



Paradykes Primary School



Paradykes Primary School & Family Learning Centre Parent/Carer Handbook



Session 2023/24





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Message from the Head Teacher



Dear Parents, Carers and Families,

We are delighted to welcome you to Paradykes Primary School & Family Learning Centre!

We recognise that parents, carers and families are the key educators of their children and we look forward to developing a partnership with you so that your child is happy, motivated and supported in achieving their full potential.

Paradykes Primary School & Family Learning Centre aims to be a nurturing school. We have an extremely caring and committed staff who work together as a team to ensure that we meet the needs of your child.

Starting school or coming to a new school can be exciting but also worrying. Hopefully, this booklet will help reduce the worries and answer many of your questions, but please feel free to contact the school office or any member of the Senior Leadership Team if you have any further queries.

Our handbook highlights the vision, values and aims of Paradykes Primary, and gives you information about the curriculum & life of the school.

If you are considering enrolling your child at Paradykes Primary school and Family Learning Centre, please do get in touch to arrange a visit to the school so that you can get a feel for us and our ethos.

I look forward to meeting and working with you!

Kind regards,

Helen Reed
Head Teacher

Paradykes Primary School & ELC Mayburn Avenue Loanhead EH20 9HB	Tel No. 0131 271 4650 Email: paradykes.ps@midlothian.gov.uk	School Website https://paradykes.mgfl.net/ Twitter: @ParadykesP
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General Information

Paradykes Primary School is a co-educational, non-denominational school serving parts of Loanhead and Straiton. Loanhead is a town in [Midlothian](#), in the commuter belt to the south of [Edinburgh](#), and close to [Roslin](#), [Bonnyrigg](#) and [Dalkeith](#). The town was built on [coal](#) and [oil shale mining](#), and the [paper](#) industries. Straiton is an area of newer housing and a retail park, which includes large retail stores such as Ikea, Costco and Next.

Paradykes Primary School is one of 7 schools which feed into Lasswade High School, although a significant number of our P7 children move on to Beeslack High School in Penicuik.

The main school building, which opened in October 2018, forms part of a larger complex which includes a leisure centre, a library and a medical practice, as well as SureStart Nursery and Loanhead After School Club. This session, the school comprised a nursery, catering for 48 full time places, and 13 classes from P1 to P7, for 319 children.

Arrangements for Parents Offered or Seeking a Place in the School

Please make contact with the school office to enrol your child at Paradykes Primary school.

Admission to Nursery:

Parents can apply to have their child's name entered on a waiting list when their child is two years of age. Application forms are available from the Family Learning Centre or School Office.

Under normal circumstances, priority will be given to children of four years who are starting school the following year, and children of three years will then be admitted the term following their third birthday where places are available.

Please note, the enrolment in our nursery class does not guarantee your child a place in our P1 class.

Communication



The School App - **The school app is our main method of communicating with our families.**

Please download it from the Apple and Google Play Stores. You can check the school calendar for important dates, receive important messages from your class teacher and all letters are shared within the news section.

To download the app, scan the QR code or search PSA or Primary School App. Once you have opened the app, search for Paradykes Primary School.

User name is **Paradykes**

Password is **4650**

Please download the app to ensure you are getting up to date information.

Groupcall – Groupcall is a system where we can send text messages and emails. We will send you messages and letters using groupcall. These letters will also be available on the school app and the school website.

Please make sure that the office has an up to date phone number and email address.

Twitter

@ParadykesP

Follow us!!



We use twitter to share learning and the wider achievements of the Paradykes Family. You can see our twitter feed in the news section of the school app.

The Nursery has a twitter feed too!

@nursery_P1pps

The School website – <https://paradykes.mgfl.net/>



Our website is updated regularly with information and documents.

Staff List

Nursery

Mrs Claire Todd
Mrs Ann Curran
Mrs Fay Paris
Miss Natasha Robertson
Mr Scott Gray
Mrs Christine Pitkethly
Miss Vicky McMillan
Mrs Sam Garland

School Team

P1a – Miss Emma Hodgkinson
P1c – Mr James Scott-Stirling
P2a – Miss Charlotte Roberts
P2b – Mrs Ros Davidson/ Miss Debs Elliot (Tues)
P3a – Mrs Laura Murray/ Miss Amanda Pache (Fri)
P3b– Miss Debs Simpson
P4a – Miss Nicola Thorburn
P4b – Miss Megan Thomson
P5 – Mr Alex Ross
P5/6 – Mrs Emma Stables
P6 – Miss Carly Murrin
P6/7 – Mrs Laura Borthwick/ Miss Lynsey Stewart (Fri am)
P7 – Miss Kirsty Mackenzie

Office Admin

Mrs Carol Watson
Mrs Heather Stuart

Support for Learning

Mrs Joanne Rose-Rojas
Miss Lynsey Stewart

School Facilities

Mr Peter Finlayson

NCCT Cover

Miss Debs Elliot
Mrs Caroline Eunson
Miss Amanda Pache

Learning Assistants

Mrs Cherry Robertson
Mrs Lisa Hillis
Mrs Laureen Welsh
Mrs Pam Montgomery
Ms Vicky McMillan

Mr Dan McHale
Miss Cathy Scott
Mrs Michele Smales
Mrs Carol Hirst
Mrs Natasha Wilson

Senior Leadership Team

Mrs Helen Reed – Head Teacher
Mrs Jennifer Sommerville –Deputy Head Teacher
Miss Lynsey Stewart – Principal Teacher

Midlothian School session dates for 2023/24

Autumn

- **Monday 14th & Tuesday 15th August – Inservice Days**
- Term starts: Wednesday 16 August 2023
- Autumn holiday: Friday 15 September to Monday 18 September 2023 inclusive
- Midterm:
 - All break: Friday 13 October 2023
 - **Monday 23rd October – Inservice Day**
 - Pupils resume: Tuesday 24 October 2023
- Term ends: Friday 22 December 2023

Spring

- **Monday 8th January – Inservice Day**
- Term starts: Tuesday 9 January 2024
- Midterm:
 - All break: Friday 9 February 2024
 - All resume: Monday 19 February 2024
- Term ends: Thursday 28 March 2024

Summer

- Term starts: Tuesday 16 April 2024
- May Day: Monday 6 May 2024
- **Victoria Day: Monday* 20 May 2024 – Inservice Day**
- Term ends: Friday 28 June 2024

What to wear at School

School uniform/school colours is expected each day.

Due to current COVID guideline, children are encouraged to come to school in PE kit on the days that they will have PE. PE is currently outside so children are encouraged to be warm and bring suitable outdoor wear.

The school colours are red and black.

The school uniform is:

- ✓ School sweatshirt either red or black. For P7s only – P7 hoodie.
- ✓ Polo shirt
- ✓ Grey or black trousers , shorts or skirts
- ✓ Sensible shoes – slip on velcro shoes are better and especially important on gym days.
- ✓ PE kit—shorts, t-shirt and gym shoes/indoor trainers



School uniform is available for order through our Parent Council. Jackets, fleeces, gym bags can also be purchased with the school logo.

Please clearly mark all your child's clothes, footwear, bags, lunch boxes etc with your child's name.

Remember names on labels wash off and labels fall off, so please check them regularly.

Attendance and Absence

All schools in Scotland follow National Policy in regards to Attendance and Absence:

Children are normally required to attend school every day. Absences should be notified to the school in advance. If your child is going to be absent for whatever reason, please call the school before 9.00am to let us know. There is an answering machine on 24 hours a day so please leave a message and we will pick it up. We always follow up a child's non arrival at school.

Good attendance is important in our school. It allows the child to make the most of their education and social development, and gives them better choices in the future. It is your responsibility, in law, as parents, to ensure your child attends school regularly.

Surely 1 or 2 days absent a week doesn't seem much but this is how it is..

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

If your child is late 10 minutes a day - surely that won't matter or affect my child..

Only missing just..	That equals..	Which is...	Over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ a year
20 minutes per day	1hour 40minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

Healthy School Lunches and Snacks

We encourage children to bring a nutritional snack/lunch which may include the following:-

Snack



Fruit



Cheese



Crackers







Small bag of Crisps



Vegetable Sticks

Packed Lunch

Packed Lunches SHOULD include:	
<ul style="list-style-type: none"> ✓ A sandwich or equivalent e.g. wrap, rice, salad, pasta salad etc. ✓ A drink of water, milk or pure fruit juice ✓ A portion of fruit ✓ A portion of vegetables ✓ Dairy e.g. yoghurt or cheese 	
It SHOULD NOT include:	
<ul style="list-style-type: none"> × NUTS or NUT PRODUCTS × Jam or chocolate spread × Fizzy drinks or cordial × Bars of chocolate × Crisps more than once 	



Natasha's Law – Food in Schools

In order for us to comply with new legislation, Natasha's Law, we are required to produce ingredients lists for all foods provided and consumed on school premises. This includes food supplied for baking, parties and special treats.

Parents/carers will be provided with a list of all the foods the school is likely to supply over the school year. Please confirm you consent to your child consuming them by ticking and signing the enclosed form within your pack.

School Lunches



Please see the lunch menu flyer for the latest school lunch menu.

The lunch menu is provided on a 3 week rotation. This is an example of a weekly menu.

All P1-5 pupils are entitled to a free school lunch and the menu is designed to offer all pupils a nutritionally balanced lunch, which includes some of their favourite dishes.

Please notify the school if your child has food allergies.

Free school meals/assistance with schoolwear

Every child in Scotland at a local council school gets free school lunches from Primary 1 to Primary 5. This applies to all children in these years-your family's financial circumstances don't matter.

Midlothian council provide children from low income families with free school meals and money to help towards buying school clothes.

To qualify you must receive:

- Universal Credit
- Income Support
- Income-based Job Seekers Allowance
- Income-based Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999

Your child is also entitled to free school meals and clothing grant if you receive:

- Child Tax Credit but not Working Tax Credit and your income is less than £16,105
- Both Child Tax Credit and Working Tax Credit and an income of up to £6,900

It is important to apply for free school meals if you qualify (even though everyone gets free in P1) **so you can receive clothing grant.** It also helps inform the government and school for statistical purposes and helps shape school funding budgets.

Each award is valid for the school year.

The clothing grant is for £100

You may also be eligible for Best Start Grant School Age Payment of £250 from Social Security Scotland. It is made around the time your child normally starts primary 1 to help with the costs of starting school.

You may be eligible if you are the parent/carer of the child, and you get certain benefits or tax credits.

For more information and how to apply:

- **Visit benefits section on the Scottish Government website**
- **Or call Freephone 0800 182 2222**

There is a single application form for both benefits. You need only apply once per year. Supporting evidence will be needed at the time of applying.

Completed forms should be sent to address below.

The council aim to process applications within 28 days, although this may vary during busy periods.

Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG Telephone 0131 271 3655

Email: FSMAwards@midlothion.gov.uk

Paradykes Primary Parent Council

Following the Scottish Schools (Parental Involvement) Act 2006, all parents/carers of Paradykes School are deemed to be members of our Paradykes Parent forum, from which our Parent Council is elected annually.

Parents are invited to the council A.G.M at the start of each year to elect a new council. All parents as members of our Parent Forum may attend council meetings held throughout the session as intimated through parent council communications.

Paradykes Primary has always regarded parental involvement in your child's education as a vital part of their ongoing success.

What do the Parent Council do?

The Parent Council meets over the year to discuss topics that are important to parents, to children and to the school. At meetings we will discuss a number of topics for example: school improvement plans, nurture, new equipment, outdoor play, school trips and activities, resources and fundraising. We have run some very successful funding events over the years and as the last of covid restrictions have now been lifted, we are looking forward to being back in school running some events!

Why Join the Parent Council?

Your child benefits! Research shows that when parents are involved in their child's education, children do better and get more out of their time in school. Joining the parent council is one way to show that your child's education is important to you.

Make Connections! – Whilst being part of the parent council helps you to be connected to the school and your child's education, lots of parents have also found that the Parent Council is a good place to meet like-minded parents and many lasting friendships have been made.

Support the School and Make changes for the better! Have your say on important decisions. Work with the school and other parents to see where improvements can be made.

It's not just for Mums! Everyone with a child at Paradykes is welcome!! Whether you are a mum, dad, grandparent or carer – We would love you to be involved!

We know your time is precious! You can be involved as little or as much as you want. Meetings are usually around an hour a few times a year. If you cannot come along to meetings, you can always get involved with a fundraising activity or join in our discussions!

Get in touch to find out more - paradykesparentcouncil@hotmail.co.uk

Nurture at Paradykes Primary

Our staff team are committed to ensuring that our school is a welcoming and nurturing environment for our pupils and families. The 6 Principles of Nurture underpin everything we do.

We all learn in our own way and at our own pace

We encourage children to find the best way of learning for them. Children have a choice of perhaps working alone, alongside a partner and as part of a group etc

The school / classroom/ Learning Hive offers a safe base

All classrooms and learning spaces are well organised with predictable routines. Great attention is paid to detail; the adults are reliable and consistent in their approach to children.

The types of words we use when we talk to each other are important

Language is more than a skill to be learned, it is a way of putting feelings into words. Children can often 'act out' their feelings as they can lack the vocabulary to 'name' how they feel.

Words are used, instead of actions to express feelings and opportunities are created for extended conversations or encouraging imaginative play to understand the feelings of others.

Everyone has changes in their life and NURTURE helps us to cope

On a daily basis, there are numerous transitions the child makes, e.g between home and school, sessions and classes and between different adults. Changes in routine are invariably difficult for some children and need to be carefully managed with preparation and support.

Our behaviours are telling you something

This principle underlies the adult response to challenging or difficult behaviour.

'Given what I know about this child, what is the child trying to tell me?'

Understanding what a child is communicating through behaviour helps staff to respond in the most appropriate way. If the child can sense that, their feelings are understood, this can help to defuse difficult situations.

Nurture helps us to feel good on the inside

Nurture involves listening and responding. Children respond to being valued and thought of as individuals, so in practice this involves noticing and praising small achievements.

Climate for Learning Policy

Our full Climate for Learning Policy is available on the school website or from the school office.

The fundamental aim of our Climate for Learning Policy is to enable our children to be aware of their behaviour and to take ownership of their behaviour as it affects others' rights. The Climate for Learning policy also enables positive workable relationships and a co-operative teaching and learning climate.

Underpinned by 5 pillars of practice :

- Consistent, calm, adult behaviour
- First attention for best conduct
- Relentless Routines (from the moment they arrive to the moment they leave)
- Scripting difficult interventions
- Restorative follow-up

At Paradykes Primary & Family Learning Centre we all in our community aim to :

Be **READY** to Learn
Be **RESPECTFUL** to all
Keep everyone **SAFE**.



Our Vision and Aims

The development of learning and teaching is essential in order to raise attainment and promote achievement. The teachers and staff in a school are its most important resource and they have the greatest impact on children's learning and wellbeing.

Our Aims:

- To raise attainment and achievement
- To ensure the inclusion of all learners
- For children to have a strong voice in their learning
- To develop lively and enquiring minds
- To encourage and support the development of resilience
- To develop skills for learning, life and work

At Paradykes, our aim is for all our children to become...

Effective Contributors Responsible Citizens
Successful Learners Confident Individuals

We plan learning and teaching in 4 different contexts...

Life and ethos of the school as a community Curricular areas
Interdisciplinary learning Opportunities for personal achievement

The 8 curricular areas are...

Literacy and English Numeracy and Maths Health and Wellbeing
Sciences Technologies Social Studies Expressive Arts RME

Our learning and teaching takes into account 7 principles...

Challenge and Enjoyment Breadth Depth Progression Personalisation and Choice
Coherence Relevance

Our learning and teaching at Paradykes aims to fulfil our Vision...

Paradykes is a learning community where everybody matters and where laughter is heard. We aspire to deliver learning experiences of the highest quality, inspiring confidence, respect, resilience, responsibility and achievement for all.

Reporting to Parents

Over the course of the session, there are many opportunities to discuss your child progress. We have parent consultations in November and May when you have an appointment with your child's class teacher.

In March, teachers will write a pupil profile, which will tell you about your child's progress to date and how they are getting on in class.



If you ever have any concerns, questions or queries, please feel free to contact a member of SLT or your child's class teacher. Thank you!

PUPILS WITH ADDITIONAL SUPPORT NEEDS

Please see a summary on our website (<http://paradykes.mgfl.net/>) of the following document:

Supporting Children's Learning: Statutory Guidance on the Education (Additional Support for Learning) Scotland Act 2004 (as amended) - Code of Practice (Third Edition) 2017

How we identify additional support needs at Paradykes Primary School

The path outlined below is the one we follow at Paradykes Primary School, with the aim of identifying and meeting the child's additional support needs at the earliest possible stage, in agreement with parents and the child or young person as appropriate:

- The teacher identifies children or young people who need a greater level of attention or planning than is generally required by the majority of children or young people to ensure that they can make appropriate progress and can overcome, as far as possible, any barriers to learning. Those identified can include children and young people who have abilities in one or more areas of the curriculum and require to be challenged more as well as those who have difficulties in learning or need support for social/emotional reasons. The teacher may adapt approaches to learning and teaching with the aim of securing the educational progress required.
- Where the expected progress is not achieved the teacher consults with, and seeks help from, other **within-school** support, such as learning support staff and typically interventions like inclass support take place or a plan of action, such as an individualised educational programme (IEP), is prepared.
- If action at this stage does not resolve the issue, the school in consultation with colleagues and with parents seeks information and advice from **educational services outwith** the school, for example, from a visiting teacher or educational psychologist.
- The teacher and the school incorporate this information and advice into their planning and practice with the child or young person in the school through the **single agency plan**.
- If action at this stage does not resolve the issue, then support from services from appropriate agencies **outwith education** may be required, such as support from health or social work services. The authority may also look to voluntary agencies for information or advice, or from a voluntary agency under a service level agreement. Where more than one agency is, or should be, involved with the child or young person, then the education authority and agencies should develop an integrated **multi-agency plan** of assessment, sharing information, intervention and review following Getting it right for every child policy. Some children and young people may require a co-ordinated support plan.

MEDICAL CARE

1) **Health and safety in school**

a) Playground Supervision

When pupils are at school, the responsibility for their safety rests with the Authority and the Head Teacher and staff undertake this responsibility on behalf of the Authority. This means that reasonable steps should be taken to prevent any pupils suffering injury and to ensure that accidents or difficulties can be reported to a responsible adult and appropriate action taken. This session we have a number of staff working within the school playground at playtime and lunchtime, please note that there is no supervision in the school playground in the morning before the bell.

b)

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. Schools 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.

Should your child require prescribed medication during school time, please call in to school and complete the necessary form requesting that school administer the medicine. No other medications should be brought to school.

If pupils become unwell or have an accident in school parents may be sent for to take them home. Please ensure we have the most up to date phone numbers your parents/carers and an emergency contact.

If your child has any special medical condition or requirements it is necessary for you to inform the school. Please also notify school if your child suffers from any contagious condition which may affect others.

2) **The School Health Service**

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 doctor 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 well-being and development. Please do not hesitate to arrange through the Head Teacher to see the school doctor, school nurse or the health visitor if you want any information.

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 Lothians 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 school's Designated Member of Staff for child Protection who is the Head Teacher or Depute Head Teacher in he is not available.

COMPLAINTS PROCEDURE

The Education Committee has approved the following statement of principles and procedures:

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 which 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.

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 his/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.

If you are dissatisfied with the school's response...

... please notify the Head Teacher that you wish to pursue the matter further.

He/she will either review the proposed action or notify you of the appropriate officer of the Education Authority whom you should contact. Contact the named officer by telephone or by letter at Education Division headquarters.

The officer will investigate the matter and endeavour to resolve any difficulties. He/she will report the outcome to you, normally within five working days of being contacted.

Nearly all matters of concern are resolved through the above procedures. If you remain dissatisfied, please contact again the officer involved at stage 2; he/she will review the situation and / or indicate what other avenues are open to you

In all cases, final appeal can be sought through the Chief Executive's office.