



# Linlithgow Primary School School Handbook 2024/25

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## West Lothian Council Mission Statement

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

## West Lothian Council Values

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

## School Aims

### **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.

## 2.1 Attendance

“Parents are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Headteacher will ask an Education Welfare Officer to visit the home and discuss the problem with the parents. If such unsatisfactory attendance persists, the Headteacher, following discussion with the Education Welfare Officer and other agencies, will decide whether the case should be referred to the local Area Attendance Advisory Panel. This group has been formed to make recommendations to the Corporate Manager on the statutory responsibilities of the council with regard to defaulting parents.”

At Linlithgow Primary School the statistics show that we do not have a problem regarding frequent or regular absence from school. However, it is necessary to stress the importance of regular attendance and punctuality for children to ensure that they cover all the work of the class and any individual programme of work which has been planned.

If your child is absent due to illness or some personal or family incident, please inform the school by letter on your child's return to school, even if you have already let us know by phone. Parents/Carers should contact the school before 9.30 on the first day of absence. If no contact has been made, the school will attempt to contact the parent/carer using the emergency contact numbers provided. It is the parents/carers responsibility to ensure these are kept up to date.

Although parents are discouraged from planning family holidays during term time, occasionally a child has to miss school for this reason. Again, a letter should be sent to the Head Teacher informing the school.

Children arriving late for school should report directly to the main entrance of the school, or be taken there by their parents.

## 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 schools work hard to build confidence and self-esteem and provide opportunities for children to contribute to the whole school community. Much of their development in these areas helps to lay the foundations for becoming responsible citizens of the future.

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



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

### **We ask your child 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



## 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. Children are encouraged to attend school each day wearing our school uniform and to be neat in appearance. The school uniform consists of grey or black trousers or skirt, white or blue polo shirt or a white shirt and tie, a blue school sweatshirt or cardigan and sensible shoes. We discourage trainers or high heels, joggers, jeans, leggings and football colours. Children are also expected to have Gym Kit available in school for PE and sports. This consists of black gym shoes, white t-shirt, and blue or black shorts. We believe that children smartly presented in school uniform develop a pride in themselves as well as in the school and that it contributes to a sense of "belonging".

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.

Uniform may be ordered from school or purchased from the Border Embroideries shop at 32 Vicar Street, Falkirk, FK1 1JB, 01324 618810. The school also has a second hand uniform 'swap shop'.

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 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.

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

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

### 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

At Linlithgow Primary we strongly value the contribution parents make to the life of the school community. We have a large representation of parents who help in classes, supporting pupils and teachers to deliver for our children. We are always looking to involve parents more, if you would like to be more involved, have special skills you think might be useful or simply want to help supervise outings and trips then please contact the school office, we'd love to hear from you.

The Parent Council is the link between the parents and the school. All parents are automatically members of the Parent Council and are welcome to attend Parent Council meetings and have their say. The Parent Council also contains an active, fundraising PSA which supports the school in engaging with the community.

The Parent Council can be contacted by email at:  
[linlithgowprimaryparentcouncil@gmail.com](mailto:linlithgowprimaryparentcouncil@gmail.com)

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 General**

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

The curriculum is organised into eight broad categories.

### **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.

Teachers plan and deliver lessons and projects in all four areas of the Expressive Arts – Art and design, Dance, Drama and Music. We have visiting specialists in Art and design, PE and Music, who enhance the learning experiences on offer to the children. Classes have timetabled blocks of specialist teaching throughout the year.

Linlithgow has successful choir, brass, string and guitar groups which perform at various school functions, individually and as a group. There are ample opportunities throughout the year for children to prepare and showcase performances of singing, dancing and performance at assemblies and events.

### **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.

A holistic approach is taken to promote health and wellbeing in Linlithgow Primary. Account is taken of the stage of growth, development and maturity of each individual as well as the social and community context. Within a progressive framework, children are provided opportunities to develop the knowledge and understanding, skills, capabilities and attributes, which they need for mental, emotional, social and physical wellbeing now and in the future.



Promoting health and wellbeing at school is embedded in the variety of activities offered during the day and in extra-curricular activities. Class teachers plan and deliver lessons in physical education. Classes have timetabled blocks of the P.E. specialist various times throughout the year. Opportunities also lie within the context of Religious and Moral Education, Social Studies or as stand-alone topics. Health Week is an annual focus.

## **Languages**

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

The development of literacy and language skills play important roles in all learning. Staff build on the foundation, which has been started at home and help children to use literacy skills for a variety of purposes. Literacy skills are regarded as essential life skills.

The four main outcomes are Listening, Talking, Reading, Writing.

Literacy and language skills are developed using all curricular areas. Staff exploit cross-curricular opportunities to promote literacy and language development, to help children see connections across the curriculum and to make learning meaningful. It is considered very important that children have a context and a purpose to motivate and stimulate them using language interestingly, imaginatively, appropriately and precisely.

French is taught from P1 through to P7 and Spanish from P5 to P7. In P1 to P4 there is a focus on talking and listening with the pupils being encouraged to take an active part in role-play, games and songs. P5 to P7 children are encouraged to consolidate and further develop the listening alongside the more formal skills of reading and writing. Through presenting Modern Languages in an enjoyable and inclusive manner, we hope that our pupils will be able to make use of their increasing knowledge of a modern language successfully and confidently in a real international context.

We do not provide teaching by means of the Gaelic language as spoken in Scotland. A placing request to a Gaelic language school in a neighbouring authority should be submitted to Pupil Placement.

## **Read, Write, Count**

The Read, Write, Count programme aims to support parental engagement in literacy and numeracy. Gift bags are distributed annually to all P2 and P3 pupils in Scotland by Scottish Book Trust. The gift bags contain essential literacy and numeracy materials to support children's learning, as well as advice and support to parents.

Studies show a direct link between a strong family learning environment and progress in reading, writing and counting. In addition to the parent guide included in the gift bags, the Parent Club website (<https://www.parentclub.scot/>) offers a range of hints, tips and advice to help parents engage in their child's learning.

## **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.

Mathematics involves the knowledge and understanding of processes and concepts, making connections and applying these in a range of contexts. Numeracy skills are regarded as essential life skills. Children come to school as active mathematical thinkers having, through trial and error, solved problems naturally in play and family life. At school children are provided with structure through which they can further develop skills, understand concepts and learn facts and techniques.

Mathematical activities are planned for the children through which they further develop their understanding of number, money, measure, shape, position and movement and information handling. Children will enjoy exploring, applying their thinking and presenting solutions to others in a variety of ways. At all stages collaborative learning encourages children to reason logically and creatively through discussion of mathematical ideas and concepts. Mental maths is a daily activity in all classes to develop quick recall, reinforce learning and apply to real life contexts.

## **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.

Through our science programmes children develop their interest in and understanding of our living, material and the physical world.

There are five main learning outcomes:

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science

Every opportunity is taken to make connections to other curricular areas. Children engage in a wide range of collaborative investigative tasks, which allow them to further their knowledge and understanding.

## **Social studies**

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

Programmes of study are planned to ensure continuity, depth and progression throughout the levels in Curriculum for Excellence and will include social studies topics relating to people, past events and societies; people, place and environment and people in society, economy and business.

Some studies may last several weeks; others will have a short-term focus. Educational outings are often linked to social studies topics and enhance the learning experiences of the children. Parents/carers are asked to give a written consent and pay towards the cost of the outing. Details regarding specific cost and various methods of payment will be detailed on communication distributed to parents/carers in advance of the outing / educational experience.

## **Technologies**

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

The technologies framework includes creative, practical and work-related experiences and outcomes in business, computing science, food, textiles, craft, design, engineering, graphics and applied technologies. As children play and learn, they develop an interest, confidence and enjoyment in technologies. Children also develop an understanding of the role and impact of technologies in Scotland and the global community.

ICT skills are developed through direct teaching but are also transferred and applied in different learning contexts. Interactive whiteboards are installed in all classrooms. They are successful in

- Motivating and engaging pupils in their learning
- Aiding concentration and focus
- Encouraging a higher level of pupil interaction in both teacher-directed and group-based lessons
- Enhancing knowledge retention
- Accommodating different learning styles.

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

At Linlithgow Primary School we are committed to providing the widest possible range of experiences and opportunities for our children to learn, develop and grow. A key part of this development is the continuous assessment of educational progress and the recognition of the wider achievements in life which children experience.

Continuous assessment involves a varied combination of planned activities, formal assessments, discussions with pupils, observations of children working together and peer and self evaluation to support learning. By collecting information in a range of ways we value the experiences and strengths of children and can plan for progress and report this progress to parents and pupils.

Throughout the year pupils and teachers work together to build portfolios of work where evidence of progression is collected and shared. Pupils make choices as to what and when to include evidence. In nursery and P1, assessment of pupils is collated termly into statements of progress in a Learner's Journey. These are shared with parents at key times and are available to view on request. In P7 pupils produce a written profile of their achievements which is shared with the academy during transition.

Parents receive information on their children's progress through learning overviews, homework and other communications from the class teacher. Learning is shared through the school's website and twitter feed and through sharing learning events which give pupils an opportunity to share and discuss their learning with their parents. Formal reporting takes the form of annual individual parent meetings and a written report on progress each session.

## **4.2 Instrumental Tuition**

The Council has instructors for brass and strings. Instructors will assess children in 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.

You can find out more from the Instrumental Music Service. 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.

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



## **4.4 Assessment and Reporting**

Assessment is an integral part of the teaching process and your child will be continually assessed during their school career. This assessment can be both formal and informal and takes many forms; observation, tests, pupil/teacher dialogue, written or spoken tasks and teacher judgement. The result of the assessment process allows teachers to form next steps in your child's learning.

It is the authority's policy to also carry out standardised testing in literacy and numeracy at P1-P7. These results form part of the overall assessment information about your child. Information about your child's progress will be shared between home and school throughout the session. This will include parents' nights and an annual report. The aim of the annual report is to provide details of your child's strengths, development needs and attainment within Curriculum for Excellence. Parents and children are welcome to comment on the annual report.

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

## **4.5 Support for Learning**

Class teachers are continuously assessing the needs of pupils in their class. The authority provides access to Support for Learning staff and resources for pupils requiring additional support.

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. 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.

This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs. We consult with parents and carers to ensure the needs of children are met. 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.

## **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 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](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 Early Learning & Childcare (ELC)

Linlithgow Primary ELC is a fun, safe, creative and nurturing setting. Where children are valued and stimulated through a high quality learning environment that children are encouraged to explore. We will explore the use of the amenities and the people in our local environment.

Staff are kind, attentive and caring and work together with Parents and Carers to enhance and celebrate successes at home and in the wider world. We encourage self-confidence and life-long learning through play where children are encouraged to take an active role in their learning.

Linking with GIRFEC the ELC will encourage social and emotional wellbeing as well as a healthy lifestyle. Children will be encouraged to eat healthy and will also have daily access to a high quality outdoor experiences.**Our Vision**

We strive to develop creative, happy, loving, and kind children who have fun whilst reaching their full potential. Happy hearts make happy minds.

## Times

### AM Nursery Places:

Monday – Thursday 7.50am – 12.30pm

Friday 7.50am – 11.47am

### PM Nursery Places:

Monday – Thursday 12.30pm – 6.14pm

### Full Days Nursery Places:

Two full days 8am – 6pm plus 1 additional session of 3 hours 20 minutes

## 5.3 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.

In the final term of nursery your child will be assigned a buddy from our current P5 class and they will be visited in their nursery by their new teacher and their buddies. These arrangements help your child settle more quickly to the routine of school life.

An induction meeting for parents of children starting Primary 1 in August takes place in June and parents are given information on starting arrangements, uniform, curriculum and lunch provision. Parents can, of course, make an appointment for more information at any time.

For all children starting - whether in Primary 1 or to any stage mid-term - an Application for Admission form must be completed. The child's birth certificate should be produced at this time. If a child transfers from another school, that school is contacted to inform them that enrolment has taken place and to ask for pupil and medical records to be sent.

## 5.4 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.

Each secondary school catchment area is made up of a number of associated primary school catchment areas. Linlithgow Primary School is associated with Linlithgow Academy. Children attending Linlithgow Primary School and living in the catchment area of the school would therefore normally transfer to Linlithgow Academy. It is not possible to guarantee places at a secondary school for children from an associated primary school. Secondary schools have intake limits and where applications for admission exceed this limit, it would be necessary to apply the “Placing in Schools - Guidelines” and refer all applications to the Special Sub-Committee on Pupil/Student Support.

A strong ethos of co-operation between all the Linlithgow feeder primaries and the academy ensures a smooth and positive transition process for our pupils. An information evening for parents is held at the academy each year in September and this is further supported by parent ‘roadshows’ in January where academy staff visit each primary school to meet primary 7 pupils and their parents. In June, a programme of induction visits to the academy familiarise the pupils with their new school, classes, teachers and timetables while visits to primary from academy staff ensure that your child has the opportunity to meet and work with some of their new teachers.

Well planned communication between academy and primary staff ensure that each child’s needs are appropriately considered and planned for and that the educational journey which began with us continues into S1.

## **5.5 Extra-Curricular Activities**

### **Breakfast Club**

The Breakfast Club is open from 8.15am each morning and provides pupils with a healthy breakfast and aims to establish positive relationships at the start of the school day. Breakfast Clubs are now provided free for all pupils in West Lothian. Please contact the office for more information.

### **After School Clubs**

Our extra-curricular club programme runs from October until April, giving pupils the opportunity to learn new skills and learn some valuable new ones.

### **Celebrating Pupil Achievements**

Linlithgow Primary values wider experiences and opportunities for learning. We are strongly committed to offering children a wide and varied curriculum with opportunities to engage with the community.

We actively encourage children to think about their successes and to make them part of their school experience. We celebrate these achievements through our bi-annual Sway documents which are sent out to families, we also share details on our social media feed.

In this way we value all of the experiences which develop the capacities of our pupils.

## **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 website, school office or can be downloaded from [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

If a child becomes ill or has an accident during the day, immediate attention is given by staff - almost all of whom have an Emergency Aid Qualification. An assessment is made by a promoted member of staff as to whether further medical attention is required and parents are informed. This is why we need to have up to date records of contact telephone numbers of parents and of emergency contacts. Children cannot be sent home by themselves and need to be collected from school.

### **The School Health Service**

Throughout your child's years at school, a team of specialist Health Service and Education Services staff will be seeing him or her from time to time to make sure that he or she benefits as much as possible from all that school has to offer, and to help prepare him or her for life after leaving school.

The staff involved make every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, e.g. testing for vision, hearing or speech, are provided to all children on a routine basis to discover which children may need further tests or treatment. Parents are not notified of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required, you will be informed and consent requested.



## 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 the system known as Groupcall. All parents are therefore expected to keep us provided with an up to date contact details.

## 6.3 Meals and Milk

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

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

All P1-P5 children, and P6-P7 children whose parents are in receipt of qualifying benefits, are entitled to free school meals. Other children can buy a school lunch.

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 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.

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

## 6.6 Child Protection Guidelines

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

## 6.7 Playground Supervision

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

## 6.8 Transport

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

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

## **6.9 Car Park**

The area surrounding the school is extremely busy when parents/carers are dropping off and picking up children. Please be considerate when parking close to the school.

Be aware of road markings, avoid blocking access to residents' driveways and do not park on the playpark side of Preston Road between the school and Priory Road. These areas should remain clear to allow safe access. Please make sure it is safe to open the car doors by opening them on the pavement side, not the side of the road.

Please note that the school car park is for staff parking only, at no time should children be in the car park. We appreciate your thoughtfulness.

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

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.

## **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. 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=637049262959500000](https://www.westlothian.gov.uk/media/21250/Education-Schools-Privacy-Notice/pdf/Education-Schools-Privacy-Notice1.pdf?m=637049262959500000)

## 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](mailto: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 ব্রইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 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 (ਬੁਲ) ਨਿਕੂਹੀਨ ਏ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਸ਼ਿਖਾ ਵਰਕੋ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਟੂ 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۔