



St. Ninian's Primary School



Together we learn and grow in the image and likeness of God.

School Handbook
2024-25



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Welcome to St. Ninian's Primary School, Livingston

Dear Parents/Carers,

Thank you for choosing St. Ninian's Primary School for your child's education.

Our children, parents/carers, staff, the parish and the wider community take a deep pride in the school. Our school learning community has very high expectations and we are committed to getting it right for every child.

We share a common goal with you; we want your child to be happy at school and to enjoy being a valued member of this school community. It is our hope that, as you read through the pages, you will gain the assurance that we are committed, with your help, to ensure your child achieves their full potential within a safe, caring and positive learning environment.

We look forward to welcoming you and your child into our school community, and working in partnership with you to enhance your child's learning and achievements.

Yours sincerely,

Lisamaria Purdie
Headteacher



ALL ABOUT ST. NINIAN'S

St. Ninian's Primary School opened on 1st February 1977. Its catchment area caters for Roman Catholic children living south of the River Almond and west of the dual carriageway which runs through Livingston. However, children from other parts of Livingston and other denominations also attend our school.

St. Ninian's Primary School is an integral part of the local community both educationally and socially. There are active and effective Parish/Community links through St. Philip's RC Church in Dedridge. Our school benefits from a strong links with St. Margaret's Academy and the cluster primary schools. A positive partnership also exists with James Young High School and its feeder primaries.

Our accommodation consists of:

- 11 classrooms
- 2 Teaching and Learning Centres for pupils to work in small group settings
- 1 Resource Room
- 1 large PE Hall and a separate dining hall

We also have shared spaces, infant and upper playgrounds and large playing fields.

St. Ninian's Primary School is denominational and provides for nursery children and 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 Gillespies High School in Edinburgh.

St. Ninian's Primary School admits pupils of both sexes.



CONTACT DETAILS

St. Ninian's Primary School
Douglas Rise
Dedridge
Livingston
West Lothian
EH54 6JH

Denomination: Roman Catholic
Telephone Number: 01506 280045
Present Roll: 248
Head Teacher: Mrs Lisamaria Purdie

Website: <https://stniniansprimary.westlothian.org.uk/>
E-Mail : wlstninians-ps@westlothian.org.uk
Twitter : @StNinianPS

Council webpage:
<https://www.westlothian.gov.uk/article/32051/St-Ninian-s-RC-Primary-School>

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

St. Ninian's Nursery Class
Douglas Rise
Dedridge
Livingston
EH54 6JH

Telephone Number: 01506 280045

Present Roll: 25 (AM) and 11 (PM) 17 (Full days)



ST. NINIAN'S STAFF TEAM

Here are the staff that will care for your child:

Head Teacher	Mrs Lisamaria Purdie
Depute Head Teacher (Acting)	Mrs Claire Roy
Part Time Principal Teacher (Acting)	Miss Hannah Leggat

Teaching Staff

Mrs Caskie
Mrs Wassell
Mrs Kerr
Mrs Currie
Mrs Reeves
Miss Havlin
Mrs Keegan
Mrs Prendergast
Mrs Reeves
Mr Bucknell
Miss Hain (Maternity cover)
Miss Leitch (Maternity cover)
Mrs Davenport (Maternity Leave)
Mrs Diamond (Maternity Leave)
Mrs Brown (Maternity Leave)
Probationer Teacher– Miss Nicholls

Support for Learning Teacher	Mrs Docherty
Physical Education Specialist	Mr Scott
Brass Instructor	Mrs Downs

School Admin	Mrs Findlay
Clerical Assistant	Mrs Vettese

Early Years Practitioner P1	Mrs Beattie		
Pupil Support Team	Mrs McCabe	Mrs Gardner	Mrs Stewart
	Mrs Chirinos	Mrs Cains	Mr Platt
	Mr Hutchinson	Mrs Ledingham	

Early Learning and Childcare Team

Early Years Officer Miss Fraser

Early Years Team

Mrs Martinek, Miss McNeil, Mr Farmer, Miss Jarvis, Mrs Murray, Miss McManus, Mrs Crooks, Ms Whatcott

School Chaplain Fr. Kevin Douglas



OUR VISION AND VALUES

Our vision is to be a vibrant community of faith and learning where together we learn and grow in the image and likeness of Christ.





PROMOTING POSITIVE BEHAVIOUR AND RELATIONSHIPS

Our welcoming and inclusive atmosphere promotes a climate of mutual respect and trust based on shared values and positive, supportive relationships. High expectations of behaviour are clear throughout the school. Visitors to our school are always impressed by our children's behaviour and manners.

Children enjoy and need a safe, structured and happy environment in which to grow and learn. To establish such a learning environment, fair, consistent and easily understood rules are necessary. Our three school rules are: **READY, RESPECTFUL and SAFE**. Our Relationships Charter sets out the shared agreement for children, parents and staff in recognising positive relationships and maintaining high standards at St Ninian's.

Where possible, we try to encourage children and build their self-esteem through the inclusive use of recognition, certificates, house tokens, Golden Visits and whole school challenges.

Occasionally, consequences are required for instances of inappropriate behaviour. These are restorative and seek to support our young people in talking about their actions to raise their own behavioural awareness.

In the event that a child is not responding positively to our school behaviour standards, steps will be taken to repair relationships and support those involved. At all stages, parents are involved as much as possible and asked to give their support to finding positive solutions.

Key steps to building positive relationships at St Ninian's

<p style="text-align: center;"><u>3 school rules</u></p> <ul style="list-style-type: none"> - Ready - Respectful - Safe 	<p style="text-align: center;"><u>3 school routines for visible consistency</u></p> <ul style="list-style-type: none"> - Closed requests - "Thank you for..." - Fantastic walking - Smile and/or say hello to everyone
<p style="text-align: center;"><u>Our agreed forms of recognition</u></p> <ul style="list-style-type: none"> - Recognition Boards - to praise on sight - House Points (for READY, RESPECTFUL, SAFE) - Hot Chocolate Friday nominations for living our school values - kindness, positivity, love, courage and happiness - Positive postcard, email or phone call home - Golden Visits from SLT for A-MA-ZING learning! <p style="text-align: center; font-weight: bold; color: green;">#stninianskidsan</p>	<p style="text-align: center;"><u>Our agreed steps to regulate and repair</u></p> <ul style="list-style-type: none"> - A private reminder of the 3 school rules - A private caution - "Think carefully about your next choice/step" - A private 30 second intervention with 'take up' time - 'Time out' - a short time away from the situation to a safe space to regulate - 'Time to think' - a restorative conversation with a Trusted Adult using age appropriate tools - Discussion with parents / SLT - Behaviour Diary to build on positives



PARTNERSHIP AND COMMUNICATION WITH PARENTS

We operate an open, honest and responsive policy with regards to questions raised by parents. Should you have any complaints, concerns or questions please raise these with the class teachers, Headteacher or Depute Head in the first instance.

We pride ourselves on strong communication with our parents and families. Our school website provides a 'one stop shop' for parents to access all information about the school and to stay informed about school events, school progress and achievements.

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

We also use a range of online methods to communicate with parents and families and celebrate the achievements of our school community. These include:-

- Weekly Newsletter sent via Groupcall email
- Regular updates and links shared via e-mail
- P1-7– Seesaw profiles with a unique parent login
- Our school Twitter page is used to showcase the life and achievements of our school. (@StNinianPS)

The school produces an annual calendar of regular events and opportunities for parents/carers and families to be part of the school community and to find out key information about learning including *Ninian's Natter* learning café and *Stay, Play and Learn* events. Our aim is fully support parents to engage in their child's education.

The school revises its Communication Framework each year in consultation with parents, staff and children. Feedback forms are also sent to parents regularly so that we can be sure that we are listening to what you say about the service provided for you and your child.

We welcome parents into the school at any time to discuss progress with their child's teacher or the Headteacher.



SCHOOL UNIFORM

School uniform is worn by all children at our school and consists of the following items:

- White school shirt
- School tie
- Green v-neck jumper / cardigan / tank top (with or without badge)
- Green or grey skirt / pinafore / trousers or shorts
- School shoes or trainers
- Green/white checked dress as an option for girls
- Green / grey tights
- P6 and P7 – black trousers/skirts can be worn

PE Kit to be worn on PE days:

White t-shirt / white polo shirt
Dark bottoms / shorts
Green school jumper or hoodie

No football colours
No jewellery

Primary 7 Jumper

P7 pupils are invited to wear a black v-neck jumper / cardigan / tank top. These can be purchased with the school badge or be plain black.

This option is only for P7 pupils.

Our core uniform supplier is Border Embroideries.

<https://www.border-embroideries.co.uk/schools/st-ninians-ps-livingston.html>

Parents can order school uniform items with the school badge from Borders using the link above and have them delivered directly to their home. There is also a store in Edinburgh if parents would like to try items on their child in store.

The school badge is optional.

Parents can purchase any green jumpers, cardigans or hoodies from any shop / company.

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. The Council's Dress Code for Schools Policy is available online at westlothian.gov.uk

Support is always available. Please let us know if we can help in any way with school / PE uniform.



THE SCHOOL DAY

The school day is the same for all children.

Start at 8.40am.

Break at 10.15-10.30am

There are two lunch breaks-
12-12.40 and 12.25 – 1.05pm

Home time at 3.00 pm

Friday finish at 12.15 pm



At the start of the new school session, Primary 1 children enjoy a 'soft start' to their day and can enter their classroom from 8.30am onwards.

PLAYGROUND SUPERVISION

The playground is supervised every morning from 8.20am. Children should not arrive at school before this time. The playgrounds are also supervised at morning break and lunchtime.

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 Authority, and the Head Teacher and staff undertake this responsibility on behalf of the Authority.

Dogs are not allowed in any of our playgrounds.

BREAKFAST CLUBS

The Breakfast Club provides pupils with a healthy breakfast and offers the opportunity for them to sample and develop preferences for health options. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve engagement and motivation to learn. All pupils are entitled to free breakfast. The club runs from 8.15am each day and children can access the via the nursery gate and school garden entrance.



THE CURRICULUM

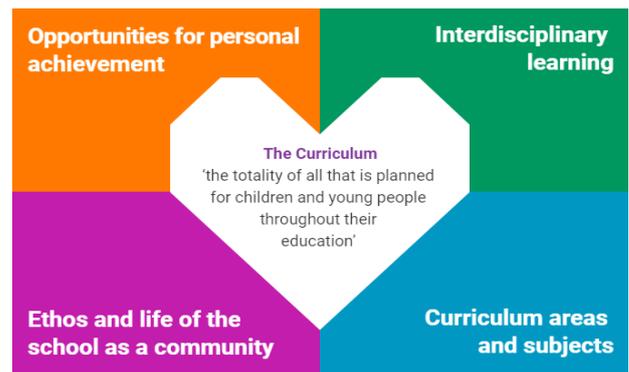
The Curriculum is, in short, all the learning experiences which your child will encounter during his/her time at school. *Curriculum for Excellence* strives to transform education in Scotland by providing an improved, more flexible and enriched curriculum for all young people aged 3-18.

We strive to provide a broad, coherent and relevant curriculum which enables our pupils to become:



We offer pupils active learning experiences across the eight curriculum areas and four contexts for learning:

- Literacy and Languages
- Mathematics (Numeracy)
- Health and well being
- Expressive Arts
- Sciences
- Social studies
- Technologies
- Religious Education

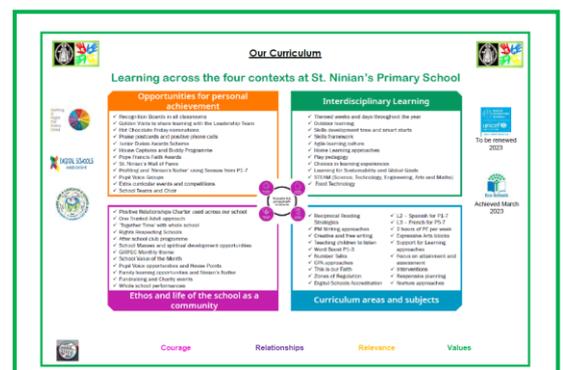


Learning is divided into levels. The *Curriculum for Excellence* levels are as follows:

EARLY LEVEL	the pre-school years and P1 or later for some
FIRST LEVEL	to the end of P4 but earlier or later for some
SECOND LEVEL	to the end of P7, but earlier or later for some
THIRD AND FOURTH	S1-S3, but earlier for some

CURRICULUM RATIONALE

We have developed our curriculum rationale based on the great ideas of our children, parents, staff and community partners. We call our rationale '**Our Curriculum Adventure**' to reflect our goal to provide learning experiences which motivate, inspire and support our learners.





LITERACY AND LANGUAGES

The Literacy and English framework in St Ninian's promotes the development of critical and creative thinking as well as competence in listening and talking, reading, writing and the personal, interpersonal and team-working skills which are so important in life and in the world of work.

The development of each child's language is pursued through an integrated programme of language work involving talking, listening, reading and writing. Early reading material is based on the child's own natural language, progressing thereafter, through a graded reading programme. As the child pursues their reading through appropriate fiction and non-fiction material, they also learn skills of comprehension and reference to help them understand more of what they read and to assist them in looking for information. Alongside this they will develop the necessary skills of spelling, punctuation, language structure and handwriting, each at a level appropriate to the child's needs. Writing will form an important part of this development and the child will start with simple stories and go on to different forms and genres of writing activities. Much emphasis will be placed on listening and talking skills as our children progress through school.

MODERN LANGUAGES IN THE PRIMARY SCHOOL

In line with Scottish Government policy, our school has implemented a 1+2 approach to language learning. This approach ensures that every child has the opportunity to learn a modern language (known as L2) from P1. Additionally, each child is entitled to learn a second modern language (known as L3) from P5 onwards.

St. Ninian's 1+2 approach is:

Language 2 (L2) **Spanish**

Language 3 (L3) **French**

At early and at first levels, children will develop generic skills in their first language. These include taking part in conversations, developing listening, reading and writing skills and knowledge about language. All of these are relevant to learning other languages. Activities include playing games, singing songs, carrying out simple instructions, and playing with simple poetry and rhyme. In this way the children begin to be enthusiastic, confident language learners from the outset.

By the end of Primary 7, we work towards the majority of children learned the skills necessary to:

- give a short presentation about themselves
- take part in simple conversations and transactions
- understand classroom instructions and personal information
- enjoy listening to a story, song or poem
- read aloud a simple text
- read and understand a short text
- write a few sentences about themselves and others.



NUMERACY AND MATHEMATICS

The experiences and outcomes of *A Curriculum for Excellence* encourage learning and teaching approaches that challenge and stimulate children and young people and promote their enjoyment of mathematics. To achieve this, teachers in St Ninian's will use a skilful mix of approaches, including:

- planned, active learning which provides opportunities to observe, explore, investigate, experiment, play, discuss and reflect
- modelling and scaffolding the development of mathematical thinking skills
- learning collaboratively and independently
- opportunities for discussion, communication and explanation of thinking
- developing mental agility
- using relevant contexts and experiences, familiar to young people
- making links across the curriculum to show how mathematical concepts are applied in a wide range of contexts, such as those provided by science and social studies
- using technology in appropriate and effective ways
- building on the principles of Assessment is for Learning, ensuring that young people understand the purpose and relevance of what they are learning
- developing problem-solving capabilities and critical thinking skills
- concrete, pictorial and abstract (CPA) methodology

When planning lessons, the staff will use a variety of resources rather than focusing on a published scheme. In the infant stages work is clearly structured and concentrates on the development of number through practical activities. It includes work on money, time, measure and shape. As the child progresses through school the work continues to be structured with a strong emphasis on basic number skills while integrating measure, shape, position and movement and information handling as appropriate.

MENTAL AGILITY

In St Ninian's we use "*Number Talks*" as our main teaching method for mental agility. Classes participate in "*Number Talks*" sessions. Number Talks are short exercises aimed at building number sense. Number sense is the ability to play with numbers meaning children can visualize problem solving, perform calculations quickly, and are flexible in their mathematical strategy. Children who have strong number sense solve problems in more than one way and check that their answers make sense. During a number talk, children are thinking, asking their peers questions, and explaining their own thinking all while the teacher records the thinking.



SOCIAL STUDIES

Through Social Studies our pupils will develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they will also develop their understanding of their environment and of how it has been shaped. Our Social Studies programme is divided into three main areas:

People, past events and societies

People, place and environment

People in society

At St Ninian's, our Social Studies topics are taught through an interdisciplinary approach helping pupils make connections between subjects. Visits to places of local interest and field studies are actively encouraged, carefully planned and thoroughly vetted as to their educational potential. Included in our Social Studies programme is Primary 7s annual visit to an outdoor residential centre.

HEALTH AND WELLBEING

Our children's health and wellbeing is at the heart of our curriculum. All 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 and wellbeing at school is embedded in the variety of activities offered during the school day and in extra-curricular activities. All classes enjoy two periods of PE per week; one with our PE specialist and a follow up lesson with their class teacher. Children participate in additional activities on non PE days by jogging, running or playing for 15 minutes. Our whole school enjoy weekly outdoor learning as part of the experiences on offer. Sporting events and Sports day are very popular annual events in St. Ninian's. The school has achieved its fifth green eco school, Gold Award for Rights Respecting Schools and Gold Sport Scotland Award. All children from P1-7 are members of active Pupil Committees which meet regularly to take forward aspects of school improvement. Every child in St. Ninian's self-reports termly on the eight wellbeing indicators. Learner conversations and "trusted adult" conversations provide opportunities for our children to develop self-regulation, and feel happy and safe at school. Our Chatter Time assembly programme highlights a wide range of wellbeing issues to empower and support all children.

EXPRESSIVE ARTS

Learning in the Expressive Arts enables children to develop important skills within art, music, drama and dance. Children learn to be creative and express themselves in different ways, whilst building their confidence and self-esteem. At St Ninian's, pupils have many opportunities to be involved in a range of activities and performances through assemblies, concerts, festivals, choir performances, art competitions and much more.



SCIENCES

Through learning in the sciences our children will develop their interest in and understanding of the living, material and physical world. Our science programme will allow the children to develop a curiosity and understanding of their environment, develop skills of enquiry and investigation using practical techniques and recognise the impact the sciences make on their lives, the lives of others, the environment and on society.

Our curriculum also looks to engage and inspire children through STEAM – Science, Technology, the Arts, Engineering and Maths. This has become an important focus to support the development of skills and to help learners make links with their classroom and the world around them.

TECHNOLOGIES

Learning in technologies allows our children to develop skills, knowledge, understanding and attributes through creative, practical and work-related activities across a range of areas. They will be able to use these skills in business, computing science, digital literacy, food, textiles, craft, design, engineering, and graphics. Our school is currently preparing for the Digital School Award, recognising the integral role technology plays within learning and teaching at our school.

For further information regarding the curriculum at national level visit: [Curriculum for Excellence information](#)

RELIGIOUS EDUCATION IN ROMAN CATHOLIC SCHOOLS

Every class has regular Religious Education. However religion is not merely learned in class but is a way of life. Education in Christian living is an integral part of school life. Christian, Catholic values are constantly re-enforced in a multitude of ways through morning and afternoon prayers, assemblies and Masses. All pupils enrolled are taught the devotion of prayers of the Catholic Church, including Our Father, Hail Mary, Glory Be and the Sign of the Cross. Prayers are said in class when children arrive in school and before lunch, after lunch and end of school day. In addition, imaginative efforts are made to raise funds for others and each child is encouraged to make his/her own personal or collective effort.

The school year observes the Catholic calendar of seasons and feasts including, Advent, Christmas, and Lent, which incorporates receiving ashes on Ash Wednesday, Easter celebrations and Holy Days of Obligation. Pupils take part in the celebration of the Catholic Mass both at Saint Philip's in Dedridge and in school. Fr. Kevin Douglas, our school Chaplain and local Catholic Priest, is a regular visitor to our school and leads us in our spiritual formation and faith journey. Currently, St. Philip's Parish links with St. Theresa's in East Calder due to the temporary closure of the Lanthorn in Dedridge.

Unless parents advise the Head Teacher to the contrary, all pupils will be expected to take part in the religious observance of the school.



ASSESSMENT AND REPORTING

Assessment is an integral part of the teaching process and your child will be continually assessed during their school career. The results of the assessment process allow teachers to form next steps in your child's learning.

In August 2017, The Scottish Government introduced SNSA – Scottish National Standardised Assessments for aspects of literacy and numeracy. Children in P1, P4 and P7 are assessed once a year in aspects of reading, writing and numeracy. These results form part of the overall assessment information about your child.

Your child's progress will be reported to you regularly so that you know how well your child is doing. We hold two Parents' Evenings each year for discussion with your child's teacher. These are held in autumn and summer. In addition, we will issue a written report in the summer term detailing your child's progress throughout the session.

All learners at St. Ninian's have their own digital profile to document their progress in learning: .

- P1-7 learners have an individual **Seesaw** profile and parents are given a unique login to access this.
- SeeSaw allows parents the opportunity to comment on their child's learning and share achievements from home.

SUPPORT FOR PUPILS

St Ninian's is committed to *Getting it Right for every Child*. We recognise that all children need support in their learning at some stage. Some children need more support than others and this support comes from many sources. These can include, for instance, extra teacher-help, Head-Teacher in-put, the use of a Visiting Specialist and, with parental knowledge, advice from the Educational Psychologist or health professionals.

We also have a Support for Learning teacher whose role is to support or challenge any child, or groups of children, who may need assistance. This may be in literacy, numeracy or any other aspect of the curriculum.

If you feel that your child needs additional support, information and advice is available from your school in the first instance. The Parents' Guide to Additional Support for Learning is now available to download at <http://enquire.org.uk/publications/parents-guide>



ACHIEVEMENT AND ATTAINMENT



We have the highest expectation and belief for every child



Opportunities for personal achievement

All staff are committed to The Charter for Catholic Schools where the **inclusive** ethos honours the **life, dignity and voice** of each person, made in the image of God. We **comprehensively track and celebrate** our children's **unique and individual God-given talents and achievements** as part of our shared commitment to the formation of the **whole child**.

Our **bespoke tracking system** captures a **wide and diverse range of achievements** reflecting children's achievements as **active participants in school and the wider community**. These achievements include, in-school achievements, after school clubs, pupil committees, faith, languages, leadership roles, and Junior Duke Awards. Children who are at **risk of missing out** are easily identifiable and **appropriate interventions and experiences** can be planned for. **Children enjoy sharing their achievements** with us and **exercise choice over their preferred method of celebration**. We regularly seek **parental nominations of wider achievement** through a Glow form and use of Seesaw.

We actively seek to maximise success and increase our children's achievements through our shared school motto of **#stninianskidscan**. This is **celebrated** through our involvement in:-

- Junior Duke Award scheme
 - Pope Francis Faith Awards
 - Positive phone calls and certificates
 - House Points for school values and Golden Visits to celebrate learning
 - #stninianskidscan displays in all areas
 - Communication with parents/carers
 - Tracking learners' engagement and participation in learning
- All learners are valued, recognised and celebrated as individuals.**

Interdisciplinary Learning

Curriculum

This session, we have introduced **Meta-skills Progression** from P1-7 to enrich our learners' experiences and better prepare them for learning, life and work. Our staff have worked **collaboratively within levels to consistently embed meta-skills** within planned experiences.

As we expand our **refreshed curriculum rationale** and promotion of the **four capacities**, our tests of change (**Flex Friday and Skills Academy**) are centred on learners' skill development. We gather evidence of this through **learner conversations, Seesaw profiling and feedback from parents and learners**. **Learners across the school are able to describe** how experiences are helping them to develop their meta-skills.

Seesaw Profiling

In February 2022, we embarked on a pilot to use **Seesaw** from P1-7 to further develop our approach to engaging **parents in supporting their child's learning**.

This session, staff have been working **collaboratively within levels** to review our approach to Seesaw with a focus on using it to share **learner conversations and learner goals** with families. Teachers share **examples of progress in learning** with parents/carers and **learners take ownership of sharing their learning and wider achievements** via Seesaw. All of this forms their **individual digital profile**. In addition, all teachers share **weekly overviews of class learning experiences**, providing **key questions for parents** to use at home to continue the conversation about learning. We track levels of engagement with Seesaw and support parents to access their child's profile.



We have the highest expectation and belief for every child



Ethos and life of the school as a community

Endorsed by a commitment to United Nations **Rights of the Child** Article 12, Respect for Children's Views, all children are actively involved in **self-evaluation and leading school improvement**.

This session, our approach has evolved to include the following:

- All P1-7 children are part of **Pupil Committees**, led by lead learners and senior pupils. The committees are empowered to lead aspects of our school improvement plan.
- Learners at all stages are involved in **Quality Improvement activities and curriculum evaluation** through the use of **HGJOURS**.
- **Chatter Times**, held for P1-3 and P4-7, provide ongoing opportunities for all learners to **share their views and ideas** about matters affecting them, our school and their lives.
- Increased **pupil leadership roles** are encouraged including House Captains, Buddies, Participatory Budgeting Committee, Mini Vinnies, Language Ambassadors, and EAL Buddies.

Our children identify themselves as members of the **St Ninian's Family** and we closely **track their participation** in the wider life of our community including:-

- Participation in our **PEF funded (free) P1-7 school club provision**
- Participation in **sporting events and competitions**
- Participation in **music provision – brass and choir**
- Participation in our **Sacramental Programme at P3, P4 and P7**
- Participation in our **P1-4 and P5-7 Skills Academy**
- Participation in our **P1-7 One Trusted Adult** approach

Curriculum areas and subjects

Attainment

A range of **assessment** approaches are used by staff to identify learners' progress across the curriculum. These contribute to the confident **teacher judgements** made at key times in the school year.

Robust tracking of learners' progress and attainment in literacy, numeracy and health and wellbeing is gathered termly. Teachers, SFL and SLT **analyse the data** closely to monitor **individual, group, class and cohort** progress in learning.

Rigorous Excellence & Equity meetings are attended by all staff working within a class or cohort to discuss **all learners** and ensure that we improve outcomes and remove barriers. This **high quality professional dialogue** provides our team with collaborative opportunities to **measure progress, identify gaps/trends, review support and challenge required**, and to **evaluate class action plans**.

Our staff engage in **moderation activities** before, during and after planned learning, teaching and assessment. The **voice of learners** is valued and they are supported to set **learning goals**.

This session, attainment tracking has been extend **across the curriculum** to include Physical Education, Science and Religious Education. Progress in learning is gathered across all areas in different ways and **parents/carers** are kept fully informed and involved through **formal and informal** approaches.



ATTENDANCE

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.

In the event of illness please contact the school office by telephone on **01506 280045** on the first day of absence. If the absence is planned, as in the event of a family holiday, a letter of explanation should be sent prior to departure.

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.

Please refer to the Attendance at School Policy for further information:
<https://www.westlothian.gov.uk/article/32402/Education-Policies-and-Procedures>

HOME LEARNING

Home learning is the link between home and school and enables parents to see what can be achieved independently by their child as well as strengthening their partnership with the school. It provides the child with practice in skills already learned in school. Any home learning provided should already have been taught and should not prove too difficult to complete. P1-3 home learning is currently issued via Seesaw and P4-7 access their home learning via Microsoft Teams.

EXTRA-CURRICULAR ACTIVITIES

We aim to provide a variety of free extra-curricular activities throughout the session, ranging from sports clubs to art clubs. Clubs are offered to different stages and are available at lunchtime and after school. Parents are given an overview of available activities at the start of each term.

INSTRUMENTAL TUITION

The Council has instructors for brass and strings. Instructors will assess children in P4 and P5 who have expressed an interest in learning to play an instrument. Successful children are given a place if one is available or placed on a waiting list. Parents are asked to sign a contract to ensure regular practice and proper care of the instrument. Our school has access to a weekly brass instructor and lessons are provided free of charge to pupils who take part.



SCHOOL MEALS

<https://www.westlothian.gov.uk/school-meals-menu>

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. Children will be issued with a copy of the menu termly. **All Primary 1- 5 pupils are entitled to a free school meal.** Primary school meals cost **£2.57** per day (price from 1 April 2024 to 31 March 2025).

A daily vegetarian option is available and special dietary requirements will be catered for. Please contact the school on 01506 280045 to discuss your child's requirements. Please also advise the school immediately should your child have any allergies.

Milk is available to purchase at 20p per day. Your child will receive a letter with all the relevant information at the beginning of each term.

Parents should use lpayimpact, an online payment system, to pay for meals and excursions. Parents will be given a letter with all registration details.

FREE SCHOOL MEALS

Pupils with parents in receipt of either: Income Support Income-Based Jobseeker's Allowance Any Income Related element of Employment & Support Allowance Child Tax Credit (with no working tax credit) and whose annual income is £16,105 or less Working Tax Credit and whose annual income is £6,420 or less are entitled to a free mid-day meal.

Free school milk: All pupils of nursery schools and classes, all P1-7 pupils whose parents are in receipt of a qualifying benefit, are entitled to 0.25 litre of milk daily free of charge.

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

SCHOOL TRANSPORT

West Lothian will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. Where appropriate, free travel is provided for pupils attending special schools or classes. Further information can be obtained from School Transport (telephone 01506 282322) or from the School Transport policy at <https://www.westlothian.gov.uk/schooltransport>

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



CLOTHING GRANTS

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

Families in receipt of Income Support, Income-based Jobseekers' Allowance, Employment and Support Allowance - Income Related or Working Tax Credit (WTC) or Child Tax Credit (CTC) (with an annual income of £16,105 or less) can receive a clothing grant for each pupil of school age.

Families not in receipt of these specific benefits but experiencing financial hardship have the opportunity to access school and PE clothing by contacting the Headteacher directly.

For further information please refer to the School Clothing Grants Policy: <https://www.westlothian.gov.uk/schoolclothinggrants>

The school works closely with [The School Bank West Lothian](#) to provide brand new school uniform and equipment for children whose parents are experiencing any financial hardship. Please talk to us – we are always happy to help.

Help is also available from the West Lothian Council Advice Shop. <https://www.westlothian.gov.uk/advicehop>

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. 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 children requiring medication during the school day are available from the school office or can be downloaded from www.westlothian.gov.uk

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 at www.westlothian.gov.uk



USE OF THE INTERNET AND MOBILE PHONES

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.

Devices are provided in all classes for children to use. Children in P5-7 are given the opportunity to bring a device to school to support their learning. Children sign a contract at the beginning of a school year to confirm that they will use their device as agreed with their class teacher. Devices are stored securely in each classroom and not allowed to be used in the playground. This is called 'Bring Your Own Device'.

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

EMERGENCY 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 if your child is feeling ill. Please ensure records are kept up to date by notifying the school of any change of contact details.

In the event of an early closure which is unplanned (e.g. school closure due to heating failure or severe weather) children will be sent home if parents are known to be at home. Otherwise they will be sent to the 'Emergency Contact.' The school uses a Group Call system to contact parents in such events.

SECURITY

The school has a security system which allows all doors to be locked once the children are in school. All visitors should report to the school office via the main entrance, sign in and collect a visitor's badge. It is extremely important for school security that no adult is on the premises unless they have signed in at the school office.

CAR PARK

In the interest of safety, parents must **not** use the staff car park to access the school. Parking is provided in the car park outside the school gates, at the Lanthorn Community Centre and nearby streets.

We would strongly encourage parents to park in a safe parking space and walk their child across any roads. Parents are asked to park with consideration for other vehicles, home owners and pedestrians.



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.

DATA SHARING

On occasion, schools will make data available to partners and 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 and **General Data Protection Regulation** compliance.

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.

We are proud to have achieved the Gold Award accreditation for Rights Respecting Schools. This is the highest stage and it is granted by Unicef UK to schools that have fully embedded children's rights throughout the school in its policies, practice and ethos.



ENROLMENT AND TRANSITION

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

Each home address has a catchment denominational (Roman Catholic) school and a catchment non-denominational school, for both primary and secondary education.

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

To contact Pupil Placement e-mail pupilplacement@westlothian.gov.uk or phone 01056 280000.

Nursery / Primary 1

Pupils attending their pre-school year in nursery will be involved in an early years transition programme with opportunities to become more involved in school life and meet some of the school staff. In addition to this there is a 1 day transition for the whole school in June allowing staff and pupils to become familiar with the next session's class.

Primary 7 Transition

St Ninian's Primary School is part of the St. Margaret's Academy Cluster. The P7 transition programme begins early in the session to ensure a smooth transition to Secondary. P7 pupils attend a 4 day Transition Festival at St Margaret's Academy in June to complete the transition programme. We work in partnership with our Secondary colleagues to support young people in their transition.

St Margaret's Academy contact details:

Headteacher: Mrs Wright, Howden South Road, Livingston, West Lothian, EH54 6AT

Tel: 01506 497104

Email: stmargarets.ac@westlothian.org.uk

Some of our P7 children do not transition to St. Margaret's. Our schools also works in partnership with other secondary schools to support each child's transition to S1.



PARENT COUNCIL

All parents will automatically be members of the Parent Forum and will be entitled to have a say in what happens at the school. We have an active and supportive Parent Council and all parents are welcome to attend any of the meetings which are held bi-monthly on a different day each month.

The role of a Parent Council is to:

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

Parent council email address: stiniansparentcouncil@live.co.uk

St Ninian's Primary school also welcomes parent helpers. If you wish to become involved in this you will need to obtain a disclosure certificate through the PVG scheme. The PVG forms can be obtained from our school office.

READ, WRITE, COUNT

The Read, Write, Count Programme aims to support parental engagement in literacy and numeracy. Gift bags are distributed annually to all P2 and P3 pupils in Scotland by Scottish Book Trust. The gift bags contain essential literacy and numeracy materials to support children's learning, as well as advice and support to parents.

Studies show a direct link between a strong family learning environment and progress in reading, writing and counting. In addition to the parent guide included in the gift bags, the Parent Club [website](#) offers a range of hints, tips and advice to help parents engage in their child's learning.

FIRST MINISTER'S READING CHALLENGE

The First Minister's Reading Challenge is an inclusive, exciting programme for all children – fostering a love of reading for pleasure. Research shows that reading for pleasure is crucially important for children's development.

The Challenge is open to all local authority and independent primary and secondary schools across Scotland, as well as, libraries and community groups. You can find out more information on the Challenge and also how schools can register to take part [here](#).

PARENTZONE SCOTLAND

Parentzone Scotland is a one-stop shop website for information and advice on education and learning in Scotland. The website continues to be updated and improved and can be accessed [here](#). Why not check out the website for ideas on how you can support your child's learning.



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. You can access our school procedures via the school website at <https://stniansprimary.westlothian.org.uk/article/15727/School-Contact-Details>

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

Educationcustomerservices@westlothian.gov.uk

The Complaints Policy and Procedures for Education and Cultural Services is available in booklet form or can be downloaded from the web at www.westlothian.gov.uk

Information is available in Braille, tape, large print and community languages.
Please contact the Interpretation and Translation Service on 0131 242 8181.

هذه المعلومات متوفرة بلغة برييل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

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براہ مہربانی انٹرنیٹنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔