



Southdale Primary School

Handbook

2016-17

Session

Southdale Primary School

## Southdale Primary School Handbook

Southdale Primary School

Southdale Way

Armadale

West Lothian

EH48 3PR

**Tel:** 01506 284300

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

Twitter: <https://twitter.com/southdaleps>

<a href="#"><u>Contents</u></a>	<a href="#"><u>pg 1</u></a>	<a href="#"><u>Health and Wellbeing</u></a>	<a href="#"><u>pg 13</u></a>
<a href="#"><u>Welcome</u></a>	<a href="#"><u>pg 2</u></a>	<a href="#"><u>Language and Literacy</u></a>	<a href="#"><u>pg 13</u></a>
<a href="#"><u>Contact Details</u></a>	<a href="#"><u>pg 3</u></a>		
<a href="#"><u>School Context</u></a>	<a href="#"><u>pg 4</u></a>		
<a href="#"><u>The School Day</u></a>	<a href="#"><u>pg 4</u></a>	<a href="#"><u>Mathematics and Numeracy</u></a>	<a href="#"><u>pg 13</u></a>
<a href="#"><u>Reporting Absence</u></a>	<a href="#"><u>pg 5</u></a>	<a href="#"><u>Expressive Arts</u></a>	<a href="#"><u>pg 13</u></a>
<a href="#"><u>School Uniform</u></a>	<a href="#"><u>pg 5</u></a>	<a href="#"><u>Instrumental Music Service</u></a>	<a href="#"><u>pg 13</u></a>
<a href="#"><u>Clothing Grants</u></a>	<a href="#"><u>pg 5/6</u></a>	<a href="#"><u>Religious and Moral Education</u></a>	<a href="#"><u>pg 14</u></a>
<a href="#"><u>School Meals, Food and Drink</u></a>	<a href="#"><u>pg 6</u></a>	<a href="#"><u>Sciences</u></a>	<a href="#"><u>pg 14</u></a>
<a href="#"><u>Breakfast Club</u></a>	<a href="#"><u>pg 6</u></a>	<a href="#"><u>Social Studies</u></a>	<a href="#"><u>pg 14</u></a>
<a href="#"><u>Extra Curricular Activities</u></a>	<a href="#"><u>pg 7</u></a>	<a href="#"><u>Technologies</u></a>	<a href="#"><u>pg 14</u></a>
<a href="#"><u>Homework</u></a>	<a href="#"><u>pg 7</u></a>	<a href="#"><u>Assessment and Achievement</u></a>	<a href="#"><u>pg 15</u></a>
<a href="#"><u>Composite Classes</u></a>	<a href="#"><u>pg 7</u></a>	<a href="#"><u>Skills for Learning, Life and Work</u></a>	<a href="#"><u>pg 15</u></a>
<a href="#"><u>Transport and Travel</u></a>	<a href="#"><u>pg 7/8</u></a>	<a href="#"><u>Pupil Leadership</u></a>	<a href="#"><u>pg 15</u></a>
		<a href="#"><u>Reporting to Parents</u></a>	<a href="#"><u>pg 15</u></a>
<a href="#"><u>Communication</u></a>	<a href="#"><u>pg 8</u></a>	<a href="#"><u>Transition</u></a>	<a href="#"><u>pg 16</u></a>
<a href="#"><u>Concerns/Complaints Procedure</u></a>	<a href="#"><u>pg 9</u></a>	<a href="#"><u>Support for Pupils</u></a>	<a href="#"><u>pg 16/17</u></a>
<a href="#"><u>Procedure for Admission to</u></a>		<a href="#"><u>School Improvement</u></a>	<a href="#"><u>pg 17</u></a>
<a href="#"><u>School</u></a>	<a href="#"><u>pg 10</u></a>	<a href="#"><u>Emergency Contact and Medical</u></a>	<a href="#"><u>pg 17</u></a>
<a href="#"><u>Parental Involvement</u></a>	<a href="#"><u>pg 10</u></a>	<a href="#"><u>After School Club</u></a>	<a href="#"><u>pg18</u></a>
<a href="#"><u>Southdale Primary School Parent</u></a>		<a href="#"><u>PVG Information</u></a>	<a href="#"><u>pg18</u></a>
<a href="#"><u>Council</u></a>	<a href="#"><u>pg 11</u></a>		
<a href="#"><u>School Ethos</u></a>	<a href="#"><u>pg 11</u></a>		
<a href="#"><u>Southdale Primary School Aims</u></a>	<a href="#"><u>pg 11</u></a>		
<a href="#"><u>School Code of Behaviour</u></a>	<a href="#"><u>pg 12</u></a>		
<a href="#"><u>The School in the Community</u></a>	<a href="#"><u>pg 12</u></a>		
<a href="#"><u>The Curriculum</u></a>	<a href="#"><u>pg 12</u></a>		

## **Welcome to Southdale Primary School**

I am delighted to welcome you to Southdale Primary School and hope that your child will be very happy throughout their time with us. Southdale Primary is a welcoming and ambitious learning community that strives to ensure that every child reaches their full potential.

We strive to build strong partnerships with parents and carers to support the learning of every child and the overall success of the school. Our curriculum is exciting, fun and innovative to ensure that it provides appropriate support and challenge in order for all children to realise their potential.

We aim to ensure that every child is successful, now and in the future, and has the knowledge, skills and attributes they will need to flourish in life, learning and work.

I hope that the following information within this handbook will be useful to you before and during your child's time here at Southdale Primary School.

The team here at Southdale Primary look forward to working in partnership with you and should you have any issues, concerns or ideas for improvement, please feel free to share these with us.

Geraldine Armstrong

Head Teacher

## Contact Details

Southdale Primary School

Southdale Way

Armadale

West Lothian

EH48 3PR

**Tel:** 01506 284300

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

Southdale Nursery Class

**Address:** as above

**Tel:** 01506 284304

**Head Teacher:** Mrs Geraldine Armstrong

**Council webpage:** <https://www.westlothian.gov.uk/article/9186/Southdale-Primary-School>

## School Context

Southdale Primary School is non-denominational and provides for stages Nursery – P7. The present roll is 48 - Nursery and 117 - Primary.

Southdale Primary School is staffed by a Head Teacher, a Principal Teacher, class teachers for 6 classes P1-7. Nursery is 36/36 with wraparound provision also part of the school structure. We also have a visiting specialist teacher in brass instruction, pupils are selected through a process of testing.

An Administrative Assistant, Pupil Support Workers, Facilities Management Assistants, Kitchen Staff and Cleaning Staff make up the range of support staff in school, which provides vital services to the pupils.

## The School Day

### Primary 1 – 7

8.45am – 10.30am

10.30am – 10.45am – morning break

10.45am – 12.35pm

12.35pm - 1.15pm – lunch

1.15pm - 3.05pm

On Fridays, all children leave at 12.20pm

School term dates and holidays can be accessed online at: <https://www.westlothian.gov.uk/article/8318/School-Terms-and-Holidays-20162017>

## Procedures for reporting your child's absence

Should your child require to be absent from school you must contact the school office by 9.30am to inform staff of the reason for absence. This practice must be repeated each day that your child is absent. We will follow up any unreported absence and should we fail to be able to contact parents/carers, information will be passed to appropriate authorities who will then pursue the reasons for absence. Please refer to the Attendance at School Policy for further information:

<http://www.westlothian.gov.uk/media/2101/Attendance-at-School-with-Guidelines/pdf/AttendanceatSchoolwithGuidelines.pdf>

## School Uniform

The school uniform is as follows:-

- Tartan skirts and pinafores
- Purple school jumper
- White shirt or polo shirt
- Grey Trousers
- Tartan tie
- Black shoes
- Grey blazer with blazer badge
- White /grey socks

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

### PE Wear

Shorts

White T-shirt with or without logo

Black/white gym shoes

A drawstring bag or plastic carrier with child's name is useful for holding P.E. wear.

We are currently working with a uniform company to provide items to order. Please contact the school office for up to date information.

**A shirt and tie will be required to be worn for class/group photographs and when pupils are representing their school in public as this will remain the official school uniform.**

The school's dress code is based on The Dress Code for Schools Policy:

<http://www.westlothian.gov.uk/media/2136/Dress-Code-for-Schools/pdf/SchoolDressCode.pdf>

## Clothing Grants

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) 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.

Pupils staying on at school beyond school-leaving age are deemed to have any requirement for assistance with clothing met by way of an Education Maintenance Allowance and are not provided with clothing grants.



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 school and sports clothing through a school clothing store. For further information please contact Carol McKenzie in the school office.

For further information please refer to the School Clothing Grants Policy:

<http://www.westlothian.gov.uk/schoolclothinggrants>

## **School meals, food and drink**

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.

Special dietary requirements will be catered for. Please contact the school office or kitchen supervisor, Mrs Dunn, 01506 284307, to discuss your child's requirements.

Please also advise the school immediately should your child have any allergies.

### **Free School Meals:**

All P1-3 pupil and 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 schools and classes, all P1-7 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:

<http://www.westlothian.gov.uk/article/3787/Free-School-Meals>, or by contacting Stuart Isbister, Pupil/Student Benefits Officer either by phone on 01506 281952 or by emailing [stuart.isbister@westlothian.gov.uk](mailto:stuart.isbister@westlothian.gov.uk).

## **Breakfast Club**

All primary aged children are now entitled to a breakfast free of charge. The breakfast club runs from 8am – 8.30am, at which point playground supervisors are on duty and this allows the children to go out into the playground to join their peers. A range of nutritious options are available to the children to give them a great start to their day and to help develop healthy lifestyle choices.

The breakfast 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.

For further information please contact the school office or the breakfast club staff.

## **Extra Curricular Activities**

We have started to provide extra curricular activities which include a drama club, football training and Scottish dance. Children will be updated throughout the school year of other activities and clubs.

## **Homework**

The main aims of setting homework are to reinforce learning, establish positive study habits, promote independent learning and give parents/carers further information about their child's learning at any particular time. The nature of homework tasks is left to the discretion of the teacher but may consist of a piece of reading, spelling, some personal research or a short extension of learning previously undertaken. Time spent on homework will vary according to the age of the child. Please ensure that your child undertakes their homework tasks in an appropriate environment away from distractions.

## **Composite Classes**

When pupil numbers make it impossible to have a single year class, it is often necessary to form composite classes. Class size legislation now dictates that all P1 classes should be a maximum size of 25 pupils, P2 and P3 should be a maximum of 30 and P4 – P7 should be a maximum of 33 pupils. Composite classes should have no more than 25 pupils. It has now become necessary to re-structure our P1-3 classes on an annual basis and inevitably this will include the creation of composite classes. The academic and social needs of pupils within the composite classes are well planned for and no parent should have any reservations about their child being part of such a class. The creation of composite classes is in keeping with West Lothian Council guidelines. Copies for parents are available from the school or can be downloaded from the West Lothian Council website.

## **Transport and travel**

Pupils wishing to travel by bus to school should purchase tickets from school. Further information about specific bus routes can be obtained from the school office.

## **Car Park**

Southdale Primary has a drop off and pick up facility for parents within the school car park. It is important that parents use this facility for this purpose alone to prevent further congestion. Parking facilities are not available to parents within the school car park. Children should under no circumstances cross the school car park in the interests of health and safety. Please comply with those regulations to help ensure the safety of all the children in our care. We have an active Travel Committee comprising staff, pupils and parents, who constantly review the car park issues.

## **Walking To School**

Southdale Primary encourages children to walk to school to promote physical activity and to ease traffic congestion around the school.



## **Cycling To School**

Southdale Primary encourages children to cycle to school and cycle racks are available for the securing of bicycles. Please remember that bicycles are left at your own risk. Cycle safety must be adhered to at all times and all cyclists must wear helmets. No cycling is permitted within the boundaries of the school.

## **School Photographer**

The school photographer visits school on an annual basis to take individual/family and class photographs.

## **Communication**

We aim to communicate regularly and in a timely fashion with parents. Our school Twitter account provides detailed, up to date information about the life of the school and shares learning as it happens. Parents/carers and children are encouraged to post comments on Twitter. A short monthly newsletter includes information from the head teacher, general school information and dates of up and coming events. Important dates are also published in each newsletter so that parents can have plenty notice of events.

“**Group Call**” is a text messaging facility, which enables us to make quick and easy contact should we require to. Please ensure that your emergency contact details are up-dated as required.

Our plasma screen in the front entrance also provides information about the school with photos of recent activities providing further evidence of the vibrant life of the school.

Should you require to contact us in writing, by telephone or by e-mail, you will find contact details on the website and on school documentation and communication.

## Concerns/Complaints Procedure

There may be occasions throughout your child's time at Southdale Primary when you need to raise a concern or make a complaint about the service we offer. We aim to deal efficiently and effectively with all concerns and complaints and resolve those to your satisfaction.

Office staff will be able to direct you to the member of staff, most able to deal with your concern or complaint in the first instance or alternately you can contact any of the teaching staff or management team directly. Contact can be made in writing, by telephone, through the school e-mail address or in person via the school office.

If you have any continuing concerns or complaints regarding the service you are receiving these can be addressed by contacting Mrs Armstrong, the Head Teacher.

Should you continue to be dissatisfied with that response you should contact:

Customer Services Manager  
Education Services  
Customer Care  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF  
Telephone Number: 01506 280000

If you are dissatisfied with the outcome of your complaint to Education Services Customer care, you can write to the Council's Chief Executive, who will look at the outcome and decide if more action is needed. You can contact the Chief Executive at:

West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF  
Tel: 01506 280000

If, in exceptional circumstances, it is felt that the case has not been resolved to your satisfaction, you should contact:

Local Authority Ombudsman  
4 Melville Street  
Edinburgh  
EH3 7NX  
Telephone: 0131 225 5300

The Complaints Policy and Procedures for Education and Cultural Services is available in booklet form on request or can be downloaded from the West Lothian Council website.

For further advice please refer to the Comments and Complaints Procedure for Education:

<http://www.westlothian.gov.uk/complaints>

## Procedure for admission to school

West Lothian is divided into catchment areas for primary and secondary schools. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education. Although the Council aims to provide enough places for all children in the catchment area at a catchment school, living within a catchment area does not guarantee a child a place at a catchment school. Parents can request a school other than one of their catchment schools. This is known as a 'placing request'. Parents can request that their child go to any primary school in West Lothian regardless of their religion. The council must grant these requests unless there is a legal reason not to.

Should your child be offered a place at Southdale Primary, or you would like to visit, prior to making a request for a place, please contact the school office to arrange a suitable date and time. A member of the school management team will meet with you to share information about the school and show you around the school building.

Further details of the policy and procedure for admission to primary and pre-school education can be found here:-

- Pre-School Admission Policy: <https://www.westlothian.gov.uk/media/2211/Pre-School-Admission---Policy-and-Procedure/pdf/preschooladmission.pdf>
- Primary School Admission Policy: [http://www.westlothian.gov.uk/media/2215/Primary-School-Admission---Policy-and-Procedure/pdf/Primary\\_School\\_Admission\\_-\\_Information\\_for\\_Parents.pdf](http://www.westlothian.gov.uk/media/2215/Primary-School-Admission---Policy-and-Procedure/pdf/Primary_School_Admission_-_Information_for_Parents.pdf)

## Parental Involvement

Parents are encouraged to be active participants in their child's learning, as this maximises each child's potential to achieve success. A number of opportunities are planned to share information relevant to each child's learning and these will include, formal and informal meetings with staff, Twitter, curricular evenings, open afternoons, performances, written advice/guidance, information in monthly newsletters, advice about homework, opportunities to be involved in the planning of learning and annual reports.

Parents are encouraged to come into school and offer their help in a variety of ways to support the learning of our children. This could include working with individuals or small groups of children, helping teachers and pupils with classroom display, art activities, educational outings or becoming a member of one of our parent groups. In addition, parents are encouraged to share any individual talents they may have with the children. This support is invaluable, is very much appreciated by the staff and has a positive impact on our pupils. Any parent wishing to offer help in any way is asked to contact the school.

In the interests of child protection and safety, all regular parent helpers must be PVG checked before being permitted to assist in class or on outings. PVG forms are available from the school office. New guidance for parents is currently being developed within school, to ensure that all parents are clear about their roles and responsibilities.

Please refer to the council's Parental Involvement Strategy for further information:

[http://www.westlothian.gov.uk/media/13253/Parental-Engagement-Framework/pdf/160817 -  
\\_Parental\\_Engagement\\_Framework.pdf](http://www.westlothian.gov.uk/media/13253/Parental-Engagement-Framework/pdf/160817_-_Parental_Engagement_Framework.pdf)

## Southdale Primary School Parent Council

Our first Parent Council was established in November 2016. Parents, carers and guardians of pupils at the school comprise the Parent Forum and any member can volunteer to join the Parent Council. The parent members of the Parent Council represent the entire Parent Forum.

The Southdale Primary School Parent Council has four main objectives,

- work in partnership with the school to create a welcoming school which is inclusive for all parents
- promote partnership between the school, its pupils and all its parents
- develop and engage in activities which support the education and welfare of the pupils
- identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

The Parent Council meets on a regular basis and exists to allow parents an input into the running of their child's school. The Parent Council can help the school management team resolve general problems and the development of new initiatives. It can also assist in the exchange of information between parents and the school.

The Parent Council represents parents' views on general matters of interest and/or concern. The Parent Council, however, does not discuss matters on an individual basis. For example the Council will discuss matters arising which affect the majority of the school – not individual issues such as a child's learning plan or a child's individual behaviour within school.

The Parent Council is required to deliver an annual report on its activities. In order to ensure that the Parent Council addresses the needs of the Parent Forum, they seek and encourage parents' thoughts, suggestions and opinions. The Parent Council is accountable to the Parent Forum. For more information please contact the school office.

## School Ethos

We believe that it is essential to create a school community where a fundamental value system is at its core, helping us to get it right for every child. The values of wisdom, justice, compassion and integrity guide us towards our goals and give us a framework to ensure that all of our children are equipped through their education to become successful learners, confident individuals, effective contributors and responsible citizens.

## Southdale Primary School Aims

We are currently working with all stakeholders within the Southdale community to develop a vision and set of aims that are ambitious and ensure that all of our children have the best start in life and are ready to succeed.

Our vision will be set against that of the National Improvement Framework,

- **Excellence through raising attainment:** ensuring that every child achieves the highest standards in literacy and numeracy, set out within the Curriculum for Excellence levels, and the right range of skills, qualifications and achievements to allow them to succeed; and
- **Achieving equity:** ensuring that every child has the same opportunity to succeed.

## **School Code of Behaviour**

At Southdale Primary School we promote positive behaviour in school and in the playground. Consistent procedures are used throughout the school to promote a positive ethos based on respect, fairness and equality.

We believe that everyone has the right to work and learn in an atmosphere that is free from victimisation and fear. Staff will manage incidents of indiscipline in a sensitive, professional manner and will apply sanctions as appropriate. We are currently working with staff, parents and pupils to develop our positive behavior policy.

The need to maintain a positive partnership with parents/carers is well recognised. Your help and support are vital if discipline is to be effective. We will aim to share your child's successes with you and will contact you at an early stage should we have any concerns about the behaviour or attitude of your child.

## **The School in the Community**

Southdale Primary School is beginning to establish links within the community to enhance the learning experiences of the children and to enable the children to share their learning and further develop as effective citizens.

The school is working with the other schools within the Armadale Academy Cluster and with St. Anthony's Primary School. There are a variety of activities organised to promote successfully transition of our children to Armadale Academy.

Within the wider community we are establishing partnership working with local businesses which include Wee Gems nursery, Arnold Clark and the Community Council. The school is also supported by the community police officers and the minister at Armadale Parish Church.

## **The Curriculum**

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

Curriculum for Excellence aims to ensure that all children in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work. The curriculum is organised into eight broad categories.

Further information about Curriculum for Excellence can be found on the Education Scotland Website.

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

Planning for learning takes place in consultation with learners and parents, prior to a new inter-disciplinary topic being introduced.

Please contact the school should you require further information about the curriculum.

For further information regarding the curriculum at national level visit:

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

## **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.

## **Languages and Literacy**

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.

## **Mathematics and Numeracy**

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.

## **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.

## **West Lothian Council Instrumental Music Service**

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 teachers 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 a Principal Officer who is based within Education Services.

## **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.

Parents have the right to withdraw their child from religious observance and would do this after consultation with the class teacher. Alternative learning experiences would be planned that promote personal reflection on values and related issues.

## **Sciences**

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.

## **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.



## **Assessment and achievement**

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.

### **Standard Assessment**

All P1-P7 pupils undertake a range of computer based assessment in numeracy and literacy as required by West Lothian Council. Further information can be accessed by clicking on the related link.

<http://www.westlothian.gov.uk/article/2811/Adaptive-Testing>

## **Skills for Learning, Life and Work**

Children at Southdale Primary School are provided with planned experiences across all levels to develop and demonstrate a variety of skills. These include literacy, numeracy and health and well being skills across learning, thinking skills (remembering, understanding, applying, analysing, evaluating, creating), personal learning planning, working with others, leadership, physical co-ordination and movement and enterprise and employability. These skills and attributes should provide them with a sound basis for their development as lifelong learners in their adult, social and working lives.

## **Pupil Leadership**

There are four established groups within school that allow all children to work across levels and have leadership opportunities. These are the Rights Respecting Schools group, the Charity group, the Outdoor Learning group and the Community group. Each of these groups gives every child the opportunity to develop skills that will enable them to develop within the 4 capacities. To become successful learners, confident individuals, responsible citizens and effective contributors.

There are other opportunities for children to take on additional responsibilities and these include Buddies, Monitors, House Captains and Digital Leaders.

All pupils are actively encouraged to be involved in the wider life of the school and they have many opportunities to be involved in the decision making process. Every child has the opportunity to put themselves forward for to be a Pupil Rep and to meet with the head teacher monthly to discuss school issues.

## **Reporting to parents**

There are two formal opportunities, in October and March, for parents and teachers to discuss the progress of individual learners. One written progress report is produced annually in June. Teachers are willing to discuss individual progress at any time should there be concerns or issues surrounding the child. Arrangements for this can be made by appointment.

## Transitions

### Nursery/P1 Transition

Every opportunity is taken to familiarise our nursery pupils with life in the primary school. They attend assemblies, work with specialist teachers, undertake whole school activities such as enterprise, fund raising, eco-school activities and they quickly become familiar with school staff and the school building. Towards the summer term additional opportunities are planned when nursery children will spend time with their P1 teacher, will spend time in the playground and will meet the other children in their class. An induction meeting for new P1 parents takes place in June. A buddy system is in place, which allows older pupils to support their younger peers. P1 teachers will have detailed knowledge of each child in order to ensure a smooth and seamless transition.

### P7/S1 Transition

Each secondary school admits pupils from a number of associated primaries. Southdale Primary School is associated with Armadale Academy and the children living in the catchment area of the school would therefore normally transfer there for their secondary education.

Armadale Academy Cluster has excellent transition arrangements with a programme starting early in the P7 year. Children have many opportunities to visit the High School and become familiar with a range of staff. Additional support is available to pupils who require this during the transition period.

Parents' evenings are arranged by Armadale Academy, early in the new school session, to provide parents with the necessary information about transition. Contact details are as follows:

Armadale Academy  
West Main Street  
Armadale  
West Lothian  
EH48 3LY  
Tel. No. 01506 282145  
Head Teacher – Mrs Carol McDonald

## Support for Pupils

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.

The 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/media/2200/Focus-on-Inclusion/pdf/focusoninclusion.pdf>

Support for learning is offered to children in a variety of ways dependent on their individual needs and personal circumstances. We use staff in a flexible manner ensuring that we can respond to emerging needs and offer an appropriate level of support. We help children to develop a range of strategies, use a range of resources and promote independence so that they can attain and achieve to the best of their ability.

In addition to this, we also have a system in place for supporting children with emotional and/or social needs. 'Support Circles' offer pupils an opportunity to work in a small group to develop communication skills, self esteem, confidence, self worth and enterprising skills.

If you feel that your child needs additional support, information and advice is available from your 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](mailto:info@enquire.org.uk)

an online enquiry service two websites - [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) and [www.enquire.org.uk/yp](http://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).

## School Improvement

Southdale Primary School continuously strives to improve the educational provision for the children in its care and the service it offers to parents. An annual Standards and Quality Report is produced which details progress made towards identified targets. An annual School Improvement Plan is also produced which outlines key areas for development for the school session, including plans to ensure continuous whole school improvement over the next three years.. These documents are available from school and can be accessed electronically through the West Lothian Council website.

## Emergency Contact and Medical Information

Emergency Contact and Medical Information forms are completed by all parents and are kept in the School Office. Please ensure that the information on these forms is kept up to date and that the School Administrator is notified of any changes (including temporary arrangements) as soon as possible.

Education Services policies can be accessed online at:

<https://www.westlothian.gov.uk/article/2607/Education-Policies-and-Procedures>

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

## **After School Care**

Southdale Primary School has three private companies at present who collect children from school at the end of the day for after school care. The details of these companies are as follows:-

- SIMPLY PLAY    ARMADALE    07985763377
- THE CLUB        WHITBURN    01501 228220
- LITTLE OWLS    ARMADALE    07949915782

## **PVG Information**

If you would like to volunteer to help in class or on any school excursions we require a valid PVG disclosure. If you do not have a PVG disclosure please contact the school office on 01506 284300 for a PVG form.