

Saint Joseph's Primary School Handbook Information



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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

Saint Joseph's Primary School Linlithgow School Vision

“Learning for Life: Together in Faith”



School Aims

Saint Joseph's Primary School Linlithgow's school aims are:

- Vision and Leadership – We strive to provide personalised support for learners taking into account learning styles, additional support needs and accelerated learning for gifted pupils.
- Vision and Leadership – We strive to follow our shared vision, led by example and model effective distributive leadership at all levels.
- Partnership – We strive to work collaboratively together as a community to develop and sustain a culture of leadership and achievement.
- People – We strive to work collaboratively together as a community to develop and sustain a culture of learning and achievement.

- Culture and ethos – We strive to promote an ethos based upon our Gospel values.

school information

We constantly work towards improving learning in our school. The main achievements of the school can be found in the Standards and Quality Report on the school website at the address listed below. St Joseph's was also inspected by Her Majesty's Inspectorate of Education in December 2011 and the report can be found on the HMIe website. The school also had a very positive, validated self-evaluation (VSE inspection) by the local authority in May 2017.

The plans for future improvement of the school's performance over the next year including the school's plans to involve parents in that future improvement can be found in the Improvement Plan on the school website

<https://stjosephsprimarylinlithgow.westlothian.org.uk/article/15303/School-Documents>

ATTAINMENT AND ACHIEVEMENT

To raise standards of educational attainment for all in school, especially in the core skills of literacy and numeracy, and to achieve better levels in national measures of achievement including examination results.

FRAMEWORK FOR LEARNING

To support and develop the skills of teachers, the self-discipline of pupils and to enhance school environments so that they are conducive to teaching and learning.

INCLUSION AND EQUALITY

To promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and special educational needs, and to Gaelic and other lesser used languages.

VALUES AND CITIZENSHIP

To work with parents to teach pupils respect for self and one another and their interdependence with other members of their neighbourhood and society, and to teach them the duties and responsibilities of citizenship in a democratic society.

LEARNING FOR LIFE

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

2.1 Attendance

Please help us to develop in your child a regular habit of good time keeping. Saint Joseph's pupils are expected to arrive at school on time. However, in the event of the occasional "sleep-in", please send your child to school, no matter what time. If circumstances arise when your child will be unavoidably late please provide a note of explanation and let our administrator Mrs Munroe know.

If your child is unwell and unable to attend school, we ask that you contact the school as soon as possible and at the latest by 9.30am.

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 email 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.

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.

Please refer to the Attendance at School Policy for further information.

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/AttendanceatSchoolwithGuidelines>

If your child is ill or has had an accident, the school will make every attempt to contact a parent directly or through an emergency contact number. In serious cases, the child will be taken to their own doctor or taken to the accident and emergency unit at St. John's Hospital, Livingston.

It is extremely important that the school has an up-to-date emergency contact, especially a telephone contact number. The school must also be made aware of any special medical conditions so that the appropriate care can be given.

School Day

Monday, Tuesday, Wednesday and Thursday:

P1 - P7 9:00am – 12:35pm

1:15pm – 3:20pm

Friday:

P1 – P7 9:00am – 12:35pm

2.2 Ethos and Behaviour

Our values are founded on the Christian values of the Catholic Faith. We strive to follow the Gospel values of justice, and dignity and brother/sisterhood of all people. Our values firmly reflect the Christian ethos we aim to promote in school.

Honesty, Kindness, Respect, Love, Creativity and Resilience.



Our school community is a family community, where children are nurtured within a warm and positive environment. High standards of behaviour and effort are expected. The staff works as a team, supporting each other to provide quality teaching to enable your child to learn effectively. By reducing any barriers. We acknowledge your key role in your child's educational development and invite you to work in partnership with us.

St Joseph's staff has clear defined aims which complement the five National Priorities for Education, identified by the Scottish Executive in the Standards in Scottish Schools Act 2000 and the four competencies in a Curriculum for Excellence.

The school aims to care for each child and strives to create an environment in which they feel, safe, happy, confident, and valued as an individual. It also aims to co-operate with home and the larger community to provide a balanced, educational programme with emphasis on the acquisition of basic skills. It is expected that when pupils leave St Joseph's they will continue the long process of preparation for responsible citizenship.

St. Joseph's aims to develop in each pupil, through Religious, and Moral Education, a sense of responsibility to themselves, their community and their environment through a commitment for learning through sustainability.

We aim to develop natural skills and significantly raise levels of attainment and achievement, where each pupil learns to appreciate their talents and are prepared to use them in future life.

There is a place for each of us in the world and we hope that each child leaves St Joseph's school with a sense of fulfilment and a feeling they have succeeded.

High Standards of responsible behaviour are promoted and expected from St. Joseph's pupils towards staff, fellow pupils and their surroundings. Self-regulation is the key to good behaviour and we depend on your support in reinforcing the discipline guidelines of the school.

Our whole school Positive Behaviour and Relationships policy can be found on our school website. This policy reflects the values and expectations that underpin our school culture and ethos.

This policy can be accessed via the following link:

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

At St. Joseph's our whole school behaviour policy is based on our school values: (updated and agreed with stakeholders in June 2023)

- Honesty
- Kindness
- Respect
- Love
- Creativity
- Resilience

And on our 3 main school rules:

- Ready
- Respectful
- Safe

2.2 School Dress Code

Each school has its own dress code, for the whole school, based on the Council's policy which all pupils will be expected to keep to.

School uniform is worn by all pupils at St. Joseph's PS, Linlithgow. It is an expectation that all children are sent to school wearing uniform to uphold the high standard of appearance that is identified within the school. Wearing school uniform also gives our pupils a sense of pride and a sense of belonging to the school. It encourages discipline amongst our pupils and improves the reputation and profile of the school within the community.

The Saint Joseph's uniform consists of:

A white shirt or blouse

A red and white striped school tie

Red/white polo shirt with school badge

Red sweatshirt/sweater/cardigan with school badge

Black trousers or skirt

Red and white fine check dress

A black blazer or red school fleece with the school badge

Most of the items above can be purchased through our current supplier, Earth Uniform (Sustainability Smart) <https://www.earthuniform.com/collections/st-josephs-primary-school-linlithgow> with whom we have a contract for providing school uniform or Marks and Spencer, <https://www.mandsyourschooluniform.com/>



PE kit can be worn to school on PE days.

P.E. kit should consist of

Black shorts and white/red T-shirt and trainers (T-shirts bearing the school logo are available through our supplier)

An outdoor P.E. kit should consist of:

A T-shirt, and a hoodie or fleece top and joggers, together with suitable trainers for outdoor P.E. Along with normal P.E. days, there are times where pupils take part in additional sporting activities such as a sports festival or School Health Week. Pupils may require to come to school dressed appropriately for the activity and this will be communicated to parents in advance by letter or email. In line with West Lothian Council Uniform Policy, we would advise that pupils are not permitted to wear clothing which is associated with football teams or which carry inappropriate logos. Also, in the interest of safety and security, the wearing of jewellery is discouraged and we would ask that girls and boys with longer hair have it tied back. We strongly advise that every article of pupil clothing is clearly labelled with the child's name to avoid belongings becoming lost. We encourage pupils to organise all their own belongings and do our best to support them developing independence to avoid items being lost.

Parents are asked to support the school in ensuring that this Uniform Policy is adhered to. Pupils will be reminded of the dress code in school where appropriate. The current St Joseph's PS Uniform Policy was evaluated and reviewed by our stakeholders in June 2016.

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.

Families in receipt of the following will be eligible for a School Clothing Grant:

- Families Income/Pension Credit
- Income-based Jobseekers' Allowance
- Any Income-Related element of Employment and Support Allowance
- Working Tax Credit and/or Child Tax Credit- with an annual income of £18,725 or less
- Universal Credit where your "monthly earned income" is not more than £1,560
- Council Tax Reduction through financial assessment (not to be confused with Council Tax Discount)
- Support under Part V1 of the Immigration and Asylum Act 1999

Families considered eligible who submit a completed online application form automatically receive a clothing grant for each pupil of school age. The current grant is £120 for each primary school aged pupil.

<https://www.westlothian.gov.uk/article/43282/School-Clothing-Grant-Free-School-Meals-and-Milk-Application-Form>

Families not in receipt of these specific benefits but in financial hardship may also be assisted depending on their situation. On receipt of an application in such cases, a report is called for from the Children and Young People Team regarding the family's circumstances. Alternatively, pupils will have the opportunity to be dressed appropriately by being able to access school and sports clothing store for further information please contact the school on 01506-842578.

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 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.

School support is available to fund trips and outings if needed please email the Head Teacher.

3.2 Partnership and Communication with Parents

Saint Joseph's Primary school operates 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 regularly communicate with parents by email via our school app. We also provide weekly/termly newsletters, curricular evenings, showcases of learning and parent's evenings. Please access our school website, Twitter and our school app for all our recent updates, correspondence and celebrations of learning. There are two opportunities a year where you are invited to attend a 'Saint Joseph's Journey' morning and you can view your child's 'Learning Profile'. 'A Stay Play and Learn' morning is an opportunity for you to visit your child's class and be part of an ongoing lesson. We will report on your child's progress in a formal manner in October, March and June. Although we arrange these formal consultations on your child's progress, if you have any concerns which you would like to discuss, we would encourage you to make an appointment with your child's teacher.

Evaluation forms will be sent to you from time to time so that we can be sure that we are listening to what you say about the service provided for you and your child.

3.3 Parent Council

Our 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 the 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.

Our Parent Council operates in accordance with our local constitution. Parents can put themselves forward to be members of the Parent Council in accordance with our local constitution. We value the tremendous amount of good work that the PSC does and we have regular meetings, to which you are warmly invited. The PSC is a very good sounding board for parents' views. The Parent Staff Council can be contacted through the school office. Every term we host a Parents Forum meeting to which all parents are invited. We welcome your comments and suggestions on the work we do and the service we provide for you and your child, bearing in mind that we are all striving to do our best for every child in our school.



Indra Wan
PSC Chairperson

4.1 General

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

The curriculum is organised into eight broad categories.

Expressive Arts

Includes art and design, dance, drama and music. Your child will get the chance to find out about and express their feelings and emotions and those of others. Music, drama, physical education and art and design feature in various aspects of school work and all pupils can expect to have some experience of the Arts in connection with classroom work or other school activities. In addition, there may be specialist visiting teachers who take groups or classes, alongside class teachers. Pupils also take part in football and netball activities, as well as a number of "taster activities" arranged with Outdoor Education staff or countryside rangers.

Health and Wellbeing

Mental, emotional, social, and physical well-being, planning for choices and changes, PE, activity and sport, food and health, substance misuse and relationships, sexual health and parenthood. The aim of personal and social education is to support pupils and give them the opportunity to learn about, and discuss, issues relevant to their lives. Through the formal curriculum, personal and social skills are developed in many ways. A major element is health education, which covers issues such as road safety, personal safety, fitness, healthy eating, smoking, alcohol and drugs education. Sex education, human relationships and family life, based on approved Catholic Education Commission guidelines, are designed to support the work of parents.

Languages

Includes learning about English as well as learning an additional two languages. The development of each child's language is pursued through an integrated programme involving listening, talking, reading and writing. In all stages, French and Spanish are taught by class teachers who have undergone Modern Languages in Primary School training.

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. These four aspects of study are:

- Number, Money, Measure
- Shape, Position, Movement
- Information Handling
- Problem Solving

Religious and moral education

St Joseph's is a Catholic school and religious instruction and observance is a central feature of school life. The Christian ethic permeates through all activities and reflects the attitudes and way of life of both parish and home.

This is Our Faith Education Scheme, recommended by the Archdiocese, has been adopted throughout the school. This includes material for parents at all stages. Prayers and hymns are taught and there is preparation for the first reception of the Sacraments of Reconciliation and Holy Eucharist and for Confirmation. The Sacrament of Reconciliation is received at P3, with First Holy Communion at P4. The Sacrament of Confirmation is now received in P7. The parish priest of St Michael's, the school chaplain, Canon Paul Kelly, is a member of the school community who visits school regularly to meet pupils collectively to celebrate Mass. At the Mass, pupils participate fully in the readings, the Offertory and as altar servers. Parents and friends of the school are most welcome to attend these Masses. They take place on the first Friday of every month and are usually at 9:30am. On Holidays of Obligation and other significant dates, Masses are normally in St Michael's RC Church at 10.00am.

A number of our pupils are not Catholics. They are very welcome in the school and encouraged to take as full a participation in school life as possible. Their own family tradition and beliefs are, of course, fully respected.

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

Integral across teaching and learning. Includes business, computing science, food, textiles, craft, engineering, graphics and applied technologies.

Interdisciplinary Learning

Interdisciplinary study is seen as an activity of great value, both in its own right and as a vehicle for practising the skills learned in other area of the curriculum. It is based on first hand observation in the environment accessible to the child. Studies might include local feature such as the loch, the canal, the peel, historic buildings, streets, woodlands etc. The children are encouraged to ask questions arising from their immediate surroundings and, having answered these questions, studies are widened to include History, Geography, Science and Technologies and

Expressive Arts. We have grouped the Curriculum for Excellence Experiences and Outcomes using the 'Learning for Sustainability' overview from Education Scotland. This means that over the course of their time with us, from P1 to P7 pupils will experience a curriculum whose coverage has breadth, depth and balance. We aim to ensure that much of our Interdisciplinary Learning is well-matched to the needs and interests of the pupils at each stage. This ensures that our Curriculum is flexible and can be tailored to the needs of our pupils.

Children make periodic educational visits out of school, always with adequate supervision. Parents will appreciate that excursions are not a normal statutory provision and therefore, it is reasonable that they are asked to contribute to the cost of these outings.



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

Please refer to Saint Joseph's Curriculum Rationale for further information <https://stjosephsprimarylinlithgow.westlothian.org.uk/article/15303/School-Documents>

Pupils share their learning with parents via their Pupil Profiles, Curriculum afternoons, Class showcases, termly updates and parental consultations. Weekly learning is shared via the school blog and Twitter.

4.2 Instrumental Tuition

The Council offers instruction in brass. Schools will tell children when there is an opportunity to apply for lessons.

4.3 Use of the Internet

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

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

We ask parents to promote the responsible and safe use of the internet at home, including the use of social media if parents permit their children to access it.

P4-7 pupils can sign a code of conduct for safe internet use, this allows them own device to school to access Anytime Anywhere Learning (AAL).

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 (SNSA). 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. 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. Saint Joseph's Primary school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website.

This authority has a policy of inclusion. This promotes the placement into primary and secondary

schools of pupils with significant needs. We consult with parents and carers to ensure the needs of children are met.

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

Focus on Inclusion is designed to help schools in partnership with parents/carers, pupils and partner agencies to evaluate effectiveness of provision in improving educational outcomes and opportunities for pupils with additional learning needs.

The policy can be accessed online at:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/focusoninclusion>

Class teachers at St Joseph's are continuously assessing the needs of their pupils. Some may be experiencing particular difficulties in reading, writing or spelling etc. Such difficulties may be temporary due to absence, illness or may be more long term. We have the services of a learning support teacher who is able to give extra help to pupils who need it on a regular basis. We communicate these needs to parents at the earliest opportunity.

The learning support teacher also works co-operatively with the class teachers, on a variety of curricular areas and with all of the children. Continuous records are maintained and parents are advised when it is decided that help is no longer required.

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

'Enquire' is the Scottish Advice Service for Additional Support for Learning.

Operated by Children in Scotland, enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - info@enquire.org.uk
- an online enquiry service, two websites - www.enquire.org.uk (for parents/carers and practitioners) and www.enquire.org.uk/yp (for children and young people)
- Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'

The Parents' Guide to Additional Support for Learning is now available to download at <http://enquire.org.uk/publications/parents-guide> (new window).

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 online at <https://www.westlothian.gov.uk/apply-for-pre-school-and-school-places> or paper forms are available 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 P1 place from the November of the year before your child is due to start school, and the places are allocated in March of the same year that your child is due to start school.

Our Primary 1 teacher visits each new pupil in their nursery setting in order to get to know each pupil before they start Primary school. The pupils then attend our 'Moving Up Morning' where they spend time in their new P1 classroom getting to know their P1 teacher, the other pupils in their class, and become familiar with school routine for example where they would hand their coat, and where the toilets are.

Each pupil is assigned a P7 buddy, to help them to settle into their new school. They meet their buddy and get to play with them at break time. They also get to take home a 'Buddy Book'.

Parents get to meet each other and Staff members. They find out about school routines, uniform and expectations for P1 pupils starting at Saint Josephs.

P1 pupils then start Primary 1 in August.



5.3 Transfer from P7 to Secondary School

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

There are a number of planned transition activities for pupils moving from P7 to S1. For example; Language, Maths, IDL workshops, and structured tasks. This allows P7 pupils to get to know their new school and to meet some of the teachers and pupils they will be working with in S1,

Careers Guidance and Learning Support teachers also visit the P7 class to talk about expectations, timetables and routine for S1.

P7s also go on a 1 week residential “School Camp” where they take part in a number of outdoor activities e.g. canoeing, abseiling, orienteering, and climbing. This helps foster independence and team building skills.

5.4 Extra-Curricular Activities

Saint Joseph’s Primary School provides a number of extra-curricular activities which contribute to your child’s personal and social development.

A range of out of class activities, After School Clubs and opportunities are offered celebrate Wider Achievements are offered. These are: -

Football, Netball, Handball and Boot camp

Art Club

Red Rockers Choir, and Brass Tuition

Concerts, Showcases and Talent Shows.

Fund Raising Charity Appeals Book Fairs

Health and Well-Being Week, Open Afternoons, Fun Activities

Cycling Proficiency, School Competitions: Writing. Poetry, Art

Quizzes, School Concerts

Cross Country Competitions, Drama Workshops

Gymnastics, Shiny Fridays

Masterclasses, Going for Gold Accredited Awards

Our aim is to foster good cultural, social, physical and moral values.

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 website, 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.

health & safety and pupil welfare

6.3 Meals and Milk

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

The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff. Children may have school meals regularly or on odd days when necessary. Children choose from three options each day. This usually includes a non-meat meal. A 3 coloured tray system is used - green - usually a packed lunch, red - a hot two-course meal and blue - a snack type meal. These are on display to allow the children to see the choices. The menu is available on the Council website. If your child has special dietary requirements, please let the school know.

All children in primary 1 to primary 5 will receive free school lunches regardless of financial circumstances however families who are in receipt of government benefits (see link below) should complete the online application to ensure their child receives free milk and free school meals. <https://www.westlothian.gov.uk/article/43282/School-Clothing-Grant-Free-School-Meals-and-Milk-Application-Form>
School lunches can be purchased using an online system <https://www.ipayimpact.co.uk/>

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

If a child forgets their home-packed lunch, we will provide a meal and inform parents of the cost. This amount must be paid online by the following day.

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 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 tell the school.

6.6 Child Protection Guidelines

The safety of your child at school is a priority for the authority. All West Lothian schools follow the Lothian Child Protection guidelines. A copy can be found on www.westlothian.gov.uk

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 Park

In the interests of safety parents **must not use** the car park to access the school (unless they have been given permission by the Head Teacher). At no time should children be in the car park.

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.

health & safety and pupil welfare

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. For more information on how children's data is handled please see our Privacy Notice https://www.westlothian.gov.uk/media/21250/Education-Schools-Privacy-Notice/pdf/Education_-_Schools_Privacy_Notice1.pdf?m=637049262959500000

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

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রিটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 0131 242 8181

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：0131 242 8181

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੈਤਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੀਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ 'ਤੇ ਸੰਪਰਕ ਕਰੋ : 0131 242 8181

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔ براہ مہربانی انٹرنیٹ پر اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔