

# BURNFOOT COMMUNITY SCHOOL HANDBOOK 2023-2024



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Check out our Facebook page:

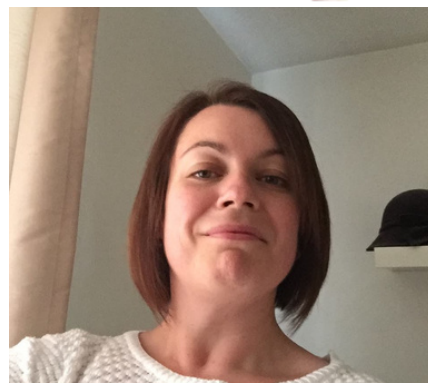


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# MESSAGE FROM OUR HEADTEACHER



Welcome

The time your child spends with us here at Burnfoot Community School will be amongst the most important years of their life. During their time with us we hope to work together with parents/carers to lay the corner stones of lifelong learning for your child.

At Burnfoot we pride ourselves on being a nurturing and inclusive school where each child is valued and their contribution to school life appreciated. We work hard to ensure that every pupil, parent and staff member is safe, respected and ready to learn.

To help us achieve this aim we promote regular contact with parents/carers. Partnership working is vital in the establishment of positive behaviour choices, the development of positive attitudes and the celebration of attainment and achievement. Our school staff are very aware of their responsibility in this partnership and look forward to forging relationships with you and your child in order that, together, we can ensure the best possible education for your child.

Catriona Stewart

The School Improvement Plan is available on request from the school office. Current School and Nursery Inspection reports are accessible on the Education Scotland Website and the Care Inspectorate websites. Other school policies are also available on request.

At any time, if you have concerns, please feel free to contact the school – we have an open door policy at Burnfoot Community School, as good communication is the key to positive relationships with parents and helps promote happy learners.

# SCHOOL HISTORY

Burnfoot Primary School opened its doors on 22nd April 1952 to accommodate children from the new housing estate called Burnfoot. As Burnfoot grew so did the school, moving quickly onto three sites: The Wee School, The Main Building and The Annexe. At its peak the school had over 750 children on its roll. Everyone who lived in Burnfoot came to the school. A nursery class was opened in the late 70's and work began on planning a Community Centre extension at the back of the school. The annexe closed its doors and children in P4 -7 were now all in the Main Building. During the 1980s, the school was renamed Burnfoot Community School. The Community Centre opened and provided learning and social activities for the Burnfoot community. In the 1990s, plans were drawn up for a new extension and a major refurbishment of the Main Building to bring the whole school under one roof.

The new extension is opened on 16th November 1995 by The Right Honourable Earl Haig of Minto. In the last 20 years, the community worked together and won £50 000 in The Peoples Millions to allow the MUGA to be built in the school grounds. The Community Centre was refurbished to create an Early Years Centre. This enabled our school to provide support and advice for parents and carers of children aged from 0-5. Moreover, nursery provision for 2 year olds opened as part of our Nursery.





# OUR SCHOOL VISION, VALUES AND AIMS

#burnfootisbrilliant



## Vision

Rooted in the community, flourishing in the world.

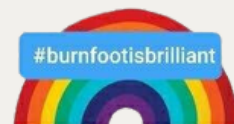
## Values

Respect- Resilience - Ambition

## Aims

- To ensure everyone feels included, safe, healthy and supported to learn
- To provide high quality teaching and learning through innovative and creative approaches that engages and motivates all
- To have high expectations of ourselves and others
- To provide a nurturing environment where positive relationships can be made and maintained
- To provide strong foundations for the development of positive social and emotional skills that allow everyone to recognise and communicate emotions effectively
- To instil courage to overcome obstacles with confidence
- To support the development of a confident community that works together to ensure a positive future for all

# SCHOOL INFORMATION



Burnfoot Community School  
Kenilworth Avenue  
Hawick  
TD9 8 EU  
Phone: 01450 373043  
Email: burnfootcs@scotborders.gov.uk  
Facebook: Burnfoot Community School

**Please note: Social media is for group participation only, parents/carers wishing to contact the school should do so either in person via the main office or by telephone.**

School Role: 206  
ELCC Role: 55

## **ELCC Session Times:**

Monday to Thursday: 8.40 - 3.10pm  
Fridays: 8.30 - 12.30pm

## **School Session Times:**

Monday to Thursday 8.50am - 3.20pm  
Friday: 8.50 - 12.20pm

Children have a timetabled 20 minute morning interval (Monday to Wednesday) or a 15 minute morning interval (Thursday and Friday).

Children have a 45 minute lunch break each day



# OUR TEAM



**Headteacher:** Miss Catriona Stewart

**Depute Headteachers:** Mrs Anne Davidson (ASfL)  
Mrs Magdalena Robertson

(Curriculum)

**Class Teachers:** P1: Mrs Sara McLeod  
P2G: Ms Ann Gilroyd  
P2M: Miss Zara Middlemass  
P3: Miss Louise Paterson  
P4: Miss Chloe Murphy  
P5: Miss Jodi McGinty  
P6: Miss Victoria Campbell  
P6/7: Miss Hannah McKinnon  
P7: Mr Gary Murray

## **Curriculum Support Teachers:**

Early Level and Intervention: Mrs Rachel King

First Level: Mrs Olivia Roper

Second Level: Mrs Jennifer Middlemiss

Support for Learning: Mrs Carrie Gibson

**Additional Needs Assistants:** Mrs Hair, Mrs Cook, Mrs Smith, Mrs Gray, Mrs Johnston, Mrs Redhead, Mrs Cassie, Mrs Lauder, Mrs Frew, Mrs Huiseman

**Pastoral & Nurture Team:** Mrs McFarlane, Mrs Finnigan, Mrs Wallace and Mr Wolf

**ELC Practitioners:** Mrs Gullen (SEYO), Mrs Wolf (EYO), Miss Hope (EYO), Mrs Robson, Mrs Womack, Mrs Taylor, Mrs Forrest, Ms Crawford, Ms Smail, Ms Graham, Ms Wilkinson, Mrs Scott, Ms Hunter, Ms Robertson, Ms Short, Ms McCulloch

**EYCC:** Mrs Susie Hodgins

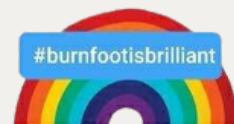
**HSLW:** Mrs Sandra Craig

**Office Staff:** Mrs Graham and Mrs Nichol

**Janitor:** Mr Gordon

**School Cook:** Mrs Clyne

# SCHOOL TERM DATES



## Autumn term

- Monday 14 August 2023 - staff resume, in service day
- Tuesday 15 August 2023 - in service day
- Wednesday 16 August 2023 - pupils resume
- Friday 6 October 2023 - Last day for staff and pupils
- Monday 16 October 2023 In service day
- Tuesday 17 October 2023 All resume
- Monday 27 November 2023 - St Andrew's Day, schools closed
- Tuesday 28 November 2023 - Pupils resume Eildon East (Selkirk), Eildon West (Galashiels), Teviot & Liddesdale, casual holiday for Berwickshire, Eyemouth, Cheviot, Eildon East (Earlston) & Tweeddale
- Thursday 21 December 2023 - last day of term for pupils and staff

## Winter term

- Monday 8 January
- Friday 9 February 2024 - last day of term for pupils, February holiday
- Monday 12 February 2024 - Casual holiday for Berwickshire, Eyemouth, Cheviot, Eildon West (Galashiels) Eildon East (Earlston) and Tweeddale) - In service day for Eildon East (Selkirk) and Teviot & Liddesdale
- Monday 19 February 2024 - Eildon East (Selkirk) and Teviot & Liddesdale all resume ,
- In service day for Eildon West(Galashiels) Eildon East (Earlston), Tweeddale, Berwickshire, Eyemouth and Cheviot
- Tuesday 20 February 2024 - Eildon West (Galashils), Eildon East (Earlston), Tweeddale, Berwickshire, Eyemouth and Cheviot all resume
- Thursday 28 March 2024 - last day of term for pupils and staff

## Summer term

- Monday 15 April 2024 - all resume
- Monday 6 May 2024 - May Day holiday, school closed
- Tuesday 7 May 2024 - staff resume, in service day
- Wednesday 8 May 2024 - pupils resume
- Friday 28 June 2024 - last day of term for pupils and staff

## Casual holidays

Teviot and Liddesdale

- Friday 7 June 2024
- Monday 10 June 2024



# CURRICULUM

Curriculum for Excellence (CfE) is the education system in Scotland. It includes nurseries, schools, colleges and community learning from 3-18.

Early Stage:ELC+ P1 First Stage: P2-P4 Second Stage :P5-P7  
CfE include Experiences and Outcomes across all curriculum areas, up to and including the third level. Some pupils may work at a level earlier or beyond their age and stage. Throughout all learning, prime importance is given to Literacy, Numeracy and Health and Wellbeing, as well as skills for learning, life and work. We follow a three year rolling pro-gramme covering all subjects including Literacy, Numeracy, HWB, Art, Drama, Science, Social Studies, RME, French, ICT, Technology, PE and Music. An interdisciplinary approach to learning is used where possible, to allow pupils the opportunity to transfer skills across learning. Learning outdoors and in the community, allows opportunities for pupils to apply their learning in real-life contexts. Before children embark on sensitive areas of the curriculum such as relationships, sexual health, parenthood etc, parents are informed.

**Aim -** The aim of CfE is to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world. CfE enable teachers to teach subjects creatively, to work together across the school and outwith, to share best practice and explore learning together. CfE balances the importance of knowledge and skills. Every child is entitled to a broad education, whatever their level and ability, at a pace they can cope with and with challenge they can thrive on. Progress is assessed in a variety of ways, to promote raising attainment and ensuring the learners achieve their potential.

Find out more about Curriculum for Excellence at Education Scotland

**Parentzone:** <http://www.educationscotland.gov.uk/parentzone>

**Education Scotland:** <http://www.education.gov.scot/>

**Skills Development Scotland:**

<http://www.skillsdevelopmentscotland.co.uk/>



# RELIGIOUS OBSERVANCE



Weekly assemblies are held in the school on Friday mornings. Assemblies celebrate the learning taking place across the school and may make reference to significant religious festivals from a range of religious beliefs. Parents who wish to exercise their right to withdraw their child from religious instruction and/or religious observance should contact the school to arrange a meeting to discuss alternative arrangements for their child.



# HEALTH AND WELLBEING

The Health and Wellbeing of our pupils and staff is very important, we try to ensure that everyone is happy and leads a healthy lifestyle.

Some of the things we do to promote good health are:

- giving praise and rewards for good work and positive behaviour
- sharing successes and achievements in a variety of ways
- providing chilled, filtered drinking water accessible for all pupils
- daily tooth brushing in every class
- nutritious school lunches that are cooked on the premises
- Physical Education - every child has 2 hours of PE every week
- additional sports with specialists; all pupils have a block of swimming and rugby sessions
- a Health and Wellbeing programme across the school.



Getting it Right For Every Child (GIRFEC) is the National approach which ensures that anyone providing support puts the child at the centre. Practitioners work together to support parents and pupils where appropriate, take early action at the first signs of any difficulty. This means working across organisational boundaries and putting the child at the heart of decision making, giving all our children and young people the best possible start in life.

GIRFEC means that everyone working with Scottish Borders children, young people and their families are being encouraged to:

- Ensure children, young people, and their families get the help they need when they need it and are central to the process of finding solutions.
- Use one consistent and equitable approach, actively share information to agreed protocols and work more effectively together to improve outcomes for children and young people.
- Be clear about personal responsibility to do the right thing for each child/young person.
- Work with children, young people and their families, using a collaborative approach with fewer meetings. This should ensure children, young people and their families give information only once, and enables the development of one plan to meet all their needs.
- Respond to children and young people and take appropriate, proportionate and timely action with the minimum of paperwork, bureaucracy and duplication.

GIRFEC is part of the Children and Young People (Scotland) Act 2014. The multiagency approach of the Scottish Borders is to phase in this implementation.

# ADDITIONAL SUPPORT NEEDS

A network of support exists to aid children in their learning which involves pupils, families, teachers and Additional Needs Assistants who all work together in a planned way when a child needs extra support with class work, behaviour or personal and social skills. At any point in their lives, children or young people may need extra help with their education. This may be for any reason and at any time. This is often referred to as additional support for learning or having additional support needs.

Some examples of why a child/young person may require extra help with their education are:

- Bereavement or family illness
- Being particularly gifted or able
- An illness, disability or sensory impairment
- Having English as an Additional Language
- Specific learning difficulty
- Problems at home
- Bullying

A child/young person's needs may last for a short time, and the problem may be resolved easily, or their needs might be very complex, and they may require additional support for a number of years. If you feel that your child needs additional support for learning, the first person to speak to is your child's teacher. You have the right to request an assessment of your child. Within Scottish Borders schools we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the needs of children and young people are recognised and appropriate support can be provided. Parents/carers are always involved in making decisions about their child's education and we will always ask your permission before any specific referrals are made to other agencies. While your child is receiving support, we will regularly review your child's progress.

At times, parents/carers and schools may come into dispute. While we would always hope that difficulties could be resolved at the school level we recognise that parents or young people may wish to formalise their concerns. To assist with this we have a complaints procedure and also offer independent mediation and adjudication. It is also possible under certain circumstances to refer the case to the Additional Support Needs Tribunal for Scotland.

The statutory framework for Additional Support for Learning is the Education [Additional Support For Learning] [Scotland] Acts 2004 and 2009.

A good place to find independent information is Enquire, the Scottish advice service for Additional Support for Learning. You can find the website at [www.enquire.org.uk](http://www.enquire.org.uk), or ring them on 0845 123 2303.





# ADDITIONAL SUPPORT NEEDS

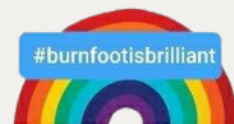
## The Educational Psychology Service

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing.

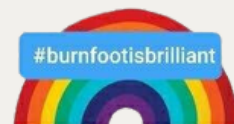
EPS provides advice and training to school staff on how children learn, and advises on ways to help children who require support. If requested by the school, EPS can arrange follow-up for individual children and young people, together with families and teachers, to help support their learning, or with social or emotional issues. This is generally achieved by meeting the children, their families and school staff, to review the support they have already received and agree ways in which we can all help your child in school. In some cases we may agree that a psychologist will work on a one to one basis with your child to obtain a clearer picture of how they can best be supported. If you have any worries about your child, please contact their school, in the first instance, to arrange a meeting to discuss your concerns.

All schools have access to a range of support services and your child's Head Teacher will be able to advise you about when the EPS may be able to help.

Further information about the EPS is available on the Scottish Borders Council website. Here you can access a downloadable leaflet for parents and carers, which explains in more detail how we may be able to work with you to support your child in school. Please see [www.soctborders.gov.uk/EPS](http://www.soctborders.gov.uk/EPS)



# REPORTING TO PARENTS



As all schools across the SBC, we use **Showbie** to enable the process of reporting to our process.

**Portfolios:** Our pupils are starting to build up a portfolio of work in Showbie. Each block we will add two pieces of literacy, one piece of numeracy and something from another area of the curriculum to demonstrate their learning linked to the Curriculum Overview. In addition they will receive comments and or a voice note summarising progress in a particular area each block as follows:

Block 1 - Health and Wellbeing, Block 2 - Numeracy, Block 3 - Literacy, Block 4 - General Comment

Our curriculum support teachers will also report on each pupil's progress during one block each year.

Each pupil has their own code to allow parent/carer access to their portfolio through the internet or Showbie App. This will be issued by their class teacher.

**Curriculum Overview:** These are issued to parents at the start of each block of work and detail what the pupil's will be learning in literacy, numeracy and other areas of the curriculum. They also contain a Home Learning section where tasks/activities are listed that pupil's can undertake at home, which helps to reinforce the learning they are doing in school.

**P4-7 Showbie:** As well as seeing work in your child's portfolio you can ask them to show you what they have been doing in class on Showbie. They can do this by showing you on their iPad.



**Parent Consultations:** Our teachers enjoy the opportunity to talk to you about your child's progress. We have 3 opportunities planned for the school session, meet the teacher in September, phone call consultation in November and in person meeting in March. Any pupil who receives additional support will also be offered the opportunity to speak to our support for learning teacher. We would encourage any parents/carers with questions or concerns to request an appointment at any time in the year. We are always very happy to meet.

# PARTNERS WITHIN THE COMMUNITY



In our Burnfoot Community we work very closely with the following agencies and partners;

## AGENCIES

- Burnfoot Community Hub
- Community Learning and Development
- Police Scotland
- Healthy Living Network
- Active Schools
- Children and Young People Services
- NHS Borders
- Early Years Centre
- Child Smile
- Waverly Housing
- SBHA
- Therapets
- Stable Life
- Burnfoot Community Council

## PARTNERS

- CLD workers: Coreen Knight, Nicola Meikle
- Burnfoot Hub: Jan Pringle
- School Link Officer: PC Ula and PC Ryan
- School Nurses: Ann Thomson
- Health Visitors: Tanya Ferguson, Lydia Barber
- Early Years behaviour support: Roddy Black
- Senior Active Schools Coordinator: Paul Scott
- Waverly Housing: Kendra Douglas
- SBHA: Kaye Forsythe
- Education Scotland: Catherine Mullen
- Social Work: Jennie Rankin



## Community Involvement

The school is viewed as an integral part of the Burnfoot community. Everyone is welcome to attend assemblies, concerts, Christmas Fayre and sports days that occur throughout the year. Our partnership team work with the school to link parents/carers with community activities and adult learning opportunities including literacy and numeracy at Burnfoot as providing support for parents and family learning within the school.

# HOW OUR SCHOOL WORKS



## Enrolment

Enrolment for Primary 1 takes place in November and in January for ELCC. Further information and enrolment forms are available from the school office.

Please note: If you live within Burnfoot Community School catchment area, please contact the school to enrol your child. More details on enrolment and catchment areas can be found on SBC website <http://www.scotborders.gov.uk/info/878/schools?evacid=mp>

If you live out with our catchment area and wish your child to be placed with us you must first enrol your child at their catchment school, then complete a placing request form with us. Placing request decisions are taken at authority level.

## Attendance

Good attendance is vital to the success of our young people's education. Evidence suggests that there are clear links between attendance levels and pupils attainment. Parents and schools have central roles to play in encouraging positive attitudes to education in young people. If your child is absent for any reason or there is a change in your personal circumstances please inform the school admin team at the main office. It is important to let us know why a child is absent so that school records can be kept accurate and up to date. Children arriving late are recorded as such. A phone call or group call message will be sent to parents/carers if a child does not arrive in school and there is no explanation. If there is no response to this then a home visit by school staff will be made.

## Arriving and departing from school

There is playground supervision from 8.40am before school. The playground is also supervised during break times and lunch times. Additional Needs Assistants will also be in the playground ensuring the required pupil – adult ratios are adhered to. Please inform the school if it is necessary to change your arrangements to collect your child.

## Arrival

We ask that all pupils are in the playground by 8.45am ready for the bell to ring at 8.50am. Class teachers will bring the children into the school building via individual classroom doors when the bell rings.

## Collection

At the end of the school day pupils will be let out of school from their classrooms. We ask that parents stand back from the door in order to enable staff to identify who is attending to collect individual children. P1 and P2 children must be collected by an adult (someone over the age of 16 years).

## School Meals

School meals are prepared in our kitchen. The cost of a meal is £2.40 per day P6-P7. Menus are available on the parent pay website: [www.parentpay.com](http://www.parentpay.com)

To reduce food waste we encourage parents/carers to involve their child in the lunch choices. Parents/carers also have the option to send their child to school with their own packed lunch. Again please make sure that your child is aware of the contents of this lunch.



# HOW OUR SCHOOL WORKS



## **Children arriving/collected late**

Any pupil arriving in the morning after the school bell rings should enter the school via the main entrance and report to the school office. Any parent/carer late to collect their child at the end of the day should report to the main office to collect their child.

## **Holiday Absence**

When a child is to be absent from school a letter should be sent to the Head Teacher to explain the absence. It is also acceptable for a parent/carer to telephone to say why their child is absent.

Only in exceptional circumstances where it is 'important to the well-being and bond of the family following serious or terminal illness, bereavement or other traumatic events' or where the parents employment is of a nature where school holiday leave cannot be accommodated (for example armed services) holidays may be authorised in term time.

Family holidays where the school does not agree that there is a satisfactory reason for absence will be classified as unauthorised. The school will generally not provide work in advance of teaching, children will be required to catch up on work missed (where appropriate) on their return to school.

The Scottish Office has informed schools that any unexplained absences should be treated as an unauthorised absence that is truancy.

## **Attendance Figures**

We monitor attendance regularly. Parents will be initially alerted by letter when attendance levels fall below 95% and if attendance continues to fall, management will hold a meeting with parents to address the issue.

## **Concerns**

Parents/carers can contact the school office to make an appointment with the class teacher or a member of management team, if they have any concerns regarding their child. Problems cannot be resolved if we are unaware there is an issue.

# HOW OUR SCHOOL WORKS



## Complaints Procedure

We deal with all complaints in accordance with the Scottish Borders Council complaints handling procedure. This can be found on the Council website, along with the complaints form - [www.scotborders.gov.uk](http://www.scotborders.gov.uk).

If you want to make a complaint, you can do it either in person, by phone, in writing or by email. In the first instance you can contact the Headteacher or Depute Headteacher or indeed any member of staff. If we are unable to resolve your complaint, or if you believe your complaint requires formal investigation, you may make your complaint directly to the Education and Lifelong Learning Department at Scottish Borders Council.

Email: [PeopleComplaint@scotborders.gov.uk](mailto:PeopleComplaint@scotborders.gov.uk)

Tel: 01835 824000

Education and Lifelong Learning

Scottish Borders Council

Council Headquarters

Newtown St Boswells

TD6 0SA

## Visitors

In the interests of security all parents/visitors should enter the school building through the main entrance. All visitors should attend the school reception area to sign in and be allocated a visitors badge. All visiting professionals and partner agency workers should wear their ID badges at all time in the school.

Where possible we actively encourage children to walk to school. In addition to the obvious health and environmental benefits of walking, reducing vehicle numbers in the vicinity of the school improves safety for pedestrians.

Congestion is a major problem outside the school gates. Our JRSO's (Junior Road Safety Officers) ask all parents/carers to park sensibly in the car parks available paying attention to the parking restrictions in place. School management, JRSO's and locality police regularly attend the school car parking facilities to promote this message.

### Please note:

smoking or using an e –cigarette is not permitted on the school grounds. We do not allow dogs within the school grounds.



# HOW OUR SCHOOL WORKS

## School Uniform

At Burnfoot we believe that school uniform creates a sense of belonging, a pride in the school and a connection with the local community. Wearing school uniform also helps contribute to a sense of discipline and good order. It further serves to eliminate the singling out of an individual created by dress competition whether it is fashion, supporters, 'gang' or 'cult' wear. Burnfoot Community School encourages all pupils to wear a simple, cost effective uniform.

## P1 - P7

- Shirt, blouse, polo shirt - blue or white
- Navy blue sweatshirt with the school logo
- Trousers or skirt - grey, navy blue or black
- Shoes - sensible footwear suitable for all weathers

**Primary 7 have the privilege of wearing a different colour sweatshirt to the rest of the school. The children vote for the colour of this sweatshirt during the summer term of P6. The school buys each P7 pupil one P7 sweatshirt.**

## PE Kit

- White t-shirt, dark shorts, socks and gym shoes. Please note gym shoes are required in school every day.
- Please arrange for your child to bring home their PE kit regularly for washing and ensure the kit is returned to school.
- The school has team kit that will be work by any pupil representing the school in the community.

## Art and Craft

A painting apron or old painting shirt is available to the children to wear in school during any messy creative work.



# HOW OUR SCHOOL WORKS



## Please note, the following items should not be worn to or in school:

- football scarves, tops which display badges or emblems likely to cause offence or rivalry
- hoodies
- 'fashion' garments or footwear
- jewellery other than simple studs (for safety reasons).

Parents/carers can play a considerable part in contributing to the ethos of the school by ensuring that your child comes to school dressed correctly and suitably equipped. Please remember to NAME all items of your child's clothing. There is a clothing stand at the front on the school that has preloved school uniform and clothing items available to all. Details on applying for a free school clothing and foot wear grant can be found by visiting [www.scotborders.gov.uk/freeschoolmeals](http://www.scotborders.gov.uk/freeschoolmeals)





# CHILD PROTECTION



All SBC schools and their staff are required to follow the Scottish Borders Child Protection Committee's Inter-agency Child Protection Guidelines and procedures. The Child Protection Guidelines can be found on the Scottish Borders Council website: [www.scotborders.gov.uk](http://www.scotborders.gov.uk) In the search box enter - Child Protection.

A key element in the procedures is that if a member of staff in a school is made aware of a concern (usually through a statement made by a child) or an issue that could have child protection implications, the member of staff has no option but to refer to the Child Protection Unit - 01896 664159.

The Children (Scotland) Act 1995 states that the welfare of the child is paramount and this must always be the sole consideration for the school.

In making a referral, staff will not be making any judgement on the strength or truth of the child's statement but must follow procedures to support pupils and staff. An extensive training programme has been undertaken to ensure that all staff are aware of their responsibilities. The child's parents or carer will always be informed as soon as possible about such disclosures and any action resulting from this.

Keeping parents informed may not always be undertaken by school staff and could involve other organisations, such as social work staff or the police. If the child protection issue is taken further, school staff will work with families to support children through the process.

# YOUNG CARERS

A young carer is under 18 years of age or who has reached 18 and still a pupil at school and provides or intends to provide care for another individual. A number of young carers do not always identify themselves or wish to be identified. Young carers undertake a number of tasks for the people they live with and look after. They are often left alone to do things like washing, cooking, shopping, paying bills, collecting medication or helping to look after younger brothers or sisters. This means they might not have as much time to complete work at home which has an ongoing effect on progress and learning or attend clubs and after school's activities therefore missing out on the social aspects of school.

Within Burnfoot Community School we want our young carers to enjoy school and that it is a positive place to come, and they feel included. Please let us know if there are difficulties meeting deadlines with work, arriving on time or any other issues which affect a young person.



# DATA PROTECTION



Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and its headquarters is based at Newtown St Boswells, Melrose TD6 0SA. You can contact our data protection officer by post at this address, or by email at: [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk) , or by telephone - 0300 100 1800.

## Why we need your information

Every child of school age has the right to be educated. A child is of school age if he/she has attained the age of 5 but has not attained the age of 16 years. The term “young person” applies to a pupil over school age, but who has not attained 18 years. The education authority has a duty to provide education to any young person who is still a school pupil.

We need to collect, use and store personal information about you and your child/ren to enable us to provide your child/ren with an appropriate education. We provide these services to you as part of our statutory function as your local authority under:

- The Education (Scotland) Act 1980, Education (Scotland) Act 1980
- The Education (Placing in Schools etc. Deemed Decisions) (Scotland) Regulations 1982
- The Standard in Scotland’s Schools Act 2000
- Education (Scotland) Act 2016

We also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records.

## Who we will share information with

We will share information with health and wellbeing services and may share information with other external agencies and organisations who provide or assist with educational provision and with online payment solution providers.

- The Scottish Government for examination, career guidance and monitoring purposes.
- ParentPay, ESP Systems and CRB to allow the school to offer cashless catering and to receive payment for school trips and events;
- Groupcall to allow the school to communicate with you;
- The NHS for health monitoring;
- Netmedia to enable the online arrangement of parents evenings;
- Internal Scottish Borders Council departments to allow the provision of catering and transport.



# DATA PROTECTION



On each occasion, the recipients are bound to the terms of a Data Sharing Agreement and accordingly will only use your child's data for the specified purpose. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full [privacy statement](#) on our website.

We are also legally obliged to share certain data with other public and regulatory bodies such as Education Scotland, Police and NHS will do so where the law requires this.

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

## **How long do we keep your information for**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We will retain a copy of your child/ren's educational record up until they reach the age of 25.

## **Photographs/videos**

Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. The school your child attends may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise the media or other parents may wish to use the images of pupils in various ways. We ask you at the time your child enrolls at one of our schools if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

Any permission given will remain in force during your child's primary and secondary schooling until you indicate that you wish to withdraw your consent. You can do this by contacting the head teacher of your school as soon as possible.

## **Your Rights**

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

# DATA PROTECTION



## Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact our Data Protection Officer by email at [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk) or by telephone on 0300 100 1800.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

You can visit their website for more information:

<https://ico.org.uk/make-a-complaint/>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website:

[https://www.scotborders.gov.uk/info/20016/have\\_your\\_say/155/make\\_a\\_complaint/1](https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1)





# OTHER KEY INFORMATION



## Transport

Information on free school transport is available, on request, from Scottish Borders Council Transport Department.

## Adverse Weather Conditions and Emergency Closure

In the event of severe weather conditions resulting in the closure of the school before or during the school day, we will contact parents or the emergency contact you have nominated by using Group Call. Radio Borders will also be informed. Please note we will not send children home unless we know someone will be there to receive them.

## Parent Council

The Parent Council is a body representing parents and teachers. This body carries out various activities e.g. arranging talks for Parents, Coffee Mornings etc. Monies raised from Parent Council sponsored events have been used for various purposes e.g. school outings, swimming for all pupils, Christmas and Halloween parties and providing additional funds for school equipment. The council consists of a Chairperson, Secretary, treasurer and council members (N.B All parents are automatically members and can attend all meetings).

## Administration of Medication

Other medication may be administered by staff on the completion of a request form by parents. But it is to be noted that staff who agree to administer medication do so voluntarily and it is not obligatory to do so.

## Scottish Borders Council's implementation of British Sign Language Plan

The Council's BSL Plan 2018-24 has seven holistic actions. These actions are consistent with the ten long term goals of the National BSL Plan in Scotland, which are, early years and education; training and work; health, mental health and wellbeing; transport; culture and the arts; justice and democracy.

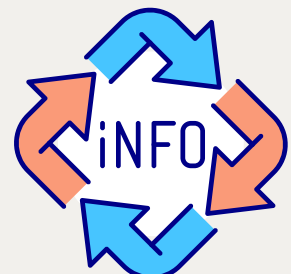
These goals represent the Scottish Government's aim "to make Scotland the best place in the world for BSL users to live, work and visit."

The Council will implement measures to promote awareness of BSL and the use of BSL, with the long term goal being that across Scotland information and services will be accessible to all BSL users\*.

Contact Scotland -BSL is an online British Sign Language interpreting service that allows deaf people across Scotland to access services free and available 24 hours a day throughout the year: <https://contactscotland-bsl.org/>

If a BSL user requests a face to face meeting then the School is required to provide a face to face interpreter.

\*Whenever we refer to 'BSL users' we mean D/deaf and /or Deafblind people (those who receive the language in a tactile form due to sight loss) whose first of preferred language is British Sign Language



# OTHER KEY INFORMATION



## Partnerships with Parents

We strive to develop good relationships with parents through a joined-up approach to support our pupils. This relates to the 'statement from Curriculum for Excellence: **'Learners benefit when practitioners develop positive partnerships with parents and families by involving them in decisions affecting their children's education and learning.'**

## Supporting learning

Each class teacher provides a 'Curriculum Overview' each block, sharing what the children will be learning and giving guidance and suggestions on how parents can support their child at home.

## Reporting to Parents

There are two parent's nights/consultations in the academic year, where parents can discuss their child's learning with the teacher to.

## Opportunities to Share in Learning

There will be opportunities throughout the year for family members to visit the classroom and see the environment and some of the work that pupils have been doing. There are also class assemblies which parents/carers are invited to, which showcase some of the classes work. Some work will also be shared on social media, on your child's iPad.

## Parent Council

This is group of parents who are involved in supporting the school in a more accessible and informal way, especially to raise funds. All are welcome to attend meetings and become a member of the group.

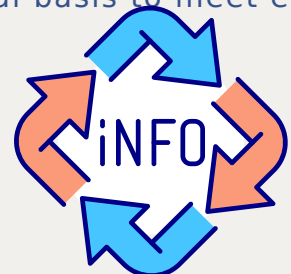
## Communication

We strive to ensure good communication with parents to ensure they have the necessary information to support their child. We send out letters/calendar updates, either paper copies or emails, group calls (texts) or phone calls. The school uses Xpressions app as our main form of communication.

## Transitions

Before children start Primary 1 or move onto Hawick High School parents will be invited to come along to meetings with key staff. Pupils starting P1 will visit their new class. To prepare pupils for the start of their secondary Education, we run a very structured programme for transition, including a two-day visit to our feeder school Hawick High School (Buccleuch Road, Hawick, TD9 OEG, 01450 372429, [hhs@scotborders.gov.uk](mailto:hhs@scotborders.gov.uk)).

Any child with additional support needs will have an enhanced transition onto their next educational provision. This will be planned on an individual basis to meet each child's needs.



# OTHER KEY INFORMATION



## Nut Free School

Burnfoot Community School promotes a nut free environment. A child has joined our school who suffers from a nut allergy and so it is vital that we communicate the importance of both staff and parents and carers adhering to this policy. Please do not send your child to school with any food that contains NUTS.

## The Wider School Curriculum

Extra-curricular activities are available to all pupils across the school. There are also a variety of family learning opportunities available. Information about these opportunities are provided to parents/carers and is published on the school Facebook page.

We harness every opportunity to involve our children in the Hawick community. We try as often as possible to involve the older children with pupils from other schools, thereby easing the transition process and settling in time when they all meet at Hawick High School. Our pupils take part in hockey, rugby, netball and basketball festivals regularly throughout the year. We also participate fully in Hawick Common Riding Festival.

As a school we believe in the importance of broadening and improving the children's learning experiences and with this in mind we arrange suitable excursions and experiences whenever opportunities arise. Our P7 learners take part in an annual residential trip/camp before leaving us to join a secondary school.

## Pupil Voice

At Burnfoot we strongly believe in Pupil Voice; we include our learners in decisions which affect them. All pupils are involved in planned discussions in order to give them a chance to air their views, offer suggestions and influence decisions made around the school. Pupil participation relates to the Curriculum for Excellence experience and outcomes:

***“Through contributing my views, time and talents, I play a part in bringing about positive change in my school and wider community.”*** HWB 1-13a

Our P7 pupils are given opportunities to be responsible and become good role models for younger learners. Each year we elect House Captains, Junior Road Safety Officers, P7s become P1 buddies and all our learners have a responsibility within their own classroom environment.

## The Disclaimer

Whilst information provided within our Handbook is considered to be correct at the time of printing (August 2023), it is possible that there may be some inaccuracy as we progress through the session due to changes which may occur.

# HEALTHY BEGINNINGS TOP TIPS



Creating healthy childhood experiences is a shared responsibility for all. Working together we can ensure all children and young people have a sense of belonging, self-worth and self-confidence to achieve their unique potential.

## Healthy Beginnings

**Top Tips**

Safe • Active • Included • Responsible • Respected • Achieving • Healthy • Nurturing

- Start your day with a healthy breakfast
- Eat more fruit & vegetables
- Keep food and drinks containing sugar to a minimum
- Enjoy family meal times
- Brush teeth at least twice a day - 'Spit, don't rinse!'
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Be active, move more
- Explore different kinds of play and physical activity everyday
- Increase outdoor learning
- Reduce screen time - Phones, Tablets, PCs & TV
- Think of the 4 Bs- Bath, Brush Book & Bed

What?	Why?
	Helps concentration Healthy Teeth Helps digestion Helps body grow and develop Healthy skin Energy

Healthy eating and physical activity are essential for positive growth and development .

Healthy snacks are provided during your child's ELCC journey, continue to give these types of snacks for your child to have at break times throughout primary school.



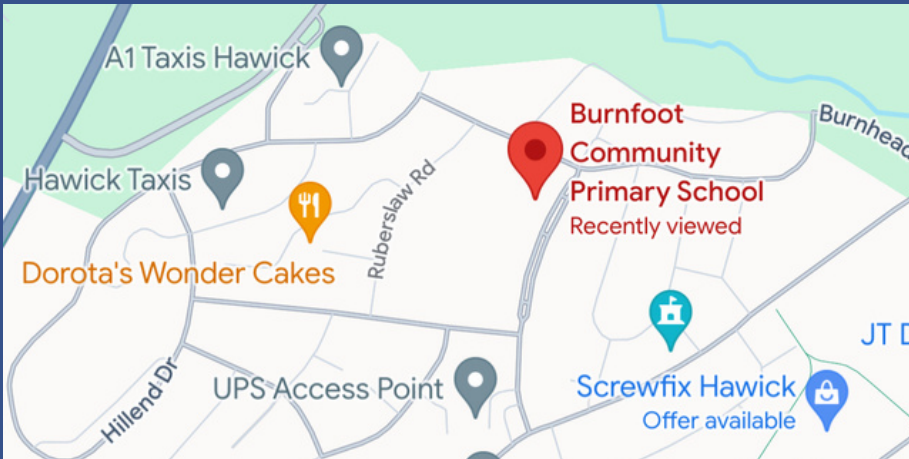
Bottles used in class should be filled with plain water only.  
Good hydration makes a difference to how children think, feel & function!

**Contacts**  
 Joint Health Improvement Team: [health.improvement@borders.scot.nhs.uk](mailto:health.improvement@borders.scot.nhs.uk)  
 Food & Nutrition Coordinator: [Hazel.Scott@scotborders.gov.uk](mailto:Hazel.Scott@scotborders.gov.uk)  
 NHS Borders Oral Health Promotion: [Helen.brand@borders.scot.nhs.uk](mailto:Helen.brand@borders.scot.nhs.uk)





# GET IN TOUCH



Burnfoot Community School  
Kenilworth Avenue  
Hawick  
TD9 8EQ

## Contact Us



01450 373043



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[Burnfoot Community School](#)

