

Addiewell Primary School Handbook



Contents

Section 1	School Information Contact details West Lothian Council Mission Statement West Lothian Council Values School Aims School Day Staff	Page 2
Section 2	Standards Attendance Ethos and Behaviour School dress code	Page 7
Section 3	Ethos Equality and Fairness Partnership and Communication with Parents Parent Councils Parental Engagement	Page 10
Section 4	General Curriculum Instrumental Tuition Use of the Internet Assessment and Reporting Support for Learning	Page 11
Section 5	Admission Procedures Admission Procedures New Entrants to P1 Transfer from P7 to Secondary School Extra-Curricular Activities	Page 14
Section 6	Health & Safety and Pupil Welfare Medication in Schools Emergency Contacts and Arrangements Meals and Milk Security Photography Child Protection Guidelines Playground Supervision Transport Car Park Request of Early Release of Pupils Data Sharing Concerns and Complaints	Page 16

School Information

Contact Details

Addiewell Primary School and Early Years
2 Church Street
Addiewell
EH55 8PG

Telephone Number – 01501 762794
Head Teacher – Mrs Eileen Brown

Email- wladdiewell-ps@westlothian.org.uk

Website – <http://addiewellprimary.westlothian.org.uk/>

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 Values and Aims

At Addiewell Primary School our school values encourage our pupils to

'Aim High, Reach Out and Go Far'

We value

Kindness

Respect

Ambition

Tolerance

Resilience

Responsibility

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.

School Day

Addiewell ELC

AM Session	PM Session	Full Day Session	Term Time Session
07.47 – 12.30 (Mon – Thurs) 08.00 – 11.54 (Fri)	12.30 – 18.14 (Mon – Thurs)	08.00 – 18.00 2 days per week plus short session arranged with ELC.	08.00 – 15.30 (Mon – Thurs)

Addiewell Primary School

Breakfast Club	Start of the day	Break	Lunch	End of the day
08.00 – 08.30	08.45	P1-3 10.15 – 10.30 P4-7 10.35 – 10.50	P1-3 12.00 – 12.40 P4-7 12.30 – 13.10	15.10 (Mon – Thurs) 12.20 (Fri)

School Staff

Here are the staff who will care for your child at Addiewell Primary School

Head Teacher Mrs Eileen Brown
Principal Teacher Mrs Karen Macmillan
Principal Teacher (Acting) Mrs Keriann Petrie

Teaching Staff

Miss Amy Scouller
Mrs Alison Paterson
Miss Jordan Sandy
Miss Sasha Grant
Miss Leeanne Martinez
Miss Hannah Kane
Mrs Sharon Simpkins
Mr Liam Airley
Miss Gemma McAllister

Support Staff

Miss Young
Mrs Harrison
Mrs McGregor
Miss Buchanan
Mrs Paterson
Mrs Swan
Miss Kelly

Brass Instructor Mr French
School Admin Mrs Jewell-Smith
Clerical Assistant Mrs Pamela Hilditch
Facilities Management Assistant Ms Elaina Whyte
Early Learning and Childcare Team

Early Learning and Childcare Area Support Manager Miss Taylor Anne Kelly

Early Years Officer Miss Jackie Murphy

Early Years Practitioners

Miss Debbie James
Miss Abbie Macmillan
Mrs Lisa Mulholland
Mrs Tracey Haggart
Miss Ashley Scott

ELC Pupil Support - vacant

Standards

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 let school know.

To report and provide a reason for absence:

- Call the school office on 01501 762794
- Contact us through Groupcall Xpressions
- 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 email, telephone or Groupcall before 09:30 on the first day of absence. 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.

Please avoid keeping your child absent for reasons other than illness. Work missed is not easily made up and allowing casual absences encourages a casual attitude towards work, and this applies equally in the case of frequent late-coming. Please help us develop your child in a regular habit of good time keeping.

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.

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 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.

Children are expected to show a high standard of behaviour at school, showing respect towards staff, other pupils and towards school property. On outings and visits, and while representing the school, even higher standards are expected. In the playground during breaks and when travelling to and from school, we expect our pupils to maintain the reputation of the school and not let themselves or the school down.

Bullying, in any form, is not tolerated and is taken very seriously. Children, as well as parents, are urged to speak out if they have knowledge of bullying or experiencing it.

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 wellbeing of all pupils and staff in school.

At Addiewell we strive to provide children with a positive learning environment built on mutual respect and positive relationships. In this, it is necessary to have a number of school expectations to protect children and to allow effective learning and teaching to take place. They are also necessary to maintain a positive school environment.

Our expectations cover things like noise in the classroom and corridors, litter, behaviour in toilets, games in the playground and avoidance of physical altercations. We encourage children to show respect from themselves, for others and for property. We also expect children to show respect to all adults in the school and pay particular attention to safety.

Please encourage your children to

- Be honest
- Be kind and helpful
- Care for others
- Be hard working
- Look after property
- Listen to people
- Cross the road safely, using the crossing patrol wherever available.

We ask your child not to:

- Cover up the truth
- Hurt others
- Hurt others' feelings
- Waste time or others' time
- Damage property or drop litter
- Interrupt
- Leave the school without permission.

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. 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. Our school uniforms consists of:

- white, or light blue polo shirt
- white shirt or blouse
- black or dark grey trousers or skirt
- royal blue sweatshirt, jumper or cardigan

School uniform is available for purchase throughout the year from our online supplier, Border Embroideries. Full details can be found at www.border-embroideries.co.uk/schools/addiewell-primary-school.html

The school 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, the school website or the Council's website at www.westlothian.gov.uk/schoolclothinggrants

In addition to this we keep a selection of nearly new uniform in the school, just ask the school office for details. Good quality school clothing which is no longer suitable for your child can be handed in to our school office at any time. All donations of good quality clothing are very much appreciated.

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 www.westlothian.gov.uk

Ethos

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.

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.

Class newsletters are issued termly and curricular evenings and Parents' Meetings are held regularly. The school posts regular updates via Groupcall Xpressions. Your comments and suggestions on the work done in school and the service provided for you and your child are encouraged and welcomed.

Evaluation forms and surveys 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.

Parent Councils

Our Parent Council is a group of parents and volunteers from the wider school community who have an interest in promoting the interests of all the pupils and the school in general. All parents/carers in a school are automatically members of the Parent Forum of that School and their involvement is welcomed.

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.

The Addiewell Primary Parent Council aims to meet once or twice per term. Meetings are open meetings and anyone is welcome to come along and listen to and/or add to the discussion. If you feel you could spare an hour each term to help the school in this way you would be most welcome.

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>

Parental Engagement

We hold two formal parent consultations in October and March. We have a 'meet the teacher' event where parents will be informed about aspects of their child's learning for that particular school year. Additionally, we hold other curricular events throughout the year for parents to gain further information about their child's learning.

General

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.

The curriculum is organised into eight broad categories.

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. In Addiewell Primary pupils learn French from P1 – 7. P5-7 pupils also learn conversational 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.

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

Instrumental Tuition

The Council offers instruction in bagpipes, brass, percussion, strings and woodwind. Schools will tell children when there is an opportunity to apply for lessons.

In Addiewell Primary we have a Brass Instructor who visits on a weekly basis. Opportunity to learn brass is available from P5 onwards.

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/>

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 were 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>

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. We consult with parents and carers to ensure the needs of children are met.

Admission procedures

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

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 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 online at <https://www.westlothian.gov.uk/apply-for-pre-school-and-school-places> or paper forms are available 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 or phone 01506 280000. Information is also available on the Council website www.westlothian.gov.uk

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.

We work closely with schools within our cluster to ensure a smooth transition from Nursery to Primary 1. In term 4, parents are invited to attend an information meeting where they will receive an information pack, plus a chance to meet their child's new teacher. All new entrants in Primary 1 are allocated a Primary 7 buddy to help them settle into their new surroundings. New entrants have an opportunity to meet their buddy before the start of the new term as we bring the buddies to local nurseries wherever possible.

Transfer from P7 to S1

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 or contact the Pupil Placement Section pupilplacement@westlothian.gov.uk or phone 01506 280000.

West Calder High School work very closely with all schools in the cluster and have a comprehensive transition programme in place. During their time in P7 pupils have opportunities to attend the high school for various activities. Staff from the high school also interact to give pupils taster sessions of subjects they will be studying during their school time at high school. In addition to that pupils will

have transition days in May where they will experience following a school timetable and orientating themselves within the high school environment.

Extra-Curricular Activities

School Clubs

At Addiewell Primary School we aim to offer a range of lunchtime and after school clubs. Some of our clubs are delivered by coaches organised through our Active Schools Co-ordinator and others are delivered by our class teachers.

Clubs on offer can include:

- Football
- Craft
- Glee
- Maths
- Homework
- Board Games

Breakfast Club

Our Breakfast Club provides a warm, friendly and welcoming environment for all our children at Addiewell Primary School. We serve breakfast between 8am – 8.30am Monday-Friday, which consists of cereal, toast, fruit, milk or water, The Breakfast Club allows the children to start the school day in a positive way, together with an opportunity to catch up with friends and develop social skills. Children have a choice of indoor play and when the weather is good outdoor play. Breakfast club is free to all pupils who want breakfast.

Health and Safety and Pupil Welfare

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 website, school office or can be downloaded from **www.westlothian.gov.uk**

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

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 hot two-course vegetarian meal. The menu is available on the Council website. If your child has special dietary requirements, please let the school know.

All P1-P5 children, and P6 and 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.

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**.

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.

Photography

West Lothian schools have a photography consent form which is in accordance with data protection and human rights legislation. All parents are asked to sign a consent form before any photographs are taken that may be used for promotional purposes or on our school website/social media platforms. If you have any concerns about photography, please inform the school.

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

Playground Supervision

Supervision is provided in the school grounds 20 minutes prior to the school opening, during intervals and at lunch time. If children have an accident or any other problem in the playground they report initially to a Pupil Support Worker 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.

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

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

Car Park

Our carpark is small and on the grounds of safety we would ask you to not drop off or pick up your child in the school carpark. The school is located at the end of a narrow busy residential street, please be mindful of our neighbours' needs to gain access to and from their own property.

Request of Early Release of Pupils

There are occasions when parents 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. On no account should a child leave school premises on their own.

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. For more information on how children's data is handled please see our Privacy Notice https://www.westlothian.gov.uk/media/21250/Education-Schools-Privacy-Notice/pdf/Education_-_Schools_Privacy_Notice1.pdf?m=637049262959500

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

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 (ਬੋਲ) ਟੈਪਰੀਟ ਓ ਪਰਟ ਡਾਕੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ 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۔
برائو میڈائی انٹرپرائٹنگ ایجنٹس/سلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔

