

Parkhead Primary School session 2012/2013

Parkhead Primary School
Harburn Road
West Calder
WEST LOTHIAN
EH55 8AH

Dear Parents/Carers

WELCOME TO PARKHEAD PRIMARY SCHOOL

We believe that real education for a child comes about as a result of the partnership between home and school and now extend to you the opportunity to play a full part in the life of our school and the education of your child.

We are an open school and all parents are warmly invited to come and discuss the progress of their child at any time. The Parent Council exists to promote communication between home and school and is an excellent forum for parents to express their hopes and concerns for Parkhead Primary School. Having a child in school also gives parents automatic membership to the Parkhead Parents' Association and we look forward to any contribution you can make to the good work already being done.

Yours sincerely

**THE HEAD TEACHER AND STAFF OF
PARKHEAD PRIMARY SCHOOL**

Headteacher: Mrs Morag Stewart
Tel: 01506 871404

School Blog: <http://blogs.glowscotland.org.uk/wl/parkheadps>
Council webpage: <http://www.westlothian.gov.uk/sitecontent/schools/Williamston>
Email: parkhead.ps@wled.org.uk
Present Roll: 60 Nursery and 366 Primary
Parkhead Primary School is non denominational and provides for stages P1 – P7 and admits pupils of both sexes.
Parent Council contact – Mrs LeeAnne Steel (Chairperson)
Parkhead Primary Association - Mrs LeeAnne Steel (Chairperson)

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PARKHEAD PRIMARY SCHOOL HANDBOOK

SECTION 1

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*

Parkhead Standards and Quality Report

The main achievements of the school this year can be obtained from the school Standards and Quality report, hard copies can be obtained from the school office or electronically from the school blog. We involve all of our stakeholders throughout the year in the delivery of our service through questionnaires, sticky walls etc and strive for continuous improvement.

Parkhead School Improvement Plan

The main priorities for the school this session are

- *To work collaboratively both in school and across the cluster to improve attainment in literacy. To establish effective approaches to learning, teaching and assessment. To develop a consistent understanding of standards through moderation of reading and writing.*
- *To develop a comprehensive framework for assessment and moderation to ensure that all children make progress and achieve success in their learning and development*

Details of these and our three year overview are available in our School Improvement Plan which is available in hard copy from the school office or electronically through the school blog.

Information regarding Parkhead's performance at local level can be found by visiting <http://www.westlothian.gov.uk/education/schoolrelateditems/SchoolPerformanceData1>

Information regarding the school's performance at national level can be obtained by accessing <http://www.educationscotland.gov.uk/scottishschoolsonline>
<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/index.asp>

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SECTION 2



Parkhead Primary School Aims

LEARNING AND TEACHING

To raise standards of educational attainment for all using the 7 design principles of Curriculum for Excellence to enable children to become successful learners, effective contributors, responsible citizens and confident individuals.

Through providing quality learning and teaching experiences to ensure pupils realise their full potential in developing literacy, numeracy and health and well-being.

VISION AND LEADERSHIP

To recognise that each child has an enormous capacity for learning and the potential to achieve in different ways. To equip pupils with core skills and attitudes and expectations required to prosper in today's society and to encourage creativity and ambition. To promote Health and Well-being across the curriculum and within the whole school community.

Through raising pupil's expectations of themselves as learners, ensuring every pupil is actively involved in the learning process, celebrating success both in and outwith school.

PARTNERSHIP

Parkhead Primary, in partnership with the community is committed to setting high expectations for all by creating a stimulating and nurturing environment enabling all pupils to feel valued, cared for, supported and challenged.

Through ensuring that all pupils have appropriate opportunities and experiences to learn according to their individual needs.

PEOPLE

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

By improving the quality of educational experiences for learners through a programme of continuing professional development for all staff. Ensuring that all learners are able to experience a calm, positive and safe environment that promotes good behaviour, self-discipline and respect for others, in which each learner is valued and supported. By ensuring opportunities are provided for all pupils to be active learners.

CULTURE AND ETHOS

To enable pupils to become effective contributors by working collaboratively through all areas of the curriculum, developing respect and inter-dependence within the school and the wider community.

Through teaching skills needed to become responsible citizens and members of our diverse, democratic society and by involving parents as partners in their children's learning.

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At Parkhead in partnership with the local community, we create exciting learning opportunities where, as individuals, we feel valued and respected in a safe, caring and happy school. We work both independently to build upon our achievements and celebrate our success.

OUR VALUES

COMPASSION

Respect for others and self
Tolerance, patience and empathy
Caring, consideration for others



INTEGRITY

Proud of self and achievements
Being honest and truthful
Self-discipline
Taking responsibility for the way I live my life
Resilience

JUSTICE

Standing up for what is right
Fairness, truth, equality and freedom
School and Class Charters (Unicef CRC)
Society's rules and laws



WISDOM

Understanding of oneself
Understanding of what I am good at
Applying knowledge and experiences
Reflection
Making right choices
Maintaining a sustainable environment for the future

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 based around the four basic rights of Unicef Convention of the Rights of the Child (CRC):

The four Basic Rights	The Four Basic Responsibilities
The right to teach/the right to learn and work	The responsibility to teach/learn and work
The right to feel safe	The responsibility to make others feel safe
The right to be treated with dignity and respect	The responsibility to treat others with dignity and respect
The right to be listened to	The responsibility to listen to others

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We believe in dealing immediately with any problem of any nature that may arise and employ an "open school" policy so that parents are closely involved with the academic and social well being of their child. Pupils are expected to conduct themselves in an orderly manner, are encouraged to learn self discipline and to uphold the good name of the school at all times.

We have a **Behaviour Management Policy** and an **Anti-Bullying Policy**, and where there are serious breaches of behaviour or persistent poor behaviour, we will not hesitate to seek the co-operation of the parent in dealing with the matter. We operate a "Good to be Green" behaviour policy, our parents' leaflet explains this in more detail.

Parental assistance is sought at all times to help maintain standards within the school in order that it can remain a happy, safe and orderly place in which the child can learn and a place in which staff can carry out teaching duties without hindrance caused by discipline problems.

Attendance

PARKHEAD SCHOOL TIMES: -

Nursery Morning
Monday - Friday

Nursery Afternoon
Monday - Thursday

8.57 – 11.30am

12.29 – 3.40pm

P1 - P7
MONDAY - THURSDAY

P1 - P7 FRIDAY

08.50am - 10.30am
10.45am - 12.30pm
01.15pm - 03.15pm

8.50am - 10.30am
10.45am - 12.30pm



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, email or by telephone before 10am on the first day of absence.

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.

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The Scottish Executive 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 parents to come in to the school for a meeting. If such unsatisfactory attendance persists, the Head Teacher, following discussion with 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.

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!



Please refer to the Attendance at School Policy for further information:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/AttendanceatSchoolwithGuidelines>

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; or
- could be used as a weapon.

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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; and
- encourage discipline among pupils.

At Parkhead we strongly encourage the wearing of school uniform in our school. The uniform we recommend is the following

shirt/blouse	white and red /black polo shirts
trousers/skirt	black/dark grey
sweatshirt	red or black

School sweatshirts and polo shirts are available from school at very reasonable prices and we take orders for these garments termly.

Gym Kit

1. Shorts, tee shirt and gym shoes
2. For outdoor games a track suit and training shoes



We like the children to have their gym kit with them every day as they are often in the gym or out for games/activities outwith the normal gym days. If your child is unable to tie laces, please buy slip-on gym shoes, but try to teach this skill as soon as possible.

PEASE NOTE THAT NO FOOTBALL COLOURS OR LOGOS ARE ALLOWED IN SCHOOL

The Council will not be responsible for loss of or damage to pupils' clothing and personal belongings and valuable items including jewellery. 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

<http://www.westlothian.gov.uk/onlineservices/onlineforms/education/>

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SECTION 3 - Ethos

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 to 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.

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. The school posts regular updates to the blog which can be accessed at <https://blogs.glowscotland.org.uk/wl/parkheadps>.

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.



We are committed to the process of personal learning planning. This process is an ongoing discussion between teacher and pupils about how the next steps in learning are to be achieved. There is often a simple record taken of the discussions. We are developing ways of sharing these with parents and involving them in the process.

Please refer to the council's Parental Involvement Strategy for further information:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/parentalinvolvementstrategy.pdf>

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Parent Council

The views of parents are sought on all manner of issues affecting school. One forum for parents to ask questions, air opinions or simply to suggest improvements to our current practice or even improvements to the building, is through the Parent Council who lead the Parent Forum. This group of people are volunteers from parents and the wider community who have an interest in promoting the interests of all the pupils and Parkhead Primary School in general. All parents are free to take part in the Parent Forum and their involvement is welcomed.

The meetings are open meetings and anyone is welcome to come along and listen to and/or add to the discussion. If you feel you could spare an hour each month to help the school in this way you would be most welcome.

The members of Parkhead Primary Parent Council are as follows:-

Chairperson	Mrs Lee-Anne Steel
Secretary	Mr Aaron Boyd
Members	Mr M Riddell, Mrs G Cunningham Mr Michael Ford, Ms Georgia Thacker, Mrs Rhoda Lawton
Co-opted Members	Mr. A. Potter
Teacher Rep.	Mrs. J. Binnie
Head Teacher	Mrs. M. Stewart



Parkhead Parents Association

We also have a vibrant Parent/Teacher Association which is very active in raising funds for the purchase of the "added extras" which enhance the life of pupils in the school. As a parent of a pupil in Parkhead Primary, you automatically qualify as a member and will be made most welcome at any meeting. For more information please contact:

Chairperson	Mrs Lee-Anne Steel
Vice Chair	
Secretary	vacancy
Treasurer	Mrs A.M Donaldson
Teacher rep	Mrs C. Bruce and Mrs Janice Mackenzie

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SECTION 4 - Curriculum

Curriculum for Excellence

Bringing learning to life and life to learning

Curriculum for Excellence has now been introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to **raise standards**, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to **work together** across the school and with other schools, to share **best practice** and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of **knowledge** and **skills**.

Every child is entitled to a **broad and deep** general education, whatever their level and ability. Every single teacher and practitioner will be responsible for **literacy and numeracy** – the language and numbers skills that unlock other subjects and are vital to everyday life.

It develops **skills** for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links **knowledge** in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There will be new ways of **assessing progress** and ensuring children achieve their potential. There will be new **qualifications** for literacy and numeracy and from 2012/13, new National 4 and 5 qualifications from 2013/14. Our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

There is personal **support** to help young people fulfill their potential and make the most of their opportunities with **additional support** wherever that is needed. There will be a new emphasis by all staff on looking after our children's **health and wellbeing** – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture **successful** learners, **confident** individuals, **effective** contributors and **responsible** citizens, building on Scotland's reputation for great education.

For further information regarding the curriculum at national level visit:

<http://www.educationscotland.gov.uk/thecurriculum>

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Literacy and English

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.

Listening and Talking

Children will experience a variety of listening activities from listening to adults, other children, to CD's, programmes and games. Linked to the development of listening is the development of talking - answering questions, offering opinions, giving talks and debating.



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.

Writing

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

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. At Parkhead we teach French from P1 to P7. The authority is also looking at the possibility of introducing other languages such as Spanish and Italian as resources allow.

Numeracy and Mathematics

The numeracy experiences and outcomes have been structured using eight organisers:

- Estimation and rounding
- Number and number processes
- Fractions, decimal fractions and percentages
- Money
- Time
- Measurement
- Data and analysis
- Ideas of chance and uncertainty.



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Health and Wellbeing

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. The children learn about healthy eating, exercise, dance, emotional, social, mental and spiritual health. We also have a **Health and Wellbeing Team**. We welcome parents and carers and members of our local community as well as pupil representatives from Nursery to P7.

PE

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

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

Social Studies

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

- People, Past events and Societies
- People, Place and Environment
- People, Society, Economy and business

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. Parkhead is delighted to have achieved two Green Flags and is now working hard towards gaining a third.

Technologies

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. Learning about problem solving and the design process using different materials and tools.

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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:

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 followed 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>



Enterprise

Enterprise Education is at the heart of Curriculum for Excellence. We strive 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 and helping them to take a lead role in planning and decision-making to help them in the world of work/career.

Sciences

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

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- contain practical work;
- promote interactive approaches to learning and teaching, including the use of ICT

Expressive Arts

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

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.



Dance

Through dance, learners have rich opportunities to be creative and to experience inspiration and enjoyment. Creating and performing will be the core activities for all learners, and taking part in dance contributes to their physical education and physical activity.

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.

Music

This includes singing, making music, listening to music, moving to music and composing music. Through these activities our children will develop their vocal and instrumental skills, explore sounds and musical concepts and use their imagination and skills to create musical ideas and compositions.

Instrumental Tuition

West Lothian Council's instrumental music service provides free instrumental music tuition to primary and secondary school pupils. At Parkhead Primary our aim, within the available resources, is to provide an opportunity for our pupils to learn a musical instrument. Instrumental lessons are delivered weekly in school by our two visiting instrumental music teachers' Mr Traynor (Brass) and Mr Rodden (Strings).

Demand usually exceeds availability so pupils are selected using an established musical aptitude process. This selection process generally takes place when a pupil reaches primary 5 (primary 4 for strings). If successful, your child will be offered the opportunity to be part of the instrumental music programme and receive weekly lessons during the course of the school day.

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Religious and Moral Education

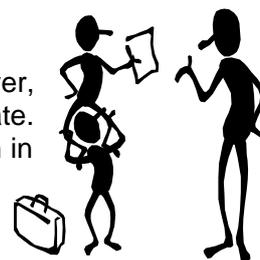
Religious Education provides pupils with knowledge of Christian practice in worship and shows them the place of Christian action in the community. Children will also study other world religions in line with national guidelines. Moral education encourages your child to form positive attitudes to life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

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SECTION 5 - Home School Partnership

Reading, spelling and tables are given out as regular homework however, homework in any area of the curriculum will be given out as appropriate. Homework is given out at the beginning of the week and is written down in a homework diary. Parents are asked to hear their child read and complete the homework before signing the diary. If a child is having difficulty with a particular type of work at school he/she may be given a little extra to do at home for practice. At times your child may be asked to carry out other tasks at home e.g. research tasks, or to finish any class work not completed for a variety of reasons. Parents should feel free to offer any assistance they can with homework.

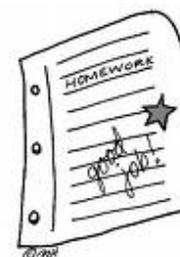


We would ask you to:

- Provide a reasonably peaceful and suitable place where your child can do his/her homework without distraction.
- Ensure that homework is properly completed, returned on time and signed.
- Support your child through interest, praise and encouragement, by providing support in areas such as research, going to the local library, computer access (now available through local library and in school through the Homework Club) and reading support.
- Please alert the teacher if your child is experiencing difficulties.

We expect the child to:

- Be responsible for their own homework learning.
- P3 upwards to record their homework in the homework diary/ jotter.
- Complete homework and return it to school on time.
- Take care with the work and presentation of the work.
- Complete homework in pencil unless the teacher directs otherwise.



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.

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. Currently it is the authority's policy to carry out standardised testing from P3 to P7.



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

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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. Continuous records are maintained and you will be kept informed of your child's progress.



West Lothian 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.

If you feel that your child needs additional support, information and advice is available from the school in the first instance.

Enquire is the Scottish Advice service for additional Support for Learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline – 0845 123 2303
- an email enquiry service – info@enquiries.org.uk
- an online enquiry service two websites – www.enquire.org.uk (for parents/carers and practitioners) and www.enquire.org.uk/yp (for children and young people)
- enquire also provides a range of clear and easy to read guides and factsheets explaining everything from “additional support in the early years” to “what planning should take place for moving on from school”

The Parents' Guide to additional support for learning is now available to download at <http://enquire.org.uk/publications/parents-guide>

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SECTION 6 - Admission Procedures

West Lothian Council is divided into denominational (Roman Catholic) and non-denominational primary school catchment areas. Each home address therefore has two catchment primary schools.

New Entrants to P1

Applications for admission to West Lothian Council infant/primary schools at all stages (P1-P7) are made by completion of the **West Lothian Council Infant/Primary School Application for Admission to Infant/Primary School** form.

Application forms can be collected from the school and completed with assistance from school staff or by reference to guidance notes. Admission forms are also available from Pupil Placement:

Nursery

Parkhead Primary school has two nursery classes, one in the morning and one in the afternoon. Parents wishing to apply for a nursery place in a West Lothian Council Nursery should obtain an application form which is available from the school office or from :

Pupil Placement Section

Pupil Placement

West Lothian Civic Centre

Howden South Road

Livingston EH54 6FF

01506 281864

It should also be noted that enrolment of a child in the nursery class does not automatically guarantee a place in Parkhead Primary 1.

P1 transition

Application for admission of pupils to P1 for the August intake normally takes place in December of the preceding year. Details appear in the local paper, in shops, 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. If you wish to organize a visit outwith these planned times, please contact the school office.

Transfer from P7 to Secondary School

Each home address has a denominational and a non-denominational secondary school.

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P7 to S1 Transfer Arrangements

In November/December parents of P7 pupils will receive a letter from the Pupil Placement Section at Lindsay House indicating the catchment area secondary schools for their home address. The letter asks parents to confirm their transfer intentions. The letter also advises parents of their right to make a placing request and how to do this. Information on placing requests is available from Pupil Placement Section in the Civic Centre, Livingston.

Timescale

The deadline for an application for a placing request to an alternative secondary school is 31 December, prior to the transfer in August. All applications will be acknowledged within 14 days. Enrolment will be confirmed as soon as possible before 30 April by letter from the Civic Centre. Where a school is over-subscribed, parents will be informed in writing. Enquiries may be made either to the individual school or Pupil Placement Section.

Transport will be provided for children who cannot be placed in the catchment school.

- Pre-School Admission Policy:
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/preschooladmission>
- Primary School Admission Policy:
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/pupilplacementadmissionprimary>

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SECTION 7 - 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 School Doctor (Dr Jennifer Mackenzie), a fully qualified School Nurse (Marie Watt) with relevant training to meet the needs of the child and a named Health Visitor. The Nurse and Doctor visit the school regularly.



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.

Primary Schools

- In Primary 1 all parents will be offered an appointment to attend with their child for a health and 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 will be reviewed at regular intervals by the School Nurse or Doctor.

The School Nurse and Doctor are based in:

**Community Child Health
St Johns Hospital
Howden Road West
Livingston EH54 6PP
Telephone: 01506 523000, Ext: 524429**

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

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SECTION 8 - General Safety

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



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 <http://www.westlothian.gov.uk/wlcv2/councilservices/edu/>

It is important that each child has a labeled inhaler for school use. It is a 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.

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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 snowy conditions, it would be helpful to listen to Radio Forth, River FM or Real Radio, who will give updates on school closures. Parents can also access the West Lothian Council Facebook page for further information.

The school also has a means of contacting parents and carers via an automated telephone system known as the Group Call System. Parents are urged to opt into this system and should inform the office of any changes to mobile numbers as soon as possible.

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.

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. Parents should also sign in/sign out children who may be attending hospital or doctor appointments.

Wet Weather Arrangements

During spells of bad weather, children are normally supervised in a classroom or open area. We ask that parents do not send children to school before 8.30am when the weather is bad. We would also request that children are dressed appropriately for all weather conditions.

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.



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Car Park

In the interests of safety parents **must not use the car park to access the school** and **at no time should children be in the car park**. Only those children who are transported to and from school by minibus are permitted to be in the car park under the supervision of staff.

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.

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.

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.

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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.

Policies

A copy of school policies can be obtained from the school office on request or from the school blog.

Education services policies can be accessed online at

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/?key=177850>

Hard copies of education policies are available on request from the school, West Lothian libraries and from the Civic Centre.

The school offers children the opportunity to take part in termly after school clubs run by, teaching, non-teaching staff and parents. These are offered at different stages throughout the school year and are free of charge.

Every child in the school is also a member of a school council group comprising of children from different stages and are led by a staff member, these include groups such as, road safety, eco, rights respecting schools etc. For further information on how school develop pupil voice please go to

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/pupilvoice>

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SECTION 9 – Clothing, Meals, Milk and Transport

Clothing Grants

Families in receipt of Income Support, Income-based Jobseekers' Allowance or any Income Related element of Employment and Support Allowance who submit a completed application form automatically receive a clothing grant for each pupil of school age. The current grants are £94 for each primary school aged pupil and £110 for pupils of secondary school age (under school leaving age). Families in receipt of Working Tax Credit (WTC) and/or Child Tax Credit (CTC) (with an annual income of £15,860 or less) are also eligible.

Families not in receipt of these specific benefits but in financial hardship may also be assisted depending upon their situation. On receipt of an application in such cases, a report is called for from the Children and Young People Team regarding the families' circumstances.

Free School Meals

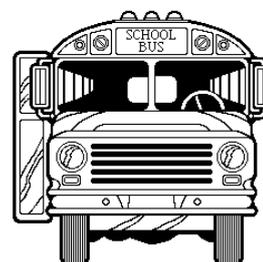
Pupils with parents in receipt of Income Support, Income-based Jobseekers' Allowance or Employment and Support Allowance – Income Related are entitled to a free mid-day meal and free breakfast. Families in receipt of Child Tax Credit only (not working tax credit) and whose annual income does not exceed £15,860 also qualify. Families in receipt of Working Tax Credit are entitled to Free School Meals if income does not exceed £6,420 if anyone requires further information on this please contact either Stuart Isbister, Student Benefit Officer on 01506 281952 or Colin Bingham..

Breakfast Club

The school currently operates a daily breakfast club providing breakfast from 8.10am until 8.30am. Please speak to a member of staff for details on costs and how to register for a place. Children in receipt of free school meals will also be entitled to a free breakfast every morning this will be done on receipt of a breakfast club application from which can be obtained from the school office or Mrs Cathie Farren or Ms Morag McKay, our breakfast club supervisors.

Transport

Travelling expenses are paid for children attending their district school if they live more than one and a half miles from the school. Where there is no public transport, contract buses are laid on. Where there are vacant seats on contract buses, these may be made available to pupils who are not normally entitled to free transport. Parents who choose to send their children to a school other than their district school, will normally pay their own travelling expenses. However, Education Services has agreed to a number of exceptions to this rule and further details are available from the Education Services Office.



Season tickets for a daily bus service are provided and are issued to all Polbeth children on the grounds of safety. For lost season tickets there is a standard replacement charge of £2.00. Transport for rural pupils is provided by mini-bus and taxi contracted by West Lothian Council.

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Complaints Procedure

Parkhead Primary school operates an Open Door policy. If you are unhappy about something or wish to make a complaint please contact the school in the first instance. If you are still unhappy and feel your issue has not been resolved for further advice please refer to the Comments and Complaints Procedure for Education at <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/ComplaintsEducationPolicy>

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SECTION 10 – Data Transfer

Transferring Educational Data About Pupils

Data is transferred electronically to the Scottish Executive Education Department (SEED).

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. 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 SEED. 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 SEED. 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. However, it is hoped that the explanations contained in this message and on our website will help parents understand the importance of providing the data.

Why does the Council need your data?

In order to make the best decisions about how to improve our education service, SEED and education authorities need accurate, up-to-date data about our pupils. 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 SEED, education authorities and schools to:

- plan and deliver better policies for the benefit of all pupils,
- 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.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). The Council also complies with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net). SEED works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. 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 fulfill their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Sharing Panel in SEED, which will ensure that no individual level data will be made public as a result of the data sharing and that the data will not be used to take any actions in respect of an individual.

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Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print

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

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براؤمریائی انٹرپرائزنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔