

Toronto Primary School
and
Early Learning and Childcare

Handbook Information
2024-25



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1.1 West Lothian Council Mission Statement

“Striving for excellence...working with and for our communities.”

1.2 West Lothian Council Values

- Focusing on customers' needs
- Being honest, open and accountable
- Providing equality of opportunities
- Developing employees
- Making best use of resources
- Working in partnership

1.3 School Aims

Our Vision, Values and Aims

Our vision, values and aims are reviewed regularly in consultation with all children, parents and staff.

Our vision is...

- To create an inclusive school community which values pupil participation and achievement, and nurtures life-long learners. Together we Succeed!

Our values are:

- Respected
- Responsible
- Included

Our aims are:

1. Learning and Teaching

- To ensure a broad and balanced curriculum that provides young people with the best possible learning opportunities and experiences.
- To provide the highest quality of learning and teaching experiences that enable pupils to enjoy their education and develop positive attitudes towards learning.

2. Vision and Leadership

- To ensure that all learners are able to realise their potential through the promotion and recognition of achievement and excellence.
- To improve the quality of experiences for learners through a programme of continuing professional development for all staff.
- To promote and develop leadership at all levels.

3. Partnership

- To build and maintain effective partnerships between the school and its parental body, external support agencies and its wider community, where all members trust, respect and support each other.
- To continually develop approaches to strengthen partnerships to improve outcomes for all pupils.

4. People

- To develop in our pupils, creativity and ambition through the curricular and extra-curricular experiences offered by the school.
- To provide effective support systems for all learners, which holistically promote personal and social development and underpin academic achievement.

5. Culture and Ethos

- To provide a welcoming, safe and caring environment where all members of our school community feel valued and supported.
- To ensure that all learners are able to experience a calm, positive and safe environment that promotes good behaviour, self-discipline and respect for others.
- To provide pupils with opportunities to develop knowledge, skills and understanding in relation to their duties and responsibilities of citizenship in a democratic society.
- To help children to manage their emotions by teaching them strategies to support self-regulation in a nurturing environment.

ATTAINMENT AND ACHIEVEMENT

To raise standards of educational attainment for all in school, especially in the core skills of literacy and numeracy, and to achieve better levels in national measures of achievement including examination results.

FRAMEWORK FOR LEARNING

To support and develop the skills of teachers, the self-discipline of pupils and to enhance school environments so that they are conducive to teaching and learning.

INCLUSION AND EQUALITY

To promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and special educational needs, and to Gaelic and other lesser used languages.

VALUES AND CITIZENSHIP

To work with parents to teach pupils respect for self and one another and their interdependence with other members of their neighbourhood and society, and to teach them the duties and responsibilities of citizenship in a democratic society.

LEARNING FOR LIFE

To equip pupils with the foundation skills, attitudes and expectations necessary to prosper in a changing society, and to encourage creativity and ambition.

1.4 The School Day

Early Learning and Childcare Provision

| | | |
|---|---|---|
| Morning Session Monday-Thursday 50 weeks | Afternoon Session Monday – Thursday 50 weeks | 2 Full Days Monday – Thursday 50 weeks |
| 07:47 – 12:30 | 12:30-18:14 | 08:00-18:00 |
| Friday | | *One additional session |
| 07:47 - 11:47hrs | | (AM) 08:00 – 11:20 OR (PM) 12:45 – 16:05 |

*Where the setting cannot offer an additional session allocated by Pupil Placement, the balance of hours (which will vary depending on the days of attendance) may be used with a partner provider/childminder.

Toronto Primary School Primary 1-7

| Breakfast Club | Start Time | Interval | Lunch Time | Finish Time |
|----------------|--------------------------------|---------------|---------------|-------------------------------------|
| 08:00 - 08:30 | 08:45 (doors open at 08:40) | 10:30 – 10:45 | 12:30 - 13:15 | 15.15 (Mon–Thurs) 12.00 (Fri) |

1.5 Staff

| Leadership Team | | Admin Team | | |
|--|--|---|------------|---|
| Head Teacher | Mrs Fiona Linfoot | Admin Officer | Mrs Manson | |
| Depute Head Teacher (Wed/Thurs/alt Fri) | Mrs Michelle Simpson (Maternity Leave) | Clerical Assistant | Mrs Clark | |
| Principal Teacher (SfL) | Mrs Fiona Black (Acting) | Pupil Support Workers | | |
| Principal Teacher (Inclusion) | Miss Shannon Munro (Acting) | | | |
| Teaching Staff | | Miss Evans Mrs Naylor Mrs Sharif Mrs Rathore Mrs McDougall Mrs Cavanagh (APSW) | | |
| P1A | Mrs Lumsden/ Mrs Richmond | | | |
| P1B | Miss Duxon | | | |
| P2 | Miss Skelton | | | |
| P2/3 | Miss Stevenson | | | |
| P3 | Miss Duncan | | | |
| P4 | Mrs Hickman (Mon/Tues) Mrs Sturrock (Wed/Thurs/alt Fri) | | | |
| P4/5 | Mrs Black (Mon/Tues/Fri) Miss Munro (Wed/Thurs) | | | Breakfast Club Supervisors |
| P5 | Mrs Thomson | | | Mrs N McDougall Mrs C Speirs Mrs K Cavanagh |
| P6 | Miss Steel | | | |
| P6/7 | Miss Rodgers | | | |
| P7 | Miss Roscilli | Playground Supervisor | | |
| NCCT | Mrs Sampson | Mrs B Freeman | | |
| Raising Attainment Teacher (Numeracy) | Mrs Shaw | Facilities Management | | |
| Raising Attainment Teacher (Literacy) | Mrs Graham | | | |
| Small Group Setting Teacher | Mrs Kelly | Mr Reid Mr Fraser Mr Watt | | |
| Family Link Worker | Mrs McDougall | | | |
| Early Learning and Childcare Team | | Catering Team | | |
| ELCASM | Ms Young | | | |
| Early Years Officer (Acting) | Miss Hutton | | | |
| Early Years Practitioner | Mrs Logan | | | |
| Early Years Practitioner | Miss King (Wed/Thurs/alt Fri) | | | |
| Early Years Practitioner | Mrs Orr (Mon/Tues/alt Fri) | | | |
| Early Years Practitioner | Miss Crawford | | | |
| Early Years Practitioner | Mrs Carson (Wed/Thurs/alt Fri) | | | |
| Early Years Practitioner | Mrs Hill (Mon/Tues/alt Fri) | | | |
| Pupil Support Worker | Ms Inglis | | | |
| Pupil Support Worker | Mrs Cavanagh | | | |
| Pupil Support Worker | Mrs Rathore | | | |

2.1 Attendance

Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child will be unavoidably late, please provide a note of explanation.

To report and provide a reason for absence:

- Call the school office on 01506 431461
- Text on 07860 049 764
- Planned absences should be requested in writing and addressed to the Head Teacher

The school enters pupil absence electronically using codes for particular reasons for absence. To ensure an accurate record is kept it is important that, should your child be absent, you provide an explanation for that absence either by letter or by telephone. Our school has a system which sends out an automated text message to a mobile telephone in cases of unexplained absence. The text is repeated regularly until answered. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school. Parents are urged to opt into this system.

The Scottish government has issued a directive informing local authorities that, due to the impact absences during term-time have on children's learning, any such absences will be recorded as unauthorised. Family holidays should therefore be taken out-with term times. If, in exceptional circumstances, you wish to take your children out of school, you must make your request to the Head Teacher in writing.

If you become aware that your child may be absent from school for a considerable length of time, due to illness or admission to hospital, you are requested to inform the school as soon as possible.

2.2 Ethos and Behaviour

Children learn to develop values and positive attitudes towards themselves and others in many aspects of the curriculum which in turn contribute to their personal and social development. Our school works hard to build confidence and self-esteem and provide opportunities for children to contribute to the whole school community. Much of their development in these areas helps to lay the foundations for becoming responsible citizens of the future.

We promote and expect a high standard of responsible behaviour from pupils towards staff, other pupils and towards their surroundings. Self-discipline is the key to good behaviour and we depend on your support in reinforcing the discipline guidelines of the school.

These guidelines are based on mutual consideration, good manners and respect and are in place to ensure the safety and wellbeing of all pupils and staff in school.

We ask your child to:

- Be safe
- Be respectful
- Be responsible

How we achieve a safe and happy learning environment:

1. Setting high standards and clear expectations.
2. Health and Wellbeing curriculum has a specific focus on positive relationships and anti-bullying.
3. Agreed our visible consistencies which all staff promote and enforce (Meet and greet at the door, walking through the school, 'Give me 5' (listening and attention).
4. Termly wellbeing check-in to identify children who need support.
5. All children have a trusted adult they can seek help from.
6. Whole school nurturing approaches.
7. Restorative approaches used to resolve conflict and learn from incidents.
8. Effective communication and partnership with parents and agencies to support pupil wellbeing.
9. Individual Child's Plan for those who need additional support.
10. Focus and commitment to inclusion for all children.

Policies and Guidance:

Toronto Primary School Positive Relationships & Anti-Bullying Policy

[Promoting Positive Relationships in West Lothian Establishments](#)

[Anti-Bullying Policy](#)

[Respect Me](#)

[GIRFEC Wellbeing Indicators](#)

2.3 School Dress Code

Each school has its own dress code, for the whole school, based on the Council's policy which all pupils will be expected to keep to.

We value the support of our parents and carers in encouraging all pupils to wear school uniform. It is important that our children take pride in their school and wearing uniform is a vital part of building the ethos in our school.

The school uniform consists of:

Grey/black skirt/trousers (no branded tracksuit bottoms)
Red polo shirt or white shirt
Primary 1-6 pupils - Grey cardigan/jumper
Primary 7 pupils – Black cardigan/jumper
School Tie (not compulsory)
Black indoor gym shoes

School uniform can be ordered online at any time from Border Embroideries.
<https://www.border-embroideries.co.uk/schools/toronto-primary-school.html>

It is advisable to have all articles of school clothing clearly named.

The Council will not be responsible for loss of or damage to pupils' clothing and personal belongings including mobile phones. Valuable items, including jewellery and unnecessarily expensive articles of clothing, should not be brought to school.

School Clothing Grants are available to parents in receipt of a qualifying benefit; application forms are available from the school or online.

Our Parent Council currently sell 'pre-loved' school uniforms during our parent/carer consultations. Good quality school clothing which is no longer suitable for your child can be handed in to our school office at any time. All donations of good quality clothing are very much appreciated.

Referrals to the West Lothian School Clothing Bank can also be made if financial assistance is required. Please speak with a member of the school leadership team who can make a referral on your behalf.

The Council's Dress Code for Schools Policy is available online at westlothian.gov.uk.

3.1 Equality and Fairness

All pupils have the right to enjoy opportunities and activities, regardless of their background, race, gender or religion, so that they will be given the freedom to develop their full potential without constraint.

Our aim is promote self-esteem and a positive self-image in every pupil. Self-respect and respect for others is a priority. We treat boys and girls equally and offer the same opportunities to all pupils by offering a diverse curriculum, which addresses the needs and opinions of all. We aim to maintain an environment which is free from bullying, racism and other forms of discriminatory behaviour. We value your support in maintaining this ethos.

3.2 Partnership and Communication with Parents

West Lothian Schools operate an open, responsive policy with regard to questions or concerns that parents may have. Should you have concerns or complaints regarding the service provided you should raise these with the Head Teacher in the first instance.

Regular newsletters, Group Call messages, letters and tweets ensure that parents are kept informed of the life of the school. Your comments and suggestions on the work done in school and the service provided for you and your child are welcomed.

Evaluation forms will be sent to you from time to time so that we can be sure that we are listening to what you say about the service provided for you and your child.

3.3 Parent Councils

A Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents at a school on a voluntary basis. All parents/carers in a school are automatically members of the Parent Forum of that School.

The purpose of a Parent Council is to:

- support the school in its work with parents
- represent the views of all parents
- encourage links between school, parents, pupils, pre-school groups and the wider community.

Toronto Primary has an active Parent Council who work to support the school and the children. Our Parent Council hold regular meetings and help with events in the school as well as fundraising to support the cost of school trips, activities, etc. The meetings are very informal and all parents are welcome to attend.

Parent Councils operate in accordance with a local constitution. Parents can put themselves forward to be members of the Parent Council in accordance with that constitution.

Further information can be found on the Scottish Parent Teacher Council website <http://www.sptc.info>

The Parent Council can be contacted by emailing torontoparentcouncil@gmail.com

4.1 Curriculum

Every child and young person in Scotland is entitled to experience a broad general education, as described by the Scottish Government's Curriculum for Excellence.

Through our curriculum we aim to develop four capacities, helping children to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

The curriculum includes all of the experiences, which are planned for children through their education, wherever they are being educated. These experiences are grouped into four categories:

1. Ethos and Life of the School

The starting point for learning is to create a positive ethos and climate of respect within our school community. Our children are encouraged to contribute to the life and work of the school and to exercise their responsibilities as members of a community. We provide regular opportunities for our children to participate responsibly in decision-making, to contribute as leaders and to act as role models.

2. Interdisciplinary Learning

Working in this way provides opportunities for our children to develop a range of knowledge, skills and behaviours that cross subject boundaries and help the children to make meaningful links, promoting the application of learning in real situations. This type of learning is important to develop skills such as communication, design, creativity and thinking, within and beyond school.

3. Opportunities for Personal Achievement

Pupils need opportunities for achievements both in the classroom and beyond, giving them a sense of satisfaction and building motivation, resilience and confidence. We identify opportunities for achievement and provide support and encouragement which enables our children to try activities which they find challenging.

4. Curriculum Areas and Subjects

The curriculum areas are the 8 organisers for setting out the experiences and outcomes. Each area contributes to the four capacities listed above.

Expressive arts

Includes art and design, dance, drama and music. Your child will get the chance to find out about and express their feelings and emotions and those of others.

Health and wellbeing

Mental, emotional, social and physical wellbeing, planning for choices and changes, PE, activity and sport, food and health, substance misuse and relationships, sexual health and parenthood.

Languages

Includes learning about English as well as learning an additional language. At Toronto Primary all children will have opportunities to learn French and they will be introduced to a third language such as Spanish.

Mathematics

Includes using real life experiences to make predictions, connect to other things, provide skills to understand and examine information, simplify and solve problems, assess risk and make informed decisions.

Religious and moral education

Includes exploring the world's major religions as well as views that are non-religious. Your child will think about their own beliefs and values.

Children learn about Christian practice in worship and the place of Christian action in the community. Children will also study other world religions in line with national guidelines.

This part of the curriculum operates through class teaching, assemblies, outside visits and visitors to school.

Any parent who wishes to exercise their right to withdraw their child from religious education/observance should inform the Head Teacher.

Sciences

Includes learning about the natural world and living things, forces, chemical changes and our senses.

Social studies

Includes developing understanding of the world by learning about other people and their values, in different times, places and circumstances.

Technologies

Includes business, computing science, food, textiles, craft, engineering, graphics and applied technologies.

Information about the curriculum and its development is shared regularly with parents through assemblies, curriculum events, newsletters and the school blog. Personal achievements are shared and celebrated on a regular basis.

More information about Curriculum for Excellence is available on the Education Scotland website <http://glo.li/2fGBki2>

4.2 Instrumental Tuition

The Council offers instruction in bagpipes, brass, percussion, strings and woodwind. Schools will tell children when there is an opportunity to apply for lessons. There is a charge for lessons, but concessions are available. You can find out more from the Instrumental Music Service.

4.3 Use of the Internet

Children access information and resources on local and worldwide networks as part of their studies. P4-7 children can use their own devices in school to support Anywhere, Anytime Learning (AAL) if they and their parents have agreed and signed the responsible use agreement.

We teach children about internet safety and how to report any items that make them feel uncomfortable.

We ask parents to promote the responsible and safe use of the internet at home, including the use of social media if parents permit their children to access it.

Further information on safe use of the Internet is available at:

<http://www.thinkuknow.co.uk/>

4.4 Assessment and Reporting

Assessment is an integral part of the teaching process and your child will be continually assessed during their school career. This assessment can be both formal and informal and takes many forms; observation, pupil/teacher dialogue, written or spoken tasks and teacher judgement. The result of the assessment process allows teachers to form next steps in your child's learning.

At the end of P1, P4 and P7, teachers are asked to make professional judgements in relation to achievement of a level. These judgements are based on a range of assessment evidence which has been moderated. From August 2017, national standardised assessments are being introduced in all schools in Scotland to support this process.

Information about your child's progress will be shared between home and school throughout the session. This will include parents' consultations and an annual report. The aim of the annual report is to provide details of your child's strengths, development needs and attainment within Curriculum for Excellence. Parents and children are welcome to comment on the annual report.

Parents are welcome to contact the school at any time if they have any questions or concerns regarding their child's progress. For more information on assessing children's progress, please see A Guide for Parents and Carers:
<https://education.gov.scot/parentzone/Documents/parent-leaflet-assessing-progress.pdf>

4.5 Support for Learning

This authority has a policy of inclusion and provides access to Support for Learning staff and resources for pupils requiring additional support. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website. <http://www.gov.scot/Topics/People/Young-People/gettingitright>

Class teachers are continuously assessing the needs of pupils in their class and in consultation with parents and carers interventions are identified to meet the needs of children. These are evaluated regularly and adjusted to meet the changing needs of pupils. Should your child require additional support in a particular area you are invited to discuss this with the class teacher.

Admission Procedures

5.1 Admission Procedures

West Lothian is divided into catchment areas for primary and secondary schools. The catchment areas for all West Lothian Council schools are available online at www.westlothian.gov.uk

Each school is either denominational (linked to a particular religion) or non-denominational (not linked to any particular religion). All the denominational schools in West Lothian are Roman Catholic. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education.

The Pupil Placement section deals with all applications for pre-school and wraparound, and deals with applications for the August primary one (P1) and secondary one (S1) intakes. Schools deal with applications for other stages and for P1 and S1 after the pupils start school. To apply for a school, pre-school or wraparound place you must fill in an application form. You can get application forms from schools, nursery schools, libraries, Council Information Service Offices and from the Pupil Placement Section.

To contact the Pupil Placement Section e-mail pupilplacement@westlothian.gov.uk or phone 01506 280000. Information is also available on the Council website www.westlothian.gov.uk

5.2 New Entrants to P1

You can apply for a P1 place from the November of the year before your child is due to start school, and the places are allocated in March of the same year that your child is due to start school.

There are strong partnerships between parents and staff to ensure a smooth and confident transition for our pupils.

5.3 Transfer from P7 to Secondary School

You can apply for an S1 place from the November of the year before your child is due to start secondary school. For more information on admission arrangements please see our website www.westlothian.gov.uk or contact the Pupil Placement Section pupilplacement@westlothian.gov.uk or phone 01506 280000.

Pupils from Toronto Primary School transfer to Inveralmond Community High School. A thorough transition programme is in place which includes:

- Partnership working between staff and effective sharing of information
- Enhanced transition provision for identified children
- 3 day visit
- P7 cluster camp

5.4 Extra Curricular Activities

Breakfast Club

Breakfast Club is free of charge and is available to all P1-P7 children.

Breakfast is served from 8am - 8.30am Monday to Friday.

Children can choose what they wish to eat from each of the following three categories:

- Cereal or toast
- Yoghurt or fresh fruit
- Milk, water or fruit juice

During breakfast club a range of indoor activities are provided. At 8.30am - 8.40am children have the opportunity to stay indoors or go outside to play. At 8.40am children make their way to their classrooms ready for school to start at 8.45am.

Before School, Lunchtime and After School Clubs

At Toronto Primary School we aim to offer a range of before school, lunchtime and after school clubs. Some of our clubs are delivered by coaches organised through our Active Schools Co-ordinator and others are delivered by our class teachers.

Clubs on offer this session include:

- Gardening
- Choir
- Football

Residential Experiences

Residential experiences are offered to P7 pupils.

P7 pupils take part in a cluster camp organised by Inveralmond Community High School and cluster primary schools.

During each residential, children will have opportunities to experience outdoor learning activities which may include:

- Climbing
- Archery
- Orienteering
- Cycling
- Team Building
- Problem Solving

Health & Safety and Pupil Welfare

6.1 Medication in Schools

Most pupils will at some time have a medical condition that may affect 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 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.

Please tell the school if your child needs medication. Forms for any child requiring medicine to be taken during school time are available from the school office or can be downloaded from the school website:

<https://torontoprimary.westlothian.org.uk/article/16454/Policies-and-Procedures>

6.2 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 ill. 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.

Children will only be sent home early in special circumstances. 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 you may check the council website for information on any school closures.

All schools have a means of contacting parents and carers via text message.

6.3 Meals and Milk

All pupils of nursery schools and classes are entitled to 0.25 litres of milk daily free of charge. Children whose parents are in receipt of qualifying benefits may also receive milk free of charge. Milk is available to other primary pupils at a reduced cost.

The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff. Children may have school meals regularly or on odd days when necessary. Children choose from three options each day. This usually includes a non-meat meal. A three coloured tray system is used. Children can order their lunch in class every day, although parents/carers are encouraged to discuss the menu with their child and pre-order meals in advance using their iPayimpact account. For more information on iPayimpact please contact our school office. The menu is also available on the Council website. If your child has special dietary requirements, please let the school know.

Health & Safety and Pupil Welfare

6.3 Meals and Milk cont.

All P1-5 children, and pupils in P6-7 whose parents are in receipt of qualifying benefits, are entitled to free school meals. Other P6 & P7 children have the option to buy a school lunch.

If a child loses or forgets lunch money, we will provide a meal and inform parents of the cost. This amount must be paid the following day.

Some parents prefer their children to have a packed lunch and facilities are provided in the school for the eating of packed lunches.

Further information and application forms for free school meals and milk can be obtained from the school or from the Council's website www.westlothian.gov.uk.

6.4 Security

The school has a security system which allows all doors to be locked electronically once the children are in school. The locking system is released automatically if the fire alarm goes off. All visitors should report to the school office via the front entrance of the school, sign in and collect a visitor's badge. The school welcomes parents and carers but asks them to help to ensure the security of the school by reporting to the school office.

6.5 Photography

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose. All parents are asked to sign a consent form before any photographs are taken.

Photographs may be added to our school blog and links to our blog added to Twitter. Photos shared publicly on our school blog or Twitter will not contain children's names.

If you have any concerns about photography, please tell the school.

6.6 Child Protection Guidelines

The safety of your child at school is a priority for the authority. All West Lothian schools follow the Lothian Child Protection guidelines. A copy can be found on www.westlothian.gov.uk

6.7 Playground Supervision

Supervision is provided in the school grounds for 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. When pupils are at school, the responsibility for their safety rests with the Local Authority. The Head Teacher and staff undertake this responsibility on behalf of the Local Authority.

Health & Safety and Pupil Welfare

6.8 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 out with their catchment area, will be responsible for any extra travelling expenses incurred.

6.9 Car Park

In the interests of safety parents must not use the car park to access the school. At no time should children be in the car park.

6.10 Requested Early Release of Pupil

There are occasions when parents wish their children to be released from school at other than normal closing times, to enable them to keep a dental or medical appointment outside school, or for other reasons. In all cases, a written request must be made for early release. Parents must then call at the school office and their child will be brought to them.

At no time should a child leave school premises during the school day on their own.

6.11 Data Sharing

On occasion, schools will make data available to partners and also academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners with information they need in order to fulfil their official responsibilities.

The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act.

6.12 Feedback, Concerns and Complaints

If you have feedback, concerns or complaints regarding the service you are receiving, these can be addressed by contacting the Head Teacher in the first instance.

If you are dissatisfied with that response you should contact:

Education Services West Lothian
Council
West Lothian Civic Centre Howden South
Road Livingston, EH54 6FF
Tel: 01506 281952

Educationcustomerservices@westlothian.gov.uk

The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request

Information is available in Braille, tape, large print and community languages.
Please contact the Interpretation and Translation Service on 0131 242 8181.

هذه المعلومات متوفرة بلغة برايل وعلى شريط ويخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

এই তথ্য আশনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষায় উপলব্ধ। অনুগ্রহ করে ইন্টারপ্রিটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিফোন 0131 242 8181

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：0131 242 8181

ਇਹ ਜਾਣਕਾਰੀ (ਬੁੱਕ) ਬ੍ਰੇਲੀਅਰ ਓ ਵੱਡੇ ਫਾਂਟੀ ਸਿਮੀ, ਟੇਪ, ਕੰਮਿਊਨਿਟੀ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ।
ਇਸ ਬਾਰੇ ਜ਼ਿੰਦਗੀ ਸੇਵਾ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸੇਵਾਵਾਂ ਨੂੰ ਇਸ ਨੰਬਰ 'ਤੇ ਸੰਪਰਕ ਕਰੋ : 0131 242 8181

اس معلومات بریل (بک) اور کمپنی کی زبان، ٹیپ، کمنیٹی اور سماج کی زبانوں میں دستیاب ہے۔
اس بارے میں زندگی سروس سے جانچنا نمبر 0131 242 8181 پر رابطہ قائم کریں۔

