

The information contained within this section relates to the day-to-day running of Carmondean Primary.

It dovetails with the guidance provided by West Lothian council, which can be found in the next section of the handbook.

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## Introduction

Thank you for your interest in Carmondean Primary School. We hope that you find this handbook helpful and informative. In it, we have tried to give you a flavour of school life in Carmondean. We are very proud of our high standards in teaching and learning, which we hope will set our pupils on the path of life long learning.

We believe that schools are at the heart of the community and we are keen, therefore, to establish and maintain links with parents and the wider community by actively seeking and welcoming the interest and input of parents and other interested parties.

At Carmondean, we strive to provide a safe, caring environment where children are happy, confident and valued as individuals. We recognise the knowledge and skills which each child brings to school and we make every effort to build on these by providing a programme of challenging experiences through high quality learning and teaching to develop the skills necessary for success in the 21<sup>st</sup> Century.

There will always be an emphasis on close links between home and school and with our wider community and with this in mind, I welcome you to take as full a role as you would wish in the life of our school.

**Gillian Millar, Head Teacher**

School Address:

Carmondean Primary School and Nursery Class  
Knightsridge West  
Livingston  
West Lothian  
EH52 8PX

Headteacher: Gillian Millar

Tel: 01506 432492

Fax: 01506 441795

Website: [www.carmondean-pri.westlothian.sch.uk](http://www.carmondean-pri.westlothian.sch.uk)

Council webpage: <http://www.westlothian.gov.uk/sitecontent/schools/Carmondean>

email: [carmondean.ps@wled.org.uk](mailto:carmondean.ps@wled.org.uk)

Nursery Tel: 01506 437339

## Staffing

Carmondean Primary is staffed by a non-teaching Head Teacher, a Depute Head Teacher, 2 Principal Teachers, 15 class teachers, a part-time Support for Learning Teacher, visiting specialist teachers, a brass tutor and a chanter tutor. We also have an admin assistant, clerical assistant, facilities management assistant (FMA), pupil support workers, breakfast club assistants and playground supervisors.

## The School Day

### **Primary 1 – 7**

8.55am – 12.30pm: 1.15pm – 3.20pm  
except Friday when all children leave at 12.30pm

### General School Information:

Carmondean Primary is a non-denominational school where children from any religious faith may be enrolled and pupils of both sexes are admitted. The roll is capped at 415.

The school is a semi-open plan building with two wings, one housing pupils of Primary 1 – 3 and the other housing pupils of Primary 4 – 7. All class bases are carpeted but both wings have hard-floored areas where more practical activities can take place.

All children have use of the Information Technology Suite, Library, General Purpose area and of the school hall for dining, PE and Assemblies. There is a grass sports field adjoining the school and there are grassed and hard play areas for the children's recreational use.

### Nursery Class

Carmondean Primary School also has a capacity for 60/60 Nursery Class which is staffed by one Nursery teacher and 6 Nursery Nurses. Places are allocated by Pupil Placement at the West Lothian Civic Centre, Livingston. Children are allocated either a morning or afternoon place. Full details are available from our Nursery Teacher; Tel: 01506 437339.

Further details of the policy and procedure for admission to primary and pre-school education can be found here:-

- Pre-School Admission Policy:  
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/preschooladmission>
- Primary School Admission Policy:  
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/pupilplacementadmissionprimary>

### Our School Values

In our school we wish to create a caring and secure environment for everyone in which we value:

- a positive ethos, a happy, attractive school with a good learning environment
- the provision of a challenging curriculum within which children can develop into confident and independent learners fit for the ever changing nature of society today
- the promotion of genuine partnership with parents and the wider community
- a caring and tolerant attitude towards others which allows each pupil to grow into well adjusted, confident, socially responsible citizens

### Our School Motto

'We are the TOPS!

## Promoting Positive Pupil Behaviour and Discipline

Since our main aim is to provide a happy and secure environment within which high quality learning and teaching can take place, we place a great deal of importance on the promotion of acceptable behaviour. A very positive behaviour policy has been developed with parents, pupils and staff. This policy seeks to create an environment where everyone is valued and respected and where children and teachers enjoy the right to learn and teach. All parents receive a summary of the policy and its effectiveness is regularly reviewed and adjustments made if necessary.

We use several programmes for developing positive behaviour, but our main programme is Circle Time which incorporates Golden Rules which are very simple to follow

Almost all our children work within these rules and are rewarded for it. However, now and again one or two children require additional support to help them work within the Golden Rules and this is co-ordinated by our Principal Teacher of Pastoral Care through a Support Circle Group. This has proved to be very successful and commended by the children and parents involved.

We have a very good reputation in the community and we are keen that pupils behave well at all times, even when travelling to and from school. We hope that adults let us know when our children are behaving well but also if they witness unacceptable behaviour in order that we can maintain our reputation.

## The Curriculum

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18.

The 3-18 curriculum aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work.

The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities – to be successful learners, confident individuals, responsible citizens and effective contributors.

At present all schools in Scotland have embarked on the ambitious Curriculum for Excellence which includes a comprehensive Assessment Programme, which lays out the areas of the curriculum to be taught. These areas are Language, Maths, Social Studies, Expressive Arts, Religious and Moral Education, Technologies, Sciences and Health & Wellbeing.

Children will be involved in a variety of learning situations - whole class lessons, group work and individual work. S/he will be taught a range of strategies for learning including investigation; problem solving; discussion with others; challenges, play and active learning; as well as direct teaching by the class teacher.

Within each curricular area, children are continuously assessed and work is planned around individuals, groups and the whole class.

## Language

As you know, children learn to communicate at the earliest age and in school we continue to develop the very good work begun at home. We have an integrated approach to the teaching of language which includes:-

- listening
- talking
- reading
- writing

### **Listening**

We live in a noisy world and children are exposed to a lot of television viewing, where information just flows over them, so they need to be taught listening skills and to listen in a variety of situations and for a variety of purposes e.g. note taking when listening, in order to write a report later; listening and remembering to relay information to others; listening to one another to express an opinion; listening to the teacher in order to relay an understanding of what they've heard etc. Children will experience a variety of listening activities from listening to adults, other children, to tapes, programmes and games.

### **Talking**

Linked to the development of listening is the development of talking - answering questions, offering opinions, giving talks and debating. Skills in talking include projection of the voice, eye contact with audience, use of notes for formal presentations, clear enunciation, varying tone and speed. Some of these skills are developed through drama, however, many opportunities arise on a daily basis to practise talking skills. Listening and knowing when and how to take your turn in a conversation is a valuable skill!

### **Reading**

We aim to develop a love of books and reading. If, from an early age, children are read to regularly and see other people reading, this gives us a good foundation to build on when we begin to teach your child. We want them to experience and understand a range of reading materials – fiction, non-fiction, drama, poetry, plays etc. and be able to discuss and express their own views. We also want them to respect books.

We encourage classes at all stages to visit the local library and we hold regular Book Fairs in school, where we would encourage you to browse with your child and have the opportunity to encourage your child to choose a book to purchase.

We value the contribution made by parents to this learning process and ask your help in hearing your child read regularly at home.

### **Writing**

This is the last of the language skills to develop in children. Initially children write from their own experiences, later they learn to write for different purposes and with different readers of their work in mind and gain experience by using these skills of written language across the curriculum. We teach and develop the knowledge and skills of punctuation, language structure, handwriting and spelling, each at a level appropriate to the child's needs.

### **Modern Language**

Pupils throughout the school have the opportunity to participate in a foreign language programme. In P6 and P7 pupils are given a more in depth programme which at present is French.

## Mathematics

The 3 organisers in Curriculum for Excellence are:

- Number, Money, Measure
- Shape, Position, Movement
- Information Handling

Maths in the early years at school can be developed through structured play: water, sand, building, games, group activities, as well as more formal teaching, through a co-ordinated scheme of work, which allows the development of concepts of number, money, measurements, shape, and graphs.

Importance is placed on experiment, problem solving, looking for patterns and awareness of the uses of maths in the world outside the classroom. We have a core scheme of work for primary 1–3 and 4-7, which is supplemented with a variety of other materials including computer packages, programmable toys and problem solving packages.

Children also participate in mental calculations, the use of calculators and computers.

We have a range of software that can be used on our laptops in our Computer Suite in conjunction with the Smart Board to enhance pupils learning experiences.

## Social Studies

Through Social Studies the children will learn about the world and the society in which we live. Our aim is to develop a wide range of skills so that the children can investigate and understand the environment. Children then begin to develop informed attitudes to environmental issues and their own welfare.

**Social Subjects** include learning about people, place and environment; people, past events and societies; people in society, economy and business (how we organise societies – law, government, democracy etc.)

### **Technologies**

The technologies framework has six organizers:

- Technological developments in society
- ICT to enhance learning
- Business
- Computing science
- Food and textiles
- Craft, design, engineering and graphics

Through our environmental studies we also help, in a planned way, to instill a sense of citizenship – caring and responsible attitudes towards the world around them. There are a number of environmental issues that our children are involved with in a practical way, both within the school and also in the community – recycling, conservation of water / energy, school garden, use of the playground as an extended classroom, litter patrols etc

## Expressive Arts

The 3 areas of Expressive Arts are:

- Art & Design
- Drama
- Music

### **Art and Design**

In art and design, children have the opportunity to explore varied media through drawing and sketching, painting, collage, 3D work in model making and clay work. A balance is found between free expression and the teaching of special techniques. The studying of works by famous artists is carried out at various stages and pupils might produce pieces of work 'after the style of' e.g. Miro, Clarice Cliff.

Our art specialist takes pupils from Primary 2 to 7 for a block of Art lessons and the quality of work produced is quite spectacular.

### **Music**

We have a specialist teacher for music who visits two days per week and takes children from Primary 1 to 7. Children are encouraged to sing; listen to a wide variety of music and to become familiar with a range of percussion instruments. He is also responsible for preparing the children for the wonderful annual shows and Nativity concert performed for parents and the local community. We have a brass instructor, Mrs Scobie, who auditions pupils for brass tuition from P5 upwards. We also have an instructor, Mr Bruce, who teaches bagpipes to pupils from P5 upwards.

### **Drama**

Pupils participate in drama activities during the course of their class work and on occasion perform school concerts for presentation to parents, other pupils or the local community. Trips to the theatre are also undertaken as part of the curriculum.

## Sciences

The key concepts in science have been clearly identified using 5 organisers:

- Planet Earth
- Forces, Electricity and Waves
- Biological Systems
- Materials
- Tropical Science

## Religious and Moral Education

Religious Education provides pupils with knowledge of Christian practice in worship and shows them the place of Christian action in the community. Children will also study other world religions in line with national guidelines to help pupils to gain an understanding of other faiths and to foster an ethos of inclusion.

In partnership with parents, we hope to develop and foster good cultural, social, spiritual and moral values in our children. Moral education encourages your child to form positive attitudes to life and includes teaching the values of justice, equality and fairness.

This part of the curriculum operates through class teaching and activities, assemblies, outside visits and visitors to school. We hold weekly assemblies, led by the Head Teacher, Depute Head, or a group of children. We also have visits from our local minister and attend church at 'special' times of the year e.g. Christmas, Easter and summer and we hope that all our children will participate in these. Parents do, however, have a statutory right to withdraw their child from religious education and religious observance and your wishes will always be respected. Any parent who wishes to exercise their right to withdraw their child from religious education/observance should contact the Head Teacher for an appointment to discuss the matter.

## Health and Wellbeing

Our Health Education programme gives children opportunities to learn about their own health and well-being, relationships and health and safety in the environment. Our Health Week, supported by outside agencies, is a concentrated focus on all aspects of health and fitness. Our Health Education programme includes - Healthy Eating, Personal Hygiene, Nutrition, Drug Education, Personal Safety, Road Safety, Emotional Health and Sex Education - in lessons geared to the age and needs of the pupils. We aim to be a Health Promoting School wherein the well-being of staff and pupils is promoted.

Primary 6's health programme involves the study of physical, social and emotional development of humans and includes sex education. This is followed by a personal safety programme, which teaches children how to keep themselves safe from potentially dangerous situations through drama, discussion written language and a supportive ICT programme. You will be given detailed information before the programme of sex education and personal safety begins.

Primary 1 pupils are introduced to the idea of personal safety through a programme called 'Keeping Myself Safe.'

If you wish further information on these topics, please contact the school.

## **PE**

Children experience a mixed programme of games, gymnastics, creative movement, dance and sports. Children in Primary 4 are assessed each year under the Learn to Swim Assessment run by West Lothian Council. There are also many opportunities through After School Clubs and Active Primary School Initiatives to experience activities such as athletics and gymnastics. School sports are held in the summer term in the school grounds. Throughout the year children are involved in sports festivals in a variety of sporting activities. We have 2 PE specialists who take the children from P1-3 and P4-7.

## Personal and Social development

The aim of Personal and Social Education is to support pupils in their education and to give them the opportunities to develop themselves in relationship with others, as they practise their life skills. Skills of communication, co-operation, teamwork; use of initiative; rising to challenges; planning and implementing enterprising projects are all practiced in a variety of stimulating ventures throughout the school and contribute to the personal development of every child. Much PSE work is also contained in the curriculum – through Health Education, Religious and Moral Education and Enterprise Education.

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



## Assessment, Records and Reports

Assessment is an important part of the learning and teaching process and your child is continuously assessed throughout his/her education.

Progress is constantly monitored by various members of the school team in all subjects through observations, pupil/teacher discussion and both informal and formal testing. The results of any testing will be reported to parents as progress through the Curriculum for Excellence experiences and outcomes is made and the pupils' achievements are celebrated in school. In line with West Lothian Policy, we also carry out Standardised Testing in P3, P5 and P7 to help teachers to make further judgements and plan the 'next steps' targets. These targets are included in our pupils' Personal Learning Plans/Learning Logs, which are shared and discussed with parents. The results of assessments form the content of your child's report and the parent/teacher consultations.

There are two opportunities throughout the year for Parent/Teacher Consultations – one in the Autumn Term and one in the Spring Term with a written report sent to parents each June. Children from Primary 5, 6 and 7 are invited to attend both parent evenings to contribute to the consultation and to talk to their Learning Targets. We hope that these three formal opportunities are enough, however, where necessary, you are always welcome to make an appointment to discuss your child's progress at any time and we encourage your comments on your child's report.

## Transition

Entering Primary 1 - In the summer term before your child is due to start school we have a structured programme in place to ease the transition into school life. Infant staff members regularly visit the nursery to work with children and in turn, the nursery children visit the infant department to build up relationships before entry into Primary 1.

Your child will be invited to come to school on two occasions and child will have the opportunity to meet their teacher and the other children in their new class. Carmondean also has an established Buddy System where Primary 7 children take responsibility for supporting a specific child. They meet their buddies during this transition session so that when they enter school in August they already have a friend and mentor.

Arrangements for the start of term and curriculum information are provided to parents at our Induction Meeting in June. We have a Parent Curriculum evening each autumn when we discuss and aspect of our education system.

We would advise all parents of Primary 1 children to come and visit our school prior to applying for admissions. There will always be someone available to show you round the school and to answer questions.

### **P7 - Secondary School**

At the end of their primary school education our pupils normally transfer to:

Deans Community High School, Knightsridge West, Livingston

In November / December, parents of P7 pupils receive a letter from Pupil Placement Section indicating the catchment area secondary schools for their home address. The letter asks parents to confirm their transfer intentions. The letter also advises parents of their right to make a placing request and how to do this. Information on placing requests is available from Pupil Placement Section.

Enquiries should be made to:

Deans Community High School  
Eastwood Park  
Deans  
Livingston  
EH54 8PS  
Tel: 01506 282155

or

St. Margaret's Academy  
Howden South Road  
Livingston  
EH54 6AT  
Tel: 01506 497104

or

Pupil Placement Section  
Education Services  
Howden Road South  
West Lothian Civic Centre  
Livingston  
EH54 6FF  
Telephone: 01506 776002

### Composite Classes

When pupil numbers make it impossible to have a straight 'year' class, it is often necessary to form composite classes. This will be done in keeping with West Lothian Council guidelines. At present and to allow for reduced class sizes in the early years we regularly have composite classes in P1, 2 and 3

Composite classes are very much a fact of educational life. As much learning takes place individually and in groups, composite classes are not necessarily disadvantageous. From a social point of view, opportunities will always be taken to bring pupils of the same stage together

### Support for Pupils

Delivering appropriate provision for pupils with additional learning needs is central to the national commitment to inclusion and is underpinned by legislation. West Lothian Council believes that all children and young people are entitled to learn together. This will help develop a culture of acceptance within which all children have a presumptive entitlement to mainstream education and services provided to facilitate this goal.

Focus on Inclusion is designed to help schools in partnership with parents/carers, pupils and partner agencies to evaluate effectiveness of provision in improving educational outcomes and opportunities for pupils with additional learning needs. The policy can be accessed online at: <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/focusoninclusion>

It is the right of every child to receive an appropriate education and we are committed to providing for the needs of each child. We welcome liaison with and support from parents and regularly consult with other professionals in this process. Some pupils will have learning difficulties and, within the school's assessment procedures, these pupils will be identified and catered for as soon as possible.

We offer a wide range of provision and strategies including the use of Early Intervention, ICT support, Additional support in smaller groups from our Support for Learning Team to impact on Learning and Teaching.

Additional Support for Learning Teachers provide:

- liaison with class teachers and parents
- a wide range of multi-sensory resources
- extra teaching time to reinforce and consolidate any aspect of the curriculum
- help to challenge the more able.

It is important to stress that if we have any concerns regarding your child's progress, we will contact you and all further action will be taken in full consultation with you. It is also important to stress that if you have any worries about your child's progress please contact the school immediately.

Enquire is the Scottish Advice Service for Additional Support for Learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - [info@enquire.org.uk](mailto:info@enquire.org.uk)
- an online enquiry service two websites - [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) and [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) (for children and young people)
- Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'

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

## School Improvement

The main achievements of the school can be found in the Standards and Quality Report. A hard copy of the report can be accessed at the main reception area of the school.

The plans for future improvement of the school's performance over the next 3 years including the school's plans to involve parents in that future improvement can be found in the School Improvement Plan. This session we have two priorities. The first priority is to improve learning and teaching in maths and the second priority is to review our science programme and increase opportunities for active and investigatory experiences which develop the full range of science skills.

Information regarding Carmondean's performance at local level can be found by visiting: <http://www.westlothian.gov.uk/education/schoolrelateditems/SchoolPerformanceData1>

Information regarding the school's performance at national level can be obtained by accessing:

<http://www.educationscotland.gov.uk/scottishschoolsonline/>  
<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/index.asp>

## School Policies and Practical Information

The school has a range of policies which can be accessed by contacting the school on 01506 432492.

Education Services policies can be accessed online at:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/?key=1778580>

Hard copies of council policies are available from the school, West Lothian libraries and from the Civic Centre upon request.

### **After School Clubs**

Activity clubs are run by teaching staff throughout the year. This session the following clubs are running:

Dance	P2, P3 and P4
Science	P2 and P3
Gardening and Enterprise	P3-P7
Global Group	P4-P7
Cookery	P5
ICT (Blog)	P4-P7
Football	P6 and P7
Badminton	P5 and P6
Early Years Story Club	P3-P7
Drama	P2 and P3
Science	P4-P7
JRSO/Rail reps	P6 and P7
Netball	P6 and P7
Basketball	P6 and P7
Homework	All stages
Challenge Group	P3-P7
Playground Mentors	P5 and P6

The school also has a Pupil Council, an ECO group, a Health group and a Rights Respecting Schools committee.

For further information please refer to the Developing a Pupil Voice Policy: <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/pupilvoice>

### **Arrangements for school meals and other food and drink**

Pupils in Primary schools are offered a two course meal with a choice of main course, supplemented by salads and bread, and which meet the new Scottish Nutrient Guidelines for School Meals.

Special dietary requirements will be catered for. Please contact the school on 01506 432492 for further information.

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

### **Breakfast Club**

The Breakfast Club provides pupils with a healthy breakfast and offers the opportunity for them to sample and develop preferences for health options. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn. Pupils also benefit from physical activities, time to do homework and tooth brushing after they eat.

Pupils entitled to free school meals are also entitled to free breakfasts.

The club begins at 8.15 and breakfast is served in the dining hall. At approximately 8.40 children go into the playground with their peers. However, in inclement weather children are kept indoors. The cost for the club has been reduced in line with Scottish Government and West Lothian's commitment to provide this service. The cost is £0.75 per child in the family attending. This should be paid on a weekly basis. If your child is absent from the club, we cannot refund money as food is bought in advance for the number of children attending.

### **Free school meals**

Pupils with parents in receipt of either:

Income Support, Income-Based Jobseeker's Allowance, Any Income Related element of Employment & Support Allowance, Child Tax Credit (with no working tax credit) and whose annual income is £15,860 or less, Working Tax Credit and whose annual income is £6,420 or less are entitled to a free mid-day meal

### **Free school milk**

All nursery pupils and all school pupils whose parents are in receipt of a qualifying benefit are entitled to 0.25 litre of milk daily free of charge.

For further information please refer to the School Meals and Milk Policy: <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/schmealsmilkpol>, or by phoning 01506 281952.

### **Homework**

Homework is an integral part of the learning process. In the early years in particular children need support and encouragement in their reading, and parents are asked to work with their child on a regular basis and in a positive manner.

Homework can take many forms – such as Reading, Spelling, Maths, researching a topic, asking questions, learning poems, preparing class talks etc. Again, work which ought to have been finished in class may be sent home to be completed. Each class teacher will ensure that parents know what to expect in terms of their child's homework. We would ask parents to co-operate by making sure that any form of homework is signed, as appropriate.

### **School Uniform**

We are all very proud of our school and we are keen to display this by encouraging the children to wear school uniform and we ask, therefore, that you comply with this policy which is in line with West Lothian Council's guidelines. The wearing of jeans, football tops, scarves and hats are not acceptable for school, nor any clothing that might cause offence e.g. political or anti-religious slogans.

Any item of clothing, your child is likely to take off in school, should be clearly marked with your child's name. This is important with all clothing – one sweatshirt looks like every other sweatshirt!

Carmondean school uniform consists of grey, black or navy trousers/skirt, white polo shirt and navy sweatshirt. School sweatshirts and polo shirts are available from school.

The school's dress code is based on The Dress Code for Schools Policy:  
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/dresscodeforschools>

### Assistance with Provision of Clothing and Footwear

The Authority operates a scheme of provision to ensure that pupils are sufficiently and suitably clad to take full advantage of the education provided.

Families in receipt of Income Support, Income-based Jobseekers' Allowance or any Income Related element of Employment and Support Allowance who submit a completed application form automatically receive a clothing grant for each pupil of school age.

Families in receipt of Working Tax Credit (WTC) and/or Child Tax Credit (CTC) with an annual income of £15860 or less are also eligible.

Families not in receipt of these specific benefits but in financial hardship may also be assisted depending upon their situation. On receipt of an application in such cases, a report is called for from the Children and Young People Team regarding the families' circumstances

Application forms are available from the school or from the Council's website at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

### Parking

#### **DROPPING OR UPLIFTING CHILDREN IN THE SCHOOL CAR PARK IS NOT PERMITTED**

Parents bringing or collecting children to school by car are not permitted to use the school car park. The car park is for West Lothian Council employees only and can be a dangerous place to drop or pick children up. Parents are encouraged to use the car park at the Elim Pentecostal Church and to walk from here to the school.

### Occasional and Emergency arrangements

In the event of an early closure which is unplanned (e.g. school closure due to heating failure or severe weather) children will be sent home if parents are known to be at home. Otherwise they will be sent to the Emergency Contact.

Parents are reminded of their responsibility to provide the school with **UP TO DATE INFORMATION ON PERSONS TO BE CONTACTED IN EMERGENCIES**

### Concerns/Complaints Procedure

If you have 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:

Customer Care  
Education & Cultural Services

Howden Road South  
West Lothian Civic Centre  
Livingston  
EH54 6FF

Email: [customer.service@westlothian.gov.uk](mailto:customer.service@westlothian.gov.uk)

If, in exceptional circumstances, it is felt that the case has not been properly administered, you should contact:

Scottish Public Services Ombudsman  
4 Melville Street  
Edinburgh  
EH3 7NS  
Tel: 0870 011 5378

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

Some useful telephone numbers

<b>Free School Meals / Clothing Grants</b>	<b>01506 281952</b>
<b>Transport Policy</b>	<b>01506 281952</b>
<b>Special Needs Policy and Provision</b>	<b>01506 776392</b>
<b>Customer Care and Communication</b>	<b>01506 282041</b>
<b>Emergency Closure Policy</b>	<b>01506 282041</b>
<b>Health and Safety</b>	<b>01506 281414</b>
<b>Outdoor Education Policy</b>	<b>01506 775293</b>

Parents are vital partners in our goal to achieve the best for all of OUR children

We hope that you have found this booklet of some value.

Should you have any remaining queries, you are encouraged to contact the school on (01506 432492).

Accuracy of Information

The information in this booklet is accurate at the time of compilation.  
Every year, updated information will be issued. Please keep this with your copy of the handbook.