



West Lothian  
Council



**Southdale Primary**  
**School Handbook**  
**Session 2025/26**

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## **WELCOME TO SOUTHDALE!**

Dear Parents and Carers,

It gives me great pleasure to welcome you to Southdale Primary School. We are delighted that you and your child are joining our school community. Southdale is a place where children are encouraged to be curious, confident, and kind, and where every family plays an important part in school life.

At Southdale, we believe that strong relationships are at the heart of successful learning. We value the partnership between home and school and know that, by working together, we can give every child the best possible start. Our dedicated staff team is committed to supporting your child to achieve their very best—academically, socially, and emotionally—while ensuring their time with us is filled with happy memories and positive experiences.

We pride ourselves on being a nurturing, inclusive school where each child is recognised as an individual with their own strengths, interests, and aspirations. We celebrate success in all its forms and encourage children to believe in themselves and their potential.

Thank you for choosing to be part of our community. I look forward to getting to know you and working in partnership with you throughout your child's learning journey at Southdale Primary School.

Warmest wishes,

Vicky Fish

Head Teacher

Southdale Primary School

## **CONTACT DETAILS**

Southdale Primary School & Early Years Centre

3 Southdale Way, Armadale, EH48 3PR

Telephone – 01506 284300

Website – [Southdale Primary School - Southdale Primary School](#)

Email – [wlsouthdale-ps@westlothian.org.uk](mailto:wlsouthdale-ps@westlothian.org.uk)

## **SCHOOL INFORMATION**

### **School Opening Hours:**

Monday to Thursday – 8.45am – 3.05pm

Friday – 8.45am – 12.20pm

### **Breakfast Club:**

Our Breakfast Club provides our learners with a healthy breakfast and allow them to sample and develop preferences for healthy options. Breakfast Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve engagement and motivation to learn. All pupils are entitled to free breakfast. The club runs from 8.00am each day and children can access this through the playground door.

There is a provision for playground supervision of pupils before the start of the school day. From 8.30am, Pupil Support Workers will be available in the school playground. During the Winter months, if the playground is icy, all pupils should come into school through the main office door. In bad weather, children will normally remain indoors at intervals where a wet weather routine is established in each classroom.

### **Morning Interval:**

P1 – P4: 10.30am – 10.45am

P5 – P7: 10.45am – 11.00am

### **Lunch:**

P1 – P4: 12.20pm – 1.00pm

P5 – P7: 12.45pm – 1.25pm

School term dates and holidays can be accessed online at:

[School Terms and Holidays - West Lothian Council](#)

## **OUR TEAM**

Southdale Primary School is one of the feeder primary schools to Armadale Academy. We are a non-denominational primary school founded in 2016. At present our roll is 276 across 11 classes.

Head Teacher – Mrs Fish

Depute Head Teacher – Mrs Stewart

Admin – Mrs Peden

Clerical – Mrs Robson

P1 – Mrs Murphy

P1/2 – Mrs Black

P2 – Mrs Anwer & Mrs Wallace

P3 – Mrs Murray

P3/4 – Mr Reed

P4 – Mr McGowan

P5 – Mrs Boyd

P5/6 – Mrs Britton

P6 – Miss Garrity

P7a – Miss Welsh

P7b – Miss Parker

PE RCCT – Mrs Hughes

HWB RCCT – TBC

Support for Learning – Mrs Hogarth

Pupil Support Workers – Mrs Barr, Mrs Brown, Mrs Lees, Miss Low, Miss McConnell, Mrs McIvor, Mrs Savage

Supervisory Assistants – Mrs Mason & Mrs Price

## **Early Learning and Childcare Team**

Early Years Officer – Mrs Shedden

Early Years Practitioners – Mrs McCorry, Mrs Shaw, Mrs Smith, Mrs Jones, Mrs Sneddon

ELC Pupil Support Team – Mrs Thompson & Mrs Mudara

## **OUR VISION & VALUES**



### **PARTNERSHIP WITH PARENTS**

Communicating with our parents is very important to us and we do this in a number of ways. First and foremost, we have an open door policy. If you require an appointment with the class teacher, please call the school office or email the school and this will be directed to the relevant member of staff to arrange an appointment.

‘What is on this week’ is sent through Group Call weekly and newsletters and Southdale Snapshot are sent out through Group Call monthly.

P1 – P3 pupils use the Seesaw App to complete home tasks and share learning. Pupils will be given log in details at the start of each session in August.

P4 – P7 pupils have access to Microsoft Teams. Pupils can complete home tasks and communicate with their teachers.

Throughout the year we hold Meet the Teacher and Sharing the Learning events. Twice a year we hold parent consultations. Appointment dates for these are arranged online. Also a full progress report is also completed for each pupil in June.

### **SCHOOL DRESS CODE**

## SCHOOL UNIFORM

# SOUTHDALE SCHOOL UNIFORM

**Full Uniform**

- Tartan skirt or pinafore
- Grey shorts, trousers, pinafore or skirts
- Tartan tie
- White shirt
- Purple jumper or cardigan

**Relaxed Uniform**

- Grey or black joggers, leggings or shorts
- White polo top
- Purple sweatshirt

Uniform does not need to be embroidered with the school badge

Please label all uniform

Our school shop DaleBay sells preloved uniform




## SCHOOL IMPROVEMENT

The main achievements of the school can be found in our Standards and Quality Report (SQR) and the plans for future improvement can be found in our School Improvement Plan (SIP). Both of these documents are available on our school website: [Southdale Primary School - Southdale Primary School](#)

## OUR CURRICULUM RATIONALE

# Our Curriculum Rationale at Southdale

**Opportunities for Personal Achievement**

- EQUITY - CREATIVITY - CELEBRATING SUCCESS - LEARNER VOICE
- Whole school Celebration Assemblies
- House Points System and Rewards
- Active Schools Tournaments
- After School & Lunch Clubs
- Pupil Leadership Roles
- School Improvement Groups
- School Improvement Focus Awards
- Sports Awards & Sports Day
- Annual Awards Ceremony
- Praisepads used by all staff
- Celebrating Success Wall Displays
- SLT Visits
- Fantastic Friday and Southdale Shoutouts
- End of term Reports

**Our Southdale Vision**



**Interdisciplinary Learning**

- SKILLS FOR LIFE LEARNING AND WORK - OUTDOOR LEARNING - SUSTAINABLE DEVELOPMENT GOALS
- Sustainable Development Goals Termly Focus
- UNCRF Termly Focus
- Pupil Interest & Learner Voice using Say, Make, Write, Do
- Outdoor Learning Focus
- Play Based Approaches to Learning at Early Level
- Careers Week Focus - Skills for life learning and work
- Southdale Skills and Strategies
- Themed Focus Week (Scottish Week, Wellbeing Week, Outdoor Learning)

**Ethos and Life of the School**

- COMMUNITY - PARTNERSHIPS - VALUES - COLLABORATION
- Themed Focus Week
- Pupil Leadership Opportunities
- House Days and House Rewards
- Meet The Teacher and Parents Consultations
- Termly Family Learning Events
- Termly and Monthly Newsletters
- Performances/Shows
- Links with the local community and local businesses and charities
- Fantastic Fridays
- Class Rewards and Mystery Envelope
- Parent Check In
- SLT Drop Ins
- Enhanced Transition opportunities

**Our Southdale Values**



**Curriculum Areas and Subjects**

- LITERACY - NUMERACY - HEALTH & WELLBEING - HIGH QUALITY LEARNING AND TEACHING
- Learning and Teaching Southdale Star Standards
- Sustainable Development Goals Focus - IDL
- Consistent approaches and resources in Literacy, Numeracy and Health & Wellbeing
- School Improvement Leads in Literacy, Numeracy, Health & Wellbeing, Digital

**Our Southdale Aims**



## **OUR CURRICULUM**

Our curriculum covers all of the learning experiences which your child will encounter during their 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:

1. Literacy / English
2. Mathematics / Numeracy
3. Health and wellbeing
4. Expressive Arts
5. Sciences
6. Social studies
7. Technologies
8. Religious & Moral Education

The purpose of Curriculum for Excellence is to ensure that all children develop the knowledge, skills and attributes they need if they are to succeed in life, learning and work now and in the future. Curriculum for Excellence aims to develop the following 4 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 approaches are used. Learning in school is based on a range of strategies including investigation, problem solving, challenges and discussion, 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. To ensure children learn effectively, they are assessed on a regular basis. Assessment takes many forms, including teacher observation, questioning, presentations, written tasks and peer and self-assessment.

Learning is divided into levels. The Curriculum for Excellence levels are as follows:

EARLY LEVEL the pre-school years and P1 or later for some

FIRST LEVEL to the end of P4 but earlier or later for some

SECOND LEVEL to the end of P7, but earlier or later for some

THIRD AND FOURTH S1-S3, but earlier for some

## **LITERACY**

Language is at the centre of pupils' learning. It is through language that they gain much of their knowledge and many of their skills. High priority is therefore given to developing pupils' ability to use English language effectively. Literacy, including Modern Languages, is pursued through an integrated programme of work involving listening, talking, reading and writing.

We are currently creating reading and writing cultures within our school where pupils will be able to develop their skills further and develop a love of literacy. Becoming a Reading School through the Scottish Book Trust is one of our main aims in literacy this year. In writing, pupils will focus on creating pieces of work over the four contexts of the curriculum; wider achievement, inter-disciplinary learning, curriculum and life and ethos of the school. Pupils will explore a range of genres and develop their own individual writing styles. Pupils will also learn to present written work in a way that can be easily understood, paying attention to punctuation, grammar, handwriting and spelling.

## **NUMERACY / MATHEMATICS**

Numeracy and Mathematics is one part of Curriculum for Excellence and it is used by children to access all aspects of the curriculum. Numeracy is a skill for learning, life and work. Being numerate involves developing an ability and confidence in using numbers that allow us to function responsibly and contribute effectively to society. Good numeracy skills are necessary for successful learning and are essential for life after school. As Numeracy is progressively developed across learning in Southdale, there will be opportunities to experience breadth, depth and challenge through a variety of approaches, including:

- Creating a challenging learning environment where learners feel valued, supported and confident.
- Active learning through the use of imaginative and interactive approaches to develop a sound understanding of Numeracy and Mathematics.
- Developing mental agility with a focus on the development of Number Talks at all stages.
- Assessment For Learning: the sharing of Learning Intentions and Success Criteria, effective questioning and feedback that informs the next steps in learning.
- Engaging with West Lothian Council Pathways and National Benchmarks.
- Encouraging learners to explain their thinking.
- Effective use of technology to support learning.
- Engaging learners by making frequent links across the curriculum so that concepts and skills are being further developed by being applied in different, relevant contexts.
- Developing Higher Order Thinking Skills through problem solving activities.
- Using a range of appropriate resources to support learning and teaching.

## **HEALTH & 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 (RSHP)
- Physical Education, Physical Activity and Sport

Programmes of work in this area are delivered sensitively taking into consideration age and stage of pupils. Parents/carers are encouraged to speak with school staff if they have any questions about the delivery of this curricular area. We are a trauma sensitive school and pride ourselves on ensuring our children's emotional well-being is top priority.

All classes enjoy two periods of PE per week; as well as additional activities on non PE days. Our whole school enjoy weekly outdoor learning as part of the experiences on offer. Sporting events and Sports Day are very popular annual events in Southdale. The school has achieved its Gold Sports Award.

Every child in Southdale reports termly on the eight wellbeing indicators. Learner conversations and "trusted adult" conversations provide opportunities for our children to develop self-regulation and feel happy and safe at school. Assemblies highlight a wide range of wellbeing issues to empower and support all children.

## **SOCIAL STUDIES**

Through the Social Studies programme pupils will learn about the world in which they live. Our aim is to develop a wide range of skills so that children can investigate and understand their environment.

Social Studies 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. By the end of P7, pupils will have acquired a wide range of IT skills from their experience of using word processing, databases, spreadsheets and graphic applications

### **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 three areas of Expressive Arts are Art, Music and Drama. Expressive Arts provides opportunities for children to develop their natural talents as well as building up self-esteem and self-confidence.

### **MODERN LANGUAGES**

In line with Scottish Government policy, our school has implemented a 1+2 approach to language learning. This approach ensures that every child has the opportunity to learn a modern language (known as L2) from P1. Additionally, each child is entitled to learn a second modern language (known as L3) from P5 onwards. Southdale's 1+2 approach is:

Language 2 (L2) French

Language 3 (L3) Spanish

At early and at first levels, children will develop generic skills in their first language. These include taking part in conversations, developing listening, reading and writing skills and knowledge about language. All of these are relevant to learning other languages. Activities include playing games, singing songs, carrying out simple instructions, and playing with simple poetry and rhyme. In this way the children begin to be enthusiastic, confident language learners from the outset.

Many of our children speak additional languages and we actively encourage them to share, use and teach these to their peers and school staff. We celebrate every learning opportunity and enjoy finding out more about other cultures.

### **RELIGIOUS & 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 religious practices in worship and explore a range of 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 Headteacher.

### **ASSESSMENT AND REPORTING**

Assessment is an integral part of the teaching process and your child will be continually assessed during their school career. The results of the assessment process allow teachers to form next steps in your child's learning.

In August 2017, The Scottish Government introduced SNSA – Scottish National Standardised Assessments for aspects of literacy and numeracy. Children in P1, P4 and P7 are assessed once a year in aspects of reading, writing and numeracy. These results form part of the overall assessment information about your child.

Your child's progress will be reported to you regularly so that you know how well your child is doing. We hold two Parents' Evenings each year for discussion with your child's teacher. These are held in autumn and spring. In addition, we will issue a written report in the summer term detailing your child's progress throughout the session.

### **SUPPORT FOR PUPILS**

At Southdale Primary, we are all committed to Getting it Right for every Child. We recognise that all children need support in their learning at some stage. Some children need more support than others and this support comes from many sources. These can include, for instance, extra teacher-help, the use of a Visiting Specialist and, advice from the Educational Psychologist or health professionals. We also have a Support for Learning teacher whose role is to support or challenge any child, or groups of children, who may need assistance. This may be in literacy, numeracy or any other aspect of the curriculum. If you feel that your child needs additional support, information and advice is available. Our Leadership Team, Class Teachers or our Support for Learning Teacher would be happy to hear from you to discuss any concerns that you may have. The Parents' Guide to Additional Support for Learning is now available to download at

<http://enquire.org.uk/publications/parents-guide>

## **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. In the event of illness please contact the school office by telephone on 01506 284300 on the first day of absence. If the absence is planned, as in the event of a family holiday, a letter of explanation should be sent prior to departure. 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 Mrs Fish (Headteacher) in writing. Please refer to the Attendance at School Policy for further information:

[Attendance\\_Policy\\_23-06-22.pdf](#)

## **HOME LEARNING**

Home learning is the link between home and school and enables parents to see what can be achieved independently by their child as well as strengthening their partnership with the school. It provides the child with practice in skills already learned in school. Any home learning provided should already have been taught and should not prove too difficult to complete. P1-3 home learning is currently issued via Seesaw and P4-7 access their home learning via Microsoft Teams.

## **EXTRA CURRICULAR ACTIVITIES**

We aim to provide a variety of free extra-curricular activities throughout the session. Clubs are offered to different stages and are available before school, lunchtime and after school. Parents are given an overview of available activities at the start of each term.

## **MUSIC TUITION**

West Lothian Council's Instrumental Music Service provides free instrumental music lessons to primary and secondary school pupils and opportunities for these pupils to play in one of the many bands and ensembles that perform regularly at a range of venues and events locally, nationally and internationally.

The Service is delivered in schools by professional instrumental music instructors who provide a structured and progressive music curriculum which is encapsulated in the four capacities of Curriculum for Excellence - to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor. The Instrumental Music Service is managed by the Coordinator of Instrumental Music who is based within Education Services.

[Instrumental Music Service - West Lothian Council](#)

## **SCHOOL MEALS**

<https://www.westlothian.gov.uk/school-meals-menu>

Pupils in Primary schools are offered a two course meal with a choice of main course, supplemented by salads and bread, and which meet the new Scottish Nutrient Guidelines for School Meals. Children will be issued with a copy of the menu termly. All Primary 1- 5 pupils are entitled to a free school meal. A daily vegetarian option is available and special dietary requirements will be catered for.

Please contact the school on 01506 284300, to discuss your child's requirements. Please also advise the school immediately should your child have any allergies.

Milk is available to purchase each term. Your child will receive a letter with all the relevant information at the beginning of each term. Parents should use Ipayimpact, an online payment system, to pay for meals and excursions. Parents will be given a letter with all registration details.

## **FREE SCHOOL MEALS / MILK**

Pupils with parents in receipt of either: Income Support Income-Based Jobseeker's Allowance Any Income Related element of Employment & Support Allowance Child Tax Credit (with no working tax credit) and whose annual income is £16,105 or less Working Tax Credit and whose annual income is £6,420 or less are entitled to a free mid-day meal.

Free school milk: All pupils of nursery - P7 pupils whose parents are in receipt of a qualifying benefit, are entitled to 0.25 litre of milk daily free of charge. For further information please refer to the School Meals and Milk Policy: [Help with school costs - West Lothian Council](#)

## **SCHOOL CLOTHING GRANTS**

School Clothing Grants are available to parents in receipt of a qualifying benefit; application forms are available from the school or online. Families in receipt of Income Support, Income-based Jobseekers' Allowance, Employment and Support Allowance - Income Related or Working Tax Credit (WTC) or Child Tax Credit (CTC) (with an annual income of £16,105 or less) can receive a clothing grant for each pupil of school age. Families not in receipt of these specific benefits but experiencing financial hardship have the opportunity to access school and PE clothing by contacting the Depute Headteacher (Mrs Stewart) directly. For further information please refer to the School Clothing Grants Policy: <https://www.westlothian.gov.uk/schoolclothinggrants>

The school works closely with The School Bank West Lothian to provide brand new school uniform and equipment for children whose parents are experiencing any financial hardship. Please talk to us - we are always happy to help. Help is also available from the West Lothian Council Advice Shop <https://www.westlothian.gov.uk/adviceshop>

### **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. 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.

### **CHILD PROTECTION PROCEDURES**

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 at [Child Protection - Health & Social Care Partnership](#)

### **EMERGENCY 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 if your child is feeling ill. Please ensure records are kept up to date by notifying the school of any change of contact details. In the event of an early closure which is unplanned (e.g. school closure due to heating failure or severe weather) children will be sent home if parents are known to be at home. Otherwise they will be sent to the 'Emergency Contact' we have on file for your child. The school uses a Group Call system to contact parents in such events.

### **SECURITY**

The school has a security system which allows all doors to be locked once the children are in school. All visitors should report to the school office via the main entrance, sign in and collect a visitor's badge. It is extremely important for school security that no adult is on the premises unless they have signed in at the school office.

### **CAR PARK**

In the interest of safety, parents must not use the staff car park to access the school. Parking is provided in the car park at Asda. We would strongly encourage parents to park in a safe parking space and walk their child across any roads. Parents are asked to park with consideration for other vehicles, shoppers and pedestrians.

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

### **ENROLMENT AND TRANSITION**

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 to promote self-esteem and a positive self-image in every pupil. Self-respect and respect for others is a priority. We treat children 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.

### **ENROLMENT AND TRANSITION**

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](http://www.westlothian.gov.uk) Each home address has a catchment non-denominational school and a catchment non-denominational (Roman Catholic) school, for both primary and secondary education.

Pupil Placement deals with all applications for pre-school, as well as for August (P1) and secondary (S1) intakes. Schools deal with applications for other stages and for P1 after the pupils start school. To apply for a place, you must fill in an application form online at <https://westlothian.gov.uk/education> To contact Pupil Placement e-mail [pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk) or phone 01056 280000.

### **NURSERY – P1 TRANSITION**

Pupils attending their pre-school year in nursery will be involved in an early years' transition programme with opportunities to become more involved in school life and meet some of the school staff.

### **PRIMARY 7 – S1 TRANSITION**

Southdale Primary School is part of the Armadale Academy cluster. The P7 transition programme begins early in the session to ensure a smooth transition to Secondary. P7 pupils attend a 3-day Transition event at Armadale Academy in June to complete the transition programme. We work in partnership with our Secondary colleagues to support young people in their transition.

### **PARENT PARTNERSHIP**

All parents and carers will automatically be members of our parent body and will be entitled to have a say in what happens at the school. We have an active and supportive Parent Partnership and all parents are welcome to attend any of the meetings which are held termly. The role of a Parent Council is to:

- support the school in its work with pupils

- represent the views of all parents
- encourage links between the school, parents, pupils, pre-school groups and their wider community
- report back to the wider parent body
- plan and organise fundraising activities to support the school

Parent council email address: [southdaleparentcouncil@gmail.com](mailto:southdaleparentcouncil@gmail.com)

Southdale Primary also welcomes parent helpers. If you wish to support the school, you will need to obtain a disclosure certificate through the PVG scheme. The PVG forms can be obtained from our school office.

### **FEEDBACK, CONCERNS OR COMPLAINTS**

If you have feedback, concerns or complaints regarding the service you are receiving, these can be addressed by contacting a member of the Senior Leadership Team 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](mailto:Educationcustomerservices@westlothian.gov.uk)