



Springfield Primary School, Linlithgow

Information for Parents



The information contained within this section relates to the day-to-day running of our school and is pertinent to Springfield and our pupils.

It dovetails with the guidance provided by West Lothian Council, which can be found in the next section of the handbook.

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Welcome to Springfield Primary School

I sincerely hope that the following information will be useful to you before and during your child's attendance at Springfield Primary School. We would like to work in partnership with you to ensure your child's well-being and steady progress. The staff at Springfield endeavour to treat each child individually and work extremely hard to provide a meaningful broad-based education to motivate and involve them all. An open-door policy is in operation and you are invited to discuss any concerns you might have with me, at any time.

Linda Simpson, Head Teacher

Springfield Primary School is a semi open plan, non-denominational school situated in the middle of a large housing estate off Blackness Road, Linlithgow.

School Address

141 Springfield Road
Linlithgow EH49 7SN

Tel: 01506 847452

Fax: 01506 671834

email: springfield.ps@wled.org.uk

Staffing

Springfield Primary School is staffed by a non-teaching Head Teacher, Depute Head Teacher, 11 class teachers, a part-time Support for Learning Teacher, various visiting teachers, brass instructor and strings instructor. There is also an administrative assistant, pupil support workers, playground supervisors and facilities management assistants.

The School Day

Primary 1, 6 and 7

8.50am - 12 noon: 12.45pm - 3.15pm

Primary 2, 3, 4 and 5

8.50am - 12.15pm: 1pm - 3.15pm

except Friday when all children leave at 12.25pm

School Aims

Attainment and Achievement

To provide learning and teaching experiences of the highest quality that will enable pupils to enjoy their education and develop positive attitudes towards learning.

Framework for Learning

To provide a welcoming, safe and caring environment in which each pupil is valued and supported.

Inclusion and Equality

To provide effective support systems for all pupils, to promote personal and social development and underpin academic achievement.

Values and Citizenship

To build and maintain effective partnerships between the school and parents/carers, external support agencies and the wider community.

Learning for Life

To develop pupils' creativity and ambition through the curricular and extracurricular experiences offered by the school.

School Code of Behaviour

At Springfield, 'Golden Rules' are adopted to promote positive behaviour throughout the school and in the playground. These moral values help develop the ethos of the school and are the means by which certain values are extended into every area of school life. Golden Rules are a way of bringing concepts of morality and responsibility to the forefront of the children's minds, enabling them to become more aware of their choices.

Golden Rules

We are gentle	We don't hurt others
We are kind and helpful	We don't hurt anybody's feelings
We listen	We don't interrupt
We are honest	We don't cover up the truth
We work hard	We don't waste our own or others' time
We look after property	We don't waste or damage things

Anti-Bullying Policy

Everyone has the right to work and learn in an atmosphere that is free from victimisation and fear. Pupils will be made aware of strategies to cope with difficult situations. School personnel will be identified to support them. A copy of our anti-bullying policy is distributed to parents/carers when their child starts school and is posted on our website. There is a 'Worry Box' in the Head Teacher's room, which gives pupils an alternative way of seeking help if required.

School Discipline

The importance of praise as a motivating and positive aspect of school life is well understood and the use of praise permeates all aspects of the life of the school. Pupils have high expectations of themselves and others.

Staff will always handle discipline problems in a sensitive, caring but authoritative manner so that disruption to learning and teaching is minimised.

House points are awarded for effort in pupils' daily work. Extra playtime is given to the house within each class with the most points. At the end of the session, the winning house receives a shield.

Golden Time is enjoyed by all pupils every week. Time may be lost as a consequence of inappropriate behaviour but may be regained by making better choices.

A Traffic Lights system operates in the playground. Pupils who are awarded green cards will have a special mention at weekly assembly, amber cards serve as a warning and red cards result in two missed breaks.

The Achievement Board celebrates pupil achievement in a variety of areas, both in and out of school. As a recognition of effort, pupils who are commended by promoted staff are awarded special stickers and mentioned at weekly assembly.

Partnership with Parents

The need to maintain a positive partnership with parents/carers is well recognised. Your help and support are vital if discipline is to be effective. You will always be contacted to share success within the school and also, at the earliest possible stage, when there are concerns.

School Uniform

The wearing of school uniform is strongly encouraged. It is smart, practical, identifies pupils with the school and is cheaper in the long term.

Grey or black trousers/skirt/pinafore
White or green shirt/blouse
Green and black school tie

OR

*White or green polo shirt with logo
* Green sweatshirt with logo

Black blazer with * school badge
Black shoes
* Green Fleeces and reversible waterproof/fleece jacket with logo are also available
Girls may wear smart black trousers in colder weather.

We specifically encourage the wearing of ties in P7 prior to transition to secondary school.

It is advisable to have all articles of clothing clearly named. It is also helpful if your child is provided with a wooden spring type clothes peg, with their name on it, to keep wellington boots together in the cloakroom area.

PE Wear

Black shorts or gym pants
*White T-shirt with logo
Black/white gym shoes

A drawstring bag or plastic carrier with your child's name is useful for holding PE wear.

All items marked * are available by ordering through school at very competitive prices. All other items may be obtained locally.

School Curriculum

Springfield Primary School is committed to providing a 'Curriculum for Excellence' in line with Scottish Executive Guidelines. A variety of assessments in numeracy, literacy and other curricular areas are administered throughout the school session.

Learning in school is based on a range of strategies including investigating, problem solving and discussion as well as exposition by the teacher (or "direct teaching methods") which often involves active learning using a wide variety of materials. Children will be assessed to determine their level of work. Class, group and individual methods will form the basis of the teaching in order that the curriculum can be tailored, as far as possible, to fit the needs of each child.

Literacy

Language permeates the whole curriculum and is central to children's learning. Staff will build on the foundation which has been started at home and help them to use language effectively for a variety of purposes.

The four main outcomes are - Listening, Talking, Reading and Writing.

Any activity involving language includes several of these outcomes. Language can be integrated with and stimulated by a theme being undertaken, an item of topical interest or a child's personal curiosity. It is considered very important that children have a context and a purpose to motivate and stimulate them into using language interestingly, imaginatively, appropriately and precisely.

Listening

In order to listen effectively and respond appropriately, children must be stimulated by, and feel involved in, the situation in the classroom. A variety of opportunities for listening are offered in all areas of the curriculum. As the children progress from P1 to P7, the tasks set and responses sought become more complex and demanding.

Talking

There are many contexts where the children are encouraged to talk. In formal and informal situations, children will develop skills in conveying information: giving instructions and directions, group discussion, sharing their experiences, feelings and opinions and responding to texts.

Reading

The 'Oxford Reading Tree' is introduced in P1. Appropriate fiction and non-fiction material is included through graded reading programmes.

Children in P1 also use 'Book Box' or library books. These are used to stimulate each child's interest in reading. The books are well structured, factual as well as fictional and attractively presented for parents, helpers and teachers to enjoy and to read with children on a one-to-one basis.

From P3 - P7, in addition to the reading scheme, use is made of a variety of sets of group novels.

Children are encouraged to borrow books from the school's well-stocked library. These can be read in class, at silent-reading times, or be taken home to be enjoyed there.

The wide variety of reading material available in Springfield Primary School helps foster a love of reading for interest, pleasure and recreation.

Writing

Children are encouraged to write independently from the start of P1, the aim being to build on their strengths in the early stages through a writing programme. All children's writing is valued, although a wide range of stages of development may exist within the class.

The handwriting scheme gives practice in joining letters correctly and covers all the necessary skills for producing legible flowing script.

Emphasis is put on the quality of what children write. They are also encouraged to improve their presentation and to check their spelling and punctuation as they proof read or redraft their work.

Modern Languages

French has been introduced in the early years and a programme for P1-P7 is now in place. It is taught more formally in P6 and P7 in terms of the four attainment outcomes of listening, speaking, reading and writing.

Numeracy

Numeracy is about solving problems, whether in everyday life or at school. Children must be equipped with the knowledge of how to go about this. They come to school as active mathematical thinkers having, through trial and error, solved problems naturally in play or family life. At school, the children are provided with a structure through which they can progress, develop skills, understand concepts and learn facts and techniques.

Children will be presented with mathematical challenges where they discover the need for learning a skill in order to solve a problem. Structured apparatus and mathematical aids are available for use at all stages as well as a variety of more traditional text books, to be used whenever the class teacher feels there is a need.

Assessment of progress is continuous, including informal observations and discussions on practical work. There is formal testing at each stage and information is passed on as the child moves from P1 through to P7.

Social Subjects

Here, the children are encouraged to widen their knowledge and understanding of the world and are helped to develop their skills to investigate, interpret, record and present their findings. Throughout these studies, it is hoped that informed attitudes to the environment will be engendered.

Some studies may last several weeks, others will be short focused. Educational outings, linked with theme enhancing environmental studies, are encouraged. Parents are asked to give written consent and make a contribution towards the cost.

Every year, each stage will investigate a different aspect of life in Linlithgow, past and present. This varies from a study of the Union Canal to leisure pursuits in our town.

A 'Green Team,' with a representative from each class, meets regularly to discuss environmental issues that may affect the pupils both in and out of school.

Technologies

Significant emphasis will be placed on active learning strategies using various technologies available. In particular smartboards, desktop and laptop computers are used to enhance the learning of pupils in all areas of the curriculum.

Pupils' computer skills will be developed in word processing, databases, spread sheets, turtle graphics, art and many other applications. They will be encouraged to recognise the potential of this technology and its appropriate usage.

All pupils from P2-P7 have internet access and GLOW usernames, passwords and e mail addresses allowing them to further improve knowledge, understanding and skills in a range of curricular areas.

Pupils' computer skills will be developed through use in all areas of the curriculum. They will be encouraged to recognise the potential of this technology and its appropriate usage

Significant emphasis will be placed on learning with interactive games on the smartboard and the use of GLOW to improve pupils' knowledge, understanding and skills in a range of curricular areas and subjects.

Religious and Moral Education

Children are encouraged to think for themselves and develop tolerance through finding out about other people's beliefs. Assemblies are led by each class in turn and aim to increase pupils' understanding of themselves by reflecting on their own lives, those of others and the world in which we all live.

The school chaplain may visit classes to discuss their work and also attends school assemblies. Special services are held in St Michael's Church at Christmas and Easter. Parents have a right to withdraw their children from religious education and observance and should contact the Head Teacher if they wish to do so.

PSD/Health and Well-being

As a health-promoting school and within a progressive framework, children are provided with opportunities to explore their feelings and emotions, to understand physical factors in relation to their health and to develop a sense of social responsibility. Promoting health at school is embedded in the variety of activities offered during the school day and in extra-curricular activities. Health Week is an annual focus. Springfield Primary School has been awarded Accreditation for Health Promoting Schools and has achieved The Road Safety Charter Gold Award.

Expressive Arts

Visiting Art and PE Specialists work with class teachers to provide children with a wide variety of experiences.

Assessment

Assessment of pupils' progress is continuous and carried out in a variety of formal and informal ways based on what pupils say, write and do. Specific tasks are also set to obtain evidence of learning.

Recording

The progress of each pupil, from evidence obtained through assessment activities, is recorded and passed on at the end of each session. Information on progress in each curricular area is also passed on to the secondary school. There is an excellent liaison with Linlithgow Academy when Springfield pupils transfer from P7 to S1.

Reporting

Progress is reported at Parents' Evenings and a written report is sent home at the end of the summer term.

Learning Support

The Learning Support Teacher works in a variety of ways. In certain circumstances she withdraws small groups of children who require individual help in reading, spelling or language work and mathematics. Parents will always be informed if this is to be done on a regular basis with their children.

On occasion, one of our support assistants runs a social skills group for children who may benefit from reinforcement and reassurance with their social skills.

Homework

The main aim of setting homework is to train the children to develop personal reading and study habits in their own time and also to give parents an idea of the work being carried out in school at any particular time. The subject matter may consist of a piece of reading, vocabularily work, some personal research or a short extension of work carried out earlier in the day. P7 pupils are encouraged to keep a homework diary to help them plan ahead. Hopefully this will help them when they start secondary education. Many pupils actually enjoy doing extra homework for themselves, particularly during winter evenings.

A leaflet outlining the homework tasks set, at each stage, will be sent home with your child at the beginning of each session.

Guidelines are:

P1-3 15 minutes x 4 times a week, up to 1 hour a week

P4/5 20 minutes x 4 times a week, up to 1.5 hours a week

P6/7 30 minutes x 4 times a week, up to 2 hours a week

If your child has worked hard on a task but has not completed it, then please feed this back to the class teacher. If at any time you feel your child is struggling to complete homework please do not hesitate to contact school for advice.

Composite Classes

When pupil numbers make it impossible to have a straight 'year' class, it is often necessary to form composite classes. This will be done in keeping with West Lothian Council guidelines. Copies for parents are available from the school or can be downloaded from the web at

www.westlothian.gov.uk/content/education/ed_policylist/compositeclasses

Meals

School lunches are offered in the form of a "three-tray" system where the children select one of the available trays. The menus are rotated and copies of these are issued to parents. If you wish to choose your child's meal then you should send a note with the child.

IT IS ADVISABLE TO SEND A NOTE WITH CHILDREN IN P1 AND P2

Extra Curricular Activities

Senior pupils are encouraged to take part in after school clubs which take place throughout the session and are run mainly by staff. The school tries to provide as much variety as possible and is always open to new ideas, particularly from parents who would like to participate. The following is on offer at present - football, netball and cross country.

Outdoor Education is encouraged. P4 is offered one day's sailing, P5, one week's multi-activity and P7, a week's ski course.

P 6 and P7 are offered the opportunity for residential experiences.

Springfield Primary School Pupil Council meets regularly, out of school hours, with the Depute Head Teacher. Here pupils' concerns can be aired and discussed. P2 to P7 are represented.

Parents' Nights

Parents' nights are held twice yearly - once early in the session to discuss any initial problems children may have in their new classes and once later on involving pupils, teachers and parents. At this meeting, progress is discussed along with ways in which, through working together, it may be improved. An Open Evening and an Open Day are also held to provide an opportunity for parents to see an overall view of the school. These are informal occasions. Throughout the year, parents with any concerns about the well-being or progress of their child are encouraged to contact the Head Teacher at any time.

New Entrants

A special visit is held in the summer term for new entrants and their parents. The children have an opportunity to see the school and to play with some of the materials they will encounter.

During the first few months of school, workshops are held to explain to parents of P1 pupils how reading, writing and mathematics are approached in the early years.

Parental Involvement

Parents are encouraged to come into school during the day to help. They can become involved in setting up and helping to run resource areas, working with small groups of children on educational games, helping pupils select suitable books for project work and discussing the pictures and text with them, helping teachers and pupils with classroom display, art and craft, educational outings etc. This support is invaluable and very much appreciated by the staff. Any parent wishing to offer help in any area is asked to contact the school. In addition, parents are encouraged to share any individual talents they may have with the children.

In the interests of child protection and safety, all parent helpers must be disclosure checked before being permitted to assist in class. Disclosure forms are available from the school.

Procedures if a Child takes ill at School

If your child becomes ill at school and needs to be sent home, the following procedures are taken:

- 1 The school will phone home
- 2 If parent not at home, emergency contact will be phoned
- 3 If emergency contact not available, father/mother will be phoned at work.

Should your child require medical attention:

- 1 The school will phone home
- 2 If parent not at home, the school will phone family doctor.

It is very important that the school is kept informed of any changes to telephone numbers.

Should a child have an accident and require urgent hospital attention, they will be transported there directly by a member of staff acting in loco parentis. This action will only be taken in an extreme emergency and every effort will be made to contact the parents as quickly as possible.

You must advise the Head Teacher in writing about any strong views you may have on life saving decisions (eg blood transfusions), so that if an emergency arises and parents cannot be contacted, medical staff can be made aware of these.

Special Medication

Parents will be required to complete a form to let the school know if their child has brought their inhaler/medicine to school. It is school policy for the children to be responsible for their own inhalers. All other medicines will be administered by school staff. Health Plans are kept in school and details are meticulously logged.

If your child has been absent due to illness, please send a letter of explanation to school on their return.

P7 to S1 Transfer Arrangements

Each secondary school admits pupils from a number of associated primaries. Springfield Primary School is associated with Linlithgow Academy and the children living in the catchment area of the school would therefore normally transfer to Linlithgow Academy.

Any other enquiries should be made to:

Pupil Placement
Education Services
West Lothian Civic Centre
Howden South Road
Livingston
West Lothian EH54 6FF

Tel: 01506 281867

BUDGETED RUNNING COSTS Financial Year 2011 - 2012			
	School Roll at September 2010	Total School Running Costs at April 2007 (£)	Cost per pupil (£)
Springfield	281	1,039,269	3,698
West Lothian	14,371	56,462,057	3,929
National	364,284	1,47490,002,771	4,090

ATTENDANCE AND ABSENCE FOR SCHOOL YEAR 2010/2011

SPRINGFIELD	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Springfield								
Total Number of Possible Attendances(Pupil Half Days)	14267	11331	9143	15736	11092	16473	12920	90962
Percentage Authorised Absences	3.8	1.9	2.1	2	22.1	1.6	1.7	2.2
Percentage Unauthorised Absences	0.7	0.3	0.7	0.3	0.6	0.4	0.4	0.5
West Lothian								
Total Number of Possible Attendances(Pupil Half Days)	671408	675857	669212	644004	654705	646178	658755	4620119
Percentage Authorised Absences	3.6	3.4	3.2	3.2	3.3	3.3	3.3	3.3
Percentage Unauthorised Absences	1.4	1.4	1.5	1.4	1.5	1.5	1.4	1.4
National								
Total Number of Possible Attendances(Pupil Half Days)	18951308	19116971	18672816	18136151	18404407	18748517	19075039	131105209
Percentage Authorised Absences	4.2	4.1	3.9	3.8	3.8	3.9	3.9	4
Percentage Unauthorised Absences	1.2	1.2	1.3	1.3	1.2	1.3	1.2	1.2

Minimising Overall Absence

	Absence recorded 2009/2010 Average number of half days absence per pupil	Absence Recorded 2010/2011 Average number of half days absence per pupil
Springfield	10.5	9.1
West Lothian	16	16.4
National	19.4	19.8

SPRINGFIELD SCHOOL SESSION AND HOLIDAY DATES 2012 – 2013**TERM 1**

Staff resume		Monday,20 August 2012
Pupils resume		Tuesday ,21 August 2012
Autumn Holiday		Monday 17 September 2012
	Staff resume	Tuesday 18 September 2012
	Pupils resume	Wednesday 19 September 2012
Mid-term	All break	Friday12 October 2012
	Staff resume	Monday 22 October 2012
	Pupils resume	Tuesday 23 October 2012
Term ends		Friday 21 December 2012

TERM 2

All resume		Monday 7 January 2013
Mid-term	All break	Friday 8 February 2013
	Staff Resume	Tuesday 12 February 2013
	Pupils Resume	Wednesday 13 February 2013
Term ends		Thursday 28 th March 2013
Good Friday	29 th March 2013	
Easter Monday	1 April 2013	

TERM 3

All resume		Monday 15 April 2013
May Holiday		Monday 6 May 2013
	Staff resume	Tuesday 7 May 2013
	Pupils resume	Wednesday 8 May 2013
Linlithgow Marches		Tuesday 18 June 2013
Term ends		Friday 28 June 2013

SESSION	STAFF RESUME	MONDAY 19 AUGUST 2013
2013/2014	PUPILS RESUME	TUESDAY 20 AUGUST 2013

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:

Support Services Manager
Education Services
Customer Care
West Lothian Civic Centre
Howden South Road
Livingston EH54 6FF
Tel: 01506 281254

If, in exceptional circumstances, it is felt that the case has not been properly administered, you should contact:

Local Authority Ombudsman
4 Melville Street
Edinburgh EH3 7NX
Tel: 0131 225 5300

The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request or can be downloaded from the web at www.westlothian.gov.uk/content/education/ed_policy/edcomplaintsprocedure

west lothian council
school handbook information

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school information**West Lothian Council Mission Statement**

“Striving for excellence...working with and for our communities.”

West Lothian Council Values

- Focusing on customers’ needs
- Being honest, open and accountable
- Providing equality of opportunities
- Developing employees
- Making best use of resources
- Working in partnership

School Aims**ATTAINMENT AND ACHIEVEMENT**

To raise standards of educational attainment for all in school, especially in the core skills of literacy and numeracy, and to achieve better levels in national measures of achievement including examination results.

FRAMEWORK FOR LEARNING

To support and develop the skills of teachers, the self discipline of pupils and to enhance school environments so that they are conducive to teaching and learning.

INCLUSION AND EQUALITY

To promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and special educational needs, and to Gaelic and other lesser used languages.

VALUES AND CITIZENSHIP

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

LEARNING FOR LIFE

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

Standards

2.1 Attendance

The school enters pupil absence electronically using codes for particular reasons for absence. To ensure an accurate record is kept it is important that, should your child be absent, you provide an explanation for that absence either by letter or by telephone. A Group Call System which sends out an automated text message to a mobile telephone in cases of unexplained absence, has been introduced in all schools. The call is repeated regularly until answered. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school. Parents are urged to opt into this system.

Please avoid keeping your child absent for reasons other than illness. Work missed is not easily made up and allowing casual absences encourages a casual attitude towards work, and this applies equally in the case of frequent late-coming. Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child will be unavoidably late please provide a note of explanation.

The Scottish government has issued a directive informing local authorities that, due to the impact absences during term-time have on children's learning, any such absences will be recorded as unauthorised. Family holidays should therefore be taken out-with term times. If, in exceptional circumstances, you wish to take your children out of school, you must make your request to the Head Teacher in writing.

Parents or carers are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Head Teacher will ask a Family Support Worker to visit the home and discuss the problem with the parent or carer. If such unsatisfactory attendance persists, the Head Teacher, following discussion with the Family Support Worker 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 Director on the statutory responsibilities of the Authority with regard to defaulting parents.

If you become aware that your child may be absent from school for a considerable length of time, due to illness or admission to hospital, you are requested to inform the school as soon as possible. Notification from the hospital will also be sent to the school.

standards**2.2 Behaviour**

We promote and expect a high standard of responsible behaviour from pupils towards staff, other pupils and towards their surroundings. Self-discipline is the key to good behaviour and we depend on your support in reinforcing the discipline guidelines of the school.

These guidelines are based on mutual consideration, good manners and respect and are in place to ensure the safety and well being of all pupils and staff in school.

We ask your child to:

- Be honest
- Be kind and helpful
- Care for others
- Be hard working
- Look after property
- Listen to people
- Cross the road safely, using the crossing patrol wherever available.

We ask your child not to:

- Cover up the truth
- Hurt others
- Hurt others' feelings
- Waste time or others' time
- Damage property or drop litter
- Interrupt
- Leave the school without permission.

2.3 Punctuality

It is good manners to be punctual and our children are expected to arrive at school on time. Late arrival embarrasses them and also disrupts the class work already begun. However, in the event of the occasional 'sleep-in` please send your child to school no matter what time.

Better late than never!

standards

2.4 School Dress Code

In 1999 West Lothian adopted a policy on school dress.

Some forms of dress are unacceptable in school for health and safety reasons or for moral or other reasons.

Schools will not allow clothing, jewellery or makeup which:

- could encourage rivalry (such as football colours)
- could cause offence (such as anti-religious symbols or slogans which might be regarded as political or carrying a questionable moral message)
- could damage flooring
- could promote a message contrary to the values of the school and Council (such as support for a drugs culture)
- carry advertising, particularly for alcohol or tobacco
- could be used as a weapon.

The Council considers that the introduction of school dress codes:

- improve security by making it easier to identify intruders
- give pupils a pride in, and a sense of belonging to, their school
- reduce truancy by identifying school pupils as belonging to a particular school
- improve a school's reputation in the community
- discourage competition among pupils
- make it cheaper for parents to buy school clothing
- encourage discipline among pupils.

Each school has its own dress code, for the whole school, based on the Council's policy which all pupils will be expected to keep to.

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.

Clothing Grant

Families in receipt of Income Support, Income-based Jobseekers' Allowance or any Income Related element of Employment and Support Allowance who submit a completed application form automatically receive a clothing grant for each pupil of school age. Families in receipt of Working Tax Credit (WTC) and/or Child Tax Credit (CTC) with an annual income of £15860 or less are also eligible. 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. **Application forms are available from the school or from the Council's website at www.westlothian.gov.uk**

ethos**3.1 Equality and Fairness**

All pupils have the right to enjoy opportunities and activities, regardless of their background, race, gender 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 a 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 other forms of discriminatory behaviour. We value your support in maintaining this ethos.

3.2 Partnership and Communication with Parents

West Lothian Schools operate an open, responsive policy with regard to questions or concerns that parents may have. Should you have concerns or complaints regarding the service provided you should raise these with the Head Teacher in the first instance.

Newsletters are issued frequently and curricular evenings and Parents' Meetings are held regularly. Your comments and suggestions on the work done in school and the service provided for you and your child, are welcomed.

Evaluation forms will be sent to you from time to time so that we can be sure that we are listening to what you say about the service provided for you and your child.

All West Lothian schools are committed to the process of personal learning planning. This process is an on going discussion between teacher and pupils about how the next steps in learning are to be achieved. There is often a simple record of the discussion and schools are developing ways of sharing these with parents and involving parents in the process.

ethos**3.3 Parent Councils**

A Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents at a school on a voluntary basis. All parents/carers in a school are automatically members of the Parent Forum of that School.

The purpose of a Parent Council is to:

- support the school in its work with parents
- represent the views of all parents
- encourage links between school, parents, pupils, pre-school groups and the wider community.

Every parent can expect to:

- receive information about what their child is learning along with information about events and activities at the school
- receive advice/help on how they can support their child's learning
- be told about opportunities to become involved in school
- have a say in electing a Parent Council to work on behalf of all parents.

Parent Councils operate in accordance with a local constitution. Parents can put themselves forward to be members of the Parent Council in accordance with that constitution.

Further information can be found at www.parentzonescotland.gov.uk

curriculum**4.1 General****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 and skills and attributes learners develop will allow them to demonstrate the four key capacities – to be successful learners; confident individuals; effective contributors and responsible citizens

There are six curricular levels:

Level	Stage
Early	The pre-school years and P1, or later for some
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third and Fourth	S1 to S3, but earlier for some
Senior Phase	S4 to S6 in school/college/other types of study, until the age of 18

Learners will experience a broad general education till the end of S3, then options in the senior phase. The broad general education covers expressive arts, health and well-being, languages, mathematics, religious and moral education, sciences, social studies, and technologies. All staff have responsibility for literacy, numeracy and health and well-being.

Within each curriculum, there are a number of organisers or areas of study:

4.2 Expressive Arts

- Art and design
- Dance
- Drama
- Music

4.3 Health and Well-being

- Mental, emotional, social and physical well-being
- Planning for choices and changes
- Physical education, physical activity and sport
- Food and Health
- Substance misuse
- Relationships, sexual health and parenthood

curriculum

curriculum**4.4 Literacy and English**

- Listening and Talking
- Reading
- Writing

4.5 Modern Languages

- Listening and Talking
- Reading
- Writing

4.6 Mathematics

- Number, money and measure
- Shape, position and movement
- Information handling

- Craft, design, engineering and graphics

4.7 Religious and Moral Education

- Christianity
- World religions selected for study
- Development of beliefs and values

4.8 Religious Education in Roman Catholic Schools

- Catholic Christianity
- Other world religions

4.9 Science

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical Science

curriculum

curriculum**4.10 Social Studies**

- People, past events and societies
- People, place and environment
- People in society, economy and business

4.11 Technologies

- Technological development in society
- ICT to enhance learning
- Business contexts for developing technological skills and knowledge
- Computing science contexts for developing technological skills and knowledge
- Food and textiles contexts for developing technological skills and knowledge
- Craft, design, engineering and graphic contexts for developing technological skills and knowledge

4.12 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:

4.13 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 the school may take further action.

Further information on safe use of the Internet is available at:

<http://www.besafeonline.org>

curriculum**4.14 Assessment and Reporting**

A variety of assessment approaches are used throughout learning to make sure that learners are progressing. This enables schools and teachers to:

- track progress
- support learning effectively
- plan suitable next steps for learning
- summarise and recognise achievement and attainment
- inform learners and parents/carers of progress

Reporting will inform parents/carers of progress. Reports will provide a clear description of a learner's progress within curriculum levels and, in the Senior Phase, towards qualifications. Reporting may consist of some of the following

- written reports
- pupil presentations
- open day sessions
- folios of work
- parent consultation events
- parent information events
- ongoing verbal discussions

curriculum

4.15 Support for Learning

Class teachers are continuously assessing the needs of pupils in their class. The authority provides access to Support for Learning staff and resources for pupils experiencing particular difficulties.

Should your child be experiencing difficulties in a particular area you are invited to discuss this with the Head Teacher. Support for learning teachers work co-operatively in class with the class teacher in a variety of curricular areas and with all of the children. Additional help can be provided in school through a Support Assistant who will work alongside the class teacher. Continuous records are maintained and you will be kept informed of your child's progress.

This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs. Additional support may be given to the school to enable such placements to be successful. Should an integrated placement or placement into special classes be necessary, these are made following professional assessment and in consultation with parents. The authority considers that each school is equally capable of meeting the needs of all pupils.

Enquire is the Scottish advice service for additional support for learning. Enquire offers free, independent, confidential advice and information on additional support for learning through:

- a telephone helpline – 0845 123 2303
- an email enquiry service – infor@enquire.org.uk
- an online enquiry service through 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 accurate, 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'.

admission procedures

5.1 Admission Procedures

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-P7) 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 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.

Application Packs are also available from:

**Pupil Placement Section
Education Services
West Lothian Civic Centre
Howden South Road
Livingston
West Lothian EH54 6FF
Telephone: 01506 280000**

5.2 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. Primary 1 pupils will commence a full day infant session from no later than the third Monday of term.

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 281951), Pupil Placement (telephone 01506 280000) or from the Council website – www.westlothian.gov.uk.

admission procedures

5.3 Transfer from P7 to Secondary School

Each home address has a denominational (Roman Catholic) and a 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 confirm their transfer intentions. It is generally assumed that P7 pupils transfer to their associated secondary school providing that their associated secondary school 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 281951), Pupil Placement (telephone 01506 280000) or from the Council website – www.westlothian.gov.uk.

5.4 Applying for a Place at a Non-Catchment School

The deadline for an application for a placing request to a non-catchment primary or secondary school is 31 December, prior to the transfer in August.

5.5 Acknowledgment

All applications will be acknowledged within 14 days. Admission will be confirmed as soon as possible on or before 30 April by letter from Pupil Placement. Where a school is over-subscribed, parents will be informed in writing, and asked to provide, if they wish, further supporting information for their application which will be considered in determining their application. Enquiries may be made either to the individual school or Pupil Placement Section.

5.6 Extra Curricular Activities

Participation in extra curricular activities, for example Instrumental Tuition, Drama or PE, which take place at a school other than that attended by the pupil, should not be construed as an entitlement to a place at that particular school. These activities are offered without prejudice to placement decisions which may be made.

health & safety and pupil welfare

6.1 West Lothian School Health Service

Children's well being depends on meeting their emotional, physical and intellectual needs. Children do better at school when they are both healthy and happy. The School Health Service is here to help children achieve their full potential. Every school in West Lothian has a named Community Paediatrician and a fully qualified School Nurse with relevant training to meet the needs of the child. Nursery Schools also have a named Health Visitor. The Nurse and Doctor visit the school regularly.

6.2 What does the School Health Service do?

- We work as part of the integrated community school, multidisciplinary team along with other agencies promoting children's welfare. We are working closely with schools to encourage and assist them becoming new Health Promoting Schools.
- In Primary 1, Primary 7 and Secondary 2/3 you will be sent a Health Questionnaire to complete to alert us to any concerns you may have about your child.
- Children with health related problems will be offered an appointment with the School Nurse or Doctor.
- Children can also be offered an appointment at the request of parents, school staff or other health professionals.
- The School Nurse is also involved in Health Education classes and events at your child's school.
- We provide advice on health issues to parents, teachers, children and where appropriate assist in planning the curriculum for Health Education.

6.3 Primary Schools

- Parents/Carers of children in Primary 1 may be offered an opportunity to attend with their child for a health/development check by the School Nurse.
- In Primary 7 your child's health will be reviewed before moving to secondary school.
- Children with health related problems may be reviewed at intervals by the School Nurse or Doctor.

6.4 Secondary Schools

- In Secondary Schools we continue to review pupils with health related problems.
- We are also available for pupils seeking individual advice via staff or drop-in clinics.
- In Secondary 2/3 pupils will be given a Health Questionnaire to complete and offered an appointment with the School Nurse or Doctor if appropriate.

**health & safety
and pupil welfare****6.5 Immunisations**

- BCG vaccination will be offered to children who are felt to be at high risk.
- From the age of fourteen years, pupils are offered booster immunisation against Tetanus, Diphtheria and Polio if their GP has not already done these.

The School Nurse and Doctor are based in:

**Community Child Health
St Johns Hospital
Howden Road West
Livingston EH54 6PP
Telephone: 01506 524404**

At any time, parents and pupils can ask to meet with the School Nurse or Doctor to discuss health or personal problems.

6.6 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 its responsibility in accordance with the 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 & 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 buildings and structures.

health & safety and pupil welfare

6.7 Medication in Schools

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.

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 medicine to be taken during school time are available from the school office 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 classroom.

If your child uses an inhaler, it is important that it is labeled. It is parents' responsibility to ensure 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. Please contact the Headteacher to discuss this.

6.8 Emergency Contacts and Arrangements

It is essential that the school has the name, address and telephone number of an adult to be contacted in case of an accident or your child feeling ill. Please ensure records are kept up to date by notifying the school of any change of address and telephone number of your child's emergency contact.

Only in special circumstances (e.g. no heating), will children be sent home early. The school will make every effort to contact you in such situations. Where there is no adult to receive the child, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions it would be helpful to listen to local radio stations, where updates on school closures will be broadcast.

All schools have a means of contacting parents and carers via the Group Call System.

health & safety and pupil welfare

6.9 Meals and Milk

Pupils with parents in receipt of Income Support, Income-Based Jobseeker's Allowance or any income Related element of Employment & Support Allowance are entitled to a free mid-day meal.

Families in receipt of Child Tax Credit (with no working tax credit) and whose annual income is £15,860 also qualify.

Families in receipt of Working Tax Credit and whose annual income is £6,420 or less are entitled to a free mid-day meal.

Children may have school meals regularly or on odd days when necessary. The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff. Children choose from three options each day. This usually includes a non-meat meal. A 3 coloured tray system is used - green - usually a packed lunch, red - a hot two-course meal and blue - a snack type meal. These are on display to allow the children to see the choices.

If a child loses or forgets lunch money, we will provide a meal and inform parents of the cost. This amount must be paid the following day.

Some parents prefer their children to have a packed lunch and facilities are provided in the school for the eating of packed lunches.

6.10 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.

6.11 Security

The school has a security system which allows all doors to be locked electronically once the children are in school. The locking system is released automatically if the fire alarm goes off. All visitors should report to the school office via the front entrance of the school, sign in and collect a visitor's badge. It is extremely important to the security of the school that no adult is on the premises unless they have signed in at the school office.

**health & safety
and pupil welfare****6.12 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, as will the views of the senior students, themselves, in secondary schools.

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group are in agreement.

If photography is permitted, parents and guests should take care to avoid distracting pupils and the audience. They should observe any constraints imposed by school staff. Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photo-opportunities will, instead, be arranged before or after a performance or an event, if possible.

If unsure whether or not permission has been given by staff to record a particular performance or event, parents should ask the Head Teacher.

Class and individual or group photographs are annual school events. Parents 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.

6.13 Child Protection Guidelines

The safety of your child at school is a priority for the authority. All West Lothian schools follow the Lothian Child Protection guidelines. A copy can be found

on www.westlothian.gov.uk

**health & safety
and pupil welfare**

6.14 Wet Weather Arrangements

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

6.15 Playground Supervision

Supervision is provided in the school grounds 20 minutes prior to the school opening, during intervals and the lunch hour. If children have an accident or any other problem in the playground they report initially to the supervisor who will take the necessary action. When pupils are at school, the responsibility for their safety rests with the Local Authority. The Head Teacher and staff undertake this responsibility on behalf of the Local Authority.

6.16 Transport

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 281951) or from the School Transport policy on www.westlothian.gov.uk

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

6.17 Car Park

In the interests of safety parents must not use the car park to access the school. At no time should children be in the car park.

6.18 Requested Early Release of Pupil

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 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 should a child leave school premises on their own.

**health & safety
and pupil welfare****6.19 Transferring Educational Data About Pupils**

Data is transferred electronically to the Scottish government.

6.20 Collection and transfer of pupil data

Data on each pupil is collected by local authorities and the Scottish government. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to the Scottish government. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by the Scottish government. Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data.

6.21 Use of data by the Council and the Scottish Government

In order to make the best decisions about how to improve our education service, the Scottish government and education authorities need accurate, up-to-date data about pupils. The Council may also cross-reference pupil data with population data. The Council is keen to help all pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows the Scottish government, education authorities and schools to:

- plan and deliver school provision,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement, target resources better.

6.22 Your data protection rights

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.

**health & safety
and pupil welfare****6.23 Concerns/Complaints**

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:

Education Services
West Lothian Civic Centre
Howden South Road
Livingston EH54 6FF
Tel: 01506 281255

If, in exceptional circumstances, it is felt that the case has not been properly administered, you should contact:

Scottish Public Services Ombudsman
4 Melville Street
Edinburgh EH3 7NS
Tel: 0800 377 7330

The Complaints and Complaints Procedure for Education Services is available in booklet form on request or can be downloaded from the web at **www.westlothian.gov.uk**