

# St. Columba's Primary School



The information contained within this section refers to the day-to-day running of our school and is pertinent to St Columba's School and our pupils.

## CONTENTS

Welcome to our school	4
All about St Columba's	5
Contact Details	6
Staff Team	7 - 8
Our Vision and Values	9
School Hours	10
Partnership with Parents	11
Parent Council	12
The Curriculum	13 - 18
Assessment and Reporting	19
Support for Pupils	20
Home Learning	20
Extra-Curricular Activities	20
Instrumental Tuition	21
Use of the Internet	21
Enrolment and Transition	22 - 23
Positive Behaviour	23
Equality	24
School Uniform	24
Attendance	25
Breakfast Club and School Meals	26
Transport Arrangements	27
Playground Supervision	27
Car Park	27
Child Protection	27

Data Sharing 28

Medication in Schools 28

Emergency Arrangements 28

Security 29

Photography 29

Feedback, Concerns and Complaints 29

## St. Columba's Primary School

Welcome to St. Columba's Primary School, Boghall, Bathgate

Dear Parents,

Thank you for choosing St Columba's Primary School for your child's education. Pupils, parents/carers, staff, the parish and the wider community take a deep pride in the school. Our school learning community has very high expectations and we are committed to getting it right for every child.

We share a common goal with you; we want your child to be happy at school and to enjoy being a valued member of this school community. It is our hope that, as you read through the pages of our hand book, you will be assured that we share your commitment to ensure your child achieves their full potential within a safe, caring and positive learning environment.

We look forward to welcoming you and your child into our school community, and working in partnership with you to enhance your child's learning and achievements.

Yours sincerely,

Fiona Smyth

Head Teacher

## St. Columba's Primary School

### ALL ABOUT ST. COLUMBA'S

St Columba's Primary School opened on 3<sup>rd</sup> April 1967. Its catchment area caters for Roman Catholic children living in the Boghall area of Bathgate. However children attend our school from other areas of Bathgate.

St Columba's Primary School is denominational and provides for nursery children and stages P1-P7. The school does not provide teaching by means of the Gaelic language as spoken in Scotland. A primary aged pupil whose parent wishes him/her to be taught by means of the Gaelic language will be educated at Tollcross Primary School in Edinburgh. A secondary aged pupil whose parent wishes him/her to be taught by means of the Gaelic language will be educated at James Gillespies High School in Edinburgh.

St Columba's Primary School admits pupils of both sexes.

Our accommodation consists of 7 classrooms, 1 Resource Room, a PE Hall and combined stage as our dining hall. We also have shared spaces, infant and upper playgrounds and a large playing field.

St Columba's Primary School is an integral part of the local community both educationally and socially. There are active and effective Parish/ Community links through St Columba's and St Mary's RC Church in Bathgate. Strong links also exist with St. Kentigern's Academy, the cluster primary schools, Boghall Primary and Boghall Community Wing.

St. Columba's Primary School

**CONTACT DETAILS**

Address: St. Columba's Primary School

Philip Avenue,

Boghall,

Bathgate

Denomination: Roman Catholic

Telephone Number: 01506 653822

Web-site: <http://www.stsolumbasprimary.westlothian.org.uk/>

E-Mail : [wlstcolumbas-ps@westlothian.org.uk](mailto:wlstcolumbas-ps@westlothian.org.uk)

Twitter : @StColumba2016

Council webpage:

<http://www.westlothian.gov.uk/sitecontent/schools/StColumbas>

Present Roll: 145

Head Teacher: Miss Fiona Smyth

\*\*\*\*\*

## St. Columba's Staff Team

Head Teacher: Miss Fiona Smyth

Principal Teacher: Mrs. Karen Potter

### Teaching Staff

Mrs. Elaine Butcher

Miss Robyn Ivory

Mrs. Claire McIntyre

Mrs. Lisa Donnelly

Mrs. Frances Clark

Ms Muriel Angus

Mrs. Jenny Cochrane

Mrs. Andrea Moffat

Mrs Elizabeth King

Support for Learning Teacher / RA Development: Mrs. Sally Hopkinson

Nurture Teacher: Mrs. Karen Potter

PE Specialist: Mr. Kieran Tennant

Art Specialist: Mr. David Bennet



### Early Learning and Childcare Team

Early Years Officers: Mrs. Caroline Gouws (Acting)

Early Years Practitioners: Mrs. Moira Wright

Mrs. Annie Sommerville (PT)

Mrs. Jodie Currie

Miss Kim Coyle

Mrs. Melanie Dori – Muir (PT)

Pupil Support Staff: Mrs. Barbara Smith

Mrs. Elaine Wilson

Mrs. Margaret Brady

Mrs. Kirsty Henderson

Admin: Mrs. Fiona Mc Innes

Education Officer: Lisamaria Purdie

Parish Priest: Monsignor Allan Chambers



## Our Vision and Values

At St. Columba's Primary our vision and values have been created and agreed by the whole school community. They are now proudly placed in our front hall on our mural. Our vision is simple and is embedded in our catholic faith:

‘Leading in learning through love and faith’

Our values underpin the life and work of the school. We use the #5starschool as all children have a shared understanding of what they think this looks like and what they would like it to look like in their school.

Our 6 Core Values are:

Honesty Love Friendship Respect Nurture Fun

## Ethos and life of the school

The school vision and values underpin the life and work of the school, they are displayed in every classroom and the language of the values are used to support learning conversations with the children

Here at St. Columba's we have focused on developing an ethos which is the beating heart of the school. Our children are actively involved in making decisions and contributing to the life of the school.



## Our School Aims

Our aims are simple and link directly to the needs of our school community. As the children progress through our school we aim for them:-

***To develop and become independent learners, be creative, healthy and develop a positive attitude to life.***

***To develop their understanding of the World by ensuring they are literate and numerate.***

***To develop their ability to value each person's own worth through a happy, nurturing, and safe environment.***

***To develop through offering a wide range of high quality experiences.***

## The School Day

The school day is the same for all children.

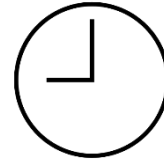
School starts at 9.00am

Break at 10.30 to 10.45 am

Lunch from 12.40 to 1.25 pm

Afternoon session 1.25pm – 3.30pm

Friday finish at 12.30pm



School term dates and holidays can be accessed online at:  
<https://www.westlothian.gov.uk/schoolholidays>

These are also available on our school blog.

## PARTNERSHIP AND COMMUNICATION WITH PARENTS

We pride ourselves on strong communication with our parents and families. We operate an open, honest and responsive policy with regards to questions raised by parents. Should you have any complaints or concerns, please raise these with the Head Teacher or Principal Teacher in the first instance.

Our school blog provides a 'one stop shop' for parents to access all information about the school and to stay informed about school events, school progress and achievements. <https://blogs.glowscotland.org.uk/wl/stcolumbasps/>

As well as our school blog we also use a range of online methods to communicate with parents and families including email, our school app, text messaging and a Twitter page to share the life and work of our school.  
@stcolumbas2016

The school produces an annual calendar of events and opportunities for parents/carers and families to be part of the school community and to find out key information about learning. This is issued to parents in August each year and is regularly updated each term.

The school revises its Communication Framework each year in consultation with parents, staff and children. Feedback forms are also sent to parents regularly so that we can be sure that we are listening to what you say about the service provided for you and your child.





All parents will automatically be members of the Parent Forum and will be entitled to have a say in what happens at the school. We have an active and supportive Parent Council and all parents are welcome to attend any of the meetings which are held bimonthly on a different day each month. The role of a Parent Council is to:

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



St Columba's Primary school also welcomes parent helpers. If you wish to become involved in this you will need to obtain a disclosure certificate through the PVG scheme. A form can be obtained from the school office.

## The Curriculum

The Curriculum is, in short, 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.

### Our Curriculum Design

Our curriculum has been designed with the involvement of parents, pupils and staff. This is an exciting time at St. Columba's as we build upon the experiences our children receive.

### Our Curriculum Rationale

Our curriculum takes account of the 4 capacities. It is our wish to equip our children with the necessary skills for the future.

Successful Learners

Confident Individuals

Effective Contributors

Responsible Citizens



### Curriculum Subjects

We offer pupils active learning experiences across the curriculum areas:

Literacy and Languages    Numeracy and Mathematics    Health and Well Being  
 Expressive Arts    Sciences    Social studies    Technologies    Religious Education

In St. Columba's we use West Lothian curriculum pathways which are linked to CFE experiences and outcomes as well as the benchmarks; these allow teachers to plan across the levels and to know what the children should be achieving.

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

## **LITERACY AND LANGUAGES**



The Literacy and English framework in St Columba's promotes the development of critical and creative thinking as well as competence in listening and talking, reading, writing and the personal, interpersonal and team-working skills which are so important in life and in the world of work.

The development of each child's language is pursued through an integrated programme of language work involving talking, listening, reading and writing. Early reading material is based on the child's own natural language, progressing thereafter, through a graded reading programme. As the child pursues their reading through appropriate fiction and non-fiction material, they also learn skills of comprehension and reference to help them understand more of what they read and to assist them in looking for information. Alongside this they will develop the necessary skills of spelling, punctuation, language structure and handwriting, each at a level appropriate to the child's needs. Writing will form an important part of this development and the child will start with simple stories and go on to different forms and genres of writing activities. Considerable emphasis will be laid on speaking and discussion.

## **MODERN LANGUAGES IN THE PRIMARY SCHOOL**

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

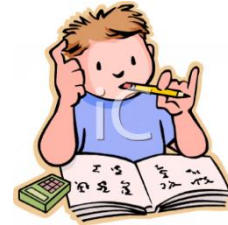


## **NUMERACY AND MATHEMATICS**

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 Columba's will use a skilful mix 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 is for Learning, ensuring that young people understand the purpose and relevance of what they are learning
- developing problem-solving capabilities and critical thinking skills
- concrete, pictorial and abstract (CPA) methodology

When planning lessons the staff will use a variety of resources rather than focusing on a published scheme. In the infant 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.



### **MENTAL AGILITY**

In St. Columba's we use both 'Samson Maths' to develop children's mental maths agility. All classes participate in daily number practice sessions. These sessions are short daily exercises aimed at building number sense. Number sense is the ability to play with numbers meaning children can visualize problem solving, perform calculations quickly, and are flexible in their mathematical strategy. Children who have strong number sense solve problems in more than one way and check that their answers make sense.

### **SOCIAL STUDIES**

Through Social Studies 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



At St Columba's, our Social Studies topics are taught through an interdisciplinary approach helping pupils make connections between subjects. Visits to places of local interest and field studies are actively encouraged, carefully planned and thoroughly vetted as to their educational potential. Included in our Social Studies programme is our Primary 6 and Primary 7



pupils' annual visit to an outdoor residential centre. We have recently introduced a short overnight for p5 pupils too.

## **RELIGIOUS and MORAL EDUCATION**

Every class has regular Religious Education and follows the Archdiocese of Edinburgh's 'This Is Our Faith' (TIOF) planners. However religion is not merely learned in class but is a way of life. Education in Christian living is an integral part of school life. Christian, Catholic values are constantly re-enforced in a multitude 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 in class when children arrive in school and before lunch, after lunch and at the end of each school day.



Pupils take part in the celebration of the Catholic Mass both at Saint Columba's and St. Mary's Church in Bathgate and in school. The school year observes the Catholic calendar of seasons and feasts including Advent, Christmas, and Lent, which incorporates receiving ashes on Ash Wednesday, Easter and Holy Days of Obligation.

The Catholic Priest 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.

## HEALTH AND WELLBEING

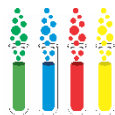


As a health promoting school and within a progressive framework, children are provided with opportunities to explore their feelings and emotions, to understand physical factors in relation to their health and to develop a sense of social responsibility. Promoting health at school is embedded in the variety of activities offered during the school day and in extra-curricular activities. Wellbeing Week and Sports Day are also annual events in St Columba's. All children from P1-7 are members of active Pupil Committees which meet regularly to take forward aspects of school improvement.



## 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 Columba'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.



## **TECHNOLOGIES**

Learning in technologies allows our children to develop skills, knowledge, understanding and attributes through creative, practical and work-related activities across a range of areas. They will be able to use these skills in business, computing science, digital literacy, food, textiles, craft, design, engineering, and graphics.

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

## **ASSESSMENT AND REPORTING**



Assessment is an integral part of the teaching process and your child will be continually assessed during their school career. The results of the assessment process allows teachers to form next steps in your child's learning.

It is the government's policy to carry out standardised testing in literacy and numeracy at key transition stages of P1, P4 and P7. These results form part of the overall assessment information about your child.

Your child's progress will be reported to you regularly you 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 November and May. In addition, we will issue a written report in May detailing progress throughout the session.

We are currently reviewing our Learning Profile at St Columba's. We hope the profile will involve children reviewing their learning and recording their personal achievements. Parents will be able to comment on their child's learning and share achievements from home.

We welcome parents into the school at any time to discuss progress with their child's teacher or the Head Teacher.



## **SUPPORT FOR PUPILS**

St Columba's is committed to Getting It Right For Every Child (GIRFEC). 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. These can include, for instance, extra teacher-help, Head Teacher in-put, the use of a Visiting Specialist and, with parental knowledge, advice from the Educational Psychologist or health professionals.

We also 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, numeracy or any other aspect of the curriculum.

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

If you feel that your child needs additional support, please speak to the school in the first instance.

## **HOME LEARNING**

Home learning 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. Our Home Learning policy can be accessed on our school website for further information.

## **EXTRA-CURRICULAR ACTIVITIES**

We aim to provide different extra-curricular activities throughout the session, ranging from sports clubs to maths clubs. Clubs are offered to different stages and are available at lunchtime and after school. Parents are given an overview of available activities at the start of each term.

## **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 a waiting list. 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 instruments to join local bands and orchestras.



## **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.

Further information on safe use of the internet is available at  
**<http://www.thinkuknow.co.uk>**

## **ENROLMENT AND TRANSITION**

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 home address has a catchment denominational (Roman Catholic) school and a catchment non-denominational school, for both primary and secondary education.

Pupil Placement deals with all applications for pre-school and with applications for August primary 1 (P1) and secondary one (S1) intakes. Schools deal with applications for other stages and for P1 after the pupils start school. To apply for a place, you must fill in an application form. You can get an application form from schools, libraries, Council Information Service offices and from Pupil Placement.

To contact Pupil Placement e-mail [pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk) or phone 01056 280000.



### **Nursery / Primary 1**

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 addition to this, there is a 1 day transition for the whole school in June allowing staff and pupils to become familiar with the next session's class.

## **Primary 7 Transition**

St Columba's Primary School 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. P7 pupils attend a 2 day Transition Programme at St Kentigern's Academy in June to complete the transition programme. We work in partnership with our Secondary colleagues to support young people in their transition.

St. Kentigern's Academy contact details:

Headteacher: Mr. Andrew Sharkey

Address: St Kentigern's Academy, West Main Street, Blackburn,

West Lothian EH47 7LX

Tel: 01506 656404 Fax: 01506 651736

Email: [wlstkentigerns-ac@westlothian.org.uk](mailto:wlstkentigerns-ac@westlothian.org.uk)

## **PROMOTING POSITIVE BEHAVIOUR AND RELATIONSHIPS**



Our welcoming and inclusive atmosphere promotes a climate of mutual respect and trust based on shared values and positive, supportive relationships. High expectations of behaviour are clear throughout the school. Visitors to our school are always impressed by our pupils' behaviour and manners.

Children enjoy and need a safe, structured and happy environment in which to grow and learn. To establish such a learning environment, fair, consistent and easily understood rules are necessary. Our Positive Relationship Plan clearly

outlines the expectations for pupils, parents and staff in maintaining high standards at St Columba's.

Where possible, we try to encourage children through the use of praise, certificates, recognition boards and Hot Chocolate with the Head Teacher.

Occasionally, consequences are required for instances of inappropriate behaviour. These are restorative and seek to support our young people in talking about their actions to raise their own behavioural awareness.

In the event that it becomes obvious that the child is not responding positively to our school behaviour standards, parents will be asked to discuss their child's behaviour and to give their support to the school.

## **EQUALITY AND FAIRNESS**

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

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

## **SCHOOL UNIFORM**

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. Our uniform consists of:



Girls - white blouse school tie green/grey skirt/pinafore/trousers  
 green v-neck jumper or cardigan black school shoes or black trainers



Boys – white shirt school tie grey trousers green v-neck jumper  
 Black school shoes or black trainers

PE Kit

Green t-shirt dark shorts/ bottoms



No football colours. No jewellery

School Clothing Grants are available to parents in receipt of a qualifying benefit; application forms are available from the school or online. For further information please refer to the School Clothing Grants Policy:  
<https://www.westlothian.gov.uk/schoolclothinggrants>

Families not in receipt of qualifying benefits but experiencing financial hardship have the opportunity to access school and PE clothing by contacting the Head Teacher directly.

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

## **ATTENDANCE**

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 contact the school office so that we are aware.

In the event of illness please contact the school office by telephone on the first day of absence. If the absence is planned, as in the event of a family holiday, a letter of explanation should be sent prior to departure.

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.

Please refer to the Attendance at School Policy for further information:  
[https://www.westlothian.gov.uk/media/2101/Attendance-at-School-Policy-and-Operational-Procedures/pdf/Attendance\\_at\\_School\\_Policy.pdf](https://www.westlothian.gov.uk/media/2101/Attendance-at-School-Policy-and-Operational-Procedures/pdf/Attendance_at_School_Policy.pdf)

## **BREAKFAST CLUBS**

The Breakfast Club provides pupils with a healthy breakfast and offers the opportunity for children to sample and develop preferences for healthy options. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn. Pupils also benefit from physical activities and time to do homework. All pupils are entitled to free breakfast. The club runs from 8.15am each day.

## **SCHOOL MEALS**

Pupils in Primary schools are offered a two course meal with a choice of main course, supplemented by salads and bread, and which meet the new Scottish Nutrient Guidelines for School Meals. Children will be issued with a copy of the menu termly. All Primary 1- 3 pupils are entitled to a free school meal. P4-7 pupils pay £2.18 daily.

Special dietary requirements will be catered for. Please contact the school on 01506 653822 to discuss your child's requirements.

Please also advise the school immediately should your child have any allergies.

## **FREE SCHOOL MEALS**

Pupils with parents in receipt of qualifying benefits are entitled to a free mid-day meal.

Free school milk: All pupils of nursery schools and classes, all P1-7 pupils whose parents are in receipt of a qualifying benefit, are entitled to 0.25 litre of milk daily free of charge.

For further information please refer to <https://www.westlothian.gov.uk/article/43281/School-Clothing-Grants-Free-School-Meals-Milk>

If you would like your child to have milk but don't qualify for free milk, your child will receive a letter with all the relevant information including costing and payment options at the beginning of each term.

### **TRANSPORT ARRANGEMENTS**

West Lothian will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. Where appropriate, free travel is provided for pupils attending special schools or classes. Further information can be obtained from School Transport (telephone 01506 775291) or from the School Transport policy at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

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

### **PLAYGROUND SUPERVISION**

From 8.40am and at morning break and at lunchtime, playgrounds at both ends of the school will be supervised. If children have an accident or any other problem in the playground they should report initially to the supervisor who will take the necessary action. When pupils are at school, the responsibility for their safety rests with the Authority, and the Head Teacher and staff undertake this responsibility on behalf of the Authority.

### **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 at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

## **CAR PARK**

In the interest of safety parents must not use the staff car park to access the school.

## **DATA SHARING**

On occasion, schools will make data available to partners and 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 and General Data Protection Regulation (GDPR) compliance.

## **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 for example finishing prescribed medication. 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 children requiring medication during the school day are available from the school office or can be downloaded from [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

## **EMERGENCY 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 if your child is feeling ill. Please ensure records are kept up to date by notifying the school of any change of contact details.

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.

## **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, sign in and collect a visitor's badge. It is extremely important for school security that no adult is on the premises unless they have signed in at the school office.

## **PHOTOGRAPHY**

West Lothian schools have a photography policy which is 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. If you have any concerns about photography, please tell the school.

## **FEEDBACK, CONCERNS AND COMPLAINTS**

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

If you are dissatisfied with that response you should contact:

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

Tel: 01506 281952

[Educationcustomerservices@westlothian.gov.uk](mailto:Educationcustomerservices@westlothian.gov.uk)

The Complaints Policy and Procedures for Education and Cultural Services is available in booklet form or can be downloaded from the council website.

