

Consultation and Communication with Staff

- A weekly timetable detailing events in the school will be available to all staff on Glow
- The staffroom whiteboard will be used to make staff aware of daily news e.g. staff absence
- Teaching staff meetings will take place fortnightly - Monday pm from 3.30pm - 4.15pm agreed in the working time agreement by all staff. Additional meetings if required will be held with staff.
- Non-teaching staff will attend on voluntary basis.
- The agenda for the staff meeting will be posted on the whiteboard in the staffroom. Staff will add items to the agenda if they wish.
- Staff will meet regularly, as part of the working time agreement e.g. working groups, distributive leadership groups, in-service, planning/tracking meetings, WSD sessions.
- Every member of staff has a pigeon hole in the office and this should be checked regularly
- General announcements will be made in the staffroom at the end of morning interval
- Minutes of the staff meeting will be taken by staff on a rota basis and will be posted Glow. Staff who are absent should access these minutes on returning to school.
- Photographs of children who have particular health issues will be in the front page of the class welfare folder which should be stored in the locked classroom cupboard in each room.
- Out of school hours, staff may be contacted by GROUP CALL when appropriate.
- Staff will be included in GROUP CALL messages to parents.
- Staff will be issued with a copy of parents newsletters. Extra copies will be available in the staffroom.
- Timetables for communal rooms and resources are displayed in the staffroom. DSs

Consultation and Communication with Pupils

- The Pupil Council will meet with the Facilitator during Vertical Group Time approximately every 2 weeks to discuss issues raised by classes and staff.
- The Pupil Council will have class representatives from P2 - P7
- Vertical Groups will meet with their Facilitators during Vertical Group Time approximately every 2 weeks to discuss issues raised by classes and staff. On occasions they will share what they have been doing with the rest of the school eg. whole school time. Vertical groups have representatives from P1-P7.
- Each Vertical Group has a display board to share information about their group.

- Primary 3 organise and present a GLOW meet on Mondays at 9am to share news, events and birthdays within the school for the coming week.
- Each class has a GLOW page and pupils are encouraged to access this from home.

All classes will have a scheduled time to discuss PSD issues. This may take the form of Circle Time. Impromptu ones as the need arises. Some classes have a worry box. Weekly Assemblies and Whole School time provide a forum for special mentions to be celebrated. Children can access the Special Mentions book at the school office and their achievement will then be shared with everyone. School events will be shared with pupils at this time. Internal notice boards share photographic evidence of pupils using particular life skills e.g.

- Good News Board
- Vertical Group Displays
- Class newsletters
- 2 stars and a wish
- Welcome screen

Consultation and Communication with Parents

- Newsletters will be produced once or twice per term with essential information and school news for all parents. This will be on the website to those parents who can access this and in paper copy format to those who do not have internet access.
- The Parent Council have a page on the school website to advertise activities and to post minutes of meetings. Minutes of meetings are also posted in the plastic wallet at the main office area.
- The Parent Council have display board in school which gives information on forthcoming events, minutes of meetings etc.
- Parents will be provided with two parent contact meetings per school year to discuss pupil progress with class teachers. Outwith these times parents are asked to make an appointment should they have concerns e.g. pupil progress. HT and PT may also be available.
- Two Curricular Evenings will be held during the school year to inform parents of new and exciting developments within the school
- A 'Meet the Teacher' evening will be held at the beginning of the school year to give parents the opportunity to meet with their child's class teacher and hear about some of the work their child will be doing throughout the year
- New P1 parents will be invited into school at the beginning of the school year to hear about the reading, maths, phonics and writing programmes in school. Parents are provided with a pack of resources to help support their child with learning at home.
- Prior to their child starting school, new Primary 1 parents will be issued with a school handbook, parent information leaflets and other necessary information at the Primary 1 Induction Meeting. Home Visits are made by staff in the last two weeks of June.
- A paper copy of the yearly calendar of assemblies will be issued to all parents during Term 1 and calendar dates will also be posted on the school website.

- Regular opportunities for parents to see pupils engaged in learning will be provided throughout the year e.g. concerts, school shows, parent helpers, open afternoons.
- Information will be sent out as RED - urgent message e.g. permission for a school trip, payment for a school trip required, parent helpers required urgently/ AMBER - action required e.g. return of permission slips by a certain date, information sent to school/ GREEN - for information e.g. no school uniform day, Rag Bag collection information.
- A School Handbook is available to all parents on request but is also available on the council's website. This will be updated as necessary and posted on the school website.
- The Standards and Quality Report will be posted on the website for all parents after the Education Authority has reviewed it and met with the Head Teacher to discuss any changes necessary.
- A copy of the School Improvement Plan will be posted at the main office and can be accessed by all parents after the Education Authority have reviewed it and met with the Head Teacher to discuss any changes necessary. This will also be posted on the council and school website.
- Parents contacting the school to report a child's absence should contact the school on 01506 652609 or by emailing boghall.ps@wled.org.uk or by telephoning as near to 9.00am as is possible. Where no contact has been made with regard to a child's absence then the school will follow the guidance laid out in West Lothian's Safe Arrivals and Absence policy.
- Parents should inform the school as soon as possible, in writing of any changes to emergency contacts and also any health issues.
- Once a term, school staff along with children will write a Class Newsletter using Comic Life for their class which will be published on the website. Paper copies are available for those pupils who are unable to access the internet at home.
- The Head Teacher will report on school issues at Parent Council meetings.
- Pupil homework diaries may offer opportunities for parents to engage in their child's learning and are used as a method of communication between home and school.
- The school website can be accessed on www.boghall-pri.westlothian.sch.uk
- Parents are supplied with a written progress report at the end of the school year. This will provide information about how each pupil is progressing across the curriculum. Parents are expected to work with their children to respond to these reports.
- Parents are always welcome to attend assemblies which are held every Friday morning in the hall at 9am.
- Parents of children with an IEP are regularly invited into school to discuss their child's progress and review targets and set future targets.

Consultation and Communication with the Local Community

- Being good neighbours is very important to the school. Should any member of the local Community have an issue which they wish to discuss, this should be raised directly with the PT/HT.

- Where possible, the school will take part in community events e.g. Newlands Day, Remembrance Service, Cluster sports festivals, competitions, Christmas parade, etc.
- The school has strong links with Boghall Church and invites church members to many of our events and celebrations. The Minister is a regular visitor to the school and works with classes and vertical groups on issues such as Malawi, Fairtrade, Rights Respecting schools and the Food Co-op.
- We also have very strong links with local businesses such as, Boghall Butchers, Pharmacy, Drop Inn Centre etc. Many local businesses and parents participate in our annual primary seven careers day.
- We encourage links with our two local schools, Bathgate Academy and St Columba's attending special events e.g. prize givings, concerts.
- We also have an effective transition policy between local nurseries/Boghall Primary and Boghall Primary/Bathgate Academy.
- We regularly submit information and photos to the local newspaper to share successes and school events.

Consultation and Communication with Other Agencies

- The Head Teacher attends regular meetings with the SMT of the Education Authority.
- The Head Teacher works alongside other cluster and authority colleagues. Cluster Head Teachers meet twice per term and authority staff once per term.
- The school has regular Quality Assurance visits from their Education Officer.
- Effective systems for the transfer of information regarding Primary 7 pupils moving to secondary and nursery pupils moving to primary school are in place.
- Procedures are in place for the transfer of information as pupils' progress from stage to stage in the school.
- The school maintains effective links with the school doctor, social policy, educational psychologist, speech and language therapy, Health Promoting Schools, Eco Schools Scotland, school nurse, occupational therapy, ICT curriculum development, the Literacy Base and other agencies.