

# Mid Calder Primary School

## School Handbook



2016-2017

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Feedback, Concerns and Complaints



## Welcome to Mid Calder Primary School

On behalf of Mid Calder Primary School, I am very pleased to welcome all our new pupils and their parents. I am delighted that you have chosen Mid Calder and look forward to working in partnership with you.

Our school vision creates a very positive ethos within our school; all members of our learning community **'Believe'** in themselves and thus **'Achieve'** the best they can which will ultimately enable them to **'Succeed'** in all they do.

We aim to prepare all our young people for the challenges of the future. Our learning environment aims to stimulate, challenge, support and provide opportunities to develop life skills. We celebrate attainment and achievement gained not only in school but within the children's personal lives through our 'Living our Values' certificates and iAchieve Gold, Silver and Bronze awards.

This handbook will only give you a 'snapshot' of life at Mid Calder and visiting the school will provide a fuller picture. You are very welcome to come and see us at work – just telephone to arrange a visit. Someone is always very willing to show you round and answer any questions.

You can find out more about our school by visiting our school blog:

<https://blogs.glowscotland.org.uk/wl/mcps/>

We look forward to a happy and successful experience working with you and your child.

***Mary McKenzie, Head Teacher***

In this handbook, parent means any person with parental responsibility for the child.

## Section 1: School Information

Mid Calder Primary is a non-denominational primary school serving the village of Mid Calder and the surrounding community. At present the school roll is 260 pupils as well as a 30:30 nursery provision. The staff consists of the Head Teacher, a Depute Head Teacher, a Principal Teacher and fifteen class teachers.

**School Address**      **Mid Calder Primary School**  
**MID CALDER**  
**Livingston**  
**West Lothian**  
**EH53 ORR**

Telephone : 01506 882092

Fax : 01506 885814

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

Email : [midcalder.ps@westlothian.org.uk](mailto:midcalder.ps@westlothian.org.uk)

All visitors must report to the school office on arrival and sign the Visitors' Book if visiting any of the class areas.

### **Our Catchment Area**

The school's catchment area consists of the village of Mid Calder, both conservation village itself and the housing estates to the west of the village.

The Parents' Charter gives parents the right to request a place for their child at a school of their choice and, if places are available, children from outside the catchment may also be enrolled. A significant number of children enrolled at the school are from out with the school's catchment area, as a result of parental choice. Mid Calder Primary School admits pupils of both sexes.

In the case of children transferring from another school, it is advisable, where possible, that parents visit the school prior to the transfer. It is helpful to make an appointment to ensure that the visit is as satisfactory as possible. Admissions of this type can be made at any time by arrangement with the school secretary.

### **Accommodation and Facilities**

The school is housed in a main building, built in 1977 and refurbished in June 2004. It comprises fourteen class bases, support for learning base, music room, hall/dining area, drama area, general purpose rooms, changing rooms, toilets, kitchen serving area, staffroom, medical room and offices. The grounds consist of hard and grassed areas, a small landscaped garden and our 'Wild Connections' school woodland.

A Nursery Class is housed in a separate building within the school campus. The Nursery Class is staffed by a Nursery Teacher and 2 Nursery Nurses and is built to accommodate 30 children in the morning and up to 30 children in the afternoon. Children are allocated either a morning or an afternoon placement.

### **The School Day**

#### **Monday to Thursday:**

P1 – P3: 8.45am – 12.05pm: 12.45 – 3.05pm  
P4 – P7: 8.45am – 12.30pm: 1.10 – 3.05pm

Except Friday when all children leave at 12.30pm

Parents will always be informed by letter when children are likely to be late e.g. if an outing or sporting event is taking place that will extend beyond the normal closing time. Parental consent forms will be issued for signature before any pupils are taken out of school but a general consent form for short local visits will be issued at the start of each session to all new parents.

### **The Nursery Day**

#### **Monday - Thursday:**

##### **Morning:**

**Core hours - 8.40 – 11.10am**  
(additional times - 8.05am – 8.40pm)

##### **Afternoon:**

**Core hours - 11.55am – 3.05pm**  
(additional times – 3.05pm – 3.50pm)

#### **Friday:**

**Core Hours - 8.40 – 11.25am**  
(additional times – 11.25pm – 11.33am)

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

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

### **West Lothian Council Values**

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

## **School Aims : Mid Calder Primary School Aims**

- We aim to prepare all our young people with the skills, knowledge and attributes for the challenges of the future.
- We aim to create a learning environment which stimulates, challenges, supports and provides opportunities to develop independent learners.
- We aim to deliver an innovative and creative curriculum which is relevant to our children's lives and promotes personalisation and choice.
- We aim to provide high quality learning and teaching experiences to enable every child to reach their full potential.
- We aim to foster our core values through creating a positive and welcoming school ethos.
- We aim to support each child's skills and talents through recognition and celebration of individual achievements.
- We aim to promote effective partnerships between home, school and the wider community.

## **Mid Calder Primary School Mission Statement**

All members of our learning community '**Believe**' in themselves and thus '**Achieve**' the best they can which will ultimately enable them to '**Succeed**' in all they do.

*Believe in yourself, Achieve your best, Succeed in all you do.*

### **Attainment and Achievement**

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

### **Framework for Learning**

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

### **Inclusion and Equality**

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

**Value and Citizenship**

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

**Learning for Life**

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

## Section 2: Standards

### Mid Calder Primary School Standards

High standards of responsible behaviour are promoted and expected from Mid Calder pupils, towards staff, fellow pupils and their surroundings.

Self-discipline is the key to good behaviour and we depend on your support in reinforcing the discipline guidelines of the school. These are based on consideration, good manners and respect and are in place to ensure the safety and well-being of the children.

#### 2.1: Attendance

It is essential that parents' call the school office to report any absence of pupils. Please do so before the start of the school day, if possible. Under the Council's Safe Arrivals at School Policy, it is essential that the school knows that all pupils are safe and accounted for. Should children be absent from school and the parent has not made contact, the office staff will contact the parent for information, via Groupcall. Should attendance levels give cause for concern, a referral will be made to the Children and Young Peoples' Team for a home visit.

Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child will be unavoidably late please provide a note of explanation.

The school enters pupil absence electronically using codes for particular reasons for absence. To ensure an accurate record is kept it is important that, should your child be absent, you provide an explanation for that absence either by letter or by telephone. Our school has a system which sends out an automated text message to a mobile telephone in cases of unexplained absence. The text is repeated regularly until answered. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school. Parents are urged to opt into this system.

The Scottish government has issued a directive informing local authorities that, due to the impact absences during term-time have on children's learning, any such absences will be recorded as unauthorised. Family holidays should therefore be taken out-with term times. If, in exceptional circumstances, you wish to take your children out of school, you must make your request to the Head Teacher in writing.

If you become aware that your child may be absent from school for a considerable length of time, due to illness or admission to hospital, you are requested to inform the school as soon as possible.

#### 2.2: Ethos and Behaviour

We are very proud of our school and hope to make you feel welcome at all times by fostering a positive atmosphere of good relationships between staff, pupils and yourselves. We have high expectations of achievement and behaviour of our pupils, which we maintain by praising our pupils' efforts and commitment to school and to one another. We hope that



you will help us to further develop good partnerships with you and that you will feel confident to approach the school at any time.

Children learn to develop values and positive attitudes towards themselves and others in many aspects of the curriculum which in turn contribute to their personal and social development. Our schools work hard to build confidence and self-esteem and provide opportunities for children to contribute to the whole school community. Much of their development in these areas, helps to lay the foundations for becoming responsible citizens of the future.

We promote and expect a high standard of responsible behaviour from pupils towards staff, other pupils and towards their surroundings. Self-discipline is the key to good behaviour and we depend on your support in reinforcing the discipline guidelines of the school.

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

Our school values are:

**Enthusiastic** – I am passionate and excited by learning.

**Friendly** – I show compassion towards others and am considerate of their feelings.

**Inclusive** – I accept others and appreciate diversity.

**Respectful** – I am considerate and courteous to others.

**Responsible** – I am accountable for my learning and my actions.

**Successful** - I try my best individually and as a team member.

### **2.3: School Dress Code**

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

Mid Calder uniform consists of grey trousers/skirt, white shirt/blouse and a red and silver striped school tie. An embroidered school badge is available for those who wish to buy a blazer. Alternatively, a red polo shirt and silver grey sweatshirt are equally acceptable. These are more popular with pupils. In summer, a red and white checked gingham dress is a practical alternative for girls in fine weather. Items of uniform are available from the school office including waterproof and fleece jackets bearing the school logo.

For PE, a white t-shirt and black gym shorts are required. You can purchase a school t-shirt from the school office. In line with West Lothian Council dress code policy for school children, we ask that pupils do not wear sports tops associated with particular football teams or which carry inappropriate logos. Children are encouraged to keep PE kit and soft

shoes in school for use at any time. In the interests of safety and security, the wearing of jewellery is discouraged, particularly hooped and dangly earrings.

We recommend that all articles of clothing are clearly marked with your child's name. This makes it much easier to reunite children with misplaced clothing.

The Council will not be responsible for loss of or damage to pupils' clothing and personal belongings including mobile phones and devices. Valuable items, including jewellery and unnecessarily expensive articles of clothing, should not be brought to school.

School Clothing Grants are available to parents in receipt of a qualifying benefit; application forms are available from the school or online.

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

## Section 3: Ethos

### 3.1: Equality and Fairness

All pupils have the right to enjoy opportunities and activities, regardless of their background, race, gender or religion, so that they will be given the freedom to develop their full potential without constraint.

Our aim is promote self-esteem and a positive self-image in every pupil. Self-respect and respect for others is a priority. We treat boys and girls equally and offer the same opportunities to all pupils by offering a diverse curriculum, which addresses the needs and opinions of all. We aim to maintain an environment which is free from bullying, racism and other forms of discriminatory behaviour. We value your support in maintaining this ethos.

### 3.2: Partnership and Communication with Parents

All West Lothian schools are committed to the process of personal learning planning. This process is an ongoing discussion between teacher and pupils about how the next steps in learning are to be achieved. There is often a simple record of the discussion and school are developing ways of sharing these with parents and involving parents in the process.

West Lothian Schools operate an open, responsive policy with regard to questions or concerns that parents may have. Should you have concerns or complaints regarding the service provided you should raise these with the Head Teacher in the first instance.

Newsletters are issued frequently and curricular evenings and Parents' Meetings are held regularly. Your comments and suggestions on the work done in school and the service provided for you and your child are welcomed.

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

### 3.3: Parent Councils

A Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents at a school on a voluntary basis. All parents/carers in a school are automatically members of the Parent Forum of that School.

#### ***The purpose of a Parent Council is to:***

- support the school in its work with parents.
- represent the views of all parents.
- encourage links between school, parents, pupils, pre-school groups and the wider community.

***Every parent can expect to:***

- receive information about what their child is learning along with information about events and activities at the school.
- receive advice/help on how they can support their child's learning.
- be told about opportunities to become involved in school.
- have a say in electing a Parent Council to work on behalf of all parents.

Parent Councils operate in accordance with a local constitution. Parents can put themselves forward to be members of the Parent Council in accordance with that constitution.

Further information can be found on the Scottish Parent Teacher Council website <http://www.sptc.info>

## Section 4 : Curriculum

### 4.1: General

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

The curriculum is organised into eight broad categories.

#### Curriculum for Excellence

The 3-18 curriculum aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work. The knowledge skills and attributes learners develop will allow them to demonstrate the four key capacities – to be successful learners; confident individuals; effective contributors and responsible citizens.

There are six curricular levels:

Level	Stage
Early	The pre-school years and P2, or later for some
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third and Fourth	S1 to S3, but earlier for some
Senior Phase	S4 to S6 in school/college/other types of study, until the age of 18

Learners will experience a broad general education till the end of S3, then options in the senior phase. The broad general education covers expressive arts, health and wellbeing, language, mathematics, religion and moral education, sciences, social studies, technologies. All staff have responsibility for literacy, numeracy and health and wellbeing.

Within each curriculum area, there are a number of organisers, or areas of study:

#### Expressive Arts

Includes art and design, dance, drama and music. Your child will get the chance to find out about and express their feelings and emotions and those of others.

### **Health and Wellbeing**

Mental, emotional, social and physical wellbeing, planning for choices and changes, PE, activity and sport, food and health, substance misuse and relationships, sexual health and parenthood.

### **Languages**

Includes learning about English, as well as learning an additional language.

### **Mathematics**

Includes using real life experiences to make predictions, connect to other things, provide skills to understand and examine information, simplify and solve problems, assess risk and make informed decisions.

### **Religious and Moral Education**

Includes exploring the world's major religions, as well as views that are non-religious. Your child will think about their own beliefs and values. Children learn about Christian practice in worship and the place of Christian action in the community. Children will also study other world religions in line with national guidelines. This part of the curriculum operates through class teaching, assemblies, outside visits and visitors to school. Any parent who wishes to exercise their right to withdraw their child from religious education/observance should inform the Head Teacher.

### **Sciences**

Includes learning about the natural world and living things, forces, chemical changes and our senses.

### **Social Studies**

Includes developing understanding of the world, by learning about other people and their values, in different times, places and circumstances.

### **Technologies**

Includes business, computing science, food, textiles, craft, engineering, graphics and applied technologies.

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

Parents are kept informed by regularly newsletters, giving details of curriculum afternoons and parents' consultations, etc.

## **4.2 : Instrumental Tuition**

The Council has instructors for brass and strings. Instructors will assess children in P4 and P5 who have expressed an interest in learning to play an instrument. Successful children are given a place if one is available or placed on the waiting list for either brass or strings. Parents are asked to sign a contract to ensure regular practice and proper care of the instrument. Tuition is free of charge, but children who make progress will be encouraged to acquire their own instrument and join local bands and orchestras.

### **4.3 : Use of the Internet**

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

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

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

Computer equipment is used to support effective Learning and Teaching. This is an integral part of the curriculum which enables pupils to access information and resources on local and worldwide networks.

West Lothian Education Services implements software to provide protection from inappropriate materials on the Internet. It must be recognised, however, that no protection can be absolutely guaranteed and, to this end, pupils must not actively seek inappropriate material and should report any items that make them feel uncomfortable.

As an Anytime Anywhere Learning (AAL) school, we can connect netbooks and handheld devices to the internet. We are a Bring Your Own Device (BYOD) school, therefore pupils in specific classes will have the opportunity to bring in their own device from home in order to enhance their learning. The classes using BYOD will be allocated on an annual basis. You can find out more about this West Lothian initiative in our AAL Policy.

The authority has set out the following internet rules for pupils to minimise the possibility of accessing inappropriate materials or communications.

#### **Internet Rules**

When using the internet, we expect children:

- not to swear, use rude or threatening words,
- not to reveal their address or phone number or those of others,
- to remember that electronic mail (email) is not guaranteed to be private,
- not to use the Internet in such a way that would disrupt its use by others,
- not to try to find inappropriate material,
- to tell a member of staff if a page, picture or message is found that makes the child feel uncomfortable.

If these rules are not followed the child will not be allowed to use the Internet and the school may take further action.

Further information on safe use of the Internet is available at:

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

### **4.4 : Assessment and Reporting**

Assessment is an integral part of the teaching process and your child will be continually assessed during their school career. This assessment can be both formal and informal and

takes many forms; observation, tests, pupil/teacher dialogue, written or spoken tasks and teacher judgement. The result of the assessment process allows teachers to form next steps in your child's learning.

It is the authority's policy to also carry out standardised testing in literacy and numeracy at P1-P7. These results form part of the overall assessment information about your child.

Information about your child's progress will be shared between home and school throughout the session. This will include parents' nights and an annual report. The aim of the annual report is to provide details of your child's strengths, development needs and attainment within Curriculum for Excellence. Parents and children are welcome to comment on the annual report.

Parents are welcome to contact their child's school at any time if they have any questions or concerns regarding their child's progress.

#### **4.5 : Support for Learning**

Class teachers are continuously assessing the needs of pupils in their class. The authority provides access to Support for Learning staff and resources for pupils requiring additional support. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website. We consult with parents and carers to ensure the needs of children are met.

Should your child require additional support in a particular area you are invited to discuss this with the class teacher.

This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs.



## **Section 5 : Admission Procedures**

### **5.1 : Admission Procedures**

West Lothian is divided into catchment areas for primary and secondary schools. The catchment areas for all West Lothian Council schools are available online at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

Each school is either denominational (linked to a particular religion) or non-denominational (not linked to any particular religion). All the denominational schools in West Lothian are Roman Catholic. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education.

The Pupil Placement section deals with all applications for pre-school and wraparound, and deals with applications for the August primary one (P1) and secondary one (S1) intakes. Schools deal with applications for other stages and for P1 and S1 after the pupils start school. To apply for a school, pre-school or wraparound place you must fill in an application form. You can get application forms from schools, nursery schools, libraries, Council Information Service Offices and from the Pupil Placement Section.

To contact the Pupil Placement Section, e-mail [pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk) or phone 01506 280000. Information is also available on the Council website [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

### **5.2: New Entrants to P1**

You can apply for a P1 place from the November of the year before your child is due to start school, and the places are allocated in March of the same year that your child is due to start school.

Application for admission of pupils to P1 for the August intake normally takes place in November and December of the preceding year. Details appear in local papers, Council Information Centres, in nursery schools and playgroups. Children will be invited to spend some time in school, usually in June, to meet their teachers and see their classroom. Primary 1 pupils will commence a full day infant session from no later than the third Monday of term.

Transport assistance may be provided for children who cannot be placed in the catchment school. Information on this can be obtained from School Transport (telephone 01506 281951), Pupil Placement (telephone 01506 280000) or from the Council website – [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

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

You can apply for an S1 place from the November of the year before your child is due to start secondary school. For more information on admission arrangements please see our website [www.westlothian.gov.uk](http://www.westlothian.gov.uk) or contact the Pupil Placement Section,

[pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk) or phone 01506 280000.

***Transfer from P7 to Secondary School***

Each home address has a denominational (Roman Catholic) and a non-denominational secondary school in their catchment area.

In November and December, parents of P7 pupils will receive a letter from the Pupil Placement Section indicating the catchment area secondary schools for their home address. The letter, which will be sent home with the child, asks parents to confirm their transfer intentions. It is generally assumed that P7 pupils transfer to their associated secondary school providing that their associated secondary school for the primary school they attend is also a catchment secondary school. The letter also advises parents of their right to make a placing request and how to do this. Information on placement requests is available from the Pupil Placement Section.

Transport assistance may be provided for children who cannot be placed in the catchment school. Information on this can be obtained from School Transport (telephone 01506 281951), (telephone 01506 280000) or from the Council website – [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

#### **5.4 : Extra Curricular Activities**

Put in details of breakfast clubs, after school clubs or other childcare services available at the school. Mention some of the extra-curricular activities on offer and how parents can find out more.

Participation in extracurricular activities, for example Instrumental Tuition, Drama or PE, which take place at a school other than that attended by the pupil, should not be construed as an entitlement to a place at that particular school. These activities are offered without prejudice to placement decisions which may be made.

## Section 6: Health & Safety and Pupil Welfare

### 6.1: Medication in Schools

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing prescribed medication even though the child's doctor regards the child as fit to attend school. Others have medical conditions which, without help, could limit their access to education.

Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition.

Please tell the school if your child needs medication. Forms for any child requiring medicine to be taken during school time are available from the school office or can be downloaded from [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

### 6.2: Emergency Contacts and Arrangements

It is essential that the school has the name, address and telephone number of an adult to be contacted in case of an accident or your child feeling ill. Please ensure records are kept up to date by notifying the school of any change of address and telephone number of your child's emergency contact.

Children will only be sent home early in special circumstances. The school will make every effort to contact you in such situations. Where there is no adult to receive the child, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions you may check the council website for information on any school closures.

All schools have a means of contacting parents and carers via text message.

### 6.3: Meals and Milk

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

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

All P1 - P3 children, and P4 - P7 children whose parents are in receipt of qualifying benefits, are entitled to free school meals. Other children can buy a school lunch.

If a child loses or forgets lunch money, we will provide a meal and inform parents of the cost. This amount **must** be paid the following day.

### **New lunch iPayimpact**

West Lothian Council are introducing an online system for paying for lunches/milk money where parents will have the option to order and pay online in advance.

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

Further information and application forms for free school meals and milk can be obtained from the school or from the Council's website [www.westlothian.gov.uk](http://www.westlothian.gov.uk).

### **6.4: Security**

The school has a security system which allows all doors to be locked electronically once the children are in school. The locking system is released automatically if the fire alarm goes off. All visitors should report to the school office via the front entrance of the school, sign in and collect a visitor's badge. The school welcomes parents and carers but asks them to help to ensure the security of the school by reporting to the school office.

### **6.5: Photography**

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose. All parents are asked to sign a consent form before any photographs are taken.

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose.

Photography is helpful in publicising the success of the school and in promoting educational initiatives. From time to time members of the press and media are invited into school to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photography will be respected at all times, as will the views of the senior students, themselves in secondary schools.

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group are in agreement.

If photography is permitted, parents and guests should take care to avoid distracting pupils and the audience. They should observe any constraints imposed by school staff. Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photo-opportunities will, instead, be arranged before or after a performance or an event, if possible.

If unsure whether or not permission has been given by staff to record a particular performance or event, parents should ask the Head Teacher.

Class and individual or group photographs are annual school events. Parents are asked in advance whether or not they wish their children to be included in these events. Reputable commercial photographers are involved and the law allows them to retain the copyright in the photographs.

The use of mobile phone cameras is prohibited in view of the risks inherent in such use, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of young people and adults.

If you have any concerns about photography, please tell the school.

#### **6.6: Child Protection Guidelines**

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

#### **6.7: Playground Supervision**

Supervision is provided in the school grounds 20 minutes prior to the school opening, during intervals and the lunch hour. If children have an accident or any other problem in the playground they report initially to the supervisor who will take the necessary action. When pupils are at school, the responsibility for their safety rests with the Local Authority. The Head Teacher and staff undertake this responsibility on behalf of the Local Authority.

#### **6.8: Transport**

West Lothian Council will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. The provision of transport for pupils attending special schools and classes is not subject to these limitations, but is based on individual pupil need. Further information can be obtained from School Transport (telephone 01506 775291) or from the School Transport policy on [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

Parents who choose to send their children to a school outwith their catchment area, will be responsible for any extra travelling expenses incurred.

#### **6.9: Car Park**

In the interests of safety parents **must not use the car park to access the school**. At no time should children be in the car park.

#### **6.10: Requested Early Release of Pupil**

There are occasions when pupils wish their children to be released from school at other than normal closing times, to enable them to keep a dental or medical appointment outside school, or for other reasons. In all cases, a written request must be made for early release.

Parents must then call at the school office and their child will be brought to them. Parents must sign their children in and out of the school.

**On no account should a child leave school premises on their own.**

#### **6.11: Data Sharing**

On occasion, schools will make data available to partners and also academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners with information they need in order to fulfil their official responsibilities.

The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act.

## **Section 7 - Feedback, concerns, complaints and comments**

If you have feedback, concerns or complaints regarding the service you are receiving, these can be addressed by contacting the Head Teacher in the first instance.

If you are dissatisfied with that response you should contact:

**Education Services West Lothian Council**  
**West Lothian Civic Centre**  
**Howden South Road**  
**Livingston**  
**EH54 6FF**

Tel: 01506 281254

The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request or can be downloaded from the web at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)