



# St Nicholas RC Primary School Handbook 2019-2020

189b West Main Street  
Broxburn  
EH52 5LH  
Tel: 01506 853509

Email: [wlstnicholasps@westlothian.org.uk](mailto:wlstnicholasps@westlothian.org.uk)  
Website: [stnicholasprimary@westlothian.org.uk](mailto:stnicholasprimary@westlothian.org.uk)  
Facebook.com/StNicholasRCPrimarySchool  
Twitter: @WLSaintNicholas  
App:PSA



## Section 1 School Information

West Lothian Council Mission Statement  
West Lothian Council Values  
School Information  
School Hours  
School Vision and Values

## Section 2 Standards

2.1 Attendance  
2.2 Ethos and Behaviour  
2.3 School Dress Code

## Section 3 Ethos

3.1 Equality and Fairness  
3.2 Partnership and Communication with Parents  
3.3 Parent Councils

## Section 4 Curriculum

4.1 General  
4.2 Instrumental Tuition  
4.3 Use of the Internet  
4.4 Assessment and Reporting  
4.5 Support for Learning

## Section 5 Admission Procedures

5.1 Admission Procedures  
5.2 New Entrants to P1  
5.3 Transfer from P7 to Secondary School  
5.4 Extra-Curricular Activities

## Section 6 Health & Safety and Pupil Welfare

6.1 Medication in Schools  
6.2 Emergency Contacts and Arrangements  
6.3 Meals and Milk  
6.4 Security  
6.5 Photography  
6.6 Child Protection Guidelines  
6.7 Playground Supervision  
6.8 Transport  
6.9 Car Park  
6.10 Requested Early Release of Pupil  
6.11 Data Sharing  
6.12 Feedback, Concerns and Complaints

## 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

## St Nicholas Primary School

St Nicholas RC Primary School is a denominational school serving the towns and villages of Broxburn, Uphall, Uphall Station and Dechmont . There is provision for approximately 415 children in 15 classes from P1-P7 and a nursery with spaces for around 100 children. The building is well resourced and attractive with the addition of an attractive and functional extension in 2016-17 consisting of a new games hall with changing rooms and toilets and two new classrooms. The school is very well maintained and displays and information boards are always indicative of the excellent work taking place across the school. There are playground facilities all around the school, and a large sports field. The school is a feeder for St Margaret's RC Academy and Broxburn Academy to where most of our P7s transfer. There are strong links with both academies and with other primary schools in the cluster.

The school offers a breakfast club from 8.10am -8.30am which is free to all children. We have an excellent range of after school clubs across primaries 1-7.

We work in close partnership with Fr. Jeremy Bath our school chaplain and parish priest from SS John Cantius and Nicholas Church, East Main Street Broxburn. We have excellent parish school and family partnership working and have an extensive religious observance calendar which includes sacramental preparation at P3 and P4. Our school is a vibrant faith community which is reflected in our school's vision and values evident in our warm, caring and nurturing and spiritual ethos.

### School hours

MONDAY - THURSDAY			
P1 & 2	8.40 – 10.20	10.35 – 12.00	12.40 – 3.00
P3 - 7	8.40 – 10.20	10.35 – 12.20	1.00 – 3.00
FRIDAY			
All classes	8.40 – 10.20	10.35 – 12.15	

### Nursery

Nursery AM	08:10-11:16 (Mon-Thurs)
	08.10-11.37 (Friday)
Nursery PM	12:09-16:06 (Mon-Thurs)
Full Day Provision	08.00-18.00 (Allocated Days)

Our Vision and Values



## **Section 2      Standards**

The Standards and Quality Report details the main achievement of the school over the last session. It is published annually and describes the progress the school has made in its planned development.

The School Improvement Plan is also published every year. It sets out the areas on which the school will develop over the session and plans how we intend to improve.

These documents are available to download from the school website.

### **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.

## 2.1 Attendance

“Parents are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Head Teacher will ask an Education Welfare Officer to visit the home and discuss the problem with the parents. If such unsatisfactory attendance persists, the Head Teacher, following discussion with the Education Welfare Officer and other agencies, will decide whether the case should be referred to the local Area Attendance Advisory Panel. This group has been formed to make recommendations to the Corporate Manager on the statutory responsibilities of the council with regard to defaulting parents.”

At St Nicholas Primary School the statistics show that we do not have a problem regarding frequent or regular absence from school. However, it is necessary to stress the importance of regular attendance and punctuality for children to ensure that they cover all the work of the class and any individual programme of work which has been planned.

If your child is absent due to illness or some personal or family incident, please inform the school by letter on your child's return to school, even if you have already let us know by phone. Parents/Carers should contact the school before 9.30 on the first day of absence. If no contact has been made, the school will attempt to contact the parent/carer using the emergency contact numbers provided. It is the parents/carers responsibility to ensure these are kept up to date. Please update regularly by calling the school office 01506 853509.

Although parents are discouraged from planning family holidays during term time, occasionally a child has to miss school for this reason. Again, a letter should be sent to the Head Teacher informing the school.

Children arriving late for school should report directly to the main entrance of the school, or be taken there by their parents, where a 'late' entry will be entered and monitored under our attendance policy. Tracking of persistent 'late' arrival will be followed up with parents and carers by the Head teacher.

Please help us to maintain excellent attendance in order to provide your child with excellent learning.

## 2.2 Ethos and Positive Relationships

Children are expected to show a very high standard of behaviour at school, showing respect for others and for school property. On outings and visits, and while representing the school, even higher standards are expected.

In the playground during breaks and when travelling to and from school, we expect our children to maintain the well-earned reputation of the school and not let themselves or the school down.

Bullying, in any form, is not tolerated. Children, as well as parents, are urged to speak out if they have knowledge of bullying, or experience it.

In the event of a child misbehaving in the classroom or in the playground, the parents will be informed if the matter is serious or if the offences become too frequent. If difficulties continue, the head teacher will ask the parents to attend a meeting to discuss the problem and consider strategies to improve the child's behaviour. If the situation worsens, the option of exclusion will be considered, which includes keeping a formal record of the exclusion in the child's file.

Of course, we hope the situation never reaches that stage, that parents and school working together can resolve any difficulty and that the child's behaviour improves.

### **School Rules**

It is always necessary to have a number of school rules - to protect children and to allow effective learning and teaching to take place. They are also necessary if we want to maintain a well organised school and an attractive environment.

Rules cover things like noise, movement in corridors, litter, behaviour in toilets, games in the playground and the avoidance of physical confrontations. Almost all the rules can be justified as encouraging children to show respect for themselves, for others and for property. We also expect children to show proper respect to all adults in the school and to pay particular attention to safety.

- Our school rules make sense.
- Our school rules are easily understood.

Please encourage your child to know and follow the school rules to make our school a happy and safe place for everyone.

We have adopted a code of behaviour that includes:

1. Ready
2. Respectful
3. Safe

### 2.3 School Dress Code

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.

In St Nicholas Primary School, children are encouraged to attend school each day wearing our school uniform and to be neat in appearance. The school uniform consists of grey trousers or skirt, yellow polo shirt or a white shirt and school tie, a dark green school sweatshirt or cardigan and sensible shoes. We discourage trainers, joggers, jeans, leggings and football colours. Children are also expected to have Gym Kit available in school for PE and sports. This consists of black gym shoes, t-shirt, and shorts. We believe that children smartly presented in school uniform develop a pride in themselves as well as in the school and that it contributes to a sense of "belonging".

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.

School Clothing Grants are available to parents in receipt of a qualifying benefit; application forms are available from the school or online.

Uniform may be ordered from school or purchased from Piggy Print. The school also holds regular second hand uniform sales.

The Council's Dress Code for Schools Policy is available online at [westlothian.gov.uk](http://westlothian.gov.uk).

## 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 updated frequently and posted on our web site. 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. We also use twitter, Facebook, our school blog and the PSA app to communicate with our parents and with the local community.

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.

### 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.

At St Nicholas Primary we strongly value the contribution parents make to the life of the school community. We also have a representation of parents who help in classes, supporting pupils and teachers to deliver for our children. We are always looking to involve parents more, if you would like to be more involved, have special skills you think might be useful or simply want to help supervise outings and trips then please contact the school office, we'd love to hear from you.

The Parent Council is the link between the parents and the school. All parents are automatically members of the Parent Council and are welcome to attend Parent Council meetings and have their say. The Parent Council also supports the school in engaging with the community.

The Parent Council can be contacted by email at: [StNicholasprimaryparentcouncil@gmail.com](mailto:StNicholasprimaryparentcouncil@gmail.com)

The latest Parent Council Meeting minutes can be found on our school website at: <https://stnicholasprimary.westlothian.org.uk/article/15621/Parent-Council>

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 on the Scottish Parent Teacher Council website <http://www.sptc.info>

## 4.1 General

Every child and young person in Scotland is entitled to experience a broad general education, as described by the Scottish Government's Curriculum for Excellence. The curriculum is organised into eight broad categories.

### **Expressive Arts**

Includes art and design, dance, drama and music. Your child will get the chance to find out about and express their feelings and emotions and those of others.

Teachers plan and deliver lessons and projects in all four areas of the Expressive Arts – Art and design, Dance, Drama and Music. We have visiting specialists in PE and Music, who enhance the learning experiences on offer to the children. Classes have timetabled blocks of specialist teaching throughout the year.

St Nicholas has successful choir, brass and chanter groups which perform at various school functions, individually and as a group. There are ample opportunities throughout the year for children to prepare and showcase performances of singing, dancing and performance at assemblies, concerts and events.

### **Health and Wellbeing**

This area of the curriculum covers mental, emotional, social and physical wellbeing, planning for choices and changes, PE, activity and sport, food and health, substance misuse and relationships, sexual health and parenthood.

A holistic approach is taken to promote health and wellbeing in St Nicholas Primary. Account is taken of the stage of growth, development and maturity of each individual as well as the religious, social and community context. Within a progressive framework, children are provided opportunities to develop the knowledge and understanding, skills, capabilities and attributes, which they need for mental, emotional, social and physical wellbeing now and in the future. Sex education is through the teaching of **God's Loving Plan** which gives guidance from a Catholic perspective to teachers on how children can be helped to develop healthy and respectful attitudes to their bodies and to relationships with families and friends.

Promoting health and wellbeing at school is embedded in the variety of activities and cross-curricular opportunities offered during the day and in extra-curricular activities. Class teachers plan and deliver lessons in physical education. Classes have timetabled blocks of the P.E. specialist each week throughout the year. Opportunities also lie within the context of Religious Education for Roman Catholic Schools (RERC) and social and moral education in the Roman Catholic context or as stand-alone topics. Health Week is an annual focus.

### **Languages**

Includes learning about English as well as learning two additional languages.

The development of literacy and language skills play important roles in all learning. Staff build on the foundation, which has been started at home and help children to use literacy skills for a variety of purposes. Literacy skills are regarded as essential life skills.

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

Literacy and language skills are developed using all curricular areas. Staff creatively plan

for cross-curricular opportunities to promote literacy and language development, to help children see connections across the curriculum and to make learning meaningful. It is considered very important that children have a context and a purpose to motivate and stimulate them using language interestingly, imaginatively, appropriately and precisely.

Spanish is taught from P1 through to P7. In P1 to P4 there is a focus on talking and listening with the pupils being encouraged to take an active part in role-play, games and songs. P5 to P7 children are encouraged to consolidate and further develop the listening alongside the more formal skills of reading and writing. Children learn French from P5 to P7 as an additional language. Through presenting Modern Languages in an enjoyable and inclusive manner, we hope that our pupils will be able to make use of their increasing knowledge of a modern language successfully and confidently in real life contexts.

We do not provide teaching by means of the Gaelic language as spoken in Scotland. A placing request to a Gaelic language school in a neighbouring authority should be submitted to Pupil Placement.

### **Mathematics**

Includes using real life experiences to make predictions, connect to other things, provide skills to understand and examine information, simplify and solve problems, assess risk and make informed decisions.

Mathematics involves the knowledge and understanding of processes and concepts, making connections and applying these in a range of contexts. Numeracy skills are regarded as essential life skills. Children come to school as active mathematical thinkers having, through trial and error, solved problems naturally in play and family life. At school children are provided with structure through which they can further develop skills, understand concepts and learn facts and techniques.

Mathematical activities are planned for the children through which they further develop their understanding of number, money, measure, shape, position and movement and information handling. Children will enjoy exploring, applying their thinking and presenting solutions to others in a variety of ways. At all stages collaborative learning encourages children to reason logically and creatively through discussion of mathematical ideas and concepts. Mental maths and Number talks strategy development is a daily activity in all classes to develop quick recall, reinforce learning and apply to real life contexts.

### **Religious Education in Roman Catholic Schools**

In a letter of guidance issued by the Scottish Government in February 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance:

*Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community. So, at times, children and young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.*

Catholic schools follow the customs and practices of the Church in order to nourish the spirituality and faith of pupils and staff.

Our Catholic tradition is enriched by ancient rites, prayers and devotions which help young people to become aware of, and show reverence to, the sacred presence of the living God, Father, Son and Holy Spirit.

Guided by this tradition, we celebrate various seasons and special feast days to honour God, Mary his Mother and the Saints.

***Religious observance is evident in the following school activities:***

- Pupils are invited to pray with their teachers at times in classrooms and assemblies, as well as in liturgical services.
- All classrooms display a Crucifix on the wall
- In some classrooms and other areas of the school, a sacred space will feature a copy of the Bible and will be decorated with signs and symbols that reflect the changing seasons of the Church Calendar Year i.e., Advent, Christmas, Lent, Easter and Pentecost.
- This regular practice of Prayer is complemented by religious services conducted, sometimes as part of an Assembly, to mark special occasions - e.g., the distribution of Ashes on Ash Wednesday, the seasons of Advent or Lent.
- To mark special Feast Days and Holy Days of Obligation, Mass is celebrated by the school chaplain, with the school community, in school buildings or in local parishes.
- At certain stages, pupils are able to participate in retreats and pilgrimages to places of special significance within the Catholic tradition.

While Religious Education is governed by separate Church guidance, it is complemented by Religious Observance practices and, together, these experiences help pupils to develop their understanding of the Catholic faith, to experience opportunities for spiritual growth and to commit to beliefs, values and actions in a positive response to God's invitation to faith.

### **Sciences**

Includes learning about the natural world and living things, forces, chemical changes and our senses.

Through our science programmes children develop their interest in and understanding of our living, material and the physical world.

There are five main learning outcomes:

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

Every opportunity is taken to make connections to other curricular areas. Children engage in a wide range of collaborative investigative tasks, which allow them to further their knowledge and understanding.

### **Social studies**

Includes developing understanding of the world by learning about other people and their values, in different times, places and circumstances.

Programmes of study are planned to ensure continuity, depth and progression throughout the levels in Curriculum for Excellence and will include social studies topics relating to people, past events and societies; people, place and environment and people in society,

economy and business.

Some studies may last several weeks; others will have a short-term focus. Educational outings are often linked to social studies topics and enhance the learning experiences of the children.

Parents/carers are asked to give a written consent and pay towards the cost of the outing. Details regarding specific cost and various methods of payment will be detailed on communication distributed to parents/carers in advance of the outing / educational experience.

## Technologies

Includes business, digital technologies, computing science, food, textiles, craft, engineering, graphics and applied technologies.

The technologies framework includes creative, practical and work-related experiences and outcomes in business, computing science, food, textiles, craft, design, engineering, graphics and applied technologies. As children play and learn, they develop an interest, confidence and enjoyment in technologies. Children also develop an understanding of the role and impact of technologies in Scotland and the global community.

ICT skills are developed through direct teaching but are also transferred and applied in different learning contexts. Interactive whiteboards are installed in all classrooms, and every class has a minimum of 3 iPads, with access to additional devices across the school, and access to class sets of laptops / netbooks.

These are successful in:

- Motivating and engaging pupils in their learning
- Aiding concentration and focus
- Encouraging a higher level of pupil interaction in both teacher-directed and group-based lessons
- Enhancing knowledge retention
- Accommodating different learning styles.
- Developing skills for life, learning and work
- Providing increased opportunities for pupils to take ownership of their learning

St Nicholas is a Bring Your Own Device (BYOD) school. Pupils in P5-7 are given the opportunity to bring their own devices in from home (only with signed parental permission), to encourage and develop the use of digital technologies within and to support learning across the curriculum. Pupils are taught to sign into the schools secure Anytime Anywhere Learning WiFi network, to ensure security when using the internet. Information regarding BYOD, the pupil Responsible User Agreement and the BYOD Responsible User Agreement and Parental Permission forms can be found on our website at [stnicholasprimary@westlothian.org.uk](mailto:stnicholasprimary@westlothian.org.uk).

All pupils have access to their own personal GLOW account, which provides access to a range of tools and applications to support and enhance learning, as well as a secure online storage for files and documents. Pupils also are able to download Microsoft 365 for their home laptop, through their GLOW account.

## Curriculum for Excellence

More information about Curriculum for Excellence is available on the Education Scotland website <http://www.educationscotland.gov.uk/learningandteaching/thecurriculum>

At St Nicholas Primary School we are committed to providing the widest possible range of experiences and opportunities for our children to learn, develop and grow. A key part of this development is the continuous assessment of educational progress and the recognition of the wider achievements in life which children experience.

Continuous assessment involves a varied combination of planned activities, formal assessments, discussions with pupils, observations of children working together and peer and self- evaluation to support learning. By collecting information in a range of ways we value the experiences and strengths of children and can plan for progress and report this progress to parents and pupils.

Throughout the year pupils and teachers work together to build pupil profiles where evidence of progression is collected and shared. Pupils make choices as to what and when to include evidence. In nursery and P1, assessment of pupils is collated termly into statements of progress in a Learner's Journey which can be accessed through <https://st-nicholas.yourlearningjournals.co.uk/Login.aspx> . These are also shared with parents at key times and are available to view on request.

In P2- P7 pupils work to update their Learners Profile which is accessed through their personal GLOW account on a laptop (Teams > Class Notebooks) or the OneNote app on a device. Pupils are encouraged to share their profile regularly with their parents, and parents are invited into school for our regular Curriculum Cafés, in which pupils are able to share their learning and their profiles.

P7 pupils create a learner profile of their achievements which is shared with the academy during P7 transition.

Parents receive information on their children's progress through learning overviews, homework, curriculum cafes throughout the session and regular profile updates from pupils through their online profiling as well as other communications from the class teacher. Learning is shared through the school's website and twitter feed and through sharing learning events which give pupils an opportunity to share and discuss their learning with their parents. Formal reporting takes the form of annual individual parent meetings and a written report on progress each session.

## 4.2 Instrumental Tuition

The Council has a brass instructor for pupils in P5-P7 who will assess children in P5-7 who have expressed an interest in learning to play an instrument. Successful children are given a place if one is available or placed on the waiting list for brass tuition. Parents are asked to sign a contract to ensure regular practice and proper care of the instrument. Tuition is free of charge, but children who make progress will be encouraged to acquire their own instrument and join local bands and orchestras.

## 4.3 Use of the Internet

Children access information and resources on local and worldwide networks as part of their studies.

We teach children about internet safety and how to report any items that make them feel uncomfortable.

We ask parents to promote the responsible and safe use of the internet at home, including the use of social media if parents permit their children to access it. Please support us to ensure that your child is **NOT** permitted access to internet use beyond the recommended age appropriate guidelines such as Facebook, Instagram, films, media and games. Please always follow guidelines with regard to age recommendations and advice.

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

## 4.4 Assessment and Reporting

Assessment is an integral part of the teaching process and your child will be continually assessed during their school career. This assessment can be both formal and informal and takes many forms; observation, tests, pupil/teacher dialogue, written or spoken tasks and teacher judgement.

The result of the assessment process allows teachers to form next steps in your child's learning.

It is National policy to also carry out standardised testing in literacy and numeracy at P1, P4 and P7. These results form part of the overall assessment information about your child. Information about your child's progress will be shared between home and school throughout the session. This will include parents' nights, curriculum cafes and an end of year summary report. The aim of the summary report is to provide details of your child's strengths, development needs and attainment within Curriculum for Excellence. Parents and children are welcome to comment on the annual report.

Parents are welcome to contact the school at any time if they have any questions or concerns regarding their child's progress.

## 4.5 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 requiring additional support.

Should your child require additional support in a particular area you are invited to discuss this with the class teacher. We consult with parents and carers to ensure the needs of children are met. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website.

This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs. We consult with parents and carers to ensure the needs of children are met. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website.

## 5.1 Admission Procedures

West Lothian is divided into catchment areas for primary and secondary schools. The catchment areas for all West Lothian Council schools are available online at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

Each school is either denominational (linked to a particular religion) or non-denominational (not linked to any particular religion). All the denominational schools in West Lothian are Roman Catholic. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education.

The Pupil Placement section deals with all applications for pre-school and wraparound, and deals with applications for the August primary one (P1) and secondary one (S1) intakes. Schools deal with applications for other stages and for P1 and S1 after the pupils start school. To apply for a school, pre- school or wraparound place you must fill in an application form. You can get application forms from schools, nursery schools, libraries, Council Information Service Offices and from the Pupil Placement Section.

To contact the Pupil Placement Section e-mail [pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk) or phone 01506 280000. Information is also available on the Council website [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

We are always happy to welcome new children and their parents and invite them to visit the school to meet staff, view facilities and have any questions answered. We are especially happy to welcome visitors during the school day when children are present and when school is functioning normally. Please contact the school on 01506 853509 to arrange a visit.

## 5.2 New Entrants to P1

You can apply for a P1 place from the November of the year before your child is due to start school, and the places are allocated in March of the same year that your child is due to start school.

We operate a supported start for children in Primary 1, with children in each of the classes attending for half-days for the first week. In the final term of nursery your child will be assigned a buddy from our current P6 class and they will be visited in their nursery by their new teacher and their buddies. These arrangements help your child settle more quickly to the routine of school life.

An induction meeting for parents of children starting Primary 1 in August takes place in June and parents are given information on starting arrangements, uniform, curriculum and lunch provision.

For all children starting - whether in Primary 1 or to any stage mid-term - an Application for Admission form must be completed. The child's birth certificate and baptism certificate (if Roman Catholic) should be produced at this time. If a child transfers from another school, that school is contacted to inform them that enrolment has taken place and to ask for pupil and medical records to be sent.

### 5.3 Transfer from P7 to Secondary School

You can apply for an S1 place from the November of the year before your child is due to start secondary school. For more information on admission arrangements please see our website [www.westlothian.gov.uk](http://www.westlothian.gov.uk) or contact the Pupil Placement Section [pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk) or phone 01506 280000.

Each secondary school catchment area is made up of a number of associated primary school catchment areas. St Nicholas Primary School is associated with St Margaret's Academy Livingston,. Children attending St Nicholas Primary School and living in the catchment area of the school would therefore normally transfer to St Margaret's Academy if they are Baptised Roman Catholic. For non-baptised RC pupils, it is not possible to guarantee places at St Margaret's Academy. Therefore we also work in partnership with Broxburn Academy and its feeder primary schools in our geographic cluster to provide a seamless transition for all pupils . Secondary schools have intake limits and where applications for admission exceed this limit, it would be necessary to apply the "Placing in Schools - Guidelines" and refer all applications to the Special Sub-Committee on Pupil/Student Support.

A strong ethos of co-operation between St Margaret's Academy, Broxburn Academy and all their feeder primaries ensures a smooth and positive transition process for our pupils.

Information evenings for parents are held at both high schools each year and this is further supported by staff visits throughout the P7 year, where academy staff from both schools visit each primary school to meet primary 7 pupils and share learning. In June, a programme of induction visits to your child's allocated high school helps familiarise the pupils with their new school, classes, teachers and timetables while visits to primary from academy staff ensure that your child has the opportunity to meet and work with some of their new teachers.

Well planned communication between both high schools and primary staff ensure that each child's needs are appropriately considered and planned for and that the educational journey which began with us continues into S1. In St Nicholas our P7 pupils benefit from transition experiences for BOTH schools as places are not confirmed until the final term of P7.

### 5.4 Extra-Curricular Activities

#### **Breakfast Club**

The Breakfast Club is open from 8.10am each morning and closes at 8.30am. It provides pupils with a healthy breakfast and aims to establish positive relationships at the start of the school day. Breakfast Clubs are now provided free for all pupils in West Lothian. Please contact the office for more information.

#### **Celebrating Pupil Achievements**

St Nicholas Primary values wider experiences and opportunities for learning. We are strongly committed to offering children a wide and varied curriculum with opportunities to engage with the community.

We actively encourage children to think about their successes and to make them part of their school experience. We celebrate these achievements in the classroom, in assemblies and through sharing their successes on our Celebrating Success wall and on presentation displays in the foyers.

In this way we value all of the experiences which develop the capacities of our pupils.

# Health & Safety and Pupil Welfare

## 6.1 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.

Please tell the school if your child needs medication. 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](http://www.westlothian.gov.uk)

If a child becomes ill or has an accident during the day, immediate attention is given by staff - who have an Emergency Aid Qualification. An assessment is made by a promoted member of staff as to whether further medical attention is required and parents are informed. This is why we need to have up to date records of contact telephone numbers of parents and of emergency contacts.

Children cannot be sent home by themselves and need to be collected from school.

### **The School Health Service**

Throughout your child's years at school, a team of specialist Health Service and Education Services staff will be seeing him or her from time to time to make sure that he or she benefits as much as possible from all that school has to offer, and to help prepare him or her for life after leaving school.

The staff involved make every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, e.g. testing for vision, hearing or speech, are provided to all children on a routine basis to discover which children may need further tests or treatment. Parents are not notified of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required, you will be informed and consent requested.

## 6.2 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.

Children will only be sent home early in special circumstances. 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 you may check the council website for information on any school closures.

All schools have a means of contacting parents and carers via email and text message.

### **Occasional and Emergency Arrangements**

From time to time, school has to be closed early due to weather conditions, building problems or staffing difficulties. No child will be sent home without parents being informed.

## Health & Safety and Pupil Welfare

Parents are informed by a text message to a mobile phone, or voice message to a landline phone via the system known as Groupcall. All parents are therefore expected to keep us provided with an up to date contact number and to have arrangements in place to have their children collected from school by a responsible adult if school, or part of the school, has to be closed at short notice.

Any child who is not collected, or whose parents cannot be contacted, will be supervised and kept in school until the normal closing times.

In the event of bad weather in the morning, we expect parents to determine themselves whether it is safe to allow their children to travel to and from school. If the school is closed by the Authority, public announcements are made on local radio.

### 6.3 Meals and Milk

All pupils of nursery schools and classes are entitled to 0.25 litres of milk daily free of charge. Children whose parents are in receipt of qualifying benefits may also receive milk free of charge. Milk is available to other primary pupils at a reduced cost.

The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff. Children may have school meals regularly or on odd days when necessary. 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. The menu is available on the Council website. If your child has special dietary requirements, please let the school know.

All P1-P3 children, and P4-P7 children whose parents are in receipt of qualifying benefits, are entitled to free school meals. Other children can buy a school lunch.

School lunches should be ordered and paid for via the Ipay website. If you are unsure of your login details for the Ipay website, please contact the school office. Lunches should be ordered prior to the beginning of the week.

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

Further information and application forms for free school meals and milk can be obtained from the school or from the Council's website [www.westlothian.gov.uk](http://www.westlothian.gov.uk).

### 6.4 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. The school welcomes parents and carers but asks them to help to ensure the security of the school by reporting to the school office.

# Health & Safety and Pupil Welfare

## 6.5 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. All parents are asked to sign a consent form before any photographs are taken.

If you have any concerns about photography, please tell the school.

## 6.6 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](http://www.westlothian.gov.uk)

## 6.7 Playground Supervision

Supervision is provided in the school grounds 20minutes 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.

## 6.8 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 775291) or from the School Transport policy on [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

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

## 6.9 Car Park

The area surrounding the school is extremely busy when parents/carers are dropping off and picking up children. Please be considerate when parking close to the school.

Be aware of road markings, and avoid blocking access to residents' driveways. These areas should remain clear to allow safe access. Please make sure it is safe to open the car doors by opening them on the pavement side, not the side of the road.

Please note that the school car park is for staff parking only and only Blue Badge disabled parking permit holders should park in the disabled parking bay in the front of the school. We appreciate your thoughtfulness.

We have a dedicated drop-off zone (turning circle) which can be accessed via Blyth Road.

## Health & Safety and Pupil Welfare

This for drop-off only. Parking in the drop off zone is prohibited – this allows our children to be kept safe. If you wish to park and walk with your child into school, please find an alternative spot.

### 6.10 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.

### 6.11 Data Sharing

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

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

### 6.12 Feedback, Concerns and Complaints

If you have feedback, 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 Council  
West Lothian Civic Centre Howden South Road Livingston, EH54 6FF

Tel: 01506 281952

Email: [educationcustomerservices@westlothian.gov.uk](mailto:educationcustomerservices@westlothian.gov.uk)

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](http://www.westlothian.gov.uk)