

ST. NICHOLAS' PRIMARY SCHOOL HANDBOOK



SESSION 2012 / 2013

The information contained within this section refers to the day-to-day running of our school and is pertinent to St Nicholas School 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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Welcome to St Nicholas Primary School, Broxburn

Dear Parents,

On behalf of everyone in St Nicholas' Primary School I offer a very warm welcome to you and your child. Some of you are already familiar with our school, others are meeting us for the first time.

St Nicholas School is the denominational school for Roman Catholic children living in Broxburn, Uphall, Dechmont and Uphall Station. However, children from other parts of West Lothian also attend our school.

St Nicholas' teaching staff are committed to providing learning and teaching of the highest quality to all pupils as can be seen from our Mission Statement and Educational Aims. All members of staff are continuing their own professional development in their own time as well as participating in the in-service work provided within the school and the Council.

I hope that you enjoy finding out about St Nicholas Primary School as you read through our school handbook. However, if you require any further information please do not hesitate to contact me.

Yours sincerely

Karen Brown
Headteacher

CONTACT DETAILS

St. Nicholas Primary School
189b West Main Street
Broxburn
West Lothian
EH52 5LH

Denomination: Roman Catholic

Telephone Number: 01506 853509
Fax Number: 01506 858907

E-Mail : stnicholas.ps@wled.org.uk

Council webpage:
<http://www.westlothian.gov.uk/sitecontent/schools/StNicholas>

Present Roll: 366

Headteacher: Mrs Karen Brown

St. Nicholas Nursery Class
189b West Main Street
Broxburn
West Lothian
EH525LH

Telephone Number: 01506 858907

E-Mail : stnicholas.ps@wled.org.uk

Council webpage
<http://www.westlothian.gov.uk/sitecontent/schools/StNicholas>

Present Roll: 50/50

GENERAL INFORMATION

St Nicholas Primary is a denominational school and provides for nursery children and stages P1-P7. The school does not provide teaching by means of the Gaelic language as spoken in Scotland.

A primary aged pupil whose parent wishes him/her to be taught by means of the Gaelic language will be educated at Tollcross Primary School in Edinburgh.

A secondary aged pupil whose parent wishes him/her to be taught by means of the Gaelic language will be educated at James Gillespies High School in Edinburgh.

St Nicholas Primary School admits pupils of both sexes.

STAFFING

TEACHING STAFF 2012/2013

Head Teacher		Mrs Karen Brown
Depute Head Teacher		Mrs Theresa McLernon (Acting Position)
Principal Teachers		Mrs L McGuire/Mr P Valentine (Acting Positions)
Class Teachers	P1a	Miss Millar
	P1b	Mrs Renshaw
	P2/1	Mrs Canning
	P2	Miss Crease
	P3/2	Miss Woods
	P3	Mrs Hopkinson
	P4a	Mrs Brown/Mrs Mowat
	P4b	Mrs McGuire
	P5a	Mrs Buchanan-Coutts
	P5b	Mrs Heather
	P6a	Mr Valentine
	P6b	Miss Watson
	P7a	Mrs Bell
	P7b	Mrs Meikelham
Nursery Teacher		Miss Kane
Nursery Nurses		Mrs Reid
		Miss Malone
		Miss McGrorty
		Mrs Dennison
Support for Learning Teachers		Mrs Wilson
		Mrs Leonard
PE Specialist		Mrs Smith/Mr Muldoon (Wednesday/Thursday)
Music Specialist		Mrs Steele (Wednesday/Thursday)
Brass Instructor		Mrs Downs

NON TEACHING STAFF

ADMINISTRATIVE ASSISTANTS

Mrs M Davis
Mrs C McNair
Mrs M Ross

PUPIL SUPPORT

Mrs Archibald
Mrs Crease
Mrs Forrest
Mrs Hesketh
Mrs McCormack
Mrs McDonald
Mrs Marr

SCHOOL HOURS

	<u>Morning</u>	<u>Lunch</u>	<u>Afternoon</u>
Mon-Thurs	0840 hrs – 1020 hrs		
P1-P3	1035 hrs – 1200 hrs	1200 hrs – 1240 hrs	1240 hrs – 1500 hrs
P4-P7	1035 hrs – 1220 hrs	1220 hrs – 1300 hrs	1300 hrs – 1500 hrs
Fri	0840 hrs – 1215 hrs		

NURSERY HOURS

Morning Session	0845 hrs – 1118 hrs	Monday – Friday
Afternoon Session	1200 hrs – 1508 hrs	Monday – Thursday (no Friday session)

School term dates and holidays can be accessed online at:

<http://www.westlothian.gov.uk/education/schoolrelateditems/893/860>

MISSION STATEMENT

Mission Statement

We are a faith school committed to providing education of the very highest quality for all pupils, which will meet their educational, physical, emotional and spiritual needs enabling them to become successful learners, confident individuals, responsible citizens and effective contributors to society in their present and future lives by:

- ❖ respecting each child's dignity, work and individuality
- ❖ emphasising that relationships with each other should reflect the teaching of the gospels
- ❖ participating in Christian action programmes within the school and the community
- ❖ making Catholic values evident in the personal example of pupils, staff and parents in their interactions with each other
- ❖ promoting an awareness of equality and justice for all, within a secure and caring Catholic environment that fosters self-esteem and mutual respect.

St Nicholas Primary School has a strong partnership with the local parish SS John Cantius and Nicholas. Throughout the liturgical year mass is celebrated in school and in church and led by Bishop Stephen Robson our Parish priest. We have many cultures in our school community, which enrich our Christian tradition and gospel values.

Sacramental preparation is led by the class teachers and supported by the parish and parents in accordance with diocesan guidelines.

St Nicholas Primary school supports the work of local and global charities throughout the school year through our award winning social enterprise Food for Thought Cafe, Lenten Appeal activities and Parent Council fund raising events.

We are a global Citizenship school and currently have links with partner schools in Ghana and South Africa as well as engaging fully with our local charities and businesses in Broxburn to enhance our learning through community and business partnership projects.

St Nicholas is a school at the very heart of the local community and parish.

EDUCATIONAL AIMS

St Nicholas staff welcomes you to our school community and hope that our partnership in your child's education will be a happy and successful experience for you and your family. At St Nicholas we aim:

- ❖ to provide a full, appropriate and differentiated curriculum for all children with particular reference to languages, mathematics social subjects, expressive arts, health and wellbeing, religious and moral education, sciences and technologies as defined in A Curriculum for Excellence.
- ❖ to foster a meaningful partnership linking home, school, church and the wider community
- ❖ to provide learning experiences which are purposeful and matched to the needs and abilities of our pupils
- ❖ to provide staff with a quality assurance structure which supports on-going staff development
- ❖ to provide an appropriate system of monitoring and adapting resources to meet current educational needs
- ❖ to encourage and develop liaison with associated Nurseries, Secondary School and Special Educational Needs Establishments
- ❖ to provide learning experiences which will assist in equipping pupils with the skills of active citizenship so as to enable them to become full and active participants in society

PARENT COUNCIL

The aims of the Parental Involvement Act are to:

- help parents become more involved with their child's education and learning
- welcome parents as active participants in the life of the school
- provide easier ways for parents to express their views and wishes

To help achieve these aims all parents will automatically be members of the Parent Forum and will be entitled to have a say in what happens at the school.

We have an active and supportive Parent Council and all parents are welcome to attend any of the meetings.

The role of a Parent Council is to :

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

The need to maintain a positive partnership with parents/carers is well recognised. Your help and support are vital if discipline is to be effective. You will always be contacted to share success within the school and also, at the earliest possible stage, when there are concerns.

St Nicholas Primary school also welcomes parent helpers. If you wish to become involved in this you will need to obtain a disclosure certificate through the PVG scheme.

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

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

COMPLAINTS

In the event of a complaint please contact the school directly using the contact information provided.

For further advice please refer to the Comments and Complaints Procedure for Education:

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

THE CURRICULUM

Curriculum for Excellence aims to providing a coherent, more flexible and enriched curriculum from 3 to 18.

The 3-18 curriculum aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work.

The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities – to be successful learners, confident individuals, responsible citizens and effective contributors.

The curriculum is structured around all the experiences that are planned as part of learning and teaching. This includes the curriculum areas and subjects, the school community and interdisciplinary projects. By recognising and planning learning around different contexts and experiences, the curriculum aims to make better connections across learning

ASSESSMENT RECORDS AND REPORTS

Children will be continually assessed in schoolwork at all stages in the school.

The children are also involved in self assessment and take some responsibility for their own learning by reflecting with the teacher on areas where they have been successful learners and also where there is room for improvement. In this instance the children, in discussion with the teacher, set themselves personal targets which are listed in their Personal Learning Plans. Targets are reviewed on a termly basis when feedback on progress in achieving targets is given by the teacher. At this stage in the process new targets are set or existing targets carried forward, depending on progress. The children are also involved in peer assessment where they comment on each other's work during collaborative learning.

There will be four Parents' Evenings per session - two in October and two in March/April where parents are allocated a set time when they can speak to their child's teacher. Parents will also receive a written report at the end of each session in June. This means that parents are informed of their child's progress every term. If however you wish to make an appointment to see a teacher at a particular time, please contact the school. Obviously, if you arrive at the school without an appointment, the teacher may not be able to see you if class cover cannot be met. Therefore it is to your advantage to make an appointment.

LANGUAGE

The Literacy and English framework in St Nicholas Primary School promotes the development of critical and creative thinking as well as competence in listening and talking, reading, writing and the personal, interpersonal and team-working skills which are so important in life and in the world of work.

The development of each child's language is pursued through an integrated programme of language work involving talking, listening, reading and writing. Early reading material is based on the child's own natural language, progressing thereafter, through a graded reading programme. As the child pursues their reading through appropriate fiction and non-fiction material, they also learn skills of comprehension and referencing to help them understand more of what they read and to assist them in looking for information.

Alongside this they will develop the necessary skills of spelling, punctuation, language structure and handwriting, each at a level appropriate to the child's needs. Writing will form an important part of this development and the child will start with simple stories and go on to different forms and genres of writing activities. Much emphasis will be laid on speaking and discussion.

The main reading scheme in P1– P2 is Oxford Reading Tree and P3-7 have a variety of reading texts including ORT, novels, poems and plays which offer a balanced and structured skills development programme.

The objectives of reading are:-

1. To help children cope with reading in each and every area of the curriculum.
2. To help children cope with out-of-school reading needs.
3. To develop children's reading from the general to the more specialised.
4. To develop reading for enjoyment.

Reading is a means of communication and therefore children have to understand what they are reading and thus reading comprehension is a very important skill developed from P1-7.

The teaching of writing has become an increasing priority. To this end we have introduced a supportive and structured framework. As a result pupils can experience a greater level of attainment and achievement.

MODERN LANGUAGES IN THE PRIMARY SCHOOL

In St Nicholas, the children begin learning French and Spanish in pre-school beginning at the early level.

At early and at first levels, children will develop generic skills in their first language. These include taking part in conversations, developing listening, reading and writing skills and knowledge about language. All of these are relevant to learning other languages. Within modern languages at these stages teachers build on children's natural curiosity for sounds and words, and their strong desire to communicate. Activities include playing games, singing songs, carrying out simple instructions, and playing with simple poetry and rhyme. In this way the children begin to be enthusiastic, confident language learners from the outset.

By the end of Primary 7, the majority of children will have learned the skills necessary to:

- give a short presentation about themselves
- take part in simple conversations and transactions
- understand classroom instructions and personal information
- enjoy listening to a story, song or poem
- read aloud a simple text
- read and understand a short text
- write a few sentences about themselves and others.

French and Spanish Languages are taught throughout the school by class teachers and in P6 and P7 supported by Modern Languages Staff from St Margaret's Academy.

MATHEMATICS

The experiences and outcomes of A Curriculum for Excellence encourage learning and teaching approaches that challenge and stimulate children and young people and promote their enjoyment of mathematics. To achieve this, teachers in St Nicholas will use a skilful mix of approaches, including:

- planned, active learning which provides opportunities to observe, explore, investigate, experiment, play, discuss and reflect
- modelling and scaffolding the development of mathematical thinking skills
- learning collaboratively and independently
- opportunities for discussion, communication and explanation of thinking
- developing mental agility
- using relevant contexts and experiences, familiar to young people
- making links across the curriculum to show how mathematical concepts are applied in a wide range of contexts, such as those provided by science and social studies
- using technology in appropriate and effective ways
- building on the principles of Assessment is for Learning, ensuring that young people understand the purpose and relevance of what they are learning
- developing problem-solving capabilities and critical thinking skills.

Mathematics is at its most powerful when the knowledge and understanding that have been developed are used to solve problems. Maths in a real life context will be at the heart of all our learning and teaching.

At Early Level maths skills concentrate on the development of number through practical activities in the areas of money, time, measure and shape. As the child progresses through school the work continues to be structured with a strong emphasis on basic number skills while integrating measure, shape, position and movement and information handling as appropriate.

MENTAL AGILITY

Mental agility has always been an important mathematical skill and in St Nicholas the beginning of each maths lesson for all children consists of 10 minutes interactive mental agility exercises where all children are involved through the use of a range of resources including “Numbers Up” cards, number fans, individual white boards and number squares.

SOCIAL STUDIES

In Social Studies, Teachers provide opportunities for the children to have a range of experiences within and across curriculum areas including health and well being, the sciences, technologies and expressive arts.

The topic or 'project' enables children to use their acquired knowledge and skills in a practical way, e.g. they may write a letter requesting information from a REAL company, read out their own piece of prose or poetry to an invited audience, carry out a piece of research, build a replica of the Forth Road Bridge etc.

At Second Level we offer pupils more outdoor education experiences to help build team work, develop resilience and foster a love of outdoor learning and appreciation of our Scottish landscape. Residential experiences at various venues are offered each year.

RELIGIOUS EDUCATION

Religious education in St Nicholas Primary is not merely learned in class but permeates our whole school ethos. Education in Christian living is an integral part of school life. Christian, Catholic values are constantly re-inforced in a multitude of ways through morning and afternoon prayers, assemblies and Masses. All pupils enrolled are taught the devotion of prayers of the Catholic Church and our RE Programme This is our Faith embodies all of the Scottish Curriculum for Excellence outcomes in a Catholic and Christian context. Prayers are said in class when children arrive in school and before lunch, after lunch and at the end of a school day.

In addition, large imaginative efforts are made to raise funds for others and each child is encouraged to make his/her own personal or collective effort.

Pupils take part in the celebration of Mass both at SS John Cantius and Nicholas Catholic church in Broxburn and in school. The school year observes the Catholic calendar of seasons and feasts including, Advent, Christmas, Lent, which incorporates receiving ashes on Ash Wednesday, Easter and Holy Days of Obligation.

HEALTH AND WELLBEING

As a health promoting school and within a progressive framework, children are provided with opportunities to explore their feelings and emotions, to understand physical factors in relation to their health and to develop a sense of social responsibility. Promoting health at school is embedded in the variety of activities offered during the school day and in extra-curricular activities. Health Week and Sports day are also annual events in our school. The school is working towards their third green eco school award and first level accreditation for Rights Respecting Schools. St Nicholas has active Pupil Council, Eco, Health and Rights Respecting committees. There are also 2 Junior Road Safety Officers.

METHODOLOGY

Learning in St Nicholas is based on a range of strategies including investigating, problem-solving and discussion, in addition to exposition by the teacher (or “direct teaching methods”), and often involves activities using a wide variety of materials. Each child is assessed to determine his or her levels of progress. Whole class, group and individual methods form the basis teaching methods, to ensure that the curriculum can be tailored as far as possible to fit the needs of each child.

Children at all stages are involved in the planning of lessons, using floor books in the nursery through to Personal Learning Diaries in the school. Children are also given opportunities to set the success criteria for their learning which allows them to think more deeply about the learning that is taking place.

For further information regarding the curriculum at national level visit:

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

HOMEWORK

Homework is the link between home and school and enables parents to see what can be achieved independently by their child as well as strengthening their partnership with the school.

It provides the child with practice in skills already learned in school. Work sent home should already have been taught and should not prove too difficult to complete.

ADDITIONAL LEARNING NEEDS

Delivering appropriate provision for pupils with additional learning needs is central to the national commitment to inclusion and is underpinned by legislation. West Lothian Council believes that all children and young people are entitled to learn together. This will help develop a culture of acceptance within which all children have a presumptive entitlement to mainstream education and services provided to facilitate this goal.

Focus on Inclusion is designed to help schools in partnership with parents/carers, pupils and partner agencies to evaluate effectiveness of provision in improving educational outcomes and opportunities for pupils with additional learning needs.

The policy can be accessed online at:

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

CONSULTATION

The Support for Learning Teacher works closely with teachers to help identify pupils who are experiencing problems or who require more demanding tasks in certain curricular areas. She will at times assist in preparing learning materials for classes to make those subjects more accessible to all pupils. She is also in an excellent position to gain an overview of a pupil's learning, by using the flexible time in her timetable to consult with other staff if, for instance, worries are expressed about a pupil's progress.

Some pupils have a long term learning difficulty in Language and/or Maths and will require support on an individual and regular basis. Others benefit from extra support, either on a one-to-one basis or in a small group situation to help them overcome a particular short term difficulty, catch up on work after a long absence or tackle homework which they are unable to complete at home. The Support for Learning Teacher supports pupils in this way.

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@enquire.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 provide 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>

TRANSITION

Pupils attending St.Nicholas Primary School would normally transfer from Primary 7 to St.Margaret's Academy, Livingston. The Education Committee have limited the number of places available in St.Margaret's Academy in any one year to 180 pupils. When the number of placing requests exceeds 180 the pupils are offered a place in St.Margaret's Academy according to procedures approved by the Education Committee.

Contact Details:

Headteacher: Mr J Cameron
Howden South Road
Livingston
West Lothian EH54 6AT

Telephone: 01506 497104
Fax: 01506 497103
Email: stmargarets.ac@wled.org.uk

Pupils attending their pre-school year in nursery will be involved in an early years transition programme with opportunities to become more involved in school life and meet some of the school staff in the infant department.

In addition to this there is a 3 day transition for the whole school in June allowing staff and pupils to become familiar with the next session's class.

West Lothian is divided into catchment areas for primary and secondary schools. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education. Although the Council aims to provide enough places for all children in the catchment area at a catchment school, living within a catchment area does not guarantee a child a place at a catchment school. Parents can request a school other than one of their catchment schools. This is known as a 'placing request'. Parents can request that their child go to any primary school in West Lothian regardless of their religion. The council must grant these requests unless there is a legal reason not to.

- 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>

Parents who move into the area after the start of the new term may telephone or visit the school at any time and full details of our admission procedures will be given.

SCHOOL IMPROVEMENT

The main achievements of the school can be found in the Standards and Quality Report at

<http://www.westlothian.gov.uk/education/schoolrelateditems/SchoolPerformanceData1>

The plans for future improvement of the school's performance over the next 3 years including the school's plans to involve parents in that future improvement can be found in the School Improvement Plan at

<http://www.educationscotland.gov.uk/scottishschoolsonline/>
<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/index.asp>

SCHOOL POLICIES

St Nicholas Primary school are currently updating policies in maths and behaviour in consultation with the parent council

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Education Services policies can be accessed online at:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/?key=1778580>

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

As part of a Curriculum for Excellence children should be given opportunities to develop their talents and skills and participate in extra-curricular activities. They have an opportunity to attend a wide range of after school clubs

Each class has 2 representatives who attend Pupil Council Meetings to discuss school issues.

For further information please refer to the Developing a Pupil Voice Policy:

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

WHAT IS THE SCHOOL'S POLICY ON DISCIPLINE?

Good discipline within our school is essential to its well-being. The vast majority of our pupils give little cause for concern. The general aim of St.Nicholas' Policy is to emphasise that relationships between all in the school should reflect the teaching of the gospels. The school has adopted a Positive Behaviour Policy whereby every child is rewarded for their good behaviour and effort. Children whose behaviour gives cause for serious concern will be placed on a behaviour target programme to support them in changing their behaviour patterns.

Where necessary, sanctions range from verbal reprimands, removal of privileges, written punishments, or referral to promoted staff.

In the event of serious breaches of discipline, the school will suspend or exclude a pupil until a resolution can be agreed with school, parents and the local authority.

PRACTICAL INFORMATION

Meals:

Pupils in Primary schools are offered a two course meal with a choice of main course, supplemented by salads and bread, and which meet the new Scottish Nutrient Guidelines for School Meals. Children will be issued with a copy of the menu termly. The cost of a meal is £1.75 and payable on Mondays for the week

Special dietary requirements will be catered for. Please contact the school on 01506 853509.

Please also advise the school immediately should your child have any allergies.

Breakfast Clubs:

The Breakfast Club is open each morning from 8.25am for all pupils who are entitled to free school meals. It provides a healthy breakfast and a healthy and happy start to the day.

Information and entitlement can be obtained from the school office
<tel:01506853509>

Free School Meals:

Pupils with parents in receipt of either:

Income Support
Income-Based Jobseeker's Allowance
Any Income Related element of Employment & Support Allowance
Child Tax Credit (with no working tax credit) and whose annual income is £15,860 or less
Working Tax Credit and whose annual income is £6,420 or less are entitled to a free mid-day meal.

Free school milk: All pupils of nursery schools and classes, all P1-7 pupils whose parents are in receipt of a qualifying benefit, are entitled to 0.25 litre of milk daily free of charge.

For further information please refer to the School Meals and Milk Policy:
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/schemealsmilkpol>

or by contacting Stuart Isbister, Pupil/Student Benefits Officer either by phone on 01506 281952 or by emailing stuart.isbister@westlothian.gov.uk.

Your child will receive a letter with all the relevant information including costing and payment options at the beginning of each term.

School Uniform:

List of school uniform

For girls:

Grey or green skirt/dress, bottle green cardigan/sweatshirt, gold polo shirt, school tie, white shirt/blouse

For boys:

Grey trousers, bottle green sweatshirt, gold polo shirt, school tie, white shirt/tie

The school's dress code is based on The Dress Code for Schools Policy:

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

Proper gym kit must also be provided on two occasions each week for physical education lessons. Children are asked to bring black shorts and gold/yellow t-shirts. Please note that no football colours should be worn and all jewellery should be removed before lessons.

Clothing Grants:

Families in receipt of Income Support, Income-based Jobseekers' Allowance, Employment and Support Allowance - Income Related or Working Tax Credit (WTC) or Child Tax Credit (CTC) (with an annual income of £15,860 or less) 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.

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. Alternatively, pupils will have the opportunity to be appropriately clothed by being able to access school and sports clothing through a school clothing store.

For further information please contact the school on 01506 414612 or

<http://www.border-embroideries.co.uk/>

For further information please refer to the School Clothing Grants Policy:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/schclothgrtpo>
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Reporting absence:

In the event of illness please contact the school by telephone on the first day of absence. If the absence is planned, as in the event of a family holiday, a letter of explanation should be sent prior to departure.

Please ensure that your child is punctual for school in the morning.

Where children have a series of unexplained absences or late comings, this information will be passed to the Children and Young People's team for investigation. Please refer to the Attendance at School Policy for further information:

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

Transport Arrangements:

West Lothian will pay travelling expenses of those pupils who live more than two miles from the school.

Bus passes are issued where public transport exists, and contract transport is arranged where there is no suitable public transport. Where there are vacant seats on contract buses, these may be made available to pupils who are not normally entitled to free transport.

Travelling expenses are also met in the case of any pupil whom the Authority requires to attend a school other than the district school, if that pupil meets the distance qualification. Where appropriate, free travel is provided for pupils receiving special education. Consideration may also be given to requests for assistance with travel in exceptional circumstances e.g. where the road between home and school is deemed dangerous by the Authority, and where there is no public transport available.

Parents who choose to send their children to a school other than the catchment school will not receive assistance in relation to travel to and from school. However, the Education Committee has agreed a number of exceptions to the rule and further details are available from the Transport Section, West Lothian Civic Centre, Howden South Road, LIVINGSTON, EH54 6FF

Supervision at playtimes:

When pupils are at school, the responsibility for their safety rests with the Authority, and the Head Teacher and staff undertake this responsibility on behalf of the Authority. This means that reasonable steps should be taken to prevent any pupils suffering injury and to ensure that accidents or difficulties can be reported to a responsible adult and appropriate action taken.

From 8.20am and at morning break and at lunchtime, playgrounds at both ends of the school will be supervised.

If a child needs attention and cannot find a playground supervisor quickly, then he/she should come at once to the school office, where he/she will be attended to.

In the event of a rainy playtime children will be kept in school under these circumstances. Areas will be patrolled to ensure that children are sitting, perhaps with their friends, but certainly not running around.

Emergency Arrangements: West Lothian Winter Ready Campaign

If an unplanned closure takes place e.g. snowy weather, arrangements are made for pupils to return home. This procedure is clearly outlined in our school's Winter Ready Leaflet which is issued to all parents at the beginning of December each year. It outlines emergency evacuation / closure procedures as well as access for pupils to out of school learning through their personal Glow Scotland accounts and passwords. West Lothian Council is committed to ensuring that even on snow closure days children across the authority can access learning online.

All of this content can be accessed from the **St Nicholas PS Pupil Zone at** www.portal.glowscotland.org.uk

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