

# **BROXBURN PRIMARY SCHOOL**



## ***SCHOOL HANDBOOK***



West Lothian  
Council

## Contact Details

Broxburn Primary School and Nursery Class  
School Road  
Off West Main Street  
Broxburn  
West Lothian EH52 5RP

Head Teacher: Mr Ian Harvey  
Depute Head Teacher: Mrs Laura Gingell

Tel: 01506 852018  
Fax: 01506 858554  
Website: <https://blogs.glowscotland.org.uk/wl/broxburnps>  
Council webpage: <http://www.westlothian.gov.uk/sitecontent/schools/Williamston>

Email: [broxburn.ps@wled.org.uk](mailto:broxburn.ps@wled.org.uk)

Present Roll: 50 Nursery and 367 Primary

Broxburn Primary School is non denominational and provides for stages P1 – P7

The school does not provide teaching by means of the Gaelic language as spoken in Scotland. A primary aged pupil whose parent wishes him/her to be taught by means of the Gaelic language will be educated at Tollcross Primary School in Edinburgh. A secondary aged pupil whose parent wishes him/her to be taught by means of the Gaelic language will be educated at James Gillespies High School in Edinburgh.

Broxburn Primary School admits pupils of both sexes.

Broxburn Primary School Parent Council contact email: [broxburnprimarypc@gmail.com](mailto:broxburnprimarypc@gmail.com)

## Partnership and Communications with Parents/Carers

We pride ourselves on our excellent working relationships with parents and the wider community. We operate an open, responsive policy with regard to questions or concerns that you may have. You are encouraged to phone, email or write in if you have any queries regarding your child or about general matters. We regularly communicate with you through our newsletters, curricular evenings and Parents' Meetings. Your comments and suggestions, regarding the service we provide, are always welcome, bearing in mind that we strive to do our best for every pupil in the school. You will be asked, at various times, to complete evaluation forms so that we are aware of what you have to say about the service we provide for you and your child.

We always do our best to consult and communicate with parents on as many issues as possible. Should there be an occasion when you have concerns and believe that we are not addressing them, we have a Complaints Policy that is given to every new parent on admission of their child to Broxburn Primary School.

For further advice please refer to the Comments and Complaints Procedure for Education: <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/ComplaintsEducationPolicy>

## **Emergency Contacts and Arrangements**

It is absolutely essential that you give us the name, address and telephone number of an adult we can contact in case of an accident or if your child becomes unwell. You must ensure that our records are kept up to date by telling us of any change in details of your child's emergency contact.

Refer to Page 17 of the General Section of this handbook for further information.

Please refer to the Attendance at School Policy for further information:  
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/AttendanceatSchoolwithGuidelines>

## **Early release of pupils during the school day**

There are occasions when children are required to be released from school for an appointment, such as dental or medical. In all cases, a written request should be made for early release. Parents must call into the school office and their child will be brought to them. Generally children will not be allowed to leave the school premises without an adult. Should your child come home for lunch and takes ill during the lunch break, please inform us if they will not be attending in the afternoon.

## **Admission Arrangements / prospective visits to the school / transitions**

### ***New Entrants to Primary 1***

In the summer term before your child is due to start school you will be invited into school along with your child. The children will have the opportunity to meet their class teacher and the other children. Parents will be able to meet the Head Teacher and discuss the necessary arrangements for the start of term.

As part of our Induction arrangements into P1, visits to the school take place on an informal basis throughout the session but formal visits take place in June. These help to prepare children and their parents for the first few weeks in P1.

Curriculum and organisational information is provided to parents at our Induction Meeting in June and at a Parents' Meeting in the Autumn.

### ***Enrolling at other times***

Parents who are considering enrolling their child at Broxburn Primary School are very welcome to visit the school and discuss the education we provide.

### ***Primary 7 – Secondary School***

At the end of their primary school education, P7 pupils normally transfer to Broxburn Academy. The Head Teacher is Mr. Peter Reid. In November/December, all P7 parents receive a letter from Pupil Placement Section, West Lothian Civic Centre, Livingston indicating the catchment area secondary schools for their home address. The letter asks parents to confirm their transfer intentions.

It also advises parents of their right to make a placing request and how to go about doing this. Information on placing requests is available from Pupil Placement Section.

Contact Details for Broxburn Academy are:

Broxburn Academy  
Cardross Road,  
Broxburn,  
EH52 6AG

Tel: 01506 282300

Email: [broxburn.ac@wled.org.uk](mailto:broxburn.ac@wled.org.uk)

### **Catchment Areas**

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

Further details of the policy and procedure for admission to primary and secondary schools, and pre-school education can be found here:-

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

### **Parental Involvement**

There are a number of ways that parents/carers of all children can become involved in the life of Broxburn Primary School. West Lothian has a Parental Involvement Strategy that we as a school support. In addition to this, parents/carers can be involved in school in:

- Becoming a volunteer to support learning activities in classrooms
- Taking on a volunteer helper role to support preparation for events
- Supporting the school by accompanying classes on school outings
- Contributing to events arranged by the school and the Parent Council
- Sharing their expertise with pupils when it relates to aspects of the curriculum

Along with the above opportunities during school time, we also encourage parents to contribute to the further support of the pupil's education. We run a number of information events throughout the year for different areas covering curriculum and other aspects of school life. We also work hard to communicate regular with parents through home-learning to support every child's on-going development.

Please refer to the council's Parental Involvement Strategy for further information:  
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/parentalinvolvementstrategy.pdf>

## School Setting and Ethos

Broxburn Primary School is a two-stream school catering for boys and girls through the full range of primary classes as well as nursery.

The Nursery, early years, Head Teacher's and administration offices along with the school hall/dining room and Wraparound Care are located in a custom built building. The remainder of the school occupies a re-furbished building with an internal corridor linking the two buildings.

There is a library, a resource room for teachers; general-purpose rooms for music, art and baking. There is also a Depute Head Teacher's office; Principal Teacher's offices; a small room for support for learning and a large staff room that can accommodate all teaching and support staff.

The whole school is decorated and furnished to a good standard and our resources are constantly being up-graded.

At Broxburn Primary School and Nursery we believe that having a set of core values underpinning the life of the school strengthens our learning community. These core values give our pupils a "compass" to guide them in making choices, decisions and in shaping their daily lives. We work with all parties to develop a shared understanding of rights and responsibilities, following the United Nations Convention on the Rights of the Child.

In everything we do, we try to teach and develop:

- Responsibility
- Integrity
- A sense of Fairness and Justice
- Consideration for others
- Respect and Value for all
- Tolerance and Acceptance.

In everything we do we work to provide a welcoming, safe and caring environment in which each child's uniqueness is valued, supported and respected. We work hard to build and maintain effective partnerships in the school community and in the wider community of Broxburn.

We work in partnership with our local church groups and our two school chaplains support our values education programme. We are currently working to extend our partnerships to a wider range of denominational groups as appropriate.

### Promoting Positive Pupil Behaviour

We promote and expect high standards of responsible behaviour by our pupils towards staff, each other and in the community. Self-discipline is the key to good behaviour and we depend on your support in reinforcing the school's policy guidelines. We are currently working towards Rights Respecting Schools Status and each class has a charter that is agreed each session with staff and pupils. Generally we base our thinking on five basic rights and responsibilities:-

#### The Five Basic Rights

- The right to teach/the right to learn
- The right to feel safe and secure
- The right to be treated with dignity, respect and be equally valued
- The right of respect of property (own, others and the school's)
- The right to be listened to.

#### The Five Basic Responsibilities

- The responsibility to teach/learn

- The responsibility to make others feel safe and secure
- The responsibility to value others and treat them with dignity and respect
- The responsibility to look after property (own, others and the school's)
- The responsibility to listen to others.

### **Golden Time**

Positive behaviour is encouraged through an initiative called Golden Time. This aims to improve self-esteem, self-discipline and positive relationships. The main purpose of Golden Time is to reward the many children who consistently and continually behave and work well. This approach and the use of our four school houses contributes to a positive approach to behaviour throughout the school community.

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

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

All teachers have responsibility for promoting literacy, numeracy and health & well-being across the curriculum. Wide ranges of learning experiences are offered to all children. In their studies they acquire skills, concepts and attitudes as well as knowledge. Children are involved in the planning of their learning throughout the school and staff work with children to shape the learning experience according to prior knowledge/experiences and the interests of each child.

The relevance of the children's learning experiences is reinforced by linking together different areas of the curriculum and by involving the children in real situations where possible. Group, individual and whole class methods form the basis of the teaching in order that the curriculum can be tailored as far as possible to fit the needs of each child.

### **Literacy/Languages**

Children learn to communicate at the earliest age and in school we continue to build on the excellent work begun at home. The four learning outcomes for literacy and English are:

Listening      Talking      Reading      Writing

#### ***Listening***

Children today are exposed to a lot of information from a range of media, and much of it just flows over them, they need to be taught listening skills. They must be able to listen in various situations and for a number of purposes e.g. listening to one another to express an opinion; listen to the teacher in order to understand and repeat what they have heard; take notes so they can write a report; listen and remember to relay information to others etc.

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

### ***Talking***

Linked to listening is the development of talking – answering questions, offering opinions, giving talks and debating. Talking skills include projection of the voice, eye contact with audience, use of notes for formal presentations, clear pronunciation, varying tone and speed. Some skills are developed in the drama class, however, many opportunities arise daily to practise talking. Listening and knowing when and how to participate are valuable skills.

### ***Reading***

We aim to develop a love of books and reading. If, from an early stage, children are read to regularly and see other people reading, we have a good foundation on which to build. They will experience and understand a range of reading materials – fiction, non-fiction, drama, poetry, plays, etc. and be able to discuss and express their own views. Pupils are taught to respect books and handle them with care.

We value the contribution made by parents to this learning process and ask you to help by hearing your child read regularly at home.

The school has a good library containing a wide range of fiction and non-fiction. Using the library to promote research skills as well as the enjoyment of reading for its own sake.

### ***Writing***

This is the last of the language skills that the children develop. Initially, they write from their own experiences and later learn to write for different purposes, perhaps, with different readers of their work in mind. The children gain experience through using the skills of written language across the curriculum. We teach and develop the knowledge and skills of punctuation, language structure, handwriting and spelling each at a level appropriate to the child's needs.

### ***Modern Language***

Pupils in the upper primary classes have the opportunity to participate in the Foreign Language Programme and are taught French. Other children have access to Modern Languages as staffing allows.

## **Numeracy/Maths**

The three areas of study, according to Curriculum for Excellence Guidelines are:

Number, Money, Measure  
Information Handling

Shape, Position, Movement

Early years maths is developed through structured play. Children will experience water, sand, building, games and group activities as well as more formal teaching through a co-ordinated scheme of work. This will help to develop the following concepts - number, money, measurements, shape and graphs.

Importance is placed on experiment, problem solving, looking for patterns and awareness of the uses of maths both in and outside the classroom.

Information Handling is gathering, organising, displaying and use of facts and figures. It involves pupils in practical activities like surveys, using diagrams, tables, spreadsheets, data bases, making graphs and interpreting information produced in graphic form.

Number, Money and Measure is initially about developing the idea of what numbers mean to them and then learning to add, subtract, multiply and divide in a variety of situations. Children learn to use money, work with time and investigate length, weight, area and volume.

Shape, Position and Movement is concerned with geometric shapes, symmetry, angles, bearing and compass points.

In each of these three areas pupils will develop problem solving and enquiry skills. They are encouraged to solve problems using basic maths processes, to question and explain situations in context.

Pupils will participate in mental calculations, use of calculators and computers. There is a range of software for our laptops and all children have access to Smart Boards to enhance their learning experiences.

## **Health & Well-Being**

Good Health & Well-Being is central to effective learning and preparation for successful independent living. Children experience learning through a positive ethos and relationships and participation in activities which promote a healthy life style.

The areas of health & well-being are:

- Mental, emotional, social and physical well-being.
- Physical education, physical activity and sport.
- Food and health.
- Substance misuse.
- Relationships, sexual health and parenthood.

There are many opportunities through After School Clubs and the Active Primary School Initiative to experience activities like Athletics, Keep Fit and Ball Skills.

School sports are held in the summer term at the local park. Many children are involved in competitions in a variety of sporting activities throughout the year.

*FOOTBALL TEAM STRIPS, SWEATBANDS, ETC. MUST NOT BE WORN*

## **Social Studies**

Through Social Studies the children learn about the world and the society they live in.

We aim to develop a wide range of skills so that they can investigate and understand the environment. They will develop informed attitudes to the environment and their own welfare.

School themes are agreed by staff and regularly reviewed. They ensure that pupils experience every aspect of environmental studies in the course of their school career.



Out of school visits are an important feature as first hand experience creates long lasting learning. Local places of interest are mostly used until a wider area comes into focus.

Through our Social Studies programme pupils learn about the environment and develop a sense of citizenship – caring about their community and the world in which they live as well as understanding the contribution they can make.

## **Sciences**

In Science, we investigate living things, the processes of life and develop an understanding of energy, forces, earth and space. The school grounds are used as an outdoor classroom. We aim to develop in our pupils' positive, open and questioning attitudes to science and foster scientific skills, knowledge and understanding. A programme of planned topics is followed with flexibility for teachers to vary this as appropriate.

## **Expressive Arts**

All aspects of learning in expressive arts include opportunities to present and perform.

The areas of Expressive Arts are:

Dance   Art & Design   Music   Drama

### ***Art & Design***

In Art & Design children explore a variety of media through drawing and sketching, painting, collage, 3D work in model making and clay work. A balance is found between free expression and the teaching of special techniques. Works by famous artists are studied at various stages and pupils may be asked to produce pieces of work 'in the style' of Van Gogh, etc.

### ***Music***

Children are encouraged to sing, listen to a wide variety of music and become familiar with a range of tuned and un-tuned percussion instruments. They may even compose their own pieces of music. There is brass instrument tuition for older pupils.

### ***Drama***

Pupils participate in drama activities during the course of their class work. On occasion, they will perform school concerts/assemblies for parents and other pupils. Visiting theatre groups are also part of the curriculum from time to time.

## **Technologies**

Across all areas of the curriculum teaching for effective learning requires a varied and considered range of skilful and well-paced teaching approaches. This includes making well-judged and appropriate use of information and communications technologies (ICT). We aim to provide an approach to technologies and ICT that will enrich teaching and to support and motivate learners. Through purposeful interaction and positive relationships, teachers and learners will ensure that learning is motivating and well matched to learners' needs.

Learning in the technologies will enable our pupils to be informed, skilled, thoughtful, adaptable and enterprising citizens, and to:

- develop a considered understanding of the role and impact of technologies in changing and influencing societies
- contribute to building a better world by taking responsible, ethical actions to improve their lives, the lives of others and the environment
- gain the skills and confidence to embrace and use technologies now and in the future, at home, at work and in the wider community
- become informed consumers and producers who have an appreciation of the merits and impacts of products and services
- be capable of making reasoned choices relating to the environment, sustainable development and ethical, economic and cultural issues
- broaden their understanding of the role that ICT has in Scotland and in the global community

## **Religious and Moral Education**

Religious and Moral Education aims to help pupils to develop a knowledge and understanding of Christianity and other world religions. They will recognise that religion is an important expression of human experience as well as appreciate moral values such as honesty, liberty, justice, fairness and concern for others. RME will help them investigate and understand the questions and answers that religions can offer about the nature and meaning of life. Pupils develop their own beliefs, attitudes, moral values and practices through a process of personal search, discovery and critical evaluation.

This subject is taught through themes, specific topics and through assemblies and services. We have developed a whole school policy for the teaching of RME in school.

There is a statutory requirement to provide religious education and religious observance. Parents have a statutory right to withdraw their child. Your wishes will always be respected. Any parent who wishes to exercise their right should contact the Head Teacher for an appointment to discuss the matter.

Further information for parents about school curriculum developments can be found on our website. For further information regarding the curriculum at national level visit:  
<http://www.educationscotland.gov.uk/thecurriculum/>  
<http://www.educationscotland.gov.uk/parentzone/index.asp>

## **Assessment, Recording and Reporting**

Class teachers, who monitor day-to-day progress in the classroom, undertake a number of assessment approaches including formative and summative assessments. Tracking of pupil progress is done using a variety of systems and approaches and include formal termly dialogue between class teachers and members of the leadership team focusing on attainment and pupil progress for every learner.

Parents' Consultations are held twice a year when parents can view their children's work and discuss their progress with the class teacher. During the summer, written reports are sent home. Should parents wish to discuss any aspect of their children's education at any other time, this can be arranged by phoning the school to make an appointment with the class teacher or a member of the Leadership Team.

Before the P7s transfer into Secondary Education, some Broxburn Academy teachers, including Learning Support and the Head of Year, come to school to discuss each pupil, paying particular attention to those who may encounter some difficulty in adapting to secondary education.

## 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.

Focus on Inclusion is designed to help schools in partnership with parents/carers, pupils and partner agencies to evaluate effectiveness of provision in improving educational outcomes and opportunities for pupils with additional learning needs. The policy can be accessed online at: <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/focusoninclusion>

Many children have difficulty with learning at some stage in their school career. In most cases the difficulty is resolved by additional teaching input from the class teacher or by practise in the area of the difficulty. For some children, however, the difficulty can persist and additional help may be required. The Support for Learning Teachers works in the classroom alongside the class teacher, helping the children who require some additional support or they may free the class teacher to give these children extra help. Occasionally children may be withdrawn from class and sometimes Pupil Support Workers will support them. Children generally make very good progress as a result of this extra tuition and support. For some pupils longer periods of support may be required and they will be specifically supported through our Continuum of Support, often starting this process with an IEP, (Individual Educational Plan). Parents/carers are always involved in this process.

If you feel that your child needs additional support, information and advice is available from the school in the first instance. Additionally, if you are aware you child is receiving additional support and you wish to discuss an aspect of this, please contact the support for learning teacher or class teacher in the first instance.

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

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

The Parents' Guide to Additional Support for Learning is now available to download at <http://enquire.org.uk/publications/parents-guide> (new window).

## School Improvement

The main achievements of the school can be found in the Standards and Quality Report at <http://www.westlothian.gov.uk/sitecontent/schools/Broxburn>

Along with many other schools throughout West Lothian we are working to improve standards for pupils in relation to literacy, numeracy and health and well-being. We have a number of in school assessments and presently contribute to a cluster raising attainment agenda which provides our cluster with additional funding to support this.

The plans for present and future improvement of the school's performance over the next 3 years including the school's plans to involve parents in that future improvement can be found in the School Improvement Plan at <http://www.westlothian.gov.uk/sitecontent/schools/Broxburn>

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

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

## School Policies and Practical Information

Many of our school policies are those owned by West Lothian Council, Education Services, these documents are available on the council website as detailed below. Parent/Carer versions of our school specific policies, relating to Positive Behaviour Management, Learning and Teaching, etc can be found on the school website.

Education Services policies can be accessed online at:  
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/?key=1778580>

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

We have a number of after school clubs and interest groups that run at various times of the year. We are also regularly involved in a variety of Active Schools events supported across the cluster. Information on all of these is available via the school office.

We have a strong commitment to empowering our pupils to contribute to the life of the school and take part in the decision making process. There is a Pupil Council with representatives from primary 3 – 7, an Eco Committee, Junior Road Safety Officers, Health & Well-Being Committee, House system with House Captains and Vice Captains and a Web Committee. There is a School Grounds Team working to develop and improve the environment. Pupils are regularly consulted about their learning through questionnaires and interviews. For further information please refer to the Developing a Pupil Voice Policy:  
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/pupilvoice>

## **Arrangements for school meals and other food and drink:**

Pupils in Primary schools are offered a two-course meal with a choice of main course, supplemented by salads and bread, and which meet the new Scottish Nutrient Guidelines for School Meals. Secondary schools operate a cafeteria-style service with healthy choices being made available.

Special dietary requirements will be catered for. Please contact the school 01506 852018 or local kitchen supervisor Hazel at Uphall Primary School Kitchen on 01506 857400, to discuss your child's requirements.

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

### **Breakfast Clubs:**

The Breakfast Club provides pupils with a healthy breakfast and offers the opportunity for them to sample and develop preferences for healthy options. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn. Pupils also benefit from physical activities, time to do homework and tooth brushing after they eat.

Pupils entitled to free school meals are also entitled to free breakfasts.

Breakfast Club operates each day of the school week. It is available from 8am onwards and for those paying for breakfast costs £2.00 per day.

### **Free School Meals:**

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

**Free school milk:** All pupils of nursery schools and classes, all P1-3 pupils, P4-7 pupils whose parents are in receipt of a qualifying benefit, are entitled to 0.25 litre of milk daily, free of charge.

For further information please refer to the School Meals and Milk Policy: <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/schmealsmilkpol> , or by contacting Stuart Isbister, Pupil/Student Benefits Officer either by phone on 01506 281952 or by emailing [stuart.isbister@westlothian.gov.uk](mailto:stuart.isbister@westlothian.gov.uk).

## **School Uniform:**

### **Dress Code**

Children should come to school wearing uniform in line with West Lothian Council's dress code. It is very important that ALL items of clothing, which a child is likely to take off in school, should be clearly marked with your child's name.

The Broxburn Primary School uniform consists of:

- Plain black, grey or navy trousers, skirt or jogging bottoms
- White polo shirt, cotton shirt/blouse
- Royal blue sweatshirt/jumper/cardigan
- Black flat shoes or trainers.

P7 pupils wear a black sweatshirt with a school badge. Uniform is to be worn at all times unless informed otherwise, by letter, on special event days.

Valuable items should not be brought to school. Jewellery should be confined to a watch and stud earrings if ears are pierced.

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

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

### **PE Kit**

Your child will need:

- A polo or T-shirt in white or blue
- Dark shorts
- Gym shoes or trainers for indoors. (Pull on gym shoes are best for P1 and P2).

Young children should wear clothes that are easy to take off and put on for P.E. Joggers or tracksuits are advisable for outdoor activities during the colder weather. Names should be on all P.E. clothing and football colours are not allowed at any time.

You will be advised of pupils' set days for P.E. but it is always a good idea for P.E. kit to be brought in every day as sometimes extra P.E., ball games or drama activities are undertaken.

## **Clothing Grants:**

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

Pupils staying on at school beyond school-leaving age are deemed to have any requirement for assistance with clothing met by way of an Education Maintenance Allowance and are not provided with clothing grants.

Families not in receipt of these specific benefits but in financial hardship may also be assisted depending upon their situation. On receipt of an application in such cases, a report is called for from the Children and Young People Team regarding the families' circumstances. Alternatively, pupils will have the opportunity to be appropriately clothed by being able to access school and sports clothing through a school clothing store. For further information please contact the school on 01506 852018.

For further information please refer to the School Clothing Grants Policy:  
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/schclothgrtpol>

## **The School Day**

The school hours, Monday to Thursday are:

Morning Session	8.45 am – 12.30 pm
Lunch Break	12.30 pm – 1.15 pm
Afternoon Session	1.15 pm – 3.15 pm

On Fridays, the whole school closes at 12 noon.

## **Nursery Class**

The nursery class has up to 60 places, morning and afternoon. It is presently staffed by two teachers and three nursery nurses. The minimum age for children attending is three years but children are accepted on the waiting list from the age of two. West Lothian Council, Pupil Placement Section deals with all applications / allocations for places in the Nursery and these forms are available from the school office.

Attendance at Broxburn Nursery Class does not guarantee a place in the school.

### **Nursery Day**

Monday - Friday am class:	8.45 – 11.18
Monday - Thursday pm class:	12 noon – 3.10

## **Wraparound Care**

Wraparound Care is provided in the Community Room for children aged 3 – 8 years and further details can be obtained from Wraparound staff on 01506 858102. We ensure that the Care Inspectorate Standards are maintained.

These, along with details of the Care Inspectorate, are in the Wraparound Booklet displayed on the Notice Board in the Community Room.

## **School term dates and holidays**

These can be accessed online at:

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

## **Some useful telephone numbers:**

Free School Meals/Clothing Grants	01506 281952
Transport	01506 282316
Emergency Closures	01506 282043

## **Thank you**

Thank you for taking the time to find out more about Broxburn Primary School. Parents/Carers are vital partners in our goal to achieve the best for all of OUR children. We hope that you have found this handbook of value. Should you have any remaining queries, you are encouraged to contact the school, details on the contact page at the start.

## **Accuracy of Information**

The information in this booklet is accurate at the time of compilation.