



West Lothian  
Council

St Joseph's Primary School  
Gateside Road  
Whitburn  
EH470NJ

# **St. Joseph's Primary School, Whitburn Handbook**





## CONTENTS

- **Welcome from Mrs Burns, Head Teacher**
- **All About St. Joseph's**
- **Vision and Values**
- **The School Day**
- **Uniform, Meals, Milk and Transport**
- **Attendance and Absence Notification**
- **Code of Behaviour**
- **Pre School Provision**
- **The Curriculum**
- **Enrolment and Transition**
- **Emergency Arrangements**



## Welcome

Dear Parents,

I am delighted to welcome you to St. Joseph's Primary School and hope that your child will be very happy throughout their years with us. We are proud to be a vibrant learning community where each child is valued and achievement in its widest sense is celebrated.

We believe that our school is at the heart of the community and encourage strong home/school partnerships and welcome the support and skills that parents can offer, not just to their own children but also to our wider school community. Your views, help and support are very much welcomed and valued.

St Joseph's is also part of the spiritual community of St. Barbara's RC Parish. There are regular opportunities for prayer, worship and assemblies as well as visits from our school chaplain, Fr Sebastian. We aim to develop the full potential of every pupil in a caring environment which reflects gospel values.

We believe that learning should be enjoyable and that fun is an essential part of life in St. Joseph's. We want our pupils to leave our school with happy memories having achieved success and feeling motivated and enthusiastic about their future.

We look forward to welcoming and working in partnership with you throughout your child's time at St. Joseph's Primary School.

Yours sincerely

Frances Burns

Head Teacher



## All about St. Joseph's

St. Joseph's Primary school is an established denominational primary school, opened in 1967. It serves the communities of Whitburn, East Whitburn and Greenrigg. However, children also attend from other areas.

Our current school roll is 230 with a further 50 pupils in the nursery class in both morning and afternoon groups.

Our accommodation consists of 11 classrooms, 1 General Practice Room, 1 Support for Learning Room, 1 Nurture Base, 1 large games hall and a separate dining hall. We also have 2 large playgrounds: 1 for Primaries 1-2 and the other for Primaries 3-7.

St. Joseph's Primary is staffed by a non-teaching Head Teacher, an Acting Deputy Head Teacher, 9 class teachers, a Digital Learning teacher, Support for Learning Teacher, PE Specialist and strings and brass instructors. There is also an Administrative Assistant, 4 Pupil Support Workers, 4 Nursery Staff and Janitorial Staff.

Access to the school is via Gateside Road. It can be approached from West Main Street by way of Ireland Avenue and Taylor Road.

St. Joseph's Primary School is an integral part of the local community. There are strong Parish/ Community links through St Barbara's Parish at St. Joseph's RC Church in Whitburn. Strong links also exist with St. Kentigern's Academy, Blackburn and the cluster primary schools.

### Contact Details:

**Telephone:** 01501 740452

**e-mail:** [stjosephswhitburn.ps@westlothian.org.uk](mailto:stjosephswhitburn.ps@westlothian.org.uk)

**Blog:** <https://blogs.glowscotland.org.uk/wl/StJosephsPS/>

**Website:** <https://stjosephsprimarywhitburn.westlothian.org.uk/>

**Follow us on Twitter:** @StJosephpswhit

**We also have an app which can be downloaded search "PSA" in Apple or Google Play app stores.**



## Our Vision and Values

Together, at St. Joseph's we strive to achieve the highest quality learning and teaching experiences for all within our school community. We focus on opportunities for children to experience success and look for continuous improvement.

Central to our Catholic Ethos, we offer an inclusive and stimulating learning environment. We encourage learners to show creativity and ambition through the provision of high quality opportunities for learning, achievement and personal development within the four capacities of A Curriculum for Excellence.

Our vision is: **DREAM, BELIEVE, ENDEAVOUR, ACHIEVE**

Our values are: **LOVE, JUSTICE & HOPE.**



### We do this by making a commitment:

- To provide learning and teaching experiences of the highest quality that will enable pupils to enjoy their education and develop positive attitudes towards learning.
- To encourage learning through the development of regular recognition and celebration of success.
- To provide high quality interactions with learners.
- To provide our learners with opportunities to be **Successful, Confident** and **Responsible** – contributing to the success of our school.
- To develop our young people in their Faith.



## We make a pledge:

- To ensure our children are **Active, Respected, Responsible, Included, Safe, Healthy, Achieving** and **Nurtured** to ensure they are ready to succeed.
- To continue to improve the quality of learning experiences for children through the provision of quality CLPL experiences for staff.
- To provide effective support systems for all learners.
- To establish effective assessment procedures which assist teachers in the identification of learning needs.
- To extend the professional dialogue required to identify and establish appropriate support, pace and challenge for pupils.
- To provide a Catholic faith community based on mutual respect and understanding.
- To ensure that the UN Convention of the Rights of the Child informs our practice.

## We endeavour:

- To provide pupils with opportunities to contribute to the school and extended local community.
- To encourage learners to develop reflective and evaluative habits which inform their approaches to learning.
- To create and develop positive relationships based on mutual respect.

Our School Motto is: **Laborare est Orare** which means 'To Work is to Pray'.





## The School Day

**Primary 1 - 7:** 8:45am – 12:20pm, 1:00pm – 3:05pm  
On Fridays, all children leave at 12:20pm.  
Morning Break is from 10:25am until 10:40am.

## School Uniform & Clothing Grants

The wearing of school uniform is expected and strongly encouraged. Only kilts, badges and P7 ties can be purchased in school. Uniform order forms for these items can be collected from the main entrance. All other items can be ordered directly from BE (Border Embroideries) <https://www.border-embroideries.co.uk/schools/st-josephs-rc-primary-school-whitburn.html> which can be accessed via our school website, blog or App.

### Girls:

Brown skirt/Pinafore, brown/black trousers or Tartan Skirt.  
Blue shirt/blouse  
Brown striped school tie  
Blue school sweatshirt  
Blue or brown cardigan  
Brown Blazer/Jacket with St. Joseph's badge  
Black/Brown Shoes  
\*Summer option includes a blue/white checked dress.

### PE Kit

White t-shirt  
Dark shorts  
No football colours  
No jewellery

### Boys:

Brown/black trousers  
Blue shirt  
Brown striped school tie  
Blue school sweatshirt  
Blue or brown jumper  
Brown Blazer/Jacket with St. Joseph's badge  
Black/ Brown Shoes

### P7 Pupils

P7 pupils are expected to wear full school uniform but with a tartan tie.

**This option is for P7 pupils only.**

The school's dress code is based on The Dress Code for Schools Policy:  
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/dresscodeforschools>



## Meals and Milk

School lunches are offered in the form of a 'three tray' system where the children select one of the available trays. The menus are rotated and copies of these are issued to parents. You can also view an online version via our School Website. P1-3 lunches are funded by the Government and therefore they receive free school lunches. The current cost for P4-7 is £2.18. The most efficient way to pay for school lunches is via the electronic I-Pay system which can be accessed from home. School meals are prepared in line with West Lothian's health strategy.

Milk needs to be ordered on a termly basis via the class teacher or using the I-Pay system.

## School Clothing Grants, Free School Meals & Milk

Families on low incomes may be eligible to receive free school meals and milk for their children. There are also grants available to help towards the cost of school clothing. Academic year 2020/2021: Families in receipt of the following will be eligible for Free School Meals and a Clothing Grant:

Income Support / 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 £6,900 or less

Universal Credit where "take-home pay" does not exceed £610.

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

Working Tax Credit and/or Child Tax Credit with an annual income of £16,105 or less

Universal Credit where "take-home pay" does not exceed £1,342.

All children in primary 1, 2 and 3 will receive free school lunches, regardless of financial circumstances, however families who are in receipt of the above benefits should complete an application to ensure their child receives free milk and a clothing grant.

How to apply?

Applications for the 2020/2021 academic year are now open and can be made by completing our online form. You may need to send us evidence of your benefits to support your application. Any Tax Credit Award Notices should show a confirmed income for 2019/2020.

Emails/letters from Education Services and school Group Call texts will be sent to parents, as a reminder to apply, however applications can be made at any time. We will contact families directly if we already know they are in receipt of a qualifying benefit.

[Apply online for school clothing grant, free school meals and milk application form](#)





## Attendance

In the event of illness please contact the school by telephone by 9.15am on the first day of absence. If the absence is planned, as in the event of a planned appointment, a letter of explanation should be sent prior to departure. Please ensure that your child is punctual for school in the morning. Where children have a series of unexplained absences or late comings, this information will be passed to the Children and Young People's team for investigation. Please refer to the Attendance at School Policy for further information: <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/AttendanceatSchoolwithGuidelines>

## Absence Notification

You are asked to notify the school of your child's reason for absence as early as possible on the first day of absence. If we have not heard from you by 9.15am, we will send you a message to enquire about your child. These procedures have been designed to check that each child has had a safe arrival at school. If we do not hear from you by 10am, we will contact West Lothian Safe Arrivals Team who may visit your home to check the safety of your child.

## Transport Arrangements

West Lothian will pay travelling expenses of those pupils who live more than two miles from the school. Bus passes are issued where public transport exists, and contract transport is arranged where there is no suitable public transport. Where there are vacant seats on contract buses, these may be made available to pupils who are not normally entitled to free transport. Travelling expenses are also met in the case of any pupil whom the Authority requires to attend a school other than the district school, if that pupil meets the distance qualification. Where appropriate, free travel is provided for pupils receiving special education. Parents who choose to send their children to a school other than the catchment school will not receive assistance in relation to travel to and from school. However, the Education Committee has agreed a number of exceptions to the rule and further details are available from the Transport Section, West Lothian Civic Centre, Howden South Road, LIVINGSTON, EH54 6FF



## School Code of Behaviour

In St. Joseph's each class begins each session by agreeing a set of class rules.

Our school rules are shaped by our recognition of the basic rights and responsibilities of our school community:

### 4 Basic Rights:

- The right to teach/learn
- The right to feel safe
- The right to be treated with dignity and respect
- The right to be listened to

### 4 Basic Responsibilities:

- The responsibility to teach/learn
- The responsibility to make others feel safe
- The responsibility to treat others with dignity and respect.
- The responsibility to listen to others.

### School Code:

- **Be kind, Caring and helpful**
- **Listen Carefully**
- **Respect other people**
- **Be honest**
- **Take care of our school and the things in it**
- **Try your hardest, do your best**
- **Keep yourself and others safe**



## **The importance of good behaviour**

In St Joseph's Primary School, we encourage our children to develop spiritually, socially, personally and academically. To do this, good behaviour from all pupils is important.

### **How do we promote good behaviour?**

Children are involved in writing class, playground and dining room charters based on UNICEF Rights of the Child. The charters demonstrate an understanding of the rights of every child and their responsibility to show respect towards others and behave appropriately in all areas.

The policy is applied equally in the breakfast club, playtimes, lunchtimes, lesson times, school trips and clubs that happen after school and during holidays.

The behaviour policy is supported through a variety of different strategies which include our:

- promoting positive behaviour
- outstanding achievement awards
- planned curriculum work
- health and wellbeing activities
- planned assemblies
- teaching and learning styles
- well organised school routines
- high expectations and consistency from all staff
- targeted support for those experiencing difficulties



## **Teddy Bear Policy**

We recognise the importance of good Health and Wellbeing in developing our pupils and ensuring their ability to learn and succeed. It is essential to create a culture where children feel safe, nurtured and ready to learn. To do this we need a whole school understanding of and approach to meeting the physical, mental, social and emotional needs of our children, taking account of our knowledge of the impact of Adverse Childhood Experiences and the biology of stress.

## **Aims**

To meet the needs of all learners in our school and nurture their health and wellbeing through making sure they feel that they:

- Are welcome
- Are safe
- Have someone to talk to
- Are supported
- Have the chance to discuss and reflect on their feelings
- Have their views gathered and acted upon
- Have the ability to reflect on and learn from mistakes
- Are treated fairly
- Have reassurance from adults
- Are able to develop confidence in their abilities
- Have respect for themselves and others

## **We will achieve this through:**

- Use of a teddy bear as a symbol of reassurance
- Class teddy bears with associated stories about arrival, feelings, etc.
- Morning check-ins
- Calm down sessions after break times
- Use of calming techniques – e.g. breathing, tapping, mindfulness
- Mindfulness, Kitbag, Yoga, CalmaClass techniques etc. (relevant to class and needs)
- Exploring emotional literacy – developing ability to verbalise feelings using Emotionworks strategies
- Creating opportunities for pupils to discuss emotions and learn how to deal with these
- Developing strategies and activities to build resilience and cope with stress
- Recognising the positive that others do (e.g. Shout Out Wall, ARK wall sharing on blog, assemblies)



- Yard activities – organised play zones and gardening
- Agreed whole school methods of helping children in stress
- Informing and involving parents in learning about stress and strategies for coping
- Restorative approaches to stress-related behaviour

### Procedures for dealing with inappropriate behaviour

Sometimes children forget our aims for good behaviour. They will then be reminded of the school's Values.

- Children will not be allowed to use the words 'only', 'just' and 'because' when giving their accounts of event. (*e.g. I was just kicking, I was only shouting, because it was boring. These words lessen and self-excuse the action*). There can be no excuse for violence, aggression or disrespect to others.
- Children will always be encouraged to apologise and actively be involved in resolving any situations arising. They will be encouraged to empathise with other people's points of view and to consider the consequences of their actions.
- Should a pupil reach a second serious incident their parents will be invited to discuss this behaviour and plan a strategy to improve behaviour. Their behaviour record will be analysed and an appropriate sanction will be applied. It may be felt appropriate that the pupil may be given an IP (Individual Plan) with behavioural targets which details any additional strategy that may be used to encourage the pupil to conform to the school behaviour code.
- There may be incidents that occur that are so extreme in nature it is felt that these must be referred immediately to the Head Teacher. Each case will be considered carefully and dealt with in a way that is felt fair to the needs of the individuals involved and to the school community.



## House Points

The importance of praise as a motivating and positive aspect of school life is well understood and the use of praise permeates all aspects of the life of the school. Pupils are encouraged to have high expectations of themselves and others.

Staff will always handle discipline problems in a sensitive, caring but authoritative manner so that disruption to learning and teaching is minimised.

All children at St. Joseph's are divided into 6 houses: Apollo, Discovery, Endeavor, Enterprise, Pioneer and Voyager.

House points are awarded, by staff, for effort and attainment in all aspects of school life. During Assembly, The House with the highest total each week wins a 'Mystery Prize'.

Each House were responsible for designing their own House Shield:

**Weekly certificates** are presented each week at assembly to pupils from each class who have made an outstanding contribution to the school community during that week. We are encouraging our children to develop as **Successful Learners, Confident Individuals, Responsible Citizens** and **Effective Contributors**.

The **Achievement Board** celebrates pupil achievement outwith school.

## Anti-Bullying Policy

Everyone has the right to work and learn in an atmosphere that is free from victimisation and fear. The staff's aim is to work with the extended school community to prevent bullying taking place. Through the Personal and Social Development programme, pupils will be made aware of strategies to cope with difficult situations. School personnel will be identified to support them. A copy of our anti-bullying policy is available.

House Shields designed by the pupils of

St. Joseph's Primary







## Pre-School Provision – Early Learning & Childcare

All three and four year olds in Scotland are entitled to 600 hours in a year of Local Authority funded nursery provision. Parents also have the option to use the extended sessions will include a healthy breakfast in the morning and a healthy snack in the afternoon. These snacks are in addition to the usual nursery snack and are being funded by the council. To provide flexibility for children and families, parents can start the children later or collect them earlier to suit their own family circumstances, however there will be a core time when all children should be present. Core nursery hours for all children are as follows:

### **AM Session:** **Monday - Thursday**

Breakfast/Soft Start: 8:00 am – 9:00 am (optional)

Core Time: 9:00am – 12:30pm

Pick up: 12.30pm – 12:45pm

Lunch 12.45pm – 1.15pm

### **PM Session:** **Monday - Thursday**

Soft Start: 1.15pm-1.30pm

Core Time: 1.30pm – 5:45pm

Snack/Soft End: 5:45pm – 6:00pm (optional)

Pick up windows: 3:15pm – 3:30pm or 5:45pm- 6:00pm

(Pick-ups outside of the above times should be arranged the previous day.)

### **2 Full Days:**

Breakfast/Soft Start: 8:00 am – 9:00 am (optional)

Core Time: 9:00am – 6:00pm

Lunch 12.45pm – 1.15pm

Pick up windows: 3:15pm – 3:30pm or 5:45pm- 6:00pm

(Pick-ups outside of the above times should be arranged the previous day.)

School term dates and holidays can be accessed online at:

<http://www.westlothian.gov.uk/education/schoolrelateditems/893/860>

These are also available on our school website.





## The Curriculum

The Curriculum is all the learning experiences which your child will encounter during his/her time at school. Curriculum for Excellence strives to transform education in Scotland by providing an improved, more flexible and enriched curriculum for all young people aged 3-18. At St. Joseph's we strive to provide a broad, coherent and relevant curriculum which enables our pupils to become:

- successful learners
- confident individuals
- effective contributors
- responsible citizens

We offer pupils active learning experiences across the curriculum areas:

- Languages
- Mathematics (Numeracy)
- Health and well being
- Expressive Arts
- Sciences
- Social studies
- Technologies
- Religious Education

Learning is divided into levels. The Curriculum for Excellence levels are as follows:

EARLY LEVEL the pre-school years and P1 or later for some

FIRST LEVEL to the end of P4 but earlier or later for some

SECOND LEVEL to the end of P7, but earlier or later for some

THIRD AND FOURTH S1-S3, but earlier for some

For further information regarding the curriculum at national level visit:  
<http://www.educationscotland.gov.uk/thecurriculum/>



## Literacy

Literacy permeates the whole curriculum and is central to children's learning. Staff will build on the foundation which has been started at home and help them to use literacy effectively for a variety of purposes.

The main outcomes are: Listening & Talking, Reading and Writing.

Any activity involving literacy includes several of these outcomes. Literacy can be integrated with and stimulated by a theme being undertaken, an item of topical interest or a child's personal curiosity. It is considered very important that children have a context and a purpose to motivate and stimulate them into using literacy interestingly, imaginatively, appropriately and precisely.

## Listening & Talking

In order to listen effectively and respond appropriately, children must be stimulated by, and feel involved in, the situation in the classroom. A variety of opportunities for listening are offered in all areas of the curriculum. As the children progress from Primary 1 to Primary 7, the tasks set and responses become more complex and demanding.

There are many contexts where the children are encouraged to talk. In formal and informal situations, children will develop skills in conveying information: giving instructions and directions, group discussion, sharing their experiences, feelings and opinions and responding to texts.

## Reading

Oxford Reading Tree Reading scheme is introduced in Primary 1 and is the main reading scheme before moving on to class and group novels. The wide variety of reading material available at St. Joseph's Primary School helps foster a love of reading for interest, pleasure and recreation.

## Writing

Children are encouraged to write independently from the start of P1, the aim being to build on their strengths in the early stages through Active Literacy approaches. All children's writing is valued, although a wide range of stages of development may exist within a class.

The Nelson handwriting scheme gives practice in joining letters correctly and covers all the necessary skills for producing legible, flowing script.

Emphasis is put on the quality of what children write. They are also encouraged to improve their presentation and to check their spelling and punctuation, using self and peer assessment strategies, to redraft their work.



## Modern Languages

French and Spanish are taught throughout the school from Nursery to Primary 7 using the 1 plus 2 approach.

At early and at first levels, children will develop generic skills in their first language. These include taking part in conversations, developing listening, reading and writing skills and knowledge about language. All of these are relevant to learning other languages. Activities include playing games, singing songs, carrying out simple instructions, and playing with simple poetry and rhyme. In this way the children begin to be enthusiastic, confident language learners from the outset.

By the end of Primary 7, the majority of children will have learned the skills necessary to:

- give a short presentation about themselves
- take part in simple conversations and transactions
- understand classroom instructions and personal information
- enjoy listening to a story, song or poem
- read aloud a simple text
- read and understand a short text
- write a few sentences about themselves and others.

## Mathematics

The experiences and outcomes of A Curriculum for Excellence encourage learning and teaching approaches that challenge and stimulate children and young people and promote their enjoyment of mathematics. To achieve this, teachers in St Joseph's will use a range of approaches, including:

- planned, active learning which provides opportunities to observe, explore, investigate, experiment, play, discuss and reflect
- modelling and scaffolding the development of mathematical thinking skills
- learning collaboratively and independently
- opportunities for discussion, communication and explanation of thinking
- developing mental agility
- using relevant contexts and experiences, familiar to young people
- making links across the curriculum to show how mathematical concepts are applied in a wide range of contexts, such as those provided by science and social studies
- using technology in appropriate and effective ways
- building on the principles of Assessment for Learning, ensuring that young people understand the purpose and relevance of what they are learning
- developing problem-solving capabilities and critical thinking skills. When planning lessons the staff will use a variety of resources rather than focusing on a published scheme.



In the Early Stages work is clearly structured and concentrates on the development of number through practical activities. It includes work on money, time, measure and shape. As the child progresses through school the work continues to be structured with a strong emphasis on basic number skills while integrating measure, shape, position and movement and information handling as appropriate.

## **Social Subjects**

At St. Josephs, our pupils will develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they will also develop their understanding of their environment and of how it has been shaped. Our Social Studies programme is divided into three main areas:

- **People, past events and societies**
- **People, place and environment**
- **People in society**

Some studies may last several weeks, others will have short focuses. Educational outings, linked with topics, are encouraged. Parents may be asked to give written consent and may be asked to contribute to the cost.

## **Religious Education**

Every class has regular Religious Education. Christian, Catholic values are reinforced in a variety of ways through morning and afternoon prayers, assemblies and Masses.

All pupils enrolled are taught the devotion of prayers of the Catholic Church, including Our Father, Hail Mary, Glory Be and the Sign of the Cross. Prayers are said regularly throughout the day.

The school year observes the Catholic calendar of seasons and feasts including, Advent, Christmas, Lent, which incorporates receiving ashes on Ash Wednesday, Easter and Holy Days of Obligation. The Catholic Priest, Father Sebastian, is a spiritual chaplain of the school and unless parents advise our Head Teacher to the contrary, all pupils will be expected to take part in the religious observance of the school.

We have strong links with St. Joseph's Church and Father Sebastian works in partnership with us to meet the needs of our pupils.



## Health and Wellbeing

As a health promoting school and within a progressive framework, children are provided with opportunities to explore their feelings and emotions, to understand physical factors in relation to their health and to develop a sense of social responsibility. Promoting health at school is embedded in the variety of activities offered during the school day and in extra- curricular activities.

Health Week and Sports Day are annual events at St. Joseph's.

## Technologies:

Learning in Technologies enables our children to be informed, skilled, thoughtful, adaptable and enterprising citizens. Using ICT across the curriculum, pupils gain the skills and confidence to embrace and use a range of technologies – an important life skill.

Interactive Whiteboards or Panels are installed in every classroom and the use of laptops, netbooks and iPads are actively encouraged to be used throughout the curriculum.

## Expressive Arts

Learning in the Expressive Arts enables children to develop important skills within art, music, drama and dance. Children learn to be creative and express themselves in different ways, whilst building their confidence and self esteem. At St Joseph's, pupils have many opportunities to be involved in a range of activities and performances through assemblies, concerts, festivals, choir performances, art competitions and much more.

## Sciences

Through learning in the sciences our children will develop their interest in and understanding of the living, material and physical world. Our science programme will allow the children to develop a curiosity and understanding of their environment, develop skills of enquiry and investigation using practical techniques and recognise the impact the sciences make on their lives, the lives of others, the environment and on society.



## Assessment and Reporting

Teachers assess what pupils make, say, write and do across the different curriculum areas. They will also observe children, listen to them, talk with them and analyse their daily class work. Staff will gather, reflect on and evaluate evidence of learning in order to track the progress and attainment of each pupil. Your child's progress will be reported to you regularly so that you know how well your child is doing. We hold two Parents' Evenings each year for discussion with your child's teacher. These are held in October and March. In addition, we will issue a written report in June detailing progress throughout the session.

## Support for Pupils

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>

If you feel that your child needs additional support, information and advice is available from your school in the first instance. The Parents' Guide to Additional Support for Learning is now available to download at:

<http://enquire.org.uk/publications/parents-guide>

St Joseph's is committed to Getting it Right for every Child. We recognise that all children need support in their learning at some stage. Some children need more support than others and this support comes from many sources. We have a Support for Learning teacher whose role is to support any child, or groups of children, who may need assistance. This may be in reading, number work or any other aspect of the curriculum. It may be for a short period or more long term, and will usually take place in the child's classroom. At St Joseph's, we also aim to support our more able pupils by providing additional challenge in their learning.

## Bilingual Learners

Provision will be made for families with English as an additional language. Please speak to the Head Teacher if you require a meeting prior to your children attending school, documents translated into another language or any additional support.

## Homework



Homework is the link between home and school and enables parents to see what can be achieved independently by their child as well as strengthening their partnership with the school. It provides the child with practice in skills already learned in school. Work sent home should already have been taught and should not prove too difficult to complete.

## **Composite Classes**

When pupil numbers make it impossible to have a straight 'year' class, it is often necessary to form composite classes. This will be done in keeping with West Lothian Council guidelines. Copies for parents are available from the school or can be downloaded at:

[http://www.westlothian.gov.uk/content/education/ed\\_policylist/compositeclasses](http://www.westlothian.gov.uk/content/education/ed_policylist/compositeclasses)

## **Parental Engagement**

We encourage parents to play an active role in your child's education by attending events in school, being part of a Parent Focus Group, becoming a member of our Parent Council or helping out as a Parent Helper in school or on excursions.



## Enrolment and Transition

West Lothian is divided into catchment areas for primary and secondary schools. Each home address has a catchment denominational school and a catchment nondenominational school, for both primary and secondary education. Although the Council aims to provide enough places for all children in the catchment area at a catchment school, living within a catchment area does not guarantee a child a place at a catchment school. Parents can request a school other than one of their catchment schools. This is known as a 'placing request'. Parents can request that their child go to any primary school in West Lothian regardless of their religion. The council must grant these requests unless there is a legal reason not to. Nursery/P1 Pupils attending their pre-school year in nursery will be involved in an early years transition programme with opportunities to become more involved in school life and meet some of the school staff in the infant department.

- Pre-School Admission Policy:

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

- Primary School Admission Policy:

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

St Joseph's Primary 7 is part of the St. Kentigern's Academy Cluster. The P7 transition programme begins early in the session to ensure a smooth transition to Secondary.

St Kentigern's Academy contact details:

Headteacher: Andrew Sharkey

West Main Street  
Blackburn  
West Lothian  
EH47 7LX  
United Kingdom

01506 656404

[webteam@stkentigernsacademy.co.uk](mailto:webteam@stkentigernsacademy.co.uk)

## Emergency Arrangements





Parents are reminded of their responsibility to provide the school with UP TO DATE INFORMATION ON PERSONS TO BE CONTACTED IN EMERGENCIES. In the event of an early closure which is unplanned (e.g. school closure due to heating failure or severe weather) children will be sent home if parents are known to be at home. Otherwise they will be sent to the 'Emergency Contact.' The school uses a Group Call system to contact parents in such events.

### **Procedures if a child becomes ill at school:**

Should your child become ill at school and require to be sent home, the following procedure is taken:

1. The school will phone home.
2. If there is no response at home, an emergency contact will be phoned.
3. If the emergency contact is not available, the mother or father will be contacted at work.

Should your child require medical attention:

1. The school will phone home.
2. If there is no response at home, the school will phone the family doctor.

It is very important that the school is kept informed of any changes to telephone numbers.

Should a child have an accident and require urgent hospital attention, they will be transported there directly by a member of staff. This action will only be taken in an extreme emergency and every effort will be made to contact the parents as quickly as possible.

If parents cannot be contacted and medical staff need to make life saving decisions on which you may have strong views (eg. blood transfusions) you must advise the Head Teacher about these, in writing.

### **Special Medication**

Parents will be required to complete a form to let the school know if their child has brought their inhaler/medicine to school. Medicines will be administered by school staff. Health plans are kept in school and details are securely locked.

### **Security**

The school has a security system which allows all doors to be locked once the children are in school. All visitors should report to the school office via the main entrance and sign in. It is extremely important for school security that no adult is on the premises or in the school grounds unless they have signed in at the school office.



**June 2020**