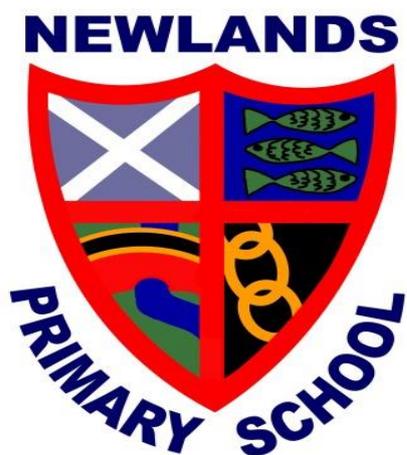


Newlands Primary School



School Handbook 2018/2019

Revised November 2018.

SCHOOL DETAILS

Head Teacher	Mrs Carn Peaston
Name	Newlands Primary School
Address	Romanno Bridge West Linton Peeblesshire EH46 7BZ
Telephone	01968 660211
Twitter	@PrimaryNewlands
Website	https://newlandsprimary.weebly.com
Email contact	NewlandsPS@scotborders.gov.uk
Current Role	80 (P1-7)

Welcome

On behalf of the staff at Newlands Primary School, we welcome you and your child to our school and we look forward to a positive and productive partnership with you during your child's school years. We hope that your child will feel secure and happy throughout their time at Newlands. Our vision for education in Newlands is that all our children achieve the highest possible standards with the appropriate skills to allow them to enjoy success now and in the future.

We welcome parents into school and are keen to encourage you to take an active role in the life of the school. Parents currently help around the school in both informal and formal ways: helping with book bags, assisting in classrooms; going on excursions with classes; or becoming members of the Parent Council.

This booklet is provided to familiarise parents with our school, aims, methods and procedures to encourage and enhance the links between school and home.

Please do not hesitate to telephone or email if you require any further information or would like the opportunity to visit the school. We look forward to working with you during your child's time at Newlands Primary School.

STAFFING

Acting Head Teacher	Mrs C Peaston
Principal Teacher	Mr M Kaljee
Class Teacher P1/2	Mr M Kaljee/ Mrs L Sanderson (Thurs)
Class Teacher P3/4	Mrs D Adams
Class Teacher P5/6	Mrs L White
Class Teacher P6/7	Mr R Hutchinson

Music Curriculum Support Teacher	Mr V Fleischfresser (Friday)
PE Curriculum Support Teacher	Mr R Davidson (Friday)
Learning Support Teacher	Ms S Morrow (Monday)
Primary Curriculum Support	Mrs T Buxton (Tues)
School Administrator	Mrs M Calveley
Classroom Assistant	Mrs S Mitchell/Mrs M Currie
Cleaner	Mr B Mackie
Cook	Mrs F Craigmile
Playground Supervisor	Mrs M Bruce
Additional Needs Assistant	Mrs M Bruce/Mrs L Ho/Mrs P Roy
Janitor	Mr S O'Hara
School Chaplain	Rev Stuart McPherson

SCHOOL TIMES

Monday-Thursday

P1-7	8.30 - 3.00 pm
Morning Interval	10.15 - 10.30 am
Lunch Interval	12.15 – 1.00 pm

Friday

8.30 – 10.15 am
10.30 – 11.30 am
11.30 - 12.00 brunch
12.00 – 12.15 pm

During bad weather, the doors are open earlier in the morning to allow the children access into the school.

NEWLANDS PRIMARY SCHOOL

Newlands School is an amalgamation of the three rural schools which lay along the A701. Lamancha School linked with Newlands in 1984 and was joined by Kirkurd School in August 1985.

The original building of Newlands School was extended and renovated to accommodate the increased numbers, with the staff and pupils moving into the new school in February 1987.

Newlands Primary School has strong links with Newlands Community Development Trust. The Trust raised substantial funds to build a community facility. In conjunction with Scottish Borders Council, the school building was refurbished as part of the project to build the community facility. During the summer of 2011, most of the building was refurbished, the remainder being completed in October 2011. In December of 2011, the community building was completed and was, therefore, available for use by the school. A partnership agreement between the Trust and Scottish Borders Council enables the school to hire or lease parts of the community building.

The official opening of Newlands Centre on 24 May 2012, during the year of Her Majesty's Diamond Jubilee, was a brilliant day with the Earl of Wessex visiting school before the opening ceremony.

The school presently has a roll of 80 pupils with a teaching complement of 4 classteachers. Newlands School has a partner school in Broughton Primary. These schools share a Headteacher.

The school maintains social connections with the nearby village of West Linton, participating in their annual Whipman Celebrations.

Newlands Primary has links with Newlands Church. The Rev Stuart McPherson is involved in the life of the school and takes services at Christmas and Easter. We have assemblies weekly, the main focus of these assemblies is to share information and celebrate successes.

Some assemblies have religious observance as part of the work of the school. Any parent has the right to withdraw their child from religious observance. Please do discuss this with the Headteacher.

Newlands Primary is an Eco-school having gained three green flags. Pupils have an eco-committee which takes forward the work of the school. The school is also a Fair Trade school offering a tuck shop weekly.

Our Vision Statement and Motto

In Newlands Primary School our vision is to promote high achievement by providing high quality teaching and learning for everyone in our happy, healthy school community.

Our motto is:

***Newlands CARES,
Challenge, Achieve, Respect,
Encourage, Support.***

School Aims

- ✓ We aim to have a safe, caring school where everyone values themselves and each other.
- ✓ Our school community aims to be kind, considerate, happy and helpful, hardworking and will always try to do the right thing.
- ✓ Our teachers aim to listen to pupils, treat all fairly and be knowledgeable.
- ✓ We aim to make learning fun by having a variety of lessons that interest, support and challenge the children.
- ✓ We aim to celebrate achievements and recognise and be proud of all best efforts.
- ✓ We want all children to move on from Newlands School confident and equipped to face new challenges.

NAMED PERSON

The Children and Young People (Scotland) Act 2014 includes making a Named Person available for every child, from birth until their 18th birthday (or beyond, if they are still in school). In most cases, the Named Person will not have to do anything more than they normally do in the course of their day-to-day work.

Most children and young people get all the help and support they need from their families, from teachers and health practitioners, and from their wider communities – the Named Person does not change these roles.

However, some families may need extra help and that's where the Named Person comes in. This means that the child and their family have a single point of contact who can work with them to sort out any further help, advice or support if they need it.

The Named Person for your child is Mrs C Peaston.

SCHOOL IMPROVEMENTS

Each year Newlands School has a plan for improvement. The priorities in the plan have been identified by staff, pupils and parents. The progress of the plan is reported upon each year in the Standards and Quality Report. This report is issued to all parents.

Identification of priorities from pupils is done through consultation with the Pupil Council. Parents are kept informed of priorities and given the opportunity to comment and suggest future priorities through Parent Council.

ENROLMENT ARRANGEMENTS

Newlands Primary School provides education for children in the 5 - 12 age group within the Kirkurd, Romanno Bridge and Lamancha areas. All children who reach the age of four by the end of February in any year are entitled to enrol for the beginning of the next session. Readiness for primary school varies from child to child. A child does not have to begin attendance at school till the next school commencement date after his/her fifth birthday.

Enrolment

(Primary 1)

Parents of any child who will be 5 years old on or before 28 February in any year are invited to visit the Headteacher of their local school during enrolment week which is in November. When you register you will be asked to show a copy of your child's birth certificate and will be asked to provide proof of residence in the area.

Readiness for primary school varies from child to child and a child does **NOT** have to begin attendance at school until August **AFTER** his or her fifth birthday. If your child's fifth birthday comes between the beginning of term (August) and 28 February the following year, your child does **NOT** have to begin school until the following year.

Early Admission

Applications for early admission to primary school on behalf of children who do not fulfil the normal enrolment requirements should be made to school by **11 January** each year.

Placing Requests

If you intend to make a placing request to attend a primary school, other than your local school, you are requested to visit your local catchment school to reserve a place during enrolment week and inform the Headteacher that you will be making a placing request. This will ensure a place is available at your local school in the event the Authority is unable to grant your placing request. In addition, parents wishing their child to be admitted to a school other than the catchment school are requested to visit the Headteacher of their preferred school by **11 January**.

Children who live outwith the catchment area for Newlands School may apply to be placed in the school. Parents should contact the headteacher, visit the school and complete the appropriate placing request form. Parents will be informed of the outcome of their request by Scottish Borders Council.

Transition

The main provider of pre-school education for Newlands is Newlands Nursery. Pupils starting in P1 come from a number of pre-school settings so we have a number of transition visits to familiarise new pupils with the school, building, staff and facilities prior to them starting in P1. As well as informal visits and liaison between pre-school and school staff, we have two opportunities for pupils to come into the P1 class during the summer term prior to them starting school. The major opportunity is 'moving up' morning which takes place in June when P7 pupils visit Peebles High School and all pupils in school have the opportunity to spend a good part of the morning in the classroom with the teacher for the following year. At this time of year there will be an opportunity for Parents of these pupils to meet with the Class Teacher and Headteacher for an information and question session.

General Enrolment

Pupils who move into the area during the school year should contact the Headteacher to ascertain the availability of places and arrange a visit to school. Prior to starting school and admission form must be completed and submitted to school along with a copy of the child's birth certificate. Admission forms are available from the school office.

Pupils progress through the school in their own year-groups but in composite classes of more than one year-group. In addition, because of its small pupil numbers, it is occasionally necessary to split a year-group to make up composite classes of reasonable size – this is done in line with Scottish Borders Council policy.

TRANSITIONS

Pupils come to Newlands in Primary 1 from a number of different pre-school settings. We have strong links with Newlands, Lamancha and Kirkurd playgroup who provide pre-school education for many of our pupils. Following enrolment in November, there are informal opportunities for pre-school pupils to visit school. These may be for stories or activities and, in the spring term, pre-school pupils join the school for break to get used to playing with lots of pupils. Older pupils in the school act as "buddies" for younger pupils and it is very much our ethos to care for others.

During the final pre-school term, visits will be arranged, culminating in 'move-up morning' in June. Parents will be informed of these visits. There is also an opportunity for new parents to meet the P1 teachers and Headteacher during move-up morning and discuss starting school.

Having completed seven years of primary schooling the children transfer to Peebles High School

The contact details for Peebles High School are:

Peebles High school

Springwood road

Peebles

EH45 9HB

Tel : 01721 720291

Website: www.peebleshighschool.co.uk for the school handbook

During the P7 year, staff from Peebles High School visit Newlands for discussions

with the P7 teacher. A transition programme of visits is arranged throughout the year culminating in a two day visit for pupils in June.

Peebles High School currently provide opportunities for P7 parents to find out about the school and the curriculum. In January, the Rector from Peebles High School will arrange a meeting for P7 pupils of Broughton and Newlands pupils and West Linton. In June, P7 parents are invited to Peebles High School for a further meeting.

Pupils with additional needs may have extra visits to Peebles High School. A meeting with parents of children with additional needs will be made to discuss transition arrangements

TEMPORARY TRANSPORT CHANGES

Parents are asked to inform the school about any short-term changes in the normal transport arrangements for their children's return home at the end of the day. For the children's safety it is important that the school is informed if a pupil is to be collected by a person other than the parent.

All changes on transport arrangements should be given in writing. Please see our transport policy for further details.

POSITIVE BEHAVIOUR

Our aim is to create a stimulating and safe environment and a positive ethos in which effective learning can take place. We believe in encouraging good behaviour through a values based whole school approach, which sets clear expectations for the behaviour of all our pupils and which provides a system of recognition.

Our policy is based on the principle that by providing a clear, consistent and positive set of behavioural expectations for pupils, disruptive behaviour can be kept to a minimum, allowing learning to be maximised and appropriate behaviour to be expected. Of fundamental importance is the aim to praise and recognise good behaviour. There is an expectation of mutual respect and good behaviour from staff and pupils alike.

BULLYING

*“All our learning settings will seek to enable and promote respectful relationships based upon mutual trust, honesty, kindness, consideration and fairness, bringing out the best in those involved. It is acknowledged that children and young people will disagree with one another, fall out, have arguments, or stop talking to each other. This should be distinguished from bullying behaviour. In an environment where this behaviour is not effectively addressed it could lead to bullying behaviour.”**

Through our whole school approach to encouraging positive behaviour and promoting respectful relationships, our aim is to deter bullying at West Linton Primary School. The children will be encouraged to view bullying along with any violent or aggressive behaviour as totally unacceptable. Pupils will be given strategies for dealing with incidents of bullying and will be encouraged to speak out against bullying.

“It is the responsibility of adults (parents and staff) to support, listen, respect and respond to the experience of the child or young person experiencing bullying behaviour. The effective management of bullying behaviour should be through dialogue and discussion.”

**Respectful Relationships Anti-Bullying Policy for Children and Young People’s Learning Settings in the Scottish Borders. (November 2012)*

If you have concerns about bullying please notify Mrs Peaston (Acting HT) or Mr Kaljee (PT) or your child's class teacher as soon as possible.

ABSENCES

Parents should make every effort to ensure their child attends school regularly. When pupils are absent, please call by 9am to let us know the reason, pupils should then bring a note of explanation on their return. We are asked to provide information on absence to the Scottish Government so would appreciate parental support.

It would also be appreciated if any appointments could be made outside school time whenever possible.

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. Pupils absent from school during term time due to holidays will, except in exceptional circumstances, have an unauthorized absence marked for the period of absence.

SCHOOL UNIFORM

No formal uniform can be enforced, although pupils have chosen to have the colours of navy and pale blue for their school wear. As far as possible, and to conform with the dress code, these colours should be observed when purchasing school clothes.

A number of items of uniform may be ordered through school. An order form can be obtained from the school office.

White poloshirts or t-shirts are also acceptable worn with a plain navy top.

Trousers, skirts and pinafores should preferably be navy but grey or black is acceptable.

Shorts and tops for gym should be self-coloured and without decoration. No jewellery should be worn at gym.

The children are requested to have indoor shoes for the classroom which can also be worn for PE. Pupils should not be in school all day wearing wellington boots or without footwear.

For their own safety, children should only wear stud earrings.

PARENTS ARE REQUESTED TO ENSURE THAT THEIR CHILD'S NAME IS ON EVERY ARTICLE OF CLOTHING AND FOOTWEAR.

There are a number of categories of clothing which are considered unacceptable. Among these are articles of clothing which have team or commercial logos, and jeans. The wearing of these articles is discouraged.

SCHOOL MEALS

School Meals are **£2.10** per day and ParentPay is used to purchase meals on-line. The school will provide parents with login details and their personal password to enable them to access ParentPay. P1-P3 pupils currently do not pay for lunch.

Facilities are available for the supervision of children having packed lunches, but cutlery and crockery cannot be provided.

Application for free school meals can be made from parents who receive benefits. Forms can be obtained from the school or direct from Scottish Borders Council Headquarters at Newtown St. Boswells.

FREE SCHOOL MEAL ENTITLEMENT

Scottish Borders Council can provide children with free school meals and assistance towards the purchase of school clothing. A young person who lives independently can apply in their own right if they meet one of the criteria.

All children between primary one to primary three are automatically eligible for a free school meal, **for all other children** to qualify in 2019/20, you must meet one of the following criteria.

- ✓ Income Support
- ✓ Income-based Job Seeker's Allowance
- ✓ Any income related element of Employment and Support Allowance
- ✓ Child Tax Credit, but not Working Tax Credit, with an annual income less than £16,105
- ✓ Both maximum Child Tax Credit and maximum Working Tax Credit with an annual income less than £6,420
- ✓ Support under Part VI of the Immigration and Asylum Act 1999
- ✓ Universal Credit with a monthly income less than £610

School clothing and footwear grant

- ✓ Income Support
- ✓ Income-based Job Seeker's Allowance
- ✓ Any income related element of Employment and Support Allowance
- ✓ Working Tax Credit and/or maximum Child Tax Credit with an income less than £16,105
- ✓ Support under Part VI of the Immigration and Asylum Act 1999
- ✓ Universal Credit

The clothing grant is *only paid once per child per school year between August and the following March.*

CURRICULUM

In a school of this size, covering the full primary age range, much of the work is carried out on a group or individual basis. It is our aim that each pupil should be allowed to work at the best level and speed for that child as an individual.

In Scottish schools, our curriculum is the '*Curriculum for Excellence*' designed to meet the needs of Scotland's children and young people ages 3-18.

The '*Curriculum for Excellence*' is designed to ensure pupils in our schools are:

- ✓ Successful learners
- ✓ Confident individuals
- ✓ Effective contributors
- ✓ Responsible citizens

In designing the curriculum, schools are charged with providing pupils with:

- ✓ Challenge and enjoyment
- ✓ Breadth
- ✓ Progression
- ✓ Depth
- ✓ Personalization and choice
- ✓ Coherence
- ✓ Relevance

The structure of the curriculum has eight curriculum areas

- ✓ Expressive Arts
- ✓ Health and Wellbeing
- ✓ Languages
- ✓ Mathematics
- ✓ Religious and Moral Education
- ✓ Sciences
- ✓ Social Subjects
- ✓ Technologies

Each of these areas will be covered in Nursery, Primary and the first three years of Secondary Education. More specialized courses will be designed for the final three years of Secondary Education. The areas of the curriculum will be taught at different levels with different experiences and outcomes being promoted at these levels. The levels are:

- ✓ Early – 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.
- ✓ Senior phase – S4 to S6 and college or other means of study.

In each curriculum area there are structured experiences and outcomes for pupils which teachers will use in planning. A brief summary of the curriculum structures is –

Expressive Arts

- ✓ Art and Design
- ✓ Dance
- ✓ Drama
- ✓ Music
- ✓ Participation in performances and presentations

Health and Wellbeing

- ✓ Mental, emotional, social and physical wellbeing
- ✓ Physical education, physical activity and sport
- ✓ Food and health
- ✓ Substance misuse
- ✓ Relationships, sexual health and parenthood

In Primary 6 and 7 pupils are exploring some more sensitive aspects of substance misuse, relationships and sexual health. Parents will be informed when this is happening, the content, and invited to discuss any concerns with the class teacher.

Languages

Literacy and English:

- ✓ Listening and Talking
- ✓ Reading
- ✓ Writing

Modern Languages (from Second level)

- ✓ Listening and Talking
- ✓ Reading
- ✓ Writing
- ✓

Mathematics

- ✓ Number, Money and Measure
- ✓ Shape, position and movement
- ✓ Information Handling.

Religious and Moral Education

- ✓ Christianity
- ✓ World religions
- ✓ Development of beliefs and values

Sciences

- ✓ Planet Earth
- ✓ Forces, electricity and waves
- ✓ Biological systems
- ✓ Materials
- ✓ Topical science

Social Subjects

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

Technologies

- ✓ Technological developments in society
- ✓ ICT to enhance learning
- ✓ Business
- ✓ Computing science
- ✓ Food and textiles
- ✓ Craft, design, engineering and graphics.

In our school we intend to use an interdisciplinary approach to the curriculum whenever appropriate. This means that curriculum areas will be linked to ensure relevance for pupils.

The following websites are also useful for parents:-

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

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

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

All our pupils have the opportunity to contribute to the wider life of the school. As a school we have a commitment to offer a range of extra-curricular activities. These vary throughout the year. We also have a school parliament. The parliament is made up of different party groups, helping to drive forward the School Improvement Plan (SIP).

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
- ✓ Being particularly gifted or 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.

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.

OUTDOOR EDUCATION & EDUCATIONAL EXCURSIONS

When the opportunity or need arises we like to take the children out of the school to experience the environment at first hand. The availability of transport is a problem and this sometimes limits our flexibility in this area.

The help of the Parent Council who contribute towards payment for our use of minibuses and coaches, is greatly appreciated and without this help much of our educational excursion programme would not be possible.

We provide residential learning experiences for our P7 pupils. Each year, with Broughton Primary, we take P7 pupils to a residential centre for five days. These residential experiences are usually in April/May but this may vary depending on availability and staffing. The staffing of these residential is voluntary.

HOMEWORK/ HOME LEARNING

We very much appreciate the support of parents in ensuring that homework/ home learning tasks are completed. All children will be set tasks at some point during the week. They will have a homework diary or personal planner which gives information

on tasks and invites comments.

Part of our homework/ Home Learning commitment will also be our whole school focus on Building Resilience. The aim of which is to help pupils in their holistic health and wellbeing.

ASSESSMENT and REPORTING TO PARENTS

Pupils are continually assessed throughout the year. Class teachers assess through observation, written tasks, activities and discussions. Pupils, particularly in the upper stages are encouraged to self assess and peer assess certain aspects of their work. The assessments made inform teachers and pupils of next steps.

We are continually assessing pupils to help us decide on next steps. Parents are given a curriculum overview for each teaching block to enable them to discuss learning with their child. The overview has notes from the teacher as to how parents can help and what work can be undertaken should the school be closed for any reasons.

Reporting about each pupil's learning plays an important part in providing useful feedback about learning both for parents and carers and for other teachers and adults concerned with the young person's learning, progress and achievements.

Effective, constructive feedback to parents should be clear, positive, specific, supportive and give an honest appraisal of pupils' progress. Feedback will be provided for parents at parents' meetings, through Learning Profiles (LPs) and in formal written reports.

At Newlands Primary School pupils are encouraged to reflect on their learning, thinking about what they have learned and how well they have learned.

Parents are invited to meet their child's teacher in March to discuss their progress. LPs are sent home termly together with curriculum overviews. This year our LPs have been developed to provide ongoing, up to date records of significant progress and achievement throughout the session. A short summary of your child as a learner will be added to their LP at the end of the school session and will detail their progress in learning in line with Curriculum for Excellence and will be sent out to parents in June.

COMMUNICATION

Good communication between home and school is essential. Pupils have a homework diary which contains information about what is expected for homework. This diary also provides an opportunity for parents to comment on progress and can be used as a method of communicating with the class teacher.

Information about events, visits and parent evenings is sent out in "**Thursday Notes**". We try to keep all the information for our Thursday communication which is sent out by email.

The school office is situated at the front entrance and communication with school should be through Mrs Calveley in the office, either by telephone, letter, email (mcalveley@scotborders.gov.uk) or visit. Please note that she is in the office between 8.30 am and 12.15 pm and 1.00 pm and 3.00 pm Monday-Wednesday, 8.30

am – 2.30 pm on Thursday and 8.30 am – 12.15 pm on Friday. Outwith these times, it may be possible to contact the school by telephone but essential calls should be made during Mrs Calveley's office hours.

Should any parent have a query or concern, this should be raised initially with the class teacher, either by note or by telephone call. The class teacher with contact parents and, following discussion, both parties can agree if further action is necessary and what that should be. If parents are still concerned, they should raise the matter with the Headteacher.

HEALTH CARE

A medical inspection is given to **some** Primary 1 children during their first year at school. Parents will be given notice of this and invited to attend. P7 are usually screened by the school nurse prior to going to High School.

The school nurse is in regular contact with school staff and will monitor any pupils requiring health support. He/she is also asked to help with topics relating to health issues.

Dental screening is usually provided each year for certain age groups.

If your child is ill and you think his symptoms indicate an infectious ailment then please **DO NOT** send him/her to school until you have consulted your doctor. In line with Health Guidelines, please do not send your child to school until 48 hours after the symptoms of an illness have stopped.

It is necessary to inform the school in writing, by telephone or in person of the cause of any absence from school.

Should your child be taking medicine or suffer from a medical condition which might affect his/her school life, it is essential that you notify the school of the condition and its implications.

This information will be treated in strictest confidence to ensure the wellbeing of your child. Where necessary an Individual Education Health Care Plan will be developed for your child in consultation with you and relevant health services.

Should your child become ill or have an accident while at school that requires medical attention, we shall try to contact you by telephone, if this is possible, or arrange for a message to be sent to you.

All pupils will be offered the opportunity to participate in The Scottish School Based Immunisation Programme that is led by NHS Borders Health Board in partnership with education. Parents will be notified and invited to participate by the School Nursing Service when an age appropriate immunisation programme is to take place within their child's school.

Any minor accidents which occur during school hours are generally attended to by a first aider. We are now only permitted to clean wounds so more serious injuries are treated at the Health Centre. In the latter case, every possible effort will be made to contact parents as soon as possible after the accident and it is for this reason that we require parents to keep us updated with emergency contact arrangements.

PARENT COUNCILS

Newlands has a very supportive Parent Council. Every parent is a member of the parent forum and that forum decides on the role of the Parent Council. Our Parent Council Chairperson is currently Mrs Jayne Adamson. Parent Council meetings are open to everyone and dates are given in advance. (newlandspcchair@yahoo.com.)

EXTRA CURRICULAR ACTIVITIES

There may be other extra curricular activities provided jointly with Broughton throughout the year. Pupils will be informed of these.

After school care is currently available between 3.00 pm and 6.00 pm. thanks to a club run by Newlands and Kirkurd Playgroup. Further information on this is available from school or playgroup committee members.

Newlands Centre may provide activities for pupils outwith school time. Please note it is the responsibility of parents to get pupils to and from these activities.

Child Protection – Responsibilities of School

All SBC schools and their staff are required to follow the Scottish Borders Child Protection Committee's Inter-agency child protection guidelines and procedures. The Child Protection Guidelines are on line: www.brightnewfutures.org.uk

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 – 01896 662762. 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 Mr Kaljee who can be contacted to discuss any concerns that may arise.

Whilst information provided is considered to be correct at the time of printing, it is possible that there may be some inaccuracy by the time the document reaches the parents.

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)

Taking care of our children's well-being and making sure they are progressing and achieving helps us ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society. Our school adopts the Getting It Right For Every Child (GIRFEC) approach to give the right help to children, young people and families, when they need it from a joined up multi agency team.

GIRFEC aims to improve outcomes for all children and young people. It promotes a shared approach that:

- ✓ builds solutions with and around children and families
- ✓ enables children to get the help they need when they need it
- ✓ supports a positive shift in culture, systems and practice
- ✓ involves working together to make things better

GIRFEC is the foundation for work with all children and young people, including adult services where parents are involved. It builds on universal health and education services, and is embedded in the developing early years and youth frameworks. Developments in the universal services of health and education, such as Better Health Better Care and Curriculum for Excellence, are identifying what needs to be done in those particular areas to improve outcomes for children.

At any point in their time at school, pupils 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 able or gifted
- ✓ An illness, disability or sensory impairment
- ✓ Having English as an Additional Language

A child'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.

The role of the Support for Learning team is not only to work with children supporting work in class and in smaller groups as appropriate, but also to advise staff as to what form that support should take and to help devise programmes of study where necessary.

In addition, we have a team of Additional Needs Assistants who also provide support to pupils across the school.

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.

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 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.

For more information you can contact

- ✓ 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.
- ✓ Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SCO33576; www.siaa.org.uk
- ✓ Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741: www.sclc.org.uk

CHILD PROTECTION

- ✓ Our settings in the Scottish Borders work hard to keep our children and young people safe - all children and young people have a right to feel safe within the setting, home and community.
- ✓ Within our setting we strive to provide a safe, secure and nurturing environment for our children and young people, which promote inclusion and achievement.
- ✓ All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.
- ✓ Our [Scottish Borders Child Protection procedures](#) set out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These procedures are designed to ensure that children and young people get the help they need when they need it.
- ✓ All staff are aware of their child protection responsibilities and every year all staff in our setting attend a child protection update.
- ✓ Many of our staff undertake additional multi-agency child protection training.
- ✓ Every setting has a Child Protection co-ordinator who has the responsibility for overseeing child protection concerns as well as those young people who are care experienced within the setting.
- ✓ The Child Protection co-ordinator for the setting is Ms J Curson.

[What to do if you have a child protection concern?](#)

It's everyone's responsibility to protect children.

If you have any concerns that a child is being harmed or is at risk of harm, please call without delay

01896 662787 (Duty Children and Families Social Work Team)

01896 752111 (Out of office hours that covers all areas)

Emergency contact

If you consider a child or young person is in immediate danger, call the Police on 999 immediately

[Need more information about keeping our children and young people safe?](#)

This [link](#) takes you to the Scottish Borders Child Protection Committee online website where you can find some suggested links to websites to better inform you about safety issues such as Internet safety and Child Sexual Exploitation as well as letting you know about opportunities for training in Child Protection. You can also find the Scottish Borders Child Protection Procedures on this website.

<http://onlineborders.org.uk/community/cpc>

Statement by Scottish Borders

Council Educational Psychology Service (SBC EPS) for inclusion in School Handbooks.

As part of the VSE follow up for the Educational Psychology Service the strategic Head Teacher group suggested the service provide a statement for parents to be included in school handbooks. The statement below has been developed by the service for this purpose. The statement has been developed in collaboration with 6 of the parent Council chairs (three East, three West and of these one Secondary chair for each area).

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

Severe Weather

During adverse weather, school transport may be subject to cancelled services, amended routes, longer journey times or alternative bus stops used. In extreme cases there may be the need to cancel all school services.

Morning Journeys

- ✓ School bus drivers and operators have complete discretion to cancel or vary school transport given any local weather conditions.
- ✓ In the case of morning journeys to the school, the driver may decide that he/she either cannot undertake the journey or complete the trip to school. The driver would then return the children home. In the event of adverse weather conditions, parents should ensure that some arrangement has been made at home to cover this possibility.
- ✓ Should the school transport for your child not operate in the morning because of adverse weather conditions but you decide to take your child to school yourself then you are expected to collect your child either at the end of the school day or at the time of early closure. Do not bring your child to school when buses do not run unless you are certain of being able to collect them at the end of the school day – even if the weather worsens.
- ✓ School transportation may well be delayed due to adverse weather so pupils will have to wait longer and be exposed to the cold.
- ✓ Parents must ensure that their children are warmly dressed just in case the journey to school is very slow or even halted in bad weather. In normal circumstances, pupils should not wait more than 15 minutes if the bus is late. In severely cold weather, this 15 minute rule need not apply.
- ✓ If your child travels to school on connecting services, drivers will be told to wait for each other and not to leave any children standing in adverse weather conditions. Should the second bus not arrive children will be returned home. If the second bus does arrive but cannot complete the journey to school that driver will return children to their homes.

What will happen if pupils are sent home early due to bad weather or other emergency?

- ✓ The Head Teacher with knowledge of local weather conditions will work with the Education Department to make decisions regarding a school closure or to send children home early should severe weather conditions threaten.
- ✓ Where pupils use school transportation a set of emergency instructions are used to contact transport operators and other schools using the same transport, and parents whose children have a long way to walk home from the drop-off points. Parents must ensure that some arrangement has been made to cover the possibility of pupils being sent home early.
- ✓ Schools routinely communicate with parents or groups of parents using Groupcall text messaging service. Once the decision has been made then

Group call will be used to send updated information regarding sending pupils home early.

- ✓ Parents are asked to ensure that the school that their child attends has an up to date and accurate mobile telephone number on record for these purposes. It is further suggested that parents who may find it difficult or not possible to have their mobile telephone switched on throughout the day ensure that they check their phone on a regular basis for any Groupcall messages from the school when bad weather has been forecast or where they see deterioration in the weather.
- ✓ If school transport is in operation and you collect your own child from school during severe weather then the school office must be informed so that transport is not delayed while staff look for a missing child.

Additional information to ensure the safe travel of pupils to/from school

- ✓ The ultimate responsibility for the safety of children walking to and from bus pick-up/drop-off points rests with the parents. Parents must decide whether or not children can make their way to meet transport in low temperatures.
- ✓ If you feel that your child should not walk home alone in bad weather from the drop-off point it will be your responsibility to meet him/her. Drivers will not normally set children down at any point significantly different from the usual one. The driver will use his/her judgment in deciding whether to leave the child or to keep him/her on the bus. In the latter case, your child would be taken to a nearby school or place of safety. Children must follow any instructions given to them by the driver in any emergency and should not leave the bus to make their own way home.
- ✓ Where transport is unable to operate to take children home as a result of extreme weather conditions The Emergency Planning Team will work alongside our partners to provide alternative and safe transport home.

Arrangements have been made with Radio Borders to relay information about the cancellation of school transportation and group call and Scottish Borders Website will be used to inform parents of any important information.

CONCERNS OR COMPLAINTS

We aim to ensure that your child is safe, happy and achieving their best at Newlands. If you are unhappy about any aspect of your child's education, it is important that you contact the school as soon as possible. There are several methods of communication: the most simple is to write a note to the class teacher in your child's homework jotter or reading record if you require clarification on any area of class work or home learning. If you would rather speak with a member of the leadership team, please phone the school office to speak with the Headteacher, Mrs Peaston or Mr Kaljee, PT. We will endeavour to speak with you right away but if we are not available, we will make a separate appointment time to speak or meet with you.

When you have a concern we will listen to you, record what you are saying and investigate the issues raised then get back to you either in writing, by phone or in person.

If you are still unhappy about an issue, you should contact:

Ms Sophie Shorthouse Quality Improvement Officer for Tweeddale

or

Parental Involvement and Complaints Officer

at:

Scottish Borders Council Headquarters

Newtown St Boswells, Melrose, TD6 0SA

Tel: 01896 824000

School term dates for 2018/19

Autumn term

- Monday 19 Aug 2019 - Staff resume, in service day
- Tuesday 20 Aug 2019 - Pupils resume
- Friday 11 Oct 2019 - Last day for pupils and staff - mid term holiday
- Monday 21 Oct 2019 - All resume
- Thursday 07 Nov 2019 - Staff in service day
- Friday 08 Nov 2019 - Staff in service day
- Monday 02 Dec 2019 - St Andrew's Day holiday, school closed
- Friday 19 Dec 2019 - Last day of term for pupils and staff

Winter term

- Monday 06 Jan 2020- All resume
- Thursday 13 Feb 2020 - Last day for pupils - February holiday
- Friday 14 Feb 2020 - Staff in service day
- Wednesday 19 Feb 2020 - All resume
- Friday 03 Apr 2020 - Last day of term for pupils and staff

Summer term

- Monday 20 Apr 2020 - All resume (Good Friday falls within Spring break)
- Friday 01 May 2020 - Staff in service day
- Monday 04 May 2020 - May Day holiday, school closed
- Tuesday 30 Jun 2020 - Last day of term for pupils and staff

Casual holidays

Each [learning community](#) allocates 2 casual holidays for pupils and staff which are usually aligned to their local festivals.

Tweeddale

- ✓ Friday 11 Oct 2019
- ✓ Wednesday 19 Feb 2020