



Ogilvie School Campus  
Parent/Carer/Pupil Handbook  
2024-2025



# Ogilvie School Campus

## School Handbook

### Session 2024-2025

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## **Welcome to Ogilvie School Campus**

From all at Ogilvie School Campus a very warm welcome to you and your child.

This booklet has been produced to give parents/carers information on council policy as well as details of the life of our school, which I hope you will find useful.

Home and school are the two main influences on a child's development and by working together we can provide an environment where pupils can develop and progress academically, socially and personally.

At Ogilvie School Campus we try to create a caring and secure environment in which your child will feel happy, confident and valued as an individual.

We operate an 'Open Door' policy and welcome your opinions. Please do not hesitate to contact us should you wish to discuss any issues relating to your child, or any aspect of school policy.

We hope that you enjoy your involvement with the school and look forward to working with you and your child.

Michelle Eckford  
Head Teacher

## **SECTION 1 – SCHOOL INFORMATION**

### **West Lothian Council Mission Statement**

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

#### West Lothian Council Values

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

### **OUR SCHOOL VALUES AND VISION:**

#### **Vision Statement**

Our vision is to provide high quality education in a nurturing, inclusive environment where everyone is valued and respected. We strive to foster a love of life-long learning through a stimulating curriculum which values communication, independence and skills for learning, life and work.

#### **School Aims**

- To build a nurturing, inclusive environment (built on respect and relationships) where every unique success is celebrated.
- To deliver a relevant and stimulating curriculum through which all pupils can reach their full potential.
- To develop skills in resilience, independence and communication to prepare for learning, life and work.

#### **Learning and Teaching**

Quality learning and teaching is delivered through careful planning, ABAS baseline assessments and bespoke tracking and monitoring which provides evaluations of progress and indications of next steps for each pupil. We provide a stimulating, accessible and customised curriculum based on the values and principles of the Curriculum for Excellence, while incorporating local, regional and national initiatives.

We encourage our children and young people to develop skills for learning, life and work, both through our curriculum and by addressing barriers to learning for each individual pupil. We have a strong focus on developing communication and independence skills, providing opportunities to for pupils to experience the world of work and engage with the wider community.

In Ogilvie, we are committed to supporting colleagues to ensure we are improving outcomes for all children and young people. We work together to provide children and young people with high quality learning experiences within a caring and supportive environment.

## **Partnership**

Our team work in partnership with our allied health professionals and parents to consult and identify pupil plans with specific targets that are regularly reviewed and monitored. All staff work closely and creatively with parents/carers in a supportive and collaborative way to ensure a positive relationship between home and school.

## **People**

In Ogilvie, we are passionate about delivering high quality training/CPD sessions and support quality assurance through an appropriate and responsible programme of ongoing professional development opportunities. We have developed a culture of ongoing self-evaluation to ensure all staff, parents and partners feel a shared ownership for the success of the school.

## **Culture and Ethos**

We believe it is crucial to maintain an ethos and climate where everyone is treated with respect and where every child is enabled to reach their full potential, ensuring a culture of celebrating each child's unique success.

Our School Improvement Plan, outlining the priorities for improvement for the coming year, are available on our school website.

## **CONTACT DETAILS**

Ogilvie School Campus  
Ogilvie Way  
Knightsridge  
West Lothian  
EH54 8HL

Head Teacher:	Michelle Eckford
Telephone:	01506 441 430
Email:	<a href="mailto:ogilvieschoolcampus@westlothian.org.uk">ogilvieschoolcampus@westlothian.org.uk</a>
School Roll:	109
Stages:	5-18 years- severe and complex needs.
Denominational:	Non-denominational.

## **Organisation of the school day:**

Start time (M-T):	8.30am (secondary)	8.50am (primary)
Home time (M-T):	3.10pm (primary)	3.20pm (secondary)
Start time (F):	8.50am (all pupils)	
Home time (F):	12.25pm (all pupils)	

## **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.

## **SECTION 2 - STANDARDS**

### **2.1 Attendance**

School begins at 8.30am (secondary) and 8.50am (primary) each day. If occasional circumstances arise whereby your child will be unavoidably late, please call us to let us know.

**It is the responsibility of parents/carers to call their child's transport and let them know of absence.**

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 should provide an explanation for that absence either by letter or by telephone. Our school has a system which sends out an automated text message to a mobile telephone 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.

If your child is to become unwell during the school day, a decision will be taken to either keep the student in school or arrange, after consultation with parent/carer, for the student to return home. It is very important that parents/carers provide the school with accurate and up to date contact details and emergency information.

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.

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**

Children learn to develop values and positive attitudes towards themselves and others in many aspects of the curriculum. This can 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 a high standard of responsible behaviour from pupils towards staff, other pupils and towards their surroundings. We work with families very closely and appreciate your support in reinforcing the ethos of the school.

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

We will support your child to:

- Be honest
- Be kind and helpful
- Care for others
- Be hard working
- Look after property
- Listen to people
- Be safe

## **Dress Code**

At Ogilvie, we have separate uniform for primary and secondary pupils. Primary pupils may wear grey or black skirts/trousers or plain joggers, a school sweatshirt and a purple or white polo shirt with logo. Secondary uniform is black, with a choice of black or white polo shirt. These are available to order online through the school website, or forms can be collected from the school office.

Pupils need P.E. kit, consisting of a t-shirt, shorts and gym shoes. Pupils are encouraged to keep their P.E. kit in school where it will be washed and kept in class. All P.E. kit is sent home at the end of term. Pupils must have a change of footwear for health and safety reasons.

Any item of clothing which a child is likely to take off in school should be clearly marked with your child's name, i.e. coats, jumpers, school t-shirts, P.E. kit, shoes. Please should be aware that all items of clothing left in the school building are at the owner's risk, as the school cannot be responsible for them.

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 online or from the school office. We also have a second hand school uniform sale which takes place on parents' night. All donations of Ogilvie uniform are welcome, with proceeds raised going directly back into school funds.

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

## **SECTION 3 – ETHOS**

### **3.1 Equality and Fairness**

All pupils have the right to enjoy opportunities and activities, regardless of their background, race, gender, disability, sexuality 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/Carers**

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.

We encourage parental engagement and involvement in the life of the school and welcome all parents/carers to attend events advertised through Learning Journals, the website and via letters home. We welcome feedback and have a “You said, We did” comments page on our website, as well as issue evaluation forms throughout the year to get your ideas and opinions. We also encourage parents/carers to join our Parent Council and contribute to the life of the school.

## **Family Learning**

Family learning is important to us and we regularly issue learning activities for families to complete with their children, welcoming feedback in a variety of ways. Your comments and suggestions are welcomed through Learning Journals, phone calls and meetings. We have a “You Said, We Did” section on our website which is checked regularly. If you have any ideas for family learning activities, we’d love to hear them.

## **Partner Agencies**

We work closely with partner agencies in order to provide each pupil with the support, expertise and help they need to succeed. A team of specialist staff from the National Health Service support our work here. These include:

- Speech and Language Therapy
- Occupational Therapy
- Physiotherapy
- Psychological Service
- School Nursing Team

## **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.

In Ogilvie School Campus we have an active Parent/Carer Council who work hard to raise awareness of our school, raise funds, are visible at school events and offer a support network to other families of children with severe and complex needs.

Our Parent Council currently meets each term. We are always looking for new members and welcome you to come along. For details of dates, please see the school website.

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>

### **Pupil Council**

We have a junior and senior Pupil Council in school. Our pupils are very proud to belong to the Pupil Council and are supported to raise awareness of issues which affect them in school. We encourage Pupil Voice and update our website with information on the achievements of our Pupil Council.

## **SECTION 4 - CURRICULUM**

### **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. Our curriculum aims to ensure that all children and young people develop attributes, skills and knowledge that will equip them for life, learning and work.

Every child has a My Planning Document (MPD) which is shared with parents and carers termly.

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

We keep you up to date with your child's learning through use of Learning Journals. Please contact the school if you need help to access this. We regularly run training and refresher sessions on Learning Journals for parents/carers. We hold parents' nights twice a year and send home school reports twice a year. If you would like further information on this, please contact the school office.

#### **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 can access information and resources on local and worldwide networks. 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.

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.

Since many of our pupils cannot be assessed using standardised tests, we make considerable use of alternative assessment methods e.g. photography, video, Talking Mats, to measure and highlight significant steps our pupils make on their learning journeys. These are recorded on individual tracking documents which link to assessment standards for Curriculum for Excellence and, where appropriate, Milestones.

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. The aim of the annual report is to provide details of your child's strengths, development needs and attainment. 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.

## **Child/Young Person's Planning Meeting**

Every pupil has a planning meeting throughout the school year. The purpose of the meeting is, working alongside parents/carers and partner agencies who work with our pupils; to meet, discuss progress and provide coordinated support/next steps for individual pupils. It is important that you attend these meetings to ensure we can provide the best support for your child and work alongside you to aid your child's development.

### **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. 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.

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.

### **Getting it Right for Every Child (GIRFEC)**

The GIRFEC approach is about how staff in all children's services meet their needs by working together where necessary to ensure that children reach their full potential.

[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

## **SECTION 5 – ADMISSION PROCEDURES**

### **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 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)

### **5.2 New Entrants to Primary 1**

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

## **Primary 1**

Parents are welcome to visit before they complete their placing request forms for Primary and Secondary Education. Once parents/carers have been informed of a child's place at Ogilvie, we will make arrangements to observe pupils in their current educational setting. We use this information and that gathered at Transition Meetings with parents/carers and partners to help us ensure your child has a smooth transition. Parents are warmly invited to an induction meeting to find out necessary information. New pupils have a Meet the Team session in June. We use a phased transition approach for new pupils, which allows them to become familiar with their new environment.

### **5.3 Transfer from P7 to Secondary School**

As Ogilvie is a 5-18 school, all pupils are automatically included in transition from Primary 7 – S1. If you wish your child to attend a different 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.

Secondary school follows a different timetable to primary and we help your child prepare for this throughout Primary 7. We look at differences between primary and secondary school using a Transition Workbook e.g. timetabling, subjects, playground space, personal organisation, peer groups. Primary 7 pupils will have secondary "visit" experiences, joining the secondary assembly and experiencing taster lessons in subjects they can look forward to in the secondary department e.g. Home Economics, English, Science. For pupils new to the school in S1, a timetable of visit days will be organised for June, with planned supported sessions to develop familiarity. Pupils also complete a Pupil Profile that is shared with secondary staff to help their transition to the secondary department.

### **5.4 Extra curricular activities**

We are examining ways to offer extra-curricular activities to our pupils in school. This is very challenging in special education as pupils have allocated school transport at the beginning and end of each day. We offer a range of activities during the school day e.g. choir, Pupil Council. We also offer extra curricular events for families to attend e.g. bingo nights, school fun days. We are currently working with partner agencies to offer extra curricular activities in the community for children and young people with additional support needs, open to families to attend.. We welcome all comments and suggestions regarding extra-curricular activities.

## **SECTION 6 – 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)

## **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.

## **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.

All pupils who attend Ogilvie School Campus are entitled to a free school meal. We also provide breakfast snacks and milk through the day.

The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff and they encourage good table manners. Children are encouraged to tidy up their own trays after lunch and are learning about the importance of recycling food and non-food waste. 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.

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.

Can visitors please ensure outside gates are closed behind them at all times. Our doors are operated by a push pad system. Please be aware of children around you when opening doors.

## **6.5 Photography**

West Lothian schools have a photography consent form which is in accordance with data protection and human rights legislation. All parents are asked to sign a consent form before any photographs are taken. If you have any concerns about photography, please contact 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, 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 282316) or from the School Transport policy on [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

In Ogilvie School Campus most pupils travel to and from school in transport. Each transport has a school escort and there may be other children from our school on board.

It is the parent/carer's responsibility to ensure that your child is ready for school when transport arrives in the morning. It will not normally be possible for transport to return to collect a child who is not ready at the agreed pick up time. It is also the parent/carer's responsibility to ensure that your child behaves in a safe and acceptable manner whilst using school transport.

We would ask you to appreciate that school transport can sometimes be delayed by adverse weather or by unexpected traffic delays.

Your child's pick up/drop off time will be arranged with you via our transport department. If you have any concerns about the transport, please contact them in the first instance on 01506 282316.

### **6.9 Car Park**

Our staff are car park supervisors at the beginning and the end of each day. They ensure children transfer safely from their transport into school and back again at the end of the day.

We have notices in the car park to remind all drivers to 'switch off their engines' to reduce carbon emissions.

We also ask visitors to remember to close the gates when entering and leaving the school.

### **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 281254

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).