



HEAD TEACHER'S INTRODUCTION

Welcome to Balbardie Primary School. This handbook, updated annually, is designed to give you some essential information about our school and will answer some questions you may have.

The handbook is issued to all parents / carers of our P1 intake and any other new children joining our school. It is impossible to include every piece of information you will require during your child's time with us, or answer all of your questions. However, we pride ourselves in the fact that we operate a welcoming open door policy, which allows you to come in to discuss any issues with myself, or our staff.

I hope that the following information will be useful to you before and during your child's attendance at Balbardie Primary School.

Greg Welsh
Head Teacher





CONTACT DETAILS

School Address: Torphichen Street
Bathgate
EH48 4HL
West Lothian

Telephone Number: 01506 652155

Fax Number: 01506 631276

Email Address: balbardieps@wled.org.uk

School Blog: (The Balbardie Blether) <https://blogs.glowscotland.org.uk/wl/Balbardie>

Council Website: <http://www.westlothian.gov.uk/sitecontent/schools/Balbardie>

BALBARDIE PRIMARY SCHOOL

Balbardie Primary School is a non-denominational school, which serves the town of Bathgate, offering co education for Primary 1 to Primary 7. For session 2012-2013, the school roll was 423.

The school does not provide teaching by means of the Gaelic language as spoken in Scotland. A primary aged pupil whose parent wishes him/her to be taught by means of the Gaelic language will be educated at Tollcross Primary School in Edinburgh.

AUTISM SPECTRUM DISORDER UNIT

Balbardie Primary School has an Autism Resource Base in the school, which supports children with identified and diagnosed Autism Specific Disorders. We currently have three classes in the resource with children from P1 to P7 supported within. All places for children in the resource are allocated through application to the West Lothian Senior Officers' Review Group (SORG). Where possible, children will integrate with mainstream classes to ensure that they have experience of working with their peer group.

STAFFING

Balbardie Primary is staffed by a non-teaching Head Teacher, Depute Headteacher, 3 Principal Teachers, 18 Class Teachers, Support for Learning Teachers, nursery nurses in our Autism Resource and various visiting teachers.

There are two Administrative Assistants, one Clerical Assistant, and a number of Pupil Support Workers, who work in class as well as supervising in the playground.



SCHOOL DAY

Primary 1-3 (Mon, Tues, Wed, Thurs.)

	8.55 am	–	12.30 pm
BREAK	10.30am	–	10.45am
LUNCH	12.30pm	–	1.15pm
	1.15 pm	–	3.25 pm

Primary 4-7 (Mon, Tues, Wed, Thurs.)

	8.55 am	–	12.15 pm
BREAK	10.30am	–	10.45am
LUNCH	12.15pm	–	1.00pm
	1.00 pm	–	3.25 pm

Friday (please note early finish)

	8.55 am	–	12.10pm
BREAK	10.30am	–	10.45am
	10.45am	–	12.10pm

OUR VISION

Our vision is to provide a learning environment where our children are given the opportunity to **achieve** to their fullest potential. We instil a **belief** in our children to give of their best and **celebrate** their achievements with the school and wider community.

We are **passionate** about our school, and hope to make you feel welcome at all times by fostering a positive atmosphere of good relationships between staff, children and families. We have high expectations of behaviour, which we maintain by praising our children's efforts and commitment to school and to each other. We expect all relationships to be based on **trust**, **equality** and **fairness**.

AIMS

- To create a safe and enjoyable learning environment where children and staff can thrive and succeed, and each individual's uniqueness is celebrated.
- To develop a progressive and challenging curriculum, which develops skills for life-long learning, which is meaningful, relevant and enjoyable.
- To foster an ethos of effective partnership working with school, home, partner agencies and the wider community to empower our children.
- To promote a climate of creativity and innovation, resulting in children having a positive and resilient approach to learning and challenge.



SCHOOL IMPROVEMENT

A full copy of the School Improvement Plan and Standards and Quality Report, which detail achievements, developments and future improvements planned, can be accessed on the school blog (The Balbardie Blether), the West Lothian Council website and from the school office.

As a means to further involve parents in the school's improvement agenda, Parent Focus Group sessions will take place throughout the session. All parents will be invited via the school newsletter, which is issued monthly.

THE CURRICULUM

The Curriculum covers all the learning experiences that your child will encounter during his/her time at school. The curriculum is designed using the Experiences and Outcomes outlined in Curriculum for Excellence. Staff plan learning opportunities for children based on the principles of Curriculum for Excellence.

The curriculum is organised under the following subject areas:

- Literacy / English
- Numeracy / Mathematics
- Health and Wellbeing
- Sciences
- Social Studies
- Technologies
- Expressive Arts
- Religious and Moral Education

The purpose of Curriculum for Excellence is to ensure that all children develop the attributes, knowledge and skills they need if they are to flourish in life, learning and work, now and in the future.

Curriculum for Excellence aims to develop the following four capacities in all children and young people:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

In order to develop these capacities, a wide range of learning and teaching strategies are used. Learning in school is based on approaches including investigations, challenges and discussions, as well as direct teaching methods. Class, group and individual lessons form the basis of teaching in order that the curriculum can be tailored to meet the needs of every child.



At the beginning of the school session you will be invited to a “Meet the Teacher” evening where you will be given information on the learning experiences we will provide for your child throughout the school session.

ASSESSMENT

Children will be involved, where appropriate, in making choices in learning and planning next steps in their own learning through self assessment, peer assessment and teacher feedback. They will set and review targets for their learning and demonstrate their ability in profiling work. Parents will be given opportunities through parent information evenings, reporting, profiling and informal open mornings/afternoons to engage in dialogue on how their child is progressing and what they are learning.

To ensure children learn effectively, they are assessed on a regular basis. Assessment takes many forms, including teacher observation, questioning, presentations, written tasks and self and peer assessment. A leaflet giving further details of our Framework for Assessment is available from the school office.

REPORTING

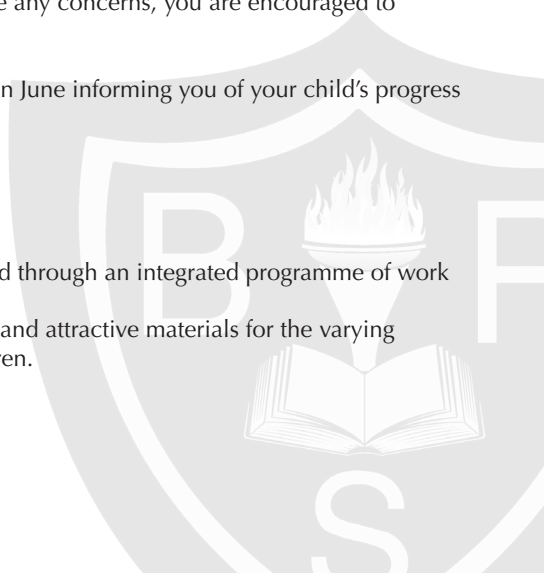
It is very important to keep you informed of your child’s progress in school. You will have two formal opportunities to consult with your child’s teacher, one in September/October and one in March/April. You will also have the opportunity to look at and comment on your child’s Review Jotter (P1-4) at the end of each term. Further opportunities to share in your child’s learning e.g. open mornings will be available throughout the session.

Should you wish any further information, or have any concerns, you are encouraged to contact the school.

An end of session report will be sent out to you in June informing you of your child’s progress in all areas.

LITERACY / ENGLISH

Literacy, including Modern Languages, is pursued through an integrated programme of work involving listening, talking, writing and reading. The school provides a wide range of stimulating and attractive materials for the varying individual needs and learning styles of the children.





NUMERACY / MATHEMATICS

Children study many different aspects of Maths – number, money, measurement, shape, position, movement, time, information handling and problem solving.

With each aspect, teachers introduce practical activities and, through active learning, encourage children to handle concrete materials and real life mathematical problems. A strong emphasis is placed on oral and mental calculations, in number work.

HEALTH AND WELLBEING

This includes learning about -

Mental, emotional, social and physical wellbeing

Planning for choices and changes

Food and Health

Substance misuse

Relationships, sexual health and parenthood

Physical education, physical activity and sport

Programmes of work in this area are delivered sensitively taking consideration of the age and stage of children. Parents / Carers are encouraged to speak with school staff if they have any questions about the delivery of this area of the curriculum.

We have a healthy tuck shop where fresh fruit and healthy snacks are available daily.

SOCIAL STUDIES

This includes learning about –

People, past events and societies.

People, place and environment.

People in society, economy and business.

We aim to use contexts which provide opportunities for children to make connections across and between subjects.

TECHNOLOGIES

This includes learning about -

Technological developments in society

ICT to enhance learning

Business

Computing science

Food and textiles

Craft, design, engineering and graphics.

We aim to plan opportunities to reflect individual and local needs.



SCIENCE

This includes learning about –

Planet Earth

Forces, electricity and waves

Biological systems

Materials

Topical science

We aim to provide various contexts for learning, which will draw on important aspects of everyday life.

EXPRESSIVE ARTS

The four areas of Expressive Arts are Art, Music, Dance and Drama. Expressive Arts provides opportunities for children to develop their natural talents, as well as building self-esteem and self-confidence.

RELIGIOUS AND MORAL EDUCATION

The Religious and Moral Education programme is intended to involve the children in the process of extending their awareness and understanding of the questions and issues at the centre of world religions.

Assemblies are taken by the School Chaplains, individual classes and other visitors. The main Christian Festivals are celebrated. Church services are held at the end of each term, in Bathgate High Church.

Parents who do not wish their children to participate in these Assemblies should contact the school so that alternative arrangements can be made.

More information on Curriculum for Excellence is available at www.education.scotland.gov.uk/thecurriculum

PERSONAL AND SOCIAL DEVELOPMENT

The personal and social development of each child is at the core of our work in school. All aspects of a child's experience at home, in school and out-with school contribute to this.



SUPPORT FOR LEARNING

Delivering appropriate provision for pupils with additional learning needs is central to the national commitment to inclusion and is underpinned by legislation. West Lothian Council believes that all children and young people are entitled to learn together. This will help develop a culture of acceptance within which all children have a presumptive entitlement to mainstream education and services provided to facilitate this goal.

Focus on Inclusion is designed to help schools in partnership with parents/carers, pupils and partner agencies to evaluate effectiveness of provision in improving educational outcomes and opportunities for pupils with additional learning needs. The policy can be accessed online at: <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/focusoninclusion>

In consultation with the leadership team and class teachers, additional support is given to children from Support for Learning staff.

It is also important that the needs of able children are met within the curriculum.

If you have concerns regarding your child's support for learning in school, please contact the school office staff who will connect you to the relevant person.

If you feel that your child needs additional support, information and advice is available from school in the first instance.

Enquire is the Scottish Advice Service for Additional Support for Learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - info@enquire.org.uk
- an online enquiry service two websites - www.enquire.org.uk (for parents/carers and practitioners) and www.enquire.org.uk/yp (for children and young people)
- Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'

The Parents' Guide to Additional Support for Learning is now available to download at <http://enquire.org.uk/publications/parents-guide> (new window).



PROMOTING POSITIVE BEHAVIOUR

Children need a safe, structured and happy environment to develop and learn. To establish such an environment, a fair and effective behaviour framework is essential.

Where possible, we encourage children by appropriate praise, the use of stickers, Golden Time and Certificates. On occasion, consequences are required; for instances of inappropriate behaviour. These will include loss of 'Golden Time', missing intervals, lunchtimes and withdrawal from some school and class activities. Parents / carers will be involved at an early stage, especially in the case of persistent offenders or of extreme misbehaviour.

Restorative approaches to managing pupil behaviour are used in Balbardie Primary School. We encourage our children to discuss conflict and repair broken relationships through restorative conversations. A leaflet explaining this more fully is available in school.

We operate a Five Steps programme for promoting positive behaviour and dealing with inappropriate behaviour.

Step	Celebrating positive behaviour	Helping with inappropriate behaviour
1	Praise and encouragement from staff	Restorative discussion with staff - 1-1, group/circle or conference
2	Reward sticker for chart	Loss of Golden Time
3	Visit Principal Teacher for reward	Visit PT to discuss your behaviour (remain in at interval/lunch)
4	Visit Depute – receive reward and 'praise' letter sent home	Visit DHT to discuss you behaviour
5	Visit HT – receive certificate, Golden Club badge, sticker and letter sent home. Attend 'Bring and Chill' (Friday 10.45am)	Visit HT to discuss your behaviour
Golden Club Membership Once you have achieved Step 5, you will be invited to attend special events at the end of each term.		Severe Clause If your behaviour seriously hurts or harms others, or seriously disrupts the learning in your class, your teacher will send a 'Come to Class' card and you will go straight to Step 3, 4 or 5



We encourage our children to respect their own and others rights and to follow the Basic Rights and Actions as detailed below.

Our Basic Rights	Our Actions
The right to teach/ the right to learn (linked to Article 28)	To work hard and do our best
The right to feel safe and secure (linked to Article 31)	To be gentle and honest
The right to be treated with dignity, respect and be equally valued (linked to Article 29)	To be kind, helpful and thoughtful of people's feelings
The right to be listened to (linked to Article 12)	To listen to others and respect others' opinions
The right of respect of property (yours, others and the school's)	To look after your own and others' property

A full copy of our Promoting Positive Behaviour Policy may be obtained from the school office.

CHILD PROTECTION PROCEDURES

Child Protection Procedures are in place for all staff in schools and nurseries in West Lothian. These procedures are in place to support staff and ensure the safety of the children in our care. School staff are trained in these procedures on an annual basis, and will deal with all matters of a child protection nature sensitively. All issues with regards to child protection will be communicated to the school's designated members of staff, namely the head teacher and deputy head teacher. The designated member of staff will follow the procedures and involve partner agencies, as required.

EMERGENCY CONTACTS AND ARRANGEMENTS

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

Only in special circumstances (e.g. no heating), will children be sent home early. The school will make every effort to contact you in such situations. Where there is no adult to receive the child, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions it would be helpful to listen to local radio stations, where updates on school closures will be broadcast. All schools have a means of contacting parents and carers via the Group Call System.



ABSENCE

Progress in school is dependent on regular attendance. When it is known that your child will be absent from school, the school should be notified by telephone. This should happen no later than 9.30am on the day of absence. If a child is absent without explanation, the school will endeavour to make contact with parents / carers using the Groupcall system. If contact cannot be made, the school may involve partner agencies to ensure the safety of children. Please refer to the Attendance at School Policy for further information:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/AttendanceatSchoolwithGuidelines>

MEDICATION IN SCHOOL

Most pupils may at some time have a medical condition that affects their participation in school activities. For many this will be short-term; perhaps finishing prescribed medication even though the child's doctor regards the child as fit to attend school. Others may have medical conditions which, without help, could limit their access to education. Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition.

Forms for any child requiring medicine to be taken during school time are available from the school office. Parents are requested to complete these forms to allow medicine to be administered. Any child who requires other medication on a regular basis may require a health care plan. Please contact the Head Teacher to discuss this.

SCHOOL MEALS & MILK

School lunches are offered in the form of a three-tray system, in which children select one of the available trays. The menus are rotated and copies of these are issued to parents.

Milk is available daily. Parents pay for milk four times per year - August to October, October to January, January to April and April to June. All P1-P3 pupils and P4-7 pupils entitled to free school meals (see below) receive a 0.25 litre carton of milk daily.

For further information please refer to the School Meals and Milk Policy: <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/schmealsmilkpol>, or by contacting Stuart Isbister, Pupil/Student Benefits Officer either by phone on 01506 281952 or by emailing stuart.isbister@westlothian.gov.uk.



FREE SCHOOL MEAL ENTITLEMENT

Pupils with parents in receipt of Income Support, Income-based Jobseekers' Allowance or Employment and Support Allowance – Income Related are entitled to a free mid-day meal. Families in receipt of Child Tax Credit only (not working tax credit) and whose annual income does not exceed £15,860 also qualify.

Families in receipt of Working Tax Credit are entitled to Free School Meals if income does not exceed £6,420

BREAKFAST CLUB

The school operates a daily Breakfast Club between 8.15am and 8.45am. The cost for breakfast, which includes cereal, toast, yoghurt and drink, is £1 per day.

The Breakfast Club provides pupils with a health breakfast and offers the opportunity for them to sample and develop preferences for health options. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn.

Pupils entitled to free school meals are also entitled to free breakfasts.

SCHOOL CLOTHING

West Lothian Council has a Dress Code Policy promoting that children should wear uniform. As a school, we encourage the wearing of uniform, and would value support from parents.

Our Uniform consists of: White shirt with burgundy & gold striped tie or
 Gold or white polo shirt.
 black / burgundy jumper, cardigan or sweatshirt
 dark skirt / pinafore / trousers
 black trainers or black shoes.

In school, we have a supply of most items with the school badge on them.

A blazer is not part of the set uniform.

In the gym, children are asked to wear shorts, T-shirt and gym shoes or trainers that do not mark the floor. In the interests of Health and Safety, children are not allowed to wear any jewellery in the gym. If children cannot remove earrings, they will be covered with micropore tape.

We would ask parents to discourage children from wearing too much jewellery in school. We cannot accept responsibility if any item of jewellery is lost. In the interests of Health and Safety only stud earrings should be worn, as dangling earrings cause quite a lot of damage to the ear in the case of an accident.



Children should not wear make-up or nail polish to school.
For Art work children should bring an overall or an old shirt.

CLOTHING GRANTS

Families in receipt of Income Support, Income-based Jobseekers' Allowance or any Income Related element of Employment and Support Allowance who submit a completed application form, automatically receive a clothing grant for each pupil of school age. The current grants are £94 for each primary school aged pupil and £110 for pupils of secondary school age (under school leaving age).

Families in receipt of Working Tax Credit (WTC) and/or Child Tax Credit (CTC) (with an annual income of £15,860 or less) are also eligible.

Families not in receipt of these specific benefits but in financial hardship may also be assisted depending upon their situation. On receipt of an application in such cases, a report is called for from the Children and Young People Team regarding the families' circumstances. Alternatively, pupils will have the opportunity to be appropriately clothed by being able to access the school and sports clothing through the school clothing store. For further information, please contact the school office.

For further information please refer to the School Clothing Grants Policy:
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/schclothgrtpol>

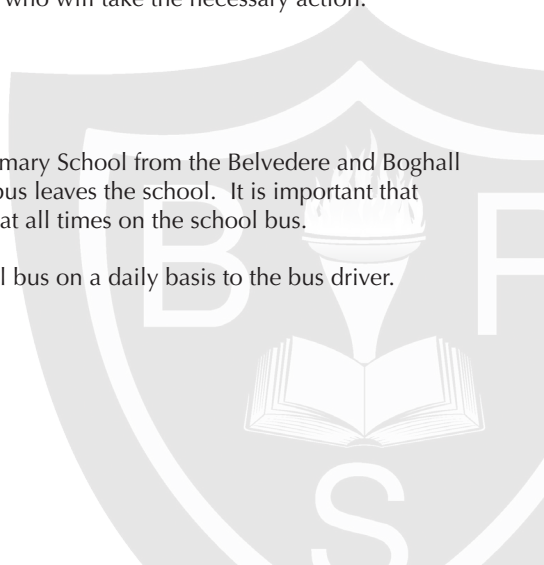
PLAYGROUND SUPERVISION

Supervision is provided in the school grounds 20 minutes prior to the school opening, during intervals and the lunch hour. If children have an accident, or any other problem, in the playground they report initially to the supervisor who will take the necessary action.

TRANSPORT

A school bus transports children to Balbardie Primary School from the Belvedere and Boghall areas. Children are supervised until the school bus leaves the school. It is important that parents / carers stress the need to wear seatbelts at all times on the school bus.

Children should pay for their travel on the school bus on a daily basis to the bus driver.





PARKING

In line with West Lothian Council's policy, parents are not permitted to park in the car park unless their child has a medical exemption, and only after agreement is sought from the Head Teacher. Parents are requested to park away from the entrance to school. Parking causes safety issues for the children, and is inconvenient to those living nearby. Parents are also asked not to park on the yellow zigzag lines outside the school gate, as access is required for emergency vehicles.

PARTNERSHIP WITH PARENTS

We believe that the key to effective learning for all of our children is working in partnership with our parents. If you have any concerns about your child's learning and development then we would encourage you to speak to the class teacher (in the first instance) who will, in most cases, be able to help. Members of the Senior Leadership Team are also available to help with any concerns which you may have.

PARENT COUNCIL

We have a very supportive and active Parent Council that meets regularly throughout the school year. Details of Parent Council meetings are posted on the school newsletter and Parent Council section of the school blog (The Balbardie Blether). All parents are welcome to attend and become members of the group.

PARENT/GRANDPARENT HELPER

We have a Parent/Grandparent Helper rota in school, which is updated annually. Parents/Grandparents are actively encouraged to help in school, with class excursions and work in classes. All parents/grandparents who wish to become members of the Parent/Grandparent Helper rota will need to complete a Protecting Vulnerable Groups check before starting work with the children.

Please see details below of other groups which parents may wish to join.

FUND RAISING GROUP

We have an active fund raising group that meets regularly to plan for various events throughout the school year. The fund raising group aims to raise money for the school to benefit all of the children. Please contact the school office if you would be interested in joining the group.



FLOAT COMMITTEE

Our Float Committee works together, to create our Bathgate Procession Float, on an annual basis. It is keen for new members to help with this and would welcome anyone with an interest in helping. For more details please contact the school office.

PARTNERSHIP WORKING

To support our children's development, the school works in close partnership with a wide range of agencies. Our partner agencies include; Health Visitors, School Doctor, Speech and Language Therapists, Mental Health Worker, Social Policy, Children and Young People Team, Community Police Officer, Language Outreach Support, English as an Additional Language Service, Educational Psychologists and Active Schools' Co-ordinator. Further information can be found at - <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/parentalinvolvementstrategy.pdf>

COMPOSITE CLASSES

When pupil numbers make it impossible to have a year class, it is often necessary to form a composite class with a maximum of 25 pupils. This class will have children at two or more stages. Our staff are experienced and skilled in differentiating the curriculum to ensure that the needs of each learner is met.

As teachers take into account the needs of individual children, composite classes should not be a cause for concern to parents.

PUPIL VOICE

We actively encourage our children to take on leadership roles within the school. We have an active Pupil Council, JETs Team, Junior Road Safety Officers, Nursery Carers, Peer Mediators, Rights Respecting School Committee, Learning Council, P1/P7 Buddy system, Head Girl, Head Boy and House Captains to further involve children in the work of the school.

We hold Big Balbardie Blethers throughout the session as a means of involving the children in whole school issues and having their say in the work of the school. Children work in vertical groups during these session with children from P1-7 in each group.



HOUSES

There are four houses within Ballbardie: Bruce, Hardy, MacPherson and Strachan. All children within the school, along with all of the staff, belong to one of these houses. Each house has a Primary 7 Captain who is responsible for encouraging their own house to win the end of session trophy. Points are awarded throughout the session by staff for good work, showing good manners, helping others, sharing etc.

OUT OF SCHOOL HOURS LEARNING

A number of extra-curricular activities are provided over the year, ranging from sports clubs, cooking and first aid.

They are offered to different stages in the school, and pupils are given details where appropriate.

POLICIES

Education Services policies can be accessed online at:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/?key=1778580>

Hard copies of council policies are available from the school, West Lothian libraries and from the Civic Centre upon request.

For policies specific to the school please contact the school office staff who will be able to send a full copy of the policy home.

Some of our key policies include:

- Core Learning and Teaching
- Child Protection
- Behaviour
- Anti-Bullying
- Quality Assurance

RESIDENTIAL VISITS

Primary 5 children take part in a short residential visit to the Low Port Centre in Linlithgow. Activities there include, Jungle Bashing, Sailing, Orienteering and much more, depending on the time of year and what is available. They also visit Linlithgow Palace, where guides from a Linlithgow Primary School take them round and tell them about what life was like in the Palace.

Primary 7 children take part in a European residential visit to Belgium where they experience life in a European country, develop independence skills away from home and visit historical sites relating to World War 2.



WEST LOTHIAN COUNCIL INFORMATION

Complaints Procedures

It is expected that most complaints will be resolved in school with staff or the Headteacher. Unless there are exceptional circumstances there should be full discussion with the Headteacher about any concerns or complaints you have with regards to the service the school provides.

Where occasions arise that you remain dissatisfied with the service, you can telephone, write or visit to raise a complaint to the appropriate local senior staff. Every attempt at this local stage will be made to deal appropriately with concerns raised, to provide answers and resolve problems.

Complaints will be dealt with within three working days by giving either a direct response or a clear indication of when to expect one. Complainants will be informed of progress and given an explanation if deadlines are not met.

A complaint to Customer Care

If the complaint has not been resolved locally then a complaint can be made to Customer Care.

A booklet detailing how to raise a complaint to Customer Care is available in the school entrance area. A free phone Helpline 0800 328 5143 can be used during office hours for information on how to raise a complaint

You may telephone, write or visit to raise your concern, and you may be asked to put your complaint in writing. In the written complaint your home address and telephone number should be included with a clear indication of what the complaint is and what you would like to be done the complaint should be addressed to:

**Customer Care, Education & Cultural Services,
West Lothian Civic Centre, Howden Road South, Livingston EH54 6FF.**

email: customer.service@westlothian.gov.uk

More information on raising a complaint can be found at the following website address – <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/ComplaintsEducationPolicy>

Admission Procedures

Any parent wishing to visit the school, prior to making an application for admission, can do so by contacting the Headteacher. This will be arranged for a mutually convenient time. West Lothian Council is divided into denominational (Roman Catholic) and non-denominational primary school catchment areas. Currently West Lothian has no other categories of denominational primary school. Each home address therefore has two catchment primary schools, and each primary school is associated with a secondary school of the same denomination. Applications for admission to West Lothian Council primary or



infant schools at all stages (P1-P7) are made by completion of an Application for Admission to Primary or Infant School Form. Application Forms are part of an application pack. Please read all the details carefully, particularly the pupil placement guidelines in the Information for Parents Booklet. Application Packs can be collected from the school and forms completed with assistance from school staff or by reference to guidance notes.

Application Packs are also available from:

Pupil Placement Section
Education Services
West Lothian Council
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF
Telephone: 01506 776002

New Entrants to P1

Application for admission of pupils to P1 for the August intake normally takes place in November and December of the preceding year. Details appear in local papers, Council Information Centres, in nursery schools and playgroups. Children will be invited to spend some time in school, usually in June, to meet their teacher and see their classroom. Transport assistance may be provided for children who cannot be placed in the catchment school. Information on this can be obtained from School Transport (telephone 01506 775291), Pupil Placement (telephone 01506 776002) or from the Council website – www.westlothian.gov.uk.

Transfer from P7 to Secondary School

Each home address has a denominational (Roman Catholic) and a nondenominational secondary school in their catchment area. In November and December, parents of P7 pupils will receive a letter from the Pupil Placement Section indicating the catchment area secondary schools for their home address. The letter, which will be sent home with the child, asks parents to confirm their transfer intentions. It is generally assumed that P7 pupils transfer to their associated secondary school providing that their associated secondary school for the primary school they attend is also a catchment secondary school. The letter also advises parents of their right to make a placing request and how to do this. Information on placement requests is available from the Pupil Placement Section.

Transport assistance may be provided for children who cannot be placed in the catchment school. Information on this can be obtained from School Transport (telephone 01506 775291), Pupil Placement (telephone 01506 776002) or from the Council website – www.westlothian.gov.uk.



The catchment secondary school to which pupils will transfer is:

Bathgate Academy
Edinburgh Road
Bathgate
EH48 1LF
(01506) 653725
Head Teacher: Mr Grant Abbott

GENERAL RESPONSIBILITIES FOR HEALTH

Within the general policy laid down by West Lothian Council, Education Services has prepared a series of statements of safety policy for all areas of its responsibility in accordance with Health and Safety at Work Act 1974. Members of 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 importance to the school.

Head teachers of school establishments have a duty to ensure that all Health & Safety requirements are fully complied with, within the school grounds. These duties include a responsibility to make sure that the appropriate member of staff records and logs details of -

- * termly fire drills
- * annual fire extinguisher checks
- * weekly fire siren/bell checks
- * administration of medication to pupils
- * annual risk assessment of buildings and structures

TRANSPORT

West Lothian Council will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. The provision of transport for pupils attending special schools and classes is not subject to these limitations, but is based on individual pupil need. Further information can be obtained from School Transport (telephone 01506 775291) or from the School Transport policy on www.westlothian.gov.uk

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

If your child has been granted a place, or you are seeking a place in the school, and you would like to visit prior to enrolment or application then please contact the school office who will arrange an appointment for you.



SCOTXED SCHOOL HANDBOOK INSERT

Transferring Educational Data About Pupils

Education authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

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

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education service.

A subset of this information is passed to Scottish Government for research and National Statistics publication. 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 published by Scottish Government.

The individual data collection by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.



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 message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net)

Scottish Government works with a range of partners including HM Inspectorate of Education 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. Alternatively versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

Want more information?

Further details about ScotXed are available on the ScotXed website, www.scotxed.net, which contains a section on 'frequently asked questions' at <https://www.scotxed.net/jahia/jahia/lang/ed/pid/220>.







