



Gore Glen Primary School

Handbook

2022/2023



Vision: Soaring Beyond our Potential Together

Aims: Be Safe, Be Respectful, Be Ready to Learn



GORE GLEN PRIMARY SCHOOL
WHITEHOUSE WAY
GOREBRIDGE
EH23 4FP

Telephone 0131 444 9026
Goreglen.PS@midlothian.gov.uk
<http://goreglen.mgfl.net/>



Mrs Jennifer Allison, Acting Head Teacher

Last Updated – January 2023

Dear Parents

I am delighted that you have chosen to send your child to Gore Glen Primary School and I am sure that after you have visited us, you will agree that the children here are happy and hardworking and that the learning environment is stimulating and challenging.

As a staff, we ensure that children have a broad education, that their achievements, big and small are recognised and that everyone feels that they are valued.

We look forward to working in partnership with you and your child.

Yours sincerely

Jennifer Allison
Acting Head Teacher

Please note: Information provided is considered to be correct at the time of printing



Senior Leadership team

Mrs Jennifer Allison	Acting Head Teacher
Mr Gillon Rand	Depute Head Teacher
Mrs Julie Unrau	Principal Teacher
Mrs Laura Forsyth	Principal Teacher
Mrs Michelle Patterson	ASN Principal Teacher
Mrs Lynne Doig	Senior Early Years Practitioner

Teaching Staff

Miss Holly Brown
Miss Sarah Gibson
Miss Beth Cooper
Mrs Sammy Young
Miss Emma Laing
Mrs Heather Docherty
Miss Jennifer Beekie
Miss Laura Gilhooly
Miss Karen Scott
Miss Erin Hunter
Mr Calum French
Miss Erin Dickson
Mrs Sarah Taylor
Mrs Kirsty Little
Mrs Cara Chepelin
Mr Jordan Martindale
Mrs Leigh Pleasance
Mrs Nicola Burbanks
Mrs Emma Stevens
Mrs Katy Chan
Miss Sharon Kidd
Mrs Kirstie Scott



Support Staff

Mrs Trish Weir
Miss Ann-Marie Graham
Miss Lyndsay Smith
Miss Nicole Carnevale
Mrs Lisa Torres
Mrs Paula Hartley
Mr Phil Burns
Mrs Lyndsey Baginska
Mrs Natasha Forrest
Mrs Anna Zalewska
Mr Andy Kelly
Mrs Joanne Corris
Mrs Heather Young
Mrs Jeanette Clark
Mrs Lorraine Turnbull
Miss Michelle Yuill
Mr John Watt
Mrs Lisa McMillan
Miss Jocelyn Smith
Miss Kate Lumber
Mrs Kim Vass
Mrs Maria Moyes
Miss Nicola Clark
Miss Louise Kings
Miss Tammy Pagan
Mrs Leona Westwood
Mrs Wendy Crawford
Melissa Thomson
Mrs Lisa McWhinnie
Mrs Loraine Wood
Mrs Jenni Tait
Mrs Jane Libberton





**Our Vision
at
Gore Glen Primary School**

**At Gore Glen our vision is to provide the conditions to
have everyone
SOARING BEYOND OUR POTENTIAL TOGETHER**



**Our Values
at
Gore Glen Primary School**

**We have defined our values in 'The Gore Glen Way'
These values are our core expectations for everyone in our
community**



**Our Aims
at
Gore Glen Primary School**

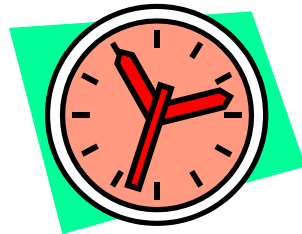
- **Be Safe:** Children, families and staff have the right to come to school and feel safe in their environment.
- **Be Respectful:** There is an ethos of mutual respect, kindness and trust for all.
- **Be Ready to Learn:** Everyone is challenged and supported effectively in their learning to soar beyond their potential.



In Gore Glen Primary School, children attend school as follows:

P1-7 (Mon to Thurs)	8.50 am-3.15 pm (Soft start 8.50 am-9 am/classroom doors close at 9 am)
P1-7 (Friday)	8.50 am-12.15 pm (Soft start 8.50 am-9 am/classroom doors close at 9 am)
Break (All)	10.30 am-10.45 am
Lunch (P1-4)	12.15 pm-1 pm
Lunch (P5-7)	12.30 pm-1.15 pm

ELC (Mon-Thurs)	8.30 am-3.00 pm
ELC (Friday)	8.30 am-12.30 pm





Midlothian School Holidays 2022/2023

MIDLOTHIAN COUNCIL
2022 - 2023 School Calendar

AUG 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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JUN 2023						
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JUL 2023						
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30	31					

School Closed/Holidays

Teachers In-Service Day (Closed for pupils)



The Gore Glen Way – Supporting Positive Behaviour

At Gore Glen, we have a restorative and nurturing approach to behaviour management based on The Gore Glen Way. Be Safe, Be Respectful, Be Ready to Learn. We believe that appropriate behaviour should be taught and modelled and the foundations for this are built on positive relationships that we build with our children and families.

- Consistent, calm adult behaviour
- Recognising best conduct first – The Gore Glen Way
- Embedded routines and quality environments – Supported by CIRCLE
- Restorative practices with scripted question prompts – use of zones of regulation to support
- Restorative solutions to put things right and move forward positively

There is a copy of our Ready to Learn framework on the school website.

Recognition and Celebration

- Morning Greeting
- Class/Leadership Honk Honk Recognition Board
- Class Pebble Jar
- Star of the Week

All children are welcomed in the morning at the door with a chosen greeting to start every day with a positive ethos. Soft start mornings support children to regulate their emotions and be ready to learn with adult support when required.

All classes and the senior leadership team have a Honk Honk recognition board to celebrate and encourage best conduct and achievements at school and from home. Geese honk to support and encourage each other and the recognition boards have been designed to do the same. The class boards will be updated weekly with a focus linked to The Gore Glen Way and can include recognition for achievements in school and from home. Once earned the recognition cannot be withdrawn. Staff will nominate children to be recognised on the leadership Honk Honk board. The only names any visitor will see in the classroom are those of children who have demonstrated positive behaviour.

Like the geese, we work together to achieve our goals. Children can earn pebbles to contribute to a class jar for recognitions around the school of positive behaviour, meeting the Gore Glen Way expectations. When the class jar is full, they will vote together and speak to the senior leadership team to request a class treat activity. The class teacher will choose a Star of the Week each week. This child will receive a certificate in assembly and will be invited to spend a special break with the head teacher.

As well as these initiatives, we anchor good behaviour through a range of reinforcements such as:

- Sincere, precise and timely, verbal and written praise
- Positive notes home on Seesaw
- Positive phone calls home



Recognising Best Conduct First

Our positive approaches are based on understanding that pupils are learning how to manage themselves and doing so within a community of other learners who might not be skilled yet. Triggers and challenges will arise, which will need to be managed. Children will be supported in self-regulation and recognised when best conduct is being shown.

Restorative Practice

Children will understand that there are red (poor) choices and green (positive) choices and our restorative approach gives children the opportunity to learn from the red choices and put things right to be able to move forward. Following an incident, an adult will have a restorative conversation based around 5 key questions.

1. What happened?
2. What were you thinking about at the time?
3. What have you thought since?
4. How did this make people feel?
5. Who has been affected and how can we make it better?

An agreement will be made with the adult and child about what should happen as a consequence. Consequences will be developmentally appropriate and designed to support children to learn about their response and how to better manage this in the future.

Anti – Bullying

Research over time has led to an emerging understanding that bullying is a complex behaviour. It can leave people feeling helpless, frightened, anxious, depressed or humiliated. We avoid labelling children as bullies or victims and use restorative approaches to develop positive solutions.

To achieve our mission, vision and values, we aim to:

- Develop positive relationships
- Build resilience and skills in children, families and staff to help prevent and deal with bullying effectively
- Prevent bullying of children through a range of strategies and approaches
- Support children and families who are effected by bullying

All incidents of bullying will be referred to the Senior Leadership Team who will record and monitor the situation and take further action as required, in line with the school and authority anti-bullying policy (Midlothian, Policy Guidelines, Pupil Welfare 2.2, 3rd Revision).

Parents should contact the class teacher in the first instance if they have concerns that they wish to discuss.

In the unlikely case of extreme misbehaviour or indiscipline, parents will be immediately informed.



P1 Registration

Registration week for new P1 pupils normally takes place in November. The exact date can be obtained from your Nursery or by telephoning the school. If your child resides in the catchment area, you will be invited by the school to fill in an online enrolment form during that week. The school will contact you directly to do so.

If you reside outwith the catchment area but wish to make a Placing Request for your child to come to Gore Glen Primary, you must fill in an online Placing Request Form. This can be obtained from Midlothian Council's website. In June, once it has been confirmed that you have a place at the school, you will be invited to a meeting about starting school, during which your child will be able to meet their teacher.

If your child has any kind of Additional Support Need, you should discuss this with the Head Teacher during our P1 transition visits in order to ensure that staff are able to provide appropriate support for your child.



Transition to High School

Pupils from Gore Glen Primary School transfer to Newbattle High School. Parents will receive communication from Midlothian Council about this in November, however if you wish to contact Newbattle High School in the meantime, the details are as follows:

Newbattle Community Campus
Newbattle Road
Easthouses
Dalkeith

Tel: 0131 561 6700
Head Teacher: Mr Gib McMillan



If you wish your child to go to another High School, you will need to fill in a Placing Request Form which you will receive in November, by post, from Midlothian Council.

Where children have Additional Support Needs, meetings will take place with professionals prior to transferring to High School to ensure that the child's needs are met. Additionally, teachers from the Guidance Department come to Primary to discuss needs with the Primary Teachers.



Attendance

Parents are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Head Teacher is required to contact you and a plan will be put in place. If such unsatisfactory attendance persists, the Head Teacher will decide whether the case should be referred to the Children and Families Team as a safeguarding concern.

Most children at Gore Glen Primary enjoy school and coming to school is not a problem. However, as at any school, it is quite typical/normal for a child to be upset for a variety of reasons and it is important that any difficulties are discussed with staff so that the child can feel happy and settled again as quickly as possible.

If your child is unwell, contact should always be made with school by telephone or email on the first day of absence. For safety reasons, we will text you if your child is off and no contact has been made.

Parents are responsible for making sure that their child attends school punctually and regularly.

Occasionally your child may have a dentist or hospital appointment. Please notify us in writing by letter or email. Please note that you, or a responsible named adult, must collect your child. Under no circumstances can children be allowed to leave school during class time on their own.



Family Holidays

Please arrange family holidays outwith term time as any absence during the session obviously puts the child at a disadvantage on return when the rest of the class have moved on with their work.

New guidelines from the Scottish Government require schools to class any family holiday taken during term time as unauthorised, unless there are exceptional circumstances.

Please note that if you do arrange a family holiday during term time, work for your child will not be provided.



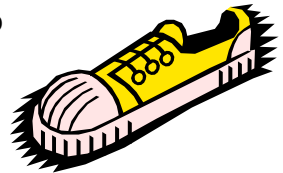
Uniform

At Gore Glen Primary all children wear school uniform. This fosters a sense of pride and identity; it looks smart and prevents parents from spending vast sums of money on designer items.

The uniform consists of:

- jade green sweatshirt/hoodies/cardigan (P1-P6)/black leavers' hoodie (P7)
- white or black polo shirt
- black trousers or skirt
- green gingham school dresses/black pinafore

Sensible footwear should be worn. As our classrooms are carpeted, parents are requested to ensure that pupils have a change of shoes when they come into school. We ask that these are gym rubbers or very plain trainers for senior pupils.



Please label your child's clothing so that it can be easily identified.

PE Kit

Children will have two hours of PE and for this they need gym shoes (these can double up as their change of shoes), plain shorts and a T-shirt. For safety reasons jewellery (including earrings and studs) may not be worn in the gym. If earrings cannot be removed they must be taped over.

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 of 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 online at www.midlothian.gov.uk

School Lunches & Milk

Midlothian Catering Services run the lunch service at school. £2.10 buys a two course main meal or a choice of sandwiches, soup, yoghurt or fruit. We operate a cashless system. Children bringing packed lunches may eat these in the dining area, or outside in fine weather. Children can choose to have milk at 17p per day and this is either paid termly or yearly.



At present all children in P1 – P5 are eligible for free meals. In addition, under the Education Committee's policy, children in attendance at schools under the management of the Authority are entitled to free school meals if their parents are in receipt of Income Support or Income Based Job Seekers Allowance and 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 of the



Immigration and Asylum Act 1999. Children attending certain special schools where eating skills and the midday meal are part of the educational programme also receive free meals.

Please note, even if your child is in receipt of free school meals because they are in Primary 1-5, you may also be entitled to further support including clothing grants and input from our Home School Practitioner.

Further information and an application form can be obtained from the school or from the Free Meals and Clothing Section, Education and Children's Services Division, Midlothian Council, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

Dietary Requirements

It is essential that you keep the school informed of any particular dietary requirements for your child. If your child suffers from specific allergies, these should be recorded when your child enrolls. This is also the case for dietary requirements arising for cultural or religious reasons.

Each year, at the start of the session, the data we hold on your child will be shared with you and we will ask you to review this information. If further changes occur over the course of the school year, please contact the school office in the first instance.

Eating and Drinking During the School Day

The school has a role in supporting our pupils to make healthy choices in all areas of their life, including what they eat and drink.

In addition to their lunch, most pupils will need a small snack to sustain them through the day. We would encourage you to provide healthy snacks for your child which will help them to maintain a balanced diet. Please note, we are a nut-free school. Please ensure that the snacks you provide do not contain nuts. This includes sandwich fillers such as peanut butter and hazelnut chocolate spreads.

Keep well hydrated will also support your child to make the most of their time at school. All children should bring a water bottle to school with them. They will have ready access to this water throughout the school day. Please note, we do not allow children to bring fizzy drinks into school.

Birthday Cakes and Treats

We kindly request that, on your child's birthday, families do not send cakes or other sweet treats into school to be shared with classmates. Although these treats are donated with the very best of intentions, distributing these snacks places the school in a difficult position for a number of reasons.

Firstly, the school has to consider the dietary needs of all those who may be offered the donated treat and provide an alternative where the treat is not suitable for a child's to eat. Secondly, the school has a responsibility to support families in providing a balanced diet for their children. This requires us to ensure that we are not providing additional, unexpected treats within the school day.

Please note, cakes and treats which are sent into school cannot be shared with other children and will be returned to you as soon as possible. For the same reasons, we discourage children from sharing snacks with friends.



Transport

The authority currently pays the travelling expenses of those pupils attending the catchment 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 catchment 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 enhanced educational provision through facilities such as that provided by Gelnable.

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 catchment school will not receive assistance in relation to travel to and from school.

Children aged between 11 and 21 are entitled to a Young Scot card. Along with other benefits, this card provides free bus travel. For further information on how to apply please go to https://young.scot/midlothian/?open_card=1.



Learning and Teaching

The Curriculum

All Scottish Schools follow the Curriculum for Excellence. This covers the main curriculum areas of:

- Languages
- Mathematics
- Sciences
- Social Studies
- Expressive Arts
- Religious and Moral Education
- Technologies
- Health and Wellbeing

More detail on what each of these areas includes is provided on the next few pages. For further information on Curriculum for Excellence please see the Education Scotland website: www.educationscotland.gov.uk

Planning for Learning

When teachers plan for learning they take account of what children already know, through continuous assessment, and carefully plan the next steps.

Children will be taught by a variety of methods: individually, in a group and with the whole class. Children will often be learning in an interdisciplinary way, where several areas of the curriculum have been linked to enhance learning and teaching of a topic. Teachers will also plan for teaching beyond the classroom. This may be in the school grounds or some other outdoor environment.



Language and Literacy

Language is made up of 4 areas - Reading, Writing, Talking and Listening.



Listening and Talking

Children learn to develop their language and thinking skills by listening and talking. We help them to improve these skills through a range of activities across the curriculum.

Reading

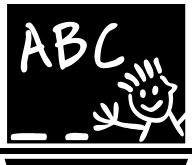
Much time is spent on helping the children to become fluent readers, particularly in the Early Years. We use a structured reading and spelling scheme to support this. It is also important that children experience real books. Children will have opportunities to visit the school library and will be encouraged to bring books from home. This will include non-fiction texts.

We hope that parents will support our reading programme by providing a range of reading experiences for their children at home.

We aim for children to develop a lifelong love of books. We encourage this by providing an attractive library with all classes having a time in the week there. Classes often visit the Library in Gorebridge.



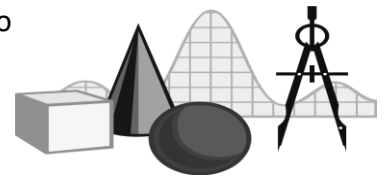
Writing



The skills of spelling, grammar and handwriting are taught progressively through structured programmes of work. Personal, Functional and Imaginative Writing as well as Poetry are taught in weekly lessons. All our classes have handwriting lessons, as presentation is very important. From P3 the children learn cursive script as research has shown that this helps pupils with speed, fluency, spelling and legibility.

Maths and Numeracy

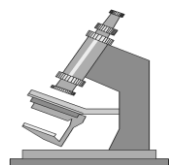
Maths consists of number, money & measurement, shape, position and movement; information handling and problem solving. We aim to use many different resources, including technology to teach mathematical and number concepts.



Social/ Science Studies

This relates to the study of the environment and covers the areas of geography, history, modern studies and science. Your child will learn about the world in which we live, about its people and places, past and present, developing an awareness of how all living things depend on their environment for survival. Also about other cultures and lifestyles, learning to respect and accept other people's ways. Through observation and simple investigation your child will practise basic scientific skills and build up knowledge and understanding of the world around them.

Trips and outings play an important part in making their study meaningful. You will be informed of these, and the cost in advance. The school tries to subsidise the cost of such outings as the transport costs from Gorebridge can be high.





Expressive Arts

Music, art, dance and drama encourage the physical and emotional development of the child. Pupils will experiment with and learn to use a wide range of materials and equipment through which their knowledge and skills will be developed.

In addition to the many talents of our own staff team we have the benefit of visiting specialists in PE, art and music. Furthermore, children in P4 have one block of swimming within the year.

Health and Wellbeing

At Gore Glen Primary, we implement a programme of Health Education in line with Scottish Guidelines. Children experience 2 hours per week of physical education which may include work with a specialist PE teacher.

Children learn a balance of Physical, Social and Emotional health skills. Health and Wellbeing also covers education in Relationships, Sexual Health and Parenthood (RSHP). This begins from Primary 1 and is supported by a national resource. For more information about learning in this area, please visit <https://rshp.scot/>.

Religious & Moral Education

Since we are a non-denominational school, we are concerned with giving the children some understanding of what religion is rather than imparting a particular religious view.

We aim to instil:

- moral values such as honesty, truthfulness and kindness
- teach an awareness and respect for all major world religions
- foster tolerance and respect for the beliefs of others

We hold a weekly whole school assembly where achievements and good work are shared and moral issues are discussed. We also celebrate aspects, festivals and traditions of the many cultures which make up our society.

We hope that our religious and moral curriculum is suitable for all children with differing beliefs, however parents have a right to withdraw their child from this if they so wish and alternative arrangements will be made.

Modern Languages

Children from P1-7 experience French language and culture through a progressive program. Children will also encounter a range of other languages and cultures through their study of other countries and religions.



Technologies

All children will make regular use of ICT resources to support their learning across the curriculum. Each child in Primary 1 and 2 will receive an iPad, with children in Primary 3 upwards receiving a Chromebook.



Children will explore other areas of the technologies curriculum, including craft & design and food and textiles through a range of projects, often on a cross-curricular basis. Many of these opportunities will be provided within the school's shared learning environments.

Outdoor Education & Learning

Outdoor learning can support all areas of the curriculum. In its most basic form, this involves making use of our playground to enhance learning experiences. However, we also make use of nearby woods or Gore Glen Park, as well as more adventurous opportunities provided to our upper primary pupils. All P6 pupils have the opportunity of skiing lessons at Hillend Ski Slope with P7 pupils have the opportunity of a residential Outdoor Education experience.

Road Safety

Our Health Programme includes work on *Road Safety Week* for each class as part of the curriculum and the Road Safety Officer will work with P1-P7 on various aspects of Road Safety.

We also have P6 Junior Road Safety Officers (JRSOs) who promote the importance of road safety at assemblies and by organising campaigns for our school community.

We ask for your support in promoting safety on the roads around the school. The best way you can support us is by following the steps below:

- walk, scoot or cycle to school if this is possible for you and your family
- if you need to use your car, drive with extra caution on the roads surrounding the school
- be considerate when parking your car – there are limited spaces





Assessment and Recording

The purpose of assessment is to find out if learning has been effective and to enable the teacher to plan the next steps.

Pupils are continuously assessed throughout the year using a variety of approaches. All children in Scotland are assessed in P1, P4 and P7 using Scottish National Standardised Assessments.

Additionally, the school has an in-house system to record progress being made by pupils. This enables us to monitor and track progress. It helps identify where changes may need to be made for individuals or groups of children.

During P7, pupils work on producing a profile which then passes on to high school. This includes information about the pupil and their achievements both in and out of school.

Reporting to Parents



We have Parents' Consultation times in Autumn and Spring. These give parents the opportunity to discuss their child's progress, although if at any time during the session you have concerns or worries please don't hesitate to make contact with your child's class teacher. Parents will receive a written report in June.

Curriculum Evening

We have a curriculum evening each session where teachers share their plans for the year ahead and can answer questions on any area of the curriculum.

Parents in School

At Gore Glen Primary we have very supportive parents, many of whom have a little spare time to help out. We welcome parents into school and are always grateful for practical help in the classrooms and on outings. If you have any spare time or skills to offer, please get in touch. Children always benefit when school and home work together.

Parents and the School

Parents and schools separately can do a great deal to assist children's educational development; together, they can achieve even more.

We will keep you informed of your child's progress and we will deal confidentially with any information that will help us in planning his/her education.

We will keep you informed of our policies and procedures and will consult you whenever a significant change is contemplated.

We rely on your support and we welcome your comments on the school.



Children with Additional Support Needs

Children who have special aptitudes as well as children who are experiencing difficulties will be offered an appropriate curriculum. We have the benefit of a support for learning teacher, and allocated learning assistants, who will work with these children, sometimes on a one to one basis and sometimes with a group in class.

The support for learning teacher works closely with the Class Teachers and Learning Assistants to meet the needs of the children. This will include support in the playground if necessary. These needs are regularly reviewed via liaison between the members of staff supporting classes.

Pupil's additional support needs will be identified and addressed using The Matrix of Needs. This includes identifying concerns which may require some input from the support for learning teacher.

In some cases, pupils may require support from external services. Accessing this support usually comes as the result of a meeting involving all of the adults in the child's life. Following this meeting, if deemed appropriate, referral can be made to a range of supporting services, some provided within Midlothian Council and others coming from beyond. The school also accesses support from a range of charities, many of which have specific specialisms. Parents are always consulted before any referral is made in order to gain consent.

Midlothian Council has a policy of inclusion and integration, which promotes the placement of primary and secondary pupils with additional support needs into mainstream school.

Sometimes additional support will be given to enable the child to benefit from the whole curriculum.

The additional support needs of these identified children and young people are recorded on Seemis, the authority's secure management of information system.

Parents are entitled to request additional assessment by contacting the school. Please feel free to discuss this further with your child's class teacher in the first instance.

Information can be made available to parents in alternative formats and languages on request. An interpreter can be arranged for meetings with the teacher or other members of school staff.



Playground Supervision

When pupils are at school, the responsibility for their safety rests with the Authority. The Head Teacher and staff undertake this responsibility as the Authority's representatives. This means that all reasonable steps are taken to prevent any pupil suffering injury and to ensure that accidents and difficulties are reported to a responsible adult and appropriate action taken.

Medical Care

If your child is taken ill at school, you (or your emergency contact) will be informed and asked to collect your child from school. No child is allowed to leave school during class time unless accompanied by an adult.

Where a child has a contagious condition, which may lead to others being affected, the school should be notified.

If your child has prescribed medicine that needs to be administered during the school day, a consent form **MUST** be filled in at school. The school will administer medicine if prescribed to be taken four times a day. If only three times a day then this can be managed at home. The first dose must be given at home.

In the unlikely event of your child needing immediate hospital treatment we will inform you, accompany the child to hospital and meet you there.

School Health Service - Based outwith school

School Nurse – the lead health professional in mainstream schools in Midlothian.

School Nurses are involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening. The School Nurse may be helped by a Health Assistant and have close working links with Community Paediatricians. The School Nurse reviews the notes of all children in Primary 1 as well as those of all new entrants. A member of the school health team measures their growth and tests vision. The school nurse will assess these measurements and results. In addition she may review children who are referred either by parents, teachers or other health professionals at any stage in their school life.

If you have concerns about your child's hearing the school can refer him or her to the appropriate specialist directly.

Speech and Language Therapist – can provide assessment and, if necessary, support if you, a teacher, your GP or the school nurse feels that your child may need help with communication.

Any enquiries concerning the provision of **dental services** should be made to the Director of the Community Dental Service, 16 Duncan Street, Edinburgh, EH9 1SR (Telephone: 0131 667 7114).

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



Online Payments

www.parentpay.com

What does ParentPay do?

- enables you to pay for school meals and other items such as milk, school trips, uniforms etc
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders

How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- you will never need miss a payment, or have insufficient credit, with automated email/SMS alerts
- ParentPay is quick and easy to use

How does ParentPay help our school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- payments do not bounce
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises
- helps us improve school-home communication with its integrated email/SMS messaging centre

How do I get started?

We will send you an activation letter containing your activation details to enable you to set up your ParentPay account.



If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools.

The Parent Council

Guide to the Legislation

The Scottish Schools (Parental Involvement) Act 2006 requires the Education Authority to support the establishment of a Parent Council for every primary, secondary and special school.

The Act aims to help all parents to be:

- involved in their child's education and learning;
- welcomed as active participants in the life of the school; and
- encouraged to express their views on school education generally and work partnership with the school.

Parent Council members are selected from the members of the Parent Forum which is made up of all the parents with children in attendance at the School. Midlothian Council has developed guidance for Parent Councils including a support pack to assist with the establishment of a Parent Council.

The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school which is inclusive for all parents
- To promote partnership between the school, its pupils and all its parents
- To develop and engage in activities which support the education and welfare of the pupils
- To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils
- To exist as an executive group representing formal groups within the school, aiding communication within and between groups

Our Parent Council AGM is where office bearers are elected.



Occasional and Emergency Arrangements

Very occasionally the school may be closed earlier than normal because of some unforeseen event such as heating failure or very severe weather conditions.

The pupils will be dismissed only if we are able to contact parents by telephone and are satisfied that someone is at home or arrangements have been made for an adult to look after your child. Children will be kept in school until such contact is made.

Health and Safety

All visitors must report to the reception area and be issued with an authorised visitor badge before proceeding through the school.

The Education and Children's Services Division has prepared policy statements on Health and Safety for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. School staff are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life, both on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of great importance to the school.

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 Edinburgh and Lothian's Child Protection Committee's "Child Protection Guidelines" which are used by all Midlothian schools and our partner agencies.

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.

Employment of Children

Children under the statutory school leaving age can only be employed within the terms of the Council's bye laws on the part-time Employment of Children. These bye-laws do not permit the employment of children under 14 years of age, except in specific categories; for those over that age 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.

Further details can be obtained from the Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZQ.

Complaints Procedure

If you are concerned about a particular aspect of our work, please arrange an appointment to discuss the matter with the Head Teacher in the first instance. Where appropriate, the Head Teacher may nominate another senior member of staff to act on her behalf.

The Head Teacher will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, providing you with any relevant information.

In some cases, your concerns can be dealt with immediately; other matters may require more extended investigation.

In any event, the Head Teacher will notify you, normally within five working days, of the school's response.

It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned.

Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland 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 examination results. Accurate and up-to-date data allows us 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 which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Data policy

Information about pupils' education is collected in partnership between the Scottish Government and Local Authorities through the ScotXed Programme, which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.



Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes

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 note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education, Careers Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations 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 of Scottish Government, 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. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

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, 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.



Midlothian 