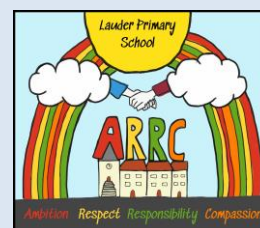


LAUDER PRIMARY SCHOOL



Aiming High – in all we do!

Information Booklet For School & Nursery

2018-2019

Ambition Respect Responsibility Compassion



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CONTACT DETAILS

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2. WELCOME

The purpose of this handbook is to give you an understanding of the life and work of both our Early Learning & Childcare (ELC) Centre and our school. Our aim is to make your child's experience of school happy and enjoyable. We welcome you and your child and hope that you will feel part of Lauder Primary School community. Your interest and support will always be valued as partners together in the education of your child. Staff at Lauder Primary School are always available to help, offer support and to answer any questions you may want to ask. Please do not hesitate to contact us at the school.



3. GENERAL INFORMATION

A purpose built school was opened at Allanbank Gardens on the 1st December 2009. The school has ten spacious and well equipped classrooms, a variety of tutorial rooms, a suite of offices, a sports hall, a dining hall, a library, a general purpose room and an Early Learning & Childcare (ELC) Centre. There are extensive grounds with a mixture of grass and playground areas. In addition there is a multi use games area (MUGA) which can be used for a variety of sports. There is a selection of photographs of our school on the school website:
<http://www.lauder.scotborders.sch.uk/>

We are a non denominational and non Gaelic medium school providing education for boys and girls from Primary 1 to Primary 7. Our nursery provision provides Early Learning & Childcare for all children aged 3-5.



4. OUR MOTTO, VISION & VALUES AND AIMS

School Motto: Aiming High.

Vision: Promoting a culture of excellence that supports and challenges every child to achieve their potential.

Values: Respect, Compassion, Ambition, Responsibility

Aims: We aim to work in partnerships to create an inclusive environment where:

- ✓ Everyone is listened to, respected and valued as an individual.
- ✓ Children are safe, nurtured and encouraged to build their resilience.
- ✓ Children develop skills and knowledge through challenging and motivating learning experiences.
- ✓ We nurture potential, celebrate success and encourage diversity.



5. ENROLMENT

Primary 1

Enrolment week for Primary 1 pupils takes place in the November prior to them starting school the following August. Primary 1 children may start school the year their fifth birthday falls between 1st March and the 28th February. Enrolment forms are available from the school office or can be downloaded from Scottish Borders Council (SBC) website. <https://www.scotborders.gov.uk>

During the summer term before starting school, new P1 entrants will spend some time in school with a class teacher. This is an ideal time for the children to become more familiar with the school meet the staff and other children and to alleviate any concerns they may have about coming to school the following term.

We operate a 'buddy' system where our Primary 1 children are paired up with a Primary 7 pupil. Buddies are introduced during the summer term before starting school and the children spend some time getting to know each other. They have the opportunity to play together in the playground both out with and during break times. Primary 7 buddies support the Primary 1 children in the playground and in the Lunch hall during their first few weeks at school. As the Primary 1 children become more familiar with the school routines, the buddies are able to reduce their input but are always on hand if needed.

There will be an information evening for the P1 parents to meet with the school staff. This is an opportunity for parents to ask questions and seek additional information on any matters that may concern them. Details of these meetings will be sent directly to parents.

Early Learning & Childcare Centre – Nursery (ELC)

Enrolment week for ELC children has varied in the last few years but parents are informed through the school, press and social media. Children may start ELC the month following their third birthday if there is the staffing ratio in place. Please see <https://www.scotborders.gov.uk> for more information.

Prior to starting ELC, parents and children are invited to visit the Nursery, meet the staff and other children and become familiar with the ELC environment.

Parents are also invited to an information meeting prior to their child starting ELC.

Prospective Parents

School aged children who move into the area may be enrolled at any point during the school year if space allows.

If you are interested in enrolling your child at Lauder Primary School or Early Learning and Childcare, please contact the school office to register your child's details. You can arrange an appointment to visit the school and meet the Headteacher or Depute Headteacher. There will be an opportunity to have a look around the school and to ask us questions about the school. Arrangements can be made for your child to spend some time in the class that they will join prior to their start date to help with transition.

Catchment

If you live within the school catchment area, a place would normally be automatically be available for your child as long as there is space in that year group. You will need to complete an enrolment form which you must return to the school prior to your child's starting. There is a map of the catchment area in the school office or on the school's website. <http://www.lauder.scotborders.sch.uk/docs/catchment.pdf>

Children who live further than two miles from school are entitled to free school transport and this can be arranged through the school.

Children who have access to a bus route but are within the distance limit or live out with the catchment may be granted a 'privileged lift' provided that there is space on the bus. There is an additional cost payable to Scottish Borders Council. Parents who wish to be considered for a 'privileged lift' should contact passenger transport at Scottish Border Council on 01835 824000.

Non-catchment

The law allows parents to express a preference for which school their child attends. This is referred to as a non-catchment school.

If you live outside our catchment area you can make a 'placing request' to a school of your choice. To do so you should complete a Placing Request form which can be obtained from the school office and return it to us at the school. This form includes a section where you can state your reasons for making this request; this will be helpful for Scottish Borders Council in deciding if they can allocate you a space. At the same time you must also fill out an enrolment form at your catchment school know that you are making a placing request. Your catchment school will then 'reserve' a space for your child which will be confirmed if your placing request is unsuccessful.

Please note that if your child attends the school ELC and you live out with our catchment area, you will need to complete a Placing Request for entry to primary 1.

You can make a placing request at any time, at any stage of your child's education and at any point in the school year. Scottish Borders Council will write to you to inform you of their decision. If you are successful in your placing request you are reminded that you are responsible for transporting (and any associated costs) your child/children to and from the school.

Further information on Placing Requests can be found on the following link. <http://www.scotborders.gov.uk>



6. CLASS COMPOSITION

Primary 1- Primary 7

The number of teachers in any school is worked out in relation to the total school roll and the numbers of pupils in each year group. Working within the class size recommendations, the Headteacher decides on the best possible structure of classes and on the pupils allocated to them. In constructing classes the Headteacher follows the SBC Admissions Policy. A copy of the policy can be downloaded at, https://www.scotborders.gov.uk/downloads/file/645/school_admissions_policy

Primary schools work within recommended maximum class sizes which currently are:

Primary 1	up to 25 pupils	Primaries 2 - 3	up to 30 pupils
Primaries 4 – 7	up to 33 pupils	Composite classes	up to 25 pupils

Classes can be a mixture of composite classes or single year group classes. The make up of the classes varies from year to year depending on the number of pupils within each year group. As children move through the school from P1 to P7 they may have a variety of experiences of both single year group classes and composite classes.

A composite class is one where children from two or more year stages are grouped together according to specific criteria. In Scottish Borders Council over 90% of our schools, rural and town based, have one or more composite classes. All our teachers are trained to work with mixed ability classes, focussing on each individual child's abilities, whether in a single year group or in a composite class. In all primary classes there are wide ranges of abilities and all children will learn in different ways, responding to a variety of methods and resources. Teachers are well able to adapt to the different needs in any class and will plan accordingly.

The Headteacher will arrange composite classes following guidance from Scottish Borders Council Class Composition Policy http://www.scotborders.gov.uk/info/878/schools/367/composite_classes

School Staff

An up to date staff list can be found on the school website.

<http://www.lauder.scotborders.sch.uk/staff.htm>

Early Learning & Childcare Centre - Nursery (ELC)

Lauder Primary School ELC caters for 3 and 4 year olds. We currently offer two sessions, one in the morning and one in the afternoon. Each session is 3hours and 10 minutes. However from August 2019 we anticipate offering full days sessions. More information will follow as this year progresses.

Currently the morning session can accommodate 20 children and the afternoon session 20 children. Each session has a mix of 3 and 4 year old children. Specific information regarding the ELC is contained later in this booklet.

Please see the following web link for further information and more detail on the procedures for allocating pupils places to ELC.

https://www.scotborders.gov.uk/info/20038/school_and_nursery_places/528/apply_for_a_nursery_or_out_of_school_care_place



7. CURRENT ROLE

As at October 2017	
Early Learning & Child Care 3 & 4 year old ELC children.	38
P1-7	243
Total	281



8. PRACTICAL INFORMATION

The School Day

P1-P7 Monday, Tuesday, Wednesday, Thursday	
Morning	8.30am – 12.15noon
Morning Break	10.30am-10.45am
Lunch	12.15noon – 1.00pm
Afternoon	1.00pm-3.00pm
P1-P7 Friday	
Morning	8.30am – 12.15noon
Morning Break	10.00am-10.15am
Lunch	11.35noon – 12.10pm
Afternoon	12.10pm-12.20pm
ELC	
Morning session	8.30am -11.40am
Afternoon session	12.20am - 3.30pm
ELC Wraparound	
Thursday and Friday only	11.40 am -12.20 pm

Term dates and school holidays

A list of term dates and school holidays can be found on the school website at the following link.

https://www.scotborders.gov.uk/info/20009/schools_and_learning/621/term_holiday_and_closure_dates

Pupil Absence

Pupils are expected to be in school punctually for 8.30 am every day. It makes for a positive start to have children arriving on time ready to make a start to the class routines and lessons. If pupils are late they will miss out on both instructions and teaching.

The school is required to have an explanation for all pupil absences. We ask that you inform the school on the first day of your child's absence by 8.45 am. The school operates a system called Groupcall which will send out text alerts to parents' phones if there is an unexplained absence. It is therefore vital that you keep the school informed of any changes to your contact telephone numbers.

“Taking family holidays during the school term is disruptive to your own child's education as well as having an impact on the other pupils in the class and the teachers.

Parents should do everything possible to take their holidays during the designated school holiday dates and only in very exceptional circumstances consider taking holidays during term time. Parents are asked to accommodate this request in the interest of their own children and the smooth running of the school.”

(Director of Education and Lifelong Learning, Scottish Borders Council)

Should you take your child on holiday within school time we unfortunately are not able to give children schoolwork to take with them. Parents wishing to take children out of school for a period of time should inform the Headteacher in writing in advance of the break. Holiday absences in term time are recorded as 'unauthorised'.

A list of holiday dates can be found on the school's or Scottish Borders Council website.

School Uniform

The wearing of school uniform is positively encouraged for both practical reasons but also to give pupils a shared sense of identity and foster a sense of pride in their school. Sweatshirts, cardigans or tanktops (navy blue P1-6 and royal blue P7) and yellow polo shirts all with the school logo are readily available to order from Border Embroideries through the school website: <http://www.lauder.scotborders.sch.uk> In addition, jackets, fleeces, trousers, skirts, PE kit, gym bags etc. are available to order. We recommend dark or grey school trousers or skirts and pupils are actively encouraged to wear dark coloured 'school' shoes. In the better weather girls may wear yellow or blue gingham dresses.

Except in times of good weather children should have a coat with them to wear at breaktimes.

A plain T-shirt, shorts and a pair of trainers/gym shoes are required for PE activities. For some PE lessons the children are taken outside and for these occasions they should bring suitable outdoor PE kit. Pupils should not wear football tops or shorts to PE lessons.

An old shirt or apron is useful during art lessons to protect clothing.

Please make sure that ALL clothing is CLEARLY labelled with the child's name. We have real problems matching lost property with pupils!

Sports or branded named clothes are **not** part of the uniform. The wearing of jewellery should be kept to a minimum and should be easily removed for PE. The wearing of make-up and nail varnish is not allowed.

Clothing Grant

Some pupils may be eligible for a clothing grant. Application forms for these can be obtained from Scottish Borders Council office 01835 824000 or from their website

www.scotborders.gov.uk/info/899/grants_and_benefits/332/free_school_meals_and_clothingfootwear_grant

School Meals

Pupils can choose to have either a school meal, which is cooked on site, or bring their own packed lunch. All children eat their lunch in the school dining hall and in good weather the children may use the tables in the outside dining area.

Balanced nutritional meals are provided daily by the school kitchen and pupils are offered four choices each day.

Menus can be accessed at

https://www.scotborders.gov.uk/info/20040/clothing_meals_and_transport/342/school_meals/2. All Lunch orders and payments are made through an online ordering system called Parent Pay. Please ask at the school office if you need to access Parent Pay. Currently all pupils in P1-3 receive free school meals. Pupils can choose to have a school meal all week or on individual days.

Please contact the school if your child has any special dietary requirements. There is not always a vegetarian option on the menu however if you inform the school the kitchen staff will always ensure your child receives a vegetarian dish.

Some pupils may be eligible for free school meals. Application forms for these can be obtained from Scottish Borders Council office 01835 824000 or from their website

www.scotborders.gov.uk/info/899/grants_and_benefits/332/free_school_meals_and_clothingfootwear_grant

Homework

Homework is given to pupils to consolidate work done in class or to prepare work for the following day or later in the week. This is an opportunity for parents to observe methods of work, the range of work being covered and some of the textbooks being used in school. A Homework Guide for Parents is available from the school or from the school website www.lauder.scotborders.sch.uk.

Emergency Arrangements

It is very important that the school has up to date contact details including an emergency contact if parents cannot be reached. Please keep the school informed of any changes to contact details.

If the school is to be closed for any reason we will do our best to let you know. In cases of emergency a text message will be sent using Groupcall. Information will also be broadcast on Radio Borders and Radio Scotland.

Fire drills are held termly to ensure quick and safe evacuation from the building. 'Break Glass' points, smoke detectors and emergency lighting are checked regularly.

Photographs and Video

All parents are asked to complete a consent form as part of the enrolment form giving different levels of permissions for their child to be photographed or videoed. Should you wish to change any of the above permissions please contact the school office.

A school photographer usually visits school twice each session. Once to take individual/family group photos and on another occasion to take class photos. There is no obligation to buy.

Pupil Groups and Extra Curricular Activities

We currently operate a Pupil Council, a Gardening Club and an Eco Committee who meet regularly to discuss and raise a variety of topics.

We provide a variety of extra curricular activities throughout the year. These vary from year to year depending on resources and staff expertise. In recent years we have organised rugby, netball, multisport, basketball, German, science and table tennis.

Travelling to School

Where possible, we encourage pupils to walk, cycle/scooter or 'park and stride' to school. If pupils cycle/scooter to school there are cycle storage racks located near to the nursery. We suggest that children bring a lock to secure their bikes and we ***strongly*** recommend the wearing of cycle helmets.

During the school day, in the interest of safety, only school buses, taxis and staff are allowed access to the car park area. Parents are asked to use the overflow car park or street parking. Please be considerate of our neighbours need to access their property when you park.

Performances

The school puts on two performances in the year. P1 to P3 perform a 'Nativity' at Christmas and the P6 and P7 pupils perform a musical in March. Parents, families and friends are invited to purchase tickets for either an afternoon or an evening performance of the shows.

In addition to these performances, parents, families and friends are invited to join us for our end of term assemblies at Harvest, Christmas, Easter and End of Session.

Primary 7 Residential

A week long activity residential in September is offered to Primary 7 pupils. We make every effort to ensure that children are not excluded from residential on grounds of cost.

Lauder Out of School Club (LOSC)

There is an After School Club which operates in the school dining hall daily from 3.00 p.m. to 6.00 p.m. The LOSC is run independently of the school and is managed by a committee of volunteer parents who employ staff to take the sessions. The LOSC manager can be contacted on the club's mobile phone 07960063173 or landline 01578 722066 or by dropping in to the school after 2.45 p.m.



9. PARENTAL INVOLVEMENT

Parents are the first and on-going educators of their own children, and both parents and children benefit if their parents get involved in their education at school and at home. The benefits for the children are:

- it is easier for children to learn when they get encouragement at home
- children will do better and achieve more when their parents are involved
- children get access to more activities in and out of school when there are more adults to help
- children's concerns can be sorted out quicker when their parents have a positive relationship with school staff
- children are happy when their parents are enjoying events in the school.

The benefits for parents are:

- their children do better when they are involved
- they are better able to help and encourage their children
- they have more information about their children's education

- parents can build their own confidence and skills
- where there is a positive relationship between parents and their child's school there are benefits all round
- parents get reassurance that their children are receiving a good education.

Three ways parents can get involved in supporting their child's learning:

Learning at home

Children spend more time at home than they do at school and parents have a huge influence in helping them to learn from the everyday situations around them. Parents can get advice from their school about how to do this.

Home or school partnership

Parents can help schools in lots of ways, such as listening to children read, helping with school activities and events, running after school clubs, helping in the library. It is really good for children to see their parents valuing the school. The school asks each year for a list of volunteers and at various stages throughout the year.

There are a variety of ways in which parents are involved in the school. Some examples are listed below.

- we have a 'Stay & Play' scheme in our ELC. Parents just need to sign up for a session on the ELC information board.
- parents can sign up to be a parent helper. This request usually goes out in one of the first Newsletters of the year.
- you can join the Parent Council. Elections are held each September. As a member of the Parent Council you will have the opportunity to be a member of a sub group. Currently we have sub groups for, fund raising, ICT, policies, teaching and learning group.
- you can help out in the school library at lunchtimes.
- you can help out at various school functions such as the Christmas Fayre, Summer Sizzle, school discos etc.

Parental representation

Parents have the right to express their views, and to have their views taken into account, on policy matters relating to the education of their children.

We have a Parent Council to represent parents. All parents are automatically a member of the Parent Forum. The Parent Council is made up of representatives chosen annually from the Parent Forum and from the school staff. The Parent Council meets about twice a term or more often when required. 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, pre-school groups and the wider community
- report back to the parent forum.

Parent Council Contact Details	
Parent Council Facebook page	https://www.facebook.com/groups/LauderParentCouncil/

More information on Parental involvement can be found on Scottish Borders Website.



10. SCHOOL COMMUNICATION SYSTEMS

Good communication between home and school is very important. There are a number of channels that we use to help communication and some are listed below. However parents should be aware that they can communicate freely with the school at any time. We welcome and encourage parents to contact us.

➤ **Newsletters**

Regular Newsletters are sent home with lots of information including important dates. Newsletters are placed in the outside noticeboard and on the school app.

➤ **Parent/Teacher Consultations**

There are two sets of Parent/Teacher consultations each academic year. Dates are issued for these at the start of the year. These are ten minute consultations with the class teacher. There are also opportunities to meet with the Headteacher and Support for Learning Teacher. Parents can then take time to look around their child's classroom including looking your child's work. Parents have the opportunity to request a particular timeslot and one of the dates. We try to accommodate these requests where possible.

There are two Parent/Teacher consultations for 4 year old Nursery children. In addition there will be a settling in meeting for our 3 year old Nursery Children.

➤ **Pupil Reports**

One pupil report is issued during the year. Learning Logs are sent home regularly for numeracy, literacy and 'topic' work. In addition overviews of the curriculum are sent home termly.

➤ **Groupcall**

Groupcall is an electronic system that we use to message parents using text messages. These are sent to the nominated parents' mobile phone. In the event you do not have a mobile phone the message is sent to the home number. We use the system to inform parents of high priority information that needs to be passed on quickly. This system is also used to contact parents about any unexplained pupil absences. It is VERY important you keep your phone contact details up to date.

➤ **School App**

We now have a school app which can be downloaded from your usual store. The app is a great tool to send messages, post news, post Newsletter/letters and has the school calendar. The app works on phones and tablets. The school will provide you with a username and password.

➤ **Permission Slips**

Whenever your child is on a trip or taking part in an activity you will be sent information. We have one permission slip that you can sign at the start of the year for any trip within the boundary of Lauder. If children go on a trip out of Lauder you will be provided with a separate permission slip. The slip will give you information on the trip/activity including dates, times, location, cost, clothing etc. In order for your child to take part in the trip/activity parents must sign and return the slip and return to the school prior to the event. If parents have any questions about the trip/activity they should contact the school.

➤ **Other Ways to Communicate**

In addition, letters, phone calls, notes in homework diaries, open afternoons, assemblies, information evenings and local radio are also used to communicate information with parents.



11. PARENTAL ACCESS TO INFORMATION

Parents have a legal right to read written information, both formal and informal, which relates to their children; this is also the case for computer held information and records. A copy of Transferring Educational Data About Pupils is available from the school office or on the school's website, <http://www.lauder.scotborders.sch.uk>.



12. CONCERN AND COMPLAINT PROCEDURES

Good communication between home and school is very important. If you have a concern about your child we welcome and encourage parents to contact us.

If you have a concern about your child the first point of contact is usually their class teacher. There are several ways you can make contact with the teacher:

- Write a note in the child's homework diary
- Send in a letter to the class teacher
- Meet with the teacher. Please call the school office (01578 722346) to make an appointment.

You may feel that your concern is best dealt with by the Headteacher or the Depute Headteacher. Again either call the school office to arrange to speak to them, make an appointment or send in a letter/email.

We take all concerns seriously and will work in partnership with the parents to ensure that each concern is dealt with appropriately. There are many different methods for dealing with concerns and we will always ensure that we communicate effectively with parents throughout the period. We will do our best to resolve the issue to your satisfaction.

What you should do in the event of a complaint.

If you feel that your concern has not been dealt with appropriately then you may wish to make a formal complaint with us.

Any complaints made by parents or others will be taken seriously. Scottish Borders Council has a Complaints procedure which can be accessed at <http://www.scotborders.gov.uk/complaints> .

A concern or a complaint?

Not every concern or issue you have with your child's education will be a complaint and it is therefore right that before beginning a formal complaints process, you allow your school (class teacher or Headteacher) to address any issues you raise.

Making a formal complaint

There are a number of ways you can make a complaint by:

- Asking the school to log your concern as a formal complaint on the council's complaints system.
- Writing either directly to the Education Department – addressed to the Head of Service for Primary Schools
- Speaking to your local councillor.
- Electronically by logging-on to www.scotborders.gov.uk/complaints
- Telephoning the Education Department on 01835 824000 or by email to ellinfo@scotborders.gov.uk.
- Telephoning the SBC Customer Service 0300 100 1800

If you are still not satisfied you can send your complaint to the [Scottish Public Service Ombudsman](#)



13. HEALTH

There are a wide range of services available from NHS Borders to ensure the healthy development of pupils during their years of schooling. Included in this range of services are medicals, dental inspections, assessments for speech & language, eye tests and hearing tests. You can contact the school at any time to raise concerns.

The school nurse is available to discuss any health concerns you may have regarding your child and can be contacted at Lauder Health Centre 01896 823629 or by contacting the school office.

If there are any health problems which may affect a child at school then these must be discussed with the class teacher or the Headteacher. Action Plans will be drawn up in consultation with parents, medical professionals and the school for those children who may have more complex needs. In accordance with Scottish Borders Council policy non-prescribed medication cannot be given in school.

Only prescribed medication can be administered by the school staff. Parents must first complete a Medication Form. Forms are available from the school office or can be downloaded from the school's website.

The school has several qualified first aiders who will administer any necessary treatment. Every effort will be made to contact parents if the injury is serious. All incidents are recorded in a logbook.



14. HOME SCHOOL LINK WORKER

The home-school link service is available to offer support to parents and children who are struggling with any aspect of their school experience. They can offer support both in school and at home, working on a 1:1 basis with children and also in small groups.

In partnership with parents we can refer children to the Home School Link Worker for support. Alternatively they will offer group work throughout the school focussing on skills such as promoting positive relationships, building friendships and teamwork.

For further information about this service, please contact the school.



15. CHILD PROTECTION

All Scottish Borders Council schools and their staff are required to follow the Scottish Borders Child Protection Committee's Inter-agency child protection guidelines and procedures.

A key element in the procedures is that if a member of staff in a school is made aware of a concern (usually through a statement made by a child) of an issue that could have child protection implications, the member of staff has no option but to refer to the Child Protection Unit. The Children (Scotland) Act 1995 states that the welfare of the child is paramount and this must always be the sole consideration for the school.

In making a referral staff will not be making any judgement on the strength or truth of the child's statement but must follow procedures to support pupils and staff. An extensive training programme has been undertaken to ensure that all staff are aware of their responsibilities.

The child's parents or carer will always be informed as soon as possible about such disclosures and any action resulting from this. Keeping parents informed may not always be undertaken by school staff and could involve other organisations, such as social work staff or the police.

If the child protection issue is taken further, school staff will work with families to support children through the process. The school Child Protection Co-ordinator is the Headteacher who can be contacted to discuss any concerns that may arise.

Young Carers

A young carer is someone who is under 18 years of age or who has reached 18 and still a pupil at school and provides or intends to provide care for another individual. A number of young carers do not always identify themselves or wish to be identified.

Young carers undertake a number of tasks for the people they live with and look after. They are often left alone to do things like washing, cooking, shopping, paying bills, collecting medication or helping to look after younger brothers or sister.

This means they might not have as much time to complete work at home which has an ongoing effect on progress and learning or attend clubs and after schools activities therefore missing out on the social aspects of school.

Within our school we want our young carers to enjoy school and that it is a positive place to come and they feel included. Please let us know if there are difficulties meeting deadlines with work, arriving on time or any other issues which affect a young person.

The Educational Psychology Service

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing. We provide advice and training to school staff on how children learn, and advise on ways to help children who require support.

If requested by the school, we can arrange follow-up for individual children and young people, together with their families and teachers, to help support their learning, or with social or emotional issues. This is generally achieved by meeting the children, their families and school staff, to review the support they have already received and agree ways in which we can all help your child in school. In some cases, we may agree that a psychologist will work on a one-to-one basis with your child to obtain a clearer picture of how they can best be supported.

If you have any worries about your child, please contact their school, in the first instance, to arrange a meeting to discuss your concerns. All schools have access to a range of support Services and your child's Head Teacher will be able to advise you about when the EPS may be able to help.

Further information about the EPS is available on the Scottish Borders Council website. Here you can access a downloadable leaflet for parents and carers, which explains in more detail how we may be able to work with you to support your child in school.

Please see www.scotborders.gov.uk/EPS



16. SCHOOL ETHOS

We nurture a positive ethos within the school in a number of ways.

Celebrating Achievements

At Lauder Primary School we like to take every opportunity to praise pupils and celebrate success. Some of the ways we do this are listed below:

- Assemblies
- Golden Pupils
- Aiming High stars/certificates
- Pupil class rewards schemes
- Good Citizen annual award to P7
- Certificates from Senior Management Team
- Staff Praise cards
- Stickers
- Personal Learning Records
- Learning Logs

Promoting Positive Behaviour

In the School and ELC we work at maintaining and developing a friendly, safe and secure environment that promotes good attitudes to learning and co-operation. We adopt a positive approach to behaviour and will always praise children when we can. Serious or persistent misbehaviour will be discussed with parents.

The staff work to encourage a positive attitude in the children towards themselves, their peers and adults.

Further information about the Promoting Positive Behaviour policy can be found on the school website.

Respectful Relationships (Anti Bullying)

Scottish Borders Council has replaced their anti bullying policy with the updated Respectful Relationships policy. The new policy provides guidance to staff, parents and pupils on the prevention and management of bullying behaviour to make the school a safe, respectful and positive environment where bullying behaviour is never acceptable.



17. THE CURRICULUM

Learning and Teaching

Curriculum for Excellence is for all young people, 3-18 year olds, in Scotland. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from ELC to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills.

Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and numbers skills that unlock other subjects and are vital to everyday life.

It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There is personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that is needed. There will be a new emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.

The curriculum is delivered within 8 curricular areas:

- Health and well being
- Languages (*including French in P6 and P7*)
- Mathematics
- Sciences
- Social studies
- Expressive arts
- Technologies
- Religious and moral education.

As well as discreet subject areas learning occurs in contextualized studies and links are made across the curriculum.

Religious and Moral Education (RME)

Scotland is a diverse nation whose people hold a wide range of beliefs. Religious and moral education enables children and young people to explore the world's major religions and to develop their own beliefs and values. RME is a part of Curriculum for Excellence. Parents who wish to exercise their right to withdraw their child from religious instruction and/or religious observance should contact the Headteacher to arrange a meeting to discuss alternative arrangements for your child

We have a close link with the local Church of Scotland. The minister takes opportunities to come in to take assemblies as well as taking a part in the Harvest, Christmas and Easter Assemblies. The minister is also available to work with individual classes as requested by teachers. Please note at this time there is a vacancy for the post of minister.

Health and Wellbeing

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. There are six organisers for Health and Wellbeing:

- Mental, emotional, social and physical wellbeing
- Planning for choices and changes
- Physical education, physical activity and sport
- Food and health
- Substance misuse
- Relationships, sexual health and parenthood.

Some of these areas can be sensitive such as sexual health, parenthood and drugs awareness. We are always happy to share with parents the contents of these lessons. If you would like to see the material we use and discuss the content please call at the school to make an appointment.

Stages of Learning

The experience and outcomes under Curriculum for Excellence are written at five levels. The path most children and young people are expected to follow through the levels reflects the stages of maturation of children and young people and the changing ways in which they engage with learning as they develop. Some children and young people will start learning at these levels earlier and others later, depending upon individual needs and aptitudes. The framework is however designed to be flexible in order to permit careful planning for those with additional support needs, including those who, for example, have a learning difficulty and those who are particularly able or talented.

Level	Stage
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.

Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4. The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.
Senior phase	S4 to S6, and college or other means of study.

Where can we find more information about Curriculum for Excellence?

- Ask at school
- The Parentzone section of Learning and Teaching Scotland's website:
www.ltscotland.org.uk/parentzone/index.asp
- Curriculum for Excellence 'Building the Curriculum' documents:
www.ltscotland.org.uk/curriculumforexcellence
- A Parental Toolkit on Curriculum for Excellence has been produced by Learning and Teaching Scotland: www.ltscotland.org.uk/curriculumforexcellence/buildingthecurriculum/engagingwithparents
- Information on the Experiences and Outcomes for Curricular Areas:
www.ltscotland.org.uk/curriculumforexcellence/experiencesandoutcomes/index.asp.
- Assessment and qualification information: www.sqa.org.uk/sqa/2941.html and www.scqf.org.uk/AbouttheFramework/Levels.aspx

Assessment and Reporting

Assessment is an integral part of learning and teaching. It helps to provide a picture of a child's or young person's progress and achievements and to identify next steps in learning.

All teachers carry out on-going assessment on a regular basis and this is linked to the teaching and learning processes. Approaches are formalised at certain times by planned assessments, including summative assessment. All assessments provide information about pupil progress and the effectiveness of learning and teaching, and help to inform future planning. For pupils in Primaries 2 – 7 tracking in Reading, Maths and Spelling takes place annually in January. In addition Scottish Borders Council Scottish Borders Council has introduced a new assessment programme for our P1, P4 and P7 (also S2) pupils this session. These assessments are designed by the Centre for Evaluation and Monitoring at Durham University and are completed online. The results of these assessment will allow us as a school to plan appropriate learning experiences to allow all pupils to meet their full potential.

As with all summative assessments, they give a snapshot of how a pupil has performed at a particular time on a particular day and therefore provide only part of a much wider ongoing assessment process within the classroom. Throughout the year you will receive regular Curriculum Overviews informing you about what your child will be covering in each of the curricular areas. Two reports are sent home, one report in February with another in June.

There are three formal occasions when we report to parents on their child's progress. We issue a Report in term 3 and we provide two parent/teacher consultations, one in October and one in May/June.

You are welcome to discuss your child's progress at any time. It is best to make an appointment in advance, although it is sometimes possible to chat informally to a teacher at the beginning or end of the school day. There are two formal parent teacher consultation evenings, one around October/November with a second one in March/April.

Each term we also send home a Curriculum Overview. We hope that this gives you a flavour of the areas we intend to cover in each curricular area and provides you with information to support your child.

Learning Logs

We issue Learning Logs for numeracy, literacy and 'topic' work to share your child's learning with you.

At the end of a block of work in numeracy, literacy and 'topic', your child will complete a Learning Log sheet which will review their learning and assess their understanding. This sheet will be put in their workbook/jotter and will come home with your child so that they can share with you the work they have covered.

Parents are asked to take time to talk to their child about their work and then complete the parent comment section and sign and return the work to school.

Additional Support for Learning

At any point in their lives children or young people may need extra help with their education. This may be for any reason and at any time. This is often referred to as additional support for learning or having additional support needs.

Some examples of why a child/young person may require extra help with their education are:

- *Bereavement or family illness*
- *Problems at home*
- *Bullying*
- *Being particularly gifted/able*
- *An illness, disability or sensory impairment*
- *Having English as an additional language*

A child/young person's needs may last for a short time, and the problem may be resolved easily. Or their needs might be very complex, and they may require additional support for a number of years.

If you feel that your child needs additional support for learning, the first person to speak to is your child's teacher. You have the right to request an assessment of your child. Within our schools we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the needs of children and young people are recognised and appropriate support can be provided.

Parents/carers are always involved in making decisions about their child's education and we will always ask your permission before any specific referrals are made. While your child is receiving support, we will regularly review your child's progress.

Our Support for Learning teacher works part time in the school. The role of the Support for Learning specialist is not only to work with children who may require some extra support, but also to advise staff as to what form that support should take and to help devise programmes of study where necessary.

It is necessary at times to carry out some formal and informal assessments with pupils. We also refer children to other agencies for further assessment or advice; these include Behaviour Support, Child Health, Educational Psychology, Occupational Therapy, Motor Assessment, Physiotherapy or Speech and Language Therapy. Parental permission will always be obtained before referrals are made.

At times, parents/carers and schools may come into dispute. While we would always hope that difficulties could be resolved at the school level we recognise that parents or young people may wish to formalise their concerns. To assist with this we have a complaints procedure and also offer independent mediation and adjudication. It is also possible under certain circumstances to refer the case to the Additional Support Needs Tribunal for Scotland.

The statutory framework for Additional Support for Learning is the Education [Additional Support For Learning] [Scotland] Acts 2004 and 2009. A good place to find independent information is Enquire, the Scottish advice service for Additional Support for Learning. They have a wealth of information, including practical guides and fact sheets for both parents/carers and young people. You can find the website at www.enquire.org.uk, or ring them on 0845 123 2303.

For more information, you can contact:

(a) Enquire, the Scottish advice service for Additional Support for Learning. They have a wealth of information, including practical guides and fact sheets for both parents/carers and young people. You can find the website at www.enquire.org.uk, or ring them on 0845 123 2303.

(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; www.siaa.org.uk and

(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741. www.sclc.org.uk”

Getting It Right For Every Child

Getting It Right For Every Child (GIRFEC) is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people.

The GIRFEC approach aims to make it easier for parents, children, young people and the services that support them – such as early years services, schools and the NHS – to work together to get it right.

Practitioners work together to support you and your child, working across organisational boundaries and putting your child and you at the heart of decision making, ensuring we give all our children and young people the best possible start in life.

GIRFEC means that everyone working with Scottish Borders children, young people and their families are encouraged to:

- Ensure children, young people, and their families get the help they need when they need it and are central to the process of finding solutions.
- Use one consistent and equitable approach, actively share information to agreed protocols and work more effectively together to improve outcomes for children and young people.
- Be clear about personal responsibility to do the right thing for each child/young person.
- Work with children, young people and their families, using a collaborative approach with fewer meetings. This should ensure children, young people and their families give information only once, and enables the development of one plan to meet all their needs.
- Respond to children and young people and take appropriate, proportionate and timely action with the minimum of paperwork, bureaucracy and duplication.

GIRFEC is part of the Children and Young People (Scotland) Act 2014 and the GIRFEC provisions are planned to be fully implemented by August 2017. If you would like any further information please ask your child’s Headteacher.



18. TRANSITION P7 – S1

Pupils from Lauder Primary School normally transfer to Earlston High School. Staff from Earlston High School visit the Primary 7 pupils throughout the year and liaise with Primary school staff. The Primary 7 pupils spend two days visiting the High School in the final term. There are also opportunities for parents to visit the High School and meet with secondary staff.



19. SCHOOL IMPROVEMENT PLANNING

Her majesty’s Inspectorate of Education (HMIE)	A copy of the most recent (June 2010) inspection by HMIE can be found at the following link. http://www.lauder.scotborders.sch.uk
Care Inspectorate inspection for Nursery	A copy of the most recent Care Inspectorate report can be on their website. http://www.careinspectorate.com/

20. LAUDER PRIMARY SCHOOL EARLY LEARNING & CHILDCARE CENTRE (ELC)

ELC times:

Morning Session 8.30 – 11.40
Afternoon Session 12.20 – 3.30

Wraparound times:

Thursday and Friday only 11.40 – 12.20

Starting ELC is an exciting and challenging experience for children. Staff at Lauder Primary School are always available to help, offer support and to answer any questions you may want to ask. We want to make your child feel welcome and secure in our ELC.

The purpose of this information is to give you an understanding of the life and work of our ELC, as well as acting as a source of reference. Updated information is given throughout the year by means of newsletters, letters and meetings. The school also has a website which contains useful information. www.lauder.scotborders.sch.uk

Our aim is to make your child's experience of ELC a happy and enjoyable experience and to make him/her secure and comfortable in the ELC environment. We welcome you and your child and hope that you will feel part of Lauder Primary School. Your interest and support will always be valued as we become partners together in the education of your child.

The ELC provides different types of learning opportunity, with the emphasis on exploration through play. The children will explore their friendships, their own physical capabilities and their understanding of the world. They will be helped and encouraged to communicate their thoughts, feelings and ideas and to begin to develop different ways of sharing these with others.

We strive to provide an experience which is both challenging and fun, one which includes and encourages, and above all, provides the context where the child feels secure and happy as they take their first steps on their learning journey.

The ELC is very much a part of the school and we take opportunities to promote and develop links. ELC children make use of school facilities such as the hall and take part in school events e.g. assemblies and pupil concerts etc.

Starting ELC – ELC places will be allocated according to Scottish Borders Council's Schools Admissions Policy which can be found on their website.

Enrolment week for ELC children takes place in the November prior to them starting ELC in the following session, with notification of the enrolment week given to parents through the local press and school Newsletter. We currently provide places for both 3 year old children and 4 year old children. Children may start ELC in the month following their third birthday.

Places are usually allocated by the end of the first week in May. Parents are invited to an information meeting towards the end of May. At this meeting we will outline nursery procedures, allow an opportunity for parents to ask questions and have a tour of the ELC and school.

Children attending ELC are allocated five sessions, mornings or afternoons, although some may attend for fewer sessions at parents' request.

All children have different personalities and different strengths and while some will settle into very quickly and effortlessly, others may take a little longer to adapt. For these reasons, and to allow us to get to know your child, we stagger the intake of new children with only a few being admitted at a time.

During visits prior to your child starting nursery and at the start of your child's attendance at nursery, parents are welcome to stay for as long as it takes for their child to feel happy, safe and secure.

Communication - The importance of good communication between yourself, the school, nursery staff and your child cannot be over emphasised. Please share with us information about your child and his/her likes and dislikes. It is vital that you keep the ELC staff informed of any changes in personal details, contact numbers or information regarding your child's health.

Regular newsletters, letters and notes will be sent home with your child to keep you informed. There is also information on display in the cloakroom and the ELC staff use a whiteboard in the entrance to display important information. We also use from time to time a Groupcall system which sends a text message to parents' mobiles or their house phone. The school has a website which contains useful information www.lauder.scotborders.sch.uk. We also have a school app which you can download from your usual app store. This contains lots of news, messages and calendar dates.

At the end of each session, if required, time is available for parents to meet with the ELC staff as they collect their child so important information can be passed on.

Partnership with parents – The ELC staff hope that you feel welcome in the ELC and that you and your child will enjoy a valuable experience. We recognise that parents have the first and most important role in a child's development. As parents, you know your child best. Through contact with parents we learn much about a child's needs, characteristics and stages of development. It is important to your child's development that we establish regular links and maintain communication between home and ELC.

Timetabled parent meetings with ELC staff are held twice a year for 4 year old children and once a year for 3 year old children. In addition to this you will be invited to an informal meeting with the ELC staff. Please do not feel you have to wait until these times if you wish to talk to the ELC staff. Working together to the children's benefit is an important feature of nursery education.

The ELC staff welcome parent helpers into the ELC to 'Stay & Play' and also to help with organised trips out with the ELC premises. If you are interested in helping out in the ELC please speak to the staff.

Children must always be brought to, and collected from ELC by a responsible adult (over 16 years of age). Please inform the ELC staff if an adult other than the usual one is collecting your child. Please try to let your child know who is collecting them as any confusion in their minds can cause some anxiety for them.

ELC Education - The ELC will provide pre-school education according to Curriculum for Excellence and Care Inspectorate standards. These guidelines ensure that your child will experience a wide curriculum covering:

- Emotional, Personal and Social Development
- Communication and Language
- Knowledge and Understanding of the World
- Expressive and Aesthetic Development
- Physical Development and Movement

Your child will cover all these areas through active play alongside other children. Active play is central to the learning process and play activities in the ELC will be purposeful and structured. A very important part is learning to share and play with other children, to develop independence and confidence, to listen to others and to be able to express their ideas so others understand.

Once your child is settled in, the ELC staff will structure activities which will extend your child's experiences and so help to develop an enthusiastic and enquiring approach to learning.

The children will experience a range of activities including:

sand and water	dough & clay	painting & drawing	dressing up and role play
home corner	puzzles & games	board and card games	construction toys
story corner/library	baking	ICT	outdoor learning
music	physical equipment	interest table	literacy & numeracy table

Planning - ELC forms part of Early Level of Curriculum for Excellence and staff plan carefully for the children in their care. These plans ensure that learning is balanced, that progression and development takes place and that children's needs are met. Broad themes will outline plans but these will then be led and developed by the children's interests and ideas. Copies of plans can be seen in the nursery room for your information. These will give details of what the children will be involved in during the week and what we hope they will gain from this.

Assessment - On-going assessment takes place through observation, communication, interaction and set tasks. The information gathered is used to build up a profile for each child. Information is recorded about each child, which will be formally shared with parents at parent evenings. Staff are willing to share this information with you at anytime during the year should you feel the need to discuss your child's progress in the ELC. In addition to this children will develop and build up a Learning Journey log book throughout the year. These go home at certain points of the year to share with you the progress and achievements of your child.

The Care Inspectorate is the independent scrutiny and improvement body for care and children's services. As part of this process, the ELC has regular Care Inspectorate inspections. A copy of the most recent report is also on display in the nursery entrance.

The Care Inspectorate also handles complaints from parents or carers into the quality of care provided for the children. Information booklets detailing the Care Commission Complaints Procedure are available in the cloakroom area of the

nursery. The Care Inspectorate can be contacted at: Care Inspectorate, Ettrick Riverside Business Centre, Dunsdale Road, Selkirk, TD7 5EB.
Tel no. 01896 664400

How can you help us?

- making sure your child has the correct belongings and ensuring that these are named
- encouraging your child to talk about ELC
- telling us about your child's likes and dislikes, significant developments, changes in home routines etc
- reading books with your child and saying nursery rhymes together
- encouraging your child to draw, paint, cut out etc
- encouraging your child's ability to change shoes and clothes etc
- providing dressing up clothes and collecting junk materials boxes etc
- letting us have the **first** go at teaching the formation of handwritten letters
- telephoning school if your child is ill and ensuring that he/she does not return until fully recovered
- returning promptly any requested forms etc
- paying snack money on time
- It is most helpful if children are familiar with a toilet routine as well as when and how to use handkerchiefs/tissues. Your permission will be asked for at the start of the nursery year for staff to assist the children with toileting if required.

What does your ELC child need?

Your child should wear practical and comfortable play clothes which he/she can manage independently when going to the toilet. Children should not feel anxious about getting in a mess! Please avoid braces, belts and too many buttons! Children should bring soft shoes to change into on arrival at the school. Please make sure all clothes and shoes are clearly marked with your child's name.

A spare pair of pants, trousers and socks should also be kept in the bag provided by the nursery in case of 'accidents'.

There is an ELC sweatshirt, but it is not compulsory that children wear one. Order forms for the nursery sweatshirt are available from the school office or can be downloaded from our website, www.lauder.scotborders.sch.uk.

In summer please provide your child with a sun hat preferably with a neck protector. Generally if your child is covered with sun block before coming to nursery, there should be protection for the duration of the nursery session.

Promoting Positive Behaviour - In the School and ELC we work at maintaining and developing a friendly, safe and secure environment that promotes good attitudes to learning and co-operation. We adopt a positive approach to behaviour and will always praise children when we can. Serious or persistent misbehaviour will be discussed with parents.

The staff will work to encourage a positive attitude in the children: towards themselves, their peers and towards adults in the nursery

Wraparound - Lauder Primary School ELC offers extended wraparound sessions on a Thursday and Friday only from 11.40 - 12.20.

A place can be booked for these by completing the 'booking sheet' located in the entrance area of the nursery. There is a cost for these additional sessions and prices are displayed in the nursery entrance.

Children using this service may bring a packed lunch. When children bring a packed lunch they must use a container clearly marked with their name and it must contain an ice pack to keep the food chilled.

Snacks Time – Offering milk or water and a tasty bite to each child every day encourages healthy eating habits. Different types of foods are available for snacks at different times to emphasise, for example, healthy eating, dental health, festivals, cultures and different skills such as cutting and spreading. Vegetarians and other dietary requirements are catered for. If your child has any allergies please inform one of the ELC staff. The snack menu is displayed weekly in the entrance. Parents are asked to pay £2.00 weekly (or 40p a session) snack money to cover the cost of providing the children with a daily snack and also ingredients for cookery and other treats. This can be paid weekly or termly.

Tooth Brushing Programme - Tooth brushing will be introduced by the Oral Health Support Worker and this will continue as appropriate as part of Health Education. Parents are required to complete a form if they DO NOT wish their child to take part.

Community Links - Visits are organised within the community and links exist with the community police officer, health centre, dental services etc as well as with educational services such as Speech and Language specialists.

USEFUL ADDRESSES AND TELEPHONE NUMBERS

<p>Lauder Primary School Allanbank Gardens Lauder Berwickshire TD2 6AD</p> <p>Tel no: 01578 722346 Fax: 01578 722972 www.lauder.scotborders.sch.uk</p>	<p>Director of Children and Young People Services Scottish Borders Council Newtown St Boswells MELROSE TD6 0SA</p> <p>Tel no: 01835 824000 http://www.scotborders.gov.uk/</p>
<p>Earlston High School Headteacher: Mr Justin Sinclair Earlston High School East End Earlston TD4 6JP</p> <p>Tel no: 01896 849282</p> <p>www.earlstonhigh.scotborders.sch.uk</p>	<p>Lauder Out of School Club c/o Lauder Primary School Allanbank Gardens Lauder TD2 6AD</p> <p>01578 722066 07960063173</p> <p>lasc@hotmail.co.uk</p>
<p>Care Inspectorate Etrick Riverside Business Centre Dunsdale Road Selkirk TD7 5EB</p> <p>Tel no. 01896 664400</p>	

DATA PROTECTION

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and its headquarters is based at Newtown St Boswells, Melrose TD6 0SA. You can contact our data protection officer by post at this address, or by email at: dataprotection@scotborders.gov.uk, or by telephone – 0300 100 1800.

Why we need your information

Every child of school age has the right to be educated. A child is of school age if he/she has attained the age of 5 but has not attained the age of 16 years. The term “young person” applies to a pupil over school age, but who has not attained 18 years. The education authority has a duty to provide education to any young person who is still a school pupil.

We need to collect, use and store personal information about you and your child/ren to enable us to provide your child/ren with an appropriate education. We provide these services to you as part of our statutory function as your local authority under:

- The Education (Scotland) Act 1980, Education (Scotland) Act 1980
- The Education (Placing in Schools etc. Deemed Decisions) (Scotland) Regulations 1982
- The Standard in Scotland’s Schools Act 2000
- Education (Scotland) Act 2016

We also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records.

Who we will share information with

We will share information with health and wellbeing services and may share information with other external agencies and organisations who provide or assist with educational provision and with online payment solution providers.

- The [Scottish Government](#) for examination, career guidance and monitoring purposes.
- ParentPay, ESP Systems and CRB to allow the school to offer cashless catering and to receive payment for school trips and events;
- Groupcall to allow the school to communicate with you;
- The NHS for health monitoring;
- Netmedia to enable the online arrangement of parents evenings;
- Internal Scottish Borders Council departments to allow the provision of catering and transport.

On each occasion, the recipients are bound to the terms of a Data Sharing Agreement and accordingly will only use your child's data for the specified purpose. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full [privacy statement](#) on our website.

We are also legally obliged to share certain data with other public and regulatory bodies such as Education Scotland, Police and NHS will do so where the law requires this.

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We will retain a copy of your child/ren's educational record up until they reach the age of 25.

Photographs/videos

Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. The school your child attends may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise the media or other parents may wish to use the images of pupils in various ways. We ask you at the time your child enrolls at one of our schools if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

Any permission given will remain in force during your child's primary and secondary schooling until you indicate that you wish to withdraw your consent. You can do this by contacting the head teacher of your school as soon as possible.

Your Rights

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact our Data Protection Officer by email at dataprotection@scotborders.gov.uk or by telephone on 0300 100 1800.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office
Wycliffe House

Water Lane
Wilmslow
Cheshire
SK9 5AF

You can visit their website for more information <https://ico.org.uk/make-a-complaint/> .

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website: https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1

