



West Lothian
Council

BRIDGEND PRIMARY SCHOOL

Information For Parents

Parents' Handbook 2004-2005

CONTENTS

Welcome.....	1
Information about the school	2
School Aims.....	3
Attainment and Achievement.....	3
Framework for Learning	3
Inclusion and Equality.....	3
Values and Citizenship	3
Learning for Life.....	3
Staff 2004-2005	4
School Day	5
Nursery Classes	5
Admission of Pupils	5
P1 Enrolment	5
New Pupils	6
School Uniform	6
Pupil Council.....	6
Behaviour	6
Attendance	7
General School Information	7
Transport For Children From Philpstoun And Threemiletown	7
Meals and Milk	7
Lunchtime arrangements	8
Playground Supervision	8
Security during school hours	8
Curriculum	8
English Language	9
Modern Languages	9
Mathematics	9
Environmental Studies	9
Outdoor Education	9
Information and Communications Technology	10
Expressive Arts	10
Drama.....	10
PE.....	10
Art & Craft.....	10
Music	10
Religious And Moral Education And Personal And Social Development	10
Learning Support Services	10
Pupils with Special Needs	11
Homework	11
Assessment, Reports and Records	11
Communications and Meetings with Parents	11
Parental Involvement	11
Recreative Activities	12
Medical Care	12
The School Health Service	12
What happens if your child is unwell at school	13

The use of photography and the taking of videos in school	14
Publicity -	14
School Trips –	14
Concerts/Plays/Prizegiving/Sports Day –	14
School Photographer –	14
Emergency Arrangements/Early Closures.....	14
Maintaining an efficient and effective learning environment.....	15
Fire Evacuation Procedures	15
Pupil Transfer Arrangements.....	15
P7 to S1 Transfer Arrangements	15
Health and Welfare	16
Employment	16
School Board	16
The Scottish Parent Teacher Council.....	17
Useful Contacts	17
Education Services Complaints Procedure	17
A local answer:	17
Further Action:	17
The use of ICT and the Internet in Bridgend Primary School	18
Internet Rules for Bridgend Primary School Pupils	18
Session Dates - 2004/2005	19
Session Dates - 2005/2006	20
Information For Parents	21



BRIDGEND PRIMARY SCHOOL

**Auldhill Road
Bridgend
Near Linlithgow
West Lothian
EH49 6NZ**

☎: 01506 834204 Fax: 834813

email: bridgend.ps@wled.org.uk

Head Teacher: Mrs Helen Rarity

Welcome to Bridgend Primary School

We are delighted to introduce our school to you through this handbook which is updated each year.

Only those parents whose children are about to start school or transfer from another school will receive a copy automatically. However, any parent who wishes a copy just has to ask the school office and one will be sent home.

Our school is a non-denominational, co-educational school for all stages from nursery to Primary 7. We currently have a school roll of 78 with 20 morning and 20 afternoon places in the nursery.

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

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

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

Yours sincerely

Helen Rarity
Head Teacher

Information about the school

Address: Bridgend Primary School
Auldhill Road
Bridgend
Linlithgow
EH49 6NZ

Telephone: 01506 834204
Fax: 01505 834813
e-mail: bridgend.ps@westlothian.org.uk

Bridgend Primary was opened in 2002. The catchment area for the school includes the villages of Bridgend, Philpstoun, Threemiletown and some outlying farms and cottages.

Class organisation for 2004-2005 is as follows:

P1/2 P3/4 P5/6 P7

No composite class has more than 25 children.

There is a very close link with the nursery and the P1/2 class at Bridgend Primary.

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

All classes, including the nursery' are housed in one building, although the nursery does have a separate entrance with a linked door to the primary. We have a spare classroom and a general purpose room which provide accommodation for ICT, audiovisual work, expressive arts work and visiting specialists. There is a gym hall which is used for games and P.E. and also serves as our dining room. Meals are provided by the kitchens at Winchburgh Primary School and are delivered to us each day. We also have a medical room which is used by the visiting health staff for consultations.

School Aims

ATTAINMENT AND ACHIEVEMENT

To promote the highest standards of achievement among our pupils and raise standards of attainment for all, especially in the core skills of literacy and numeracy through

- Tracking and monitoring progress towards Targets
- Improve use of assessment and performance information with regard to National Assessments and NFER Nelson Standardized Tests.
- Consistency in teaching 5-14 skills
- Establishing quality Assurance Cycle and involve all staff in continuous improvement.

FRAMEWORK FOR LEARNING

To provide a learning environment that encourages each young person to develop his or her full potential academically, spiritually and socially. To support and develop the skills of teachers and to enhance school environments so that they are conducive to taking and learning through

- Ensuring that opportunities are provided for all pupils to be active learners.
- Providing opportunities for continuing professional development for all staff to acquire the knowledge and skills needed to use collaborative learning techniques effectively.

INCLUSION AND EQUALITY

To promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and special educational needs through

- Ensuring that all pupils have opportunities to learn appropriate to individual needs.

VALUES AND CITIZENSHIP

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

- Developing learning partnerships with all parents.
- Developing pupils' capacity to work collaboratively.

LEARNING FOR LIFE

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

- Raising pupils' expectations of themselves as learners
- Improving pupils' capacity to participate in the learning process
- Celebrating success.

Staff 2004-2005

Head Teacher	Mrs Helen Rarity
Nursery Teacher Nursery Nurse	Mrs Barbara Dickson Miss Laura Johnstone
Learning support Teacher	Mrs Fiona Steven
Class Teachers	
P1/2	Mrs Margaret MacLennan/ Mrs Susan McWhirter (Job Share)
P3/4	Mrs Shona Keery/ Mr Simon MacLean (Maternity Cover)
P5/6	Miss Rachael Milligan
P7	Mrs Tracy Barron
Specialist Teachers	
PE Music Woodwind	Mrs Lesley Malone Mrs Eileen Rendall Ms Roxanne Benezra
Classroom Assistants	Mrs Vikki Deas Mrs Sandra Mallon
Support Assistants	Janet Berry Jan Baird Julie Matheson-Dear
School Secretary	Mrs Juliet Gibson
Facilities Management Assistants	Mr Jim Hughes Mr Ian Cruikshank Mr Pat Shallow
Senior Cleaner Cleaner	Mrs Mary Ridd Mrs Frances Sutherland
Kitchen Supervisor	Mrs Liz Sutherland

SCHOOL DAY

The school hours Monday to Thursday are:

Primary 1 & 2:	morning	8.45	-	12.25
	lunchbreak	12.25	-	1.15
	afternoon	1.15	-	2.40
Primary 3 – 7:	morning	8.45	-	12.30
	lunchbreak	12.30	-	1.15
	afternoon	1.15	-	3.15

The school hours each Friday are:

Primary 1-7:	morning	8.45	-	12.00
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Nursery Classes

Morning Class	Monday - Thursday	8.45	-	11.30
Afternoon Class	Monday – Thursday	12.30	-	3.15
Alternate Fridays for both classes		8.45	-	11.45

NURSERY CLASSES

In the case of the Nursery Class West Lothian Council operate the admission system. Application forms for your child's name to be added to the list are available from the school. A child's name will be accepted on to the list after his/her second birthday. The child's Birth Certificate should be shown when putting a child forward for application for a place in Nursery. Priority for places will be given to children in the year before they start school.

The Curriculum Framework for Children 3-5 Years guides the work of the nursery staff where emotional, personal and social development, communication and language, knowledge and understanding of the world , expressive and aesthetic development and physical physical development and movement form the core of their curriculum.

ADMISSION OF PUPILS

The Parents' Charter gives parents the right to request a school of their choice. Families living outwith the catchment area who wish their child to attend this school should make an application in writing to:

Pupil Placement Section
Education Services
Lindsay House
South Bridge Street
Bathgate
EH48 1TS

P1 Enrolment

Any child whose firth birthday occurs between 1st March 2004 and 28th February 2005 is eligible for admission in August 2005. Children whose birthdays fall in January and February can automatically be considered for deferral and parents should discuss this in the first instance with nursery staff.

Admission of children to primary schools for the August 2005 intake commences in November/December. Advertisements will appear in the national and local press.

An open evening is usually held in November, so that any interested parents can visit the school to have a look around prior to enrolling their child in Primary 1.

Children who have been enrolled will have the opportunity to visit the Primary 1/2 classroom frequently during the spring and summer terms to become familiar with the staff, cloakroom arrangements and toilet facilities.

In addition to these arrangements, children will be invited to school in June to meet their teacher. An opportunity will also be given to parents to visit the school to hear about the curriculum and ask any questions they may have.

Any parents who are seeking a place for their child at Bridgend Primary are invited to contact the school at any time to make an appointment to meet Mrs Rarity, the head teacher, if they are unable to take advantage of the normal arrangements.

New Pupils

In the case of new pupils – other than Primary 1 entrants – wishing to start school at any time during the session, parents are asked to phone the school to make an appointment to see Mrs Rarity, the headteacher so that they may fill in the application form and view the school. You must bring proof of your child's date of birth eg birth certificate, when enrolling.

SCHOOL UNIFORM

The wearing of school uniform is encouraged. The school uniform consists of a navy blue sweatshirt with the school name and badge, white polo shirt and dark grey trousers or skirt. Navy blue padded waterproof jackets and fleeces are also available with the school badge and name. Pupils are encouraged to wear a white t-shirt and black or navy shorts for PE. We ask that football colours are not worn to school at any time. If possible, please give your child some form of protective clothing eg an old shirt, so they can enjoy art and design work without fear of dirtying their clothes.

In order to maintain the high standard of internal decoration and cleanliness, pupils are encouraged to change into indoor footwear at all times and your support in this matter is much appreciated.

It is important that children's clothes are clearly labelled with their name. We have a lost property box which is packed to overflowing and one black gym shoe looks very like any other!

Orders may be placed for sweatshirts, jackets and polo shirts twice yearly. Order forms will be sent home in May and November each year.

The Authority operates a scheme of provision to ensure that pupils are sufficiently and suitably clad to take full advantage of the education provided. Families in receipt of Income Support or Family Credit will qualify for such a scheme. Other cases will be determined according to the personal circumstances of the family. Parents who wish to apply for the scheme should complete an application form available from the school or from the Education Department. Further information is displayed on the Parent's Notice Board in the School

PUPIL COUNCIL

Important that pupils feel they play an active part in making the school an exciting and interesting learning environment. We have an elected Pupil Council which meets regularly with Mrs Rarity to discuss issues raised by pupils and to be kept informed by Mrs Rarity of the school's Improvement Plan.

The Council's notice board is situated in the main pupil corridor.

BEHAVIOUR

We have a positive Behaviour Programme where pupils are encouraged to respond to instructions and directions first time, allow others to work, care for people and all properties and produce work completed to the best of their ability. This approach is also used very effectively in our playground and we have a playground behaviour award system in place which has proved to be very successful in reducing disruption to teaching time after intervals.

Each class teacher negotiates, with his/her class, a list of rules with rewards and sanctions to be employed in the classroom to enable him/her to promote good behaviour and effective learning and

teaching. Beyond the classroom there is the wider Disciplinary Policy which relates to Health and Safety and behaviour beyond the classroom and the playground and involves all staff and pupils. A copy of this policy accompanies this booklet.

Certificates are awarded at whole school assemblies in recognition of pupils' attempts to behave in a positive manner. When a child persistently misbehaves in an unacceptable way, he/she will be reported to the head teacher.

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

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

Continued unacceptable behaviour may result in exclusion from school.

ATTENDANCE

Parents are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the head teacher will ask the Education welfare Officer to visit the home and discuss the problem with the parents. If such unsatisfactory attendance persists the head teacher, following discussion with the Educational welfare Officer and other agencies, will decide whether the case should be referred to the Local Area Attendance Advisory Group. This group has powers to carry out the statutory responsibilities of the Authority with regard to defaulting parents.

Unless it is unavoidable parents are requested not to take holidays outwith term times. If a child is absent from school due to holiday commitments they may not be able to remain in the same ability group on return. Requests for holiday absence should be made in writing to the headteacher. It should be noted that absence due to family holidays can no longer be authorised and will show on your child's record as unauthorised.

Parents must impress upon their children the importance of being on time for school. If your child is off school for any reason please let the school know by telephone by 9.30am. Absences after the lunch break should be reported immediately so as to void any undue anxiety and a search being made for the child.

In the interests of children's safety, if a child unavoidably has to attend a medical appointment during school hours, a responsible adult must collect the child from school. If the child is to be collected by an adult other than a parent, this must be intimated to the school in writing.

GENERAL SCHOOL INFORMATION

Transport For Children From Philpstoun And Threemiletown

Buses are available mornings and afternoons. It is the Authority's current policy to provide free travel for pupils attending their catchment school who live more than 1.5 miles from the school or where there is an absence of a lit paved footpath.

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.

Parents who choose to send their children to a school other than the district school will not receive assistance in relation to travel to and from school. However, the Education Committee has agreed a number of exceptions to this rule and further details are available from the Education Transport Section.

Meals and Milk

School meals cost £1.35 daily (Monday-Thursday) and, as they are not cooked on the premises, orders and payments have to be made a week in advance on Fridays. Refunds due to absence can be claimed by writing to the class teacher. You should tell her which days you are claiming. Packed lunches may be brought, with any liquid carefully contained.

Free Meals: Under the Education Committee's policy, children in attendance at schools under the management of the Authority are entitled to free school meals if their parents are in receipt of Income Support from the Department of Social Security.

Further information and an application form can be obtained from the school or from the Education Office. Free whole milk will be available to all nursery children and semi-skimmed milk to Primary children entitled to free meals. Semi-skimmed milk is also available to all other children in the school mid-morning. Milk is 10p per day and should be paid termly. No refunds can be given and no late payment can be accepted. A letter reminding you of payment days is given out towards the end of each term.

Lunchtime arrangements

School lunches (Monday - Thursday) are served in the gym hall. These are cooked at Winchburgh School kitchens and delivered shortly before lunchtime. Children may choose from two main meals or a healthy packed lunch. All meals are nutritionally balanced by a dietician. There are two dining room supervisors who are available to assist pupils.. On Fridays, a packed lunch is provided to take home for those who receive Free Meals.

Playground Supervision

When pupils are at school, the responsibility for their safety rests with the Authority, the Head Teacher and staff including the Playground Supervisors who undertake this responsibility on behalf of the Authority. This means that reasonable steps are 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. Any concerns should be addressed to the Headteacher.

Security during school hours

The security of children and staff is of paramount importance. During school hours parents and visitors **must** enter by the main door and sign the visitor's book. So that everyone coming into the school can be monitored, please note that all gates will be locked whilst children are in school.

CURRICULUM

At Bridgend Primary School a wide range of learning experiences is offered to all children. In their studies they acquire skills, concepts and attitudes as well as knowledge. The relevance to the children's learning experiences is reinforced by linking together different areas of the curriculum and by involving the children in real situations where possible. Group, individual and whole class methods form the basis of teaching in order that the curriculum can be tailored as far as possible to fit the needs of each child.

In Scotland pupils follow the 5-14 National Guidelines on the curriculum. Children progress through these guidelines at their own pace from Level A to Level E and beyond. A guide to this progress is as follows:

- Level A should be attainable by almost all pupils by the end of P3
- Level B should be attainable by most pupils by the end of P4
- Level C should be attainable in the course of P4-P6 by most pupils
- Level D should be attainable by most pupils in P7
- Level E should be attainable by most pupils in S2

Standardised tests in English and Mathematics will be given to children in P3, P5 and P7 during the Easter term to help identify areas of strength or areas where reinforcement is required. Programmes of work are planned for pupils under the following headings:

English Language	Expressive Arts
Mathematics	Religious and Moral Education
Environmental Studies	Personal and Social Development
Information and Communication Technology	

English Language

Language skills are important in all areas of the curriculum. Reading, Writing, Listening and Talking are taught via a series of structured programmes that begin in the Nursery and progress throughout the school. Children from Nursery to P2 take part in the Early Intervention Literacy Programme promoted by the Authority and developed by the school. The programme aims to develop skills in phonics, reading and writing from an early stage and allow the children to progress as quickly as possible through the reading and writing levels identified by the National Assessments.

The children are encouraged from the earliest stages to put their thoughts down in writing. Emergent writing starts in the Nursery and is encouraged and developed through P1 until the children are able to write a recognisable story with minimum assistance from the teacher. As the children progress through the stages they explore different kinds of writing and practice using them for different purposes. Levels of attainment are measured by using the criteria set out in the National Assessments for Writing. Examples of the children's writing are kept each year and passed through the stages so that they build up a portfolio of work which can go with them to the Secondary.

Children who have difficulties can be identified early and action taken to assist them through a programme of learning support.

The Reading Scheme used throughout the school is All Aboard published by Ginn but we also have a variety of other resources that can be used as required to suit each child's needs. Children are tested formally and informally throughout the year by the class teacher and learning support teacher, where appropriate, to assess progress.

Modern Languages

French is taught to both P5/6 and P7 and the children are encouraged to use the language through games involving various areas of the curriculum.

Mathematics

The school follows the 5-14 programme for Maths through the use of the Heinemann Maths and other related schemes. There is a special emphasis on mental calculation and quick recall of basic number facts as well as problem solving. The children are involved in practising these skills on a daily basis and are encouraged to learn the multiplication tables and basic number facts by heart.

The children's knowledge and understanding are tested regularly, both formally and informally, so that any difficulties can be identified and action taken to assist the child.

Levels of attainment are verified through the use of the National Assessments for Maths. Records are kept and results conveyed to the children and the parents.

Environmental Studies

We have a bank of topics and resources which allows the teacher to investigate themes which help the children to learn about themselves, their local environment, their culture and heritage, the wider world and their place in it.

Discovery, discussion, problem solving, direct teaching and investigation are used to encourage understanding and develop skills.

Science topics are linked to investigations and simple design technology.

Outdoor Education

From time to time we organise outings associated with topics being studied. Parents are notified by letter and we usually ask for a contribution towards the cost. There is also a form to complete by the parent giving consent for the child to attend.

Every other year, the P6/7 class go on a residential outing for a few days. The cost of this has to be met by the parents.

Information and Communications Technology.

There is an Apple Mac computer in every class including the Nursery and LS class. We also have several laptops which can be used for group/class lessons. We have a wide range of programmes to support various areas of the curriculum.

We also have several Alpha Smarts which can be used by the children at all stages to compose and store their own writing before transferring it to the main computer for editing.

We are linked up to the Internet and West Lothian's policy regarding the use of ICT and responsible use of the Internet can be accessed by clicking [HERE](#) and selecting "Guidelines".

Expressive Arts

Drama

Drama is taught at all stages and is an important part of language development because it encourages confidence in speaking out, taking turns, playing a role and reading a script. It also encourages the children to explore emotions, resolve conflict and act out situations they may encounter in the future. It is also a way of allowing the children to put other skills into a context eg singing, dancing, poetry, painting, technology etc.

PE

We have a PE Specialist who takes the children through the year for various physical activities including dance, games, gymnastics and athletics.

Class teachers follow up the lessons taught by the specialist.

Art & Craft

This is taught by the class teachers. The skills in all media are supported by the West Lothian Programme of Study and supplemented by the Borders and Fife programmes.

Music

Music is taught by the class teachers with the help of the Music Specialist. The children learn to read musical notation and how to play recorder and tuned and untuned percussion. They are also taught an appreciation of different kinds of music and how to compose and perform.

We also have a woodwind instructor who takes a group of children weekly for clarinet and flute. These children are given the opportunity to play in the Cluster Orchestra at Linlithgow Academy.

Religious And Moral Education And Personal And Social Development

The teachers follow the Cluster plan that is linked to the 5-14 guidelines and deals with other major world religions as well as Christianity and Personal Search. We have a School Chaplain who visits regularly to meet the children and takes part in our assemblies and other events. If you do not wish your child to take part in these assemblies you have the right to withdraw them. Please advise the Head Teacher if this is your wish.

Health Education, which includes sex education, drug education, healthy eating hygiene and personal safety, is also taught through the Personal and Social Development programme.

Learning Support Services

Our Learning Support Teacher, Mrs Fiona Steven, works with children within their own classrooms or individually or in small groups in her own room. Learning Support is available to children where concerns over progress have been raised by the class teacher. This support is regularly reviewed and may only be required for a short period. Mrs Steven may also support more able groups of children.

Pupils with Special Needs

Under West Lothian Authority's policy of inclusion, children with significant special needs may be placed into mainstream primary school. Additional help with such a placement includes increased learning support or pupil auxiliary support, allowing all children to have access to a curriculum which meets their individual needs.

Integrated placements are made following assessment by the Authority, Specialist advisers and in consultation with the parents.

Homework

Homework for Reading and Spelling and Maths is given weekly or daily depending on the stage the child has reached and we expect parents to be fully involved in monitoring and checking the work is completed and returned to school on time. Additional, topic related homework, may be set from time to time.

We have a homework policy produced after consultation with the School Board and parents. A copy of the policy accompanies this booklet. Please read it carefully.

Assessment, Reports and Records

Our aim is to provide details of each pupil's strengths, development needs and attainment in each curricular area, including national test results where applicable.

In addition, we wish to encourage parents to comment on the reports and to seek further information through talking to the teachers at parent meetings. A copy of the pupil report, which is issued to parents in the summer term, is kept in a file in the school office and is forwarded when a child transfers to another school.

Each child's progress is assessed formally and informally by the class teacher. If lack of progress becomes an area of concern, the child is referred to our Learning Support Specialist or the Educational Psychologist who, through more formal assessment, can advise appropriate action for the class teacher and parent.

Staff at Bridgend Primary school meet with staff at Linlithgow Academy to pass detailed information from P7 to S1. In addition, parents are encouraged to comment on school reports.

Parents of the children in the Nursery are given opportunities throughout the year to discuss their children's progress both formally and informally with staff and they are asked to contribute to the child's profile at the end of the Nursery stage.

Communications and Meetings with Parents

In the autumn and spring terms, parents are invited to visit the school to discuss the progress of their child with the class teacher. A written report is sent home to parents in the summer. Throughout the year, parents who are concerned about any matter are welcome to contact the school to arrange to discuss it with Mrs Rarity.

Parental Involvement

Education is a partnership between the school and home and so we encourage parents to become involved in the life of the school by helping in classes, accompanying children on outings or contributing to or helping with fund-raising.

Parents are sometimes happier working with the younger children and now that we have our Nursery Class there are plenty of opportunities to get involved. No special skills are needed, just an interest in the children and what they are doing in the school. We are always interested in help for the Early Intervention projects and for supervising science related activities.

Recreative Activities

We encourage all pupils from P3-P7 to participate in one or more of our after school activities. These are offered without charge and this session include:

P3 –P4	Art
	Gymnastic
P3-P7	Choir
P4-P7	Netball
P4-7	Football
P4-P5	Golf
P5-P7	Basketball
P7	Music

We have an annual sports day in the summer term and all parents and friends are invited to join us.

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

MEDICAL CARE

The School Health Service

Throughout your child's years at primary and secondary school, a team of specialist Health Service and Education Department staff will be seeing him or her from time to time to make sure that he or she benefits as much as possible from all that school has to offer, and to help prepare him or her for life after leaving school. The School Health Service is part of the Community Child Health Service and has direct links with those who carry out health checks on children before they start school. Many different services are provided.

The staff involved make every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, eg testing for vision, hearing or speech, are provided to all children on a routine basis to discover which children may need further tests or treatment. Parents are not notified of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required, the child's parents will be informed and consent requested.

Some of the staff concerned and the parts they play are as follows: The Health Visitor or School Nurse carries out regular inspections of groups of children, gives advice on health and hygiene, tests eyesight from time to time and works with the school doctor. The attention of the doctor is drawn to any possible problems, and parents and the family doctor are informed if any further action is considered necessary.

The Health Visitor or School Nurse may be helped by a Hygiene Aide or Nursing Auxiliary. The Health Visitor and School Nurse also act as an important link between home and school.

The School Doctor visits the school regularly and meets with the School Nurse or Health Visitor and with teachers to find out whether any pupils need medical attention. In addition, the Doctor reviews the medical notes of all children in Primary 1, 7, at secondary school and the new entrants.

Parents are also asked to complete a health questionnaire about their child at these ages; and asked if they would like their child to have a full medical examination. In addition, the Doctor may ask for your consent to examine your child if his/her medical records are incomplete: or if the Doctor particularly wishes to check on his or her progress. You will be invited to be present at any medical examination, and kept informed if the School Doctor wishes to see your child again, or thinks that he or she should be seen by your family doctor or a specialist.

You can, if you wish, arrange for your own family doctor to undertake the examinations instead of the School Doctor, but you may be charged a fee for this. In secondary schools, the School Doctor may consider if any special information should be provided for the Careers Advisory Service. The school doctor will be pleased to see you and your child at any time if you are concerned about his or her health, or general progress at school.

With your consent, the School Doctor also carries out immunisations to protect against various diseases:

Age 4-5: immunisations against diphtheria, tetanus, polio and MMR (Measles, Mumps, Rubella), if these have not been given before starting school.

- Age 12-14: testing for resistance to tuberculosis and immunisations (BCG) where required. Girls only - testing for resistance to rubella (German measles), and immunisations if necessary.
- Age 14-15: booster immunisation against tetanus and polio.

If you prefer, you may ask your family doctor to immunise your child.

The Children's Hearing Testing Service will not be routinely testing every child in the P1 year. If you are concerned about your child's hearing a test can be arranged by contacting your GP or the school. An appointment will then be sent to you by post, to attend a clinic in the area.

The speech therapist can provide assessment and, if necessary, treatment if you, a teacher or the school doctor feels that your child may have a speech or language problem. Any enquiries concerning the provision of dental services should be made to the Chief Administrative Dental Officer, Lothian Health Board, 11 Drumsheugh Gardens, Edinburgh, EH3 7QQ (Telephone: 031-225-1341).

We hope that the School Health Service can, together with yourselves, contribute to your child's overall well-being and development. Please do not hesitate to arrange through the Head Teacher to see the School Doctor, School Nurse or the health visitor if you want any more information.

When a pupil is found to be unwell, parents will be contacted and asked to collect him/her. If the parent is unavailable, the Emergency Contact will be approached. It is vital that any changes in Emergency Contacts are intimated to the school immediately.

If your child is feeling unwell in the morning please do not send him/her to school until he/she is better. We have neither the staff nor the facilities to deal with sick children.

What happens if your child is unwell at school

When a child becomes ill or has an accident in school a decision will be taken on whether the child may stay at school or whether we should contact his/her parents (or possibly the child's emergency contact or family doctor if the parents cannot be contacted). Parents or a responsible person will be encouraged where possible to collect their child from school.

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

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

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

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

Where necessary, medication can be administered to pupils by a member of staff. Parents must complete and sign the appropriate forms allowing staff to do this. Where a child self-administers medication eg ventolin, parents must complete and sign a self administration form. Both forms are available from the school office.

If the administration of the medication involves training by medical staff then this can only be done if a member of staff volunteers to undertake this training.

THE USE OF PHOTOGRAPHY AND THE TAKING OF VIDEOS IN SCHOOL

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.

Publicity-

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 the school to cover events celebrating success. However, the views of parents who, for any reason, do not wish their child to appear in such photographs will be respected at all times, as will the views of the senior pupils, themselves, in secondary school.

School Trips –

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.

Concerts/Plays/Prizegiving/Sports Day –

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, 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 headteacher.

School Photographer –

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

EMERGENCY ARRANGEMENTS/EARLY CLOSURES

In the event of the school having to be closed in an emergency because of bad weather, the breakdown of heating, we would normally contact one parent in each of the communities to try to circulate the information. Before the children were sent home we would always make sure that someone would be there to see to them. Parents in outlying areas would be asked to collect their children and arrangements would be made to deliver all other children to their homes. No child would be left at home unless there was someone there to supervise them. Any child for whom no-one was at home would be returned to school until someone was available.

It is very important that we have the telephone number of a contact in case of emergency.

MAINTAINING AN EFFICIENT AND EFFECTIVE LEARNING ENVIRONMENT

To maintain an efficient and effective learning environment for the children:

- ✓ It is most important that children arrive at school in time for start of the morning and afternoon sessions.
- ✓ At lunchtime only those children who go home for lunch are allowed to leave the school.
- ✓ If your child is absent please let the school know as soon as possible the reason for the absence. Letters must be **signed and dated** by the parent.
- ✓ Children cannot be sent home on their own during the school day for any reason at all. If a child has to be taken from school, the parent or a suitable adult, should collect the child from the classroom. A letter asking the child to be sent home during the day is not sufficient.
- ✓ Children should come to school suitably equipped and dressed to work.
- ✓ Children must never leave money or valuables in cloakrooms, classroom desks or schoolbags. Money should always be given to a teacher for safekeeping.
- ✓ It would be of a considerable help with supervision if children who go home for lunch do not return to school too soon. The playground supervisors will not be available to open the school gates before 12.50pm.
- ✓ Children should be discouraged from bringing to school, toys, presents or jewellery (unless specifically requested to so by the teacher), since these can be lost or damaged.
- ✓ Earrings/sleepers should not be worn in school as they constitute a danger, particularly in the gym. Children will be advised to remove them during physical activities.

We hope that parents will support the decisions of the school in every way possible to help us implement these arrangements which are designed to help all the children.

FIRE EVACUATION PROCEDURES

Fire drills are held twice each term and recorded by Facilities Management staff besides records of fire extinguisher checks.

PUPIL TRANSFER ARRANGEMENTS

Children in this school will normally transfer at the end of P7 stage to Linlithgow Academy, Braehead Road, Linlithgow – our secondary catchment school. (Tel: 01506 843211).

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

Where a school is over-subscribed parents will be informed as soon as possible, in writing, that it is necessary to refer the applications to the Special Sub-Committee on Pupil/Student. Support with information on when the Committee will meet and when parents will hear the outcome of this meeting. Enquiries should be directed to:

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

P7 to S1 Transfer Arrangements

In November/December parents of P7 children will receive a letter from the pupil placement indicating the catchment area secondary schools for their home address. This letter asks parents to confirm their transfer intentions.

The letter also advises parents of their rights to make a placing request and how to do this. Information on placing requests is available from pupil placement.

Enrolment will be confirmed as soon as possible before 31 April by letter from Lindsay House. Where a school is over-subscribed, parents will be informed, as soon as possible in writing.

P7 pupils will visit the Academy in June for a familiarisation visit.

HEALTH AND WELFARE

Within the general policy laid down by West Lothian Council the Education Department has prepared a series of statements of safety policy for all areas of its responsibilities in accordance with the Health and Safety at Work Act 1974. School staffs are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life both on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is very important.

The insurance cover for pupils is restricted to Public Liability cover and does not extend to personal accidents within school or on the sports field. Foreign travel or involvement in outdoor pursuits which have a degree of risk are included, but beyond this, insurance cover is viewed as a parental responsibility.

Employment

Children under the statutory school leaving age can only be employed within the terms of the by-laws on the Employment of Children. These regulations do not permit the employment of children below 13 years of age, and for those over that age there are limits on the hours and type of employment which are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins. Further details can be obtained from the Education Department.

SCHOOL BOARD

The School Boards (Scotland) Act 1988 gives each primary, secondary and special school the right to elect its own School Board. The membership of Schools Boards comprises parents, who will have a majority, school staff members and co-opted members chosen to represent the community. Local Regional councillors, representatives of the Authority and Head Teachers have a right to attend Board meetings but cannot be members of a Board.

School Boards have a variety of duties and functions including communication with parents, fund raising, taking part in the appointment of senior staff of a school, and arranging the use of school premises outwith normal school hours. Boards can ask the Authority to give them certain additional responsibilities.

The School Board Members are:-

Mrs Margaret Binnie, Police House, Bridgend, Tel: 834557 who is Chairperson to the Board.

The other parent members of the Board are:

Mrs Gillian Hamilton, 31 Church Court, Philpstoun, Tel: 834526.
Mrs Hazel McCartney, 37 Woodside Place, Bridgend, Tel: 834768
Mrs Ann Linn, 2 Auldhill Place, Bridgend, Tel: 07762 576547
Mrs Susan McWhirter – Staff Member

The co-opted members are:

Rev S Marshall, The Manse, West End, Winchburgh, Tel: 890919
Mrs Ena Murray, Auldhill Road, Bridgend, Tel: 834911.

THE SCOTTISH PARENT TEACHER COUNCIL

The Scottish Parent Teacher Council is the national organisation for PTAs and PAs in Scotland and runs an independent helpline service for all parents. You can contact them by phone/fax on 0131 226 4378, by email on sptc@sol.co.uk or write to SPTC, 53 George Street, Edinburgh EH2 2HT.

USEFUL CONTACTS

West Lothian Council Education Services Lindsay House South Bridge Street BATHGATE West Lothian EH48 1TS	776000
Free Meals/Clothing Grants	776388
Transport Policy	775288
Health & Safety	777152
Special Needs Policies/Provision	776114
Outdoor Education Policy	776101
Customer Care & Communication	776005
Emergency Closure Policy	776034

EDUCATION SERVICES COMPLAINTS PROCEDURE

A local answer:

Many complaints are resolved in school.

If you wish to raise a concern with the Education Service the first person to approach will normally be the Headteacher of your school or the Community Education Worker at your local Area Office or Community Education Centre or the Office staff dealing with such matters are free meals, transport or bursaries at Education Services at Lindsay House.

He/she will try to resolve the difficulty or provide an explanation to you within ten working days.

Further Action:

If you remain dissatisfied you can make a complaint to the Education Department. Comment and complaint forms are available in all West Lothian Council Department. The Advice and Conciliation Service provides a Helpline during office hours to advise you on how to take further action.

You may be asked to put your complaint in writing addressed to:

Support Services Manager
Customer Care
Lindsay House,
South Bridge Street,
Bathgate,
EH48 1TS.

The Helpline number is 776005

A written acknowledgement will be sent promptly when your complaint has been received in writing. Following the investigation of your complaint a full reply will be sent as soon as possible. This will tell you the outcome of your complaint.

THE USE OF ICT AND THE INTERNET IN BRIDGEND PRIMARY SCHOOL

Information and Communications Technology (ICT) is a term used to describe computers and display facilities, software, specialist hardware, technology based recording and processing systems for sound, still and moving images, graphic calculators and other associated communications facilities. In Bridgend Primary we use ICT equipment to support effective Learning and Teaching.

The use of ICT is an integral part of the curriculum which enables pupils to access information and resources available on local and world wide networks and to gain ICT skills essential in our society. However, within this wide range of information there may be material or communications that neither the school nor parents/carers would consider appropriate for pupils to access.

West Lothian Education Services implements software to provide protection from inappropriate material on the internet without impeding the acquisition of information. 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 which make them feel uncomfortable.

West Lothian Education Services has set out some internet rules for pupils to help minimise the possibility of accessing inappropriate material or communications. We shall explain these rules to each pupil before they access the internet. We are also asking each parent/carer to read these rules for their own information, and to discuss them with their child.

Internet Rules for Bridgend Primary School Pupils

When I use the Internet, I agree that:

I will not swear, use rude or threatening words

I will not reveal my address or phone number, or those of others

I will remember that electronic mail (e-mail) is not guaranteed to be private

I will not try to find inappropriate material

I will not use the Internet in such a way that would disrupt its use by others

I will tell a member of staff if I find a page, picture or message that makes me feel uncomfortable

If I do not follow these rules I may not be allowed to use the Internet and the school may take further action.

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

Should you wish to discuss the use of ICT and the Internet, please contact Mrs Rarity, Head Teacher.

Session Dates - 2004/2005

TERM 1

Staff resume		* Monday, 16 August 2004
Pupils resume		Tuesday, 17 August 2004
Autumn Holiday		Monday, 20 September 2004
	Staff resume	* Tuesday, 21 September 2004
	Pupils resume	Wednesday, 22 September 2004
Mid-term	All break	Friday, 15 October 2004
	Staff resume	* Monday, 25 October 2004
	Pupils resume	Tuesday, 26 October 2004
Term ends		Wednesday, 22 December 2004

TERM 2

All resume		Wednesday, 5 January 2005
Mid-term	All break	Thursday, 10 February 2005
	Staff resume	* Tuesday, 15 February 2005
	Pupils resume	Wednesday, 16 February 2005
Term ends		Thursday, 24 March 2005

Good Friday	25 March 2005
Easter Monday	28 March 2005

TERM 3

All resume		Monday, 11 April 2005
May Holiday		Monday, 2 May 2005
	Staff resume	* Tuesday, 3 May 2005
	Pupils resume	Wednesday, 4 May 2005
Marches Holiday		Tuesday, 14 June 2005
Term ends		Friday, 24 June 2005

SESSION 2005/2006

Staff resume	Monday, 15 August 2005
Pupils resume	Tuesday, 16 August 2005

TERM 1

Staff resume		* Monday, 15 August 2005
Pupils resume		Tuesday, 16 August 2005
Autumn Holiday		Monday, 19 September 2005
	Staff resume	* Tuesday, 20 September 2005
	Pupils resume	Wednesday, 21 September 2005
Mid-term	All break	Friday, 14 October 2005
	Staff resume	* Monday, 24 October 2005
	Pupils resume	Tuesday, 25 October 2005
Term ends		Friday, 23 December 2005

TERM 2

All resume		Monday, 9 January 2006
Mid-term	Pupils break	Thursday, 9 February 2006
	Staff break	* Friday, 10 February 2006
	All resume	Wednesday, 15 February 2006
Term ends		Friday, 7 April 2006

Good Friday	14 April 2006
Easter Monday	17 April 2006

TERM 3

All resume		Monday, 24 April 2006
May Holiday		Monday, 1 May 2006
	Staff resume	* Tuesday, 2 May 2006
	Pupils resume	Wednesday, 3 May 2006
Marches Holiday		Tuesday, 15 th June 2006
Term ends		Friday, 23 June 2006

* In-service training days

SESSION 2006/2007

Staff resume	Monday, 21 August 2006
Pupils resume	Tuesday, 22 August 2006

Information For Parents

2004
PRIMARY SCHOOLS

School: Bridgend Primary School	Id No.: 400 - 5505925
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Budgeted Running Costs For Financial Year 2004-05

School Roll at September 2003	74
Total School Running Costs at April 2004 (£)	325,474
Cost per Pupil (£)	4,398

Attendance And Absence For School Year 2003/04

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	2,643	1,962	5,567	2,387	4,774	4,774	3,069	25,176
Percentage Authorised Absences	6.1	5.0	4.7	3.1	5.2	5.2	5.8	5.0
Percentage Unauthorised Absences	0.2	0.1	0.1	0.0	0.0	0.1	0.1	0.1

5-14 Attainment

	Previous level of performance (June 2003) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage	Present level of performance (June 2004) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage
Reading	76.9	80.0
Writing	79.5	80.0
Mathematics	82.1	88.0

Minimising Overall Absence

	Absence recorded (2002/2003) Average number of half days absence per pupil	Absence recorded (2003/2004) Average number of half days absence per pupil
Absence	19.3	17.5

INFORMATION FOR PARENTS 2004
PRIMARY SCHOOLS

Education Authority: **West Lothian**

Budgeted Running Costs For Financial Year 2004-05

School Roll at September 2003	14,898
Total School Running Costs at April 2004 (£)	42,788,280
Cost per Pupil (£)	2,872

Attendance And Absence For School Year 2003/04

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	710,740	704,396	737,538	742,575	719,677	735,372	726,139	5,076,437
Percentage Authorised Absences	4.4	4.3	4.0	4.0	4.0	4.1	4.2	4.1
Percentage Unauthorised Absences	0.5	0.5	0.5	0.5	0.5	0.5	0.6	0.5

5-14 Attainment

	Previous level of performance (June 2003) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage	Present level of performance (June 2004) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage
Reading	82.1	82.5
Writing	74.6	75.9
Mathematics	79.5	83.9

Minimising Overall Absence

	Absence recorded (2002/2003) Average number of half days absence per pupil	Absence recorded (2003/2004) Average number of half days absence per pupil
Absence	18.7	17.7

INFORMATION FOR PARENTS 2004
PRIMARY SCHOOLS

National Data	
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Budgeted Running Costs For Financial Year 2004-05

School Roll at September 2003	406,044
Total School Running Costs at April 2004 (£)	1,163,909,278
Cost per Pupil (£)	2,866

Attendance And Absence For School Year 2003/04

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	20,374,990	21,119,901	21,205,662	21,587,560	21,957,184	22,413,197	22,838,611	151,497,105
Percentage Authorised Absences	4.5	4.2	3.9	3.8	3.8	3.9	4.1	4.0
Percentage Unauthorised Absences	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7

5-14 Attainment

	Previous level of performance (June 2003) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage	Present level of performance (June 2004) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage
Reading	81.4	81.4
Writing	73.6	73.6
Mathematics	80.1	81.8

Minimising Overall Absence

	Absence recorded (2002/2003) Average number of half days absence per pupil	Absence recorded (2003/2004) Average number of half days absence per pupil
Absence	19.4	18.0