be kind and helpful
- Care for others
- Be hard working
- Look after property
- Listen to people
- Cross the road safely, using the crossing patrol wherever available.

We ask your child not to:

- Cover up the truth
- Hurt others
- Hurt others' feelings
- Waste time or others' time
- Damage property or drop litter
- Interrupt
- Leave the school without permission.

2.3 Punctuality

It is good manners to be punctual and our children are expected to arrive at school on time. Late arrival embarrasses them and also disrupts the class work already begun. However, in the event of the occasional 'sleep-in` please send your child to school no matter what time.

Better late than never!

2.4 School Dress Code

In 1999 West Lothian adopted a policy on school dress.

Some forms of dress are unacceptable in school for health and safety reasons or for moral or other reasons.

Schools will not allow clothing, jewellery or makeup which:

- could encourage rivalry (such as football colours)
- could cause offence (such as anti-religious symbols or slogans which might be regarded as political or carrying a questionable moral message)
- could damage flooring
- could promote a message contrary to the values of the school and Council (such as support for a drugs culture)
- carry advertising, particularly for alcohol or tobacco
- could be used as a weapon.

The Council considers that the introduction of school dress codes:

- improve security by making it easier to identify intruders
- give pupils a pride in, and a sense of belonging to, their school
- reduce truanting by identifying school pupils as belonging to a particular school
- improve a school's reputation in the community
- discourage competition among pupils
- make it cheaper for parents to buy school clothing
- encourage discipline among pupils.

Each school has its own dress code, for the whole school, based on the Council's policy which all pupils will be expected to keep to.

The Council will not be responsible for loss of or damage to pupils' clothing and personal belongings including mobile phones. Valuable items, including jewellery and unnecessarily expensive articles of clothing, should not be brought to school.

The Authority operates a scheme of provision to ensure that pupils are sufficiently and suitably clothed to take full advantage of the education provided. Parents who wish to apply for assistance, should complete an application form which is available from the school.

Applications can also be made online from the Council's website at www.westlothian.gov.uk

3.1 Equality and Fairness

All pupils have the right to enjoy opportunities and activities, regardless of their background, race, gender or religion, so that they will be given the freedom to develop their full potential without constraint.

Our aim is promote self-esteem and a positive self-image in every pupil. Self respect and respect for others is a priority. We treat boys and girls equally and offer the same opportunities to all pupils by offering a diverse curriculum, which addresses the needs and opinions of all. We aim to maintain an environment which is free from bullying, racism and other forms of discriminatory behaviour. We value your support in maintaining this ethos.

3.2 Partnership and Communication with Parents

West Lothian Schools operate an open, responsive policy with regard to questions or concerns that parents may have. Should you have concerns or complaints regarding the service provided you should raise these with the Head Teacher in the first instance.

Newsletters are issued frequently and curricular evenings and Parents' Meetings are held regularly. Your comments and suggestions on the work done in school and the service provided for you and your child, are welcomed.

Evaluation forms will be sent to you from time to time so that we can be sure that we are listening to what you say about the service provided for you and your child.

All West Lothian schools are committed to the process of personal learning planning. This process is an on going discussion between teacher and pupils about how the next steps in learning are to be achieved. There is often a simple record of the discussion and schools are developing ways of sharing these with parents and involving parents in the process.

3.3 Parent Councils

A Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents at a school on a voluntary basis. All parents/carers in a school are automatically members of the Parent Forum of that School.

The purpose of a Parent Council is to:

- support the school in its work with parents
- represent the views of all parents
- encourage links between school, parents, pupils, pre-school groups and the wider community.

Every parent can expect to:

- receive information about what their child is learning along with information about events and activities at the school
- receive advice/help on how they can support their child's learning
- be told about opportunities to become involved in school
- have a say in electing a Parent Council to work on behalf of all parents.

Parent Councils operate in accordance with a local constitution. Parents can put themselves forward to be members of the Parent Council in accordance with that constitution.

Further information can be found at www.parentzonescotland.gov.uk

4.1 General

For a number of years the curriculum in Scotland has been structured around national 5-14 guidelines covering the 7 years of primary school and the first 2 years of secondary. These guidelines cover mathematics, English Language, environmental studies, science, technology, expressive arts, religious and moral education, modern foreign languages, personal and social development. The new national framework known as A Curriculum for Excellence sets four main purposes for the curriculum for all children and young people from 3-18. These purposes are to ensure that they become successful learners; confident individuals; effective contributors and responsible citizens and will steer the delivery of the curriculum over the next few years. The key areas to be covered will be very similar but appear under the headings of health and well-being, languages, mathematics, sciences, social studies, expressive arts, technologies and religious and moral education.

4.2 Language

Children learn to communicate at the earliest age and in our schools we continue to build on the skills your child has developed with you at home and from their pre-school experience.

4.3 Reading

We teach reading through a variety of means including the teaching of phonics and phonological awareness, word recognition, concepts of print and hearing and reading a wide range of stories and texts from graded reading schemes, to novels and factual books.

4.4 Writing

Our schools aim to develop in your child the ability to communicate through imaginative, functional and personal writing.

4.5 Listening

Children will experience a variety of listening activities from listening to adults, other children, to tapes, programmes and games.

4.6 Talking

Linked to the development of listening is the development of talking - answering questions, offering opinions, giving talks and debating.

4.7 Modern Languages

French and German are mainly taught in West Lothian schools and usually start at P6 and continue through P7 and into secondary school. Some schools may have the facilities to start modern languages teaching earlier. The authority is also looking at the possibility of introducing other languages such as Spanish and Italian as resources allow.

4.8 Mathematics

The four areas of study in maths are:

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

4.9 Environmental Studies

Designed to develop in children an understanding of and responsible attitudes towards the world around them, environmental studies includes:

- Geography - learning about people in place
- History - learning about people in time
- Modern Studies - learning about people in society

West Lothian Council encourages schools to involve the children in the ECO School Project. This initiative requires the school to develop a partnership of pupils, school staff, members of the local community to work together in order to improve the school environment. The ultimate aim is for the school to gain Green Flag status, which is a standard of excellence achieved by showing that the school is participating in projects concerned with environmental issues.

4.10 ICT

Information and Communication Technology (ICT) – learning about the use of the computer as a tool for learning in areas such as data handling, word processing, use of e-mail and the Internet etc.

4.11 Design Technology

Learning about problem solving using different materials and tools.

4.12 Science

Attractive, challenging and relevant science courses are provided for all pupils which

- broaden pupils' understanding of themselves, the society in which they live and the world as a whole;
- develop a scientific approach to problem-solving, encouraging critical thinking about phenomena, events and issues;
- develop positive attitudes to science and its contribution to and impact on society
- contain practical work;
- promote interactive approaches to learning and teaching, including the use of ICT.

4.13 Enterprise

Our aim in Enterprise Education is to help our young people develop self-confidence, self-reliance and ambition. It involves the Council, teachers, businesses and you as parents/carers working together to develop in your child the 'can do will do' attitude promoted through Enterprise Education.

4.14 Expressive Arts

The Expressive Arts include art and design, music, drama and physical education and we aim to provide opportunities for children to develop their creative and performance skills in these areas.

4.15 Art and Design

In art and design we build on children's natural desire to express themselves visually. Your child will have the opportunity to explore varied media, drawing, painting, collage, model making and clay work

4.16 Music

This includes singing, making music, listening to music, moving to music and composing music.

4.17 Instrumental Tuition

The Council has instructors for brass and strings. Instructors will assess children in P4 and P5 who have expressed an interest in learning to play an instrument. Successful children are given a place if one is available or placed on the waiting list for either brass or strings. Parents are asked to sign a contract to ensure regular practice and proper care of the instrument. Tuition is free of charge, but children who make progress will be encouraged to acquire their own instrument and join local bands and orchestras.

4.18 Drama

Drama activities range from dramatising stories and historical events to the writing and performance of plays. School concerts, class assemblies and end of term services also provide opportunities for children to show off their dramatic skills. Drama provides an opportunity for language development and emotional expression.

4.19 PE

Children will experience a mixed programme of games, gymnastics, creative movement, dance and sports.

There are also many opportunities through After School Clubs and Active Primary School Initiative to experience activities such as badminton, handball, netball, football.

4.20 Religious and Moral Education

Religious Education provides pupils with knowledge of Christian practice in worship and shows them the place of Christian action in the community. Children will also study other world religions in line with national guidelines. Moral education encourages your child to form positive attitudes to life and includes teaching the values of justice, equality and fairness.

This part of the curriculum operates through class teaching, assemblies, outside visits and visitors to school.

Any parent who wishes to exercise their right to withdraw their child from religious education/observance should inform the Head Teacher.

4.21 Personal / Social and Health Education

Children learn to develop values and positive attitudes towards themselves and others in many aspects of the curriculum which in turn contribute to their personal and social development. Our schools work hard to build confidence and self esteem and provide opportunities for children to contribute to the whole school community. Much of their development in these areas, helps to lay the foundations for becoming responsible citizens of the future.

Health Education programmes cover healthy eating, personal hygiene, nutrition, drugs education, personal safety, road safety, emotional health and sex education – in lessons geared to the age and needs of the pupils. Further information can be obtained from individual schools.

4.22 Use of the Internet

Computer equipment is used to support effective Learning and Teaching. This is an integral part of the curriculum which enables pupils to access information and resources on local and worldwide networks.

West Lothian Education Services implements software to provide protection from inappropriate material on the Internet. It must be recognised, however, that no protection can be absolutely guaranteed and, to this end, pupils must not actively seek inappropriate material and should report any items that make them feel uncomfortable.

The authority has set out the following Internet rules for pupils to minimise the possibility of accessing inappropriate material or communications:

4.23 Internet Rules

When using the Internet, we expect children:

- not to swear, use rude or threatening words
- not to reveal their address or phone number or those of others
- to remember that electronic mail (email) is not guaranteed to be private
- not to use the Internet in such a way that would disrupt its use by others
- not to try to find inappropriate material
- to tell a member of staff if a page, picture or message is found that makes the child feel uncomfortable

If these rules are not following the child will not be allowed to use the Internet and the school may take further action.

Further information on safe use of the Internet is available at:
<http://www.besafeonline.org>

4.24 Assessment and Reporting

Assessment is an integral part of the teaching process and your child will be continuously assessed throughout his/her education. This assessment takes many forms, from teacher observation, pupil/teacher discussion, class tests, through to written tests including National Assessment in Maths and Language. National Assessments will be carried out when, in the judgment of the class teacher, your child is ready.

The result of this assessment process forms the content of your child's annual school report and is also shared with you at the parent/teacher consultations. You are welcome to make an appointment with your child's teacher to discuss progress at any time.

It is the authority's policy to carry out standardised testing in P3, P5 and P7.

The aim of the annual report is to provide details of your child's strengths, development needs and attainments in each curricular area. Where applicable National Assessment results will be included in this report. Your comments on your child's report will be welcome.

4.25 Support for Learning

Class teachers are continuously assessing the needs of pupils in their class. The authority provides access to Support for Learning staff and resources for pupils experiencing particular difficulties.

Should your child be experiencing difficulties in a particular area you are invited to discuss this with the Head Teacher. Support for learning teachers work co-operatively in class with the class teacher in a variety of curricular areas and with all of the children. Additional help can be provided in school through a Support Assistant who will work alongside the class teacher. Continuous records are maintained and you will be kept informed of your child's progress.

This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs. Additional support may be given to the school to enable such placements to be successful. Should an integrated placement or placement into special classes be necessary, these are made following professional assessment and in consultation with parents. The authority considers that each school is equally capable of meeting the needs of all pupils.

5.1 Admission Procedures

West Lothian Council is divided into denominational (Roman Catholic) and non-denominational primary school catchment areas. Currently West Lothian has no other categories of denominational primary school. Each home address therefore has two catchment primary schools and each primary school is associated with a secondary school of the same denomination.

Applications for admission to West Lothian Council primary or infant schools at all stages (P1-P7) are made by completion of an Application for Admission to Primary or Infant School Form. Application Forms are part of an application pack. Please read all the details carefully, particularly the pupil placement guidelines in the Information for Parents Booklet.

Application Packs can be collected from the school and forms completed with assistance from school staff or by reference to guidance notes.

Application Packs are also available from:

**Pupil Placement Section
Education and Cultural Services
Lindsay House
South Bridge Street
Bathgate EH48 1TS
Telephone: 01506 776002**

5.2 New Entrants to P1

Application for admission of pupils to P1 for the August intake normally takes place in November and December of the preceding year. Details appear in local papers, Council Information Centres, in nursery schools and playgroups. Children will be invited to spend some time in school, usually in June, to meet their teacher and see their classroom. Primary 1 pupils will commence a full day infant session from no later than the third Monday of term.

Transport assistance may be provided for children who cannot be placed in the catchment school. Information on this can be obtained from School Transport (telephone 01506 775291), Pupil Placement (telephone 01506 776002) or from the Council website – www.westlothian.gov.uk.

5.3 Transfer from P7 to Secondary School

Each home address has a denominational (Roman Catholic) and a non-denominational secondary school in their catchment area.

In November and December, parents of P7 pupils will receive a letter from the Pupil Placement Section indicating the catchment area secondary schools for their home address. The letter, which will be sent home with the child, asks parents to confirm their transfer intentions. It is generally assumed that P7 pupils transfer to their associated secondary school providing that their associated secondary school for the primary school they attend is also a catchment secondary school. The letter also advises parents of their right to make a placing request and how to do this. Information on placement requests is available from the Pupil Placement Section.

Transport assistance may be provided for children who cannot be placed in the catchment school. Information on this can be obtained from School Transport (telephone 01506 775291), Pupil Placement (telephone 01506 776002) or from the Council website – www.westlothian.gov.uk.

5.4 Applying for a Place at a Non-Catchment School

The deadline for an application for a placing request to a non-catchment primary or secondary school is 31 December, prior to the transfer in August.

5.5 Acknowledgment

All applications will be acknowledged within 14 days. Admission will be confirmed as soon as possible on or before 30 April by letter from Pupil Placement. Where a school is over-subscribed, parents will be informed in writing, and asked to provide, if they wish, further supporting information for their application which will be considered in determining their application. Enquiries may be made either to the individual school or Pupil Placement Section.

5.6 Extra Curricular Activities

Participation in extra curricular activities, for example Instrumental Tuition, Drama or PE, which take place at a school other than that attended by the pupil, should not be construed as an entitlement to a place at that particular school. These activities are offered without prejudice to placement decisions which may be made.

6.1 West Lothian School Health Service

Children's well being depends on meeting their emotional, physical and intellectual needs. Children do better at school when they are both healthy and happy. The School Health Service is here to help children achieve their full potential. Every school in West Lothian has a named Community Paediatrician and a fully qualified School Nurse with relevant training to meet the needs of the child. Nursery Schools also have a named Health Visitor. The Nurse and Doctor visit the school regularly.

6.2 What does the School Health Service do?

- We work as part of the integrated community school, multidisciplinary team along with other agencies promoting children's welfare. We are working closely with schools to encourage and assist them becoming new Health Promoting Schools.
- In Primary 1, Primary 7 and Secondary 2/3 you will be sent a Health Questionnaire to complete to alert us to any concerns you may have about your child.
- Children with health related problems will be offered an appointment with the School Nurse or Doctor.
- Children can also be offered an appointment at the request of parents, school staff or other health professionals.
- The School Nurse is also involved in Health Education classes and events at your child's school.
- We provide advice on health issues to parents, teachers, children and where appropriate assist in planning the curriculum for Health Education.

6.3 Primary Schools

- Parents/Carers of children in Primary 1 may be offered an opportunity to attend with their child for a health/ development check by the School Nurse.
- In Primary 7 your child's health will be reviewed before moving to secondary school.
- Children with health related problems may be reviewed at intervals by the School Nurse or Doctor.

6.4 Secondary Schools

- In Secondary Schools we continue to review pupils with health related problems.
- We are also available for pupils seeking individual advice via staff or drop-in clinics.
- In Secondary 2/3 pupils will be given a Health Questionnaire to complete and offered an appointment with the School Nurse or Doctor if appropriate.

6.5 Immunisations

- BCG vaccination will be offered to children who are felt to be at high risk.
- From the age of fourteen years, pupils are offered booster immunisation against Tetanus, Diphtheria and Polio if their GP has not already done these.

The School Nurse and Doctor are based in:

**Community Child Health
St Johns Hospital
Howden Road West
Livingston EH54 6PP
Telephone: 01506 524404**

At any time, parents and pupils can ask to meet with the School Nurse or Doctor to discuss health or personal problems.

6.6 General Responsibilities for Health

Within the general policy laid down by West Lothian Council, Education Services has prepared a series of statements of safety policy for all areas of its responsibility in accordance with Health and Safety at Work Act 1974. Members of School staff are fully instructed in their responsibilities in this respect and safety regulations apply to all aspects of school life, both on and off the premises.

It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of importance to the school.

Head teachers of school establishments have a duty to ensure that all Health & Safety requirements are fully complied with, within the school grounds. These duties include a responsibility to make sure that the appropriate member of staff records and logs details of-

- termly fire drills
- annual fire extinguisher checks
- weekly fire siren/bell checks
- administration of medication to pupils
- annual risk assessment of buildings and structures.

6.7 Medication in Schools

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing prescribed medication even though the child's doctor regards the child as fit to attend school. Others have medical conditions which, without help, could limit their access to education.

Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition.

Forms for any child requiring medicine to be taken during school time are available from the school office or can be downloaded from **www.westlothian.gov.uk**

Parents are requested to complete these forms to allow medicine to be administered. Preventative inhalers (blue) are kept in a First Aid box in the classroom.

If your child uses an inhaler, it is important that it is labeled. It is parents' responsibility to ensure these are renewed as necessary. Each class teacher has a list of children requiring these. Any child who requires other medication on a regular basis may require a health care plan. Please contact the Headteacher to discuss this.

6.8 Emergency Contacts and Arrangements

It is essential that the school has the name, address and telephone number of an adult to be contacted in case of an accident or your child feeling ill. Please ensure records are kept up to date by notifying the school of any change of address and telephone number of your child's emergency contact.

Only in special circumstances (e.g. no heating), will children be sent home early. The school will make every effort to contact you in such situations. Where there is no adult to receive the child, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions it would be helpful to listen to local radio stations, where updates on school closures will be broadcast.

All schools have a means of contacting parents and carers via the Group Call System.

6.9 Meals and Milk

The Education (Scotland) Act 1980, as amended, gives the education authority:

- powers to provide milk, meals or other refreshment for pupils at its schools;
- a duty to provide meals free of charge to pupils whose parents are in receipt of Income Support or Income-based Jobseekers' Allowance (qualifying benefits);
- a duty to accommodate the consumption of packed lunches.

All pupils of nursery schools and classes, all P1-3 pupils, P4-7 pupils whose parents are in receipt of a qualifying benefit and pupils at Beatlie and Pinewood Schools where consumption of milk is part of the educational programme as agreed with Psychological Services are entitled to 0.25 litres of milk daily free of charge. Milk is available to other primary pupils at a reduced cost. Further information and application forms can be obtained from the school or from the Council's website www.westlothian.gov.uk.

Children may have school meals regularly or on odd days when necessary. The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff. Children choose from three options each day. This usually includes a non-meat meal. A 3 coloured tray system is used - green - usually a packed lunch, red - a hot two-course meal and blue - a snack type meal. These are on display to allow the children to see the choices.

If a child loses or forgets lunch money, we will provide a meal and inform parents of the cost. This amount must be paid the following day.

Some parents prefer their children to have a packed lunch and facilities are provided in the school for the eating of packed lunches.

6.10 Employment of Children

Children under the statutory school leaving age can only be employed within the terms of the byelaws on the Employment of Children. These regulations do not permit the employment of children under 13 years of age.

6.11 Security

The school has a security system which allows all doors to be locked electronically once the children are in school. The locking system is released automatically if the fire alarm goes off. All visitors should report to the school office via the front entrance of the school, sign in and collect a visitor's badge. It is extremely important to the security of the school that no adult is on the premises unless they have signed in at the school office.

6.12 Photography

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose.

Photography is helpful in publicising the success of the school and in promoting educational initiatives. From time to time members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times, as will the views of the senior students, themselves, in secondary schools.

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group are in agreement.

If photography is permitted, parents and guests should take care to avoid distracting pupils and the audience. They should observe any constraints imposed by school staff. Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photo-opportunities will, instead, be arranged before or after a performance or an event, if possible.

If unsure whether or not permission has been given by staff to record a particular performance or event, parents should ask the Head Teacher.

Class and individual or group photographs are annual school events. Parents are asked in advance whether or not they wish their children to be included in these events. Reputable commercial photographers are involved and the law allows them to retain the copyright in the photographs.

The use of mobile phone cameras is prohibited in view of the risks inherent in such use, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of young people and adults.

6.13 Child Protection Guidelines

The safety of your child at school is a priority for the authority. All West Lothian schools follow the Lothian Child Protection guidelines. A copy can be found on www.westlothian.gov.uk

6.14 Wet Weather Arrangements

During spells of bad weather, children are normally supervised in a classroom or open area.

6.15 Playground Supervision

Supervision is provided in the school grounds 20 minutes prior to the school opening, during intervals and the lunch hour. If children have an accident or any other problem in the playground they report initially to the supervisor who will take the necessary action. When pupils are at school, the responsibility for their safety rests with the Local Authority. The Head Teacher and staff undertake this responsibility on behalf of the Local Authority.

6.16 Transport

West Lothian Council will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. The provision of transport for pupils attending special schools and classes is not subject to these limitations, but is based on individual pupil need. Further information can be obtained from School Transport (telephone 01506 775291) or from the School Transport policy on www.westlothian.gov.uk

Parents who choose to send their children to a school outwith their catchment area, will be responsible for any extra travelling expenses incurred.

6.17 Car Park

In the interests of safety parents must not use the car park to access the school. At no time should children be in the car park.

6.18 Requested Early Release of Pupil

There are occasions when parents wish their children to be released from school at other than normal closing times, to enable them to keep a dental or medical appointment outside school, or for other reasons. In all cases, a written request must be made for early release. Parents must then call at the school office and their child will be brought to them.

On no account should a child leave school premises on their own.

6.19 Transferring Educational Data About Pupils

Data is transferred electronically to the Scottish government.

6.20 Collection and transfer of pupil data

Data on each pupil is collected by local authorities and the Scottish government. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to the Scottish government. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by the Scottish government. Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data.

6.21 Use of data by the Council and the Scottish Government

In order to make the best decisions about how to improve our education service, the Scottish government and education authorities need accurate, up-to-date data about pupils. The Council may also cross-reference pupil data with population data. The Council is keen to help all pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows the Scottish government, education authorities and schools to:

- plan and deliver school provision,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement, target resources better.

6.22 Your data protection rights

On occasion, schools will make data available to partners and also academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners with information they need in order to fulfil their official responsibilities.

The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act.

6.23 Concerns/Complaints

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:

Customer Services Manager
Education & Cultural Services
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:

Scottish Public Services Ombudsman
4 Melville Street
Edinburgh EH3 7NS
Tel: 0800 377 7330

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

Information is available in Braille, tape, large print and community languages.
Please contact the Interpretation and Translation Service on 0131 242 8181.

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলি: 0131 242 8181

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：0131 242 8181

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਠੇਕਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ। ਸ਼ੁੱਧ ਕਰਕੇ ਇੰਟਰਪ੍ਰੀਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ 'ਤੇ ਸੰਪਰਕ ਕਰੋ : 0131 242 8181

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
براؤمر بائی انٹر پرائزنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔