



ROSLIN PRIMARY

SCHOOL
HANDBOOK

2022/2023



Midlothian



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About Our School

Roslin Primary School is a non-denominational primary school serving the areas of Roslin. The building is situated in the heart of Roslin and has 10 classes across P1-7. There is also 1 nursery class with spaces for 64 full time children. The school is situated in extensive grounds with beautiful views towards the Pentlands.

Roslin Primary School is one of three primary schools associated with Beeslack High School. We have very positive links with Beeslack and the surrounding community.

Roslin Primary IGNITING A SPARK FOR LEARNING



An empowered school family
with high expectations for all



A safe place for everyone to be
themselves



An inclusive community that
nurtures confidence and
resilience



PLAY NURTURE RESPECT



To embrace our local context,
preparing learners with skills for
life and work

An ethos that fuels quality
learning



Information



General Information

Facilities exist for the letting of school accommodation outwith school hours. Any group or organisation is entitled to apply for the use of the premises and should contact Midlothian Council, Lets Department, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG, tel: 0131 270 7500 (reception).

Address

Roslin Primary School
8 Pentland View Place
Roslin
EH25 9ND

Tel: 0131 271 4660

Email: Roslin.PS@midlothian.gov.uk

Website: <http://roslin.mgfl.net/>

School Times

	Nursery	P1-7
Monday - Thursday	8.40am - 3.10pm	8.50am - 3.15pm
Friday	8.30am - 12.30pm	8.50am - 12.25pm
Lunch (Mon-Thu)		12.30pm - 1.15pm

Enrolment

Children can be enrolled throughout the year if spaces are available. An enrolment form can be obtained from the school office.

P1 Enrolment

Registration specifically for P1 children is carried out in November for those entering the following August. This affects children whose fifth birthday falls between 1st March and 28(29)th February. Parents/Carers whose children will be coming into P1 will be invited to school in June for transition visits and information. This also gives children the opportunity to see the teaching area and meet the teachers and class members.

Non-Catchment Requests

Requests for places at non-catchment primary schools will be considered on a school-by-school basis. If it is not possible to grant a request for some reason it will be considered by the Director of Children, Young People and Partnerships before a final decision is taken. It is anticipated that all decisions regarding placing requests will be notified to parents/carers by letter from the Pupil Placement Department at the end of March. The Pupil Placement Department will enrol those children who have had their placing requests granted by transferring the registration details held at their catchment schools into their destination schools.

If parents/carers have not received a decision by 30 April each year, the request is legally deemed to have been refused and they are entitled to submit an appeal against this refusal. Parents/carers will be advised of details of the appeal procedure, should this be necessary.

Admission to Roslin Nursery Classes

Midlothian offer pre-school provision to children one month following their third birthday. Parents should register their child's name on the school waiting list for nursery admission as soon as possible after his/her second birthday.

In the event of a pre-school education centre being oversubscribed, a child's date of birth and the date of receipt of an application may also be taken into consideration when allocating places.

Whilst it is unusual for our classes to be over-subscribed at the beginning of a new academic year, they can become full later in the year, in which case, in the event of there being more applications on the waiting list than there are places available, it could become necessary to take account of the date the application forms were received by the school office.

Further information will be given at this time concerning enrolment and priority of places.

Please note that a place in the nursery class does not guarantee a place in Primary 1.

Attendance

It is important that all children attend school regularly. If a child is absent through illness or for any other reason, the school should be phoned by 8.50am on the day of absence and no later than 9.15am. If the school has not been contacted by then, parents/carers will receive a text to remind them to phone the school to explain the reason for the absence. If there is still no response from parents/carers, the Police may be contacted. The school office is open from 8.30am. Parents are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Headteacher will contact the Educational Welfare Officer to pursue the situation further. If such unsatisfactory attendance persists, the Headteacher, following discussions with the Educational Welfare Officer and other agencies, will decide whether the case should be referred to the Local Area Attendance Advisory Group. This group has been formed to make recommendations to the Director on the statutory responsibilities of the Authority with regard to defaulting parents.

During a long absence due to eg. illness, parents occasionally request homework for the child. This can often be advantageous but is not always necessarily appropriate or desirable and depends very much on individual circumstances. Parents may discuss this with the class teacher.

Other than in exceptional circumstances, holidays taken during term time will be recorded as “unauthorised”. Exceptions would be employees who are allocated annual leave by their employer and have no choice, such as essential services providers, Police Officers, Fire Fighters, Medical workers, etc. A letter of verification will be required from the employer. Homework is not provided for children on holiday during term time.

Regular attendance is essential if children are to gain the maximum benefit from being at school. For the benefit of continuity of education and progress children should, wherever possible take their holidays during the dates specified by Midlothian Council. If this is not possible please notify the school in writing stating the proposed dates.

Pupils should arrive at school each day before 8.50am. Lateness can be disruptive to the smooth running of the class and puts the child at a distinct disadvantage in having a poor start to the day. Persistent lateness will also be referred to the Education Welfare Officer. If a child is going to be late arriving at school, he/she should come to school as soon as possible and not remain absent for the rest of the morning or day. The school should also be notified that your child will be late, otherwise this will be recorded as an Unexplained Absence.

If your child has a dentist or doctor appointment during school hours, please notify us in advance. Please collect and return your child at the main office. In the interest of safety, NO child will be allowed to leave school to go home or to attend a surgery, clinic or dentist on his/her own.

School Uniform

We have a school uniform which we encourage all children to wear. The Parent Council organise the provision of uniform items and the supplier used is Border Embroideries Ltd.

We are trying to encourage all pupils only to wear maroon, black or grey. We are keen to promote the identity of Roslin. You can order school uniform online, at any time:

www.border-embroideries.co.uk

Thank you for your continued support in the wearing of school uniform.

Yes Please

- School jumper, black jumper
- P7 grey hooded sweatshirt
- White polo shirt, blouse or shirt
- Black or grey school trousers/skirt
- Summer dress – red or maroon
- Black/grey/maroon cardigan
- Grey/black tank top
- School tie
- White/grey/black socks
- Black or grey shorts for summer/winter
- Plain tights in black/grey/maroon
- Indoor shoes should be plain black/ white
- Black outdoor footwear
- Simple hair accessories

No Thanks

- Hooded sweatshirts other than the P7 grey hooded sweatshirt
- Sporting joggers or football tops
- Large hair accessories or large bows
- Make-up
- Brightly coloured training shoes
- For safety reasons, no jewellery, other than small ear studs

Twice a week your child will have PE, you will be informed which days this will be. On these days a PE Kit should be worn to school.

PE Kit

- School polo shirt or plain white or grey or maroon t-shirt
- Black/grey shorts, jogging bottoms or leggings
- Gym shoes or black/white trainers
- If wearing ear studs they must be covered with tape during the lesson
- Long hair to be tied back



School Uniform

A labelled pair of shoes such as plimsoles are required for indoor use on wet days only.

The majority of children wear a polo shirt and school sweatshirt. Black blazers with the school badge can be worn. Ties are also available from Reception priced £6.

All articles of clothing, footwear and personal belongings such as wallets/lunch boxes/water bottles, should be labelled with your child's name. This reduces the substantial number of lost and missing items. Unclaimed and unlabelled items are recycled at the end of each session.

Assistance with Provision of Clothing and Footwear and Lunches

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. The qualifying criteria are the following:

- Universal Credit (where your monthly earned income is not more than £625)
 - Income Support
 - Income-based Job Seeker's Allowance
 - Income-based Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - 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 have an income of up to £7,500
- Parents who wish to apply for the scheme should contact fsmawards@midlothian.gov.uk.

Free school meals/assistance with schoolwear
Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG
Telephone: 0131 271 3655
Email: FSMAwards@midlothian.gov.uk



School Lunches

Lunch options

1. Buy a school lunch
2. Bring a packed lunch
3. Return home for lunch

Home lunch Please inform the school if your child is returning home for lunch.

School lunches

P1-5 pupils are entitled to a free school lunch in all primary schools. Lunch for P6-P7 costs £2.10.

Meals are either a hot or cold packed lunch. A hot lunch contains a hot meal, fruit, salad pot, and drink. A cold packed lunch contains a sandwich/wrap, yoghurt, fruit, salad pot and drink. The menu offers pupils a nutritionally balanced lunch which follows new Government Nutritional Guidelines (April 2021) which will include some of their favourite meals. Learn about health promotion and nutrition in schools on the government website. There are always vegetarian choices and vegan meals are available on request.

Packed lunches

Children having packed lunches eat them in the dining hall. Glass containers should never be used as they can be dangerous. We are a Health Promoting School and encourage healthy choices. Please avoid sending fizzy drinks as these often “explode” in school bags. Nut products should not be included as some children react severely to them.

Friday lunches

On a Friday the school catering service only provide a packed lunch option which can be taken home or to the after-school club.

School milk

Free milk is available to all children in nursery education. P1- P7 pupils are provided with milk at a reduced cost. A letter is sent home in May/June requesting payment in advance for milk. You can pay for milk termly or annually via our online payment system - ParentPay. Children of primary age who are eligible for Free School Meals/Clothing Grant will also receive free school milk (excluding the P1-5 free school lunches).

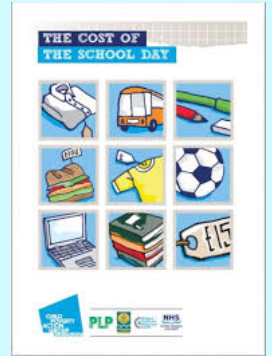
Children can bring water to school to drink during class time. This must be plain water and not contained in a glass bottle. We encourage healthy snacks for break time.

Occasionally parents ask if staff can hand out a cake or sweets to pupils in a class. Due to guidelines regarding allergies, we are not able to do this.

Money and Transport

Money/ParentPay

In an attempt to remove all cash and cheques from school, you will be able to use our ParentPay online payment system. ParentPay offers a more convenient way to pay for school meals, trips, milk and much more online, using a very secure website called ParentPay. Newly enrolled pupils will be issued with an activation letter after starting school with all the information on setting up an account.



Cost of the School Day

We are trying to consider the cost of education for families in everything we do. All of the communication that has a financial cost includes a note asking families to let us know if support is needed. We set aside money each year to make sure that all of our pupils have equal access to trip, clubs, activities and we can support you with uniform, coats and fleeces. We also have a food bank in the entrance to school, please just help yourself,



Transport

The Authority currently pays the travelling expenses of those pupils who live more than two miles from their catchment school.

Bus passes are issued where public transport exists and contract transport is arranged where there is no suitable public transport.

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, eg 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.



Learning and Teaching

Classes

We currently have 1 nursery class which take up to 64 children and 11 primary classes.

It is often necessary to form composite classes to accommodate the pupil numbers at each stage. A composite class has pupils from two different stages within the same class and are formed on the basis of age, the range within the class normally being no wider than that of a single year class. For example, a school has 40 pupils at P3 and 40 pupils at P4. The numbers are too large to form two single stage classes. Three classes must be formed, P3, P3/4 and P4. P3/4 is the composite class and will be formed with the oldest P3 pupils and the youngest P4 pupils and is limited to a maximum of 25 pupils.

A copy of the Roslin parents leaflet on composite classes can be found on the school website: <http://roslin.mgfl.net/> under handbooks.

Please see Appendix 1 for specific staffing information.



Curriculum

What is Curriculum for Excellence?

Curriculum for Excellence is bringing learning to life in the way education is delivered for all 3-18 year olds – in nursery, primary, secondary, at college, workplace or community learning. It takes a fresh approach to what, how and where young people learn. It aims to raise standards, improve knowledge and develop skills, closing the gap between the lowest and highest performers. Ultimately it aims to nurture young people as successful learners, confident individuals, effective contributors and responsible citizens.

The Eight Curriculum Areas – containing a range of subjects:

- Expressive Arts – including art and design, dance, drama and music.
- Health and Wellbeing – mental, emotional, social and physical wellbeing, PE, food and health, substance misuse and relationships, sexual health and parenthood.
- Languages – listening and talking, reading and writing in literacy and English and modern languages, plus classical languages and literacy and Gàidhlig/Gaelic learners (where available).
- Mathematics and numeracy – including analysing information, numbers and solving problems.
- Religious and Moral Education (denominational and non-denominational) – learning about Christianity, other world religions, and developing values and beliefs.
- Sciences – understanding important scientific concepts across planet Earth, forces, electricity and waves, biological systems, materials and topical science.
- Social Studies – understanding people, place and society in the past and present including history, geography, modern studies and business education.
- Technologies – including computing science, food, textiles, craft, design, engineering, graphics and applied technologies.

Curriculum Levels

There are national levels to describe different stages of learning and progress. For most* children, the expectation is:

- Early Level – pre-school to the end of P1
- First Level – to the end of P4
- Second Level – to the end of P7
- Third and Fourth Levels – S1 to S3, with the fourth level broadly equivalent to SCQF
- Senior Phase – S4 to S6, and equivalents in other settings, where they can continue to develop the four capacities and achieve qualifications

**but can be earlier/later for some as applicable, depending upon individual needs and aptitudes*

Full details about Curriculum for Excellence can be found -

<http://www.educationscotland.gov.uk/thecurriculum>

Curriculum

The Wider Curriculum

In addition we provide a variety of experiences including:

- Skiing
- Swimming
- Active School Clubs
- Sporting events and competitions
- Local environment events
- Community projects



Here in Roslin Primary we have three local contexts for our learning; Rosslyn Chapel, Roslin Glen and the Science Park. We are working to develop a program of learning linked to each of the contexts that progresses as the children move through school.

Assessment

There is a variety of means of assessment used in school. The most important one being the continuous assessment carried out by the teacher who, by observation, discussion and evaluating written work, monitors progress regularly in order to plan and provide an appropriate programme of learning. This is complemented by formal assessments using standardised and teacher-designed tests.

Children are assessed in relation to criteria contained within the Curriculum Levels detailed above. Parents are informed of progress at parents' consultations in October and February/March. A full, written report is sent home in June. A copy is also filed in the Pupil Progress Record.

The Headteacher, Depute Headteacher, Support for Learning Teacher and all class teachers, monitor and evaluate all pupils' attainment and achievement regularly to ensure that all children are being supported, challenged and progressing appropriately. We celebrate wider attainment and achievements at assembly and display evidence of these on our Achievements Board.



Curriculum

Support for Pupils

Midlothian Council has a policy 'Education for All' which promotes the provision for all children in mainstream schools. The Authority keeps the additional support needs of each pupil and young person under consideration in order to reduce barriers to learning. Through regular monitoring and evaluating, staff identify children who would benefit from additional support. This may be for a block of time or for a whole session. In addition the Support for Learning Teacher and Senior Management Team work with outside agencies such as CAMHS, School Nurse, Educational Psychologist and Speech & Language Therapists to support children and families. Parental consent must be given before school can do this.

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

Information for parents is available through alternative routes, alternative formats and in community languages if requested.

Parents can access information and support through:

- Enquire
- Scottish Independent Advocacy Alliance
- Scottish Child Law Centre

Our Support for Learning policy can be found on our website <http://roslin.mgfl.net/>



Homework

Our homework policy has been made in consultation with staff and parents and it can be found on the website <http://roslin.mgfl.net/>

Parental cooperation and support is essential if children are to develop good study habits and gain maximum benefit from homework. It is helpful if parents check to see if children have homework and give them positive encouragement and help to complete it successfully. Homework should not be the cause of friction or conflict at home. If there are any problems arising from homework, please contact the school so that we can help resolve the matter.

Behaviour

Through consultation with staff, pupils and parents we have developed our school behaviour policy. This encourages a positive ethos and consistent approach throughout the school. This can be found on our school website under 'Quality Assurance'. <http://roslin.mgfl.net/>



School Improvement Planning

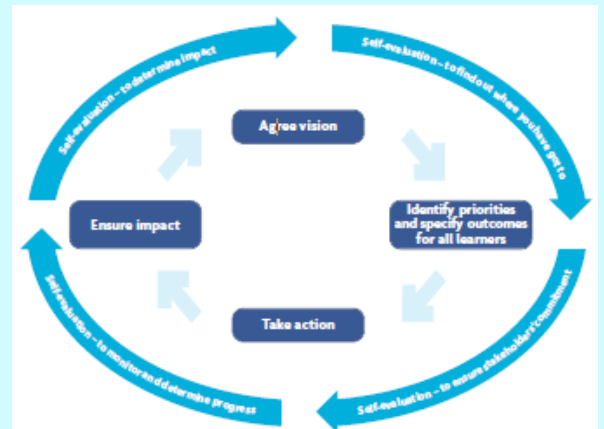
Each year in August we publish our School Improvement Plan for the next academic year. This provides details of how we aim to improve learning and teaching. A copy of this can be found on the school website under 'Quality Assurance': <http://roslin.mgfl.net/>

'How Good is Our School? The Journey to Excellence; Part 4: Planning for Excellence' (HMIE) identifies four key activities involved in planning for excellence.

Standards And Quality Report

Each year in October we publish our Standards and Quality report based on 'How Good is Our School? 4th Edition which provides details of how well we are doing. This is based on our self evaluation which we complete in consultation with our stakeholders.

A copy of this can be found on the school website under 'Quality Assurance': <http://roslin.mgfl.net/> We are also regularly monitored by Education staff from Midlothian Council and we are part of the Inspection process by Education Scotland.



Associated School Group (ASG)

Roslin Primary School belongs to the Beeslack ASG which also includes Mauricewood Primary School, Bilston Primary School and Beeslack Community High School (BCHS).
Beeslack Community High School
Edinburgh Road
Penicuik
EH26 0QF

The ASG work closely together to improve the education provided for your children.

To support a smooth transition from P7 to S1, pupils and families have the opportunity to participate in a range of events. These include:

- ASG Residential Camp in the summer term
- Visits to Roslin by Beeslack staff
- 3 consecutive day visits by P7 pupils to Beeslack
- Parents' presentation at Beeslack
- Additional transition arrangements for vulnerable pupils

School and Community

Communication

We aim to maintain an open and informative communication system and we use the SEEMIS Education Management Information Software system and GroupCall to send emails with school information to parents/carers. Often these will refer to our website where regular newsletters are published as this reduces the amount of paper we use. Some information will be sent home as a letter particularly if a return slip with a signature is required. Parents are always informed by letter of any excursions about to take place and a Parental Consent (PC) form giving permission for the pupil to take part should be completed and returned to school. Please inform the school if you require information in paper form to be sent home with your child.

Throughout the year we hold various events where parents can come into school to meet and speak to staff, visit their child's classroom and ask any questions they may have. These include stay and play sessions, Curriculum Evenings and Parent Consultations. Teaching staff are usually available at the end of the school day if parents wish to speak to them about their child and parents are welcome to contact the school office at other times to arrange a meeting with the class teacher or member of the management team.

Pupil Records

At the beginning of each new session parents/carers will be issued with an 'update' form. This should ensure that the school has the most up to date information for each child.

Family Involvement

Any parent or carer, whose child attends this school or is about to do so, is welcome to visit the school at any time, by telephoning or emailing the school office to make an appointment. This is advisable as it will not always be possible to arrange an appointment at short notice, due to teaching and other commitments.

Consultation with class teachers should also be arranged by appointment, contacting initially the school office who will arrange a mutually suitable time.

We value the input of parents or extended family members who can come into school to help. This may be to help on a trip, help in class or by sharing your own skills e.g. art work or building skills. If you can spare some time please approach the class teacher directly or contact the school office. All helpers are issued with a 'Volunteers Handbook'. If you are going to be working with children outwith the supervision of staff, you will need to complete a 'Protection of Vulnerable Groups' form. These can be arranged through the school.

Parent Council

We work very closely with our Parent Council (PC) to provide the best service for our pupils and our community. The PC meet regularly. Agendas and minutes are published on our website. All parents are welcome to attend these meetings and if you have any ideas or suggestions please approach one of the PC members to discuss these at a meeting. See appendix 2 for the Parent Council members names and contact information. We are very proud of our strong partnership with the Parent Council which is very well attended.

Pupil Voice

We are committed to ensuring that pupils have a voice in the running of Roslin School and participate in our self evaluations. Within class, pupils reflect on their achievements. In addition pupils have the opportunity to be elected to various groups which actively participate in improving our school. Our Learning Council reviews the quality of learning and teaching. Our Eco Committee supports the school as we build sustainable practices. Our Junior Road Safety Officers work to make our routes to school safer.

Other roles in school include, librarians, sports and playground leaders, digital leaders, data champions, art and design group and grounds and maintenance teams, although these vary from year to year. We have 4 House Captains and 4 Vice-Captains for St. Clair, Master Mason, Apprentice & Green Man.

Community Links

We have excellent links with our local community and are always looking to extend these. We work closely with Rosslyn Chapel, Roslin Glen, Roslin Kirk, The Rotary Club, the local library as well as with other local schools, Police and Health Services. We also actively promote STEM (Science, Technology, Engineering, & Mathematics) as we are situated within a rich science context with the Roslin Institute and The Bush both nearby. We also have many parents who are scientists.



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 Head Teacher, the school's designated Child Protection Co-ordinator.



Emergency Closure

In the event of emergency closure of the school, Midlothian Council will notify the following radio stations and will also update the Midlothian Council website:

Forth 1-197.3FM Forth 2-1548AM Real Radio – 100-101FM Black Diamond FM – 107FM

Should it become necessary to close the school during the day, staff will phone parents/carers to make arrangements for children to be collected. In the event that staff are unable to contact a parent or carer, then the child will remain in school with a member of staff, until the normal finishing times. Please ensure all your contact numbers are current.

When collecting children under these circumstances the procedure is as follows:

- Enter by the front door only & report to a member of staff. Do not come in via class area doors.
- A register must be signed by the parent/carer before departing. This will be available in the foyer.
- Please remain in the foyer & your child/children will be brought to you. Depart only from the front door.
- If you offer to take children other than your own, we need to ensure that you have the parent's permission to do so.

After School Club (ASC) - If your child is booked in to the ASC and you are at home and/or aware that the school may be closed early as a result of severe weather, please come to collect your child. Otherwise he/she will go with the ASC staff as soon as they are able to collect the children. Please check with the ASC regarding their procedures.

If you are at home and are aware that the school is to close early, please come round and collect your child; you do not have to wait for the school to phone first, as it will take a considerable amount of time to contact parents and carers for over 300 children. This will greatly assist in the process.

Text Messaging in the event of School Closures - Your child's record is set up on the Seemis pupil record system with a main contact mobile phone number. When a text is sent from the school it will go to this main contact number only and you will be asked to respond by phoning the school. Note: you cannot send a text back to the school as there is no facility to receive them. All responses need to be made to the school phone land line / answering service on : 0131 271 4660.

On receipt of a text, please phone the school using the following procedures :

- If you are unable to speak directly with a member of staff, please leave your message on the answering service or keep trying the number.
- Confirm that you have received the message and state your name and your child's name and class
- If the school is closing, state who will be collecting your child and any other relevant information.
- If your child is permitted to walk home please state this when replying

Health and Safety

In Roslin we take the health and safety of all our service users very seriously.

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.

We have a number of gates in the school grounds which are locked or closed during the school day.

During periods of snow or ice, it is not possible to have all access routes cleared for the start of the school day and therefore there are designated paths for your use. The main route into school on these occasions will be from the carpark to the school office.

Dogs

Dogs should not be brought into the school grounds. If you are tying up your dog outside the school please avoid the gates and pathways.

There can be problems with dog fouling. If you see anyone allowing their dog to foul in the school grounds, particularly if they do not pick up after their dog, please contact the Midlothian Council Dog Warden.

Fire Procedures

We follow Midlothian Council Fire Safety procedures. All staff are trained as Fire Wardens and we hold a fire drill every term. Safety information in the event of a fire is displayed throughout the school.

Playground Supervision

There are Learning Assistants on duty in each playground every playtime and different members of staff are on duty each day.

School Crossing Patrol

Midlothian Council provide a crossing patrol for every school. At Roslin they are situated on Main Street.

School Security - General

All visitors must sign in at the main reception and wear a visitors badge. All the class/area doors are kept locked during class times.

Health and Safety

School Travel Plan

The school travel plan is updated every 2 years. Our Junior Road Safety Officers help with this.

Sun Protection, Hats and Water Bottles

Throughout the year, classes may be outdoors in the school grounds, taking part in a variety of activities, PE, class work, environmental studies, etc. and it is recommended that children wear sunscreen.

There are products available which are applied once a day and you may find this easier than leaving sunscreen at school. However, if you would prefer, you may provide your child with a suitable sunscreen, clearly labelled with his/her name and class, to be kept at school. This will be applied by your child and will be his/her responsibility. Therefore, we would be grateful if you ensure that your child is able to apply his or her own sunscreen, understands that it must be kept in his/her tray and that it should never be shared with another child. A hat for outdoor use is also recommended. Again, this should be clearly labelled with your child's name and class and will be left at school.

Pupils are encouraged to drink water throughout the day, especially when it is hot, and may bring a bottle to school; this must contain plain water only. The bottle can be kept on her/his table for use throughout the day and can also be useful for taking outside during outdoor activities. Bottles can be refilled in the class areas. In the nursery water is available and pre-school children can also have milk which is provided free of charge.



Health and Safety

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. The issue of maintaining confidentiality is taken seriously by the School Health team at all times. The staff involved make every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, e.g. testing of vision in Primary 1, are normally provided to all children on a routine basis to discover which children may need further tests or treatment. Parents are not necessarily notified at the time of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required, parents will be informed and consent requested.

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 them 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).

It is important that you notify the school if your child has any medical condition.



Medicine

Should your child have a medical condition that may require essential treatment or emergency administration of medication, the following arrangements exist:

- You will be asked to complete a medical form (MED1 or MED2) available from the school office.
- Schools will hold medication, under secure conditions and clearly marked, for use by/for your child.
- You are responsible for supplying this medication to a responsible member of staff. YOU SHOULD NOT SEND IT WITH YOUR CHILD. You are responsible for maintaining up to date medication.
- School staff are under no obligation to administer medication to any child. However, they may volunteer to do so. If no staff volunteer, an emergency procedure will be put in place.
- If your child requires to receive emergency treatment e.g. Injections using an Epipen, the Community Paediatrician will brief staff at the school on its use. Training will be given in respect of other medication staff volunteer to administer. An individual Healthcare Plan (Form MED3) will be completed by you and the school nurse. This plan contains your child's medical condition, medical treatment, emergency contacts and staff volunteers. It also contains a clause that indemnifies staff who agree to administer medication.
- If you have any queries about the management of your child's medical condition within school, you should contact the Head Teacher.

Inhalers

Some pupils carry inhalers for asthma and related illnesses, which they self administer at school. It is necessary that parents of pupils who carry their own medication complete the appropriate form so that an up-to-date record is held for each child carrying medication to school.

Chronic Illnesses

If a pupil suffers from a chronic illness requiring long-term medication or where medication may be required in an emergency situation, parents must contact the Head Teacher to discuss the situation. Separate guidance detailing arrangements for dealing with the medical condition requiring essential or emergency treatment has been prepared by the Education Division and will be made available to parents, if required.

Please ask for a copy of these forms as required:

- Regular medicine given by staff- MED1
- Regular medicine (including inhalers) taken by pupils in school- MED2

It must be stressed that the Qualified First Aider can provide only an emergency first aid service during the school day. No pupil who appears ill should be sent to school. Such cases should be referred by parents to their local doctor for diagnosis and treatment.

Complaints Procedure

At Roslin we endeavour to work closely with parents/carers to resolve any concerns positively. If you are concerned about a particular aspect of work please contact the class teacher in the first instance. If you need further advice please contact the Head Teacher.

The Education Committee has approved the following statement of principles and procedures: 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 of the school's response. It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned. (At Roslin we strive to have a solution-focussed approach to any concerns raised by parents/carers).

If you are dissatisfied with the school's response please notify the Head Teacher that you wish to pursue the matter further.

They will either review the proposed action or notify you of the appropriate officer of the Education Division whom you should contact for Stage 2. (See 'Useful Addresses')

Contact the named manager by telephone or by letter at Education and Children's Services Division Headquarters or use the link below to commence with a complaint via Midlothian Councils Complaints Procedure:

https://www.midlothian.gov.uk/forms/form/37/en/complaints_compliments_and_comments

The Parental Liaison 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.

I would like to emphasise that if you have a concern regarding your child's education or any aspect of school life, you should not hesitate to come to school and discuss the issue and we shall do our utmost to resolve the problem. Parent Partnership is very important to us and we aim to resolve any difficulties at Roslin together, with mutual support and cooperation.

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 3ZG

Useful Addresses

Chief Executive	Grace Vickers	0131 271 3002
Executive Director of Children, Young People and Partnerships	Fiona Robertson	0131 271 3718
Education Chief Operating Officer	Michelle Strong	0131 271 3718
Additional Support Needs Officer		0131 271 3689
Parental and Learner Liaison Officer	Gail Currie	Gail.Currie@midlothian.gov.uk
Free School Meals & Clothing Grants	FSM Team	FSMAwards@midlothian.gov.uk
School Lets	Business Services	Business.services.support@midlothian.gov.uk
His Majesty's Inspectorate of Education	Denholm House, Almondvale Business Park, Livingston EH54 6GA	01506 600200
Scottish Government	Victoria Quay, Edinburgh, EH6 6QQ	0131 556 8400

Midlothian



Appendix 1: Staff List

2022/2023

Headteacher	Helen Love
Depute Headteacher	Kat James
Support for learning Teacher	Laura Langdon
Administrative Officer	Angela Foley
Office Support	Lizzie Patronis
P1 Teacher	Alison Herd
P1/2 Teacher	Louise Blaikie
P2 Teacher	Carol Hodgkin
P3 Teacher	Carol-Ann Selfridge/Jen Finlayson
P3/4 Teacher	Lyndsey Pow/ Laura McAuley
P4 Teacher	Roslyn Burton
P5 Teacher	Cheryl McGrory
P5/6 Teacher	John Deed
P6	Neil Lavin
P7	Colin Burt
Specialist Teachers	Music: Althea Stentiford PE: Elaine Tait Reduced Class Cover: Alicja Kapturska

Senior Early Years Practitioners	Louise Clark Mary Hossack
Early Years Practitioners	Laura Baxter Emma Lang Scott Leslie Phoebe Middleton Katie O'Hara Alison Shaw Adelle Steven Claire Clark Kirsty MacBeath Claire McGavin
Learning Assistants/ Playground Supervisors	Angela Cotton Mandy Greig Marie MacKinnon Katheryn McIntosh Anna Sikorska Vanessa Skey
Facilities Site Supervisor	Ali Pryde
Kitchen Supervisor	Lynn Walkingshaw
Cooks	Morag Lewis Louisa Fraser Nadine Conway Lorraine Weir Dorothy Brodie Gillian Tuffield
Cleaners	Lyndsey Young Pam Beveridge Nadine Conway Morag Lewis

Appendix 2: Parent Council 2022/2023

Chair Madhu Satsangi
Treasurer Craig Barrowman
Secretary/Minutes Claire Houston

Contact us anytime by email at: roslinprimary.parentcouncil@gmail.com All parents are welcome to join the Parent Council at any time.

