



Longridge Primary School  
School Road  
LONGRIDGE  
West Lothian  
EH47 8AG

Tel/Fax 01501 770208

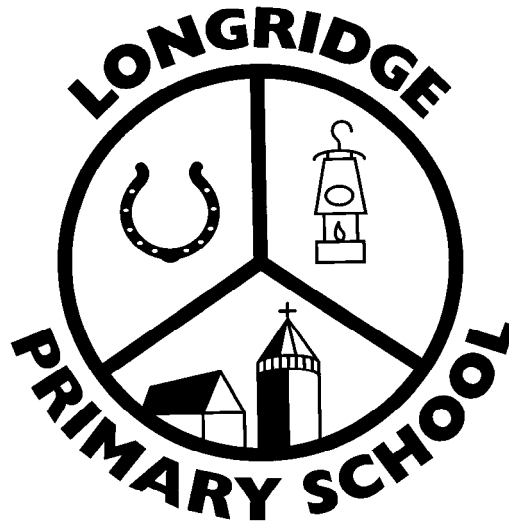
Head Teacher Mrs Elsie Aitken



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## WELCOME LETTER FROM STAFF



Dear Parents

The staff at Longridge Primary School would like to extend a warm welcome to all our new parents and pupils. We are delighted that your child will be coming to our school and we look forward to working in Partnership with you in the education of your family.

This handbook has been prepared to provide you with general information about the school, our facilities, our aims, the curriculum and our methods. I trust that you will find this helpful.

Up to date information is given in comprehensive newsletters which are issued to pupils on a regular basis giving information about events and items of interest.

We are committed to good communication between home and school and we are happy to see parents to discuss any matters affecting their child's education.

Due to the heavy teaching commitment of all staff, if you wish to discuss any matter, a telephone call or note to arrange an appointment is helpful so that a mutually convenient time can be arranged.

Yours sincerely

The Staff at Longridge Primary School

## INTRODUCTION

Our school is a co-educational non-denominational school, situated in the northeastern corner of Longridge village.

The present building was opened in 1975 and was an Infant School until 1992. It replaced the original school which was destroyed by fire in 1974. Since 1992 we have been a Primary School and now have composite classes varying in size according to numbers of pupils at each stage.

In August, 1997, our Nursery Class opened in the Village Hall and was subsequently situated in the school building when the extension was added in Spring 1999. Since August 1999 we have had Nursery provision, mornings and afternoons. We have Pre - school (4 year - olds) and Ante Pre - school (3 year - olds) children.

The refurbishment of our main building in 1992 gave us a bright, welcoming and comfortable school, providing a pleasant learning and teaching environment. The school was extended by one classroom and a nursery room in June 1999 and was opened by the Rt. Hon. Sam Galbraith. In December 2003 a second extension added another classroom, a medical room and additional toilets and cloakroom space. The additional accommodation has given us the much needed space to meet the needs of a modern curriculum.

The school is open plan. The dining area adjacent to the kitchen has a cooker and sink for pupil use. This area is also used as a teaching area.

All P.E. activities take place in the Village Hall.

The school sits in spacious open grounds with panoramic views of Edinburgh, the Pentland Hills, Livingston, Bathgate and the Bathgate Hills.

Around the school building there is a tarmaced play area and grassy play areas for ball games. There is also a playground provided by the District Council, within school grounds, which we use in fine weather. (Pupils are only in this area when accompanied by a member of staff). At the rear of the school there is a small garden. It is hoped that over the next year the pupils will once again begin developing the school grounds and we are intending to take part in this year's Levensat Environmental Award which we've won twice in the past.

The school is governed by West Lothian Education Department and the Director is Mrs Kate Reid who is based at:

Education Services  
West Lothian House  
Almondvale Boulevard  
Livingston  
Tel No. 01506 776000

## **AIMS**

- 1. To work together to provide a positive learning environment in which each of our pupils is valued and supported.**
- 2. To plan and deliver an appropriate and effective curriculum using a variety of learning and teaching strategies for all of our pupils.**
- 3. To improve the quality of educational service to all of our pupils through the professional development of our staff team.**
- 4. To improve the quality of learning and teaching experiences for all of our pupils through the effective management of resources.**
- 5. We aim to work in partnership with our pupils our parents / carers, the pupils ' extended families and the wider community for the benefit of all.**
- 6. We aim to improve the standard of attainment within our school by enabling all of our pupils to work to the best of their ability.**

## STAFFING COMPLEMENT

MRS AITKEN	Headteacher
MISS DOCHERTY	P6/5/4 Teacher
MRS CROSBY	P4/3 Teacher
MRS GREEN	P2/1 and Principal Teacher
MS HAMILTON	P7/6 Class Teacher
MRS LIVINGSTON	Learning Support / Early Intervention Teacher
MRS TROUP	Nursery Teacher
MRS BURDON	Nursery Nurse
MRS SPEIRS	Secretary
MISS QUIPP	Auxiliary / Playground Supervisor
MRS CARTY	Classroom Assistant
MRS McCORMACK	Classroom Assistant
MRS IRVINE	Support Assistant
MRS STEWART	Cleaner / Caretaker
Ms McKAY	Kitchen Assistant
MRS WARDLAW	Kitchen Assistant

Kitchen staff are employed by West Lothian Contracts (Catering) while cleaning staff are employed by West Lothian Contracts (Cleaning).

## SCHOOL BOARD

A School Board was formed in November 2001:

### **Recently elected parents**

Mr. Stuart Anderson  
Mrs Alice Kyle  
Mrs Laura Quilter  
Mr Tim Oakes (Chairperson)

### **Techer Representative**

Miss Nicola Hamilton

### **Co-opted members**

Rev. Tom Preston  
Mr C Wade

The School Board will meet at least four times a year and minutes will be available on display in the school for any parent who wishes to read them. The Board will keep parents informed of issues affecting them and will ask for parent's support when necessary.

## PALS AND CO

### PARENTS ASSOCIATION LONGRIDGE SCHOOL AND THE COMMUNITY

<b>CHAIR</b>	<b>Mrs Aitken</b>	<b>Headteacher</b>
<b>SECRETARY</b>	<b>Mrs Ann Speirs</b>	<b>Parent Representative</b>
<b>TREASURER</b>	<b>Mrs Marian Carty</b>	<b>Community Representative</b>

### COMMITTEE

<b>Mrs Doris Green</b>	<b>Staff Representative</b>
<b>Mrs Margaret Buchanan</b>	<b>Parent Representative</b>
<b>Mrs Gem Cross</b>	<b>Parent Representative</b>
<b>Mrs Jessie Dorward</b>	<b>Community Representative</b>
<b>Mrs Wilma Hannah</b>	<b>Parent Representative</b>
<b>Mrs. Pauline McKenzie</b>	<b>Parent Representative</b>
<b>Mrs Dorothy Mulligan</b>	<b>Parent Representative</b>
<b>Mrs Diane Thow</b>	<b>Parent Representative</b>
<b>Mrs Jewell-Smith</b>	<b>Parent Representative</b>
<b>Mrs Docherty</b>	<b>Parent Representative</b>
<b>Mrs McLaughlin</b>	<b>Parent Representative</b>
<b>Mrs Young</b>	<b>Parent Representative</b>
<b>Mrs Keenan</b>	<b>Parent Representative</b>
<b>Mrs Whigham</b>	<b>Community Representative</b>

PALS and CO was formerly called Longridge Parent/Staff/Community Association. This was felt to be rather long and the new name was adopted by the office bearers and committee at one of their meetings. This group run fund-raising events to provide equipment for the school, subsidise outings, pay the mini-bus hire, and handle the ordering of school wear. All the fund-raising events also provide occasions for the school and community to come together.

## SCHOOL UNIFORM AND OUR SCHOOL LOGO

In accordance with Authority Policy, children at Longridge Primary School are encouraged to wear school uniform. Ordering of school wear is handled by Pals and Co. Orders are taken twice a year and payment is expected with your order.

Parents, staff, pupils and the community were involved in choosing colour schemes and designs. Sweatshirts are navy blue and are worn with pale blue Polo shirts. Our logo is sewn on these. Starting from August 2003, our Primary 7 pupils wear pale blue sweatshirts and navy blue polo shirts. Skirts and trousers are grey, black or navy blue.

The logo has a navy-blue background with gold stitching. The circular outline encompasses the village and the surrounding area. The logo is divided into three parts and into each of these is stitched one of the following:

- a Church with a steeple to remind us that the church steeple ( before it was removed for safety reasons ) could be seen from the Firth of Forth by sailing ships , long before the end of the 19th century
- a miner's lamp depicting the villagers' association with this industry until the mine closures
- a horseshoe which serves two purposes. Horse drawn coaches travelled through Longridge more than a century ago and quoiting was a popular game in 1886.

These are therefore three historical features.

As an experiment this year our P7 pupils will be allowed to wear a pale blue sweatshirt and navy polo shirt to identify them as senior pupils.

The Nursery Class has a teddy bear logo on royal blue sweatshirt with 'Longridge Nursery Class'. Polo shirts have the same logo and are pale blue.

## THE SCHOOL WEEK

### NURSERY CLASS

Mondays, Tuesdays, Wednesdays and Thursdays.

A .M. sessions are from 9.00 - 11.45 and

P.M sessions are from 12.25 - 3.10

On Friday mornings the group alternates since there is no afternoon session.

### P 1 - P 7

Mondays, Tuesdays, Wednesdays and Thursdays.

MORNING SESSION - 9.00 a.m. - 12.30 p.m. (with a 15 minute break).

AFTERNOON SESSION - 1.10 p.m. - 3.20 p.m. (P1 and P2 finish at 2.40 p.m.)

Fridays - Children are in school for the morning session only.



## **TERM DATES AND HOLIDAYS**

An electronic link to these dates can be accessed by clicking here [School Term Dates](#)

### **APPLICATION FOR ADMISSION TO PRIMARY SCHOOL**

Children whose fifth birthday falls between the 1st March and the last day of February of the following year, join Primary 1 in August. Notices appear in the local shops, the village hall and an intimation is made through the local church. Our usual practice is to send a personal letter to all of our pre-school children when we know that they will be coming to school, giving application arrangements. Parents can of course contact the school to make alternative arrangements if required. When application for admission to Primary School has been granted by the Authority all the children will have an opportunity to visit school and meet the other pupils and the staff in the summer term. Children who attend our Nursery Class will have their P1/Nursery liaison visit arranged in school.

Families who live outwith the school's catchment area may make a Placing Request to the Authority for a Primary 1 pupil. Forms and information are available from school.

Application for admission of pupils to all stages of the school may be made at any time, if places are available.

### **PRE-SCHOOL CURRICULUM**

The following are key aspects of the work carried out in Nursery.

Emotional, personal and social development

Communication and language

Knowledge and understanding of the world

Expressive and aesthetic development

Physical development and movement

Further information is available in a separate Nursery Booklet.

## 5-15 CURRICULUM

The 5 - 14 Guidelines cover five main areas of learning and teaching which our children meet between the ages of 5 - 14. These areas are: -

LANGUAGE

MATHEMATICS

ENVIRONMENTAL STUDIES

EXPRESSIVE ARTS

RELIGIOUS AND MORAL EDUCATION

A variety of methods, materials and learning programmes in each of these areas will be matched to our pupils' needs.

### LANGUAGE

Listening, Speaking, Reading and Writing are important parts of Language and are taught and assessed as a separate area but the use of language permeates every area of the curriculum.

Activities take many forms. Early on we listen, observe and assess where a child has reached in their Language Development in consultation with the Nursery staff if appropriate. Initially we use a structured reading programme published by Longmans and at later stages pupils read and study novels, newspapers, biographies and non-fiction books.

**The importance of reading cannot be over-emphasised as it has such a profound effect on all areas of learning. We have built up an extensive library of fictional and non-fictional books to which all of our pupils have access.**

The mobile library van comes to school on Thursday mornings at 11.30 to encourage our pupils to use their reading skills. The assistant Dan plays an important part in the life of the school. Adults are welcome to use the facility.

Children should be encouraged to read for enjoyment at home and in school as this gives them a wide experience to draw from.

Pupils are encouraged to write from the early stages of school and in the Nursery Class too, moving from pictorial writing to personal, report, letter and imaginative writing.

Pupils are given the opportunity to study examples of good practice produced by authors, journalists and in fact their peers. A Writing Workshop is carried out once a week by all pupils in the school at the same time in order to highlight the importance of this skill.

Presentation, spelling, punctuation and grammar are skills which are developed through carefully planned teaching. Word processors are tools of technology which aid writing and are in constant use in our school.

## **EARLY INTERVENTION**

We are involved in the Early Intervention Initiative directed by the local authority in which additional staff have been trained. Early Intervention focuses on the development of reading skills and additional resources have been made available to us in Primary 1, 2 and 3 classes. The children are taught in smaller groups for a set period of time each week. Their progress in these skills is carefully monitored and the work is planned from these assessments. Early Numeracy Development is currently under way in these same classes and again the children are having an opportunity to work in a smaller group because additional staffing is allocated during these periods.

## **MATHEMATICS**

In our school we aim to help our children to become numerate, to enjoy putting their Mathematical skills to use in real situations. Our programme for mathematics is taught in line with 5-14 guidelines which lay down the steps for progression. Our programme for planning, assessing and recording was complemented in the recent HMI Inspection. The school is well resourced in this area which covers Information Handling, Shape Position and Movement, Number, Money and Measurement, Problem Solving and Enquiry.

## **ENVIRONMENTAL STUDIES**

Environmental Studies includes the development of knowledge, understanding and skills in Science, Geography, History, Technology, Health Education and Information Technology.

Pupils' learning is enriched by their awareness of the environment, by their observation of their surroundings. Through this area, pupils learn about the world around them and develop skills to interpret it. Our local area and community provide a starting point from which understanding can grow to encompass other places and other times. In this way, pupils can come to make sense of their world and develop a caring attitude towards the environment. Senior pupils take part in the Levensat Trust Initiatives each year where they are encouraged to improve their local environment.

Science is taking a bigger part in Primary school learning and staff are being assisted in this by the local Authority Science Curriculum Team.

## **EXPRESSIVE ARTS**

The Expressive Arts involve the study of P. E., Dance, Drama, Music and Art. The range of activities is exciting, challenging and varied. We have specialist staff in the school on occasions to assist school staff in delivering a well-planned programme of activities which follow the 5-14 guidelines. All P.E. lessons are held in the village hall. Shorts, T - shirts and gym shoes with good gripping soles, make up a kit for these lessons and provide each pupil with freedom of movement and contribute towards safe and enjoyable learning activities. Even although trainers are worn to school, a change of shoes is necessary.

Our P4/5/6/7 pupils have swimming tuition at Fauldhouse Community Centre Pool usually in the summer term.

These pupils are also offered skiing lessons at Polmonthill Ski Centre between October and December. Pupils also take part in a range of sporting events throughout the school year. These include football, rugby, hockey and athletics. Throughout the year pupils are given the opportunity to take part in drama and dance workshops and also to watch performances by theatre groups, puppeteers and dance groups.

## **RELIGIOUS AND MORAL EDUCATION**

Programmes of study look in detail at Christianity, Other World Religions and Personal Search.

Education is about the development of the whole person. Religious and Moral Education deals with the development of the person in relation to self-awareness, relationships with others and the realm of beliefs, values and practices which go to make up a religious outlook on life. It makes an important contribution to the personal and social development of our pupils.

While Christianity is the major religion of this country, pupils are encouraged to develop an understanding of and respect for people of other faiths and those who adopt a non-religious stance in their lives.

Parents who wish to withdraw their children from R. E. may do so and are asked to intimate this to the school in writing.

The school has good relationships with Longridge Church and the new minister Rev Tom Preston has already been involved in the life of the school. Members of other faiths may visit the school to give an insight into their faith.

Each term assemblies are planned and conducted by our pupils, each class taking one in turn. Weekly assemblies are taken by staff.

## **ASSESSMENT**

Assessment of pupils work takes many forms including formal, diagnostic and informative assessment this information is used to help class teachers to plan and implement programmes of work for the pupils.

Part of the 5-14 programme of development includes a requirement that attainment tests in Language and Maths be carried out. Testing in our school takes place when pupils are ready to move on to the next level within the 5-14 curriculum. Targets and results are shared with pupils and parents. Parents' afternoons and evenings are held twice yearly usually in October and March. A full written report is issued in June and parents are encouraged to comment. Parents of senior pupils have an extra opportunity to meet the class teacher before the end of the summer term in readiness for their transfer to the Academy. Parents are welcome to consult with staff throughout the school year but due to teaching commitments it is advisable to make an appointment.

Open days may also be held to give the extended family an opportunity to visit the school.

Examples of children 's work are kept to show development and to pass on to any other primary school if the child moves and eventually the secondary school.

The 5 Levels of attainment in Reading, Writing and Maths are as follows:-

Level A - should be attainable in the course of P1 to P3 by almost all pupils.

Level B - should be attainable by some pupils in P3 but by most in P4

Level C - should be attainable in the course of P4 to P6 by almost all pupils.

Level D - should be attainable by some pupils in P5 or P6, but by most in P7

Level E - should be attainable by some pupils in P7 and S1 but by most in S2

Test papers are provided by SEED.

## **HOMEWORK**

Our Homework Policy is in line with Authority Policy. Homework is a valuable part of learning and teaching, setting the foundations for independent study which is a skill needed later in a child 's school life. It also gives the child an opportunity to share with parents work being done in school. Homework may be some reading to be covered, some research, a worksheet to be completed, or topics to be discussed with members of the family. Homework is given regularly and a Homework Policy is available for parents.

## SEED ATTAINMENT RESULTS

The following information is supplied by the Scottish Executive Education Department (SEED) for parents.

Longridge:

	Targets set for June 2003	Level Achieved June 2003	Targets set for June 2004
Reading	91	91	91
Writing	69	83	72
Maths	78	81	80

Education Authority

	Targets set for June 2003	Level Achieved June 2003	Targets set for June 2004
Reading	82	82	83
Writing	74	75	75
Maths	80	80	81

National

	Targets set for June 2003	Level Achieved June 2003	Targets set for June 2004
Reading	81	81	No longer set
Writing	73	74	No longer set
Maths	80	80	No longer set

As you can see the targets that were set to be achieved by June 2003 were in fact met or surpassed in the three areas which are formally assessed by 5-14 tests. Children are only assessed when it is felt that they will achieve success in the next level they are aiming towards. Staff were very pleased with the achievements of the pupils who helped us to overtake the targets we had set. The recent focus on writing will continue and we hope to improve on our current results in this and other areas.

All other areas of the curriculum are assessed by teachers on an ongoing basis but these results are not gathered by SEED.

## PUPILS WITH SPECIAL NEEDS

We have a Support for Learning Teacher allocation of 0.19 hours for the new session. The Learning Support Teacher, after consultation with staff, pupils and parents can support the pupils in any area of the curriculum where support is needed whether on a short-term basis or for a longer period of time. She also can support staff and parents, advising on materials and methods which may help the pupils. Sometimes diagnostic tests may be used to identify specific learning difficulties.

If it is felt necessary the Learning Support Teacher will help to formulate an Individual Education Programme, in consultation with parents, class teachers and pupils and this will be used to support the pupil with learning or behavioural difficulties.

Further advice can be given by the area Educational Psychologist who works closely with schools.

### **ASSISTANCE WITH PROVISION OF CLOTHING AND FOOTWEAR**

Clothing grants are paid annually and can be claimed by parents in receipt of Income Support, Income-based Job Seekers' Allowance or Working Families Tax Credit. Application forms are available at the school or Education Headquarters in Bathgate.

### **SCHOOL ETHOS AND BEHAVIOUR**

We have a happy, hardworking school environment which has been achieved through the promotion of mutual respect and caring attitudes. Everyone is encouraged to contribute to school life and have responsibility for the care of one another. Pupils are encouraged by the staff to take a pride in their school and everyone strives to keep the school environment clean and bright. All materials used by the children are modern and in good condition and pupils are encouraged to take care of their own and others belongings.

Good behaviour is expected at all times. Parents are always consulted if behaviour of a child is causing concern.

### **GOLDEN TIME**

The school operates a Golden Time Policy which helps the children to focus on their behavioural responsibilities. Pupils are rewarded for keeping the school and class rules by being awarded 30 minutes of activity time. Individuals choose from a variety of activities selected by the senior pupils. Those who do not follow the rules relinquish set amounts of their golden time. Good behaviour is expected at all times. Parents are always consulted if behaviour of a child is causing concern.

### **STUDENT VOICE**

A Student Council is elected each year by the pupils in each class. Those chosen to sit on the committee meet on a regular basis to discuss issues concerning the pupils of the school. The Head Teacher consults with the Student Council and often allows them to make choices in regards to resources, events, fund-raising etc. They have a suggestions box in school where all pupils are encouraged to take an active part in school life voicing opinions and offering their views.

## ATTENDANCE

Parents are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Headteacher can ask the Education Welfare Officer to make a home visit to discuss the problem with the family. If such unsatisfactory attendance persists, the Headteacher, following discussions with the Education Welfare Officer and other agencies will decide whether the case should be referred to the local Area Attendance Advisory Group. This group has been formed to make recommendations to the Corporate Manager on the statutory responsibilities of the Authority with regard to defaulting parents.

If your child is unable to attend school, please let us know. A telephone call or personal message will be appreciated at the beginning of the day and a note is required when the child returns.

Intended Leave of Absence should be requested in writing before the proposed absence. In exceptional circumstances up to two weeks may be authorised if the pupil's previous attendance is satisfactory.

It is also important for pupils to be punctual. If, however, a pupil is going to be late, e.g. if the family has overslept, then it is expected that the pupil will come to school rather than be off for a whole day.

We appreciate the co-operation already shown in matters of regular attendance and punctuality.

Parents and school can request the help of Ms Lorraine Greig our EWO who can offer support with attendance and late coming and many other family issues which impact on school life.

## REQUESTED EARLY RELEASE OF PUPILS

Should parents request that their child be released early from school, then the child must be collected at school. Likewise if an appointment is within the school day, the child must be collected at school and accompanied on return. Please try to keep appointments for the end of the school day, particularly Dental ones. We understand that hospital appointments have to be taken when given.

The following information is supplied by Scottish Executive Education Department for parents.

<b>Target Measure</b>	<b>Absence recorded 2001-2002) Average number of half days absence per pupil</b>	<b>Absence recorded (2002-2003) Average number of half days absence per pupil</b>	<b>Absence target (2005) Average number of half days absence per pupil</b>
<b>School</b>	<b>13</b>	<b>19</b>	<b>13</b>
<b>Education Authority</b>	<b>18</b>	<b>19</b>	<b>15</b>
<b>National</b>	<b>19</b>	<b>19</b>	<b>n/a</b>



## **TRANSPORT**

Parents who choose to send their children to our school when it is not their district school, are responsible for bringing their children to school and taking them home. If transport is required for medical reasons, this is arranged by the school medical officer.

**The Authority's current policy is to pay travelling expenses of those pupils attending their district school who live more than 1.5 miles from it.**

## **SCHOOL LUNCH**

Since August 2000, our lunches are cooked at Fallahill kitchen. Each day there is a choice from a 3 - Tray 'Rainbow Diners' system at a cost of £ 1.35. Special dietary needs can be met as well as Religious requirements.

Facilities are available for pupils taking a packed lunch.

Under the Education Committee's policy, children in attendance at schools under the management of the Authority are entitled to free school meals if their parents are in receipt of Income Support or Income-based Job Seekers Allowance or in receipt of Child Tax Credit (CTC) where the annual income does not exceed £13,230. Children attending certain special schools where eating skills and the mid-day meal are part of the educational programme also receive free meals. No other children are eligible for free school meals.

Further information and an application form can be obtained from the school or the Free Meals Section at West Lothian Council, Education Services, South Bridge Street, Bathgate, EH48 1TS.

Free milk will be available to all children in nursery education and to children of primary school age at primary and special schools who are in receipt of Free School Meals. Any other child of primary school age at primary and special schools may be provided with milk at a reduced cost. Milk Charges are payable at the beginning of each term.

## **SNACKS**

Our senior pupils operate a Snack Trolley selling crisps and juice which comes around just before morning break time. Pupils are responsible for the ordering, selling and accounting in connection with the snack trolley.

Profits from this go to our School Fund to help with transport and educational outing costs.

## **SCHOOL COSTS**

The following costs are based on a school roll of 92 at September 2002.

The costs include administration, wages, electricity, building maintenance, all materials used by pupils e. g. text books, jotters, paints, P.E. equipment, music and musical instruments, postage, telephone costs and so on.

### **Budgeted Running Costs For Financial Year 2003-2004**

Our School Costs	-	£2,810 per pupil
West Lothian Average	-	£2,558 per pupil
Scottish Average	-	£2,586 per pupil

## **TRANSFER FROM PRIMARY TO SECONDARY SCHOOL**

All of our pupils normally transfer to:

WHITBURN ACADEMY  
SHANKS ROAD  
WHITBURN  
WEST LOTHIAN  
EH47 OHL

Telephone: 01501 740675

Transfer takes place at the end of Primary 7. Parents will be advised of transfer arrangements by December of the pupil 's last year in Primary School.

### **PRIMARY/SECONDARY LIAISON**

Throughout the year primary 7 pupils take part in a variety of curricular activities, at Whitburn Academy, where they are given the opportunity to meet with pupils from other feeder primary schools.

Recently these have include English Language, Maths and Art.

Teachers from the Academy also visit Longridge Primary and talk with pupils in order to prepare them for life at secondary school.

The primary 7 teacher will also pass on academic and personal information which will be useful.

## **HEALTH AND SAFETY**

The school is aware of its responsibility to ensure the safety of pupils in all activities and safety checks are regular and thorough.

Within the general policy laid down by West Lothian Council, the Educational Services have prepared a series of statements on safety policy for all areas of its responsibility in accordance with the Health and Safety at Work Act, 1974. School staff are fully instructed in their responsibilities in this respect and Safety Regulations apply to all aspects of school life on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of great importance to the school.

For safety reasons pupils are not allowed in the car park, the playpark or to leave the school premises during the school day. As the school playground area is small, classes have particular areas in which to play.

### **THE SCHOOL HEALTH SERVICE**

This service is very important. Full details of the service are contained in Appendix 1.

### **MEDICAL AND EMERGENCY ARRANGEMENTS**

When a child is taken ill at school or has an accident, every effort is made to contact parents. If the parents are not available then the EMERGENCY CONTACT will be informed.

Any special medical needs of any pupil should be given to the school.

At present, 11 of our staff are qualified Emergency Aiders.

In the event of planned early closures, parents will be notified by letter several days beforehand.

In the case of an emergency, pupils may need to be sent home quickly. Senior pupils should know who their emergency contact is, if parents are not at home. If no one is available, then the pupils are instructed to return to school. Nursery and Infants' homes will be contacted by telephone where possible. No Nursery or Infant will be sent home on their own. Since many of our pupils have members of their extended family living in the village, we should be able to find someone to look after them. Failing that, they will be kept in school.

It is the responsibility of parents to ensure that the school has at least two emergency telephone nos. Please keep us informed of any changes.

### **EMPLOYMENT OF CHILDREN**

The bye-laws governing employment in West Lothian do not allow the employment of children under 13 years of age.

## **IF THERE IS A PROBLEM**

- most problems are resolved in school
- if you wish to raise a concern with the Education Service the first person to approach will normally be :
  - the Headteacher of your school
  - the Community Education Worker at your local Area Office or community Education Centre
  - the office staff dealing with matters such as free meals, transport or bursaries at Lindsay House
  - he/she will try to resolve the difficulty or provide an explanation to you within ten working days
  - Advice and Conciliation Service
  - if you remain dissatisfied you can make a complaint to the Education Services. The Advice and Conciliation Service provides a Helpline during office hours to advise you on how to take further action.
  - Helpline number 01506 776005

You may be asked to put your complaint in writing addressed to:

Support Services Manager

Customer Care

West Lothian Council

Education Service

Lindsay House

South Bridge Street

Bathgate

West Lothian

EH48 1TS

A written acknowledgement will be sent promptly when your complaint has been received in writing.

Following the investigation of your complaint, a full reply will be sent as soon as possible. This will tell you the outcome of your complaint.

The reply will explain the conclusion, the reasons for it, any action taken or proposed and any further action you may take if you remain dissatisfied.

**This Booklet is correct at the time of printing. There may be changes in roll, staffing and resources in the future. Every attempt will be made to provide up to date information.**

## THE SCHOOL HEALTH SERVICE

"Throughout your child's years at primary and secondary school, a team of specialist Health Service and Education Department staff will be seeing him or her from time to time to make sure that he or she benefits as much as possible from all that school has to offer, and to help prepare him or her for life after leaving school. The School Health Service is part of the Community Child Health Service and has direct links with those who carry out health checks on children before they start school.

Many different services are provided. The staff involved make every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, e.g. testing for vision, hearing or speech, are provided to all children on a routine basis to discover which children may need further tests or treatment. Parents are not notified of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required, the child's parents will be informed and consent requested.

Some of the staff concerned and the parts they play are as follows:

The health visitor or school nurse carries out regular inspections of groups of children, gives advice on health and hygiene, tests eyesight from time to time and works with the school doctor. The attention of the doctor is drawn to any possible problems, and parents and the family doctor are informed if any further action is considered necessary.

The health visitor or school nurse may be helped by a hygiene aide or nursing auxiliary. The health visitor and school nurse also acts as an important link between home and school.

The school doctor visits the school regularly and meets with the school nurse or health visitor and with teachers to find out whether any pupils need medical attention. In addition, the doctor reviews the medical notes of all children in Primary 1 and 7, at secondary school and of all new entrants.

Parents are also asked to complete a health questionnaire about their child at these ages and asked if they would like their child to have a full medical examination. In addition, the doctor may ask for your consent to examine your child if his or her medical records are incomplete or if the doctor particularly wishes to check on his or her progress. You will be invited to be present at any medical examination and kept informed if the school doctor wishes to see your child again or thinks that he or she should be seen by your family doctor or a specialist. You can, if you wish, arrange for

your family doctor to undertake the examinations instead of the school doctor but you may be charged a fee for this. In secondary schools the school doctor may consider whether any special information should be provided for the Careers Advisory Service.

The school doctor will be pleased to see you and your child at any time if you are concerned about his or her health or general progress at school.

With your consent, the school doctor also carries out immunisations to protect against various diseases:

Age 4-5: immunisations against diphtheria, tetanus, polio and MMR (Measles, Mumps, Rubella), if these have not been given before starting school.

Age 12-14: testing for resistance to tuberculosis and immunisations (BCG) where required.

Girls only - testing for resistance to rubella (German Measles), and immunisations if necessary.

Age 14-15: booster immunisation against tetanus and polio.

If you prefer, you may ask your family doctor to immunise your child.

The audiometry team checks children's hearing on a number of occasions before the age of 13/14 years. The school doctor will be told if your child seems to have a hearing problem. The doctor will then examine the child and let your own doctor know the result.

The speech therapist can provide assessment and, if necessary, treatment if you, a teacher or the school doctor feels that your child may have a speech or language problem.

Any enquires concerning the provision of dental services should be made to the Chief Administrative Dental Officer, NHS Lothian, 11 Drumsheugh Gardens, Edinburgh, EH3 7QQ - (Tel. 031-225 1341).

We hope that the School Health Service can, together with you, contribute to your child's overall well-being and development. Please do not hesitate to arrange through the Head Teacher to see the school doctor, school nurse or the health visitor if you want any information."