



St John Ogilvie Primary &  
Woodlands Early Learning Centre



*"Born for greater things"*

School Handbook  
2022-2023



Welcome to St John Ogilvie Primary and Woodlands ELC

Thank you for choosing St John Ogilvie and Woodlands ELC for your child's education.

Pupils, parents/carers, staff, the parish and the wider community take a deep pride in the school. Our school learning community has very high expectations and we are committed to getting it right for your child.

We share a common goal with you; we want your child to be happy at school and to enjoy being a valued member of this community. It is our hope that, as you read through the pages, you will be assured that we share your commitment to ensure that your child achieves their full potential with a safe, caring and positive learning environment.

We look forward to welcoming you and your child into our school family, and working in partnership with you to enhance your child's learning and achievements,

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joanne McKissack'.

Joanne McKissack

Head Teacher



## **All about St John Ogilvie and Woodlands ELC**

St John Ogilvie Primary opened on 12<sup>th</sup> of October 1988. Its catchment area caters for Roman Catholic children living in Deans, Eliburn and Knightsridge. However, children from other parts of Livingston attend out school too.

St John Ogilvie Primary is a denominational school and provides for stages P1-P7. The school does not provide any teaching by means of Gaelic language as spoken in Scotland. A primary age pupil whose parent wishes them to be taught by means of the Gaelic language will be educated at Tollcross Primary School in Edinburgh. A secondary age pupil whose parent wishes him/her to be taught by means of the Gaelic language will be educated at James Gillespie's High School in Edinburgh.

St John Ogilvie Primary admits pupils of both sexes.

Our accommodation consists of 14 classrooms, 1 teaching and learning base and 1 school hall where both dining and PE take place. We also have shared spaced, a large playground which all classes share and large playing fields. We have a Multi-Use Games Area (MUGA) which is used by staff and pupils.

St John Ogilvie Primary is an integral part of the local community, both educationally and socially. There are active and effective parish/community links through St Peter's RC Church in Carmondean. Strong links also exist with St Margaret's Academy and other cluster primary schools.

Woodlands Early Learning Centre has current capacity for morning, afternoon and full day places. Children enjoy rich play opportunities and staff are skilled at encouraging children to explore and extend their curiosity. The children benefit from a good sized garden space where outdoor learning experiences enhance their play.



## School Contact Details

Saint John Ogilvie PS  
Harburn Avenue  
Deans  
Livingston  
EH54 8NQ

Telephone: 01506 412560

Denomination: Roman Catholic

Website: <https://stjohnogilvie.westlothian.org.uk/>

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

Twitter: @WLStJohnOgilvie

West Lothian Council Webpage [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

Present Roll: 355

Head Teacher: Joanne McKissack

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## Nursery Contact Details

Woodlands ELC  
Harburn Avenue  
Deans  
Livingston  
EH54 8NQ

Telephone: 01506 412560

Email: [wlwoodlands.ns@westlothian.org.uk](mailto:wlwoodlands.ns@westlothian.org.uk)

Twitter: WLWoodlandsELCWest



## **Saint John Ogilvie Staff Team**

We are the staff who will care for you child:

Head Teacher  
Depute Head Teacher  
Principal Teacher (Acting)

Mrs Joanne McKissack  
Mrs Frances McLaughlin  
Laura Callaghan

### **Teaching Staff**

P1a Miss K Stebbing  
P2a Mrs J Craig/Mrs L Brand  
P3a Mrs S Valente  
P4a Mrs S Ross  
P5a Miss Ventesei/Mrs L Callaghan  
P6a Mr K Pentland  
P7a Mr M McGurn

P1b Mrs P Russell/Mrs S Meikle  
P2b Mrs M Devlin  
P3b Mrs C Broadley  
P4b Mrs M Lea  
P5b Mrs J Miller  
P6b Miss M MacGregor  
P7b Miss S Smith

### **Specialist Teaching Staff**

Physical Education Mrs K Lafferty

Music Mrs R Morrison

### **Support for Learning**

Mrs P Ogunro  
Mrs L Callaghan

Mrs D Robson

### **Pupil Support Team**

Miss M Bett  
Miss S Elliot  
Mrs R Westwood  
Mrs E Garvin  
Mrs P Carlyle

Mrs D Dwane  
Mrs K Timmins  
Miss A Prentice  
Mrs C Paterson  
Miss L Whyte

### **Office Staff**

Mrs D Hislop

Mrs S Begley

### **ELC Team**

Early Years Officer  
Early Years Practitioners  
Mrs T Purves  
Mrs J Gimour  
Ms S Wilson

Miss K Hollywood

Mrs L Hammermeister  
Miss C Fisher

### **Pupil Support Workers**

Miss C McDaid  
Miss E Hunter

Miss A Robb

### **School Chaplain**

Father Simon Hughes

### **Facilities Management Assistant**

Richard Montgomery



## **Our Vision and Values**

'Born for greater things' is our motto. This links to our patron saint, St John Ogilvie who, when facing adversity, stayed true to his beliefs and trusted that he had been born for greater things in the kingdom of Heaven.

Our vision statement is *working together as a vibrant learning community of faith and friendship, where everyone is valued and respected.*

Our school aims are the things that we hope that you will see and hear happening all around:

Happy and healthy children who have the chance to thrive in a nurturing environment

Quality learning experiences which motivate and challenge us

Opportunities within our community for everyone to be leaders of learning

Strong, positive partnerships across our wider school community

Participation in prayer and worship, where we grow in faith by trying to live like Jesus



## **The School Day**

### **ELC**

AM hours	8.00 until 12.45pm Monday to Thursday
PM hours	1.15 until 6.00pm Monday to Thursday
Full Day	2 Full days from 8.00am until 6.00pm

### **School Times**

#### Monday to Thursday

P1	8.45 – 10.30	10.45 – 11.50	12.35 – 3.10
P2	8.45 – 10.30	10.45 – 11.50	12.35 – 3.10
P3	8.45 – 10.45	11.00 – 12.50	1.35 – 3.10
P4	8.45 – 10.45	11.00 – 12.50	1.35 – 3.10
P5A	8.45 – 10.30	10.45 – 11.50	12.35 – 3.10
P5B	8.45 – 10.45	11.00 – 12.20	1.05 – 3.10
P6A	8.45 – 10.30	10.45 – 11.50	12.35 – 3.10
P6B	8.45 – 10.45	11.00 – 12.20	1.05 – 3.10
P7A	8.45 – 10.30	10.45 – 11.50	12.35 – 3.10
P7B	8.45 – 10.45	11.00 – 12.20	1.05 – 3.10

#### Friday

P1a/P1b, P2a/P2b (alternate weeks), mP5a, P6a and P7a	10.30 – 10.45
P3, P4, P5b, P6b and P7b	10.45 – 11.00

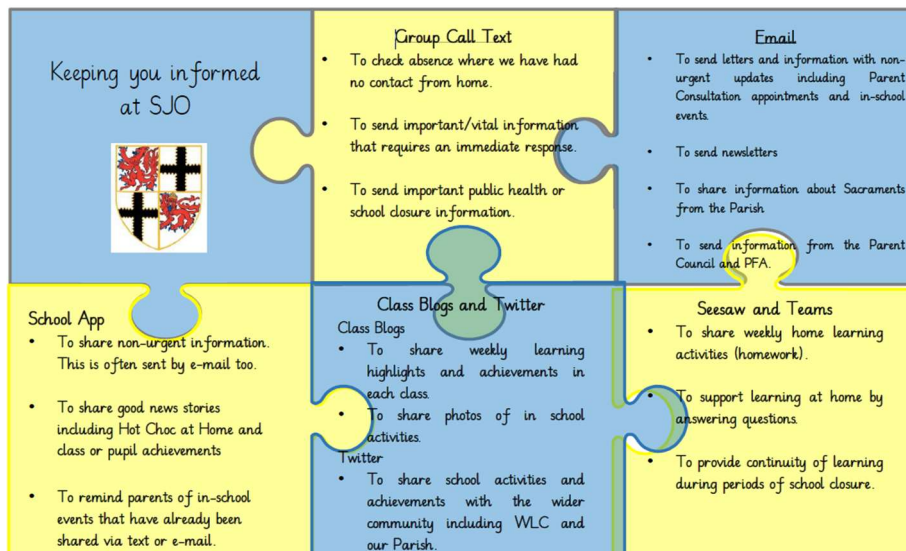
School term dates and holidays can be accessed online at:  
<http://www.westlothian.gov.uk/schoolholidays>



### Partnership and Communication with Parents

We operate an open, honest and responsive policy with regards to questions raised by parents and take parental concerns very seriously. In the first instance, any complaints should be discussed with the class teacher. If there is no resolution to the problem, an appointment can be made with the Principal Teacher. If parents have a concern of a more serious nature, please make an appointment to see the Depute Head Teacher, Mrs McLaughlin, or the Head Teacher Mrs McKissack.

We use a range of online methods to communicate with families. We have our own school app which can be downloaded from the Apple App store or the Google Play store for android users. Please ask our school office for further information. We regularly communicate with parents and families by email. We also have a Twitter page to share the life and work of the school and ELC.



#### School Contact and Information links for Saint John Ogilvie PS and Woodlands ELC



**Main office**

01506 412560  
Mon-Thurs 8.00 – 4.00  
Fri 8.00 – 12.45

**Groupcall**

School 07860 049750  
Nursery 07860 049776

**Email**

School [wstjohnogilvie-ps@westlothian.org.uk](mailto:wstjohnogilvie-ps@westlothian.org.uk)  
Nursery [wwoodlands.ns@westlothian.org.uk](mailto:wwoodlands.ns@westlothian.org.uk)

**Individual Learner Updates\***

School Seesaw (P1-3) Teams (P4-7)  
Nursery Learning Journals

**School App**

Username –AwesomeOgilvies  
Password - 2019



**School Blog**

<https://blogs.educotland.org.uk/wl/stjohnogilvieprimary/>

**Twitter**

School @WlStJohnOgilvie  
Nursery @WlWoodlandsELC



**Parent Council**

[sciparentcouncil@hotmail.com](mailto:sciparentcouncil@hotmail.com)

**PFA**

[stjohnogilviepfa@gmail.com](mailto:stjohnogilviepfa@gmail.com)

SCAN ME



\*Please note pupils have individual logins for these platforms.





## **Parent Council**

All parents will automatically be members of the parent forum and will be entitled to have a say in what happens at the school. We have an active and supportive Parent Council and all parents are welcome to attend any of the meetings which are held monthly.

The role of the 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 the wider community

Report back to the parent forum

We also welcome parent helpers. You will require a disclosure certificate obtained through the PVG scheme. Please speak to our school office if you wish to be involved.



## **The Curriculum**

The curriculum is, in short, all of the learning experiences that your child will encounter during their time at school. *Curriculum for Excellence* strives to transform education in Scotland by providing an improved, more flexible and enriched curriculum for all young people aged 3-18.

We strive to provide a broad, coherent and relevant curriculum which enables our pupils to become:

Successful learners  
Confident individuals  
Effective contributors  
Responsible citizens

We offer pupils learning experiences across the curriculum areas:

Literacy and English (including Modern Languages)  
Numeracy and Mathematics  
Health and Wellbeing  
Religious Education  
Expressive Arts  
Sciences  
Social Studies  
Technologies

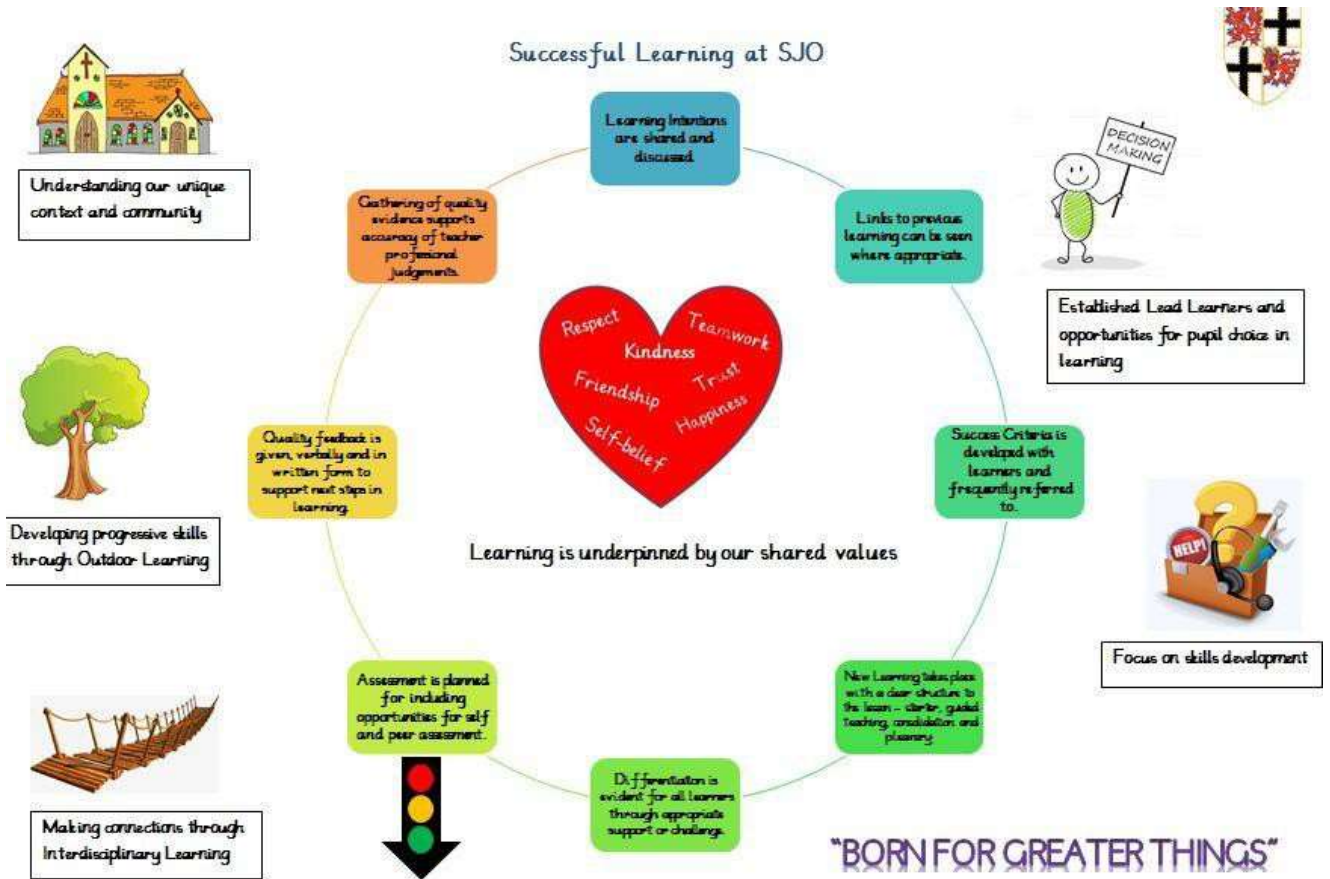
Learning is divided into levels. The Curriculum for Excellence levels are as follows:

EARLY LEVEL	pre-school years and P1 or later
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 LEVEL	S1-S3, but earlier for some



### Curriculum Rationale

We have developed our curriculum rationale based on the ideas of our children, staff, parents and community partners.





## **Literacy and Modern Languages**

Language is at the heart of children's learning and we aim to help children to develop clear communication skills, using English language appropriately to convey meaning. At all stages, pupils are given as many opportunities as possible to develop skills of reading, writing, listening and talking.

Children develop skills progressively at their own pace to read with understanding. Reading skills are then developed across the wider curriculum. The enjoyment of reading is fostered through shared storybooks and novels, as well as quiet time for reading of school library books. Research tasks encourage pupils to read for information, at all stages, children are presented with opportunities to develop confidence and fluency by presenting talks about aspects of the wider curriculum to their classmates.

Children learn to express themselves in writing legibly and fluently and the technical skills of spelling, grammatical structure and handwriting are taught systematically so that the children can take pride in producing written work.

## **Numeracy and Mathematics**

In St John Ogilvie School we aim to develop pupils who are numerate and who have the confidence and competence in using number which will allow them to solve problems, analyse information and make informed decisions based on calculations. We recognise that numeracy is an important skill for life, learning and work which will allow our pupils to be more confident in social settings in the future.

Mathematics is important in our everyday lives, allowing us to make sense of the world around us and to manage our lives.

Knowledge and skills in numeracy and mathematical thinking are developed through practical work, interactive maths teaching and mental maths strategies.

Pupils from the earliest stages learn to make sense of numbers through dealing with concrete objects, pictorial representation of numbers, then working with numbers themselves.

Our mathematics programme introduces, at appropriate stages, aspects of number, money, measurement, shape, pattern and information handling. Estimation and problem-solving skills are developed and appropriate contexts help the children to understand the relevance of maths in everyday life.



## **Health and Wellbeing**

Health is a key theme throughout the curriculum and children are encouraged to develop healthy lifestyle. Our Health Education programme focuses on physical, social and emotional health.

The Curriculum for Excellence puts Health and Wellbeing at the heart of learning experiences and recognises that young people need to develop specialist skills in areas such as physical education and food preparation.

Pupils across all stages of the school have quality physical education experiences with a PE specialist. We have a residential programme that P7 pupils have the opportunity to participate in, where they develop problem solving and team building skills in an outdoor learning environment. Throughout the year we have opportunities for pupils to take part in lessons from specialist coaches, who provide taster sessions for various sporting activities.

Emotional well-being is a priority for all staff and pupils across the school. We have a Positive Relationships Blueprint in place, and follow the One Trusted Adult approach. Staff at all levels work hard to develop pupil confidence and positive self-esteem.

## **Religious Education**

St John Ogilvie Primary School works to build a sense of Christian community, based on Gospel values, that encompasses all aspects of school life. Religious Education is central to our curriculum. We take a child-centred approach, helping children explore their beliefs and values.

Within the Curriculum for Excellence, learning is organised under Strands of Faith which outline the aspects of the Catholic theology underpinning Catholic religious education:

Mystery of God  
Son of God  
Hours of God

In the Image of God  
Signs of God  
Reign of God

Revealed Truth of God  
Word of God

We recognise the important roles of parents, teachers and the parish community in a young person's spiritual development and aim to work in positive partnerships with parents and the parish. Prayer and religious observance are distinctive features of our school with daily classroom prayers led by class teachers.

Sacramental instruction takes place during RE lessons at particular stages of the school. Class teachers liaise closely with parents who wish their children to receive the Sacraments of Reconciliation (P3), Holy Communion (P4) and Confirmation (P7) to become full members of the Church Family.

Our school chaplain makes regular visits to classes in the school, and there is a programme of class masses, assemblies and religious liturgies throughout the year. We aim to include all pupils in religious observance. If you do not wish your child to participate in mass or religious liturgies, please inform the Head Teacher in writing.

We aim to value every individual in our school, and promote inclusion and social justice for all.



## **Social Studies**

Social studies will provide contexts for learning about identity, change and continuity, diversity, economic, social and environmental issues, needs and resources, decision making and participation as active citizens.

Curriculum for Excellence learning outcomes will be grouped under the following headings:

People, past events and societies  
People, place and environment  
People in society, economy and business

We take a cross curricular approach to social subjects, often working on multiple curricular areas at a time. Topic work is often enhanced by outdoor learning visits to relevant places connected with current topics.

## **Expressive Arts**

Through interdisciplinary learning pupils have opportunities for expressing themselves and appreciating the work of others.

Class teachers implement programmes to allow pupils to create, present and evaluate practical activities, where values are explored and imagination is encouraged.

## **Science and Technologies**

The use of computers and digital media is firmly embedded in learning and our classrooms are well-equipped for pupils to benefit from new technologies. Each class teacher uses an interactive whiteboard with internet access for teaching and learning activities, iPads and Digital Visualisers.

Relevant software to support all aspects of the curriculum is installed on all school computers and pupils have accessed to programmes to support and consolidate their skills.

We use Seesaw and Microsoft Teams to share resources, learning and involve parents with home learning activities.

## **Outdoor Learning**

Our playground has been developed in order to give pupils varied play and outdoor learning opportunities. We have a woodland area, a decked area, a fire-pit, a MUGA, a trim-track and an outdoor shelter, Staff regularly take classes outside to develop important skills in areas such as risk assessment, problem solving and skills for life.

For further information regarding the curriculum at national level please visit:

<https://education.gov.scot/parentzone/learning-in-scotland/About%20the%203-18%20curriculum>



## **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.

It is the authority policy to carry out standardised testing literacy and numeracy at P1, P4 and P7. These results form part of the overall assessment information about your child, alongside the judgement of class teachers.

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 November and May. In addition, we will issue a written report in May, detailing progress throughout the session.

## **Support for Pupils**

St John Ogilvie and Woodlands ELC are 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 a range of different sources. These can include, for instance, extra help from their class teacher, time with a pupil support worker, sessions with visiting specialists, and with parental knowledge advice from the Educational Psychologist or health professionals.

We have a very strong Support for Learning team consisting of 2 part-time teachers. Mrs Dickie takes responsibility for Nursery, P1, P2, P3 and P4 and Mrs Ogunro who works with children and families from P5, P6 and P7. Their role is to support any child, or groups of children, who may need more targeted intervention. If you feel that your child needs additional support, advice and information is available.

Information for parents about additional Support for Learning can be found here:

<https://enquire.org.uk/advice-for-parents/>

## **Musical Tuition**

West Lothian Council Instrumental Tuition is provided in St John Ogilvie by Mrs Mary Downs, who is a brass specialist. Tuition is available from P5-P7. There is a charge for tuition.

Further information can be found here:

<https://www.westlothian.gov.uk/article/2241/Instrumental-Music>



### **Use of Internet**

Children access information and resources on local and worldwide networks as part of the studies. We teach children about internet safety and how to report any items that make them feel uncomfortable. Pupils sign a responsible use contract based on our Digital technology policy, stating that they understand how and what the internet should be used for.

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

Further information on safe use of the internet is available here:

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

### **Equality and Diversity**

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 and indeed, respect is one of our school values. We treat boys and girls equally and offer the same opportunities to all pupils by offering a diverse curriculum, which addresses the needs and opinions of all. We aim to maintain an environment which is free from bullying, racism and other forms of discriminatory behaviour. We value your support in maintaining this ethos.





## **Enrolment and Transition**

West Lothian Council is divided into catchment areas for primary and secondary education. The catchment areas for all schools are available here: [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

Each home address has a catchment denominational (Roman Catholic) school and a catchment non-denominational school for primary and secondary education.

Pupil Placement deals with all applications for ELC provision and deal with applications for August Primary 1 (P1) and secondary 1 (S1) intakes. Schools liaise with pupil placement to 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. You can get application forms from schools, libraries, Council Information Service offices and from pupil placement.

To contact pupil placement:

Email - [pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk) or

Telephone - 01506 280000

## **Nursery/P1**

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. In addition to this, there is a transition morning, stay and play session and the opportunity to come for lunch in the school in the final weeks of the last term.

## **Primary 7 Transition**

St John Ogilvie Primary are part of the St Margaret's Academy Cluster. The P7 transition programme begins early in the session to ensure a smooth transition to secondary. P7 pupils attend a 4 day transition festival, usually held in June, to complete the transition programme. We work in partnership with secondary colleagues to support our young people in this transition.

St Margaret's Academy Contact Details:

Headteacher: Mrs Isla Wright,

Howden South Road,

Livingston,

West Lothian

EH54 6AT

Tel: 01506 497104

Email: [stmargarets.ac@westlothian.org.uk](mailto:stmargarets.ac@westlothian.org.uk)



## Promoting Positive Behaviour and Relationships

Our welcoming and inclusive atmosphere promotes a climate of mutual trust and respect based on our shared values and positive, supportive relationships. High expectations of behaviour are clear throughout the school. Visitors to our school are always impressed by the manners and behaviour of our children.

Children enjoy and need a safe, structured and happy environment in which to grow and learn. To establish this type of environment, fair, consistent and easily understood rules are important. Our Positive Behaviour policy clearly outlines the expectations for pupils, parents and staff in maintaining high standards at St John Ogilvie.

Where possible, we try to encourage children through the use of praise, certificates, recognition boards, house points and Hot Chocolate at home.

Occasionally, consequences are required to be put into place for instances of behaviour which isn't ready, safe or respectful. These are based on restorative practice and seek to support our young people in talking about their actions to raise awareness of their own behaviour.

In the event that it becomes obvious that a child is not responding positively to our school behaviour standards, parents will be asked to discuss their child's behaviour and how they can provide support to the school.

## School Uniform

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

School Uniform	Active School Uniform (PE days)
Royal blue sweatshirt/cardigan with or without badge	Royal blue sweatshirt/cardigan with or without badge
Black/navy/grey trousers/skirt/pinafore/smart shorts	Black jogging bottoms or leggings
Royal blue or yellow polo shirt with or without badge	Royal blue or yellow polo shirt with or without badge
White shirt or polo shirt	White polo shirt
Blue checked summer dress	Black or white plain t-shirt
Black school shoes or boots	Black or white trainers

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

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

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

The Council's Dress Code for Schools Policy is available online at:

[www.westlothian.gov.uk](http://www.westlothian.gov.uk)



## **Attendance**

Please help us develop in your child a regular habit of good time keeping. If circumstances arise where your child will be unavoidably late please contact our school office to advise us of this.

In the event of an illness, please contact the school office by telephone on 01506 412560 or by Groupcall text on 07860 049750 (for school pupils) or 07860 049776 (for ELC pupils). We would ask that you do this by 9.30am on the morning of the absence. It is helpful to us if you continue to contact us if the absence is prolonged. 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 that 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 there are exceptional circumstances that mean that you wish to take your child out of school, you must make this request to the Head Teacher in writing.

Please refer to the Attendance at School policy for further information:

[https://www.westlothian.gov.uk/media/2101/Attendance-at-School-Policy-and-Operational-Procedures/pdf/Attendance\\_at\\_School\\_Policy.pdf](https://www.westlothian.gov.uk/media/2101/Attendance-at-School-Policy-and-Operational-Procedures/pdf/Attendance_at_School_Policy.pdf)

## **School Transport Arrangements**

West Lothian Council will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. Where appropriate, free travel is provided for pupils attending special schools or classes. Further information can be obtained from School Transport on 01506 282322 or from the School Transport policy at:

[www.westlothian.gov.uk](http://www.westlothian.gov.uk)

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



### **Breakfast Club**

The breakfast club provides pupils with a healthy breakfast and offers the opportunity for them to sample and develop preferences for healthy options. The breakfast club aims to establish positive relationships at the start of the day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn. All pupils are entitled to a free breakfast. The club runs from 8.10am each day, with breakfast being served until 8.25am. Children are then taken outside where supervision continues until the bell rings at 8.45am.

### **School Meals**

Pupils in primary schools are offered a choice from 2 hot meals and 1 packed lunch option each day, supplemented by breads and salads, in line with nutritional guidelines. Children are issued with a copy of the menu which changes in April and October. All P1 – P4 pupils are entitled to a free school meal. P5 – P7 pupils pay £2.11 daily.

Special dietary requirements will be catered for. Please contact the school office to discuss any requirements your child has.

Please also advise the school immediately if your child has any allergies or if any allergies are diagnosed.

### **Free School Meals**

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 £15,860 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/sitecontent/documentlist/educationpolicy/schmealsmilkpol>

or by contacting Stuart Isbister, Pupil/Student Benefits Officer either by:

phone on 01506 281952 or by emailing [educationcustomerservices@westlothian.gov.uk](mailto:educationcustomerservices@westlothian.gov.uk)

Your child will receive a letter with all the relevant information including costing and payment options at the beginning of each term.



### **Playground Supervision**

From 8.30am, at morning breaks and at lunchtimes, the school playground will be supervised. If children have an accident or any other issue in the playground, they should report initially to one of the Pupil Support team who will take steps to support and resolve it. When pupils are at school, the responsibility for their safety rests with West Lothian Council, and the Head Teacher and staff undertake this responsibility on behalf of the authority.

### **Child Protection Guidelines**

The safety of your child at school is a priority. All West Lothian schools follow the same Child Protection guidelines and staff receive annual update training in this area.

### **Car Park**

In the interests of safety, parents must not use the staff car park to access the school.

### **Data Sharing**

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

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



### **Medication in Schools**

Most pupils will at some time have a medical condition which 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. Forms for children requiring medication during the school day can be obtained from the school office. For children with long term conditions, paperwork must be updated annually.

### **Emergency Arrangements**

It is essential that the school has the name, address and up to date telephone number of an adult to be contacted in case of an accident or if your child is feeling ill. Please ensure that you notify us of any changes to contact details.

In the event of an early closure which is unplanned (e.g. school closure due to heating failure or severe weather), school will alert you to this by contacting you on the number provided for one main contact. This is done via the Groupcall system which is used across West Lothian.

### **Security**

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

### **Photography**

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. All parents are asked to complete a consent form when their child starts school. If you have any concerns about photography, please tell the school.



## **Feedback, Concerns and Complaints**

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

If you are dissatisfied with that response, you should contact:

Education Services West Lothian Council  
West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF  
Telephone: 01506 281952

The Complaints Policy and Procedures for Education and Cultural Services is available in booklet form or can be downloaded from the web at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

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

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

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলি: 0131 242 8181

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

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੈਤਰੀਨ ਏ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ 'ਤੇ ਸੰਪਰਕ ਕਰੋ : 0131 242 8181

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔  
براؤسر یا ایئر پرائنٹنگ آئیڈنٹیفیکیشن سروس سے موبائل نمبر 0131 242 8181 پر رابطہ قائم کریں۔