



**Simpson Primary School
West Lothian Council
School Handbook Information**

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School Information

Welcome to Simpson Primary School

I am delighted to welcome you to Simpson Primary School and hope that your child will be very happy throughout their years with us. We pride ourselves in being a vibrant learning community where the individual is valued and achievement in its widest sense is celebrated.

We have very strong home/school partnerships and welcome the support that parents/carers can offer, not only to their own children but also to the wider school community. Parental support helps to enhance the activities on offer to the children and we value offers of help in any capacity.

Our curriculum is broad and balanced and we make every effort to ensure that it is relevant to our school community, to today's society and therefore meaningful to the children. We use a variety of learning and teaching approaches and offer many opportunities for the children to learn independently and as part of a group. The skills they will develop will be essential to them as they progress beyond primary school and face the demands made of them in learning, life and work.

We believe that learning should be enjoyable and believe that fun is an essential part of life at Simpson Primary. We want our pupils to leave Simpson Primary with very happy memories of their time here, having achieved success and feeling motivated and enthusiastic about their future.

We look forward to working in partnership with you and should you have any issues, concerns or ideas for improvement, please feel free to share these with us.

N. Baird

Nicola Baird
Head Teacher

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Contact Details

Simpson Primary School and Nursery
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Bathgate
EH48 2TH

01506 656371

Email: wlsimpson-ps@westlothian.org.uk

Website: <http://www.simpsonprimary.westlothian.org.uk>

Twitter: [@SimpsonPrimary](https://twitter.com/SimpsonPrimary)

Head Teacher: Mrs Nicola Baird

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School Context

Simpson Primary School opened in August 2007 to serve the Wester Inch Village of Bathgate. The school is a modern facility built over four phases. Phase One is a traditional design of eight enclosed classrooms, Phases 2 and 3 consists of a further eight classrooms of a more flexible design allowing access to an open activity area. Phase 4 consists of 2 learning pavilions with six class areas and a double general purpose space. There is also a purpose built nursery, two further general purpose rooms and a large multi-purpose hall with changing facilities. In addition, the school has non-teaching facilities comprising of a school office, a parent room, a visiting services room and a community wing. It is set in its own grounds and has a large grassed area with an outdoor classroom, a playground area and garden area. A multi-use games area (MUGA) is situated in close proximity to the school to enhance the sports facilities on offer to the children.

The school is co-educational and non-denominational and provides for stages Nursery-P7. West Lothian schools do not provide teaching by means of the Gaelic language as spoken in Scotland. A pupil whose parent/carer wishes them to be taught by means of the Gaelic language may make a placing request to a Gaelic language school in a neighbouring authority. West Lothian Council will make transport provision to the closest available school in a neighbouring authority.

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The School Day

Primary 1-7

Start of school day:	8.50am (Gates open from 8.30am)
P1-4 break:	10.15am – 10.30am (Friday: 10.10am - 10.30am)
P5-7 break:	10.35am – 10.50am (Friday: 10.35am – 10.55am)
P1-4 lunch:	12.00pm – 12.45pm
P5-7 lunch:	12.30pm – 1.15pm
End of school day:	3.15pm (Monday-Thursday) 12.30pm (Friday)

Nursery

Morning session:	7:47am - 12:30pm (Monday-Thursday) 8:00am - 11:54am (Friday)
Afternoon session:	12:30pm - 6:14pm (Monday-Thursday)
Two Full Days:	8:00am - 6.00pm

If allocated two full days, children will also receive a short session of 3hours 20minutes in length which may be granted on a Friday morning (8.00am-11.20am) or an afternoon during the week (12.45pm-4.05pm). This information is communicated to parents directly from Pupil Placement.

Drop off and pick up times are flexible within the session times.

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West Lothian Council Mission Statement

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

West Lothian Council Values

Focusing on our customers' needs
Being open and accountable
Providing quality of opportunities
Developing employees
Making best use of resources
Working in partnership

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School Vision

Strive To Be The Best You Can Be

School Values

Honesty
Kindness
Fairness
Respect
Courage

School Aims

To respect the Rights of the Child
To ensure the health and wellbeing of each child
To know our children well and to value the individual
To nurture, support, encourage and challenge our children to fulfill their potential
To celebrate diversity, ensure equity and remove barriers to learning
To inspire, motivate, engage and empower the children, in and through their learning
To ensure our curriculum is relevant and equips our children with the essential knowledge and skills for their future
To relentlessly pursue excellence and celebrate success and wider achievement
To value and promote partnership working
To smile, laugh and have fun

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Standards

Attendance

Should your child require to be absent from school you must contact the school office by 9.00am to inform staff of the reason for absence. This practice must be repeated each day that your child is absent.

If no contact has been made the school will attempt to contact the parent/carer using the emergency contact numbers provided. It is the parents/carers responsibility to ensure emergency contact numbers are kept up to date for such instances. If the school fail to contact parents/carers, information will be passed to appropriate authorities who will then pursue the reasons for absence.

If circumstances arise when your child will be unavoidably late, please contact the school office to advise of this.

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.

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 time. 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.

West Lothian Council Attendance Information can be found here:

<https://simpsonprimary.westlothian.org.uk/article/34200/General-Information>

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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 school works 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 our school rules.

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

Our School Rules

Ready
Respectful
Safe

Simpson Primary School Promoting Positive Relationships & Behaviour Policy can be found here:
<https://simpsonprimary.westlothian.org.uk/article/14888/School-Documents>

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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.

The school uniform is as follows:

Navy trousers/shorts/skirts/pinafores
Sky blue shirts with school tie
Sky blue polo shirts
Navy sweatshirts/jumpers/cardigans (with or without school badge)
Blue gingham print summer dresses/playsuits
Footwear should be black or navy



The school uniform for class photographs and formal events (when pupils are representing the school) will be navy trousers/skirts, sky blue shirt and school tie.

PE Kit is as follows:

Sky blue T-shirt with navy blue shorts and suitable footwear
Outdoor PE kit of sky blue T-shirt, navy joggers/leggings, navy jumper and trainers will also be required

Additional optional extras include fleece jacket, blazers and school bags.

Our uniform is available from: <https://www.border-embroideries.co.uk/schools/simpson-primary-school.html>

All articles of clothing should be clearly named.

The Council will not be responsible for loss of or damage to pupils' clothing and personal belongings including mobile phones. Valuable items, including jewellery and unnecessarily expensive articles of clothing, should not be brought to school.

School Clothing Grants are available to parents in receipt of a qualifying benefit; application forms are available from the school or online. Uniform swap shops are held at various times throughout the year to encourage recycling of uniforms. Further information on grants available can be viewed on the WLC website at: <https://www.westlothian.gov.uk/mealsandclothing>

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Ethos

Equality and Fairness

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

Our aim is promote self-esteem and a positive self-image in every pupil. Self- respect and respect for others is a priority. We treat all children 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 promotes equality and is free from bullying, racism and other forms of discriminatory behaviour. We value your support in maintaining this ethos.

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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 school or Head Teacher in the first instance.

At Simpson Primary, we encourage all parents/ carers to be actively involved in their child's learning. We strive to provide meaningful and helpful information about how parents/carers can support their child's learning. Throughout the session we provide a range of formal and informal opportunities for parents/carers to receive information about individual progress as well as whole school events with a focus on a particular aspect of the curriculum. The views of parents/carers are sought at regular intervals throughout the session. Feedback received is used to influence whole school development.

Parents/carers have a variety of opportunities to become involved in their child's learning. Formal events such as Meet the Teacher, the Curriculum Showcase and class assemblies provide information on the learning and teaching planned and taking place in the classroom. Open mornings/afternoons provide an opportunity for parents/carers to join their child for a teaching and learning session. Parent /staff consultations are used to update parents/ carers on the individual progress of their child. Home learning activities allow pupils to share the learning happening in the classroom with parents/carers. Parental engagement in home learning activities enhances a child's progress in school.

School newsletters keep parents/carers informed of what is happening at a school level and highlight achievements, future events and general school matters. Class newsletters provide information on what is happening at individual class level, information on learning and teaching taking place during the term and general class based information. Our school website, School App for Parents and Twitter are used to share information about the life of the school.

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Parent Councils

A Parent Council is a group of parents/carers selected by members of the Parent Forum to represent all the parents/carers 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/carers
- Represent the views of all parents/carers
- Encourage links between school, parents/carers, pupils, pre-school groups and the wider community.

The Simpson Primary Parent Council meets around six times in a session to discuss a variety of school and educational issues. It also organises a range of events to enhance the experiences of the children, link with the community and raise funds for the school.

Parent Councils operate in accordance with a local constitution. Parents/carers can put themselves forward to be members of the Parent Council in accordance with that constitution.

Simpson Primary Parent Council can be contacted at:

- simpson.parentcouncil@gmail.com
- <https://www.facebook.com/simpsonprimaryandnurseryparentcouncil>

Further information can be found on the Scottish Parent Teacher Council website
<http://www.sptc.info>

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Curriculum

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 3-18 curriculum aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work. The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities to become: confident individuals, successful learners, responsible citizens, effective contributors.

The children will be more independent and successful in their learning, by having greater knowledge and more secure understanding, and by being able to use the knowledge that they have more effectively.

They will be able to process new information more easily and apply knowledge in different contexts from those in which the knowledge was acquired. They will be able to learn more independently.

They will be more confident in tackling new and more challenging tasks and dealing with new situations, and will have a better understanding of their responsibilities within society.

They will be more able to control their own lives and to be active in society, particularly in contributing to the economy, but also in their awareness of wider issues that affect them. The 7 underpinning principles of Curriculum for Excellence are - Challenge and enjoyment, Breadth, Progression, Depth, Personalisation and choice, Coherence and Relevance.

The curriculum is organised into eight broad categories, as follows:

Literacy and Language

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

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

Literacy and language skills are developed using all curricular areas and can be stimulated by a topic being undertaken, an item of interest or a child's personal curiosity. Staff exploit cross-curricular opportunities to promote literacy and language development, to help children see connections across the curriculum and to make learning meaningful. It is considered very important that children have a context and a purpose to motivate and stimulate them using language interestingly, imaginatively, appropriately and precisely.

Modern Languages

Every child is entitled to learn a first additional language from primary one and a second from primary five. Our pupils currently learn French from primary one and Spanish is currently our second language.

Numeracy and Mathematics

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

Mathematical activities are planned for the children through which they further develop their understanding of number, money, measure, shape, position and movement and information handling.

Children will enjoy exploring, applying their thinking and presenting solutions to others in a variety of ways. At all stages, collaborative learning encourages children to reason logically and creatively through discussion of mathematical ideas and concepts. Mental maths is a daily activity in all classes to develop quick recall, reinforce learning and apply to real life contexts.

Health and wellbeing

The development of Health and Wellbeing permeates learning in all subject areas. Our programme for Health and Wellbeing includes learning about mental, social, emotional and physical health and promotes and encourages physical education and activity, sport, healthy eating, personal hygiene, drugs education, personal safety, road safety, emotional health and sexual health and relationships education. The programme also develops resilience and coping skills to prepare children to cope with adversity, disappointment, uncertainty and to recover more successfully from traumatic events or episodes.

We believe the development of values contributes to our pupils becoming responsible citizens of the future. The school works hard to develop, in our pupils, confidence, self-esteem, positive attitudes and respect towards others and puts an emphasis on making healthy lifestyle choices.

Sciences

In Science pupils learn about Living Things and the Processes of Life, Earth and Space and Energy and Forces. Pupils are engaged in activities in which they have to observe and investigate what is going on around them. Every opportunity is taken to make connections to other curricular areas. Children engage in a wide range of collaborative investigative tasks, which allow them to further their knowledge and understanding.

Social Studies

Through these subject areas, an emphasis is placed on developing knowledge and understanding, skills and informed attitudes to help pupils make sense of the world around them. Social Studies cover the areas of People in Place, People in Society and People in the Past (Geography, Modern Studies and History). Social Studies are taught through a programme which takes children from their own environment e.g. home and school and gradually raises pupils' awareness of the wider world by developing knowledge and understanding of their own community, town, city and country. An integrated approach is used to help children see situations in an everyday context. An awareness of citizenship and democracy is also taught through these activities. Each year, pupils learn about an aspect of Scotland and Scottish culture through inter-disciplinary learning.

Expressive Arts

Expressive Arts covers Art, Drama, Music and Dance. All aspects of learning in Expressive Arts include opportunities to present and perform.

In art and design pupils are provided with opportunities to express themselves visually in drawing, painting, collage, clay and model making as well as to learn about the works of great artists and designers. Drama activities are used to explore real and imaginary situations and develop language, expression and confidence. Pupils have several opportunities to take part in class and whole school performances throughout the session. In music, pupils listen to and make music as well as sing, compose, move to music and to play musical instruments. A pupil's capacity to understand and enjoy music is developed through listening to and commenting on musical performances.

Religious and Moral Education (RME)

Learning through Religious and Moral Education enables pupils and young people to learn about and from the beliefs, values, practices and traditions of Christianity and other world religions. Through developing an awareness and an appreciation of the value of each individual in a diverse society, religious and moral education engenders responsible attitudes to other people. RME is taught through class lessons, assemblies, outside visits and visitors to the school. Any parent who wishes to exercise their right to withdraw their child from religious education/observance should inform the Head Teacher.

Technologies

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

Through learning in technologies pupils become informed, skilled, thoughtful adaptable and enterprising citizens. They gain skills and confidence to embrace and use technologies now and in the future, at home, at work and the wider community. The school uses a range of ICT across all areas of the curriculum. Each classroom has an interactive whiteboard which is used to enhance learning and teaching experiences. Pupils also have regular access to a range of devices, with some upper stages implementing 'Bring Your Own Device' (BYOD). Pupils have access to GLOW and can log in from school and from home.

Further information can be found at [Parentzone Scotland](#)

More information about Curriculum for Excellence is available on the Education Scotland website <https://education.gov.scot/education-scotland/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-building-from-the-statement-appendix-incl-btc1-5/what-is-curriculum-for-excellence>

Parents and carers are kept informed of their child's learning through monthly Home Learning tasks, Curriculum Evenings, Parent Consultations and Family Learning events.

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Instrumental Tuition

West Lothian Council's Instrumental Music Service provides free instrumental music lessons to school pupils, with opportunities to learn instruments such as brass, strings and woodwind. Schools will tell children when there is an opportunity to apply for lessons. You can find out more from the Instrumental Music Service at ims@westlothian.gov.uk

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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/carers to promote the responsible and safe use of the internet at home, including the use of social media if parents/carers permit their children to access it.

We make use of Anytime, Anywhere Learning (AAL) in P5-7 whereby children use their own devices for learning purposes. Prior to this a code of conduct is reviewed by the child and is signed by their parent/carer.

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

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Assessment and Reporting

Teachers assess pupils' progress constantly as part of daily learning and teaching. In line with Curriculum for Excellence, progress is defined in terms of 'how much' and 'how well' and not solely on the learner's rate of progress. There is a focus on skills and knowledge. Teachers use a range of assessment approaches at different stages and in different areas of learning, giving quality feedback on the children's work based on specific strategies for improvement. Next steps in learning are identified in consultation with learners.

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.

Staff engage in moderation activities, within school and beyond to ensure consistency in standards. Progress is tracked at individual, stage and whole school level.

The Scottish Government has introduced national assessments in literacy and numeracy, for use at P1, P4 and P7. These results will form part of the overall assessment information about your child and will support teachers' professional judgement about achievement of a level, at those stages.

Information about your child's progress will be shared between home and school throughout the session. This will include parent/staff consultations, profiles and an annual report. The aim of the annual report is to provide details of your child's strengths, next steps and attainment within Curriculum for Excellence levels. Parents/carers and children are welcome to comment on the annual report.

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

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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.

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.

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Admission Procedures

General information

West Lothian is divided into catchment areas for primary and secondary schools. The catchment areas for all West Lothian Council schools are available online at www.westlothian.gov.uk

Each school is either denominational (linked to a particular religion) or non-denominational (not linked to any particular religion). All the denominational schools in West Lothian are Roman Catholic. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education.

The Pupil Placement section deals with all applications for pre-school and deals with applications for the August primary one (P1) and secondary one (S1) intakes. Schools deal with applications for other stages and for P1 and S1 after the pupils start school. To apply for a school or pre-school place you must fill in an online application form. You can get application forms 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 [West Lothian Council website](http://www.westlothian.gov.uk)

Should your child be offered a place at Simpson Primary, or you would like to visit, prior to making a request for a place, please contact the school office to arrange a suitable date and time. A member of the school leadership team will meet with you to share information about the school and show you around the school building.

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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.

Every opportunity is taken to familiarise our nursery pupils with life in the primary school. They attend assemblies, undertake whole school activities such as enterprise, fund raising, eco-school activities and they quickly become familiar with school staff and the school building.

Towards the summer term additional opportunities are planned when nursery children will spend time with their P1 teacher, will spend time in the playground and will meet the other children in their class. Staff will plan visits to children coming from nurseries other than our own.

An induction meeting for new P1 parents/carers takes place in June and a welcome pack is provided. A buddy system is in place, which allows older pupils to support their younger peers. P1 teachers will have detailed knowledge of each child in order to ensure a smooth and seamless transition.

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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.

Each secondary school admits pupils from a number of associated primaries. Simpson Primary School is associated with Bathgate Academy and the children living in the catchment area of the school would therefore normally transfer there for their secondary education.

The Bathgate Academy transition programme starts early in the P7 year. Children have opportunities to visit the Academy and become familiar with the building and the staff. Additional support is available to pupils who require this during the transition period. Parents' evenings are arranged by Bathgate Academy, early in the new school session, to provide parents/carers with the necessary information about transition.

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Composite Classes

Schools aim to deliver a high quality education, whilst making efficient use of resources. Schools must put in place a class organisation that supports these two objectives, and this may include forming composite classes, which have existed in Scottish schools since schools were first established.

Composite classes are classes where children from two or more stages are grouped together and can be found in schools of all sizes.

Further information on composite classes can be found here:
<https://simpsonprimary.westlothian.org.uk/article/34200/General-Information>

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Extra Curricular Activities

All primary aged children are now entitled to a breakfast free of charge. Our breakfast club runs from 8am – 8.30am, at which point playground supervisors are on duty and this allows the children to go out into the playground to join their peers. A range of breakfast options are available to the children to give them a great start to their day and to help develop healthy lifestyle choices. The breakfast club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn.

Pupils are encouraged to take part in extra curricular activities which take place in blocks throughout the session. These after school clubs are largely led by school staff on a voluntary basis but can, at times, be organised by specialist providers. We are always open to suggestions from the children for new clubs, to ensure a wide and varied provision.

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Health & Safety and Pupil Welfare

Medication in Schools

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing prescribed medication even though the child's doctor regards the child as fit to attend school. Others have medical conditions which, without help, could limit their access to education.

Parents/carers 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 office or can be downloaded from www.westlothian.gov.uk

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Emergency Contacts and Arrangements

It is essential that the school has the name, address and telephone number of an adult to be contacted in case of an accident or your child feeling ill. Please ensure records are kept up to date by notifying the school of any change of address and telephone number of your child's emergency contact.

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

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

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Meals and Milk

All pupils of nursery classes are entitled to 0.25 litres of milk daily free of charge. Children whose parents/carers 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 supervised by members of staff during the lunch break. 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. These are on display to allow the children to see the choices. The menu is available on the Council and school website. If your child has special dietary requirements, please let the school know.

School meals can be ordered and paid for online using iPayimpact. Please contact the school office should you require further details about this.

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

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.

Some parents/carers prefer their children to have a packed lunch and facilities are provided in the school for the eating of packed lunches.

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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.

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Photography

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. All parents/carers are asked to sign a consent form before any photographs are taken. If you have any concerns about photography, please tell the school.

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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

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Playground Supervision

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

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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/carers who choose to send their children to a school outwith their catchment area, will be responsible for any extra travelling expenses incurred.

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Car Park

The school car park is provided for use of staff and visitors only. The car park is not a drop off/pick up zone and clear signage is in place indicating this.

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Requested Early Release of Pupil

There are occasions when parents/carers 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 request must be made for early release, indicating which adult will be picking up the child. Parents/carers 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.

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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 at - https://www.westlothian.gov.uk/media/21250/Education-Schools-Privacy-Notice/pdf/Education_-_Schools_Privacy_Notice1.pdf?m=637049262959500000

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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

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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 ইন্টারপ্রিটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলি: 0131 242 8181

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：0131 242 8181

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨਿਊਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ। ਸ਼ੁੱਧ ਢੰਗ ਨਾਲ ਇੰਟਰਪ੍ਰੀਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸੇਵਾਵਾਂ ਨੂੰ ਇਸ ਨੰਬਰ 'ਤੇ ਸੰਪਰਕ ਕਰੋ : 0131 242 8181

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
براہ مہربانی انٹرپرائزنگ ایجنڈا سلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔