



KIRKHILL NURSERY AND PRIMARY SCHOOL HANDBOOK

INFORMATION FOR PARENTS/CARERS



HEAD TEACHER'S INTRODUCTION

Welcome to Kirkhill Nursery and Primary School. This handbook, updated annually, is designed to give you some essential information about our school and will answer some questions you may have.

The handbook is issued to all parents/carers of our new nursery children, Primary 1 intake and any other new children joining our school. It is impossible to include every piece of information you will require during your child's time with us, or answer all of your questions. However, we pride ourselves in the fact that we operate a welcoming open-door policy, which allows you to come in and discuss any issues with myself, or our staff.

I hope that the following information will be useful to you before and during your child's attendance at Kirkhill Nursery and Primary School.

Lesley Henderson
Head Teacher

CONTACT DETAILS

Kirkhill Nursery and Primary School
Rashierig
Broxburn
EH52 6AW

Head Teacher: Miss Lesley Henderson
Tel: 01506 853821
Council website: <http://www.westlothian.gov.uk/education>
Email: wlkirkhill-ps@westlothian.org.uk
School blog: <https://blogs-glowscotland.org.uk/wl/kirkhill/>
Present Roll: 70 Nursery and 234 Primary

School term dates and holidays can be accessed online at:
<http://www.westlothian.gov.uk/schoolholidays>

KIRKHILL NURSERY AND PRIMARY SCHOOL

Kirkhill Primary School is a non-denominational school, which serves the town of Broxburn (Nursery to P7) and village of Dechmont (P4-7), offering co-education for Nursery to Primary 7.

The school does not provide teaching by means of the Gaelic language as spoken in Scotland. A pupil whose parent/carer wishes him/her to be taught by means of the Gaelic language may make a placing request to a Gaelic language school in a neighbouring authority. West Lothian Council will make transport provision to the closest available Gaelic language school in a neighbouring community.

Kirkhill Nursery and Primary School was opened in 1970. There are presently ten classes in the school. Primary 1-4 and Primary 5-7 departments have large communal areas leading off the classrooms where children can play/work on a variety of activities. There is also a Nursery for children aged 3-4. The Nursery is located in a separate building close to the main school. There is a Gym Hall and separate dining area. Kirkhill has attractive grounds for the children to play in with paved areas and grass areas and a Multi-Use Games Activity (MUGA) area.

There is the opportunity on a regular basis to celebrate the success of pupils, achieved both within and out with the school. Parents and carers are welcome to join us on Friday mornings at 9.15am at our school assemblies (dates will be advised each session.)

STAFFING

Kirkhill Nursery and Primary School is staffed by a non-teaching Head Teacher, Depute Head Teacher, Principal Teacher, 1 Nursery Teacher, 10 Class Teachers, 1 Support for Learning Teacher, 1 Nurture Teacher, 3 Reduced Class Contact Time Teachers and 2 Nursery Nurses.

There are two Administrative Assistants, one Clerical Assistant, and a number of Pupil Support Workers, who work in class as well as supervising in the Breakfast Club, dining hall and playground.

NURSERY AND SCHOOL DAY

Nursery

	Early Learning and Childcare	Core Learning Hours
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	(optional hours)	
Morning Session		
Monday to Thursday	8.05am – 8.45am	8.45am – 11.15am
Friday	8.05am – 8.45am	8.45am – 11.13am
Afternoon Session		
Monday to Wednesday	3.10pm – 4.00pm	12.00pm – 3.10pm
Thursday	3.10pm – 4.00pm	12.12pm – 3.10pm

All three and four year olds are entitled to 600 hours in a year of Local Authority funded nursery provision.

The sessions include a healthy breakfast in the morning and a healthy snack in the afternoon. These snacks are in addition to the usual nursery snack and are funded by the local authority. The morning sessions are 3 hours and 10 minutes Monday to Friday. The start time aligns as far as possible with the school breakfast provision. The afternoon sessions are 4 hours Monday to Wednesday and 3 hours and 50 minutes on a Thursday. It should be noted that the finish time extends beyond the school day. To provide flexibility for children and families, parents/carers can start the children later or collect them earlier to suit their own family circumstances, however **there is a core time when all children should be present.**

School

Primary 1 and 2 (Monday to Thursday)	MORNING SESSION	8.50am – 12.15pm
	BREAK	10.30am – 10.45am
	LUNCH	12.15pm – 1.00pm
	AFTERNOON SESSION	1.00pm – 3.15pm
Primary 3-7 (Monday to Thursday)	MORNING SESSION	8.50am – 12.15pm
	BREAK	10.30am – 10.45am
	LUNCH	12.15pm – 1.00pm
	AFTERNOON SESSION	1.00pm – 3.15pm
Friday Primary 1-7 (please note early finish)	MORNING SESSION	8.50am – 12.25pm
	BREAK	10.30am – 10.45am
		10.45am – 12.25pm

OUR VISION

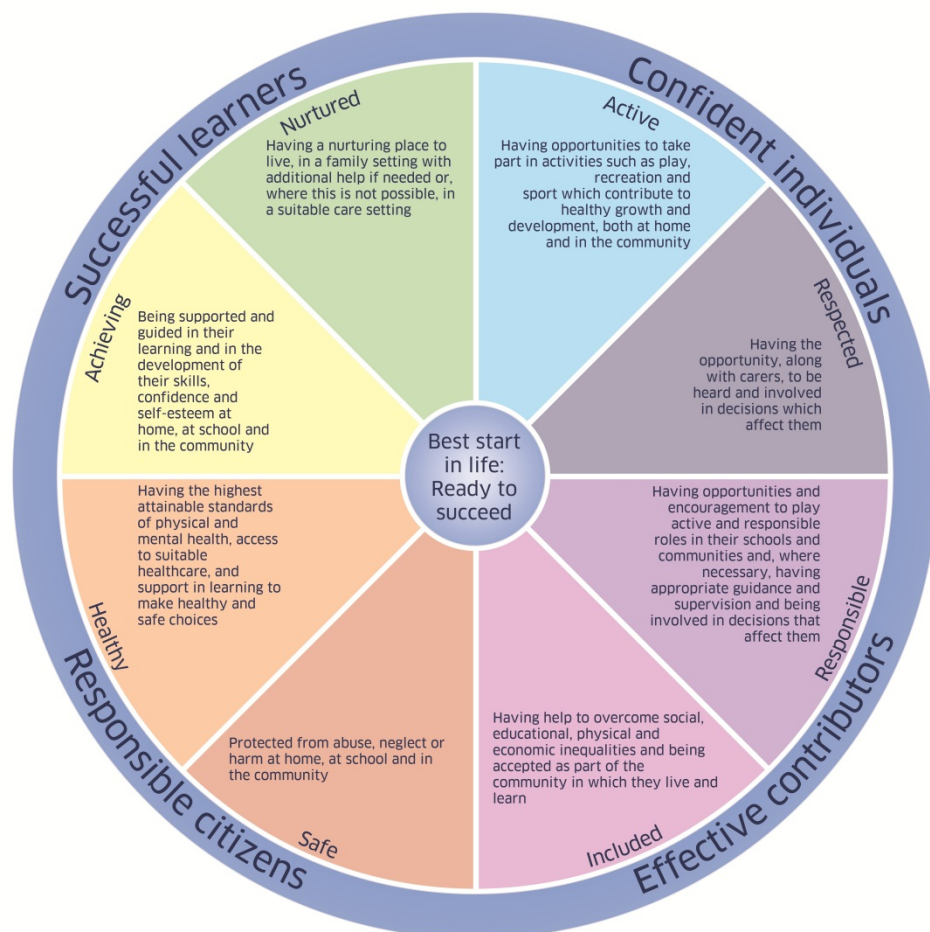
Mission Statement

At Kirkhill we promise to educate hearts and minds by providing education of the highest quality. We value the following attributes in which our school and its wider community agree – RESPECT, HONESTY, FAIRNESS, EMPATHY and PERSEVERANCE.

AIMS

School Aims 2016/17

1. Attainment and Achievement
2. To deliver a curriculum based on the seven principles of CfE.
3. To promote and recognise achievement and encourage each child to realise their potential and develop skills for learning, life and work.



4. To make learning fun and develop positive attitudes.
5. Environment for Learning
 - To provide a welcoming and caring environment in which each learner is valued and supported.
 - To improve the quality of educational experiences for learners through a programme of continuing lifelong professional learning for staff.
 - To implement the indicators of Health and Wellbeing. All children should be SAFE, HEALTHY, ACHIEVING, NURTURED, ACTIVE, RESPECTED, RESPONSIBLE, INCLUDED (see above diagram.)
 - Getting It Right For Every Child – GIRFEC is a consistent way for all people to work with children and young people.
6. Inclusion and Equality
 - To be inclusive and support every child in achieving his/her full potential.
 - To develop an ethos of respect and tolerance towards all others in the school community and beyond.

SCHOOL IMPROVEMENT

A full copy of the School Improvement Plan and Standards and Quality Report, which details achievements, developments and future improvements planned, can be accessed on the West Lothian Council website, our school blog and from the school office.

As a means to further involve parents in the school's improvement agenda, parents are encouraged to participate on various committees and are consulted on the work of the school through various media.

THE CURRICULUM

The Curriculum covers all of the learning experiences that your child will encounter during his/her time at school. The curriculum is designed using the Experiences and Outcomes outlined in Curriculum for Excellence. Staff plan learning opportunities for children based on the principles of Curriculum for Excellence.

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.

There are 8 Curricular Areas:

- Literacy and English (including Modern Languages)
- Numeracy and Mathematics
- Health and Wellbeing
- Expressive Arts
- Religious and Moral Education
- Sciences
- Social Subjects
- Technologies

The purpose of Curriculum for Excellence is to ensure that all children develop the attributes, knowledge and skills they need if they are to flourish in life, learning and work, now and in the future.

Curriculum for Excellence aims to develop the following four capacities in all children and young people:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

In order to develop these capacities, a wide range of learning and teaching strategies are used. Learning in school is based on approaches including investigations, challenges and discussions, as well as direct teaching methods. Class, group and individual lessons form the basis of teaching in order that the curriculum can be tailored to meet the needs of every child.

At the beginning of the school session you will be invited to a "Meet the Teacher" event where you will be given information on the learning experiences we will provide for your child throughout the school session.

ASSESSMENT

Children will be involved where appropriate, in making choices in learning and planning next steps in their own learning through self-assessment, peer-assessment and teacher feedback. They will

set and review targets for their learning and demonstrate their ability in profiling work. Parents will be given opportunities through parent information evenings, reporting, profiling and informal open mornings to engage in dialogue on how their child is progressing and what they are learning.

To ensure children learn effectively, they are assessed on a regular basis as part of the planning process. Assessment takes many forms, including teacher observation, questioning, presentations, written tasks and self and peer assessment.

REPORTING

It is very important to keep you informed of your child's progress at school. You will have two opportunities (P1-7) to consult with your child's class teacher, one in October and one in March/April. In the nursery you will be invited to an Open Evening event in October and parent consultations in March/April where you will have the opportunity to speak with your child's key worker about their progress. You will also have the opportunity to look at and comment on your child's Learners Journey (Nursery) throughout each term and Learners Journey Review Jotter (P1-P4) at the end of each term. Further opportunities to share in your child's learning e.g. open mornings will be available throughout the session.

Should you wish any further information, or have any concerns, you are encouraged to contact the school.

An end of session report will be sent out to you in June (Nursery Pre-School – P7) informing you of your child's progress in all areas.

LITERACY/ENGLISH (including Modern Languages)

Literacy, including Modern Languages is pursued through an integrated programme of work involving listening, talking, reading and writing.

The school provides a wide range of stimulating and attractive materials for varying individual needs and learning styles of children.

NUMERACY/MATHEMATICS

Children study many different aspects of Maths – number, money, measurement, shape, position, movement, time, information and problem solving.

With each aspect, teachers introduce practical activities and, through active learning, encourage children to handle concrete materials and real life mathematical problems. A strong emphasis is placed on oral and mental calculations, in number work.

HEALTH AND WELLBEING

This includes learning about:

Mental, emotional, social and physical wellbeing

Planning for choices and changes

Food and Health

Substance Misuse

Relationships, sexual health and parenthood

Physical education, physical activity and sport

Programmes of work in this area are covered sensitively, taking into consideration the age and stage of children. Parent/Carers are encouraged to speak to school staff if they have any questions about the delivery of this area of the curriculum.

SOCIAL STUDIES

This includes learning about:

People, past events and societies

People, place and environment

People in society, economy and business

We aim to use contexts for learning which provide opportunities for children to make connections across and between subjects.

TECHNOLOGIES

This includes learning about:

Technological developments in society

ICT to enhance learning

Business (Enterprise Education)

Computing science

Food and textiles

Craft, design, engineering and graphics

We aim to plan for opportunities to reflect individual and local needs.

USE OF THE INTERNET

Computer equipment is used to support effective Learning and Teaching. This is an integral part of the curriculum which enables pupils to access information and resources on local and worldwide networks.

West Lothian Education Services implements software to provide protection from inappropriate material on the Internet. It must be recognised, however, that no protection can be absolutely guaranteed and, to this end, pupils must not actively seek inappropriate material and should report any items that make them feel uncomfortable.

The authority has set out the following Internet rules for pupils to minimise the possibility of accessing inappropriate material or communications.

INTERNET RULES

When using the Internet, we expect children:

- not to swear, use rude or threatening words
- not to reveal their address or phone number or those of others
- to remember that electronic mail (email) is not guaranteed to be private
- not to use the internet in such a way that would disrupt its use by others
- not to try to find inappropriate material
- to tell a member of staff if a page, picture or message is found that makes the child feel uncomfortable

If these rules are not followed the child will not be allowed to use the Internet and we may take further action.

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

SCIENCE

This includes learning about:

Planet Earth

Forces, electricity and waves

Biological systems

Materials

Topical science

We aim to provide various contexts for learning, which will draw on important aspects of everyday life.

EXPRESSIVE ARTS

The four areas of Expressive Arts are Art, Music, Drama and Dance. Expressive Arts provides opportunities for children to develop their natural talents, as well as building self-esteem and self-confidence.

WEST LOTHIAN INSTRUMENTAL MUSIC SERVICE

The Council has instructors for brass and strings. Instructors will assess children in P4 and P5 who have expressed an interest in learning to play an instrument. Successful children are given a place if one is available or placed on the waiting list for either brass or strings. Parents are asked to sign a contract to ensure regular practice and proper care of the instrument. Tuition is free of charge, but children who make progress will be encouraged to acquire their own instrument and join local bands and orchestras.

RELIGIOUS AND MORAL EDUCATION

The Religious and Moral Education programme is intended to involve our children in the process of extending their awareness and understanding of the questions and issues at the centre of world religions.

Assemblies are taken by the School Chaplain, individual classes and other visitors. The main Christian Festivals are celebrated. Our Harvest Service is held in school and our Christmas and Easter Services are held in St. Nicholas' Church, Broxburn.

Parents who do not wish for their children to participate in these assemblies should contact the school so that alternative arrangements can be made.

More information on Curriculum for Excellence is available at:
www.educationscotland.gov.uk/thecurriculum

PERSONAL AND SOCIAL DEVELOPMENT

The personal and social development of each child is at the core of our work in school. All aspects of a child's experience at home, in school and out-with school contribute to this.

SUPPORT FOR LEARNING

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

The authority provides access to Support for Learning staff and resources for pupils requiring additional support. Each school follows the principles of the Scottish Government's policy of "Getting It Right For Every Child", for more information see the Scottish Government website. We consult with parents and carers to ensure the needs of children are met.

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/media/2200/Focus-on-Inclusion/pdf/focusoninclusion.pdf>

In consultation with the leadership team and class teachers, additional support is given to children from Support for Learning staff. It is also important that the needs of able children are met within the curriculum. If you have concerns regarding your child's support for learning in school, please contact the school office staff who will connect you to the relevant person. If you feel that your child needs additional support, information and advice is available from the school in the first instance.

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

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

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

The Council has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with additional learning needs. Additional support may be given to the school to enable such placement.

Special classes may be attached to some schools. These make particular provision for pupils with significant learning difficulties or emotional and behavioural difficulties. These also offer opportunities for inclusion.

PROMOTING POSITIVE BEHAVIOUR

Children need a safe, structured and happy environment to develop and learn. To establish such an environment, a fair and effective behaviour framework is essential.

Where possible, we encourage children by using appropriate praise, the use of stickers, Golden Time and certificates. On occasion, consequences are required for instances of inappropriate behaviour. These may include loss of Golden Time, yellow card warnings, red card warning, missing intervals/lunchtimes and withdrawal from extra-curricular activities. Parents/carers will be involved at an early stage, especially in the case of persistent inappropriate behaviour or of extreme misbehaviour.

Restorative approaches to managing pupil behaviour are used in Kirkhill Nursery and Primary School. We encourage our children to discuss conflict and repair broken relationships through restorative conversations.

We operate a Steps reward system in school for promoting positive behaviour and dealing with inappropriate behaviour.

We encourage our children to respect their own and others' right and to follow the Basic Rights and Actions, as detailed below.



Our Rights and Actions



Our Basic Rights	Our Actions
The right to an education. (Article 28)	To try our best and persevere with work. Use our brain wisely.
The right to play. (Article 31)	Use break and lunch time wisely for playing.
The right to privacy. (Article 16)	Respect other people's bubbles and their property.
The right to be safe. (Article 19)	To be careful and look out for others.
The right to an opinion. (Article 13)	Listen to others and be fair. Take turns and respect what others have to say.

EQUALITY AND FAIRNESS

All of our children have the right to enjoy opportunities and activities, regardless of their background, race, gender, colour or religion, so that they will be given the freedom to develop their full potential without constraint.

Our aim is to promote self-esteem and positive self-image in every pupil. Self-respect and respect for others is a priority. We treat boys and girls equally and offer the same opportunities to all pupils by offering a diverse curriculum, which addresses the needs and opinions of all. We aim to maintain an environment which is free from bullying, racism and others forms of discriminatory behaviour. We value your support in maintaining this ethos.

CHILD PROTECTION PROCEDURES

Child Protection Procedures are in place for all staff in schools and nurseries across West Lothian. These procedures are in place to support staff and ensure the safety of the children in our care. School staff are trained in these procedures on an annual basis, and will deal with all matters of a child protection nature sensitively. All issues with regards to child protection will be communicated to the schools' designated members of staff, namely the head teacher, depute headteacher and principal teacher. The designated member of staff will follow the procedures and involve core agencies (Police, Social Policy, Health), as required.

EMERGENCY CONTACTS AND ARRANGEMENTS

It is very important that the school has note of an Emergency Contact Person and that we are informed if this arrangement changes. This person will only be contacted if your child needs to leave school, during school hours, and the parent or carer is not available. Please ensure that we have a note of the person's name, address and telephone number. Every year during August/September you will receive a printout from our admin system giving details of the information we hold on your child. Any amendments should be made and returned to the school on the date requested. Can we please ask that in particular, any changes to mobile phone numbers should be advised to the school as soon as possible and updated immediately if changed

If we are closing for any special reason e.g. being used as a polling station, a letter will be sent informing you of this. If the school has to close in an emergency e.g. lack of heating, severe weather conditions, it may be necessary to send children home without prior warning. Parents/carers or emergency contacts, particularly of younger children, will be contacted, wherever possible, by telephone and/or Groupcall, and asked to collect their child or give permission for their child to be collected by another adult.

There are occasions when parents wish their children to be released from school at other than normal closing times, to enable them to keep dental or medical appointment outside school, or for other reasons. In all cases, a written request must be made for early release. Parents must then call at the school officer and their child will be brought to them. On no account should a child leave school premises on their own.

ATTENDANCE

Please contact the school by **9.30am** at the latest on the first morning of absence to tell us that your child will not be attending and giving us the reason. With the co-operation of all parents/carers, we can reduce the number of unexplained absences and use our resources most effectively to follow up the small number that remain.

It would also be helpful if when reporting an absence you are able to give the school an idea of the likely length of absence. For example, if your child will be off school for two days we will not have to try to contact you on the second day of absence for an explanation.

Group Call, an automatic telephone system for contacting parents, is operational in the school. We will use Group Call to help us contact parents/carers quickly if a pupil is absent from school and we do not have an explanation. If we do not have an explanation for a pupil's absence, we will attempt to contact the parent/carer by telephone by **9.45am** at the latest on the first morning of their child's absence.

When you receive an alert from the Group Call system, please respond to the school as soon as possible, and by **10.30am** at the latest. If the school has not received an explanation for a pupil's absence by 10.30am at the latest, a risk assessment will be conducted, and other action to follow up the unexplained absence including the involvement of partner agencies.

We hope that improved absence reporting will help increase the safety and well-being of all pupils, but must recognise that it cannot prevent every incident from occurring. We hope you will work closely with us to reduce unexplained absences by following the above procedures. By working together in this way, we can improve the security and wellbeing of pupils at the school.

The attendance, and late arrival, of pupils is closely monitored as per West Lothian Council procedures and parents/carers may receive a letter if their child's attendance rate falls below an acceptable level or there is persistent late arrival.

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

<http://www.westlothian.gov.uk/media/2101/Attendance-at-School-with-Guidelines/pdf/AttendanceatSchoolwithGuidelines.pdf>

Holidays during term time are regarded as 'Unauthorised Absence' and recorded as such on the pupil's record. West Lothian Council operates this policy in line with Scottish Government guidelines.

Any parent/carer wishing to take his/her child on holiday during term time should notify the school in writing.

There are occasions when parents wish their children to be released from school at other than normal closing times, to enable them to keep a dental or medical appointment outside school, or for other reasons. In all cases, a verbal or written request must be made for early release. Parents must then call at the school office and their child will be brought to them. On no account will a child be allowed to leave school premises on their own.

MEDICATION IN SCHOOL

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term; perhaps finishing prescribed medication even though the child's doctor regards the child as fit to attend school. Others have medical conditions which, without help, could limit their access to education. Please ensure that all relevant forms are completed as school staff will be unable to administer medication where this is not in place and signed by the parent and the relevant health care professional.

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

Forms for any child requiring short or long term medicine in school are available from the school or can be downloaded from: www.westlothian.gov.uk

Parents are requested to complete these forms to allow medicine to be administered. Preventative inhalers (blue) are kept in a First Aid box in the Medical Room.

If your child uses an inhaler, it is important that it is labelled. It is parents' responsibility to ensure that these are renewed as necessary. Each class teacher has a list of children requiring these. Any child who requires other medication on a regular basis may require a health care plan. These will be completed in line with West Lothian's Medication in Schools Policy (available on www.westlothian.gov.uk). Please contact the school to discuss this.

If your child becomes ill or is injured in school, he/she will receive basic first aid. In these circumstances - unless the injury is very minor - we would contact parents/carers, or your child's emergency contact, and make arrangements for the child to be collected from school. If the situation was considered urgent, we would transfer the child immediately to the Health Centre or call for a Doctor/ambulance. At the same time we would inform the parent/carer or emergency

contact. It is vitally important that we know of any special medical condition or requirement affecting your child. It is also most important that we have your home telephone number, an emergency contact name, address, and number. Please make sure that when you change any of the above, the school is advised.

It is also important that EE2 forms are returned to school when requested ahead of any excursion your child may be participating in. If the form is not returned then your child will not be permitted to take part.

SCHOOL MEALS AND MILK

Pupils in Kirkhill Primary School (P1-7) 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. School lunches are free for P1-P3 stage pupils.

School Lunches are provided using the Rainbow Tray System – red and blue trays hot food, green sandwich tray. Children who stay for meals must also remain within the school at lunch break. Special dietary requirements will be catered for. Please contact the school on 01506 853821 to discuss your child's requirements. Please also advise the school immediately should your child have any allergies.

If you wish your child to come home for lunch, please send a note to school advising this. Places are reserved in the Dining Hall for children with packed lunches.

The Council has introduced a more convenient way to order and pay for primary school meals, trips, activities and other significant school purchases, using a secure internet service called iPayimpact. You can order your primary child's meal for the day/weeks online and pay your meal and milk accounts and other activities directly instead of sending cash to school in your child's pocket. You can put lump sums on your child's meal account and as meals are taken it will be reduced by the cost of a meal each time so you don't have to log on each day to make payment.

You can make secure payments online using your credit or debit card. The Council is encouraging working towards reducing cash and cheque payments, moving towards schools being a cash-free environment.

FREE SCHOOL MEAL/MILK ENTITLEMENT

Pupils with parents/carers in receipt of either Income Support, Income-Based Jobseeker's Allowance, Any Income Related Element of Employment & Support Allowance, Child Tax Credit (with no working tax credit) and whose annual income is £16105 or less, Working Tax Credit and whose annual income is £6,420 or less are entitled to a free mid-day meal.

Pupils whose parents/carers 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/media/2226/School-Meals-and-Milk/pdf/School_Meals_and_Milk1.pdf or by contacting Stuart Isbister, Pupil/Student Benefits Officer either by phone on 01506 281952 or by emailing stuart.isbister@westlothian.gov.uk.

BREAKFAST CLUB

The school operates a free daily Breakfast Club provision between 8.00am and 8.30am.

The Breakfast Club provides pupils (P1-P7) with a healthy breakfast and offers the opportunity for them to sample and develop preferences for health options. Alternative arrangements for Breakfast provision are in place in the nursery in line with the 600 hour model for Early Learning and Childcare. The Breakfast 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. **All primary pupils are entitled to free breakfasts.**

EMPLOYMENT OF CHILDREN

Children under the statutory school leaving age can only be employed within the terms of the byelaws on the Employment of Children. These regulations do not permit the employment of children under 13 years of age.

SCHOOL CLOTHING

West Lothian Council has a Dress Code Policy promoting that children should wear school uniform. As a school, we encourage the wearing of uniform, and would value support from parents in order that we achieve the highest respect within our community. Football colours are prohibited by West Lothian Council and we would, again, call on your support to uphold this. The Council will not be responsible for loss of or damage to pupils' clothing and personal belongings including mobile phones. Valuable items, including jewellery and unnecessarily expensive articles of clothing, should not be brought to school. For health and safety reasons, we do not promote the wearing of inappropriate jewellery or make-up. Uniform is not required to be worn in nursery.

Our school uniform is as follows:-

Trousers/Skirt	Grey, Navy or Black
Tie	Blue/Green
Polo-shirt	White
School sweatshirt	Royal Blue
School cardigan	Royal Blue
	Black sweatshirts without logo for Primary 7 only
For PE:	Indoor PE – shorts, t-shirt, indoor shoes
	Outdoor PE – sweatshirt or school hoodie, joggers, outdoor shoes

School hoodies are available for children to purchase for wearing as a jacket or on school excursions – these are not allowed to be worn in the classroom during the school day.

Ties, polo-shirts, sweatshirts, cardigans are available from school as well as t-shirts and school hoodies. All apart from the tie are embroidered with the School Badge and Kirkhill Primary School. Order forms will be sent out regularly and are also available from the School Office.

Whilst on clothing, we would ask you to ensure that any garments likely to be removed in school bear your child's name. This is particularly important with sweatshirts, hoodies, cardigans, coats, anoraks, gym shoes and Wellington boots.

We do encourage parents/carers to donate old uniforms of an acceptable standard to school. Parents can then purchase them at a reduced cost.

Dress down days happen on the last Friday of each month. For a small donation, pupils have the privilege of not wearing uniform.

West Lothian Council's Dress Code for Schools Policy can be accessed at the following:
<http://www.westlothian.gov.uk/media/2136/Dress-Code-for-Schools/pdf/SchoolDressCode.pdf>

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 £16105 or less) who submit a completed application form automatically receive a clothing grant for each pupil of school age. 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.

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 853821.

For further information please refer to the School Clothing Grants Policy:
http://www.westlothian.gov.uk/media/2225/School-Clothing-Grants/pdf/School_Clothing_Grant.pdf

PLAYGROUND SUPERVISION

When children are in school the responsibility for their safety rests with the Local Authority. The school has playground supervisors to look after children during breaks. No one is allowed to leave the playground at lunchtime or playtime without permission unless they go home for lunch. Children may only leave school during the day if an adult comes to collect them, e.g. for dental appointments. Once pupils are in school they become the responsibility of the school and if they are not within the school grounds, we cannot offer help or protection, if it is required.

West Lothian Council operates a Safe Arrival at School policy, providing supervision for pupils 20 minutes before school is due to start. **At Kirkhill this means that pupils can come into the school grounds from 8.30am onwards each morning. Please do not drop children off in the playground before this time.** When the weather is very wet children will stay indoors at playtimes and lunchtimes. They will be supervised by Support Staff.

We operate a BIG Start in the mornings which allows our pupils to begin to come into school from 8.40am (P7) and 8.45am (P1-6) so that they can be ready for the school day by the time the school day starts at 8.50am.

Wet Weather Arrangements

During spells of bad weather, children are normally supervised in a classroom or open area.

TRANSPORT

Dechmont & Bangour Pupils: Transport to and from school is arranged for these children. Children are always escorted to these buses by a member of staff at the end of the day to ensure their safety. Parents/carers are responsible for the general behaviour and conduct of their children on the journey to and from school. We ask for parents and carers' support in this matter. The pupils have drawn up their own Code of Conduct for safe bus travel.

For further details please contact Public Transport, Whitehill House, 7 Whitestone Place, Whitehill Industrial Estate, Bathgate, EH48 2HA. Telephone 01506 282318.

West Lothian Council will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. The provision of transport for pupils attending special schools and classes is not subject to these limitations, but is based on individual pupil need. Further information can be obtained from School Transport (telephone 01506 282322) or from the School Transport policy on www.westlothian.gov.uk.

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

PARKING

In line with West Lothian Council's policy, parents are not permitted to park in the car park unless their child has a medical exemption, and only after agreement is sought from the Head Teacher. Parents are requested to park away from the entrance to the school. Parking causes safety issues for the children, and is inconvenient to those living nearby. Parents are also asked to not park on the yellow zigzag lines outside the school gate, as access is required for emergency vehicles.

PARTNERSHIP WITH PARENTS

We believe that the key to effective learning for all of our children is working in partnership with our parents. If you have any concern about your child's learning and development then we would encourage you to speak to the class teacher (in the first instance) who will, in most cases, be able to help. Members of the School Leadership Team are also available to help with any concerns which you may have.

Our aim at Kirkhill is to communicate regularly with our parents and carers. We have regular newsletters which celebrate our achievements and inform every one of upcoming events. There is also a Kirkhill Nursery and Primary School Facebook page and a school blog which can be accessed at <https://blogs-glowscotland.org.uk/wl/kirkhill/>. Information on class learning and other school publications can be found on the blog, The Kirkhill Chatter.

We have our plasma screen in our reception area which provides information about the school with photos of recent events.

Our 'Groupcall' is a text messaging facility which enables us to make quick and easy contact with parents/carers should we require to. **Please ensure that your emergency contact details are regularly up-dated.**

Should you require to contact us in writing, by telephone or by e-mail, you will find our contact details on school documentation and communication as well as on the first page of this handbook.

PARENT STAFF COUNCIL

Kirkhill Parent Staff Council consists of parents and staff members. The objectives of the Parent Council are to:

- Work in partnership to create a welcoming school which is inclusive for all parents/carers
- Promote partnership between school, its pupils and all its parents/carers

- Together develop and engage in activities which support the education and welfare of the pupils
- Identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of the pupils
- Engage in fund raising events for the benefit of the school

All parents/carers of pupils in Kirkhill Nursery and Primary School are members of the Parent Forum. Parent Staff Council members are elected from this forum. Each year an Annual General Meeting will be held when the Parent Staff Council members are elected.

Email address of the Parent Staff Council is psc-chair@kirkhillprimary.com and there is also a Facebook page.

PARENT/GRANDPARENT HELPER

All parents, carers, relatives and friends are invited to join our group of Parent Helpers. This is an invaluable group who come to school on a regular basis and help. They make a great contribution to the running of the school and anyone interested should contact the school office. A PVG check is required to be done on anyone working with children.

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

<http://www.westlothian.gov.uk/media/2203/Parental-Involvement/pdf/parentalinvolvementstrategy.pdf>

PARTNERSHIP WORKING

To support our children's development, the school works in close partnership with a wide range of agencies. Our partner agencies include, Health Visitors, School Health Team, Speech and Language Therapists, Children and Young People's Team, Social Policy, Community Police, Language and Literacy Outreach Support, Behaviour Support, Educational Psychologist and Active Schools' Co-ordinator.

COMPOSITE CLASSES

When pupil numbers make it impossible to have a year class, it is often necessary to form a composite class with a maximum of 25 pupils. This class will have children at two or more stages. Our staff are experienced and skilled in differentiating the curriculum to ensure that the needs of each learner is met.

As teachers take into account the needs of individual children, composite classes should not be a cause for concern to parents.

PUPIL VOICE

The pupils in Kirkhill Nursery and Primary School are actively encouraged to become involved in the wider life of the school, to take on leadership roles and have opportunities to be involved in the decision making processes in the nursery and school. There are a number of groups in the school which have pupil representation, for example, Head Boy, Head Girl, House Captains, The Eco Club, Junior Road Safety Officers, Peer Mediators, Buddies, Rights Respecting Schools etc.

We hold Kirkhill Chatters (P1-7) and Wee Kirkhill Chatters (Nursery) throughout the session as a means of involving our children in whole school issues and having their say in the work of the nursery and school. Children work in vertical groups (P1-7) during these sessions with children from P1-7 in each group.

For further information please refer to the Developing a Pupil Voice Policy:
<http://www.westlothian.gov.uk/media/2202/Pupil-Voice/pdf/pupilvoice.pdf>

HOUSE TEAM

There are four houses within Kirkhill Nursery and Primary School: Almondell, Buchan, Cardross and Strathbrock. All children within the school, along with all of the staff, belong to one of these houses. Each house has a Primary 6 or 7 House Captain and in some instances a Vice Captain who is responsible for encouraging their house to win the most house points and end of session trophy. Points are awarded throughout the session by staff for good work, showing good manners, helping others, sharing etc.

Our Head Boy and Head Girl are responsible for representing the school at various events within the school and community throughout the school session.

OUT OF SCHOOL HOURS LEARNING

Information regarding clubs is given to children to take home and application forms should be returned to the school office with payment if required. Letters will be sent home informing parents that a place has been secured and a starting date. If club places are full child's name will be put on a waiting list and parents will be informed accordingly. Clubs normally run from 3.15pm until 4.15pm (Homework Club is 3.15pm-4.00pm) although the time of each club will be given in the information letter. Please note that the type of clubs offered may vary from session to session. Teachers provide clubs on a voluntary basis.

Parents/carers collecting their children must wait in the main reception area and a member of staff will bring children to them when club finishes. Parents/carers must notify the school by letter or telephone if their child is going to be absent from a club. This is to ensure their safety. If a pupil is absent from a club 3 times or more without good reason a letter will be sent home. If attendance does not improve their place may be taken and given to a pupil on the waiting list.

POLICIES

West Lothian Education Services policies can be accessed online at:
<http://www.westlothian.gov.uk/article/2607/Education-Policies-and-Procedures>

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

For policies specific to the school please contact the school office staff who will be able to send a full copy of the policy home.

Some of our key policies include:

- Core Learning and Teaching (currently being updated)
- Child Protection
- Promoting Positive Behaviour (to be updated)
- Anti-Bullying

We have updated our Behaviour, Homework, Learning & Teaching and Anti-Bullying Policies and introduced a policy for After Schools Clubs. Pupils have devised their own class contracts and

playground contracts. Dechmont and Bangour children have devised a contract to maintain good behaviour on school transport. These will be updated on an annual basis.

WEST LOTHIAN COUNCIL INFORMATION

Complaints Procedures

It is expected that most complaints will be resolved by the school with staff or the Senior Leadership Team. Unless there are exceptional circumstances there should be full discussion with the Head Teacher about any concerns or complaints you have with regards to the service the school provides.

Where occasions arise that you remain dissatisfied with the service, you can telephone write or visit to raise a complaint with the appropriate local senior staff. Every attempt at this local stage will be made to deal appropriately with concerns raised, to provide answers and resolve problems.

Complaints will be dealt with within three working days by giving either a direct response or a clear indication of when to expect one. Complainants will be informed of progress and given an explanation if deadlines are not met.

A complaint to Customer Care

If the complaint has not been resolved locally then a complaint can be made to Customer Care.

A booklet detailing how to raise a complaint to Customer Care is available in the school entrance area. A free phone Helpline 0800 328 5143 can be used during office hours for information on how to raise a complaint.

You may telephone, write or visit to raise your concern, and you may be asked to put your complaint in writing. In the written complaint your home address and telephone number should be

included with a clear indication of what the complaint is and what you would like to be done and the complaint addressed to:

**Customer Care, Education and Cultural Services,
West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF.**

Email: customer.service@westlothian.gov.uk

More information on raising a complaint can be found at the following website address –
www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy

Admission Procedures

Any parent wishing to visit the school, prior to making an application for admission, can do so by contacting the Head Teacher. This will be arranged for a mutually convenient time. West Lothian Council is divided into denominational (Roman Catholic) and non-denominational primary school catchment areas. Currently West Lothian has no other categories of denominational primary school. Each home address therefore has two catchment primary schools, and each primary school is associated with a secondary school of the same denomination. Applications for admission to West Lothian Council primary or infant schools at all stages (P1-7) are made by completion of an Application for Admission to Primary or Infant School Form. Application Forms are part of an application pack. Please read all of the details carefully, particularly the pupil placement guidelines in the Information for Parents Booklet. Application Packs can be collected from the school and forms completed with assistance from school staff or by reference to guidance notes.

Applications Packs are also available from:

**Pupil Placement Section
Education Services
West Lothian Council
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF
Telephone: 01506 776002**

New Entrants to P1

Application for admission of pupils to P1 for the August intake normally takes place in November and December of the preceding year. Details appear in local papers, Council Information Centres, in nursery schools and playgroups. Children will be invited to spend some time in school, usually in June to meet their teacher and see their classroom. Transport assistance may be provided for children who cannot be placed in the catchment school. Information on this can be obtained from School Transport (telephone 01506 775291). Pupil Placement (telephone 01506 280000) or from the Council website – www.westlothian.gov.uk.

Transfer from P7 to Secondary School

Each home address has a denominational (Roman Catholic) and non-denominational secondary school in their catchment area. In November and December, parents of P7 pupils will receive a letter from the Pupil Placement Section indicating the catchment area secondary schools for their home address. The letter, which will be sent home with the child, asks parents to conform their transfer intentions. It is generally assumed that P7 pupils transfer to their associated secondary for the primary school they attend is also a catchment secondary school. The letter also advises parents of their right to make a placing request and how to do this. Information on placement requests is available from the Pupil Placement Section.

Transport assistance may be provided for children who cannot be placed in the catchment school. Information on this can be obtained from School Transport (telephone 01506 282322), Pupil Placement (telephone 01506 280000) or from the Council website – www.westlothian.gov.uk.

The catchment secondary school to which pupils will transfer to is:

Broxburn Academy
Cardross Road
Broxburn
West Lothian
EH52 6AG
(01506) 282300
Head Teacher: Mr Peter Reid

West Lothian Council is divided into catchment areas for primary and secondary schools. Each home address has a catchment denomination and 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/carers can request a school other than one of their catchment schools. This is known as a 'placing request'. Parents/carers can request that their child go to any primary school in West Lothian regardless of their religion. The council must grant these requests unless there is a legal reason not to.

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

Nursery/Primary 1 Transition

Throughout the school session, every opportunity is taken to familiarise our nursery pupils with life in the Primary School, particularly during the final term ahead of transfer to P1. Where possible, nursery pupils are invited to take part in the life of the mainstream school and they quickly become familiar with school staff and the school building. As well as this, there is a shared planning context for learning between Nursery and P1 in the final term of the nursery/school session. Towards the summer term, additional opportunities are planned when nursery children will spend time in P1 and will meet the other children in their class – this opportunity exists too for new P1 pupils who do not attend our nursery. An induction meeting for new P1 parents/carers takes place in June. A buddy system is in place which allows older pupils to support their younger peers.

Dechmont Infant School - P3/Kirkhill Primary School - P4 Transition

Pupils from Dechmont Infant School transfer to Kirkhill Primary School at the end of Primary 3. During the summer term, pupils have the opportunity to spend time in Kirkhill Primary School and join with those children who will be their classmates in August. An information meeting for parents/carers takes place in May/June.

Visiting the School

West Lothian Council has installed Security Systems in all schools. It is important for the security of our children that all visitors use the Main Entrance and report immediately to the School Office who will direct you appropriately. On leaving the school it is equally important that you return to the Office to let us know you are leaving the building. There is a Signing In and Signing Out Book and we know we have your support in this procedure. Kirkhill Nursery and Primary School operates an open door policy and you will be made most welcome with any enquiry you may have. Although the Principal Teacher, Depute Head Teacher or Head Teacher can see you during the school day, a prior appointment is most helpful.

Photography

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

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

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

Photography is not permitted during school shows, assemblies etc. Video or sound recording of a copyright musical or theatrical performance is normally prohibited. **Photo opportunities will be arranged before or after a performance or an event, if possible.**

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

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

Toys/Games/Mobile Phones in School

We would ask that children do not bring toys or games into school unless requested by the teacher to do so for Golden Time, for example. Children will become distressed if these are damaged. If a child brings a mobile phone to school this should be switched off during the school day and handed to the school office for safekeeping.

GENERAL RESPONSIBILITIES FOR HEALTH

Within the general policy laid down by West Lothian Council, Education Services has prepared a series of statements of safety policy for all areas of responsibility in accordance with Health and Safety at Work Act 1974. Members of school staff are fully instructed in their responsibilities in this respect and safety regulations apply to all aspects of school life, both on and off the premises.

It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of importance to the school.

Head Teachers of school establishments have a duty to ensure that all Health and Safety requirements are fully complied with, within the school grounds. These duties include a responsibility to make sure that the appropriate member of staff records and logs details of –

- termly fire drills
- annual fire extinguisher checks
- weekly fire siren/bell checks
- administration of medication to pupils
- annual risk assessment of building and structures

DATA SHARING

On occasion, schools will make data available to partners and also academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners with information they need in order to fulfil their official responsibilities.

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