1. Welcome letter from the staff
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6. Staffing
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10. Application for Admission to Primary School, Pre-School Curriculum
11. 3-18 Curriculum for Excellence
12. Language, Mathematics and Social Subjects
13. Expressive Arts and Religious and Moral Education
14. Assessment
15. Home Projects, Step Up Awards and Attainment
16. School Improvement
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23. Primary/Secondary School Transfers and Liaison
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25. If there is a problem

Appendix 1 The School Health Service
Appendix 2 School Holidays
Dear Parents

The staff at Longridge Primary School would like to extend a warm welcome to all our new parents and pupils. We are delighted that your child will be coming to our school and we look forward to working in partnership with you in the education of your family.

This handbook has been prepared to provide you with general information about the school, our facilities, our aims, the curriculum and our methods. I trust that you will find this helpful.

Up to date information is given in comprehensive newsletters which are issued to pupils on a regular basis giving information about events and items of interest.

We are committed to good communication between home and school and we are happy to see parents to discuss any matters affecting their child’s education.

Due to the heavy teaching commitment of all staff, if you wish to discuss any matter, a telephone call or note to arrange an appointment is helpful so that a mutually convenient time can be arranged.

Yours sincerely

The Staff at Longridge Primary School
Contact Details

Longridge primary school and Nursery Class
School Road
Longridge
EH47 8AG

Headteacher: Mrs Elsie Aitken
Tel: 01501 770208
Glow Blog:
Council webpage: http://www.westlothian.gov.uk/sitecontent/schools/Longridge
Email: longridge.ps@wled.org.uk
Present Roll: 25 Nursery and 92 Primary

School Glow Blog:

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.

Longridge Primary School admits pupils of both sexes.

Our Parent Council do not at present have a website or email address but can be contacted via the school.
INTRODUCTION

Our school is a co-educational non-denominational school, situated in the northeastern corner of Longridge village.

The present building was opened in 1975 and was an Infant School until 1992. It replaced the original school which was destroyed by fire in 1974. Since 1992 we have been a Primary School and now have composite classes varying in size according to numbers of pupils at each stage.

In August, 1997, our Nursery Class opened in the Village Hall and was subsequently situated in the school building when the extension was added in Spring 1999. Since August 1999 we have had Nursery provision, mornings and afternoons. We have Pre-school (4 year-olds) and Ante Pre-school (3 year-olds) children.

The refurbishment of our main building in 1992 gave us a bright, welcoming and comfortable school, providing a pleasant learning and teaching environment. The school was extended by one classroom and a nursery room in June 1999 and was opened by the Rt. Hon. Sam Galbraith. In December 2003 a second extension added another classroom, a medical room and additional toilets and cloakroom space. The additional accommodation has given us the much needed space to meet the needs of a modern curriculum.

The school is open plan. The dining area is adjacent to the kitchen.

The new Community Hall opened in 2010 and all P.E. now takes place on the school campus in this fabulous new facility.

The school sits in spacious open grounds with panoramic views of Edinburgh, the Pentland Hills, Livingston, Bathgate and the Bathgate Hills.

Around the school building there is a Multi Use Games Area –MUGA-, a tarmaced play area and grassy play areas for ball games. There is also a playground provided by the District Council, within school grounds, which we use in fine weather. (Pupils are only in this area when accompanied by a member of staff). At the rear of the school there is a small garden. It is hoped that over the next year the pupils will once again begin developing the school grounds and we are intending to take part in this year’s Levenseat Environmental Award which we’ve won twice in the past.

The school is governed by West Lothian Education Department and the Deputy Chief Executive for Education, is Ms Moira Niven, who is based at:
West Lothian Civic Centre
Howden South Road
Livingston
Tel No. 01506 281258

AIMS
1. Learning and Teaching
To have the highest quality learning experiences. There will be a clear focus on outcomes with lesson and programme planning that helps learners achieve to their fullest extent by

- ensuring the wide variety of teaching methods are innovative and appropriate to the learning styles of all children
- providing and evaluating an appropriate curriculum to match the needs of all pupils
- allowing the creativity and innovation of all learners
- developing assessment procedures as part of the planning process to ensure progression in learning
- continuing to implementing the new Nursery Working Document in both Nursery and Primary 1
- further developing opportunities for learning in other environments with an emphasis on active and challenge based learning
- encouraging all pupils to reach their potential through the promotion and recognition of achievement and excellence

2. Vision and Leadership
To have a shared vision and high quality leadership at all levels which ensures a common purpose and a focus on preparing young people for the future through

- ongoing discussion and planning with all stakeholders
- our continued focus on self evaluation and reflective practices
- ongoing reaffirmation of our whole school vision
- encouraging creativity and development of all staff
- ensuring the continuation of distributed leadership

3. Partnership
To develop relationships with parents/carers enabling them to be actively engaged in the life and work of the school; to develop partnerships with the community and other agencies which help meet learners’ needs by

- ensuring all pupils benefit from all aspects of education
- ensuring that Support for Learning continues to be an integral part of the learning process
- evaluating and building upon Cluster interdisciplinary project
- further developing the use of GLOW for staff, children and parents
- further developing links with community groups and the centre management committee

4. People
To value the whole school community; its contribution to and responsibility for the development and direction of the school by

- continuing to developing the role of the Pupil Council through democratic means
- continuing to ensure parents are well informed of teaching and learning in regard to their children
- working with parents and partners to evaluate current practice
- ensuring parents and partner agencies are involved in planning and developing the SIP
• celebrating success and raising expectations of all learners and their families

5. Culture and Ethos
To promote a culture and climate within our school which builds positive attitudes towards learning, life and work and supports ambition and achievement in every learner by
• continuing to implement Curriculum for Excellence
• ensuring the wellbeing of every child
• continuing to be an ECO school and maintaining links with our community in developing our school allotment.
• developing our Rights Respecting School ambassadors as they assess/assist other schools
• continuing to focus on the Olympic and Paralympic Values as a school
STAFFING in 2012/2013

MRS AITKEN            Headteacher
MRS GREEN                      Principal Teacher
MRS STEPHENS    P7/6 Teacher
MRS LIDDELL       P6/5 Teacher
MISS RASHID                          P4/3 Teacher
MRS DRUMMOND    P3/2 Teacher
MRS REID                P2/1 Teacher
MRS LIVINGSTON  Learning Support / Early Intervention Teacher
MRS MENZIES            Nursery Teacher
MRS BURDON                    Nursery Nurse
MRS SPEIRS               Secretary
MRS CARTY     Classroom Assistant
MRS McCORMACK               Classroom Assistant
MS ANDERSON   Cleaner/Kitchen Assistant
MS McKECHNIE   Kitchen Assistant

Kitchen staff are employed by West Lothian Contracts (Catering) while cleaning staff are employed by West Lothian Contracts (Cleaning).

Pastor Stevie Roy       School Chaplain
Marilyn Woodhead         School Nurse
PARENT COUNCIL

Parent Members:
Mrs Cruickshanks (Chairperson)
Mrs Denholm
Mrs Gardner
Mr Jewell-Smith
Mrs O’Boyle
Mrs Taylor
Mrs Quilter
Mrs Roy

Teacher Representative
Mrs Green

Co-opted members
PC Ali Biers
Mr C Wade

The Parent Council will meet at least four times a year and minutes will be available on display in the school for any parent who wishes to read them. The Council will keep parents informed of issues affecting them and will ask for parent’s support when necessary.

PALS AND CO

PARENTS ASSOCIATION LONGRIDGE SCHOOL AND THE COMMUNITY

CHAIR      Mrs Aitken     Headteacher
SECRETARY  Mrs Ann Speirs  Parent Representative
TREASURER  Mrs Marian Carty  Community Representative

COMMITTEE

Mrs Doris Green     Staff Representative
Mrs Karen Gardner   Parent Representative
Mrs Jessie Dorward  Community Representative
Mrs Helen Jewell-Smith Parent Representative
Mrs Janie Kelly     Parent Representative
Mrs Margaret Whigham Community Representative
Mrs Michelle Linford Community Representative

PALS and CO was formerly called Longridge Parent/Staff/Community Association. This was felt to be rather long and the new name was adopted by the office bearers and committee at one of their meetings. This group run fund-raising events to provide equipment for the school, subsidise outings, pay the mini-bus hire, and handle the ordering of school wear. All the fund-raising events also provide occasions for the school and community to come together.
SCHOOL UNIFORM AND OUR SCHOOL LOGO

In accordance with Authority Policy, children at Longridge Primary School are encouraged to wear school uniform. Ordering of school wear is handled by Pals and Co. Our Parent Group. Orders are taken twice a year and payment is expected with your order.

Parents, staff, pupils and the community were involved in choosing colour schemes and designs. Sweatshirts are navy blue and are worn with pale blue Polo shirts. Our logo is sewn on these. Our Primary 7 pupils wear royal blue sweatshirts and navy blue polo shirts. Skirts and trousers are grey, black or navy blue.

The logo has a navy-blue background with gold stitching. The circular outline encompasses the village and the surrounding area. The logo is divided into three parts and into each of these is stitched one of the following:

- a Church with a steeple to remind us that the church steeple (before it was removed for safety reasons) could be seen from the Firth of Forth by sailing ships, long before the end of the 19th century
- a miner’s lamp depicting the villagers’ association with this industry until the mine closures
- a horseshoe which serves two purposes. Horse drawn coaches travelled through Longridge more than a century ago and quoiting was a popular game in 1886. These are therefore three historical features.

Our P7 pupils will be allowed to wear a royal blue sweatshirt and navy polo shirt to identify them as senior pupils.

The Nursery Class has a teddy bear logo on a royal blue sweatshirt with 'Longridge Nursery Class'. Polo shirts have the same logo and are pale blue.

The school’s dress code is based on The Dress Code for Schools Policy: http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/dresscodeforSchools

ASSISTANCE WITH PROVISION OF CLOTHING AND FOOTWEAR

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.
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 01501770208

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

THE SCHOOL WEEK

Nursery Classes
Mornings class - Monday to Friday 8.47am to 11.20am
Afternoon class - Monday to Wednesday 12.20pm to 3.30pm
- Thursday 12.20pm to 3.35pm

P 1 – P 7
Mondays, Tuesdays, Wednesdays and Thursdays.
MORNING SESSION - 9.00 a.m. - 12.30 p.m. (with a 15 minute break).
AFTERNOON SESSION - 1.10 p.m. - 3.20 p.m.

Fridays - Children are in school for the morning session only.

TERM DATES AND HOLIDAYS

These are attached. PLEASE KEEP THESE DATES FOR YOUR DIARY IN A HANDY PLACE.

School term dates and holidays can also be accessed online at:
http://www.westlothian.gov.uk/education/schoolrelateditems/893/860
APPLICATION FOR ADMISSION TO 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.

Children whose fifth birthday falls between the 1st March and the last day of February of the following year, generally join Primary 1 in August. Notices appear in the local shops and the West Lothian Courier. Our usual practice is to send a personal letter to all of our pre-school children when we know that they will be coming to school, giving application arrangements. Parents can of course contact the school to make alternative arrangements if required. When application for admission to Primary School has been granted by the Authority all the children will have an opportunity to visit school and meet the other pupils and the staff in the summer term. Children who attend our Nursery Class will have their P1/Nursery liaison visit arranged in school.

Children who join the school during the academic year will also be invited to visit the school with their parents to meet relevant staff and familiarise themselves with the building and procedures.

Families who live outwith the school’s catchment area may make a Placing Request to the Authority for a Primary 1 pupil. Forms and information are available from school.

Application for admission of pupils to all stages of the school may be made at any time, if places are available.

- 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
PRE-SCHOOL

The following are key aspects of the work carried out in Nursery.

Emotional, personal and social development
Communication and language
Knowledge and understanding of the world
Expressive and aesthetic development
Physical development and movement

Further information is available in a separate Nursery Booklet.

Please also see our Nursery Booklet

3 to 18 Curriculum for Excellence

LITERACY
NUMERACY
HEALTH & WELLBEING
SOCIAL SUBJECTS
SCIENCES
TECHNOLOGIES
EXPRESSION ARTS
RELIGIOUS AND MORAL EDUCATION

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.

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

Within all areas of the curriculum pupils are given choices in what they learn, how they learn and the resources they will need to learn and parents will be shown how this works in action at our Curricular events during the year.
Pupils regularly help in planning their learning across all eight areas of the new curriculum and this ensures engagement and pupil motivation. A variety of methods, materials and learning programmes in each of these areas will be matched to our pupils’ needs.

**LANGUAGE**

Listening, Speaking, Reading and Writing are important parts of Language and are taught and assessed as a separate area but the use of language permeates every area of the curriculum.

Activities take many forms. Early on we listen, observe and assess where a child has reached in their Language Development in consultation with the Nursery staff if appropriate. Initially we use a structured reading programme published by Longmans and at later stages pupils read and study novels, newspapers, biographies and non-fiction books.

The importance of reading cannot be over-emphasised as it has such a profound effect on all areas of learning. We have built up an extensive library of fictional and non-fictional books to which all of our pupils have access. Children should be encouraged to read for enjoyment at home and in school as this gives them a wide experience to draw from.

Pupils are encouraged to write from the early stages of school and in the Nursery Class too, moving from pictorial writing to personal, report, letter and imaginative writing.

Pupils are given the opportunity to study examples of good practice produced by authors, journalists and in fact their peers. A Writing Workshop is carried out once a week by all pupils in the school at the same time in order to highlight the importance of this skill.

Presentation, spelling, punctuation and grammar are skills which are developed through carefully planned teaching. Word processors are tools of technology which aid writing and are in constant use in our school.

**MATHEMATICS**

In our school we aim to help our children to become numerate, to enjoy putting their Mathematical skills to use in real situations. Our programme for mathematics is taught in line with the Expectations and Outcomes of the CfE which lay down the steps for progression. Our programme for planning, assessing and recording was complemented in our last HMI Inspection. The school is well resourced in this area which covers Information Handling, Shape Position and Movement, Number, Money and Measurement, Problem Solving and Enquiry.

**SOCIAL SUBJECTS**

Environmental Studies includes the development of knowledge, understanding and skills in Science, Geography, History, Technology, Health Education and Information Technology.
Pupils' learning is enriched by their awareness of the environment, by their observation of their surroundings. Through this area, pupils learn about the world around them and develop skills to interpret it. Our local area and community provide a starting point from which understanding can grow to encompass other places and other times. In this way, pupils can come to make sense of their world and develop a caring attitude towards the environment. Our pupils take part in the Levenseat Trust Initiatives and work with the Neighbourhood Environmental Teams where they are encouraged to improve their local environment. The use of all kinds of technology enhance learning in all curricular areas. Pupils use computers and the internet for research purposes, to practice prior learning, to present their work and share their findings.

EXPRESSIVE ARTS
The Expressive Arts involve the study of P. E., Dance, Drama, Music and Art. The range of activities is exciting, challenging and varied. We have specialist staff in the school throughout the year to assist school staff in delivering a well-planned programme of learning. Our new Community Hall is a fabulous venue for all of the expressive arts.

T-shirts, shorts and gym shoes with good gripping soles, make up a kit for these lessons and provide each pupil with freedom of movement and contribute towards safe and enjoyable learning activities. Even although trainers are worn to school, a change of shoes is necessary for hygiene purposes.

P5-7 pupils are also offered skiing lessons at Polmonthill Ski Centre usually between October and December. Pupils also take part in a range of sporting events throughout the school year. These include football, handball, rugby, hockey and athletics. Throughout the year pupils are given the opportunity to take part in art, drama and dance workshops and also to watch performances by theatre groups, puppeteers and dance groups.

RELIGIOUS AND MORAL EDUCATION
Programmes of study look in detail at Christianity, Other World Religions and Personal Search. Education is about the development of the whole person. Religious and Moral Education deals with the development of the person in relation to self-awareness, relationships with others and the realm of beliefs, values and practices which go to
make up a religious outlook on life. It makes an important contribution to the personal and social development of our pupils.

While Christianity is the major religion of this country, pupils are encouraged to develop an understanding of and respect for people of other faiths and those who adopt a non-religious stance in their lives.

Parents who wish to withdraw their children from R. E. may do so and are asked to intimate this to the school in writing.

The school has good relationships with the Whitburn Chaplaincy Team and Pastor Stevie Roy is regularly involved in the life of the school. Members of other faiths may visit the school to give an insight into their faith.

ASSESSMENT

Assessment of pupils work takes many forms including formal, diagnostic and informative assessment. This information is used to help class teachers to plan and implement programmes of work for the pupils.

Targets and progress are shared with pupils and parents. Parents' evenings are held twice yearly usually in October and March and a full written report is issued in June. Parents are encouraged to comment on their child's report. Parents are welcome to consult with staff throughout the school year but due to teaching commitments it is advisable to make an appointment.

Open evenings may also be held to give the extended family an opportunity to visit the school. Examples of children's work are kept to show development and to pass on to any other primary school if the child moves and eventually the secondary school.

Parental Involvement

There are many ways in which we try to inform and involve parents in their child’s education. We have face to face meetings twice each year and at least one curricular event where parents are invited to school so that pupils can showcase their work. Parents are also very welcome to make appointments to meet with their child's teacher at any point in the year and we will make every effort to accommodate these requests.

HOME-PROJECTS

Our Homework Policy is in line with a Curriculum for Excellence and was recently reviewed by staff and parents. Homework is a valuable part of learning and teaching, setting the foundations for independent study which is a skill needed later in a child’s school life. It also gives the child an opportunity to share with parents work being done in school. Homework may be some reading to be covered, some research, a drawing or model to be completed, or topics to be discussed with members of the family. Reading homework is given regularly and Home-projects given once or twice a term. The policy is available for parents.

Step Up Award
This award gives our Primary 7 pupils an opportunity to complete a range of activities outside of school to show they have an understanding that learning happens in all situations and that they have a commitment to their learning. It is designed to give the young people choice and then achieve recognition for their efforts. All of these opportunities go towards building up their profile for the high school.

Attainment Results - Test results are no longer gathered by the Scottish Government having been phased out. Individual progress within levels is shared with parents at parent contact meetings and in the end of year written reports. Parents may speak to their child’s teacher at any time of the school year in regard to their child’s progress. GL Standardised tests are carried out each year between March and May and the information gathered is used to ensure the correct programme of work is designed for every child.
School Improvement

The main achievements of the school can be found in the Standards and Quality and the plans for 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. Both of these documents are available at:

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

Information regarding Longridge's performance at a National level can be obtained by accessing: http://www.educationscotland.gov.uk/inspectionandreview/reports/school/index.asp

All education policies can be accessed at: http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/?key=1778580

PUPILS WITH SPECIAL NEEDS

We again have a Support for Learning Teacher allocation for the new session. The Learning Support Teacher, after consultation with staff, pupils and parents can support the pupils in any area of the curriculum where support is needed whether on a short-term basis or for a longer period of time. She also supports staff and parents, advising on materials and methods which may help the pupils. Sometimes diagnostic tests may be used to identify specific learning difficulties.

If it is felt necessary the Learning Support Teacher will help to formulate an Individual Education Programme, in consultation with parents, class teachers and pupils and this will be used to support the pupil with learning or behavioural difficulties. This might include assessments being done with the pupil but parents will always be consulted and permission sought.

Further advice can be given by the area Educational Psychologist who works closely with our school.

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

If you feel that your child needs additional support, information and advice is available from your school in the first instance. Parents should contact the school if they wish to discuss their child's needs and either the Headteacher or Support for learning teacher will be happy to meet with them and update them on their child's progress and needs.

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'


SCHOOL ETHOS AND BEHAVIOUR

We have a happy, hardworking school environment which has been achieved through the promotion of mutual respect and caring attitudes. Everyone is encouraged to contribute to school life and have responsibility for the care of one another. Pupils are encouraged by the staff to take a pride in their school and everyone strives to keep the school environment clean and bright. All materials used by the children are modern and in good condition and pupils are encouraged to take care of their own and others belongings.

Good behaviour is expected at all times. Parents are always consulted if the behaviour of a child is causing concern.

We have many partnerships that help us deliver the curriculum and support both the children and staff at Longridge Primary. These include the Community Police Officers, Community Learning and Development, School Health and many more.

School Chaplaincy
Pastor Stevie Roy, Whitburn Pentacostal Church is our school Chaplain. Stevie leads our assembly once each month and also supports the school at Religious Observance services at other times in the year. Stevie also currently runs Treasure Kids in the church and many of our pupils attend on a regular basis.

**GOLDEN TIME**
The school operates a Golden Time Policy which helps the children to focus on their behavioural responsibilities. Pupils are rewarded for keeping the school and class rules by being awarded 30 minutes of activity time. Individuals choose from a variety of activities selected by the senior pupils. Those who do not follow the rules relinquish set amounts of their golden time.

**STUDENT VOICE**
A Student Council is elected each year by the pupils in each class. Those chosen to sit on the committee meet on a regular basis to discuss issues concerning the pupils of the school. The Head Teacher and staff consult with the Student Council and often allows them to make choices in regards to resources, events, fund-raising etc. They have a suggestions box in school where all pupils are encouraged to take an active part in school life voicing opinions and offering their views.

RIGHT'S RESPECTING SCHOOL

Our school’s behaviour code is based on the United Nation’s Convention for the Rights of the Child. Our pupils were recently awarded with the Advanced level of the Right’s Respecting School Award for their knowledge and implementation of the Articles into our school community. Our school now has RRS Ambassadors who help to assess other schools in their quest to achieve an award.

*Longridge Primary School’s Code of Behaviour is based on the United Nations Convention on the Rights of the Child*

**Childrens’ Rights and Responsibilities**

Article 28 Children have the right to be educated

*and* the responsibility to learn as much as they can to help others.

Article 14 Children have the right to freedom of thought and religion

*and* the responsibility to respect other’s thoughts and religions.

Article 29 Children have the right to be cared for and respected

*and* the responsibility to show care and respect to others.

Article 28 Children have the right to make mistakes

*and* the responsibility to learn from their mistakes.

Article 24 Children have the right to a clean environment at home, at school or wherever they are

*and* the responsibility to do what they can to look after their environment.

Article 24 Children have the right to be adequately fed

*and* the responsibility not to waste food.

Article 12 Children have the right to be heard

*and* the responsibility to listen to other people.

Article 31 Children have the right to relax and play and join in a wide range of activities

*and* the responsibility to include everyone in their games and activities.

Article 24 Children have the right to proper medical care

*and* the responsibility to take care of themselves.

Article 36 Children have the right to be protected from conflict, cruelty, exploitation and neglect

*and* the right not to bully or harm each other.

Article 23 Children have the right to special care for special needs

*and* the right to be the best they can be.
ATTENDANCE AND PROCEDURE FOR CONTACTING THE SCHOOL IN CASES OF PUPIL ABSENCE

Parents should contact the school if their child is unable to attend school for any reason. They should contact the school office by 9am so that we know that pupils are safe.

Parents should refer to the Attendance Policy at School Policy for further information:
http://westlothian.gov.uk/sitecontent/documentlist/educationpolicy/AttendanceatSchoolwithguidelines

Parents are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Headteacher can ask the Young People’s Team to make a home visit to discuss the problem with the family. If such unsatisfactory attendance persists, the Headteacher, following discussions with the Team and other agencies will decide whether the case should be referred to the local Area Attendance Advisory Group. This group has been formed to make recommendations to the Corporate Manager on the statutory responsibilities of the Authority with regard to defaulting parents.

Intended Leave of Absence should be requested in writing before the proposed absence. Parents are requested to organise all holidays outwith school term time.

In very exceptional circumstances up to two weeks may be granted as authorised absence.

It is also important for pupils to be punctual. If, however, a pupil is going to be late, e.g. if the family has overslept, then it is expected that the pupil will come to school rather than be off for a whole day.

We appreciate the co-operation already shown in matters of regular attendance and punctuality.

Parents and school can request the help of Laura Allardyce or Charlotte Robertson from our YPT who can offer support with attendance and late coming and many other family issues which impact on school life.

REQUESTED EARLY RELEASE OF PUPILS

Should parents request that their child be released early from school, then the child must be collected at school. Likewise if an appointment is within the school day, the child must be collected at school and accompanied on return. Please try to keep appointments for the end of the school day, particularly Dental ones. We understand that hospital appointments have to be taken when given.
**Transferring Educational Data About Pupils**

Education authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a ‘hub’ for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Data policy

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and National Statistics publications. Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be published by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

TRANSPORT
Parents who choose to send their children to our school when it is not their district school, are responsible for bringing their children to school and taking them home. If transport is required for medical reasons, this is arranged by the school medical officer.

The Authority’s current policy is to pay travelling expenses of those pupils attending their district school who live more than 1.5 miles from it.

SCHOOL LUNCH
Our lunches are cooked at Fallahill kitchen. Each day there is a choice from a 3- Tray ‘Rainbow Dinners’ system at a cost of £1.75 (from August 2012). Special dietary needs can be met as well as Religious requirements. 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.

Special dietary requirements will be catered for. Please contact the school tel no or local kitchen supervisor Loretta and tel no, 01501 771684 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 health 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. Our Breakfast Club runs from 8.15 to 8.45 each morning.

Facilities are available for pupils taking a packed lunch.

Free School Meals:
Pupils with parents 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 £15,860 or less, Working Tax Credit and whose annual income is £6,420 or less are entitled to a free mid-day meal
Primary and Special Only: 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/SchoolMealsMilkPolicy2010
or by contacting Stuart Isbister, Pupil/Student Benefits Officer either by phone on 01506 281952 or by emailing stuart.isbister@westlothian.gov.uk.

Further information and an application form can be obtained from the school or the Free Meals Section at West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF

Free milk will be available to all children in nursery education and to children of primary school age at primary and special schools who are in receipt of Free School Meals. Any other child of primary school age at primary and special schools may be provided with milk at a reduced cost. Milk charges are payable at the beginning of each term.

TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

All of our pupils normally transfer to:

WHITBURN ACADEMY
SHANKS ROAD
WHITBURN
WEST LOTHIAN
EH47 0HL

Telephone: 01501 740675

Transfer takes place at the end of Primary 7. Parents will be advised of transfer arrangements by December of the pupil's last year in Primary School.

PRIMARY/SECONDARY LIAISON

At transition time primary 7 pupils take part in a variety of curricular activities, at Whitburn Academy, where they are given the opportunity to meet with pupils from other feeder primary schools. Recently these have included cross curricular lessons based on the theme of Columbia and Literacy days. This theme will be continued during the three transition days at the Academy and in August at the start of the new session. A presentation of all the work done will be in September, to which parents will be invited.
Teachers from the Academy also visit Longridge Primary and talk with pupils in order to prepare them for life at secondary school. The primary 7 teacher will also pass on any academic and personal information which will be useful.

HEALTH AND SAFETY
The school is aware of its responsibility to ensure the safety of pupils in all activities and safety checks are regular and thorough. Within the general policy laid down by West Lothian Council, the Educational Services have prepared a series of statements on safety policy for all areas of its responsibility in accordance with the Health and Safety at Work Act, 1974. School staff are fully instructed in their responsibilities in this respect and Safety Regulations apply to all aspects of school life 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 great importance to the school.

For safety reasons pupils are not allowed in the car park, the playpark or to leave the school premises during the school day. As the school playground area is small, classes have particular areas in which to play.

THE SCHOOL HEALTH SERVICE
This service is very important. Full details of the service are contained in Appendix 1.

MEDICAL AND EMERGENCY ARRANGEMENTS
When a child is taken ill at school or has an accident, every effort is made to contact parents. If the parents are not available then the EMERGENCY CONTACT will be informed.
Any special medical needs of any pupil should be given to the school.
At present, 11 of our staff are qualified Emergency Aiders.
In the event of planned early closures, parents will be notified by letter several days beforehand.

In the case of an emergency, pupils may need to be sent home quickly. No child will be sent home until contact has been made with emergency contacts, through Group Call or by telephone where necessary. If contact is not made pupils will be kept in school.
It is the responsibility of parents to ensure that the school has at least two emergency telephone nos. Please keep us informed of any changes.

EMPLOYMENT OF CHILDREN
The bye-laws governing employment in West Lothian do not allow the employment of children under 13 years of age.
IF THERE IS A PROBLEM

- most problems are resolved in school and parents should contact the headteacher if they have concerns regarding their child. It is better to intervene early with small problems than wait until there is a significant problem to solve.
- if you wish to raise a concern with the Education Service the first person to approach will normally be:
  - the Headteacher of your school
  - the Community Education Worker at your local Area Office or community Education Centre
  - the office staff dealing with matters such as free meals, transport or bursaries at Civic Centre, Livingston
  - he/she will try to resolve the difficulty or provide an explanation to you within ten working days
  - Advice and Conciliation Service
- if you remain dissatisfied you can make a complaint to the Education Services. The Advice and Conciliation Service provides a Helpline during office hours to advise you on how to take further action.
  - Helpline number 01506 281255

You may be asked to put your complaint in writing addressed to:
Customer Care and Communications Manager
West Lothian Council Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

A written acknowledgement will be sent promptly when your complaint has been received in writing.

Following the investigation of your complaint, a full reply will be sent as soon as possible. This will tell you the outcome of your complaint.
The reply will explain the conclusion, the reasons for it, any action taken or proposed and any further action you may take if you remain dissatisfied.
For further advice please refer to the authority’s procedure:
http://westlothian.gov.uk/sitecontent/documentlist/educationpolicy/ComplaintsEducationPolicy

This Booklet is correct at the time of printing. There may be changes in roll, staffing and resources in the future. Every attempt will be made to provide up to date information.