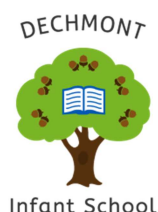


DECHMONT



Infant School

Dechmont Infant School West Lothian Council School handbook information



Welcome to Dechmont

Mr Ian Harvey, Head Teacher

Welcome to Dechmont Infant School. It is my privilege to serve as the Head Teacher at Dechmont and I welcome you as a parent/carer, visitor or interested member of the community. This handbook is updated annually, or as required, and is designed to give you some of the key information about our nursery and school and will hopefully answer any questions you may have.

The handbook is issued to all parents/carers of our new children in Primary 1 along with anyone who joins us over the course of the year. While we endeavor to include all the most relevant information there may be queries you have either before or when your child is at nursery or school. We are a welcoming school with an open-door policy and both myself and the wider staff team are happy to meet with you to discuss any points, queries or concerns you may have at the earliest opportunity. We can be contacted face-to-face, by telephone or via the school email address.

I hope that the following information will be useful to you before and during your child's attendance at Dechmont Infant School and welcome to our school community.

Ian Harvey,
Head Teacher



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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

1.1 School Aims

At Dechmont the success of every learner is central to our purpose, aims and values.

Our School Motto is “Determined to Improve and Succeed” and our mission is to create an environment where every child is nurtured, supported and challenged to ensure they can reach their full potential in all aspects of their learning.

EXCELLENCE AND EQUITY

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.

SKILLS FOR LEARNING, LIFE AND WORK

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

1.2 School Contact Details

Dechmont Infant School and Nursery Class
69 Main Street
Dechmont
EH52 6LJ

Head Teacher: Mr Ian Harvey

Telephone: 01506 811264

Email: dechmontps@westlothian.org.uk

School Blog: blogs.glowscotland.org.uk/wl/DechmontInfantSchoolBlog

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

The school does not provide teaching by means of the Gaelic language as spoken in Scotland. Further details for those who require this provision can be option from the Pupil Placement Section e-mail pupilplacement@westlothian.gov.uk or phone 01506 280000

1.3 Nursery and School Day

Nursery

Monday – Thursday	08:10 – 11:18
Friday	08:10 – 11:40

School (Primary 1 – 3)

Monday – Thursday	08:50 – 10:25	10:40 – 12:25	13:00 – 15:05
Friday	08:50 – 10:25	10:40 – 12:25	

2.1 Attendance

Regular and punctual attendance at school help to maximise pupil experiences and ensure that each child accesses the full entitlement to formal education provision. There may be times where your child is late or absent from school and in keeping with all schools, we would ask you to notify the school at the earliest opportunity or by 9am on the first day of absence. An answerphone system is available 24hours a day to allow you to leave a message about an absence. Where an absence is more than a couple of day we will agree with you how often we would like you to keep in touch.

Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child will be unavoidably late please provide a note of explanation.

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

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 where possible 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.

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

2.2 Ethos and Behaviour

Children are entitled to and need a safe, structured and happy environment to develop and learn. As a school we take a restorative approach to managing and supporting behaviour. Where possible we encourage children by using praise, stickers, certificates and reward times. On occasions consequences are required for inappropriate behaviours. These are designed to be proportionate and appropriate. We always strive to work in partnership with parents/carers from an early stage, especially should there be persistent or extreme inappropriate behaviours.

Our approaches fit within the United Nations Convention on the Rights of the Child. We encourage all children to develop values and positive attitudes towards themselves and others in many aspects of the curriculum which in turn contribute to their personal and social development. Our school works hard to build confidence and self-esteem and provide opportunities for children to contribute to the whole school community. Much of their development in these areas, helps to lay the foundations for becoming responsible citizens of the future.

We promote and expect a high standard of responsible behaviour from pupils towards staff, other pupils and towards their surroundings. Self-discipline is the key to good behaviour and we depend on your support in reinforcing the discipline guidelines of the school. Throughout the early years of learning we support our children to learn within a positive ethos where we nurture and challenge behaviours to support their development for the older school years and beyond.

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

We ask your child to:

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

We ask your child not to:

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

2.3 School Dress Code

Each school has its own dress code, for the whole school, based on the Council's policy which all pupils are expected to keep to. Our school uniform range is currently being extended and we are encouraging parents/carers to purchase from the updated range over time. There is no need to replace all items that are currently in use, at one time.

We have recently linked with "School Wear Made Easy" to provide our uniform. This provides parents with an online system to purchase uniform. The exception to this provision is our school tie which can be purchased from the school office. The link to the online supplier is, www.schoolwearmadeeasy.com

The Dechmont Infant School uniform now consists of:

- Plain black, grey or navy trousers, skirts, shorts, pinafore dress, or gingham dress
- White polo shirt, cotton shirt or blouse
- Royal blue sweatshirt, grey V-neck jumper
- Black or dark flat shoes or trainers

PE kit should be brought to school each day (it can be left in school throughout term time if desired). PE Kit consists of:

- T-Shirt in white or blue (other colours acceptable)
- Dark coloured shorts
- Gym shoes or trainers for indoor use

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. ALL items of clothing and belongs brought to school should be clearly marked with the child's name.

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

The Council's Dress Code for Schools Policy is available online at 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 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 and other information are issued over the year and curricular evenings and Parents' Meetings are held regularly. Your comments and suggestions on the work done in school and the service provided for you and your child are welcomed.

Evaluation forms or online questionnaire links 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.

We have a Growth Tree in the school foyer which we would encourage parents to review and add thoughts and suggestions to about school improvement and pupil achievements.

Should you have any questions or queries at any time, please contact us either in person, by phone or via the school email address.

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.

As we are a very small school it has been agreed by the parent body and staff to consider the parent forum to be the body who constitutes the parent council. There is currently no formal constitution and no formal office bearers. This position meets the needs of the school community at present however it could be made more formal should the need or desire arise.

Parent Staff Association

There is an active parent staff association who focus on fundraising and enhancing the experiences offered to our children. The PSA has a chair, secretary and treasurer and is supported by a member of the school staff and the Head Teacher.

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. Within the early years of school we cover all eight areas often in a cross-curricular way. The majority of our timetabled week is focused on the development of literacy, numeracy and health & wellbeing knowledge and skills. Information about the areas covered each term is shared by teachers on a termly or block bases across the school year.

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.

Health and wellbeing

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.

Literacy and Languages

Covering listening, talking, reading, writing and includes learning about English as well as learning an additional language.

Numeracy and 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.

Religious and moral education

Includes exploring the world's major religions as well as views that are non-religious. Your child will think about their own beliefs and values.

Children learn about Christian practice in worship and the place of Christian action in the community. Children will also study other world religions in line with national guidelines.

This part of the curriculum operates through class teaching, assemblies, outside visits and visitors to school.

Any parent who wishes to exercise their right to withdraw their child from religious education/observance should inform the Head Teacher.

Sciences

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

Social studies

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

Technologies

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

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

Curriculum information and Pupil Profiles

As mentioned previously, we share information on learning through newsletters and open events. We are also developing our school blog and display areas in school which includes information on learning in general across the nursery and school.

We use individual online learning journals to share specific information on learning with parents/carers which also builds an on-going, long-term profile of your child's learning which can be added to over time. This will evidence their learning journey over a number of years.

4.2 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 the waiting list for either brass or strings. 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 where it is appropriate the use of social media.

Within the school we have access to various forms of technology and children discuss and learn about how and when to use technology along with the benefits and risks in a way which is age and stage appropriate.

Currently each child in P1-3 has access to a school owned I-pad to support their learning on a 1 to 1 basis. Learning apps and general facilities within these devices are used to support teaching.

As with all other aspects of conduct and behaviour in school we strive to work with parents and carers in partnership to ensure our children develop the skills to effectively access online technologies in a safe and appropriate way. 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 the authority’s policy to also carry out standardised testing in literacy and numeracy at P1-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 and an annual report in addition to information contained within the online learning journals. The aim of the annual 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 their child’s 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.

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

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 or phone 01506 280000. Information is also available on the Council website www.westlothian.gov.uk

5.2 New Entrants to P1

You can apply for a Primary 1 place from the November of the year before your child is due to start school, and the places are usually allocated in March of the same year that your child is due to start school.

At Dechmont many of our children enter Primary 1 having been in our nursery. Where this is the case there are many informal transition times throughout the school year where nursery and school children are together. We have a programme of events in May/June each year which all new P1 pupils are invited to attend. Details of these are shared with parents/carers after the Easter holiday of the pre-school year. Parent/carers are welcome to contact the school office to discuss any aspect of starting at Dechmont or to have an informal visit at any time throughout the year.

5.3 Transfer from P3 to P4

As there is no schooling provision beyond Primary 3 at Dechmont Infant School, transition arrangements for children moving from P3 to P4 are put in place, based on the process that is used at other schools for P7 to S1 transition. You can apply for a P4 place from the November of the year before your child is due to start P4 school, and will receive a decision by the end of April at the latest. For more information on admission arrangements please see our website www.westlothian.gov.uk or contact the Pupil Placement Section pupilplacement@westlothian.gov.uk or phone 01506 281867.

The catchment area for P1 to P3 at Dechmont Infant School is part of the Kirkhill Primary School catchment area for the P4-P7 stages. Generally, pupils transfer to Kirkhill Primary School from Dechmont Infant School and there is an established programme of transition to support this across the school year. Parents have a right to apply for a P4 place in any school. Such request for P3 to P4 transfer from Dechmont to a school in West Lothian will be considered using the criteria set out in the admission to secondary school policy and procedure. Dechmont Infant School is considered an associated school to Kirkhill Primary School.

5.4 Extra-curricular activities

Nursery and school both run breakfast clubs, which are open to children from 8:10am each morning. A selection of breakfast items, cereal, toast, pancake, fruit and yogurt is available along with a drink. All children are encouraged to use our teeth brushing (Childsmile) service when attending breakfast clubs.

Over the course of a school year we have a variety of after school activities. These have ranged from gardening, photography, art clubs to different sports activities. Specific details of after school activities are available from either the school office or the school blog.

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

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 text message. Please ensure the numbers held in school for mobile / text message communication are kept up to date.

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. The menu is available on the Council website and the school blog. If your child has special dietary requirements, please let the school and supplying kitchen know.

Pupils and parents can make use of the online system iPayImpact to order school lunches. This system is also used to pay for school excursions and events. Parents/carers need to be registered to use the system. Details for registration can be obtained from the school office.

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.

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.

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.

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 discuss this with 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

6.7 Playground Supervision

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

6.8 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

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 Parking

As a small village school we have no formal car parking arrangements, however there is ample on-street parking around the school. In the interests of safety, particularly around the crossing patrol zone outside the school gates, parents/carers are asked to park responsibly and considerately. There is a 20mph speed limit in force at the start and end of school each day.

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 or request in person by the parent/carer must be made for early release. Parents should 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 and without the knowledge of school staff.

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

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



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 بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

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