



Knightsridge Primary School

School Handbook

2023-2024



Dear Families

I am delighted to welcome you to Knightsridge Primary School.

In Knightsridge Primary School we want all children to be happy, healthy and achieving and we look forward to working with you to ensure your child reaches their full potential.

Our staff team are committed to providing learning, teaching, care and welfare of the highest standards to ensure we get it right for every child.

On behalf of everyone in Knightsridge Primary School we look forward to working with your child and with you to give your child the very best opportunities and celebrating their successes along the way.

Our school vision is to *Be the Best We Can Be*, and we are always looking for ways to celebrate success and work together to achieve our goals.

Kindest regards

Joanne Kerr

Head Teacher

Contact Details

School Address

Knightsridge Primary School

Davidson Way

Livingston

EH54 8HG

Tel: 01506 280610

Email: wlknightsridge-ps@westlothian.org.uk

Head Teacher – Mrs Joanne Kerr

Stay connected

KPS School Website

For important documents and announcements, please visit:

<https://knightsridge.westlothian.org.uk/>

KPS X (Formerly Twitter)

Alternatively, keep up to date with your child's class and see pictures and updates from across the school on our KPS Twitter page:

@KnightsridgePr1

ABOUT OUR SCHOOL

Knightsridge Primary School is in the Deans Community High School cluster and serves the community of Knightsridge in Livingston. The current roll is 255 pupils taught across 11 classes. The school received a significant amount of Pupil Equity Funding (PEF) to narrow the attainment gap and enhance pupil experiences.

The management team comprises of a seconded Head Teacher, Acting Deputy Head Teacher and one Principal Teacher. Staffing is currently 13 full time equivalent (FTE) teachers. In addition, there is a physical education teacher (PE) and a woodwind and drumming instructor. The school is well supported by Pupil Support Workers.

We have a close working partnership with our cluster schools as part of the Deans Community High School cluster.

At Knightsridge Primary school we recognise the importance of the UNCRC, The United Nations Convention on the Rights of the Child. These 54 rights allow children to thrive and reach their fullest potential. The UNCRC sits at the heart of all we do, we aim to protect and promote each of these rights through our relationships, vision, values and curriculum.

Vision, Values & Aims statement

Knightsridge learners will receive a quality learning experience with positive outcomes for all learners where achievement and attainment is encouraged and celebrated at all levels. We are committed to working in partnership with all our stakeholders to break down barriers for all. Inclusion is fundamental to work at Knightsridge as we aim to Be the Best We Can Be.

Our School Aims

At Knightsridge Primary School we aim to:

- create a welcoming and happy environment where all achievement and attainment is celebrated
- listen to and consider all points of view
- provide a variety of stimulating opportunities and experiences to maximise potential
- equip children with the skills for learning, life and work
- recognise and support different styles of learning and teaching
- work in partnership within our school and the wider community

Our Values **Kindness** **Perseverance** **Success**

Our values guide the way we work.

Together we will:

- respect and look after each other and the world around us
- actively encourage and promote health and wellbeing
- foster a positive mind-set and a nurturing approach
- create a challenging, engaging and responsive environment

STAFFING 2023-24

Head Teacher – Mrs J Kerr Acting Deputy Head Teacher – Mrs E. Ramsay

Principal Teacher – Mrs R. Piper Acting Principal Teacher- Mr C Potter

Administration Assistant Mrs S. Page

Pupil Support Workers

Mrs E. Currie Mrs P Diment Mrs A Mulholland

Mrs J. Laurie Miss M Carslaw Mrs G. Hood

Mrs C Egan Miss J Craig Mrs E Rendall

Class Teachers

Primary 1a – Mrs Lorimer Primary 1b – Miss Palmer

Primary 2 – Mr Scobie/Mrs Chen Primary 3/2- Miss Nicol

Primary 3 – Miss Fletcher Primary 4- Mrs McLellan

Primary 5a – Mrs Williams Primary 5b – Mr Reid

Primary 6 – Miss MacKay/Miss Muir Primary 6/7 – Mrs Mitchell

Primary 7- Mr Lewis Sunshine Class- Mrs Gillespie

RCCT – Miss Hunter, Mrs Macdonald

Support for Learning Teacher- Mrs Anderson

P.E Visiting Specialist – Mrs Ferguson

Our School Day

Monday to Thursday	8.55am to 12.30pm	1.15pm-3.20pm
Friday	8.55am -12.30pm	

Breakfast Club is open to all pupils from 8.15am every morning.

Each morning pupils have a 15-minute break.

School Lunches

Children can bring a packed lunch or order a school lunch either in school in the morning or lunches can be pre-ordered at home using the IPAY system (log in details will be sent home). School lunches are free for all children from Primary 1-5 and for those entitled to free school meals.

On the West Lothian Council Website you can view school menus at <https://www.westlothian.gov.uk/school-meals-menu>

Families on low incomes may be eligible to receive free school meals and milk for their children. There are also grants available to help towards the cost of school clothing. More information can be found at

<https://www.westlothian.gov.uk/article/43281/School-Clothing-Grants-Free-School-Meals-Milk>

Term dates and holidays can be accessed at

<https://www.westlothian.gov.uk/article/74916/School-Terms-and-Holidays-2023-2024>



Dressing for School in Knightsridge Primary School

Our school dress code takes into account the wide range of activities children take part in during the school day, promotes a sense of belonging and pride of being part of KPS. It also prevents pressure to wear high fashion, expensive clothing.

Knightsridge Primary School Colours are yellow and green.

Our Primary 1 to 6 pupils wear

- A yellow or green t-shirt and green sweatshirt or cardigan
- Grey trousers, pinafores, school shorts or skirts
- Black shoes or plain black trainers

Our Primary 7 pupils wear black sweatshirts, yellow/gold t-shirt or white shirt and school tie with black trousers, skirt, school shorts or pinafore and black shoes.

For PE, our pupils are encouraged to wear plain black shorts with a white t-shirt. Trainers or gym shoes can be worn to PE.

We discourage children wearing valuable jewellery as this can cause distress if this gets lost or damaged.

Some parents/carers may be eligible for financial support with uniforms, visit the West Lothian Council website for more information at

<https://www.westlothian.gov.uk/mealsandclothing>

If you wish to order uniform branded with the school logo, this can be ordered from Border Embroideries.

<https://www.border-embroideries.co.uk/schools/knightsridge-primary-school.html>

Border Embroideries stock additional items such as school coats, fleeces and school bags branded with the school logo. These are not essential school uniform items.

The items your child should bring to school are

- School bag big enough to carry books and homework
- A bottle of water to have in class
- A small snack for morning break
- Packed lunch bag if bringing own lunch

Our Curriculum

Our curriculum is everything we do in school, from the daily lessons in class to the experiences and opportunities we offer our pupils. Our curriculum is built from the principles of the Scottish Curriculum, Curriculum for Excellence. At the heart of our curriculum is our school vision and our values. We constantly revise our curriculum to ensure we are offering our pupils an appropriate curriculum which is progressive and challenging and fits our unique context at Knightsridge Primary School.

There are 8 subject areas in the Curriculum.

Literacy and Language

Numeracy and Maths

Health and Wellbeing

Social Subjects

Sciences

Technologies

Expressive Arts

Religious and Moral Education

Our pupils are involved in the process of planning their learning. There is a balance of active and formal learning which addresses the learning styles of pupils.



Home Learning

We recognise that, as parents and carers, your role is pivotal as you are your child's first teacher and greatest influencer.

Your child's teacher will send home a Home Learning grid which will include Literacy, Numeracy, Health and Wellbeing, Digital, Creativity and Skills for Learning, Life and Work sections. Your child will be required to complete all of the tasks within the Literacy and Numeracy section. Thereafter they may select as many other tasks to complete as they wish. Home Learning grids will be issued at the beginning of each month and children will be given four weeks to complete these tasks.

We would like to encourage you to work with and support your child/children. This will give you the opportunity to learn and share your knowledge with your children. I know that you will make these learning activities fun and enjoyable.

Your child's teacher will share further information about what Home Learning will look like.

Reporting absence and Safe Arrivals

If your child is going to be absent from school you must contact the school before 9.10am by either phoning the school on 01506280610 and selecting option 1 or emailing us at wlknightsridge-ps@westlothian.org.uk. The school will send a Groupcall message if you have not reported your child's absence.

Failure to report your child's absence will result in West Lothian Council's Safe Arrival Policy being followed.

If your child has a medical appointment, please inform the school before the event and please note that a parent/carer is required to sign a child out.

Sickness or Accidents at School

If your child becomes unwell at school, we will contact you and ask that you collect your child as soon as possible. In the event we can't contact you we will phone through the list of emergency contacts.

If your child has an accident in school, we have school staff who are first aid trained. You will receive a slip home with your child to inform you of what happened and the first aid your child received. If we are concerned about your child, we will contact you.

If your child requires urgent medical treatment, we will phone for an ambulance and a member of staff will accompany your child.

It is important that your contact details are kept up to date with our school so we can contact you if required.

Medication in school

If your child requires medication in school or medical care we have strict procedure to follow. This will involve filling in the correct form, engaging with medical staff if appropriate and staff training. Please note no medication can be given in school without the correct procedures and permissions given.

Please see the detailed procedures at

<https://www.westlothian.gov.uk/article/68000/Procedures-for-the-Management-of-Pupils-with-Healthcare-Needs>

School Trips

To enhance our curriculum, we take classes or groups on trips. To do this we need to have full permission from parents/carers and the EE2 form completed in full.

We also use our local community for learning, at the start of each school year you will be asked for permission to allow your child to go on local walks.

Our Primary 7 also have the opportunity of a residential experience.

Photographic Consent

Before taking your child's photo or video we need your consent.

Photographs/videos can be used in school but we may also put photographs or videos on our X (formerly Twitter). You will be asked for your consent on enrolling your child. If you wish to change the level of permission, you have given please contact the school.

We respectfully ask that no photographs or videos are taken at school events. We understand that this can be disappointing however we have to respect the wishes of all of our parents/carers.

Transitions

We have a transition programme in place for children coming into our nursery, moving from nursery to Primary 1 as well as transitions between classes.

Our Catchment High School is Deans Community High School and we work closely with them as well as any other secondary school you choose for your child to ensure a smooth transition from Primary 7 into S1.

Playground Supervision

There will be school staff supervising our playground from 8.35am in the morning, at morning break and at lunchtime.

In the morning we ask that all parents drop their children off at the gate. This is to ensure the safety of all pupils in our playground. It gives staff the ability to see all pupils and respond to their needs as well as monitor who is in the playground.

Parking

Please park with consideration for safety of all our school community and home owners. The street outside of our school can be very busy in the mornings and afterschool and we would encourage you to not park in this area if at all possible. Our school car park is for staff only.

School Security

All school doors are locked once the children enter the building. All visitors should report to the school office and sign in and out of the school.

Child Protection

The safety of all of our children is a priority. We follow the Lothian Child Protection Guidelines. If we have concerns about a child's safety, we have strict protocols to follow.

Emergency Procedures

It is vital that you update any changes in your contact details with our school.

In the event of an emergency (i.e. severe weather) which results in a school closure you will be notified by Groupcall and you will be expected to collect your child.

Parent Involvement and Parent Council

We recognise how important it is for parents/carers to be involved in their child's learning.

We offer two parents evenings (October and March) to meet with your child's class teacher and discuss their progress and you will receive one written report at the end of the school session.

However, we are always happy to meet with you to discuss any element of your child's wellbeing, learning or development. Just contact the school office to arrange a meeting. School staff may also contact you to either share success or discuss any concerns they may have throughout the school year.

We are in the process of establishing a Parent Council and hope to have this fully up and running by the end of the school year, please contact us if you are interested in joining.

Concerns/Complaints Procedure

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

If you are dissatisfied with that response you should contact West Lothian Customer Care.

Details can be found at

<https://www.westlothian.gov.uk/article/47297/Education-Customer-Services-Contact-Details>

Applying for a Place in a Primary School

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.

To apply for a place in a West Lothian School visit

<https://www.westlothian.gov.uk/article/32379/Apply-for-nursery-and-school-places>

We hope you have found this information useful. We are looking forward to working with your family.

Please do not hesitate to contact us if you need any additional information.

