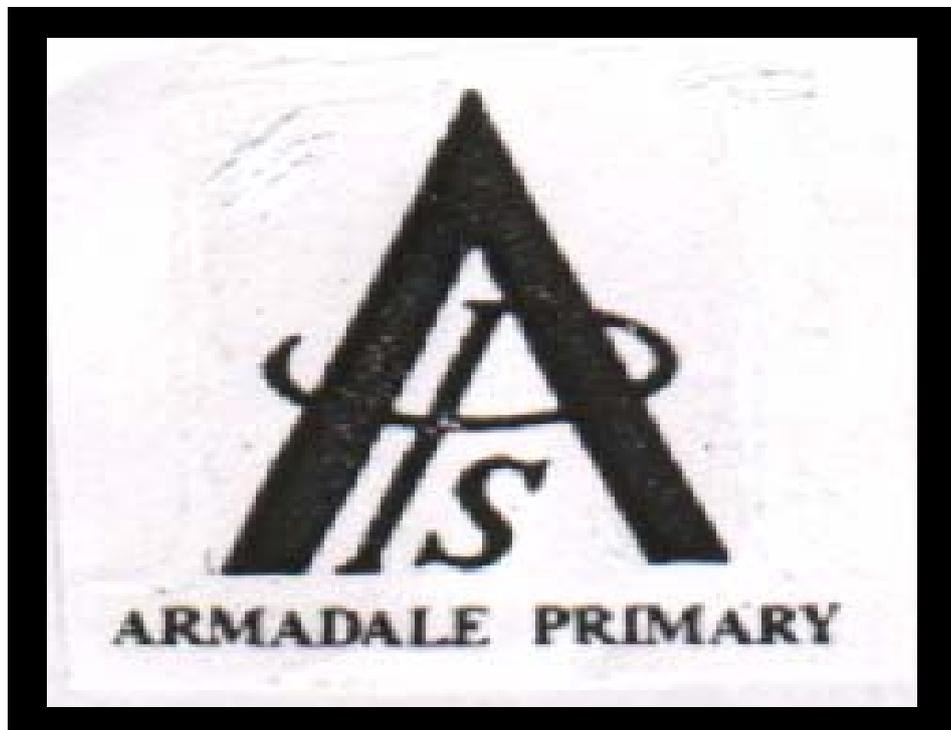


ARMADALE PRIMARY SCHOOL



HANDBOOK

DATA LABEL: PUBLIC

Armadale Primary School Parent Handbook

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Welcome

I am delighted to welcome you to Armadale Primary School and hope that your child will be very happy throughout their years with us. We pride ourselves in being a vibrant learning community where the individual is valued and achievement in its widest sense is celebrated.

Our curriculum is broad and balanced and we make every effort to ensure that it is relevant to today's society and therefore meaningful to the children. We use a variety of learning and teaching approaches and offer many opportunities for the children to learn independently and as part of a group. The skills they will develop will be essential to them as they progress beyond primary school and face the demands made of them as they get older.

We believe that learning should be enjoyable and that fun is an essential part of life at Armadale Primary. We want our pupils to leave with very happy memories of their time here, having achieved success and feeling motivated and enthusiastic about the future.

We have very strong home/school partnerships and welcome the support the parents can offer, not only to their own children but also to the wider school community. Parental support helps to enhance the activities on offer to the children and we value offers to help in any capacity.

I look forward to working in partnership with you and should you have any issues, concerns or ideas for improvement, please feel free to share these with me.

Mrs Allison Phillips
Head Teacher

Contact Details

Armadale Primary School and Nursery Class
Academy Street
Armadale
EH48 3JD

Headteacher: Mrs Phillips

Tel: 01501 730282

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

Email: armadale.ps@wled.org.uk

School Information

West Lothian Council Values

Focusing on customers' needs

Being honest and open and accountable

Providing equality of opportunities

Developing employees

Making best use of resources

Working in partnership

Mission Statement

“Working together for success”

To provide education of the highest quality for all pupils which will meet their educational, personal and spiritual needs and which will enable them to be successful learners, confident individuals, responsible citizens and to make an effective contribution to society in their present and future lives.

School Context

Armadale Primary School is non denominational and provides for stages Nursery – P7. The present roll is 120 Nursery and 547 Primary.

The school does not provide teaching by means of the Gaelic language as spoken in Scotland.

Armadale Primary school admits pupils of both sexes.

Armadale Primary School is staffed by a Head Teacher, Depute Head Teacher, 2 Principal Teachers, 2 Acting Principal Teachers, 20 class teachers for 20 classes P1-7 and a Support for Learning teacher. A 120 place nursery is also part of the school structure. We have a visiting specialist teacher for Brass.

An Administrative Assistant, Clerical Assistant, Pupil Support Workers, Facilities Management Assistants, Kitchen Staff and Cleaning Staff make up the range of support staff in school, who provides vital services to the pupils.

The School Day

Nursery

AM children – 8.45am – 11.18 Mon – Fri

PM children – 12.10pm – 3.22pm Mon - Thu

Primary 1-7

8.45am – 10.30am

10.30am – 10.45am morning break

10.45am – 12.20pm

12.20pm – 1.00pm lunch

1.00pm - 3.05pm

On Fridays, all children leave at 12.20pm

School term dates and holidays can be accessed online at:

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

Procedures for reporting your child's absence

Should your child require to be absent from school you must contact the school office by 9.30am to inform the staff of the reason for absence. This practice must be repeated each day that your child is absent. We will follow up an unreported absence and should we fail to be able to contact parent/carers, information will be passed to appropriate authorities who will then pursue the reasons for absence. Please refer to the Attendance at School Policy for further information:

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

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

Please avoid keeping your child absent for reasons other than illness. Work missed is not easily made up and allowing casual absences encourages a casual attitude towards work, and this applies equally in the case of frequent late-coming. Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child will be unavoidably late please provide a note of explanation. The Scottish government has issued a directive informing local authorities that, due to the impact absences during term-time has on children's learning any such absences will be recorded as unauthorised. Family holidays should therefore not be taken in 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 a Family Support Worker to visit the home and discuss the problem with the parent or carer. If such unsatisfactory attendance persists, the Head Teacher, following discussion with the Family Support Worker and other agencies, will decide whether the case should be referred to the Local Area Attendance Advisory Group. This group has been formed to make recommendations to the

Director on the statutory responsibilities of the Authority with regard to defaulting parents.

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

School Uniform/Dress Code

The school uniform is as follows:

Blue Sweatshirt

White Polo Shirt

Black Trouser/Skirt

Black School Shoes

P.E .Wear

Black shorts

White T-shirt with or without logo

Black gym shoes

A drawstring bag or plastic carrier with child's name is useful for holding P.E. wear.

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.

School 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 drug culture)
- carry advertising, particularly for alcohol or tobacco
- could be used as a weapon.

The Council considers that the introduction of school dress codes:

- improve security by making it easier to identify intruders
- give pupils a pride in, and a sense of belonging to, their school

- reduce taunting by identifying school pupils as belonging to a particular school
- improve a school's reputation in the community
- discourage competition among pupils
- make it cheaper for parents to buy school clothing
- encourage discipline among pupils

Armadale Primary School has its own dress code, for the whole school, based on the Council's policy, which will be adhered to. Information on our school uniform can be obtained from our school office. Please make sure that all clothing is clearly labelled with your child's name.

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

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/dresscodefor-schools>

Clothing Grant

Families in receipt of Income Support, Income-based Jobseekers' Allowance, Employment and Support Allowance – Income Related or Working Tax Credit (ETC) or Child Tax Credit (CTC) who submit a completed application form automatically receive a clothing grant for each pupil of school age.

Free School Meals

With effect from January 2015, all P1-P3 pupils are entitled to free school meals. Pupils from P4 upwards may also be eligible for free school meal.

For further information please refer to School Meals and Milk Policy.

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/scheme-alsmilkpol>

School Meals, food and drink

School meals 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

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

Breakfast Club

Our Breakfast Club operates daily from 8.10am for parents who wish to use it. Pupils are offered cereal, toast and juice, free for all children. The children are supervised while they eat.

Extra Curricular Activities

Pupils are encouraged to take part in extra curricular activities. These after school clubs are largely led by school staff but can, at times be organised by specialist tutors. Clubs in the past have included e.g. basketball, homework club and drama club. We are open to suggestions from the children for new clubs, to ensure a wide and varied provision.

Homework

The main aims of setting homework are to reinforce learning, establish positive study habits, promote independent learning and give parent/carers further information about their child's learning at any particular time. The nature of homework based tasks is left to the decision of the teacher but may consist of a piece of reading, spelling, mathematics, some personal research or a short extension or reinforcement of learning previously undertaken. Time spent on homework will vary according to the age of the child. Please ensure that your child undertakes their homework tasks in an appropriate environment away from distractions.

Book Fayres

The school organises two large Book Fayres in October and March. These fairs take place during the evenings of the parent nights and all parents and pupils are invited to buy from the excellent selection of books on offer.

Composite Classes

When pupil numbers make it impossible to have single year classes, it is often necessary to form composite classes. Class size legislation now dictates that all P1 classes should be a maximum size of 25 pupils, P2 and P3 should be a maximum of 30 and P4-P7 should be a maximum of 33 pupils. Composite classes should have no more than 25 pupils. It has now become necessary to re-structure classes on an annual basis and inevitably this will include the creation of composite classes. The academic and social needs of pupils within the composite classes are well planned for and no parent should have any reservations about their child being part of such a class. The creation of composite classes is in keeping with West Lothian Council guidelines. Copies for parents are available from the school or can be downloaded from the West Lothian Council website <http://www.westlothian.gov.uk>

Communication

We aim to communicate regularly and in a timely fashion with parents. Our termly, newsletter provides up to date information about the life of the school.

“**Group Call**” is a text messaging facility, which enables us to make quick and easy contact should we require to. Please ensure that your emergency contact details are updated as required.

Our plasma screen in the front entrance also provides information about the school with photographs of recent activities providing further evidence of the vibrant life of the school.

Should you require to contact us in writing, by telephone or by e-mail, you will find contact details on West Lothian Council’s website and on school documentation and communication.

Customer Service

Our aim is:

- Provide a safe and supportive environment for your child, by ensuring health and safety standards are maintained and policies such as our anti-bullying policy provide a clear outline of how these issues will be dealt with.

- Provide a variety of learning opportunities for your child by using current teaching methods, incorporating all aspects of like skills tailored to meet an individual child's social, educational, and health needs.

When you contact the school we will provide the highest professional standards of service. We will do this by:

- Treating you fairly and with respect
- Respecting your confidentiality at all times
- Ensuring the provision of professional, well-qualified staff

We will keep you informed of the wider developments and achievements within the school by:

- Giving you comprehensive and accurate information in a way that meets your needs. We will measure the effectiveness of our information by conducting a survey annually.
- Keeping you up to date with the whole school and individual issues, through newsletters and at curriculum and parent evenings.
- Being actively involved in and supporting the Parent Council.

We will be responsive to your needs when you contact the school for any reason by:

- Addressing concerns either giving a direct response or a clear indication of when to expect one.
- Providing a telephone answering service, if due to priorities the telephone is unmanned, during published opening hours. Return calls, responding to messages left will be made within a reasonable time.
- Responding effectively and fully to letters.
- Answering e-mail.
- Ensuring polite, friendly, approachable, responsive staff at all times.
- Ensuring that when you make contact with the school, the member of staff you first speak to will pass your message to the appropriate staff member, who will then deal with your enquiry effectively, by finding out the information you have asked for, investigate any concerns you have presented and respond to you within a reasonable time frame.

On an annual basis, we will conduct a survey to ascertain how we are meeting our standards and targets and how we can improve upon them. The results of these questionnaires will be collated, reported on in our Standards and Quality Report with a summary sent to parents.

Concerns and Complaints Procedure

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

If you are dissatisfied with that response you should contact:

Customer Services Manager

Education Services

2nd Floor

Civic Centre

Howden South Road

Livingston

EH54 6FF

Tel: 01506 775000

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

Scottish Public Service Ombudsman

4 Melville Street

Edinburgh

EH3 7NS

Tel: 0800 377 7330

The Complaints Policy and Procedures for Education and Cultural Services is available in booklet form on request or can be downloaded from the West Lothian Council Website.

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

<http://>

[www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/Complaints
EducationPolicy](http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/ComplaintsEducationPolicy)

Procedure for Admission to School

West Lothian Council is divided into denominational (Roman Catholic) and non-denominational primary school catchment areas. Currently West Lothian has no other categories of denominational primary school.

Each home address therefore has two catchment primary schools and each primary school is associated with a secondary school of the same denomination.

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

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

Pre-School Admission Policy

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

Primary School Admission Policy

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

New Entrants to P1

Application for admission of pupils to P1 for the August intake normally takes place in November and December of the preceding year. Details appear in the local papers, Council Information Centres, in nursery schools and playgroups.

Children will be invited to spend some time in school, usually in June to meet their teacher and see their classroom. Primary 1 pupils will commence on a full day infant session from no later than the third Monday of term.

Transport assistance may be provided for children who cannot be placed in the catchment school. Information of this can be obtained from School Transport (telephone 01506 775291), Pupil Placement (telephone 01506 775000) or from the Council website – www.westlothian.gov.uk.

Applying for a Place at a Non-Catchment School

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

Acknowledgment

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

Enquiries may be made either to the individual school or Pupil Placement Section.

At the end of primary school most children transfer to Armadale Academy. We have close liaison with the secondary school together with participation in a transition programme which takes place.

Prior to moving to the Academy the children have a one day experience in December while in their P7 class at the Academy and will also spend three days there (usually in June) where they meet their register teacher, go to their new classes and follow their timetable. There is also a parent's evening for the 'new' first year parents. Over the period October to June various meetings are held between Academy staff, parents, senior pupils and the primary children in order to answer pupils' and parents' questions and make the transition to secondary as smooth as possible.

Parental Involvement

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 Parents Evenings and an Open Day are held annually. 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.

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

Armadale Primary School Parent Council

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

The purpose of a Parent Council is to: support the school in its work. Parent Council members represent the views of all parents and encourage links between school, parents, pupils, pre-school groups and the wider community.

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

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

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

Armadale Primary School Aims

Attainment and Achievement

- To ensure a broad and balanced curriculum that provides young people with the best possible learning opportunities and experiences.
- To ensure that all learners are able to realise their potential through the promotion and recognition of achievement and excellence.
- To provide the highest quality of learning and teaching experiences that enable pupils to enjoy their education and develop positive attitudes towards learning.

Framework for Learning

- To provide high quality learning and teaching experiences which encourage pupils to develop positive attitudes to learning.
- To provide resources which motivate, challenge, support and meet the needs of all pupils.
- To provide all staff with a range of development opportunities to meet the needs of both the pupils and the school.

Inclusion and Equality

- To ensure that all pupils are able to access a positive and safe learning environment that promotes a sense of physical, mental and emotional wellbeing.
- To ensure a respectful atmosphere where all are treated equally and fairly.

Values and Citizenship

- To foster a positive ethos of care, and concern where each individual is respected and valued as an individual.
- To develop confident, responsible pupils with appropriate values and attitudes who are able to relate well to others.
- To encourage pupils, through developing knowledge and understanding, to make appropriate informed choices and decisions.

Learning for Life

- To encourage pupils to think creatively, and independently.
- To provide opportunities for pupils to take the initiative, develop leadership and team work skills in a variety of different contexts.

School Code of Behaviour

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

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

We ask your child to:

Be honest

Be kind and helpful

Care for others

Be hard working

Look after property

Listen to people

Cross the road safely, using the crossing patrol wherever possible

We ask the child not to:

Cover up the truth

Hurt others

Hurt others' feelings

Waste time or others' time

Damage property or drop litter

Interrupt

Leave the school without permission.

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.

The School Community

Armadale Primary has established many links within the community to enhance the learning experiences of the children and to enable the children to share their learning and further develop as effective citizens.

We have strong links with other schools within the Armadale learning community and plan many joint activities at the point of transition to High School. The children participate in many sports activities organised by the Active Schools' Co-ordinator and children are encouraged to explore some of the sports clubs in the local area.

We have many established business links and have participated in whole school enterprise ventures, in partnership with various businesses and individuals.

Armadale Primary is an eco-school. We also work with the Armadale Parish Church Minister to enhance religious opportunities.

These links are constantly evolving and being further developed to reflect the ever changing nature of learning across the school.

The Curriculum

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18.

The 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 capabilities – to be successful learners, confident individuals, responsible citizens and effective contributors.

The children will be more independent and successful in their learning, by having greater knowledge and more secure understanding, and by being able to use the knowledge that they have more effectively.

They will be able to process new information easily and apply knowledge in different contexts from those in which the knowledge was acquired. They will be able to learn more independently.

They will be more confident in tackling new and more challenging tasks and dealing with the new situations, and will have a better understanding of their responsibilities within society.

They will be more able to control their own lives and be active in society, particularly in contributing to the economy, but also in their awareness of wider issues that affect them.

The 7 underpinning principles of Curriculum for Excellence are – Challenge and Enjoyment, Breadth, Progression, Depth, Personalisation and Choice, Coherence and Relevance.

Please contact the school should you require further information about the curriculum.

For further information regarding the curriculum at national level visit:
<http://www.educationscotland.org.uk/thecurriculum/>.

Languages

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

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

Listening

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

Talking

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

Modern Languages

French is taught throughout the school, which is supported and developed during our annual French Week, which is run annually.

Mathematics

The four areas of study in maths are:

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

Social Studies

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

- learning about people in place
- learning about people in time
- learning about people in society

Technology including ICT

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

Learning about problem solving using different materials and tools.

Sciences

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

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

Enterprise

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

Enterprise is now embedded within the curriculum and the children have many opportunities to use and develop their enterprising skills in a variety of ways.

We strive to develop a variety of business links to further enhance the children's experiences. Examples of this include charity fundraising, organising and participating in a range of events and running a class business. The children are required to work collaboratively towards their common goals, giving them vital experience and preparing them for life beyond school. Our school has won the West Lothian Chamber of Commerce "Enterprising School" Award three times. We have also won the Social Enterprise Academy Awards four times being the only school in Scotland to achieve this prestigious award. We have also won the West Lothian Stellar Award for the Enterprise Team of the Year.

Expressive Arts

The Expressive Arts include Art and Design, Music and Drama. We aim to provide opportunities for children to develop 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.

Music

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

Drama

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

Instrumental Tuition

The Council has an instructor for brass who attends our school once a week.

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.

Health and Wellbeing including P.E.

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

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

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

There are After School Clubs and Active Primary School Initiatives to experience a wide variety of activities.

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 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
- no to reveal their address or phone numbers 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://besafeonline.org> and <http://thinkuknow.co.uk>

Glow

Managed by Education Scotland and delivered by Research Machines (RM), Glow is the world's first national intranet for education. Children will be issued login details that will allow them to access Glow from School and from home.

What Glow will provide:

- A trusted safe environment for pupils teachers and parents.
- An area to create personalised programmes of work and share curricular resources.
- A variety of online tools to enhance learning experiences.
- Virtual learning to share information and take part in a lesson.
- Tools to enable you to communicate and collaborate across the network.

Assessment and Reporting

Teachers assess learners' progress constantly as part of daily learning and teaching. In line with Curriculum for Excellence, progress is defined in terms of 'how much' and 'how well' and not solely on the learner's rate of progress. There is a focus on *skills and knowledge*. Teachers use a range of assessment approaches at different stages and in different areas of learning, giving feedback on the children's work based on specific strategies for improvement.

Teachers have access to an online National Assessment Resource (NAR). This further supports teachers' professional judgements. Staff engage in modern

activities, within school and beyond to ensure consistency in standards. Progress is tracked at individual, stage and whole school level. Reporting to parents reflects current approaches to assessment in line with Curriculum for Excellence.

Skills for Learning, Life and Work

Children at Armadale Primary School are provided with planned experiences across all levels to develop and demonstrate a variety of skills. These include literacy, numeracy and health and well being skills across learning, thinking skills (remembering, understanding, applying, analysing, evaluating, creating), personal learning planning, working with others, leadership, physical co-ordination and movement and enterprise and employability. These skills and attributes should provide them with a sound basis for their development as lifelong learners in their adult, social and working lives.

Eco Group

The Eco-group is made up of representatives from each stage from Nursey to P7. Their role is to make the pupils of Armadale Primary aware of environmental issues which currently affect them or may affect them in the future. The aim is to get as many pupils involved in being kinder to the environment and we are keen that Armadale Primary is an 'Eco-friendly' school.

The Eco-group meet on a regular basis and work on their 'Action Plan' for the year. They plan assemblies, organise competitions and campaigns and inform classes around the school how they can help the environment and encourage their peers to be eco-friendly.

Armadale Primary currently has its 4th Green Flag.

Learners Journey

All children are encouraged to become active participants in their own learning and as such, help to set their own targets and regularly discuss progress towards those targets. Children are aware of the learning outcomes of each learning experience and use them to assess their own understanding and that of their peers. The children are encouraged to reflect on their learning, identify their strengths and development needs and dependent on the age of the children, there are a number of ways in which they are encouraged and supported through this process. Parents are an important part of this process and we are currently developing ways in which we can meaningfully involve parents further in their own child's learning.

Pupil Leadership

Pupils are actively encouraged to be involved in the wider life of the school and they have many opportunities to be involved in the decision making process. There are a number of groups within the school which have pupil representation, for example, the Pupil Council, Eco-Group, Health Group, Citizenship Committee and Rights Respecting Schools Group. Older pupils are offered roles of responsibility including, Buddies, Monitors and Junior Road Safety Officers. We are planning to extend meaningful leadership opportunities for the children and will be working in partnership with parents to further develop this. Older pupils support younger pupils during a variety of activities and learning experiences including Master Classes.

For further information please refer to the Developing a Pupil Voice Policy:
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/pupilvoice>

Reporting to Parents

There are two formal opportunities, in October and March, for parents and teachers to discuss the progress of individual learners. One written report is produced annually in June. Teachers are willing to discuss individual progress at any time should there be concerns or issues surrounding the child. Arrangements for this can be made by appointment.

Transition

Every opportunity is taken to familiarise our nursery pupils with life in the primary school. They attend assemblies, work with specialised teachers, undertake whole school activities such as enterprise, fund raising, eco-school activities and they quickly become familiar with school staff and the school building. Towards the summer term additional opportunities are planned when nursery children will spend time with their P1 teacher, and will meet the other children in their classes. An induction meeting for new P1 parents takes place in the summer term. A buddy system is in place, which allows older pupils to support their younger peers. P1 teachers will have detailed knowledge of each child in order to ensure a smooth and seamless transition.

P7/S1 Transition

Each secondary school admits pupils from a number of associated primaries. Armadale Primary School is associated with Armadale Academy and the children living in the catchment area of the school would therefore normally transfer there for their secondary education.

Armadale Academy has excellent transition arrangements with a programme starting early in the P7 year. Children have many opportunities to visit the High School and become familiar with a range of staff. Additional support is available to pupils who require this during the transition period.

Parents' evenings are arranged by Armadale Academy, early in the new school session, to provide parents with the necessary information about transition.

Support for Pupils

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.

The 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 assessed online at:

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

Support for learning is offered to children in a variety of ways dependent on their individual needs and personal circumstances. We use staff in a flexible manner, ensuring that we can respond to emerging needs and offer an appropriate level of support. We help children to develop a range of strategies, use a range on resources and promote independence so that they can attain and achieve to the best of their ability.

The Support for Learning staff work in a variety of ways. In certain circumstances they withdraw small groups of children from class for focused work in language and literacy and/or mathematics and numeracy. In other cases, the Support for Learning teacher may work in class, supporting children when required. Our Support for Learning system is two tiered in that it supports children in need of consolidation and individual help and also children who require extra challenge in their school work.

In addition to this, we also have a system in place for supporting children with emotional and/or social needs. 'Support Circles' offer pupils an opportunity to

work in a small group to develop, communication skills, self esteem, confidence, self worth and enterprising skills.

If you feel that your child needs additional support, information and advice is available from your 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 and additional support for learning through:

telephone helpline – **0345 123 2303**

e-mail enquiry service – info@enquire.org.uk

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 guidelines 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> (new window)

School Improvement

Armadale Primary continuously strives to improve the educational provision for the children in its care and the service it offers to parents. An annual Standards and Quality Report is produced which details progress made towards identified targets. An annual School Improvement Plan is also produced which outlines key areas for development for the school session, including plans to ensure continuous whole school improvement over the next three years.

These documents are available from school and can be accessed electronically through the West Lothian Council website.

In November 2007 Armadale Primary School and Nursery Class were inspected by HMIe and the report was published in March 2008. A copy of this report is available in school or can be accessed on the Education Scotland website. A link is available through West Lothian Council website.

Information regarding Armadale Primary at local level can be found by visiting: <http://www.westlothian.gov.uk/education/schoolrelateditems/SchoolPerformanceData1>

Information regarding the schools’ performance at national level can be obtained by accessing:

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

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

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

Forms for any child requiring medicine to be taken during school time are available from the school office or can be downloaded from:

www.westlothian.gov.uk

Parents are requested to complete these forms to allow medicine to be administered. Medicines are kept in a central location and administered by school staff. Preventative inhalers are kept by the children and a back up at the school office. It is important that each child has two labelled inhalers for school use.

If your child uses an inhaler, it is important that it is labelled. It is the 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 Head Teacher to discuss this.

Emergency Contacts and Emergency closure 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, will children be sent home early. It is possible for an emergency closure to take place for a number of reasons such as severe weather conditions or lack of heating. Permission to do this is given by the Head of Education. In such an event we would contact all parents via 'Group Call' requesting that they arrange for their child to be collected from school.

Children whose parents we cannot contact will be kept in school until they are collected. In the event of extreme weather conditions it would be helpful to listen to local radio stations, where updates on school closures will be broadcast on Forth 1.

School Policies and Practical Information

Armadale Primary School Policies:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Additional Learning Needs | <input checked="" type="checkbox"/> ICT |
| <input checked="" type="checkbox"/> After School Clubs | <input checked="" type="checkbox"/> Language and literacy |
| <input checked="" type="checkbox"/> Anti bullying | <input checked="" type="checkbox"/> Learning and teaching |
| <input checked="" type="checkbox"/> Assessment, Recording and Reporting | <input checked="" type="checkbox"/> Major Incident |
| <input checked="" type="checkbox"/> Child protection | <input checked="" type="checkbox"/> Managing behaviour and Effective Learning |
| <input checked="" type="checkbox"/> Citizenship | <input checked="" type="checkbox"/> Mathematics and numeracy |
| <input checked="" type="checkbox"/> Eco-school | <input checked="" type="checkbox"/> Nursery-P1 transition |
| <input checked="" type="checkbox"/> Educational outings | <input checked="" type="checkbox"/> P7-S1 transition |
| <input checked="" type="checkbox"/> Enterprise | <input checked="" type="checkbox"/> Parental involvement |
| <input checked="" type="checkbox"/> Fairtrade | <input checked="" type="checkbox"/> Physical Education |
| <input checked="" type="checkbox"/> Fire Safety | <input checked="" type="checkbox"/> Personal Safety |
| <input checked="" type="checkbox"/> First Aid | <input checked="" type="checkbox"/> Pupil Voice |
| <input checked="" type="checkbox"/> Food Safety | <input checked="" type="checkbox"/> Racial Equality |
| <input checked="" type="checkbox"/> Global Citizenship | <input checked="" type="checkbox"/> Religious and Moral Education |
| <input checked="" type="checkbox"/> Health and Wellbeing | <input checked="" type="checkbox"/> Social Studies |
| <input checked="" type="checkbox"/> Homework | |

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.

Photography

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

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

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school

If photography is permitted, parents and guests should take care to avoid distracting pupils and the audience. They should observe any constraints imposed by school staff. Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals.

If so, photo-opportunities will, instead, be arranged before or after a performance or an event, if possible.

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

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

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

Transport

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

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

Car Park

In the interest of safety parents must not use the car park to access the school or to collect or drop off pupils. At no time should children be in the car park.

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 his/her own.

If a child is taken ill at home during lunch break, it would be of great help if you inform us should you decide not to send the pupil to school in the afternoon.

Transferring Educational Data About Pupils

Data is transferred electronically to the Scottish Government.

Collection and transfer of pupil data

Data on each pupil is collected by local authorities and the Scottish Government. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to the Scottish Government. Your postcode is the only part of your address that is transferred.

Data is held securely and no information on individual pupils can or would be published by the Scottish government. Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data.

Use of data by the Council and the Scottish Government

In order to make the best decision about how to improve our education service, the Scottish Government and education authorities need accurate, up-to-date data about pupils. The Council may also cross-reference pupil data with population data. The Council is keen to help all pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows the Scottish Government, Education Authorities and schools to: plan and deliver school provision, plan and deliver better policies for the benefit of specific groups of pupils, better understand some of the factors that influence pupil attainment and achievement, target resources better.

Your data protection rights

On occasion, schools will make data available to partners and also academic institutions to carry out research and statistical analysis. In addition, schools

will provide our partners with information they need to order to fulfill their official responsibilities.

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

Child Protection Guidelines

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

Wet Weather Arrangements

During spells of bad weather, pupils are normally allowed to remain in a classroom at interval or lunch time, where pupils are supervised by staff. Each class has a wet interval box. This is stocked with a variety of activities for the pupils.

Playground Supervision

Supervision is provided in the school grounds 10 minutes prior to the school opening, during intervals and during the lunch break. 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.

West Lothian Council Instrumental Music Service

West Lothian Council's Instrumental Music Service provides free instrumental music lessons to primary and secondary school pupils and opportunities for these pupils to play in one of the many bands and ensembles that perform regularly at a range of venues and events locally, nationally and internationally.

The Service is delivered in schools by professional instrumental music teachers who provide a structured and progressive music curriculum which is encapsulated in the four capacities of Curriculum for Excellence - to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor. The Instrumental Music Service is managed by a Principal Officer who is based within Education Services.

How will learning to play a musical instrument help my child?

As well as musical development, the many general benefits gained from learning to play a musical instrument include: enhanced listening and concentration, discipline, co-ordination, language development, memory and social skills. It helps your child to become part of a team and to respect other team members whilst increasing your child's confidence and participation in the wider school and community.

How much will it cost?

Lessons are free, but you will be asked to buy music and some pieces of equipment, reeds, strings etc. For a more accurate estimate, please contact your child's instrumental teacher.

How can my child become part of this?

We aim, within the available resources, to provide opportunities for pupils to learn to play a musical instrument in all primary and secondary schools. Instrumental music teachers provide instruction in a range of instruments including strings, brass, woodwind, guitar, bagpipes and percussion. Availability of specific instruments varies in different cluster areas. Demand usually exceeds availability so children are selected using established musical

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selection procedures. Your child's instrumental music teacher will recommend the most appropriate instrument. Depending on resources, an instrument may be provided on loan without charge for an initial period of tuition, but it is also possible to purchase an instrument through your child's school using (AIPS) - the Assisted Instrument Purchase Scheme. AIPS Enables you to buy a musical instrument without paying VAT.

When are the lessons and how do I check on progress?

Lessons are once a week during the school day but are, wherever possible, provided on a rotational basis so that no particular curriculum subject is affected. The length of the lesson can vary. Individual learning plans/targets are agreed with pupils, their progress is checked weekly and a written report is issued each year. Children are also encouraged to take part in nationally recognised music exams such as Music Medals to boost their sense of achievement.

Is there anything I can do to help?

Your role in supporting your child is an important one.

- Encourage regular practice in a quiet place and listen to them playing from time to time.
- Be positive, especially in the early stages.
- Encourage your child to attend lessons regularly.
- Be prepared to buy music and accessories.
- Don't hesitate to contact your child's instrumental teacher if you need advice
- Encourage your child to take up opportunities to perform solo and in groups

Where can I get more information?

The Instrumental Music Service team from Education Services will be happy to talk to you about any questions you may have

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