



West Lothian  
Council

# Handbook Information 2017-2018



## Addiewell Primary School and Early Years Centre

Section 1	<b>School Information</b>	
	1.1 West Lothian Council Mission Statement	1
	1.2 West Lothian Council Values	1
	1.3 School Aims	1
	1.4 The School Day	2
	1.5 Staff	2
Section 2	<b>Standards</b>	
	2.1 Attendance	3
	2.2 Ethos and Behaviour	4
	2.3 School Dress Code	5
Section 3	<b>Ethos</b>	
	3.1 Equality and Fairness	6
	3.2 Partnership with Parents	6
	3.3 Parent Councils	7
Section 4	<b>General</b>	
	4.1 Curriculum	8
	4.2 Instrumental Tuition	10
	4.3 Use of the Internet	10
	4.4 Assessment and Reporting	11
	4.5 Support for Learning	11
Section 5	<b>Admission Procedures</b>	
	5.1 Admission Procedures	12
	5.2 New Entrants to P1	12
	5.3 Transfer from P7 to Secondary School	12
	5.4 Extra-Curricular Activities	13
Section 6	<b>Health &amp; Safety and Pupil Welfare</b>	
	6.1 Medication in Schools	14
	6.2 Emergency Contacts and Arrangements	14
	6.3 Meals and Milk	15
	6.4 Security	16
	6.5 Photography	16
	6.6 Child Protection Guidelines	16
	6.7 Playground Supervision	16
	6.8 Transport	17
	6.9 Car Park	17
	6.10 Requested Early Release of Pupil	17
	6.11 Data sharing	17
	6.12 Concerns and Complaints	18

## 1.1 West Lothian Council Mission Statement

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

## 1.2 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

## 1.3 School Aims

At Addiewell Primary School we aim to:

- Foster an ethos of effective partnership working with school, home, partner agencies and the wider community to empower our children.
- Create a safe and enjoyable learning environment where children and staff can thrive and succeed and each individual's uniqueness is celebrated.
- Design a progressive and challenging curriculum, which is meaningful, relevant, and enjoyable, enabling pupils to develop skills for life-long learning.
- Ensure the best possible outcomes for all our learners.

### **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.

### **VALUES 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.

## 1.4 The School Day

### Addiewell Early Years Centre – Nursery Class

MORNING SESSION Monday – Thursday		MORNING SESSION Friday	
8:10am-8:45am (optional)	8:45am - 11:15am	8:45am –11:15am	11:15am - 12:13pm (optional)
AFTERNOON SESSION Monday -Thursday			
12:09pm – 3:16pm	3:16pm – 4:06pm (optional)		

### Addiewell Primary School (Primary 1-7)

Breakfast Club	Start Time	Interval	Lunch	Finish Time
8.00am	8.45am	10.30am - 10.45am	12.15pm-1.00pm	3.10pm (Mon -Thu) 12.20pm (Fri)

## 1.5 Staff

	Leadership Team	Teaching Staff	Non-Teaching Staff
Early Level	Mrs McCarney (Acting Head Teacher)	Mrs Kirkwood (Nursery)  Mrs McKay (P1)	Mrs Devlin Miss James Mrs Kelly Miss Macmillan Mrs Paterson
First Level	Miss Leggat (PEF Leader)	Mr Airley (P234A) Vacancy (P234G)	Mrs Russell Mrs Jewell Smith
Second Level	Mrs Macmillan (Principal Teacher)	Miss Muirhead (P567M) Mrs Simpkins (P567S)	Mrs Levinsohn Mrs Kelly

Facilities Management	Visiting Specialists	Admin and Clerical
Mrs O'Hanlon Mrs Todd Ms Whyte Mrs Hamilton Mr Rarity	Mrs Mitchell (PE) Mr French (Brass) Mrs Paterson (Literacy) Mrs Allsopp (Numeracy)	Mrs McGregor Mrs Erskine

## 2.1 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 provide a note of explanation.

### **To report and provide a reason for absence:**

- Call the school office on 01501 762794
- Text the school office on 07860 049 681
- Planned absences should be requested in writing and addressed to the Head Teacher

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

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 school works 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 positive behaviour expected of all members of the school community.

Strong and consistent partnership between home and school helps to promote and sustain positive behaviour and relationships. Here is an example of a pledge created by staff, pupils and parents outlining the responsibilities of all.

School	Parents and Carers	Children
<p><b>As a school we will:</b></p> <ul style="list-style-type: none"> <li>■ Deliver a comprehensive health and wellbeing programme that promotes positive relationships and develops emotional literacy.</li> <li>■ Have high expectations of pupils and how they should behave.</li> <li>■ Celebrate diversity.</li> <li>■ Provide a nurturing and safe environment for children.</li> <li>■ Use restorative approaches when handling conflict situations.</li> <li>■ Model positive relationships.</li> <li>■ Promote equity</li> <li>■ Promote respect</li> <li>■ Adopt a ZERO TOLERANCE approach to bullying.</li> </ul>	<p><b>Parents and carers will:</b></p> <ul style="list-style-type: none"> <li>■ Encourage their child to talk openly about how they are feeling.</li> <li>■ Use appropriate language.</li> <li>■ Model positive relationships by showing respect to others.</li> <li>■ Celebrate difference at home.</li> <li>■ Work in partnership with the school and their child to resolve conflict.</li> <li>■ Set clear expectations of how they expect their child to treat others.</li> <li>■ Teach their child to be responsible for their actions.</li> </ul>	<p><b>Children will:</b></p> <ul style="list-style-type: none"> <li>■ Understand that they do not have to like everyone or play with everyone but they do have to respect everyone.</li> <li>■ Follow their class charter and behave appropriately in the wider school.</li> <li>■ Participate in restorative discussions when they are involved in conflict.</li> <li>■ Understand that everyone is different and that diversity has to be valued.</li> <li>■ Report bullying incidents to a trusted adult.</li> </ul>

## 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.

At Addiewell Primary School, we value the support of our parents and carers in encouraging all pupils to wear school uniform. It is important that our children take pride in their school and wearing uniform is a vital part of building the ethos in our school.

The school uniform consists of:

Grey/black (no branded tracksuit bottoms) skirt/trousers  
Sky blue shirt/blouse or polo shirt  
Royal blue cardigan/jumper  
School Tie (not compulsory)  
Black indoor gym shoes

School uniform can be ordered online at any time from Border Embroideries  
<https://www.border-embroideries.co.uk/schools/addiewell-primary-school.html>  
Deliveries to school are free of charge.

It is advisable to have all articles of school clothing clearly named.

The Council will not be responsible for loss of or damage to pupils' clothing and personal belongings including mobile phones. 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.

Referrals to the West Lothian School Clothing Bank can also be made if financial assistance is required. Please speak with a member of the school leadership team who can make a referral on your behalf.

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

## 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 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.

## 3.2 Partnership and Communication with Parents

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.

Regular newsletters, Group Call messages, letters, tweets and displays ensure that parents are kept fully informed of the life of the school. We also post information regularly on Class Dojo and invite parents to add comments to encourage and motivate the children. Your comments and suggestions on the work done in school and the service provided for you and your child are welcomed.

We value parents' opinions and welcome you to contact us with any concerns, queries or suggestions

Find us at: [www.addiewellprimary.westlothian.org.uk](http://www.addiewellprimary.westlothian.org.uk) or on Twitter @ AddiewellPS

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.

Addiewell Primary has an active Parent Council who work to support the school and the children by holding regular meetings and helping with events in the school as well as fundraising to support the cost of school trips and activities. The meetings are very informal and all parents are welcome to attend, along with the Headteacher, alternate teachers and occasional invited members of the wider community.

We would like to welcome you and your child to the school and hope you will join us to support all the children. If you are unable to attend meetings then your issues/concerns are still important to us, you can approach or contact any of the parent council office bearers.

Chair: Natalie Langlands  
Treasurer: Vicky Buchanan  
Secretary: Hazel Buchanan

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>

## 4.1 Curriculum

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.

Through our curriculum we aim to develop four capacities, helping children to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

The curriculum includes all of the experiences, which are planned for children through their education, wherever they are being educated. These experiences are grouped into four categories:

### 1. Ethos and Life of the School

The starting point for learning is to create a positive ethos and climate of respect within our school community. Our children are encouraged to contribute to the life and work of the school and to exercise their responsibilities as members of a community. We provide regular opportunities for our children to participate responsibly in decision-making, to contribute as leaders and to act as role models.

### 2. Interdisciplinary Learning

Working in this way provides opportunities for our children to develop a range of knowledge, skills and behaviours that cross subject boundaries and help the children to make meaningful links, promoting the application of learning in real situations. This type of learning is important to develop skills such as communication, design, creativity and thinking, within and beyond school.

### 3. Opportunities for Personal Achievement

Pupils need opportunities for achievements both in the classroom and beyond, giving them a sense of satisfaction and building motivation, resilience and confidence. We identify opportunities for achievement and provide support and encouragement which enables our children to try activities which they find challenging.

### 4. Curriculum Areas and Subjects

The curriculum areas are the 8 organisers for setting out the experiences and outcomes. Each area contributes to the four capacities listed above.

#### 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. At Addiewell Primary School all children will have opportunities to learn French and they will be introduced to a third language such as Spanish.

## 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.

Information about the curriculum and its development is shared regularly with parents through assemblies, curriculum events, newsletters, Class Dojo and the school website. Personal achievements are shared and celebrated on a regular basis.

For more about Curriculum for Excellence please go to: <http://glo.li/2fGBki2>

## 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.

Parents can find more advice about how to keep children safe online from Think U Know <https://www.thinkuknow.co.uk/parents/>

Anywhere, Anytime Learning (AAL)

With a clear strategic focus on increasing attainment and achievement and transforming learning, teaching and assessment approaches, West Lothian Council has been implementing a substantial programme and investment to improve infrastructure to realise their vision of having 'Anywhere, Anytime Learning' (AAL) available in all schools

AAL is intended to support a transformation in learning and teaching by enabling a school and classroom environment where every pupil and teacher can use personal mobile devices to communicate, collaborate, research, share and expand knowledge. It supports a curriculum which promotes active learning, independent learning, collaborative learning, learning how to learn, investigating, exploring, purposeful play, personalisation and choice in contexts that are relevant to life and work. AAL can help us engage learners in the highest quality learning activities.

In preparation for AAL, pupils are learning about responsible use of the internet.

#### 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, 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.

At the end of P1, P4 and P7, teachers are asked to make professional judgements in relation to achievement of a level. These judgements are based on a range of assessment evidence which has been moderated. From August 2017, national standardised assessments will be introduced in all schools in Scotland to support this process.

Information about your child's progress will be shared between home and school throughout the session. This will include parents' consultations 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 the school at any time if they have any questions or concerns regarding their child's progress.

For more information on assessing children's progress, please see A Guide for Parents and Carers: <https://education.gov.scot/parentzone/Documents/parent-leaflet-assessing-progress.pdf>

#### 4.5 Support for Learning

This authority has a policy of inclusion and 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.

<http://www.gov.scot/Topics/People/Young-People/gettingitright>

Class teachers are continuously assessing the needs of pupils in their class and in consultation with parents and carers interventions are identified to meet the needs of children. These are evaluated regularly and adjusted to meet the changing needs of pupils. Should your child require additional support in a particular area you are invited to discuss this with the class teacher.

## 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.

There are strong partnerships between parents and staff to ensure a smooth and confident transition for our pupils. All parents have access to our transition PEEP (Parents Early Education Partnership) programme which is co-designed by parents and staff to ensure it meets the needs of pupils and parents

## 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.

Pupils from Addiewell Primary School transfer to West Calder High School. A thorough transition process is in place which includes:

- Partnership working between staff and effective sharing of information
- Opportunities to learn alongside P7 children in other cluster primaries
- Enhanced transition provision for identified children
- 3 day visit

## 5.4 Extra-Curricular Activities

### Breakfast Club

Breakfast club is free of charge and is available to all school children. Breakfast is served from 8am with children then having the opportunity to take part in activities and go out into the playground until school begins at 8.45am.

Children can choose what they wish to eat from each of the following three categories:

- Cereal or toast
- Yoghurt or fresh fruit
- Milk, water or fruit juice

### Clubs

A variety of clubs are offered after school or during lunch breaks. Activities on offer this session include:

- Football
- Glee Club
- Dance
- Basketball

### Residential Experiences

Residential experiences are offered every 2 years. P3 and P4 children take part in a 2 day residential at Low Port in Linlithgow and P6 and P7 children spend 4 nights at Belmont in Meigle, Perthshire. The next experience will be offered in session 2018-19 and the children will have opportunities to experience outdoor learning activities which may include:

- Climbing
- Archery
- Orienteering
- Cycling
- Team Building
- Problem Solving

Financial assistance may be available on request.

## 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 in nursery 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 school website. 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.

Milk and school meals can be paid online using [iPayimpact](#). This means that parents can make sure cash payments reach school safely. School meals can also be ordered up to 6 weeks 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.

Photographs may be shared on Class Dojo or on Twitter. Class Dojo is a secure site which is only accessed by other members of the school community. Photos shared publically on Twitter will not contain children's names.

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 break. 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 out with 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 parents wish their children to be released from school at times outwith normal closing times, to enable them to keep a dental or medical appointment etc. In all cases, a request must be made for early release. Parents must then come to the school office where their child will be brought to them.

At no time should a child leave school premises during the school day 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

## 6.12 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

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)

Information is available in Braille, tape, large print and community languages.  
Please contact the Interpretation and Translation Service on 0131 242 8181.

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.  
الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলি: 0131 242 8181

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：0131 242 8181

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੈਤਰੀਨ ਟੈਪ ਰਿਕਾਰਡਿੰਗ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਖਿੱਟੇ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ। ਸ਼ੁੱਧ ਕਰਕੇ ਇੰਟਰਪ੍ਰੀਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ 'ਤੇ ਸੰਪਰਕ ਕਰੋ : 0131 242 8181

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔  
براہ مہربانی انٹرنیشنل ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔