



Linlithgow Bridge Primary School, Linlithgow

information for parents

West Lothian Council delivers

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Council**

The information contained within this section relates to the day-to-day running of our school and is pertinent to Linlithgow Bridge and our pupils.

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

We, at Linlithgow Bridge Primary School, would like to extend a warm welcome to all new parents and pupils.

Our school is a non-denominational, co-educational school for all stages from nursery to primary 7. We currently have a school roll of 236 with 30 morning and 30 afternoon places in the nursery.

We aim to provide a safe, caring environment where children feel happy and confident. We recognise that every child is different and so we aim to provide a programme of challenging experiences which meet, as far as possible, the individual needs of each child.

We believe that the links between home and school should be strong and welcome parents and members of the wider family into school at any time to help and support the children in a variety of ways.

This handbook will provide you with necessary information about our school but it is not intended to replace the personal contact we have with parents which we actively encourage.

The school was inspected by HMIE in May 2004 and parents can access copies of our report on www.hmie.gov.uk.

We look forward to working in partnership with you over the coming years.

Anne AW Corr
Head Teacher

School Address

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Linlithgow Bridge Primary School was opened in August 2002 under the Public Private Partnership initiative. Children attending the school come from the west side of Linlithgow. We have a number of children from outwith our catchment area.

Parents who have been offered or seek a place for their child at Linlithgow Bridge Primary School, whether in the nursery or primary, are most welcome to make an appointment to visit the school. Please note that when parents enrol their child in the nursery class there is no guarantee that a place will be available for the child in the P1 class at this school.

All classes, including the nursery, are housed in one building, which is on two levels. A general purpose room provides accommodation for audio-visual work, expressive arts work and visiting specialists. There is a spacious hall which is used for PE and whole school gatherings and a medical room for consultations. Meals, which are served in the dining room are provided by the kitchen at Linlithgow Primary School and are delivered to us each day.

Staffing

Linlithgow Bridge Primary School is staffed by a non-teaching Head Teacher, a Principal Teacher, 9 full time and 2 part time teachers, a part time Support for Learning Teacher, visiting teachers of music, PE and drama and brass and strings instructors. The nursery is staffed by one teacher, one senior nursery nurse and one nursery nurse. We also have 2 secretaries (job share), a clerical assistant, an auxiliary, 2 classroom assistants, pupil support assistants and playground and dining room supervisors. Facilities Management support is provided by Morrison FM.

The School Day

Primary 1 to 7

8.50am - 12.35 noon: 1.25pm - 3.20pm
except Friday when all children leave at 12.25pm

Nursery

Morning class: Monday – Friday 8.50 – 11.20
Afternoon class: Monday – Thursday 12.20 – 3.30

Nursery Class

The nursery classes are open to all children over the age of three. There is a waiting list and parents are invited to put their child's name on the list after the second birthday.

The Curriculum Framework for Children 3- 5 Years guides the work of the nursery staff whose remit extends into P1 so that the transfer is as smooth as possible for children.

School Uniform

The wearing of school uniform is strongly encouraged. It is smart, practical, identifies pupils with the school and is cheaper in the long term.

Our uniform is:

Purple Sweatshirt with school logo
Purple or white Polo Shirt with school logo
Black or dark grey Trousers

The uniform can be ordered through the school

It is advisable to have all articles of clothing clearly named.

School Aims

At Linlithgow Bridge Primary School we aim:

Achievement and Attainment

- to provide breadth and balance across all areas of the curriculum ensuring continuity and progression in the planning of programmes of work and day to day activities.
- to provide high quality learning and teaching opportunities across all areas of the curriculum which challenge and extend each individual, using assessment to determine the appropriate pace of individual learning and for communicating with parents.
- to provide high quality learning support programmes which ensure pupils' progress and monitor attainment.
- to use self evaluation and effective monitoring to assure high quality pupil experiences and standards of attainment.

Framework for Learning

- to provide appropriate resources to support all aspects of the curriculum making good use of accommodation and facilities.
- to enable all staff to develop professionally, building on the strengths we possess as a team.

Inclusion and Equality

- to meet all pupils' needs enabling them to attain their full potential whilst working in line with national guidelines and targets.
- to fulfil the requirements of any Record of Needs, ensuring the effectiveness of processes for special needs placements.

Values and Citizenship

- to make parents genuine partners in their children's education by welcoming them into classrooms to work alongside teachers in a planned way and through working closely with the School Board and PSA.
- to build links with members of the local community, other educational establishments and voluntary organisations and to involve them in contributing to pupils' learning and welfare.

Learning for Life

- to create a friendly, safe and welcoming environment where children feel valued, and become caring and self confident young people, displaying personal qualities such as consideration and respect for others, co-operation and compassion.
- to work towards Health Promoting School status in line with Scottish Executive Guidelines.

Behaviour

We have a Positive Behaviour Programme where pupils are encouraged to respond to instructions and directions first time, allow others to work, care for people and all properties and produce work completed to the best of their ability.

Certificates are awarded at whole school assemblies in recognition of pupils' attempts to behave in a positive manner. When children persistently misbehave in an unacceptable way, they will be reported to the Head Teacher or Principal Teacher.

Incidents of bullying, both physical and verbal, will be treated most seriously. Pupils and parents are encouraged to report such incidents to the Head Teacher who will investigate the matter thoroughly.

Parents will always be kept fully informed of any problems as they occur.

Continued unacceptable behaviour may result in exclusion from school.

Composite Classes

When pupil numbers make it impossible to have a straight "year" class, it may be necessary to form composite classes. This will be done in line with the West Lothian Council Guidelines (copies available for parents). Copies can also be found on the web at

http://www.westlothian.gov.uk/content/education/ed_policylist/compositeclasses

Composite classes are very much a fact of educational life. As much learning takes place individually and in groups, composite classes are not necessarily disadvantageous. Care will always be taken by teachers when planning to ensure year groups join together as appropriate e.g. for sex education.

The Curriculum

At Linlithgow Bridge Primary School we are committed to providing a “Curriculum for Excellence” in line with Scottish Executive guidelines. A wide range of learning experiences is offered to all children. In their studies they acquire skills, concepts and attitudes as well as knowledge. The relevance of the children’s learning experiences is reinforced by linking together different areas of the curriculum and by involving the children in real situations where possible. Group, individual and whole class methods form the basis of the teaching in order that the curriculum can be tailored as far as possible to fit the needs of each child.

English Language

The development of each child’s language is pursued through an integrated programme of language work involving listening, talking, writing and reading. Each child comes to school with a wide range of experiences and it is on these that the early stages of language are built.

Our programme of Early Intervention in the nursery and early years, ensures that potential problems are detected early and appropriate help is given. Each child is given a baseline assessment during their final term in nursery.

Much emphasis will be placed on listening and discussion in the development of effective communication. We aim to help the child to progress from learning to read to reading to learn and this is achieved through graded reading programmes which include appropriate fiction and non-fiction material. It is also important to create in the child a love of books; parents can be an invaluable help in this respect.

Alongside this, the child will develop the necessary skills of spelling, punctuation, language structure and handwriting, each at a level appropriate to the child’s needs. Imaginative, functional and personal writing will form an important part of this development where children can reflect and learn more about themselves. They can imagine, learn about others and express their thoughts in writing.

Mathematics

The aspects of mathematics studied in primary schools – information handling, number, money and measurement and shape, position and movement play an important role in our everyday lives. The children's learning, therefore, often takes place in the context of real situations where mathematics is presented as a problem solving activity. Children use their knowledge and skills to reach a solution.

Learning comes from practical activities initially and by this method the children acquire a sound understanding of the concepts. This is especially true in the early stages where sand and water-play, building and craftwork lay the foundations for the basic ideas. Practice in fundamental processes at all stages leads to competence in dealing with problems.

Mathematics has strong links with other areas of the curriculum such as science, technology and geography and these links are developed where possible.

In addition to its practical uses however, mathematics should be an enjoyable activity in its own right and opportunities are taken to investigate patterns, games and puzzles. Work with computer software is included and calculators are used to help understanding of place value, decimals, estimating and investigating numbers. Great emphasis is placed on mental calculations and children will be given regular practice to improve their ability to reach accurate answers with speed.

Health Education

Programmes of study in health education encourage pupils to think about themselves and how they can maintain healthy lifestyles eg correct use of diet and exercise. They also study sex education, drug education and personal safety appropriate to their age. Parents will be kept fully informed when their child is studying any of the above in school so that they are best placed to support their child in discussion at home.

A 'Healthy School Fortnight' will be held annually when a variety of activities will be set up within school focussing on this issue. Support will be given by outside agencies during this period eg the Active Schools Co-ordinator, the Road Safety Liaison Officer and School Medical Personnel. The support of parents will also be appreciated during this project.

As a school we take the health and safety of our pupils very seriously. We have been awarded The Road Safety Charter Gold Award.

Environmental Studies

All children spend a substantial part of the week's activities, from P1-7, learning about their environment and their place in it. They learn about themselves, their home, their local area, and environments which are natural, man-made, social and cultural.

History, geography, modern studies and science and technology are the key elements of environmental studies and, as the children develop over the years, they learn more about aspects of their environment which are further from their immediate experience.

The pupils' work is activity-based where possible, springing from first hand experience. The practical work includes collecting, mapping, visits and scientific investigations, and the children learn to make use of resources such as the internet, reference books, museums and computer data.

During a study of a topic, various skills, e.g. observing, classifying and communicating are acquired and attitudes such as co-operation, curiosity and a responsibility for the environment, are developed.

Outdoor education is included in environmental studies and pupils in the upper school will be offered the chance to have a residential experience at camp school.

As part of their study of the environment or for other educational reasons, all classes make regular visits outside the school premises. These visits are part of the normal learning process and all children are expected to take part.

We are aware of the increasing costs of such visits and we try to keep the charges to a minimum. Parents who feel they are unable to afford to pay for a particular visit should contact the school for assistance. Parents are also encouraged to participate in a savings scheme to help spread the cost of these visits.

We achieved our green flag Eco School Award in June 2005. Maintenance of the standards required for green flag status will ensure that pupils have an understanding of their environment and the part they play in preserving it for future generations.

Modern Languages

Pupils in P5, P6 and P7 will study French in class using video and audio resources and links will be made with pupils in France.

Pupils from nursery to P4 will be introduced to basic oral French in class.

Expressive Arts

Expressive Arts relate to experiencing and expressing feelings whereby children can begin to shape their impressions of the world through emotions, intellect and skills. The elements of music, art, movement and drama, whilst important in their own right, help to provide children with an insight into the intellectual areas of the curriculum. The full and healthy expressive development of the individual is, therefore, a key component and we are fortunate that we have a variety of visiting specialists who work in conjunction with the class teachers.

Religious and Moral Education

Opportunities are taken at appropriate times to discuss with the children issues which directly affect them in their relationships, beliefs and attitudes. They learn about values and standards of behaviour and links are made with Bible stories where appropriate.

Pupils will undertake comparative studies of other beliefs, which may on occasion link with environmental studies topics.

A regular assembly takes place in which the children play a significant part. Special services are held in Church at Christmas and Easter and at the end of the session.

Enterprise Education

Pupils at all stages from nursery to P7 undertake an enterprise project annually. This work gives our children valuable skills which are aimed to help them develop into confident, responsible citizens. We have achieved Gold Standard for our enterprise work which has included, amongst many things, designing the school tie, producing a CD and a potato recipe book.

Pupil Council

We believe that it is important that pupils feel they play an active part in making the school an exciting and interesting learning environment. We have an elected Pupil Council which meets regularly with the Head Teacher and one of the classroom assistants to discuss issues raised by pupils. The Council's notice board is situated outside the dining room on the lower level.

Learning Support Services

Our Learning Support Teacher works with children within their own classrooms or individually in her own teaching area. Learning Support might be for less able or very able children or for children with a temporary additional need e.g. returning to school after a lengthy absence. She also organises support circles for children requiring reinforcement and reassurance with their social skills.

Homework

Homework is given Monday – Thursday at all stages. In the early years reading is the main homework given, but in later years written exercises, spelling words, or maths may be given. Children may also have environmental studies research homework. Work that has not been completed in school hours may be given. The giving of homework is encouraged and the interest shown by parents is always welcome. Children make more progress when the home gives them this support and we appreciate the partnership which exists between home and school.

Assessment, Reports and Records

Assessment of the child's ability in each subject is ongoing and is undertaken in a variety of ways e.g., tests, check-up sheets, discussion. Each pupil's progress is monitored and parents are informed immediately if there is any unexplained change in the quality of their child's work.

A copy of the pupil's report, which is issued to parents, is kept in a file in the school office and is forwarded when a child transfers to another school. This written report of the pupil's progress will be issued in the third term. Parents and pupils are encouraged to comment on school reports.

Staff at Linlithgow Bridge Primary School liaise with staff at Linlithgow Academy to pass detailed information from P7 to S1.

Medical records for each child are also kept in the school but are only seen by the School Medical Officer and nurse.

Communications and Meetings with Parents

In the autumn and spring terms, parents are invited to visit the school to discuss the progress of their child with the class teacher. Throughout the year, parents who are concerned about any matter are welcome to contact the school to arrange to discuss it with the Head Teacher.

We regularly send home Newsletters in which we inform you of anything of interest going on in the school.

What happens if your child is unwell at school

When children become ill or have an accident in school a decision will be taken on whether they may stay at school or whether we should contact their parents (or possibly the emergency contact or family doctor if the parents cannot be contacted.) Parents or a responsible person will be encouraged where possible to collect their child from school.

Parents will always be informed either by telephone or letter when a child has a bump on the head. This is purely precautionary so that parents can monitor their child in the evening.

A pupil involved in an accident may require to be taken by car or ambulance to the hospital A & E department, usually St John's in Livingston. Again parents will be contacted either to come to school or go directly to hospital. An adult will always remain with the pupil until the parent arrives.

Please do not send pupils to school if they are feeling unwell. If your child has been off ill please send a letter to school on your child's return explaining the reason for the absence.

Medication in School

It is most important that parents inform the school of any special medical conditions or requirements for the child and that the school is given up to date details of emergency contact names/numbers.

Where necessary medication can be administered to pupils by a member of staff. Parents must complete and sign the appropriate form allowing staff to do this. Where a child self administers medication e.g., ventolin, parents must complete and sign a self administration form. Both forms are available from the school office. Further details will be available in the Administration of Medication Policy which is sent home annually at the start of the session. The policy is also available online at

www.westlothian.gov.uk/content/education/ed_policylist/medicationinschoolsforpupils

School Meals

School lunches are offered in the form of a “three-tray” system where the children select one of the available trays. The menus are rotated and copies of these are issued to parents. If you wish to choose your child’s meal, please send a note.

Parental Involvement

We actively encourage parents to become involved in the daily life of the school. Many already help both in the classroom and with other activities such as educational visits. If you would like to help please let the school know.

In the interests of child protection and safety, all parent helpers must be disclosure checked before being permitted to assist in class. Disclosure forms are available from the school.

Recreative Activities

An afterschool football club, taken by parent volunteers is run weekly for pupils in P5, P6 and P7. 7-a-side matches are arranged on a friendly basis and interschool matches are organised by West Lothian’s Football Development Officer.

Pupils in Primaries 4 and 5 have a series of skiing lessons at Hillend and P6 pupils attend snowboarding tuition.

Swimming tuition is arranged in the summer term for pupils in P4, P5 and P6.

Afterschool clubs are also in place for netball, badminton, homework, golf, art, recorder, ICT and dance.

Other sports offered include indoor athletics, cross country running, orienteering and mini rugby.

School Car Park

In the interests of children's safety, parents are not allowed to bring children by car through the car park at Linlithgow Bridge Primary School. Children brought by car should be dropped off in the turning circle outside the school gates and should proceed on foot to the north entrance where there is a marked crossing to allow children access into the playground safely. Children dropped off in the lay-by outside the school gates can continue on the pavement into the school playground past the nursery entrance.

We are sure that parents understand the need to implement these rules but please realise that failure to observe them, putting children at risk, may result in further action being taken.

Crossing Guide

A crossing guide is stationed on Mill Road opposite Avalon Gardens. Children should cross at this point where possible.

When a crossing guide is absent from duty, the police will endeavour to provide cover but this cannot be guaranteed. We will try to inform parents and pupils on such occasions. If there is a possibility that no one will be on duty, you may wish to collect your child from school.

P7 to S1 transfer arrangements

Linlithgow Bridge Primary School is associated with Linlithgow Academy and children would normally transfer there. However it is not always possible to guarantee places at a secondary school for children from an associated primary school. Where applications for admission to a secondary school exceed the limit, the "Placing in Schools Guidelines" will be applied.

Further enquiries should be made to:

Pupil Placement Section
Education Services
Lindsay House
South Bridge Street
Bathgate
EH48 1TS
Tel: 01506 776002

Parent Forum

All parents/carers are members of the Parent Forum and are welcome to attend Parent Council meetings. A sub committee of the Parent Council organises social activities for children, parents and staff and arranges fundraising events. Money raised is used to benefit the children.

Links with the Community

Local community links are very important and members of the local community are often invited into school on special occasions eg the Nativity Play.

Local expertise is also used to support pupils during environmental studies work and with expressive arts programmes of study.

Donations of flowers are distributed to the local hospitals and nursing homes after our Harvest Thanksgiving Service.

We have benefited from financial support from Linlithgow Bridge Community Council and the local Residents and Tenants Association has donated a prize to the school to be awarded to P6 pupils for achievement in design technology.

Each year, members of our Pupil Council nominate a charity. Various fundraising events are held throughout the year from which the nominated charity will benefit.

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/content/education/ed_policy/edcomplaintsprocedure