Welcome to Westruther Primary School

Welcome to our school handbook. I hope it provides helpful information for all parents and carers, children and anyone who has an association with the school. We see it as our role to work together to provide our pupils with the best possible opportunities to enable them to be happy children and successful citizens of the future. If there are any matters which you would like to discuss, or if you need further clarification please do not hesitate to contact the school.

Hilary Broatch

Head Teacher

Contact Details

Miss Hilary Broatch
Westruther Primary School
Westruther
Gordon
Berwickshire
TD3 6NE

Telephone: 01578 740 271

Email: westrutherps@scotborders.gov.uk
Website: www.westrutherprimaryschool.co.uk
Scottish Borders Council Schools and Learning Website: https://www.scotborders.gov.uk/info/20009/schools_and_learning
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WESTRUTHER PRIMARY SCHOOL – ALL ABOUT US

Westruther Public School admission register starts on 6th October 1873. Records show “School Accommodation on 30th October 1912 was 95 places, Cookery and Laundry workroom, 339 square feet in area”.

In 2000 the school was extended adding a new classroom and a new entrance door and hallway. In 2014 a further bright and airy extension was added, this included transforming one of the original classrooms into the Early Learning Centre, adding a new classroom, toilets and a new pupil entrance. The latest addition completed on December 2016 is an outdoor classroom for early years.

We start 2018-2019 with a school roll of 31 children who are in composite classes, P2-4 (15 children) and P5-7 (16 children). We currently have 8 children enrolled in our Early Learning Centre which supports 3 and 4 year old children.
School Vision, Values and Aims

'Small schools do big things'

The Vision and Aim for our school is...
‘For everyone to do W.E.L.L. at Westruther’

Wellbeing, Excellence & Equity and Learning for Life

Our school Values make us S.M.A.R.T.

SUCCESSFUL MOTIVATED AMBITIOUS RESILIENT TOLERANT
Parents as Partners

We encourage parents to become partners in supporting and enhancing children’s learning. It is important that we all have a clear understanding of viewpoints and attempt to manage a system which takes these into account. We aim to be accessible to parents and to be open minded, with attitudes and beliefs being shared and discussed. Parents, carers and family members are by far the most important influences on their children’s lives. By becoming involved in the life of Westruther Primary School you can show your child that their education is important to you. We welcome Parent Volunteers to help with various workshop days, preparing for concerts, assisting with school trips and such like. If you would be interested in volunteering in school, please get in contact with us.

Parent Council

Every parent and carer is a member of the Parent Forum. The Parent Council is the voice of the Forum. Being a member of the Parent Council can influence plans for your child and others. All parents and carers are welcome to come along and be involved. If you have any points you would like to have raised, please speak to a member of the Parent Council. The Parent Council has a notice board in the playground where contact details of Office Bearers and dates for forthcoming meetings are displayed.

Pupil Voice

We are committed to hearing the voice of our pupils giving them an active role as partners in our school. Pupils are consulted about their environment, curriculum and learning, often taking a lead role in implementing change. All pupils are encouraged to join Pupil Groups and take responsibility for leading their learning and school through these forums.

We provide Leadership opportunities throughout the school. Some of the roles we currently have are:

- Committee Member Roles for all pupils
- Junior Road Safety Officers
- House Captains
- Junior Active Sports Coordinators
- Buddies
- Club Leaders
- Primary 7 Leaders

This session (2018-19) we will be adding to the opportunities for Leadership and wider responsibility in school making links to skills for life-long learning.
COMMUNITY LINKS

Westruther Primary School has strong links within the village of Westruther. We explore the village as a learning resource and regularly utilise the Village Hall for PE as well as a variety of musical and dramatic performances throughout the year. We use Westruther Community Playing Field for PE and Sports Day. Neighbours and local residents are invited to our Christmas Performances, Church Services and other open days, and our school takes part in the Westruther Flower Show every August. We are fortunate to have a voluntary Local Winter Resilient Team who keep our paths gritted and clear of snow in winter weather. We are aiming to build further partnerships with local businesses and wider world of work.

THE CURRICULUM

The Scottish Curriculum, Curriculum for Excellence, is for all 3–18 year olds wherever they learn. 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. The Curriculum is the ‘totality of all that is planned for young people throughout their education. The curriculum is made up of 4 distinct areas:

- Ethos and Life of the School as a community
- Curriculum areas and subjects
- Interdisciplinary learning
- Opportunities for personal achievement

The curriculum areas and subjects are:

- Languages, English and Literacy Modern Languages
- Mathematics and Numeracy
- Health and Wellbeing
- Expressive Arts (Art, Music, Dance, Drama)
- Religious and Moral Education*
- Sciences
- Social Studies
- Technologies

*Parents who wish to exercise their right to withdraw their child from religious instruction and/or religious observance should contact the Head Teacher to arrange a meeting to discuss alternative arrangements for your child.
CURRICULUM DESIGN

‘A broad general education includes all of the experiences and outcomes across all curriculum areas up to and including the third level. These should be experienced by all children and young people as far as this is consistent with their learning needs and prior achievements.’ (Building the Curriculum, Chapter 5 Page 12)

At Westruther we have worked collegiately to ensure coverage of all the experiences and outcomes in a way that is specific to our unique setting and is able to be delivered in our multi composite classes.

Each curricular area has the experiences and outcomes grouped in a way that allows us to provide meaningful and appropriate learning experiences that meet individual learner needs, no matter which stage/level of Curriculum for Excellence they are at. It also gives us the flexibility to allow our learners to have input into how they learn and in which context.

Within an academic year, Westruther learners will experience all areas of the curriculum, but not necessarily on a weekly or daily basis. We teach the curriculum through IDL (Inter Disciplinary Learning). This means that children (for example) may learn aspects of literacy at the same time as history. We place value on the learners making connections through different subject areas and our focus is skill based.

SKILLS FOR LEARNING, SKILLS FOR LIFE, AND SKILLS FOR WORK

At Westruther we are committed to providing learning experiences that provide learners with opportunities to develop their skills for learning, life and work. These opportunities are provided from an early level and skills such as leadership, decision making and team working are built upon right through their school journey.
The framework of experiences and outcomes is 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. Below is an outline of the broad expectations about progression through curriculum levels:

<table>
<thead>
<tr>
<th>Level</th>
<th>Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early</td>
<td>The pre-school years and P1, or later for some.</td>
</tr>
<tr>
<td>First</td>
<td>To the end of P4, but earlier or later for some.</td>
</tr>
<tr>
<td>Second</td>
<td>To the end of P7, but earlier or later for some.</td>
</tr>
<tr>
<td>Third and Forth</td>
<td>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 programs and will not include all of the fourth level outcomes.</td>
</tr>
<tr>
<td>Senior</td>
<td>S4 to S6, and college or other means of study.</td>
</tr>
</tbody>
</table>

We have national, school and local authority policies, programmes, position statements and guidelines which are being amended and adapted to align them with Curriculum for Excellence. Find out more about the school’s curriculum from:


Education Scotland: http://www.educationscotland.gov.uk/
LEARNING PROFILES

Your child will have a Learning Profile which will be sent home regularly. The profile is part of our reporting process and will keep you informed of your child’s progress.

ASSESSMENT AND REPORTING TO PARENTS

‘Reflection and dialogue, in which learners participate throughout all phases of their education 3 to 18, are central to practice in recognizing achievement, profiling and reporting.’

(Building the Curriculum 5, Recognizing Achievement, Profiling and Reporting, p. 3)

At Westruther Primary School, assessment focuses on application of standards and expectations of each learner’s progress and achievement in:

- Knowledge and understanding
- Skills
- Attributes and capabilities

This is ongoing throughout the year.

We report on learners’ progress in the following ways:

- Written reports
- Learning Profiles
- Information home to parents
- Open days/events/learning weeks
- Assemblies and performances
- Work home
- Floor books & Displays
- Parents’ Evenings
- Informal feedback
- Certificates
SCHOOL EXPECTATIONS

We are very committed to having a school that is a caring, safe and orderly with a positive learning. Our school values guide the way we work. We have high expectations of all our learners and we believe that everyone has the right to learn and play.

To support this and to guide pupils in making positive choices we have 6 simple but important school rules/expectations which are displayed in all classes. These expectations will be consistent throughout the school and in all our learning environments. These expectations and consequences have been created with and by the children. Children know that they are responsible for the behavioural choices they make.

OUR EXPECTATIONS

- Do as you are asked first time
- Keep hands, feet and objects to yourself
- Be kind (e.g. keep unkind words to yourself, think about others feelings, share & take turns, treat others as you would expect to be treated).
- Look after all property
- Be a good listener
- Respect one another and adults

Our positive behaviour statement can be accessed through school office.

Individual Approaches
Sometimes individual learners need individual solutions and approaches to support them with their behaviour. Planned, differentiated and individual strategies may need to be implemented to meet their needs.

SEVERE BEHAVIOUR CLAUSE

Sometimes we have to act quickly and decisively to stop a pupil’s disruptive behaviour. In the unlikely case of severe misbehaviour, fighting, vandalism, defying an adult, or in some way stopping the entire class from learning – the pupil may be sent to management and/or removed from the learning space.
EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are offered throughout the school session and vary from year to year depending on volunteers and hall/room/space availability. Sports session linked to forthcoming Festivals and Tournaments such as netball and hockey, are run in conjunction with our partner school Channelkirk Primary School, allowing pupils to mix and experience competitive training.

Westruther Primary School works closely with ‘Live Borders’ and provides opportunities for Extra-Curricular Activities in and out of School, for example Street Dance, Fencing, Judo are some of the blocks of activity that have been provided. We provide information from outside providers to let families know what activities are available locally and access local providers such as the Lauder Scouts to assist with Outdoor Learning.

FAMILY LEARNING AND OUTINGS

The School aims to organise outings linked to the current learning in School. We endeavour to make these trips interesting and exciting to engage learners. Parents are encouraged to come along on these trips which have included museum visits, outings to the beach, den building and fire making et cetera.

HOMEWORK AND HOME LEARNING

Our homework/ home learning activities are under review in consultation with all partners.
SCHOOL SUPPORT SERVICES

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 that 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 Head Teacher.
As part of our team of professional’s at Westruther we have a visiting Support for Learning Teacher, an Additional Needs Assistant, Curriculum Support Teacher – Physical Education and a School Nurse.

Some of the visiting specialists you child may encounter at Westruther Primary are:

- Speech and Language therapists
- Behavioural Support Teachers
- Occupational Therapists
- Educational Psychologists
- Curriculum support teachers and visiting musical specialists
- Staff from Earlston High School

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
- Relationships
- Being particularly gifted or able
- An illness, disability or sensory impairment
- Having English as an Additional Language
- Attendance/Absence

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 school 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 and 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 and 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.

Scottish Borders Council Website has a wealth of information and much more detail at:
https://www.scotborders.gov.uk/info/20041/support_for_pupils

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 and carers and young people. You can find the website at www.enquire.org.uk, or ring them on 0345 123 2303.
- Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576 [www.siaa.org.uk](http://www.siaa.org.uk)
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO1274 [www.sclc.org.uk](http://www.sclc.org.uk)

**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 and support for another individual. A number of Young Carers do not always identify themselves as young carers or wish to be identified. Young Carers often undertake a number of tasks for the people they live with and look after. They may have responsibilities around the home such as cleaning, preparing food, shopping, paying bills, collecting medication or helping to look after younger brothers or sisters. These responsibilities are sometimes vital to the functioning of the family home.

This may impact on Young Carers, meaning time is limited to complete homework, which has an ongoing effect on progress and learning in school. Attending clubs and after schools activities may be difficult to access, they then miss out on the social aspects of school.

Within Westruther Primary School we want our Young Carers to enjoy school, feel supported and know that it is a positive place to come to. Please let us know if you are affected by any of these issues and we can work together to ensure the Young Carer receives as much support as possible.

**EQUITY AND INCLUSION STATEMENT**

Our vision at Westruther is for Excellence, Equity and Well Being. For us Equity means ‘we all get what we need’ in order to help us reach our potential, close any gaps in learning and meet any wellbeing needs. We are an inclusive school who celebrates and respects individuality and diversity. We are committed to working hard to ensure that our learners and school community have equal and inclusive opportunities. We embrace our rural location and strive to prevent it being a barrier to how well, and by how much our learners experience equity of provision and opportunity. We have supports in place to help children and families affected by poverty.
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 them 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 the 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.

For further information, please visit www.scotborders.gov.uk/EPS

ENROLMENT AND ADMISSIONS

Westruther welcomes enrolments all year round in addition to Scottish Borders Council’s Enrolment Week. We encourage families to visit us, meet the Staff and Pupils, and have a look at our School. There is always a warm welcome. Our Staff are happy to meet prospective families to discuss your needs and what our school can offer to you.

For pupils within the catchment area - please complete an enrolment form (available from School or on SBC website) and return it to the school. If you reside outside of our catchment area, you will need to complete a Placement Request Form in addition to the Enrolment form. We will require a copy of your child’s birth certificate and evidence of where you live. In most cases, a place will be available and the staff will give you details of start dates, uniforms and a copy of the school handbook.

Westruther Primary School is very supportive during Transition times (ELC to P1, P7 to High School). ELC pupils attend assembly every week with whole school and spend time in the playground to meet peers, as well as joining in with whole school trip and events. We arrange classroom visits as the year ends.
Our catchment Secondary School is Earlston High School. P7 is considered a ‘Transition Year’. A P7 Residential takes place with other catchment school allowing pupils to meet peers who will attend the catchment High School at the same time. Various sports festivals and visits from High School staff ensure a smooth path to Earlston High School.

For more information about Earlston High School please visit: [https://www.earlstonhighschool.org.uk/](https://www.earlstonhighschool.org.uk/)


### OUR SCHOOL DAY AND OTHER INFORMATION

<table>
<thead>
<tr>
<th>Monday to Thursday</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>08:45 to 12:15</td>
</tr>
<tr>
<td>Break</td>
<td>10:30 to 10:45</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:15 to 13:00</td>
</tr>
<tr>
<td>Afternoon</td>
<td>13:00 to 15:15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Friday – Half Day</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>8:45 to 12:20</td>
</tr>
<tr>
<td>Break</td>
<td>10:15 to 10:30</td>
</tr>
<tr>
<td>Brunch</td>
<td>11:40 to 12:00</td>
</tr>
</tbody>
</table>

We are keenly aware of our duty to promote healthy eating and would ask that healthy snacks are sent with your child for break time. We would ask you to support us by discouraging your child from bringing sweets, chocolate and fizzy drinks to school and keeping these for special treats at home.
SCHOOL POLICIES AND OTHER USEFUL INFORMATION

A list of current school policies is available from the Head Teacher.

STAFFING

We have a committed and dedicated team at Westruther Primary School:

<table>
<thead>
<tr>
<th>Westruther Primary School Staff List</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Teacher</td>
<td>Miss Hilary Broatch</td>
</tr>
<tr>
<td>Principal Teacher (based at Channelkirk Primary School)</td>
<td>Miss Lauren Paul</td>
</tr>
<tr>
<td>Teacher of P2-4</td>
<td>Mrs Sara Green</td>
</tr>
<tr>
<td>Teacher of P5-7</td>
<td>Mrs Ellie Spence</td>
</tr>
<tr>
<td>Support For Learning Teacher</td>
<td>Mrs Lorna Sanderson</td>
</tr>
<tr>
<td>Curriculum Support Teachers</td>
<td>Miss Robyn Pick</td>
</tr>
<tr>
<td></td>
<td>Mr Andrew Rutherford</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support Staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Needs Auxiliary</td>
<td>Miss Julie Davidson</td>
</tr>
<tr>
<td>School Administrator</td>
<td>Mrs Amanda Brown</td>
</tr>
<tr>
<td>School Cook</td>
<td>Mrs Grace Donaldson</td>
</tr>
<tr>
<td>Janitor (Peripetecic)</td>
<td>Miss Marie Todd</td>
</tr>
<tr>
<td>Junior Active Schools Co-Coordinator</td>
<td>Miss Gemma Ross</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Early Learning Centre Staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ELC Support Teacher (to support ELC provision)</td>
<td>Miss Lauren Paul</td>
</tr>
<tr>
<td>ELC Senior Practitioner</td>
<td>Mrs Valerie Young</td>
</tr>
<tr>
<td>ELC Practitioner</td>
<td>Miss Evanna Nash</td>
</tr>
</tbody>
</table>
To support Westruther Primary School to continue to be a thriving and successful school we must communicate effectively with each other. We need to ensure that communication between all members of the school community is clear, timely and appropriate. Our communication procedures set out expected practice for effective oral and written communication within our school community. A copy of this statement is available from the school office.

We believe that:

**Good communication is much more than the exchange of information, it involves:**

- the management of relationships and the need to involve people
- the understanding that communication from everyone is as much about attitude and behaviour as it is about the message
- effective listening
- the responsibility of all staff and partners to support effective communications and to recognise that the quality of their communications is important

Our communication systems include:

- Emails
- Phone calls
- Face to Face meeting
- Groupcall – text messaging
- Social Media
- Letters – we try to distribute as little paper as possible to be more environmentally friendly
- Signs in our noticeboards
RESPECTFUL RELATIONSHIPS POLICY

Bullying and disrespectful behaviour is unacceptable in our learning settings. 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 could lead to bullying behaviour.

Bullying can be displayed as behaviours such as, but not limited to:

- Name calling/verbal abuse
- Physical abuse
- Emotional and psychological abuse
- Isolation and exclusion of others
- Theft or damage to belongings
- Extortion and manipulation

The full Respectful Relationships Policy is available at:

https://www.scotborders.gov.uk/downloads/file/570/respectful_relationships_policy

We also make reference to:


This leaflet outlines Scottish Government policy guidance to support local authorities, establishments, practitioners and partners to further improve relationships and behaviour within their learning communities. Creating a positive learning environment through positive relationships and behaviour is seen as the responsibility of everyone within each community of learning, with interventions fostering the development of multiple skills 2013 (Scottish Government, 2013). The leaflet is available at:

https://www2.gov.scot/Publications/2013/03/7388/downloads

ATTENDANCE AND ABSENCE

All parents/guardians/carers have a duty and responsibility to inform the school when and why their child is absent. If your child is absent, please contact the school office before 9:15am on the first day of absence explaining the reason why your child will not be in school.

The school cannot assume that absent pupils are at home under the safe care and supervision of a parent, guardian or carer. Where the school has not been informed of a pupil's absence, we will phone or a 'Groupcall' text message will be sent to the main parental contact number (usually a mobile telephone
number) asking them to contact the school office to explain why their child is not in school. Parents/guardians/carers are asked to respond to these "Groupcall" requests promptly, as there may be a serious reason why a pupil has not reached school in time to be registered. Parents/guardians/carers should ensure that the school always has current and up to date contact details, including nominated emergency contacts.

We ask that all pupils arrive in the playground by 8:45am. There is playground supervision from 8:30am. Pupils who arrive late to school must report directly to the school office before making their way to class.

Parents and Carers do not have an automatic right to take their child out of school without permission during term time. The Head of Establishment can only authorise time off during term-time in exceptional circumstances. Exceptional circumstances include:

- Short-term parental/carer placement abroad
- Family returning to its country of origin for family reasons
- The period immediately after an illness or accident
- A period of serious or critical illness of a close relative
- A domestic crisis which causes serious disruption to the family home, causing temporary relocation.

Time off during term time for the following reasons is not acceptable and will be recorded as unauthorised absence:

- Availability of cheap holidays or desired accommodation
- Holidays which overlap the beginning or end of term

With no explanation from the parent or carer, the absence will be recorded as unauthorised.

If your child’s attendance reaches a concerning level, the School will make contact with you to explore possible support that we can provide. In this instance, you may be invited into school to discuss the situation with staff.
TERM DATES

Here are the School Closure dates for the forthcoming year. Please visit Scottish Borders Council website for the planned dates for the next two years at: https://www.scotborders.gov.uk/info/20009/schools_and_learning/621/term_holiday_and_closure_dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td><strong>Autumn Term</strong></td>
<td>Monday 20 August 2018 to Friday 21 December 2018</td>
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<tr>
<td>Monday</td>
<td>20 August</td>
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<tr>
<td>Tuesday</td>
<td>21 August</td>
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<td>Friday</td>
<td>05 October</td>
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<td>Monday</td>
<td>15 October</td>
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<td>Thursday</td>
<td>08 November</td>
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<td>Friday</td>
<td>09 November</td>
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<td>Monday</td>
<td>03 December</td>
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<tr>
<td>Friday</td>
<td>21 December</td>
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<td></td>
<td><strong>Winter Term</strong></td>
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<tr>
<td>Monday</td>
<td>07 January</td>
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<tr>
<td>Thursday</td>
<td>14 February</td>
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<tr>
<td>Friday</td>
<td>15 February</td>
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<td>Monday - Wednesday</td>
<td>18-20 February</td>
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<tr>
<td>Thursday</td>
<td>21 February</td>
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<tr>
<td>Friday</td>
<td>29 March</td>
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<td></td>
<td><strong>Summer Term</strong></td>
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<tr>
<td>Monday</td>
<td>16 April</td>
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<tr>
<td>Friday</td>
<td>19 April</td>
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<td>Friday</td>
<td>03 May</td>
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<td>Monday</td>
<td>06 May</td>
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<tr>
<td>Monday</td>
<td>03 June</td>
</tr>
<tr>
<td>Tuesday</td>
<td>2 July</td>
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</table>

School resumes for pupils on Tuesday 20 August 2019
**SCHOOL MEALS**

Westruther Primary School provides hot meals cooked on the premises. Scottish Borders Council works closely with catering staff to ensure balanced and nutritional meals are provided, including a vegetarian option, at a cost of £2.10. Children in Primary 1, 2 and 3 are eligible for Free School Meals. These are funded centrally. All meals are bookable in advance.

Scottish Borders Council use a cashless online system, ParentPay, to process orders and payments. Please contact the School Administrator for further information.

For those who have registered, you can contact ParentPay by this link: [https://www.parentpay.com/](https://www.parentpay.com/)

To find out more about School Meal Provision at Scottish Borders Council: [http://www.scotborders.gov.uk/info/878/schools/404/school_meals](http://www.scotborders.gov.uk/info/878/schools/404/school_meals)

**SCHOOL UNIFORM**

In line with SBC Dress Code Policy, Westruther Primary School encourages the wearing of school uniform. Our uniform consists of a red polo shirt, royal blue sweater and dark coloured trousers/skirts. Blue checked dresses may be worn in the summer months.

Children are expected to wear dark shorts and a plain white T-Shirt for PE. We keep a small stock of ‘pre-loved’ uniform in school. Please ask staff for more information.

Alternatively, school uniform is available to purchase by visiting the school office for an order form or online from Border Embroideries at:


Nursery Uniform may also be purchased by ordering at the school office or online at:


**PLEASE ENSURE ALL ARTICLES OF CLOTHING AND FOOTWEAR ARE LABELLED WITH YOUR CHILD’S NAME.**
ASSISTANCE WITH SCHOOL MEALS AND SCHOOL WEAR

We can provide children with free school meals and financial assistance towards the purchase of school clothing. The current amount payable is £100 per qualifying child.

FREE SCHOOL MEALS

All children in primary one to three are automatically eligible for a free school meal. For all other children to qualify, 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 monthly earnings less than £610

If you are receiving Tax Credits and have received a renewal request from HMRC, the deadline for renewing your Tax Credits was 31st July 2018. If your claim was not renewed by this date, your Tax Credit award may be cancelled and you may be asked to pay back any money you have received in 2018/19.

If your Tax Credit award is cancelled you can re-apply and ask for it to be backdated. However, if the request to backdate your application is not successful the whole application may be refused and you may need to apply for Universal Credit, depending on your circumstances.

This means that if you are not in receipt of a ‘passported’ benefit, you will have to apply for Free School Meals and Clothing Grants on the basis of your Universal Credit entitlement. As Universal Credit takes around five weeks to assess, your application for Free School Meals or Clothing Grants may therefore be delayed.

If you are already in receipt of Universal Credit this does not impact you, and your Free School Meals or Clothing Grants application will be calculated on this basis.

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 with monthly earnings less than £610

The clothing grant is only paid once per child per school year between August and the following March.
HOW TO APPLY OR RENEW

If you are renewing, you will need your claim number from your renewal letter.

- Fill out the online application form available from www.scotborders.gov.uk
- Download and print the application form and return it to your local contact centre
- The application form can also be downloaded and printed in the following languages; Arabic, Polish, Romanian

CUSTOMER ADVICE AND SUPPORT SERVICE

Telephone: 0300 100 1800

Address: Council Headquarters
Newtown St. Boswells
Melrose
TD6 0SA

www.scotborders.gov.uk

MEDICINE ADMINISTRATION

Staff members are not permitted to administer any non-prescribed medicines and pupils should not have these in school. Staff may volunteer to administer prescribed drugs, but before school staff can give prescribed medication, a Medicine Administration Form must be completed. These are available from the school office or online from:


If a child has more complex medical needs, please discuss with the Head Teacher so arrangements can be put in place.

Minor injuries which occur during the school day are treated by First Aid trained members of staff. When professional medical treatment is considered necessary, parents will be informed by telephone and offered the opportunity to accompany their child to the doctor or hospital. If neither parent nor emergency contact can be reached, the Head Teacher will see that the child is taken for medical help & parents will be advised as soon as possible. When a child becomes unwell at school and is unable to complete his or her studies, parents will be informed and asked to collect their child from the school.

Please ensure that the school has up to date contact details at all times.
INFECTION IIYNESSES

We follow NHS recommendations for guidance on infectious illnesses. We do ask that if your child develops vomiting and diarrhoea, that they are kept at home for 48 hours after the last symptoms. This is to prevent an outbreak spreading across the school.

The Medicine policy is available online at:


FAMILY CONTACT DETAILS

To help keep school records accurate and contact details up to date, please let us know of changes to phones numbers/addresses/workplace contacts/family circumstances.

We ask that any changes to your family circumstance be shared with a member of staff in school, (all information will be treated confidentially) thus allowing us to support your child as needs arise.

HEAD LICE

We ask that families check hair regularly for Head Lice and encourage the use of ‘Condition and Comb’ on a weekly basis. Please let the school know if you have had to apply treatment so that we can monitor outbreaks. Treatments and accessories are available free from the local chemist under the ‘minor Ailments’ scheme.

SCHOOL NURSE AND DENTAL NURSE

The School nurse visits Westruther regularly to monitor the growth and development of children.

The Dental Nurse visits pupils to discuss tooth brushing and dental hygiene.

We operate a Tooth Brushing Programme in all classrooms. Toothpaste and toothbrushes are provided and this is a negative consent policy following NHS borders Policy. Please speak to a member of staff if you have any questions regarding the tooth brushing programme.
CHILD PROTECTION

Keeping our children and young people safe in the Scottish Borders

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 Miss Hilary Broatch.

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
COMPLAINTS AND CONCERNS

This complaints procedure refers to matters relating to your child at school.

The procedure assumes that complaints are being made to the Head Teacher; however it may be the case that some complaints will be dealt with by class teachers. We will always endeavour to meet with you as quickly as possible. Please bear in mind that, because of class commitments, you may have to wait before a class teacher is free to meet with you.

- The Starting Point

Work out in your own mind exactly what you are unhappy about, what you believe has gone wrong and what you would like to see done to put things right.

- Sharing the Problem

You should talk to the member of staff face to face. You may wish to write or telephone first, outlining your concerns. Arrange a time when you can sit down with the member of staff to discuss your worries fully. If the member of staff wants time to find out more, or to consult someone else or think about a solution, give them the time, but then arrange another appointment to discuss the possible solutions to your worries.

- Solving the Problem

When a solution is suggested, be reasonable and if necessary accept a compromise that may resolve the situation. Give the solution time to work with an agreement to review the situation after an agreed period of time has passed.

- Facing up to Difficulties

If you are totally dissatisfied with the response being given, make it clear to the member of staff that this is the case. Write to the Depute Chief Executive for People at Newtown St Boswells and ask for a meeting with an appropriate official. When you write, take the time to spell out your concerns. Then follow the same procedure as you did with the member of school staff.

- The Final Step

If you are still dissatisfied with the response you receive, say so, and then approach your Regional Councillor and ask for his help. He will be able to guide you through the Local Authority Complaint Procedure.
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 et cetera. 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 enrols 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

NEW CARER’S ACT FOR SCOTLAND

The new Carers (Scotland) Act was launched by the Scottish Government on April 2018 and brings with it a number of important changes.

The Act applies to both adult and young carers and aims to support carers’ health and wellbeing and help make caring more sustainable. Overall, the goal is to deliver improved:

- carer engagement and involvement
- carer health and well-being
- early intervention
- personal outcomes for carers
- information and advice
- emergency care planning
- discharge planning with reduced delays and readmission.

The definition of a carer is being broadened to mean any individual who provides or intends to provide care for another individual. This will include anyone who provides unpaid support to family or friends who could
not manage without this help e.g. caring for a relative, partner or friend who is ill, frail, disabled or has mental health or substance misuse problems.

The current carer assessment is being replaced with carer support plans for adults and a young carers statement for young carers. These will act as a gateway to various types of support, including statutory services, emotional support, training, advice, information, access to short breaks and respite, benefits advice and signposting to other services.

New eligibility criteria are being introduced that will identify the carers that the Council will be required to support. The carer support plan will identify other ways that carers can be enabled to carrying out their caring role.

Carers will also have the right to be involved in the development of local strategies and services that affect their caring role.

Dr Stephen Mather, Chair of the Scottish Borders Integration Joint Board, said: “The contribution that carers make not only to the lives of the people they care for but also to their local communities and the Borders as a whole should not be underestimated. This Act aims to make sure that the vital role they play is recognised, with the Council, NHS Borders and other members of the Health and Social Care Partnership fully committed to taking their views into account as an equal partner when, for example, carrying out assessments or undertaking hospital discharges or care planning.

“Improving support for unpaid carers is also one of the key priorities of the recently approved Health and Social Care Locality Plans, with each of the five plans setting out our commitment to ensuring that an adult carers support plan, young carers statement and eligibility criteria are in place. A short breaks statement containing both local and national information is also being developed and we are working towards having a Carers Strategy in place by April 2019.”

Lynn Gallacher, Borders Carers Centre Manager, welcomed the new Act, saying: “This is a key piece of legislation that promises to promote, defend and extend the rights of adult and young carers across Scotland. The challenge now is to implement the Act to ensure these benefits are realised for our local carers.”

For more information, contact the Borders Carers Centre on 01896 752431, at: admin@borderscarers.co.uk or: www.borderscarerscentre.co.uk. They provide a confidential and comprehensive carers’ advice and support service and can help with any queries people may have, including developing a carers support plan.

Young carers under 18 should contact the Scottish Borders Young Carers Service provided by Action for Children on 01896 750173. Young adult carers from around the age of 16 who are beginning to use adult services should contact the Borders Carers Centre.

**DISCLAIMER**: All information within this handbook was correct at the time of printing; however it is possible that there may be some inaccuracies if policies and circumstances etc. have changed since printing.
USEFUL ADDRESSES AND QUICK WEBSITE LINK INFORMATION:

Westruther Primary School
Westruther
Gordon
TD3 6NE
Tel: 01578 740271
Head Teacher: Miss Hilary Broatch
www.westrutherprimaryschool.co.uk

Earlston High School
East End
Earlston
TD4 6HF
Tel: 01896 849 282
Head Teacher: Mr Justin Sinclair
www.earlstonhighschool.org.uk

Lauder and Stow Medical Practice
Lauder Surgery
Crofts Road
Lauder
TD2 6QJ
Tel: 01578 718670
www.stowandlauderhealth.scot.nhs.uk

Borders General Hospital
Melrose
TD6 9BS
Phone: 01896 826000
www.nhsborders.scot.nhs.uk

Pathhead Surgery
210 Main St,
Pathhead
Mid Lothian
EH37 5PP
Tel: 01875 320302
www.pathheadmedicalcentre.co.uk

Clover Country Nursery
4 Fala Village
Fala
Pathhead EH37 5SY
Phone: 01875 833375
www.clovercountrynursery.com

Scottish Borders Council
People and Young People Department

Council Headquarters
Newtown St Boswells
Melrose
TD6 0SA
Tel: 01835 824000
www.scotborders.gov.uk

Live Borders
Melrose Road
Galashiels
TD1 2DU
Tel: 01896 661166
www.liveborders.org.uk

Education Scotland is the national body in Scotland for supporting quality and improvement in learning and teaching.
www.education.gov.scot

Be at the heart of your child’s learning
www.education.gov.scot/parentzone