

Carmondean Primary School

**West Lothian Council
School Handbook
Session 2020-21**

section 1	school information	
	West Lothian Council Mission Statement	1
	West Lothian Council Values	1
	School Aims	1
section 2	standards	
	2.1 Attendance	2
	2.2 Ethos and Behaviour	3
	2.3 School Dress Code	4
section 3	ethos	
	3.1 Equality and Fairness	5
	3.2 Partnership and Communication with Parents	5
	3.3 Parent Councils	6
section 4	curriculum	
	4.1 General	7
	4.2 Instrumental Tuition	8
	4.3 Use of the Internet	8
	4.4 Assessment and Reporting	9
	4.5 Support for Learning	9
section 5	admission procedures	
	5.1 Admission Procedures	10
	5.2 New Entrants to P1	10
	5.3 Transfer from P7 to Secondary School	11
	5.4 Extra-Curricular Activities	11
section 6	health & safety and pupil welfare	
	6.1 Medication in Schools	12
	6.2 Emergency Contacts and Arrangements	12
	6.3 Meals and Milk	13
	6.4 Security	13
	6.5 Photography	13
	6.6 Child Protection Guidelines	14
	6.7 Playground Supervision	14
	6.8 Transport	14
	6.9 Car Park	14
	6.10 Requested Early Release of Pupil	14
	6.11 Data sharing	15
	6.12 Concerns and Complaints	15

1. School information

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 Vision, Value and Aims

Our Vision

To be a vibrant learning community where we work together to support each child to reach their fullest potential.

Our Values

Respect
Nurturing
Achieving
Inclusive

Our Aims

Learning and Teaching

To provide the highest quality learning and teaching experiences that enable pupils to enjoy their education and develop positive attitudes towards learning.

Vision and Leadership

To have an inspiring and ambitious shared vision that encourages all our children to feel safe, happy and respected within our setting.

Partnership

To work alongside our parents and the community to ensure continual improvement for our children and families.

Culture and Ethos

To create a welcoming, inclusive, nurturing and happy environment where achievement, in all its forms, is valued and celebrated.

2.1 Attendance

Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child will be unavoidably late please provide a note of explanation.

The school enters pupil absence electronically using codes for particular reasons for absence. To ensure an accurate record is kept it is important that, should your child be absent, you provide an explanation for that absence either by letter or by telephone. Our school has a system which sends out an automated text message to a mobile telephone in cases of unexplained absence. The text is repeated regularly until answered. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school. Parents are urged to opt into this system.

The Scottish Government has issued a directive informing local authorities that, due to the impact absences during term-time have on children's learning, any such absences will be recorded as unauthorised. Family holidays should therefore be taken out-with term times. If, in exceptional circumstances, you wish to take your children out of school, you must make your request to the Head Teacher in writing.

If you become aware that your child may be absent from school for a considerable length of time, due to illness or admission to hospital, you are requested to inform the school as soon as possible.

School Procedures

West Lothian Council recognises the need for all children and young people to engage fully in the education process and has developed a strategy for promoting attendance through a positive and supportive approach. This strategy provides a framework that allows early intervention, comprehensive information sharing and a positive partnership with parents/carers through a staged intervention. The West Lothian strategy provides a system that intervenes at an early stage. Stage 1 is where a child's absence has fallen below 90% in the previous month and no good reason for such absence is supplied by the parent/carer. A letter will be sent to inform the parent/carer that this absence is unacceptable and needs to improve. If there is no improvement, Stage 2 involves a meeting in school with parents/carers. If there is a continued drop in the absence rate Stage 3 is implemented and the school will make a referral to the Children and Young People's Team who provide programmes to address school attendance directly. If there is no improvement a Child's Planning Meeting will take place. If there is no further improvement the pupil will be referred to the area attendance group with the option of referring to the Children's Reporter.

Lateness

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when a pupil arrives late, it disrupts the entire class and teacher. Please try to ensure your child arrives on time for the start of the school day.

A reminder that the first bell rings at 08.50 and the final bell at 08.55.

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.

At Carmondean, our school uniform consists of a navy sweatshirt, grey/black/navy trousers or skirt and a white shirt or polo shirt. Sweatshirts and polo shirts with the school logo on them are available to purchase from the School Office or ordered online at www.border-embroideries.co.uk. Similar sweatshirts and polo shirts without the school logo are available from local supermarkets and other outlets. For Physical Education the children are required to wear navy shorts and a white T shirt. The school also operates a no jewellery policy although small stud earrings are acceptable. This is a health and safety requirement.

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. Should your child bring a mobile phone to school, it must be handed into the School Office during the day as our insurance covers us for the loss of such personal items when stored in this manner.

School Clothing Grants are available to parents in receipt of a qualifying benefit; application forms are available from the school or online.

The Council's Dress Code for Schools Policy is available online at westlothian.gov.uk.

The wearing of jeans or football colours of any kind including bags, pencil cases etc. are not acceptable for school.

3.1 Equality and Fairness

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

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

3.2 Partnership and Communication with Parents

West Lothian Schools operate an open, responsive policy with regard to questions or concerns that parents may have. Should you have concerns or complaints regarding the service provided you should raise these with the Head Teacher in the first instance.

Newsletters are issued frequently. The school Blog, website and app are frequently updated by school staff 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.

3.3 Parent Councils

A Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents at a school on a voluntary basis. All parents/carers in a school are automatically members of the Parent Forum of that School.

The purpose of a Parent Council is to:

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

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. We have a visiting Art specialist who teaches at Carmondean two days a week.

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. We have a visiting P.E. specialist who teaches at Carmondean two days a week.

Languages

Includes learning about English as well as learning an additional language. We are encouraging our children from Primary 1 through to Primary 7 to speak French and this is incorporated into their daily routines. In addition, children from Primary 5 to Primary 7 also experience 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. We work closely with Livingston United Parish Church, at Nether Dechmont and have whole school visits to the church at Christmas, Easter and at the end of the school session.

Any parent who wishes to exercise their right to withdraw their child from religious education/observance should inform the Head Teacher in writing. Should your child be absent from school for religious/cultural reasons, you should notify the school accordingly.

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>

Parental Engagement

We hold two formal parent consultations in October and February. We have 'Meet the Teacher' event at the start of the school year where parents are 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.

4.2 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. There is a charge for lessons, but concessions are available. You can find out more from the Instrumental Music Service.

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. At the start of each school session, parents and pupils are asked to sign a Safe User Agreement.

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, P4 and 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. Admission Procedures

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

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 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 in our cluster in ensuring smooth transition from Nursery to Primary 1. During the summer term, parents are invited to attend an information meeting where they will receive an information pack and meet their child's Class Teacher.

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

Deans Community High School works very closely with all schools in the cluster and have a comprehensive transition programme in place, starting in Primary 6 for our pupils.
<http://www.deanscommunityhighschool.com/>

5.3 Extra-Curricular Activities

There is a wide range of after school clubs available throughout the course of the school session, and letters are sent out well in advance to allow pupils to sign up.

We have breakfast club provision available to all our pupils. Doors open at 08.15 and the children can come in and meet their friends, play games – indoors and outdoors. Pupils who attend the breakfast club will join their relevant class lines prior to the school bell.

6. Health & Safety and Pupil Welfare

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. Please note that no medication can be administered by School staff without the relevant form being completed.

If your child suffers from asthma/viral wheeze or any other allergies/ food intolerances, you **must** tell the school. We will then work with you to write a Care Plan to find out more about the condition and ensure your child's needs are met.

Responsibilities of parents: parents are asked to provide the school with full information about their child's medical needs on the appropriate forms as detailed above. All medication to be administered in school should be clearly labelled with the child's name, name and dose of the medication and the frequency of administration before being sent to school. Medicines must be brought into and taken from school by an adult. Long-term medicine held in school must be collected by an adult at the end of each school year. Parents are asked to make sure children are not given tablets to take at lunchtime or any other medicine which they carry in their school bag. This practice compromises the safety of all our children.

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 contacts.

Children will only be sent home early in special circumstances. The school will make every effort to contact you in such situations. Where there is no adult to receive the child, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions you may check the council website for information on any school closures.

All schools have a means of contacting parents and carers via text message.

6.3 Meals and Milk

All pupils 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-P3 children, and P4-P7 children whose parents are in receipt of qualifying benefits, are entitled to free school meals. Other children can buy a school lunch.

Payment for school lunches and school milk should be paid online using iPayimpact. <https://www.westlothian.gov.uk/online-school-payments>

Parents will receive a letter explaining how to use iPayimpact once their child is enrolled in school. All school lunches must be paid either in advance or on the day. iPayimpact can also be used to facilitate payment for milk, school trips, residentials and uniform.

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**.

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

6.7 Playground Supervision

Supervision is provided in the school grounds 20 minutes prior to the school opening, during intervals and the lunch-time. 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

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

To ensure the highest level of safety for our children, it is strictly forbidden to drop off/collect children from the school car park.

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

6.12 Feedback, Concerns and Complaints

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

If you are dissatisfied with that response you should contact:

Education Services West Lothian Council
West Lothian Civic Centre Howden South Road
Livingston, EH54 6FF
Tel: 01506 281952

Educationcustomerservices@westlothian.gov.uk

The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request or can be downloaded from the web at www.westlothian.gov.uk

**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। 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 (ਬ੍ਰੇਲ) ਨਿਬਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ। ਸ਼ਿਖਾ ਵਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਟ੍ਰਿ 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 انٹرنیٹ پر اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔

