DANDERHALL

SCHOOL



**WELCOME TO DANDERHALL PRIMARY SCHOOL**

This booklet sets out some general information for parents – key staff, housekeeping etc

You may visit the school at any time, although if you wish to discuss some important matter with your child’s class teacher or the Head Teacher, it would be more convenient if you first arranged an appointment.

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**CONTACT DETAILS**

**DANDERHALL PRIMARY SCHOOL**

**59 EDMONSTONE ROAD**

**DANDERHALL**

**MIDLOTHIAN**

**EH22 1QL**

**Telephone No 0131-271 4585**

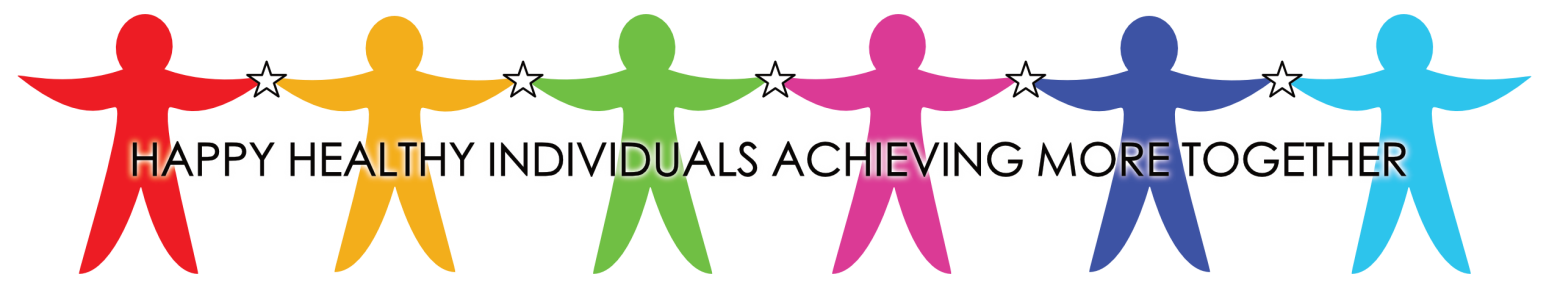
**School Email Address** [**danderhall.ps@midlothian.gov.uk**](mailto:danderhall.ps@midlothian.gov.uk)

**Website Address http://www.danderhall.mgfl.net**

**Twitter @DanderhallPS**

## **VISION AND VALUES**

At Danderhall Primary, our vision is:



We have 3 core values:

* Ready
* Respectful
* Safe

These were agreed in collaboration with pupils, staff and the wider school community.

**School Hours**

*MONDAY-THURSDAY*

CLASS MORNING AFTERNOON

P1-P2 8.50-10.15 1.00-3.15

10.30-12.15

P3-P4 8.50-10.30 1.00-3.15

10.45-12.30

P5-P7 9.00-10.45 1.30-3.25

11.00-12.45

*FRIDAY*

P1-P2 8.50-10.15

10.30-12.25

P3-P4 8.50-10.30

10.45-12.25

P5-P7 9.00-10.45

11.00-12.35

**Nursery**

GRASSHOPPERS and BEES Mon – Thurs 8:30-3:10 Fri 8:30-11:50

LADYBIRDS and BUTTERFLIES Mon - Thurs 8:40-3:20 Fri 8:40-12.00

**Teaching Staff**

|  |  |
| --- | --- |
| Headteacher  Mrs S Campbell  Acting DHT Miss N Clarke  Acting Principal Teacher Mr D Halliday    *Class Teachers*  Miss S Chaudry  Miss A Brien  Mr E Cole  Miss C Cummings  Miss S Farrell  Mr D Halliday  Ms M Kersh  Mr Rankin-Clemments  Miss P Renton  Mrs G Russell  Miss H Sampson  Ms A Scott  Mrs A Shaw  Mrs A Willis  Mr T Winnington | **Learning Assistants**  Mrs L Baxter  Mrs K Durrant  Mrs L Hurd  Ms S Macdonald  Mrs A Taylor  Ms D Trichardt  Miss J Vera  **Nursery:**  ELC Manager Ms C McInnes  Senior Early  Years Practitioners:    Miss E Duff  Miss E Wilding  Mrs Z Stevenson  Early Years Practitioners   Mrs C Herriot  Ms M Lombardo  Mrs G Welsh  Miss L Lyons  Mrs A Morrison  Mrs F Delaney  Mrs K Wilson  Miss T Long  Miss E Shearer  Modern Apprentices Miss L Nicol  Miss E Stephenson  Miss S Brown |
| **Specialist Teachers**  Music Miss C O’Connor  Brass Mr A Knox  PE Mrs L Blacklaws | **Support Staff**  Office Administrator Miss J Burness  Office Support  Assistant Mrs G Scott |

Janitor Mr K Morrison

Cook Mrs H Dempsey

Diningroom Supervisor Mrs A Taylor

School Chaplain Mr K Mack

Health Visitor Mrs E Wilson

**DRESS CODE**

***What do pupils wear?***

It is hoped that as many children as possible will wear the recommended school uniform. The school sweatshirt can be teamed with either black or grey. P7 sweatshirts are royal blue. These sweatshirts etc can be purchased online at www.eeslschools.com and collected from Unit 19, Castlebrae Business Centre, Peffer Place, Edinburgh EH16 4BB.

School uniform is not compulsory but all pupils are expected to be of neat and tidy appearance.

It is advisable that all school clothing is clearly marked with the pupil’s name.

Pupils Should Not Wear

* baseball caps
* football shirts or scarves
* cropped tops/t-shirts with Logos
* fashion/designer tops

**Dress for PE**

* shorts
* sports top
* socks
* non marking training/gym shoes
* jewellery should not be worn
* swimming costume and towel (P4 swimming)

**Dress for Outings**

Appropriate summer/winter wear and school sweatshirt.

**Assistance with Provision of Clothing and Footwear**

“The Authority operates a scheme of clothing grants to assist parents in ensuring that a pupil is sufficiently and suitably clad to take full advantage of the education provided. Families in receipt of Income-based Job Seekers allowance, on Income Support or Child Tax Credit but not Working Tax Credit (subject to a maximum annual income), both maximum Child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income) or support under Part VI or the Immigration and Asylum Act 1999 will automatically qualify for such a scheme. Other cases will be determined according to the personal circumstances of the family. Parents who wish to apply for the scheme should complete an application form which is available from this school or the Education and Children’s Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.”

**ATTENDANCE AND PUNCTUALITY**

What do we need to know?

When and why your child is absent – telephone or write to the school.

If you phone (0131 271 4585) Miss Burness/Mrs Scott will take your message. Please try to telephone before 9.00am so that we know your child is safe. Unexplained absences will always be investigated.

If you write, the letter should be addressed to your child’s class teacher.

While the school recognises that it is not always possible to arrange holidays during the official time out of school, we strongly recommend that parents do not do this as disruption to a pupil’s education can be very detrimental to their future progress. If it is essential that holidays are arranged in term time then parents should request permission in writing. The letter should be addressed to the Head Teacher.

**What happens when a pupil’s attendance is unsatisfactory?**

When attendance falls below 90% or a pupil is persistently late, parents will be contacted by school.

If absence continues and there has been no recognised improvement in attendance, a letter will be sent from the Headteacher requesting that you attend a meeting to discuss our concerns.

Parent should note the following:- “*Under the Education (Scotland) Act 1980, attendance at school is a legal requirement until the age of 16”.*

**TRANSPORT**

“The Authority currently pays the travelling expenses of those pupils attending the district school who live more than two miles from that school.

Bus passes are issued where public transport exists and contract transport is arranged where there is no suitable public transport. Where there are vacant seats on contract buses, these may be made available to pupils who are attending the district school and who are not normally entitled to free transport; however a charge may be made for this service.

Transport costs are also met in the case of any pupil whom the Authority requires to attend a school other than the district school, if the pupil meets the distance qualification. Where appropriate, free travel is provided for pupils receiving special education. Consideration may also be given to requests for assistance with travel in exceptional circumstances, e.g. where the road between home and school is deemed dangerous by the Authority, and where there is no public transport available.

Parents who choose to send their children to a school other than the district school will not receive assistance in relation to travel to and from school.”

Further details are available from the Divisional Education Officer.

**Contract Transport for Danderhall School**

Currently a contract bus is scheduled to pick up children starting at:-

Millerhilll 8.25am

Newton Village 8.30am

It arrives at the school at 8.45am approx. The return journey starts from the school at 3.15pm.

**MEALS AND MILK**

The kitchen provides tray meals free of charge for all pupils in Primary 1 – 4.

Children with packed lunches also eat in the dining room.

Free milk will be available to children in nursery and to children of primary school age whose parents are in receipt of Income Support/Job Seekers Allowance with Child Tax Credit. It will be available to all other children in primary education at favourable prices and must be ordered in advance. To simplify the system, especially the collection of cash, a method of standard payments of cost over the year has been authorised.

**ParentPay - Online School Payment Service**

**ParentPay is an online payment system for schools. It allows parents to pay quickly and securely for school meals, milk, trips and much more.**

The system is easy-to-use and offers parents and carers the freedom to make online payments by credit or debit card, whenever and wherever they like, 24/7.

**Parents and carers will be given individual letters detailing the *Account Activation Procedure*  a few days after your child starts and user guides will be available online.**

**MEDICAL CARE**

**The School Health Service**

Throughout their time at school a team of specialist Health Service and Education staff will be seeing children as part of a planned programme to make sure that they benefit as much as possible from all that school has to offer, and to help prepare them for life after leaving school. The school health service is part of Midlothian’s Community Child Health Service and has direct links with those who carry out health checks on children before they start school. Many different services are provided.

We hope that the School Health Service can, together with yourselves, contribute to your child’s overall well-being and development. Please do not hesitate to arrange through the Headteacher to see the school nurse or the health visitor if you want any information.

The issue of maintaining confidentiality is taken seriously by the School Health team at all times.

**Medical Care during the school day**

In the event of your child taking ill or having an accident in the school, the school will notify parents or the emergency contact indicated by the parents and necessary arrangements will be made for the child to be taken home. **It is the parents’ responsibility to provide the school with up-to-date information on persons to be contacted in emergencies.**

If your child requires medication to be administered during the school day a form can be obtained from either the School Office or via the website. **No medication can be given without the signed form.**

**CHILD PROTECTION**

“The Council has a range of duties and responsibilities in relation to the child protection procedures for all pupils which includes having regard for their right to be protected from harm and abuse. The school’s duties and responsibilities for this are set out in the Inter-Agency Child Protection Procedures - Edinburgh and The Lothians.

In circumstances where a school has a significant concern that a child or young person has, or is at risk of being harmed or abused, the school is required to pass information to the Police, Social Work Department and Health colleagues who have a legal duty to investigate further. While we always endeavour to work in an open manner with parents and guardians, there are some circumstances when it may not be appropriate to inform the parent or guardian that a Child Protection referral has been made or that information has been passed on to these agencies. Under these circumstances, the decision as to when and how parents and guardians will be informed is the responsibility of the Police, Social Work and Health Services as part of their investigation and the school will be informed by these services of the action that they have taken.

Should you wish to discuss this or any associated matter further, please contact the Head Teacher, the school’s designated “Child Protection Co-ordinator or the Information Officer, Co-ordinated Services for Children and Young People.”

**DATA PROTECTION**

Here at Danderhall Primary, we take your privacy seriously. Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data.

This privacy notice explains the information we need in order to carry out School and Nursery provision. This activity is part of the Education Service provided by Midlothian Council. More information about the Education Service privacy notice can be found at:-

[https://www.midlothian.gov.uk/info/200285/access\_to\_information/338/privacy\_and\_cookies/9](https://mail.midlothian.gov.uk/owa/redir.aspx?C=9ElaxLGz-j_N38xcqK3xjSKG9qgMV0Wk0fxp4trXvq6P8_8JaQ7WCA..&URL=https%3a%2f%2fwww.midlothian.gov.uk%2finfo%2f200285%2faccess_to_information%2f338%2fprivacy_and_cookies%2f9).