

WEST LINTON PRIMARY SCHOOL SCHOOL HANDBOOK 2020 - 2021





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Foreword from our Head Teacher – Ms Curson



Welcome to West Linton,

And thank you for your interest in our School and ELC Setting (Early Learning & Childcare). We hope that this handbook gives you the information you need and also gives a flavour of what makes us unique. West Linton Primary school is a thriving 3-12 campus which strives to support children in achieving their best at all times. We have high aspirations for our learners and encourage them to have high aspirations for themselves too.

As a school community we agreed that our shared values of Respect, Honesty and Kindness should encompass all that we do; as a result of this, our pupils, staff and stakeholders are encouraged to show these values in their interactions, in their learning and in their relationships.

Within their learning, our young people use Learning Powers to achieve their potential (Concentrate, Don't Give Up, Be Curious, Have a Go, Use Your Imagination, Be Co-operative, Keep Improving, Enjoy Learning). Our Learning Powers are based on the work of educational writer Shirley Clarke and ensure that our pupils continue to show a Growth Mindset, even when they are finding things challenging. We encourage our children to be resilient, care for their environment, feel responsible for the leadership of our school and to have a voice. We do this through our Assemblies, Home and Class Learning, Eco Committee, Ministers for improvement groups, Sports Leaders Accreditation & Pupil Voice Groups, to name a few.

Our staff are hardworking and dedicated and feel privileged to collaborate with you in your child's learning and progress. They are approachable, friendly and care about each individual in our school. Our staff are also keen to ensure that they are showing that learning is a lifelong commitment. As a result, many of our staff are engaging in Masters Level Learning or Practitioner Enquiry to support the implementation of change for improvement. All staff are committed to continuing professional development and our young people's education is positively impacted by this.

At West Linton Primary & ELC, we pride ourselves in having excellent working relationships with our Parents and Local Community. We work alongside many local partners and businesses to give our young people an understanding of the world they live in and to give 'real life' contexts to their learning. In collaboration with our Parent Council and Parent Teacher Association, we organise events, make changes to policy and work effectively together to benefit the school, ELC and the pupils here. We also welcome thoughts and feedback from Parents who do not attend these groups; as your views will help us to shape our service so that we can continue to provide the best opportunities possible for our young people and families.

Should you wish to visit our school, or if you have any questions, please do not hesitate to contact us.

Jenni Curson



OUR SCHOOL

Our school building opened in October 2013 and sits in the heart of the beautiful village of West Linton. The school's catchment area extends beyond the village incorporating outlying areas and including the village of Carlops and parts of Dolphinton.

The school has a Head Teacher, Depute and Principal Teacher. This year we have nine classes together with our Early Learning and Childcare (ELC) centre. Our learners are supported by our Additional Needs Assistants (ANAs) and we have visiting specialist teachers in Art, PE and Music as well as a brass instructor.

Our building offers an excellent environment for learning - bright, spacious class areas, small tutorial rooms, a large games hall, separate dining hall and extensive school grounds with a Multi-Use Games Area (MUGA).

We have an active and supportive Parent Council and PTA who help us to deliver the school's improvement plans, provide us with additional funding, organise social events for our school community and enhance the learning within our school.

Our building is open to the community beyond the school day. Should you wish to let the school building then you would contact Mr Scott, at school, in the first instance.

It is essential that our pupils' families feel involved and included in their child's learning. The support and partnership of our parents is actively encouraged through parental consultations, information evenings, open sessions within the school day, attending class assemblies, celebrating special occasions and events and both informal and formal reporting. Families and members of the community are always welcome in our school. Should you wish to visit please contact the school office by telephone or drop into the reception where you will be assured of a warm welcome.



SCHOOL DETAILS

Head Teacher	Ms Jenni Curson
Name	West Linton Primary School
Address	Deanfoot Road West Linton EH46 7EX
Telephone	01721 726300
Twitter	@WestLintonPS
Website	www.westlintonprimary.org.uk
Email contact	WestLintonPS@scotborders.gov.uk

Current Role 228 (P1-7) 31 (ELC)

SCHOOL HOURS

Monday to Thursday	Friday
8.50am – 10.35am	8.50am – 10.35am
10.50am – 12.20pm	10.50am – 11.35am
1.10pm – 3.25pm	12.10pm – 12.40pm

During the normal school day, the bell rings at 8.50am and children line up outside their classroom in the playground. There is no playground supervision before 8.50am, therefore pupils should not arrive at school until as near to the school opening time as possible.

During bad weather, the doors are open earlier in the morning to allow children access into school.



WEST LINTON PRIMARY SCHOOL STAFF TEAM

TEACHING STAFF		
HEAD TEACHER		Jenni Curson
DEPUTE HEAD		Louise Ferguson
PRINCIPAL TEACHER		Asha Motley
NURSERY	SNN	Cheryl Lister
	NN	
	ACW	Pippa Jackson M-Th AM Nicole McGrath M-Fr PM
PRIMARY CLASSES	P1	Brodie MacLennan Mairi Maxfield
	P2	Louise Turner (Tues-Thurs) Asha Motley (Mon & Fri)
	P3	Jennifer Skinner
	P3/4	Louise Russell (Mon-Wed) Ruth Scott (Thurs & Fri)
	P4	Marion Butler (Mon-Thurs) Louise Ferguson (Fri)
	P5	Lynn Meah
	P6	Ari Wallace (Mon& Tues) Cathie Todd (Wed – Fri)
	P6/7	Scott Cursiter
	P7	Fiona Mair

LEARNING SUPPORT	Asha Motley (Tues/ Thur), Ruth Scott (Wed)	
MUSIC/DRAMA	Ashleigh Inglis	<i>Tues, Fri am</i>
ART	Joan Clifford	<i>Mon</i>
PHYSICAL EDUCATION	Ruaridh Davidson	<i>M+W am</i>

SUPPORT STAFF	
OFFICE	Dianne Walker

JANITOR	Walter Scott
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ADDITIONAL NEEDS ASSISTANTS	Moir Brown
	Nicola Wingate
	Charlie Welsh

KITCHEN	Nikki Dickson
	Isabella Erskine

PLAYGROUND SUPERVISOR	Glynis Scott	Willie Bruce
CLEANERS	Glynis Scott	Cheryl Young



WEST LINTON PRIMARY SCHOOL

Our Vision

‘Learning together to achieve our best.’

Our Values

Kind, Respectful, Honest.

Our Aims

- To ensure all pupils receive a high quality inclusive education in order to become confident individuals, effective contributors, responsible citizens and successful learners.
- To work in collaboration with our community and stakeholders to promote quality opportunities for our young people.
- To build and develop resilient pupils equipped to tackle problems in their life and learning with a growth mind set.
- To ensure all pupils are Safe, Healthy, Achieving, Nurtured, Active, Responsible and Respected.



ENROLMENT

When parents move into the catchment area, they should contact the school to arrange a visit to the school and meet with the Headteacher or Depute Headteacher. They will also receive an enrolment form, school uniform order form and the latest school booklet.

For pupils starting ELC, admission forms for enrolment are available from the school office during ELC enrolment week which usually takes place in November each year.

For children starting P1 the following August, parents will be reminded in the local press about enrolment week when they should complete an enrolment form.

TRANSITIONS

Transfer from ELC to P1

The school's ELC class provides 20 morning and 20 afternoon places for children aged 3 - 5 years, but will provide up to 36 full day places from August 2020 due to the national expansion of early years hours policy. ELC class provision is non-denominational. This means that all Early Learning and Childcare Centres are open to children and parents of all religions and beliefs. Placement in ELC does not guarantee a place in the primary school.

Starting school is an important time in the life of your child. We aim to make your child as happy and secure as we possibly can. We have a range of planned opportunities and events which help to support children to make a smooth transition from being an ELC pupil to becoming a P1 pupil. These opportunities allow you and your child to become familiar with the school building, to meet with staff and other children and to find out about life in school and what you can do to support your child's transition. Our ELC class is very much a part of the school and makes use of school facilities, including the gym, music room and library. The children in our ELC setting have opportunities to work with our current Primary 1 pupils, for example by taking part in our Christmas Nativity and party together, joining the school for special assemblies and shows and then in the summer term collaborating with current P1 pupils in a planned topic which the children have chosen together.

We work closely with other ELC providers in our locality to provide children who do not attend our setting with planned transition dates in the summer term. During these times your child can come into school and begin to get to know their classmates and their teacher as well as familiarising themselves with the school building and classroom routines.

Documents entitled "*All About West Linton Primary School*" and "*All About Me*" are also distributed at this time and these will further enhance your child's transition.



Transfer from stage to stage

As children move from stage to stage, planned transition meetings take place between staff to ensure that important information and documentation is shared. This helps us to ensure pupils' learning experiences continue in a positive and progressive way from class to class and individual needs are shared and understood by all staff involved.

Transfer from Primary to Secondary

Pupils normally transfer to Peebles High School at the end of P7. A structured transition programme is in place to allow a smooth and effective transition between primary and high school. Pupils will visit Peebles High School during the year and will take part in induction days in June where they will find out their new classes and timetables for the new session. There are also meetings for parents during their child's P7 year. High School Guidance staff meet with primary staff to ensure important information is passed onto relevant staff.

Information on pupils who have additional needs will be passed on at specific transition meetings which take place throughout the Primary 7 year to ensure that both curricular and pastoral transition is smooth and that individual needs are met.

The contact details for Peebles High School are:

Peebles High School

Springwood Road

Peebles

EH45 9HB

Tel : 01721 720291

Website: www.peebleshighschool.co.uk for the school handbook



COMMUNICATION WITH PARENTS

The Children (Scotland) Act 1995 amended the definition of 'parent' in the Education (Scotland) Act 1980 to 'Parent includes guardian and any person who is liable to maintain or has parental responsibilities in relation to, or has care of, a child or young person'.

The school's preferred method of correspondence with parents is via email as we are an eco school and try to be as environmentally friendly as possible. We appreciate this is not always possible and will sometimes send correspondence home with the children. Parents will receive a monthly Newsletter from School/ ELC. This will contain good news stories and important information.

Parents are welcome to contact the school by telephone, email and of course, by coming in to reception. WLPS & ELC also has a Website: <https://westlintonprimary.org.uk/> and an official Twitter feed. Follow us [@WestLintonPS](#).

It is essential that our pupils' families feel involved and included in their child's learning. The support and partnership of our parents is actively encouraged through parental consultations, information evenings, open sessions within the school day, attending class assemblies, celebrating special occasions and events and both informal and formal reporting. Termly we share your child's learning with you through their Personal Learning Profiles and invite you in to school to discuss these with your child twice in the year at our Café Conversations.

Families and members of the community are always welcome in our school. Should you wish to visit please contact the school office by telephone or drop into the reception where you will be assured of a warm welcome.

At West Linton Primary & ELC, we believe that effective communication between with parents is vital. This can sometimes be difficult when parents separate or divorce. If parents are separated or a divorce was granted after November 1996 both parents will retain parental responsibilities, unless the court has specifically removed those responsibilities. In relation to placing requests, appeals against certain educational decisions and access to pupils' records both parents will normally have equal rights. The above definition may also give others rights.

Schools will therefore request the names and addresses of both parents at the time of enrolment and at the annual update of data. The parent(s) with whom the pupil resides will automatically receive all communication from the school. If a parent lives away from the family home we will check if they wish to receive information about their child. If they do wish to be kept informed they will receive copies of reports and notification of Parents' Meetings. The parent with whom the pupil resides will be informed that this is happening.

The school is dependent on the parent with whom the pupil resides supplying the appropriate information, i.e. the address of the parent not living in the family home, details of Court proceedings prohibiting that parent's involvement in the child's education or any other relevant documentation.

Parents/Guardians should note that children can only be collected from school by the parent. If someone else is to collect the pupil the school should be informed in advance.



CONCERNS OR COMPLAINTS

We aim to ensure that your child is safe, happy and achieving their best at West Linton. If you are unhappy about any aspect of your child's education, it is important that you contact the school as soon as possible. There are several methods of communication: the most simple is to write a note to the class teacher in your child's homework jotter or reading record if you require clarification on any area of class work or home learning. If you would rather speak with a member of the leadership team, please phone the school office to speak with the Head Teacher, Ms Curson or Miss Ferguson, Depute Head Teacher. We will endeavour to speak with you right away but if we are not available, we will make a separate appointment time to speak or meet with you.

When you have a concern we will listen to you, record what you are saying and investigate the issues raised then get back to you either in writing, by phone or in person.

If you are still unhappy about an issue, you should email People.Complaints@scotborders.gov.uk

PROCEDURE IF CHILD IS SICK/ABSENT

Please inform the school as soon as possible in the morning if your child is unwell or going to be absent for any reason that day. Any unexplained absences will be followed up by 9.30am with a Groupcall message to parents.

If you are aware of a forthcoming absence in advance please inform the school via email, letter or telephone call. We encourage you not to arrange family holidays during term time; education is mandatory for all children under the age of 16, and unauthorised absences can lead to children becoming distressed and/or their ongoing progress and attainment becoming jeopardised.



SUPPORT FOR LEARNING

ADDITIONAL SUPPORT FOR LEARNING

Children may require additional support at different times throughout their school life with their learning. Our support for learning teacher works with groups of children to support them, mainly with literacy and numeracy skills. If the class teacher feels that your child would benefit from extra support, they will discuss this with you.

Inclusion and Pupils with Additional Support Needs

At any point in their lives children or young people may need extra help with their education. This may be for any reason and at any time. This is often referred to as additional support for learning or having additional support needs.

Some examples of why a child/young person may require extra help with their education are:

- Bereavement or family illness
- Difficulties processing pressures at home
- Bullying or understanding unkind behaviours
- Being particularly able
- An illness, disability or sensory impairment
- Having English as an Additional Language

A child/young person's needs may last for a short time, and the support may only be required to support that period. Alternatively their needs might be very complex, and they may require additional support for a number of years.

If you feel that your child needs additional support for learning, the first person to speak to is your child's teacher. You have the right to request an educational assessment of your child (medical assessments would be completed by the GP service in West Linton Village). Within our school we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the educational needs of children and young people are recognised and appropriate support can be provided.

You can also speak to a Team Leader at the local Children & Family's Support office:

Eildon Locality Office

10-12 Galapark

Galashiels

TD1 1EU

Tel: 01896 661880



Parents/carers are always involved in making decisions about their child's education and we will always ask your permission before any specific referrals to multi-agency parties are made. While your child is receiving support, we will regularly review your child's progress.

At times, parents/carers and schools may come into dispute. While we would always hope that difficulties could be resolved at the school level we recognise that parents or young people may wish to formalise their concerns. To assist with this we have a complaints procedure and also offer independent mediation and adjudication. It is also possible under certain circumstances to refer the case to the Additional Support Needs Tribunal for Scotland.

At West Linton Primary School we have a Support for Learning Team. The role of the Support for Learning team is not only to work with children supporting work in class and in smaller groups as appropriate, but also to advise staff as to what form that support should take and to help devise programmes of study where necessary.

In addition, we have a team of Additional Needs Assistants who also provide support to pupils across the school.

The Educational Psychology Service

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing.

We provide advice and training to school staff on how children learn, and advise on ways to help children who require support.

If requested by the school, we can arrange follow-up for individual children and young people, together with their families and teachers, to help support their learning, or with social or emotional issues. This is generally achieved by meeting the children, their families and school staff, to review the support they have already received and agree ways in which we can all help your child in school. In some cases, we may agree that a psychologist will work on a one-to-one basis with your child to obtain a clearer picture of how they can best be supported.

If you have any worries about your child, please contact their school, in the first instance, to arrange a meeting to discuss your concerns. All schools have access to a range of support Services and your child's Head Teacher will be able to advise you about when the EPS may be able to help.

Further information about the EPS is available on the Scottish Borders Council website. Here you can access a downloadable leaflet for parents and carers, which explains in more detail how we may be able to work with you to support your child in school.

Please see www.scotborders.gov.uk/EPS



The statutory framework for Additional Support for Learning is the Education [Additional Support for Learning] [Scotland] Acts 2004 and 2009. A good place to find independent information is Enquire, the Scottish advice service for Additional Support for Learning. They have a wealth of information, including practical guides and fact sheets for both parents/carers and young people. You can find the website at www.enquire.org.uk, or ring them on 0845 123 2303.

The statutory framework for Additional Support for Learning is the Education (Additional Support for Learning) (Scotland) Acts of 2004 and 2009.

Additional information can be found through the following link:

http://www.scotborders.gov.uk/info/886/additional_support_needs

If something goes wrong or you are dissatisfied with our services, please tell us and we will do our best to put things right. We deal with all complaints in accordance with the Scottish Borders Council complaints handling procedure. This can be found on the Council website: www.scotborder.gov.uk.

If you do want to make a complaint, you can do it either in person, by phone, in writing or by email. You can do this through your child's teacher or a senior member of staff (the Head teacher or a Principal Teacher) or indeed any member of staff. You can also make a complaint via the complaints form on the council website www.scotborders.gov.uk.

If we are unable to resolve your complaint, or if you believe your complaint requires formal investigation, you may make your complaint directly to the Education and Lifelong Learning Department at Scottish Borders Council. Again this may be done in a variety of ways:

- in person at a Scottish Borders Council customer services office
- by phoning Customer Advice and Support Service on 0300 100 1800
- by email to : PeopleComplaint@scotborders.gov.uk
- in writing
- to your local councillor
- via the complaints form on the council website www.scotborders.gov.uk.



PARENTAL INVOLVEMENT

At West Linton Primary School we promote a positive relationship with parents and encourage them to become involved in their child's education.

Throughout the school session parents are invited into school to share in learning in classrooms, assemblies and presentations. Please look out for your calendar dates which are shared at the beginning of each school year.

Parents have the opportunity to meet with staff twice yearly to discuss their child's progress in learning. Children's learning in jotters and Personal Learning Profiles (PLPs) is sent home regularly together with termly curriculum overviews.

As previously mentioned we have a very active and supportive Parent Council and PTA who work tirelessly for the school. They organise many events throughout the school year.

You can contact the Parent Council via Facebook, the parents section of the website or the email address below.

www.facebook.com/westlintonprimaryparents

www.westlintonprimary.org.uk/parents

westlintonparents@gmail.com



CURRICULUM

Scottish Borders schools follow a Curriculum for Excellence, a national framework which provides our children with learning experiences and opportunities to prepare them for learning, life and work in a changing world. Children learn actively in eight different curricular areas following a curriculum designed by each school to reflect their particular needs and circumstances. The West Linton Primary School Curriculum Rationale can be found on page 16.

All schools follow the same principles in designing the curriculum, aimed at ensuring that children have the experiences and opportunities to become –

- Successful Learners
- Confident Individuals
- Effective Contributors
- Responsible Citizens

Literacy, numeracy and health and wellbeing are addressed throughout the curriculum and children's wider achievements are fully recognised and celebrated, reflecting the value given to wider learning and children's experiences out of school. Children are fully consulted throughout their learning and in decisions about what they learn and how they learn it. There are opportunities throughout the school year for parents to receive information and be consulted upon the curriculum children are following, particularly in relation to more sensitive aspects of learning.

Religious and moral education is a core subject for all pupils attending primary and secondary schools in Scotland. At West Linton Primary School we provide opportunities for religious observance in order to promote the spiritual development of the school community. These opportunities are in partnership with St Andrew's Church where we hold our Easter and Christmas Assemblies, led by our Primary 4 and 5 children respectively. Parents can choose to withdraw their children from participation in religious education or religious observance. Parents wishing to do this should contact Ms Curson.

The school will make arrangements for pupils to participate in a suitable alternative activity.

More general information regarding Curriculum for Excellence can be found at Parentzone (<https://education.gov.scot/parentzone>), a national resource developed by Education Scotland on behalf of the Scottish Government.

All of our pupils have the opportunity to contribute to the wider life of the school. As a school we have a commitment to offer a range of extra curricular activities. These vary throughout the school year. We have ECO, Pupil Voice and Junior Road Safety Committees.



Curriculum Rationale

*Learning Together To Achieve Our Best
Kindness, Honesty and Respect*



At West Linton Primary our learners are exposed to a Broad General Education through discrete teaching in Mathematics and Literacy and by using Curricular Bundles to connect and transfer their learning into motivating interdisciplinary contexts.

What makes us unique?

- Rural community with access to rich, natural environments as well as Scotland's capital city
- Our pupils have a wide range of achievements
- Our Scottish Borders Traditions - Whipman
- Staff enthusiasm and expertise, providing pupils with a variety of experiences
- School building and grounds
- High aspirations and standards

We are all learners who use Learning Powers

- Concentrate
- Don't Give up
- Be curious
- Have a go
- Use your imagination
- Be co-operative
- Keep improving
- Enjoy Learning

Our Main Drivers for the Curriculum

- Emotional Health & Wellbeing; Building Resilience and developing a Growth Mindset
- High attainment in Literacy and Numeracy
- Skills based learning across the curriculum
- Progressive, challenging and supported learning
- Community Involvement
- Outdoor Learning
- Pupil Leadership

At West Linton Primary our curriculum develops pupils' understanding of the United Nations Convention of the Rights of the Child (UNCRC) through our Assemblies and Citizenship Gatherings; through our Class Charters and in our everyday interactions.

As a school community we are committed to inclusion and getting it right for every child, to high quality learning & teaching, to an open door policy and to a friendly, welcoming ethos which encourages professional love.



REPORTING

Reporting about each pupil's learning plays an important part in providing useful feedback about learning both for parents and carers and for other teachers and adults concerned with the young person's learning, progress and achievements.

Effective, constructive feedback to parents should be clear, positive, specific, supportive and give an honest appraisal of pupils' progress. Feedback will be provided for parents at parents' meetings, through Personal Learning Profiles (PLPs) and in our annual Pupil as a Learner comment.

At West Linton Primary School & ELC pupils are encouraged to reflect on their learning, thinking about what they have learned and how well they have learned.

At West Linton parents are invited to meet their child's teacher in November and March to discuss their progress. PLPs are sent home termly together with curriculum overviews. This year our PLPs have been developed to provide ongoing, up to date records of significant progress and achievement throughout the session. A short summary of your child as a learner will be added to their PLP at the end of the school session and will detail their progress in learning in line with Curriculum for Excellence and will be sent out to parents in June.

CONSULTATION WITH PARENTS

In addition to PLPs, parents' evenings are held twice annually. If we have concerns or alternatively positive news to share we will contact parents at an early stage so that we may work together to resolve issues. Likewise if you ever have any concerns about progress, please ring the school to arrange a time when the class teacher will be available to talk with you. Ms Curson, Miss Ferguson or your child's teacher may also be contacted to discuss issues relating to individual pupils or to wider school issues. Please arrange this by contacting the school office.

CONSULTATION WITH PUPILS

Under the Children (Scotland) Act 1995 the views of children should be taken into account when major decisions are being made which will affect their lives. Generally children over 12 are presumed in law to have a view but younger children may also be mature enough to have a view and should be given the opportunity to express it. While schools may not be bound by this they do consult with their pupils. At West Linton this includes formal consultation through our Whole School Voice Assemblies, Pupil Voice Group, Eco-Committee, questionnaires, suggestion boxes, focus groups and review and planning meetings, as well as arrangements we may make to consult with individual pupils at appropriate times.

This year our Pupil Voice group are supported by Miss Skinner and have a two – three pupil reps from each class. The Pupil Voice group evaluate our school based on How Good is Our School edition 4 (HGIOS 4) for Children.

All P7 pupils have a position of responsibility. This year we have Ministers for Sport, Ministers for Literature and Ministers for Competition & Houses. The children work in teams to promote learning in these areas and are given a large amount of personal responsibility to drive improvements in these areas, including decision making.



We are an Eco School and we have achieved our Green Flag. An Eco school is an international initiative aimed at raising environmental awareness in schools and putting over the message – Think Globally – Act Locally. The programme requires the school to look at nine key areas, which have an environmental impact; Litter, Waste Minimisation, Energy, Water, Transport, Health and Well Being, Sustainability, Biodiversity and the School Grounds. We have an Eco Schools Committee to promote this programme. Our Eco Committee are supported this year by Mrs Motley.

We have three P6 Junior Road Safety Officers (JRSOs) who promote road safety issues throughout the school who are supported by the Primary 6 teachers.



HEALTH CARE

Should your child be taking medicine or suffer from a medical condition which might affect his/her school life, it is essential that you notify the school of the condition and its implications.

This information will be treated in strictest confidence to ensure the wellbeing of your child. Where necessary an Individual Education Health Care Plan will be developed for your child in consultation with you and relevant health services.

Should your child become ill or have an accident while at school that requires medical attention, we shall try to contact you by telephone, if this is possible, or arrange for a message to be sent to you. If this is a medical emergency, however, we will call 999 or visit the local GP with your child.

All pupils will be offered the opportunity to participate in The Scottish School Based Immunisation Programme that is led by NHS Borders Health Board in partnership with education. Parents will be notified and invited to participate by the School Nursing Service when an age appropriate immunisation programme is to take place within their child's school.

Creating healthy childhood experiences is a shared responsibility for all. Working together we can ensure all children and young people have a sense of belonging, self-worth and self-confidence to achieve their unique potential.

Healthy Beginnings

Top Tips

Safe • Active • Included • Responsible • Respected • Achieving • Healthy • Nurturing

- Start your day with a healthy breakfast
- Eat more fruit & vegetables
- Keep food and drinks containing sugar to a minimum
- Enjoy family meal times
- Brush teeth at least twice a day - 'Spit, don't rinse!'
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Be active, move more
- Explore different kinds of play and physical activity everyday
- Increase outdoor learning
- Reduce screen time - Phones, Tablets, PCs & TV
- Think of the 4 Bs- Bath, Brush Book & Bed

What?	Why?
	 Helps concentration  Healthy Teeth  Helps digestion  Helps body grow and develop  Healthy skin  Energy

Healthy eating and physical activity are essential for positive growth and development.

Healthy snacks are provided during your child's ELCC journey, continue to give these types of snacks for your child to have at break times throughout primary school.



Bottles used in class should be filled with plain water only.

Good hydration makes a difference to how children think, feel & function!

Contacts

Joint Health Improvement Team: health.improvement@borders.scot.nhs.uk

Food & Nutrition Coordinator: Hazel.Scott@scotborders.gov.uk

NHS Borders Oral Health Promotion: Helen.brand@borders.scot.nhs.uk



Young Carers

A young carer is someone who is under 18 years of age or who has reached 18 and still a pupil at school and provides or intends to provide care for another individual. A number of young carers do not always identify themselves or wish to be identified.

Young carers undertake a number of tasks for the people they live with and look after. They are often left alone to do things like washing, cooking, shopping, paying bills, collecting medication or helping to look after younger brothers or sister.

This means they might not have as much time to complete work at home which has an ongoing effect on progress and learning or attend clubs and after schools activities therefore missing out on the social aspects of school.

Within West Linton Primary School we want our young carers to enjoy school and that it is a positive place to come and they feel included. Please let us know if there are difficulties meeting deadlines with work, arriving on time or any other issues which affect a young person.

Council's implementation of British Sign Language Plan

The Council's BSL Plan 2018-24 has seven holistic actions. These actions are consistent with the ten long term goals of the National BSL Plan in Scotland, which are, early years and education; training and work; health, mental health and wellbeing; transport; culture and the arts; justice and democracy.

These goals represent the Scottish Government's aim "to make Scotland the best place in the world for BSL users to live, work and visit."

The Council will implement measures to promote awareness of BSL and the use of BSL, with the long term goal being that across Scotland information and services will be accessible to all BSL users*.

Contact Scotland –BSL is an online British Sign Language interpreting service that allows deaf people across Scotland to access services free and available 24 hours a day throughout the year: <https://contactscotland-bsl.org/>

If a BSL user requests a face to face meeting then the School is required to provide a face to face interpreter.

*Whenever we refer to 'BSL users' we mean D/deaf and /or Deafblind people (those who receive the language in a tactile form due to sight loss) whose first of preferred language is British Sign Language



Employment of Children

Children under the statutory school leaving age can only be employed within the terms of the byelaws on the Employment of children. These regulations allow anyone to be employed at 14 years but under certain circumstances children under 13 years of age can be employed, and for those over the age of 13 there are limits on the hours and type of employment which are allowed.

Parents and employers must both complete an application form for an employment permit before the employment begins. Forms and application forms are available from the school office. Further details can be obtained from HQ Operations, Children & Young People Services, Scottish Borders Council, Newtown St Boswells, TD6 0SA

Further information can be found at:

https://www.scotborders.gov.uk/info/20025/licensing/670/employment_byelaws_for_children_and_young_people/1



DATA PROTECTION

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and its headquarters is based at Newtown St Boswells, Melrose TD6 0SA. You can contact our data protection officer by post at this address, or by email at: dataprotection@scotborders.gov.uk, or by telephone – 0300 100 1800.

Why we need your information

Every child of school age has the right to be educated. A child is of school age if he/she has attained the age of 5 but has not attained the age of 16 years. The term “young person” applies to a pupil over school age, but who has not attained 18 years. The education authority has a duty to provide education to any young person who is still a school pupil.

We need to collect, use and store personal information about you and your child/ren to enable us to provide your child/ren with an appropriate education. We provide these services to you as part of our statutory function as your local authority under:

- The Education (Scotland) Act 1980, Education (Scotland) Act 1980
- The Education (Placing in Schools etc. Deemed Decisions) (Scotland) Regulations 1982
- The Standard in Scotland's Schools Act 2000
- Education (Scotland) Act 2016

We also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records.

Who we will share information with

We will share information with health and wellbeing services and may share information with other external agencies and organisations who provide or assist with educational provision and with online payment solution providers.

- The [Scottish Government](#) for examination, career guidance and monitoring purposes.
- ParentPay, ESP Systems and CRB to allow the school to offer cashless catering and to receive payment for school trips and events;
- Groupcall to allow the school to communicate with you;
- The NHS for health monitoring;
- Netmedia to enable the online arrangement of parents evenings;
- Internal Scottish Borders Council departments to allow the provision of catering and transport.



On each occasion, the recipients are bound to the terms of a Data Sharing Agreement and accordingly will only use your child's data for the specified purpose. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full [privacy statement](#) on our website.

We are also legally obliged to share certain data with other public and regulatory bodies such as Education Scotland, Police and NHS will do so where the law requires this.

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We will retain a copy of your child/ren's educational record up until they reach the age of 25.

Photographs/videos

Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. The school your child attends may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise the media or other parents may wish to use the images of pupils in various ways. We ask you at the time your child enrolls at one of our schools if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

Any permission given will remain in force during your child's primary and secondary schooling until you indicate that you wish to withdraw your consent. You can do this by contacting the head teacher of your school as soon as possible.

Your Rights

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.



Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact our Data Protection Officer by email at dataprotection@scotborders.gov.uk or by telephone on 0300 100 1800.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

You can visit their website for more information <https://ico.org.uk/make-a-complaint/> .

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website:

https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1

Transferring Educational Data about Pupils

Education authorities and the Scottish Executive Education Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED



Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows SEED, education authorities and schools to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement,
- target resources better.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

SEED works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SEED, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at: **Peter.Whitehouse@scotland.gsi.gov.uk** or write to The ScotXed Support



Office, SEED, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, www.scotxed.net

Scotxed Collections

Scottish Local Authority schools collect pupil and teaching staff data each year for statistical analysis by the Scottish Government (the ScotXed data collections). More information on the type of information collected and what is done with it can be found using the following link.

<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>



GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

Taking care of our children's well-being and making sure they are progressing and achieving helps us ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society. Our school adopts the Getting It Right For Every Child (GIRFEC) approach to give the right help to children, young people and families, when they need it from a joined up multi agency team.

GIRFEC aims to improve outcomes for all children and young people. It promotes a shared approach that:

- builds solutions with and around children and families
- enables children to get the help they need when they need it
- supports a positive shift in culture, systems and practice
- involves working together to make things better

GIRFEC is the foundation for work with all children and young people, including adult services where parents are involved. It builds on universal health and education services, and is embedded in the developing early years and youth frameworks. Developments in the universal services of health and education, such as Better Health Better Care and Curriculum for Excellence, are identifying what needs to be done in those particular areas to improve outcomes for children.

CHILD PROTECTION

All SBC schools and their staff are required to follow the Scottish Borders Child Protection Committee's inter-agency child protection guidelines and procedures.

A key element in the procedures is that if a member of staff in a school is made aware of a concern (usually through a statement made by a child) or an issue that could have child protection implications, the member of staff will refer to the Child Protection Unit. The Children (Scotland) Act 1995 states that the welfare of the child is paramount and this must always be the sole consideration for the school.

In making a referral, staff will not be making any judgement on the strength or truth of the child's statement but must follow procedures to support pupils and staff. An extensive training programme has been undertaken to ensure that all staff are aware of their responsibilities.

The child's parents or carer will always be informed as soon as possible about such disclosures and any action resulting from this. Keeping parents informed may not always be undertaken by school staff and could involve other organisations such as Social Work or Police. If the child protection issue is taken further, school staff will work with families to support children through the process. The school Child Protection Co-ordinator can be contacted to discuss any concerns that may arise.

At West Linton, Ms Curson (HT) and Miss Ferguson (DHT) are the Child Protection Officers.



Keeping our children and young people safe in the Scottish Borders

CHILD PROTECTION

- Our settings in the Scottish Borders work hard to keep our children and young people safe - all children and young people have a right to feel safe within the setting, home and community.
- Within our setting we strive to provide a safe, secure and nurturing environment for our children and young people, which promote inclusion and achievement.
- All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.
- Our [Scottish Borders Child Protection procedures](#) set out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These procedures are designed to ensure that children and young people get the help they need when they need it.
- All staff are aware of their child protection responsibilities and every year all staff in our setting attend a child protection update.
- Many of our staff undertake additional multi-agency child protection training.
- Every setting has a Child Protection co-ordinator who has the responsibility for overseeing child protection concerns as well as those young people who are care experienced within the setting.
- The Child Protection co-ordinator for the setting is Ms J Curson.

What to do if you have a child protection concern?

It's everyone's responsibility to protect children.

If you have any concerns that a child is being harmed or is at risk of harm, please call without delay

01896 662787 (Duty Children and Families Social Work Team)

01896 752111 (Out of office hours that covers all areas)

Emergency contact

If you consider a child or young person is in immediate danger, call the Police on 999 immediately

Need more information about keeping our children and young people safe?

This [link](#) takes you to the Scottish Borders Child Protection Committee online website where you can find some suggested links to websites to better inform you about safety issues such as Internet safety and Child Sexual Exploitation as well as letting you know about opportunities for training in Child Protection. You can also find the Scottish Borders Child Protection Procedures on this website.

<http://onlineborders.org.uk/community/cpc>



SCHOOL IMPROVEMENT PLAN

You can read our School Improvement Report for 2019-20 on our school website or via this link;

<https://westlintonprimary.org.uk/downloads/>

You can find out about the school's plans for improvement for Session 2020-21 on our school website via these links;

<https://westlintonprimary.org.uk/downloads/>

SCHOOL MEALS – PARENT PAY

School Meals are ordered via Parent Pay which is a secure online ordering system. New pupils to our school will receive an Activation Letter within a few days of starting with us to enable parents to register and start ordering/paying for lunches.

FREE SCHOOL MEAL ENTITLEMENT

Scottish Borders Council can provide children with free school meals and assistance towards the purchase of school clothing. A young person who lives independently can apply in their own right if they meet one of the criteria.

All children between primary one to primary three are automatically eligible for a free school meal, for all other children to qualify, you must meet one of the following criteria.

Free school meals

- Income Support
- Income-based Job Seeker's Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but not Working Tax Credit, with an annual income less than £16,105
- Both maximum Child Tax Credit and maximum Working Tax Credit with an annual income less than £6,420
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit with a monthly income less than £610



SCHOOL UNIFORM

We positively encourage the wearing of school uniform in the firm belief it encourages a whole school identity.

Guidelines:

White shirt or polo shirt.

Grey or black skirt, tunic, shorts or trousers.

Maroon sweatshirt or cardigan

Maroon or yellow checked cotton dress (optional)

Maroon Blazer or zipped outdoor fleece (optional)

Maroon and gold school tie (optional)

School Uniform can be ordered direct from Border Embroideries via their website:

www.beschoolwear.co.uk.

All uniform is also available to order from the school office.

Please note – children also need a pair of shoes to change into for indoor wear.

PE Kit

Pupils are required to bring a PE Kit consisting of plain shorts, a plain tee shirt, training shoes or gym shoes.

PE kit should be stored in a named bag and left in school during the week. Kit can be taken home any weekend and will be sent home at the end of every term.

Please name all items of clothing.

SCHOOL CLOTHING AND FOOTWEAR GRANT

- Income Support
- Income-based Job Seeker's Allowance
- Any income related element of Employment and Support Allowance
- Working Tax Credit and/or maximum Child Tax Credit with an income less than £16,105
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit

The clothing grant is only paid once per child per school year between August and the following March.



POSITIVE BEHAVIOUR

Our aim is to create a stimulating and safe environment and a positive ethos in which effective learning can take place. We believe in encouraging good behaviour through a values based whole school approach, which sets clear expectations for the behaviour of all our pupils and which provides a system of recognition.

Our policy is based on the principle that by providing a clear, consistent and positive set of behavioural expectations for pupils, disruptive behaviour can be kept to a minimum, allowing learning to be maximised and appropriate behaviour to be expected. Of fundamental importance is the aim to praise and recognise good behaviour. There is an expectation of mutual respect and good behaviour from staff and pupils alike.

BULLYING

*“All our learning settings will seek to enable and promote respectful relationships based upon mutual trust, honesty, kindness, consideration and fairness, bringing out the best in those involved. It is acknowledged that children and young people will disagree with one another, fall out, have arguments, or stop talking to each other. This should be distinguished from bullying behaviour. In an environment where this behaviour is not effectively addressed it could lead to bullying behaviour.”**

Through our whole school approach to encouraging positive behaviour and promoting respectful relationships, our aim is to deter bullying at West Linton Primary School. The children will be encouraged to view bullying along with any violent or aggressive behaviour as totally unacceptable. Pupils will be given strategies for dealing with incidents of bullying and will be encouraged to speak out against bullying.

“It is the responsibility of adults (parents and staff) to support, listen, respect and respond to the experience of the child or young person experiencing bullying behaviour. The effective management of bullying behaviour should be through dialogue and discussion.”

**Respectful Relationships Anti-Bullying Policy for Children and Young People’s Learning Settings in the Scottish Borders. (November 2012)*

If you have concerns about bullying please notify Ms Curson (HT) or Miss Ferguson (DHT) or your child's class teacher as soon as possible.



HOME LEARNING

Home learning can be a very valuable addition to the work your child does in school and strengthens the communication between school and home. At West Linton Primary School we have adopted a balance of traditional homework activities and home learning activities which offer pupils personalisation and choice.

In Primary 1, teachers will provide the sounds the class are working on, so that recap and revision can take place at home.

From P2-7 task maps will be provided; these task maps will be for each class. This will ensure that the home learning tasks relate directly with the work going on in class.

From P2-6 the task maps will include literacy, mathematics and interdisciplinary tasks.

Primary 7 pupils, will have traditional literacy and numeracy homework tasks to complete; preparing them for homework at High School. They will also have interdisciplinary tasks on a task map.

Task map Home Learning will run for a whole week and will be related to one task e.g. A teacher will ask her class to complete a maths task on a Monday, to be handed in the following Monday. This is a minimum expectation and if pupils would like to complete more, they are more than encouraged to do so.

P2-7 will complete spelling homework. This will be compulsory for all classes due to the impact these spelling approaches have had on pupil attainment. The spelling homework will be given out weekly on a Monday and an assessment check up on a Friday.

P2 & 3 pupils will be given their reading materials from their classwork home for you to discuss and read with them.

All classes will be able to take their reading materials home for discussion and tasks related to their reading materials will be contained in their task maps.

When giving consideration to further reading, we know you will support and encourage your children in the reading of other texts that they both enjoy and that stimulate their own interests as well as reading materials provided by school.

Part of our Home Learning commitment, will also be our whole school focus on Building Resilience.

The Building Resilience work continues to help the pupils in their holistic health and wellbeing.



SCHOOL TRANSPORT – SEVERE WEATHER

This section outlines the general principles to be followed in cases of emergency such as severe winter weather or severe flooding. Winter weather can be very variable and it is easy to be caught out by sudden changes.

In the event of severe weather we will make every effort to keep the school open and continue as normal. However, there may be situations where this is not possible and it is therefore important that you follow the points below in terms of transport arrangements.

Severe Weather

During adverse weather, school transport may be subject to cancelled services, amended routes, longer journey times or alternative bus stops used. In extreme cases there may be the need to cancel all school services.

Morning Journeys

1. School bus drivers and operators have complete discretion to cancel or vary school transport given any local weather conditions.
2. In the case of morning journeys to the school, the driver may decide that he/she either cannot undertake the journey or complete the trip to school. The driver would then return the children home. In the event of adverse weather conditions, parents should ensure that some arrangement has been made at home to cover this possibility.
3. Should the school transport for your child not operate in the morning because of adverse weather conditions but you decide to take your child to school yourself then you are expected to collect your child either at the end of the school day or at the time of early closure. Do not bring your child to school when buses do not run unless you are certain of being able to collect them at the end of the school day – even if the weather worsens.
4. School transportation may well be delayed due to adverse weather so pupils will have to wait longer and be exposed to the cold.
5. Parents must ensure that their children are warmly dressed just in case the journey to school is very slow or even halted in bad weather. In normal circumstances, pupils should not wait more than 15 minutes if the bus is late. In severely cold weather, this 15 minute rule need not apply.
6. If your child travels to school on connecting services, drivers will be told to wait for each other and not to leave any children standing in adverse weather conditions. Should the second bus not arrive children will be returned home. If the second bus does arrive but cannot complete the journey to school that driver will return children to their homes.



What will happen if pupils are sent home early due to bad weather or other emergency

7. The Head Teacher with knowledge of local weather conditions will work with the Education Department to make decisions regarding a school closure or to send children home early should severe weather conditions threaten.
8. Where pupils use school transportation a set of emergency instructions are used to contact transport operators and other schools using the same transport, and parents whose children have a long way to walk home from the drop-off points. Parents must ensure that some arrangement has been made to cover the possibility of pupils being sent home early.
9. Schools routinely communicate with parents or groups of parents using Groupcall text messaging service. Once the decision has been made then Group call will be used to send updated information regarding sending pupils home early.
10. Parents are asked to ensure that the school that their child attends has an up to date and accurate mobile telephone number on record for these purposes. It is further suggested that parents who may find it difficult or not possible to have their mobile telephone switched on throughout the day ensure that they check their phone on a regular basis for any Groupcall messages from the school when bad weather has been forecast or where they see deterioration in the weather.
11. If school transport is in operation and you collect your own child from school during severe weather then the school office must be informed so that transport is not delayed while staff look for a missing child.

Additional information to ensure the safe travel of pupils to/from school

The ultimate responsibility for the safety of children walking to and from bus pick-up/drop-off points rests with the parents. Parents must decide whether or not children can make their way to meet transport in low temperatures.

If you feel that your child should not walk home alone in bad weather from the drop-off point it will be your responsibility to meet him/her. Drivers will not normally set children down at any point significantly different from the usual one. The driver will use his/her judgment in deciding whether to leave the child or to keep him/her on the bus. In the latter case, your child would be taken to a nearby school or place of safety. Children must follow any instructions given to them by the driver in any emergency and should not leave the bus to make their own way home.

Where transport is unable to operate to take children home as a result of extreme weather conditions The Emergency Planning Team will work alongside our partners to provide alternative and safe transport home.

Arrangements have been made with Radio Borders to relay information about the cancellation of school transportation and group call and Scottish Borders Website will be used to inform parents of any important information.



Disclaimer

The information contained in this handbook is correct at the time of printing and may be subject to change