Welcome to St John Ogilvie RC Primary School

Welcome to St John Ogilvie RC Primary School. We look forward to a positive and communicative partnership over the coming years.

St John Ogilvie is a two stream primary school which serves Deans, Eliburn, Carmondean and Knightsridge at the north side of Livingston. The current roll is 393 pupils in 14 classes. There are 25 members of staff, including those supporting pupils with learning difficulties and special needs. The current staff list at the end of this section.

Our school is an integral part of the community, both educationally and socially. Strong links exist with local primaries and those in the St Margaret’s cluster. There are further liaison opportunities within the school’s geographical cluster and with Deans Community High School.

HMIe carried out a full inspection in November 2015. The report was very positive and complimentary, highlighting the many strengths of the school. A copy of the report is available from the office on request or can be viewed online at www.educationscotland.gov.uk/inspectionandreview/reports/school/

St John Ogilvie is also part of the spiritual community of St Peter’s Parish. There are opportunities for prayer, worship and assemblies as well as regular visits from the school’s chaplain. We aim to develop the full potential of every pupil in a caring environment which reflects Christian values.

Within our school, each child is valued as a unique individual and has every opportunity to become a happy, respected and fulfilled member of our community.

We hope that parents/carers will feel welcome at all times and help to nurture valuable partnerships with the school.
**Current Staff**

Headteacher - Margaret Johns  
Depute Headteacher - Judith McEwan  
Principal Teachers - Lynne Egan and Ann Smith

**Teachers**  
Mrs M Devlin  
Miss K Stebbing  
Mrs L Brand  
Mrs S Meikle  
Mrs M Lea  
Miss D Drennan  
Mrs L Egan  
Mrs P Russell  
Ms N Tamburrini  
Mrs J Miller  
Miss E Solomon  
Mrs L Callaghan  
Mr M McGurn  
Mrs C McGuigan  
Mrs P Green  
Mrs R Morrison  
Mrs F Bradshaw  
Mrs M Paterson  
Mrs M Dickie  
Mrs M Downs

**Office Staff**  
Mrs L Teevan  
Mrs D Hislop

**Pupil Support Workers**  
Mrs D Dwane  
Mrs E Garvin  
Mrs G Newall  
Mrs D Tashnizi  
Mrs P Maclennan  
Mrs P Carlyle  
Mrs C Fisher

**Breakfast Club Supervisors**  
Ms K Kell  
Mrs H Kell  
Mrs K Timmins

**Facilities Management Assistant** - Richard Montgomery
School Mission Statement

In St John Ogilvie RC Primary School we aim to follow the values of the Gospel and the teachings of Jesus Christ; to love and respect one another; to help others and show compassion to those who are in need; to show true forgiveness and to treat others as we wish to be treated ourselves.

We aim to provide a safe and caring environment for all, fostering a real sense of identity and belonging.

We aim to nurture strong spiritual links between home, school and church, ensuring continuity and inclusion.

We aim to lead by example and encourage everyone to achieve their full potential. We aim to send our pupils out into the world as kind, caring, confident individuals with an understanding of faith and a range of skills to fully equip them for their future life in society.
Curriculum Rationale

This is what we want for all of our children ...

Our curriculum provides flexible and innovative learning experiences which offer depth, balance, coherence, challenge and progression. All pupils are given opportunities to develop their full potential in all areas of their learning and development, in a welcoming, safe and stimulating environment. We provide pastoral care within a positive ethos based on our Catholic principles and Christian values. Children are immersed in a culture of high expectation where we intend to inspire them to develop a love of learning and those transferable skills which will equip them for life. All pupils will feel valued and their interests will be incorporated into all areas of planning for learning. Pupils’ wider achievements are recognized and celebrated, while they have opportunities to take part in wider learning experiences, including outdoor learning.
Contact Details

St. John Ogilvie RC Primary School,
Harburn Avenue,
Deans,
Livingston.
EH54 8NQ

Tel: 01506 412560
Headteacher: Mrs Margaret Johns
Present Roll: 393 Primary Pupils

Email: stjohnogilvie-ps@westlothian.org.uk
Council webpage: www.westlothian.gov.uk/sitecontent/schools/StJohnOgilvie

Woodlands Nursery
Harburn Avenue,
Deans,
Livingston.
EH54 8NQ

Tel: 01506 412560
Woodlands Nursery is managed by the Headteacher of St. John Ogilvie Primary School.
Present Roll: 70

St. John Ogilvie Primary School is a Roman Catholic school and provides for stages P1 – P7.

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

St. John Ogilvie RC Primary School admits pupils of both sexes.
School Hours

Monday to Thursday

Morning
Classes  8.45 - 10.30
Interval  10.30 - 10.45
P1 - P3  10.45 - 12.35
P4 - P7  10.45 - 12.20

Afternoon
P1 - P3    1.20 - 3.10
P4 - P7    1.05 - 3.10

Friday
All pupils are dismissed at 12.20 pm

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

School Uniform

At St. John Ogilvie we are very proud of our school uniform. Wearing uniform gives all pupils a strong sense of identity and belonging to their school community. The uniform is fit for purpose and there are smart and more casual options, to cover a range of learning experiences.

Uniform options as follows:
Blue sweatshirt / sweatshirt cardigan and yellow / blue polo shirt
Ogilvie Hunting Tartan tie / white shirt/blouse and grey or black skirt / trousers

Order forms are sent home on a regular basis to allow parents to order uniform as and when items are needed.

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

In St. John Ogilvie RC Primary School we provide an inclusive ethos which aims to honour the life, dignity and voice of each person made in the image of God. We are committed to developing the spiritual formation of the school community through the shared experience of prayer and liturgy.

We provide religious education programmes which will enable young people to develop their understanding of gospel values and of how to apply them in life. We welcome and encourage a strong chaplaincy presence in the school and work in close partnership with all priests serving St. Peter’s Parish. There are regular opportunities for religious observance and assemblies at all stages in the school and pupils of all beliefs are welcome to participate as valued members of the school family.

We promote a respect for different beliefs and cultures and foster social justice and opportunity for all.

Throughout the school pupils are encouraged to show respect for each other and good manners are reinforced by all staff. A Positive Behaviour Programme is in place across the school to foster and reward respectful relationships and good behaviour in all pupils.

Pupil Support Workers have a key role to play in the development of appropriate social skills and positive self esteem.

St. John Ogilvie School has a well established reputation in the local community. There are working partnerships with many different agencies within West Lothian Council.

Staff and pupils take every opportunity to extend their learning in the community and have forged links with many local businesses. Pupils are actively encouraged in citizenship through local fundraising opportunities, helping in the church and visiting local care homes.
The Curriculum

Curriculum for Excellence aims to provide 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.

Pupils at all stages are actively involved in planning and reviewing their learning and help to set appropriate next steps with their teacher.

Within Curriculum for Excellence pupils have an opportunity to make relevant links in their learning across the curriculum.

LANGUAGES

Language is at the heart of children’s learning and we aim to help children to develop clear communication skills, using the English language appropriately to convey meaning. At all stages, pupils are given as many opportunities as possible to develop the skills of reading, writing, listening and talking.

Children develop skills progressively at their own pace to read with understanding. Reading skills are then developed across the wider curriculum. The enjoyment of reading is fostered through shared storybooks and novels and time for quiet reading of class and school library books. Research tasks encourage pupils to read for information; at all stages, children are presented with opportunities to develop confidence and fluency by presenting talks about aspects of the wider curriculum to their classmates.

Children learn to express themselves in writing legibly and fluently and the technical skills of spelling, grammatical structure and handwriting are taught systematically so that the children can take pride in producing written work for their parents, teachers, classmates and wider audiences.
From P.1 pupils start to learn Spanish as part of the curriculum. From P5 a third language is introduced; French. Teachers make great use of opportunities to link language learning with progress in English and with other languages used by people in the school community, enabling children to explore and experiment with sound patterns and make links and comparisons between languages.

MATHEMATICS
In St. John Ogilvie School we aim to develop pupils who are numerate and who have the confidence and competence in using number which will allow them to solve problems, analyse information and make informed decisions based on calculations. We recognise that numeracy is an important skill for life, learning and work which will allow our pupils to be more confident in social settings in the future. Mathematics is important in our everyday lives, allowing us to make sense of the world around us and to manage our lives.

Knowledge and skills in numeracy and mathematical thinking are developed through practical work, interactive maths teaching and mental maths strategies.

Pupils from the earliest stages learn to make sense of numbers through dealing with concrete objects, pictorial representation of numbers, then working with numbers themselves.

Our mathematics programme introduces, at appropriate stages, aspects of number, money, measurement, shape, pattern and information handling. Estimation and problem-solving skills are developed and appropriate contexts help the children to understand the relevance of maths in everyday life.
HEALTH AND WELLBEING
Health is a key theme throughout the curriculum and children are encouraged to develop healthy lifestyles. Our Health Education programme focuses on physical, social and emotional health.

The Curriculum for Excellence puts Health and Wellbeing at the heart of learning experiences and recognises that young people need to develop specialist skills in, for example, physical education and the preparation of food.

Pupils across all stages of the school have quality physical education experiences with both class teachers and a visiting specialist. We have a well established residential programme from P.4 – P.7 where pupils have the opportunity to develop problem solving and team building skills in an outdoor learning environment. During the summer term we have a designated Health week where coaches are brought in to provide a wide range of taster sessions for sporting activities.

Emotional well-being is a priority for all staff and pupils across the school. There are Positive Behaviour and Anti-Bullying policies and procedures in place. These can also be found under ‘Useful Documents’ on the school Blog. Staff at all levels work hard to develop pupils’ confidence and positive self-esteem.

We are an accredited Health-Promoting School and have a continually developing programme of initiatives to promote health organised by a committee of pupils, staff and parents.
SOCIAL STUDIES
Social studies will provide contexts for learning about identity, change and continuity, diversity, economic, social and environmental issues, needs and resources, decision making and participation as active citizens.

Curriculum for Excellence learning outcomes will be grouped under the following headings:

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

Children also develop skills and understanding about TECHNOLOGIES. There is a strong emphasis on practical activities in food preparation, textiles, craft, design and using information technologies.

Cross-curricular studies are encouraged. Topic work is often enhanced by outdoor learning visits to relevant places connected with current topics.
RELIGIOUS EDUCATION
St John Ogilvie School works to build a sense of Christian community, based on Gospel values, that encompasses all aspects of school life. Religious Education is central to our curriculum. We take a child-centred approach, helping children to explore their beliefs and values.

Within the Curriculum for Excellence, learning is organised under Strands of Faith which outline the aspects of Catholic theology underpinning Catholic religious education:

- Mystery of God
- In the Image of God
- Revealed Truth of God
- Son of God
- Signs of God
- Word of God
- Hours of God
- Reign of God

We recognise the important roles of parents, teacher and the parish community in a young person’s spiritual development and aim to work in positive partnership with parents and the parish.

Prayer and religious observance are distinctive features of our school with daily classroom prayers led by class teachers.

Sacramental instruction takes place during RE lessons at particular stages of the school. Class teachers liaise closely with the parents who wish their children to receive the Sacraments of Reconciliation (P3), Holy Communion (P4) and Confirmation (P4) to become full members of the Church family. Our school chaplain makes regular visits to different classes in the school and there is a programme of class masses, assemblies and religious liturgies throughout the year.

We aim to include all pupils in religious observance. If you do not wish your child to participate in mass or religious liturgies, please inform the Headteacher in writing.

We aim to value every individual in our school, and promote inclusion and social justice for all.
EXPRESSIVE ARTS
Through well-planned programmes in Art and Design, Music, Drama and Dance, children are given many opportunities for expressing themselves and appreciating the work of others.

All pupils benefit from the expertise of visiting specialist teachers with whom class teachers work to implement agreed programmes. As they create, present and evaluate practical activities, values are explored and imagination is encouraged.

INFORMATION AND COMMUNICATIONS TECHNOLOGY
The use of computers and digital media is transforming learning and our classrooms are well-equipped for pupils to benefit from new technologies. Each class teacher uses an interactive whiteboard with internet access for teaching and learning activities, iPads and Digital Visualisers.

Relevant software to support all aspects of the curriculum is installed on all school computers and pupils have access to personalised computer programmes in maths and literacy to consolidate their skills.

We currently use GLOW, the Scottish Schools’ Learning Network, to share resources, collaborate with other schools and involve parents in motivating home learning activities.

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

MUSICAL INSTRUMENT TUITION
A West Lothian Brass Tutor visits the school for a few hours each week. Brass tuition begins in P5 and children are selected for tuition on the basis of musical aptitude.

Instruments are loaned to pupils for the duration of their tuition. Practice at home is an essential part of the child’s learning.
West Lothian Council's Instrumental Music Service provides free instrumental music lessons to primary and secondary school pupils and opportunities for these pupils to play in one of the many bands and ensembles that perform regularly at a range of venues and events locally, nationally and internationally.

The Service is delivered in schools by professional instrumental music teachers who provide a structured and progressive music curriculum which is encapsulated in the four capacities of Curriculum for Excellence - to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor. The Instrumental Music Service is managed by a Principal Officer who is based within Education Services.

**How will learning to play a musical instrument help my child?**
As well as musical development, the many general benefits gained from learning to play a musical instrument include: enhanced listening and concentration, discipline, co-ordination, language development, memory and social skills. It helps your child to become part of a team and to respect other team members whilst increasing your child’s confidence and participation in the wider school and community.

**How much will it cost?**
Lessons are free, but you will be asked to buy music and some pieces of equipment, reeds, strings etc. For a more accurate estimate, please contact your child’s instrumental teacher.

**How can my child become part of this?**
We aim, within the available resources, to provide opportunities for pupils to learn to play a musical instrument in all primary and secondary schools. Instrumental music teachers provide instruction in a range of instruments including strings, brass, woodwind, guitar, bagpipes and percussion. Availability of specific instruments varies in different cluster areas. Demand usually exceeds availability so children are selected using established musical selection procedures. Your child’s instrumental music teacher will recommend the most appropriate instrument. Depending on resources, an instrument may be provided on loan without charge for an initial period of tuition, but it is also possible to purchase an instrument through your child’s school using (AIPS) - the Assisted Instrument Purchase Scheme. AIPS Enables you to buy a musical instrument without paying VAT.

**When are the lessons and how do I check on progress?**
Lessons are once a week during the school day but are, wherever possible, provided on a rotational basis so that no particular curriculum subject is affected. The length of the lesson can vary. Individual learning plans/targets are agreed with pupils, their progress is checked weekly and a written report is issued each year. Children are also encouraged to take part in nationally recognised music exams such as Music Medals to boost their sense of achievement.
Is there anything I can do to help?
Your role in supporting your child is an important one.
• Encourage regular practice in a quiet place and listen to them playing from time to time.
• Be positive, especially in the early stages.
• Encourage your child to attend lessons regularly.
• Be prepared to buy music and accessories.
• Don’t hesitate to contact your child’s instrumental teacher if you need advice.
• Encourage your child to take up opportunities to perform solo and in groups.

What happens as my child progresses?
All the way through instrumental music teaching, your child will be encouraged to assess themselves, first with Music Medals, then by sitting SQA and external examinations. Music exams passed at grades 6, 7 or 8 also score valuable points on University and College application forms (UCAS). There are bands and ensembles in most schools that usually play weekly after school hours. There are also Area Ensembles playing all kinds of music from popular to jazz to classical. These bring young musicians from different schools together to perform, often with professional musicians at prestigious venues around the world.

Where can I get more information?
The Instrumental Music Service team from Education Services will be happy to talk to you about any questions you may have.

Juliet Hosie
Principal Officer of Instrumental Music
01506 281995
juliet.hosie@westlothian.gov.uk

Steven Gray
Co-ordinator of Instrumental Music
01506 281996
steven.gray@westlothian.gov.uk

Derek Rae
Music Development Officer
01506 281144
derek.rae@westlothian.gov.uk

Hugh Foster
Instrumental Music Service Support Officer
01506 281145
hugh.foster@westlothian.gov.uk

Alternatively you can contact the instrumental music teacher at your child’s school.
**AFTER SCHOOL CLUBS AND OUTDOOR LEARNING**

Each term we aim to provide a range of After School Clubs in conjunction with the Active Schools Co-ordinator. These cover sport, fitness, dance, drama, art and music. Pupils from P.4 – P.7 also participate in a well-established residential programme where they have opportunities to develop team building and problem solving skills in an outdoor learning environment.

Our playground has been extensively developed in order to give pupils varied play and outdoor learning opportunities. We have a woodland area, a sandpit, a fire-pit, a MUGA, a trim-track and outdoor shelter.

**PUPIL COUNCIL AND PUPIL VOICE**

Pupils across all stages have an opportunity to participate in decision making through Pupil Council, Health and ECO groups. Committees meet regularly with the Headteacher and other designated staff to discuss their role in school improvement. They help to run charity events and inform the range of After School Clubs available. They are also involved in the school’s self-evaluation process through post-it events and questionnaires.


**ASSESSMENT**

Assessment is an integral part of learning and teaching. Pupils are fully involved in assessment for learning, recognising success and identifying next steps. Targets are set to extend knowledge and understanding and develop skills. Assessment results are shared with parents and are used to plan learning and support.

There is continuous assessment of each pupil’s progress throughout the session, using a wide variety of assessment procedures – observation, discussion, questioning, oral and written tasks.

A wide range of evidence is gathered of what the child can write, make, say and do to develop key skills across their experiences and outcomes.

We are working with colleagues in St. Margaret’s Cluster to develop methods to collect and record evidence of learning and are sharing professional standards to assess maths, reading and writing within Curriculum for Excellence levels.
REPORTING
Each pupil in St. John Ogilvie School has a Learner’s Journey or a Pupil Profile. These documents show targets the pupils are currently working on and next steps in learning agreed with teachers. Parents are encouraged to contribute to both documents by helping teachers to document the child’s wider achievements out with school. Both documents are available for parents to look at prior to parent consultations. Parents are given two verbal progress reports and one written report per year. Teachers focus their reporting specifically on current strengths, development needs and next steps in learning. Parents are always given guidance as to how they can help with home learning during these consultation sessions.

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

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

Pupils with additional support needs are well supported in St. John Ogilvie Primary School, by class teachers, support staff and the school’s two support for learning teachers.
Whenever additional learning needs have been identified by the class teacher, parents and pupils are consulted and an Individual Education programme (I.E.P.) may be drawn up. Consultation meetings are held regularly at the beginning and the end of term to agree targets and next steps.

Where there is a specific need, other agencies may be consulted to agree a higher level of consistent support through a Multi-Agency Support Plan or a Co-ordinated Support Plan. Both of these documents ensure a child’s needs are well met through regular review arrangements.

If you feel that your child needs additional support, information and advice is available from your school in the first instance.

Enquire is the Scottish Advice Service for Additional Support for Learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:
• a telephone helpline - 0845 123 2303
• an email enquiry service - info@enquire.org.uk
• an online enquiry service two websites - www.enquire.org.uk (for parents/carers and practitioners) and www.enquire.org.uk/yp (for children and young people)
• Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'


SCHOOL IMPROVEMENT
The main achievements of the school can be found in the Standards and Quality Report at www.westlothian.gov.uk/
This document outlines for parents the areas where the school is performing particularly well. It also gives details of our self-evaluation and outlines next steps for development.
These next steps inform the School Improvement Plan for the following session. This plan outlines significant areas for development and for future improvements over the next 3 years.
The School Improvement Plan can be found at www.westlothian.gov.uk/

SCHOOL POLICIES AND PRACTICAL INFORMATION
School policies for all curricular areas and for specific areas of care and welfare of pupils can be found on the school BLOG under ‘Useful Documents’ / ‘Curriculum’.

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

Hard copies of council policies are available from the school, West Lothian libraries and from the Civic Centre upon request.
PARENTAL INVOLVEMENT
At St. John Ogilvie School, partnership with parents is always a major priority. We aim to keep you well informed about your child’s learning journey in a variety of ways and to give you guidance as to how you can help your child with home learning.

There are opportunities throughout the year for parents / carers to meet with staff to discuss and celebrate pupils’ learning experiences, to talk about sacramental preparation and to prepare for outdoor learning and residential trips.

We aim to involve you in a practical way in your child’s learning through interaction with our Learner’s Journey Documents and Pupil Profiles. These are readily available prior to each Parents’ Consultation Evening and will provide information relating to progress within current learning targets. There is a Parent Partnership page for you to sign and a wider achievement section which will allow you, as parents, to contribute information about achievements out with school.

Celebration of learning events and parent showcases are regular features of the school calendar. These events will allow you to see and participate in learning experiences alongside your child.

Parent Consultation Evenings are held twice a year, in November and March. On these evenings you will receive a detailed verbal report from class teachers about all aspects of your child’s learning. Teachers will focus on three key areas:

- Pupil strengths
- Development needs
- Next steps in learning and how you can help

We also aim to share school learning experiences with parents through newsletters, parentmail, email and the school BLOG:

https://blogs.glowscotland.org.uk/wl/StJohnOgilvie/

The Blog also has useful web-links for parents to help you support your child’s learning and wellbeing.

Meetings are held in school for parents, prior to key transitions, from Nursery to P.1 and from P.7 to S1. At these information meetings school staff will help pupils and their parents prepare for transition, answer any questions and give practical help where required.

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

**PARENT COUNCIL**

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 parent/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 the school
- Have a say in electing a Parent Council to work on behalf of all parents

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

St. John Ogilvie School works in positive partnership with parents and has a very pro-active Parent Council. The Parent Council meet on a monthly basis in the school staffroom. Enquiries for the Parent Council can be made through the web-site or left at the school office.

In addition to the Parent Council, St. John Ogilvie School also has an enthusiastic **Parents and Friends Association**. This group organise social events for the whole school community including children’s discos, family nights and the annual summer fete. Funds raised through these events help to finance curricular initiatives each year in school.

For further information and contact details for the PFA please see the notice board at the front entrance.
**PLACING REQUESTS**
Parents of pupils wishing to view the school for prospective admission should make an appointment at reception with a member of the Senior Management Team. A visit to the school will then be arranged at a mutually suitable time.

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

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


**TRANSITIONS**
St. John Ogilvie Primary School is associated with St. Margaret’s Academy and children would normally transfer there. However, it is not always possible to guarantee places at a secondary school for children from an associated primary.

Where applications to a secondary school exceed the limit, the “Placing in Schools Guidelines” will be applied. The policy and guidelines are available from Pupil Placement or can be viewed online at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

All enquiries concerning applications for admission should be made to:
Pupil Placement Section
Education Services,
West Lothian Civic Centre,
Howden South Road,
Livingston
EH54 6FF
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 by letter or by telephone. A Group Call System which sends out an automated text message to a mobile phone in cases of unexplained absence has been introduced in all schools. Parents and Carers must work in partnership with the school in order to benefit from early notification of unexplained absence from school. It is imperative, therefore, that parents regularly update mobile numbers held in school.

Please avoid keeping your child absent for reasons other than illness. We strive to encourage children to develop a positive attitude to learning. You can help by ensuring they arrive on time and are only absent from school due to illness. If circumstances arise where your child will be unavoidably late, please contact the school or provide a note of explanation.

Parents or carers are responsible for ensuring their child attends school regularly. In cases of unsatisfactory attendance, the Headteacher will ask a Family Support Worker to visit the home and discuss the problem with the parent or carer. If there is no improvement in attendance, the Headteacher, following discussion with the Family Support Worker and other agencies will decide whether the case should be referred to the Local Area Attendance Group.

If you are 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 will also be sent to school from the hospital and liaison meetings may be set up, to meet your child’s educational needs while they recuperate.
Please refer to the Attendance at School Policy for further information:

http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/AttendanceatSchoolwithGuidelines
ARRANGEMENTS FOR SCHOOL MEALS AND OTHER FOOD AND DRINK

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

Special dietary requirements will be catered for. Please contact the school on 01506 412560 or local kitchen supervisor Moira Opara on 01506 417982, to discuss your child’s requirements.

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

ONLINE PAYMENTS TO SCHOOL WITH IPAYIMPACT

NO MORE SEARCHING FOR THE EXACT AMOUNT FOR LUNCH MONEY!
We have now introduced a more convenient way to order and pay for school meals, trips, activities and other significant school purchases, using a secure internet service called iPayimpact.

You can order your child’s meal for the day/week online and pay your meal and milk accounts and other activities directly instead of sending cash to school in your children’s pockets. You can put lump sums on your child’s meal account and as meals are taken it will be reduced by the cost of a meal each time so you don’t have to log on each day to make payment.

We are working towards reducing cash and cheque payments, moving toward the school being a cash-free environment.

iPayimpact offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, creating your own unique username and password; with a secure activation via your email address. Making a payment is straightforward and iPayimpact holds a payment history for you to view at any time; no card details are stored in any part of the system. Once you’ve activated your account you can make online payments straight away.

You may have already opened an account if you have a child at secondary school (all secondary schools have been ‘live’ since February 2016).
FREE SCHOOL MEALS
All pupils from P1 to P3 are entitled to free school meals. From P4 to P7 pupils with parents in receipt of Income Support, Income-based Jobseekers’ Allowance or Employment and Support Allowance – Income Related are entitled to a free mid-day meal.
Families in receipt of Child Tax Credit only (not working tax credit) and whose annual income does not exceed £16,105 also qualify.
Families in receipt of Working Tax Credit are entitled to Free School Meals if income does not exceed £6,420.

FREE SCHOOL MILK
All pupils of nursery schools and all P1-P7 pupils whose parents are in receipt of a qualifying benefit are entitled to 0.25 litre of milk daily free of charge.

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

BREAKFAST CLUB
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 social activities.

Breakfast Club is free for all pupils.

The Breakfast Club begins at 8.00am and finishes at 8.20am to allow the hall to be cleaned for curricular use.
CLOTHING GRANTS
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 £16105 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

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

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

PARENTAL CONCERNS
The Headteacher and staff take parental concerns very seriously. In the first instance, any complaints should be discussed with the class teacher. If there is no resolution to the problem, an appointment can be made with one of the Principal Teachers, Mrs. Smith and Mrs. Egan. If Parents have a concern of a more serious nature, please make an appointment to see the Depute Headteacher, Mrs McEwan, or the Headteacher.

SCHOOL COMPLAINTS PROCEDURE
At St. John Ogilvie School we strive to resolve any concerns or complaints as soon as they arise. However, West Lothian Council has structures and procedures in place to deal with complaints which are unresolved at school level.

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