



Morebattle Primary School

INFORMATION FOR PARENTS, CARERS AND CHILDREN

2018-19



**Morebattle Primary School
Main Street
Kelso
TD5 8QG
01573 440236
morebattleadmin@scotborders.gov.uk**

<https://www.facebook.com/Morebattle-Primary-School-804333639634211/>

We are proud of our friendly school here in Morebattle, with its close links to the local community. We will always do our best to give our children the best education we can offer, in partnership with parents, in a secure and happy environment. We want the very best for every learner as we strive to help them reach their potential. Please do not hesitate to contact us with enquiries. We are always willing to help.

Adam Lindsay
Headteacher

MOREBATTLE PRIMARY SCHOOL

Morebattle Primary School, situated in the lovely valley of the Kale Water, is surrounded by the beautiful Border countryside and situated on the edge of the friendly village of Morebattle. The present school building dates from the 1930s although there has been a school in the village from the early 1800s.

The school roll is presently 44, plus 15 in nursery. There are three classes and a specially equipped nursery with free-flow access to the outdoors, which operates each day for children in the Morebattle and Yetholm area. A separate Nursery Information Booklet is available upon request.

The school has 7 rooms at its disposal. Three are used as full-time classrooms. There is also a music room, a library and a dedicated dining room. We have a hall for physical education, concerts and other public occasions.

Over the past few years the school has been systematically refurbished. Ove recent years we have had new boys' and girls' toilets installed and new windows which have improved the warmth of the school. Our kitchen and dining room has been completely refurbished and we have a new boiler system to heat the school. Recent painting, decorating and carpeting has improved the look and feel of areas of the school too.

The welcoming happy atmosphere of the school is essential to its character and we strive to make the learning experiences at Morebattle interesting, engaging and as exciting as possible for our Learners.

Our Local Connections

Morebattle works in active partnership with the neighbouring village school in Yetholm, just 4 miles away. The Head Teacher Mr Lindsay, has responsibility for both schools. This affords our partner staff and learners fantastic opportunities to work on joint projects and learning, planning and staff development. Staff and learners are also fully engaged in learning opportunities available with our cluster schools in the Kelso and Jedburgh area - known as the Cheviot Learning Community. We are also developing community links with local organisations such as the voluntary play group and businesses, such as Plexus.

Our National and Global Connections

Morebattle Primary School has a strong sense of its place in national communities and is developing its awareness of global issues and diversity. Staff plan specifically to provide learning opportunities to study Scottish and world-wide perspectives.

SCHOOL HOURS

Monday – Thursday

08.30 - 10.15	Classes
10.15 - 10.30	Morning interval
10.30 - 12.10	Classes
12.10 - 1.00	Lunch
1.00 - 3.05	Classes

Friday

08.30 - 10.00	Classes
10.00 – 10.15	Morning interval
10.15 - 11.40	Classes
11.40 – 12.10	Brunch
12.15	School day ends

Interval times are subject to change to suit visiting specialists and other visitors who come to talk to the children.

There are five whole day closures during the session to enable staff in-service to take place. Parents are advised of these dates well in advance. Local holidays are also intimated early in the session.

SECURITY

In accordance with the government recommendations following the Cullen Report, the school has been fitted with a system that enables us to identify callers through closed circuit television and admit them by means of entry phone and buzzer. We hope you will find peace of mind knowing the premises are secure during class times, but emphasise that we do not want to make you feel unwelcome - please feel free to call in as usual if there is anything you wish to discuss with us.

STAFFING

HEADTEACHER

Mr Adam Lindsay

CLASS TEACHERS

Primary 1/2

Mrs Douglas (Mon)
Mrs Thomson (Tues-Fri)

Primary 3/4

Mrs Wauchope

Primary 5/6 /7

Mrs Cowe/Miss Ferguson

Senior Nursery Nurse
Nursery Nurse

Vacancy
Mrs Stenhouse (Mon-Wed)
Mrs Stephenson (Thurs-Fri)

CURRICULUM SUPPORT STAFF

Music Teacher

Mrs Fraser

P.E. Teacher

Miss Fairbairn

Learning Support Teacher

Mrs Ruth Stewart (Wednesday)

ANCILLARY STAFF

Janitor

Mr Currie

Office Administrator

Mrs Maxwell

Playground Supervisor/Additional Needs Assistant (A.N.A.)

Mrs Bryce

School Cook

Mrs Hutchison

COMMUNITY SUPPORT

School Chaplain

Vacancy

Pianist

Mrs R Purves

PARENT COUNCIL

Chair

Mrs T Hastie

Secretary

Mrs L Wilson

SCHOOL VISION, VALUES & AIMS

Children, staff, families and the wider community worked together in session 2017-18 to identify our vision, values and aims. We agreed:

Our Vision

Our vision for Morebattle Primary School is that:

- Our children enjoy their learning experiences, develop good independent learning skills and cultivate confident, friendly relationships.
- We offer all Learners equity of opportunity.
- We support every child to work towards reaching their full potential, experiencing individual success.
-

Our school values

<i>Respect for all</i>	<i>Kindness & friendliness</i>	<i>Hard work</i>
<i>Honesty & trust</i>	<i>Personal & group achievement</i>	<i>Happiness & positivity</i>
<i>Excellence</i>	<i>Our wider community & heritage</i>	

We aim to do this by:

Providing a broad range of learning and life experiences, learning in a variety of engaging ways.

Giving every learner the individual support they need in order to be successful.

Cultivating broad, ambitious aspirations for the future.

Being an inclusive and supportive school.

Working closely together with parents, families and the wider local community.

CATCHMENT AREA

Learners normally attend the primary school serving the area in which they live and which is served by school transport. The area served by Morebattle Primary School is bounded by lines joining Swanlaws, Upper Chatto, Over Whitton, Upper Samieston, Wester Wooden, Kalemouth, Grahamslaw, Bowmont Forest, Linton and Grubbit.

Transport to school will usually be provided by the authority if the child lives two or more miles from the school. However, parents may be required to take their children, or have them walk, to the nearest transport pick-up point. If school transport passes close by a child's home and there is spare capacity available, then that child may be picked up as a privileged passenger. This privilege will be withdrawn if the seat is required for a learner who is entitled to it. More information on transport to school can be found here:

http://www.scotborders.gov.uk/info/878/schools/343/school_transport

TEMPORARY TRANSPORT CHANGES

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

School lunches are pre-ordered and paid through an online ordering and payment system called ParentPay. You need to register to use this system, please see the school office for details. Children who stay for lunch must remain within the school playground during the lunch hour.

As we are a health promoting school please do not send sweets or chocolate biscuits for a break time snack. We would prefer to see children eating fruit or a plain biscuit. If your child brings a drink to school it should not be in a glass container or can for safety reasons. Cartons or plastic flasks are a more sensible alternative. **We do not allow 'fizzy' drinks in school.**

The importance of water

We try to encourage all children to drink water during the day. We have a chilled-filtered water unit which provides mains water for the children to drink. **Children are encouraged to bring a water bottle in to school clearly labelled with their name.** It is important to drink water because it feeds the brain. If we are thirsty we lose concentration. Water helps children to concentrate and so has a positive impact on learning.

ENDOWMENTS

The school benefits from two endowments, one left by a distinguished former learner, Sir Walter Leitch, the other a former headteacher, James Henderson. The Leitch Bequest provides bursaries for ex-Learners of Morebattle School who are proceeding to higher education. The James Henderson Bequest allows the school to subsidise outdoor education excursions.

PROMOTING POSITIVE BEHAVIOUR

Throughout our school children are encouraged to maintain high standards of behaviour by promoting the positive. We recognise and celebrate good behaviour and high standards on a regular basis, including through assemblies, notes home, certificates and Head Teacher recognition. As a school we have developed a Positive Behaviour Plan where the children are made aware of their rights and responsibilities toward themselves, other people and property.

A full policy is available in each classroom along with a wall display detailing the Class Rules, Rewards and Consequences for reference. Children are rewarded and recognised for good behaviour in a number of different ways including Certificates at Assembly, House Points, stickers etc. When children forget the rules there is a protocol to follow for warnings and consequences of their actions – graded by occurrence or severity.

Issues with behaviours are recorded, tracked and monitored. Parents are informed when a child has required a certain level of support with behaviour that day. Children with specific difficulties in behaviour will be supported on an individual basis depending on their needs and in full consultation with families and carers.

A full copy of the Behaviour Policy can be requested from school in paper or electronic form.

Parents can access Scottish Borders Council's 'Respectful Relationships Policy' by visiting www.scotborders.gov.uk/antibullying

Attendance

Good attendance is important in our school. It allows your child to make the most of their education and wider social development, and gives them better choices in the future. It is your responsibility, by law, as parents/ carers to ensure that your child attends school regularly.

We actively monitor attendance. If your child's attendance drops below 95%, we will contact you by letter to alert you of this.

If you have difficulty getting your child to school, please contact us as soon as possible to discuss how we can support you.

Absence

A telephone call on the first day of absence is needed to explain a child's absence from school and the expected length of absence. If a call is not received you will be contacted, through a system called 'Groupcall' asking you to get in touch with the school. If no contact is made with the school then emergency contacts will be used to establish why the child is absent. (A summary of absence, attendance and lateness procedures is available from school.) For medical appointments during school hours, children should be collected from and, if appropriate, returned to school.



Lateness

Lateness to school can be disruptive to a child's education. Wherever possible, please inform school if your child is going to be late. If your child is late on a regular basis, we will seek to meet with you to discuss and find a solution.

Holidays During School Terms

The Scottish Executive Education Department requires schools to monitor children's attendance in school. Parents should try to take holidays during school breaks to minimise absences so that children do not miss important school work. We understand that there may be circumstances where absence is unavoidable and will always take a practical and sensible approach to this, in discussion with parents/carers. It should be noted that taking family holidays during the school term can be disruptive to your own child's education. Parents/carers 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. As a general rule, holidays taken out-with designated school holiday dates will be classified as "unauthorised family holiday."

Extra work will not be given by Class Teachers.

OUR CURRICULUM AND WIDER ACHIEVEMENTS

Our Curriculum and Wider Achievements

At Morebattle Primary School, we have worked collaboratively to design our curriculum and rationale which underpins our key values for learning and the development of the whole child. Our rationale takes into account the following components:

The Ethos & Life of the School

At Morebattle, the principles of 'Getting it Right for Every Child' (GIRFEC) underpin our approach. GIRFEC is woven into our planning and practice, helping to ensure that every child is aware of and learning about the wellbeing indicators in their own life and the world around them. We provide opportunities for children to participate responsibly in decision making, to contribute as leaders and role models, offering support and service to others and playing an active part in putting the values of the school community into practice. Children were key to creating our vision, values and aims and their opinions and ideas are listened to and valued. Inclusion, through our Learner Council, Eco Committee, Positive press teams, Pupil Council, Junior Road Safety Officers, Senior Learner System, Buddies and Monitors and by taking part in Learner focus groups, sees children encouraged to be involved in developing the work of school and have a positive impact on school improvements. We understand the importance of the United Nations Convention on the Rights of the Child and are working towards being recognised as a Rights Respecting School, seeking to hear and respond

to Learner views. Learners are currently working with staff towards gaining our Rights Respecting Schools Bronze Award. Their views, feedback and ideas form the basis of our action plan going forward.

Opportunities for Personal Achievement

Again, GIRFEC is integral to our approach. We regularly engage our children in discussion about their wider achievements, noting how the wellbeing indicators are visible through these. Through assemblies, in particular our monthly achievement assembly, we share and celebrate successes within and out with the school environment. These successes are then displayed on our achievement wall and shared with parents, families and the wider community through newsletters, certificates, Learning Journey folders, School Facebook page, etc. Through our Learning Journey folders, learners are encouraged to reflect on their own progress and identify next steps in learning, helping them to develop into independent and responsible children. As a school and working with our partners at Live Borders and Cheviot Churches, we offer a range of extra-curricular activities, in order to maximise opportunities for learners to actively engage in a wide variety of activities, encouraging the development of skills and knowledge in a wider context.

The Learning Journey - The Early Years

The learning journey through the Curriculum for Excellence begins in the Nursery. Here the children are given opportunities and experiences planned through a Curricular for Excellence framework and based on play and activity learning. Nursery staff follow National Guidance entitled 'Building the Ambition', developing Early Learning and Childcare practise further and focussing on wellbeing, communication, promoting curiosity, enquiry & Creativity.

Further information, the handbook, key policies and improvement planning information for the Nursery can be obtained by contacting the school or the Nursery directly (01573 440 547).

Learning & Teaching

We have a responsibility to provide children with a Broad General Education. Within Morebattle Primary School we are developing planned and progressive programmes of study and raising awareness of the skills and wellbeing indicators that support our children to develop to the best of their ability in all aspects of their learning. The success of our curriculum is through the delivery of high-quality learning and teaching. This is at the centre of all we do at Morebattle and the use of a variety of learning and teaching methodologies is an essential feature of our curriculum.

A wide range of learning and teaching strategies are implemented by staff including active learning, cooperative and collaborative learning, reciprocal reading, text-based work, practical work and outdoor learning. Assessment is for Learning strategies and critical thinking skills, through use of Bloom's revised taxonomy, are also integral features of learning and teaching in Morebattle Primary School. We will continue to review and refresh our curriculum through a planned approach and this is further detailed in 'The Story of Our Curriculum.'

Interdisciplinary Learning

Interdisciplinary Learning is a planned approach to learning which uses links across different subjects to enhance learning by providing relevant, challenging and enjoyable learning experiences and stimulating

contexts. The IDL approach is planned to involve different curricular areas, as appropriate, and is focussed on skills development. At the heart of our IDL approach is 'Learner Voice.' Learners are involved in planning and leading their learning in IDL from the outset through discussion with the class teacher to decide the context for learning ensuring relevance.

Developing creativity, employability & skills

We are clear about the importance of preparing our children for the world of work. Providing equality of opportunity, regardless of social background or gender, we believe our children are entitled to a curriculum through which they learn about the world of work and which makes clear the strengths and skills needed for this. Through all aspects of the curriculum, we aim to help them develop skills for learning, life and work. Our children will have a clear awareness of how their skills are developing and recognise how these skills sit within the real world of work. We work in partnership with our parents and wider community to support career education awareness and keep parents informed of their child's progress in gaining skills through meeting with parents, reports and the use of the learning journey folder. The key skills we seek to develop are:

- Managing time
- Planning/Organising
- Communication – written and oral
- Solving problems
- Handling tasks at short notice
- Working effectively with others
- Critical thinking
- Creative and solution-oriented thinking
- Learning & Continuing to learn
- Managing & being managed by others

Curriculum areas and subjects

When planning our curriculum, we consider the **7 Principles of Curriculum Design** for each area of the curriculum. These are - *Progression, Coherence, Relevance, Personalisation and Choice, Challenge and Enjoyment, Breadth and Depth.*

The eight curriculum areas are:

- *Expressive arts*
- *Health and wellbeing*
- *Languages*
- *Mathematics*

- *Religious and moral education*
- *Sciences*
- *Social studies*
- *Technologies*

Curriculum for Excellence Levels

Most children will progress through the levels as listed below but this is dependent on individual needs and aptitudes. Each level lasts approximately 3 years -

Early Level - Nursery to P1 (or later)

First Level - to the end of P4 (but earlier or later for some)

Second Level - to the end of P7 (but earlier or later for some)

Throughout the school an emphasis is placed on Literacy, Numeracy and Health and Wellbeing as being the cornerstone of skills for learning, life and work.

"My brother comes home talking French – he loves learning it. I can't get him to be quiet!" (P7 Boy)

Efforts are made at Morebattle Primary School to enrich the delivery of the Curriculum areas by engaging partners to deliver experiences in our school e.g. Generation Science, Zoo Lab, Young Carers, NSPCC, Active Schools co-ordinators, dramatic and musical performances and also to take Learners out to access learning in the wider community e.g. Outdoor Learning in our village and surrounding farms, swimming and curling in Kelso, locally organised Quiz events and theatres/museums in Edinburgh and beyond.

"PE is really good. We learn new things such as dancing or gymnastics." (P2 Girl)

"Mr Thomson really helps us improve our PE skills, so we can succeed." (P7 Boy)

"We like our topics – we learn about Science so we can improve the world". (P6 Boy)

"My favourite topic was electricity where we designed, built and then played a game." (P4 Girl)

"My best topic was dinosaurs – we had a dinosaur party and it was really good". (P2 Girls)

"Trips out are really enjoyable. Once we went to Dynamic Earth and it was fun and fascinating". (P2 & P4 Girls)

ETHOS AND LIFE OF THE SCHOOL

The life and ethos of the school provide many additional opportunities for children to learn skills for life and work in different ways. Examples here are -

- The Buddy System - where older children buddy up with younger children to help them in the early stages of P1. This system is also used when P7 children move into S1.

- Assemblies - opportunities to celebrate and recognise Learner achievements in and out of school and to learn about global issues - charity, diversity, environment, etc. These assemblies are led by the Head teacher, other staff and learners. We also have a monthly achievement assembly.
- Community Links – we work with our local community, learning alongside groups such as the Robert Davidson Society and the Floral Gateway. We take an active part in the local Flower Show and support village festival week.
- Religious Observance - some assemblies are led by our school chaplain where there will be an opportunity to hear the Christian perspective. Parents who wish to exercise their right to withdraw their child from religious observance should contact the Head teacher to discuss arrangements.
- Opportunities for Learner involvement - in Learner Council, Eco-Schools, representing the school in sports events or Rotary Quiz and many more.
- Local Outdoor Education - We believe strongly in the importance of understanding our local area. We have positive connections with local farms and run a John Muir Award group to explore local conservation issues.
- Extra-Curricular activities - Many opportunities are provided for Learners to opt into during lunchtimes or after school e.g. Badminton, Dance, Cool Club (run by local church), and Active Schools Clubs.

"We took part in the Euro Quiz this year. It was hard, but we enjoyed the challenge." (P6 Boy)

"I like going to the badminton club." (P2 Girl)

"I enjoy the chanter group that meets in school." (P7 Boy)

Opportunities for Personal Achievement

Learner achievements in and out of the school are recognised in a variety of ways. Learners and teachers set targets in learning and they are recognised when they have been met; as we develop reflective learning we are focussed on helping parents/carers to recognise, share and discuss both learning and wider achievements to celebrate our youngster's talents and skills. Photos, news clippings and certificates are brought from home to share and be displayed on our Achievements Wall; awards and certificates are given out at assemblies to recognise individual and group achievements.

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 children, 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

Assessing and Reporting

Learner progress is assessed continually by class teachers and monitored closely by the Head teacher. Assessments inform future learning and ensure children are progressing. Assessment information enables class teachers to plan appropriate work for individuals, groups or classes. Progress is tracked for every child allowing us to identify next steps, meet areas of need and provide appropriate challenge and depth in learning.

More information about The Curriculum for Excellence can be found online at

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

<http://www.educationscotland.gov/parentzzone/index.asp>

And other relevant sites -

Skills Development Scotland – <http://www.skillsdevelopmentscotland.co.uk/>

Active Schools website - http://www.bslt.org.uk/schools_and_communities/active_schools

Building the Ambition - <http://www.scotland.gov.uk/Publications/2014/08/6262>

Our Care and Support for Learners and Families

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 Adam Lindsay (Head Teacher)

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>

Transitions

Here at Morebattle Primary School we recognise that learners require more support at times of transition and change. The main transitions normally encountered in a child's learning journey are:

- *Transition into Nursery*
- *Transition from Nursery to P1*
- *Transition between classes*
- *Transition from Morebattle Primary School to Kelso High School (or other destinations)*

For your information:

Kelso High School

Angraflat Road

Kelso

TD5 7NL

www.kelso.scotborders.sch.uk

Provision is made by the Nursery team to engage **families to work in partnership** with staff from the very start. Links are fostered with our local playgroup, parents meetings and open mornings are planned and visits for children are organised to assist in a smooth start to Nursery.

When **moving from Nursery to P1** there are opportunities for children to visit their feeder schools on a number of occasions, to meet their teachers and for parents to meet with the Nursery and P1 teachers. Staff also liaise to ensure a shared understanding of learners' strengths and needs. Parents receive details of these activities at P1 enrolment. (More details can be found in the Nursery Participation Policy).

When children **move between stages and classes** in the school they are also given the opportunity to visit their new classroom and teacher in the summer term in order to build their confidence in coping with change.

When transitioning **from primary to secondary** learners are invited to Kelso High School for 2 full day visits in the summer term. Learners are allocated an older Learner as a Buddy to support them. Additional activities to support social relationships are co-ordinated by Community Learning and Development.

Throughout the Upper primary years efforts are made to plan various activities to allow socialisation with a wider peer group from other primaries. Teaching staff from the High School liaise with the P7 teacher in

order to gain an understanding of the children's progress and needs. Morebattle teaching staff are involved in cluster development work with High School staff to develop a more consistent approach to delivery of the Curriculum in some key areas. For any child with support needs, their transition would be considered on an individual basis. All agencies are involved in consultation and additional provision provided for them as agreed.

Getting it Right for Every Child and the Children and Families Act 2014

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

The GIRFEC approach aims to make it easier for parents, children, children 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 children the best possible start in life.

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

- Ensure children, children, 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 children.
- Be clear about personal responsibility to do the right thing for each child/young person.
- Work with children, children and their families, using a collaborative approach with fewer meetings. This should ensure children, children and their families give information only once, and enables the development of one plan to meet all their needs.
- Respond to children and children and take appropriate, proportionate and timely action with the minimum of paperwork, bureaucracy and duplication.

GIRFEC is part of the Children and Children (Scotland) Act 2014 and the GIRFEC provisions are planned to be fully implemented by August 2017. If you would like any further information please ask your child's Headteacher. Detailed information about GIRFEC can be found online here -

http://www.scotborders.gov.uk/info/828/activities_and_support_for_young_people/639/getting_it_right_for_every_child

Health Care and First Aid

It is very important that parents inform the school of any medical condition that may affect their child whilst in school. If prescribed medication has to be taken during school hours, a MED 1 form must be completed to give us authorisation. Non-prescribed medication should not be brought to school as staff are not permitted to administer this. Any minor incidents that occur during school hours will be treated by a member of staff. It is very important to keep the school updated with current emergency contact details as if children need to be treated off site for an injury, parents will be informed immediately.

Other health professionals are available to advise the school in meeting the needs of learners. These include Speech and Language Therapists, Occupational Therapists and the School Nurse. Parents are always advised and asked to give consent if a child is being referred directly to a health professional.

Meeting Our Learner's Needs

At any point in their lives children or children may need extra help with their education. This may be for any reason and at any time. This is often referred to as an additional support for learning or having additional support needs. Some examples of why a child/ young person may require extra help with their education are:

- Bereavement or family illness
- Problems at home
- Bullying
- Being particularly gifted 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. Alternatively, 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 children are recognised and appropriate support can be provided. You can also speak to the Senior Lead Education Officer for Cheviot, Gillian McKenzie at Council Headquarters – 01835 824000.

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. Whilst your child is receiving support, we will regularly review your child's progress.

The statutory framework for Additional Support for Learning is the Education [Additional Support for Learning] [Scotland] Acts 2004 and 2009.

For further information you can contact -

Scottish Borders Council website - http://www.scotborders.gov.uk/info/886/additional_support_needs

Enquire - the Scottish advice service for Additional Support for Learning at www.enquire.org.uk or 0845 123 2303

Scottish Independent Advocacy Alliance - a charitable body registered in Scotland with reg no, SC033576 at www.siaa.org.uk

Scottish Child Law Centre, a charitable body registered in Scotland with reg no. SC012741 at www.sclc.org.uk

Our Support Staff

The role of the **Support for Learning Teacher** is a wide and varied one. Support for Learning is there to help any child who may require additional support or challenge. This is decided through consultation with the class teacher and Head Teacher. Children are sometimes supported individually or in small groups - withdrawn from the classroom or supported in the classroom. The Support for Learning teacher is also a resource for teachers to access advice and resources to support learning.

Our **Classroom Assistant** provides valuable support for teachers and learners in all classes. She can also be timetabled to work with children with specific needs.

The Cheviot Area **Social, Emotional and Behaviour Support Teacher** is available to give support and advice for any Learner experiencing difficulties. She may occasionally come into work with a particular child in class, or visit parents at home.

The **Home School Link Worker** assigned to our area is also a support to children and families who need support and often works in the school with children and at home with families on a variety of issues.

"We have fun with our Support for Learning teacher - she is good if you are upset." P6 Learner

Parking and Safe Routes to School

Please be aware of buses dropping and collecting learners at the start and end of the school day and park considerately. Encouraging village children to walk to school is both health and avoids the difficulties of parking safely. Children out on walks in the local environment are taught to cross the road safely from Nursery age and wear high-viz vests to be seen. Junior Road Safety Officers engage learners in activities to raise awareness of Road Safety Issues throughout the year.

Resilient Schools - Bad weather

When it is known that there is to be bad weather or other emergency conditions the system of Resilient Schools may be activated across Scottish Borders Council. When this happens all school transport will be cancelled and children who normally use school transport should not attend school. Morebattle Primary School will be closed to learners if Resilient Schools is activated, as there are not enough teachers and other staff living nearby to keep the school open to children. This is reviewed annually.

Information about resilient schools will be sent via the Groupcall text system to mobile phones and will be broadcast on Radio Borders. You can also check the Scottish Borders Council Facebook page for information.

More information can be found here on the Scottish Borders Council website -

http://www.scotborders.gov.uk/info/1291/adverse_weather_plans/1223/winter_and_gritting_faqs/6

Concerns and Complaints

Scottish Borders Council is committed to providing high-quality customer services.

We value complaints and use information from them to help us improve our services.

If something goes wrong or you are dissatisfied with our services, please tell us.

What is a complaint?

We regard a complaint as any expression of dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.

What can I complain about?

You can complain about things like:

- delays in responding to your enquiries and requests
- failure to provide a service
- our standard of service
- council policy
- treatment by or attitude of a member of staff
- our failure to follow proper procedure.

Your complaint may involve more than one council service or be about someone working on our behalf.

Who can complain?

Anyone can make a complaint to us, including the representative of someone who is dissatisfied with our service.

How do I complain?

You can complain in person at a council contact centre, by phone, in writing, email or via our complaints form on the council website www.scotborders.gov.uk

It is usually easier for us to resolve complaints if you make them quickly and directly to the service concerned. So please talk to a member of our staff at the service you are complaining about. Then they can try to resolve any problems on the spot.

When complaining, tell us:

- your full name and address
- as much as you can about the complaint
- what has gone wrong
- how you want us to resolve the matter.

How long do I have to make a complaint?

Normally, you must make your complaint within six months of:

- the event you want to complain about, or
- finding out that you have a reason to complain, but no longer than 12 months
- after the event itself.

In exceptional circumstances, we may be able to accept a complaint after the time limit. If you feel that the time limit should not apply to your complaint, please tell us why.

RESOURCES

Council Headquarters

Customer Services

Newtown St Boswells

MELROSE

TD6 0SA

Tel: 0300 100 1800

Email:

customerservices@scotborders.gov.uk

What happens when I have complained?

We will always tell you who is dealing with your complaint.

Our complaints procedure has two stages:

Stage one: frontline resolution

We aim to resolve complaints quickly and close to where we provided the service.

This could mean an on-the-spot apology and explanation if something has clearly gone wrong, and immediate action to resolve the problem.

We will give you our decision at Stage 1 in five working days or less, unless there are exceptional circumstances.

If we can't resolve your complaint at this stage, we will explain why and tell you what you can do next. We might suggest that you take your complaint to Stage 2. You may choose to do this immediately or sometime after you get our initial decision.

Stage two: investigation

Stage 2 deals with two types of complaint: those that have not been resolved at

Stage 1 and those that are complex and require detailed investigation.

When using Stage 2 we will:

- acknowledge receipt of your complaint within three working days
- discuss your complaint with you to understand why you remain dissatisfied and what outcome you are looking for
- give a full response to the complaint as soon as possible, within 20 working days

If our investigation will take longer than 20 working days, we will tell you. We will agree revised time limits with you and keep you updated on progress.

What if I'm still dissatisfied?

After we have fully investigated, if you are still dissatisfied with our decision or the way we dealt with your complaint, you can ask the Scottish Public Services Ombudsman (SPSO) to look at it.

The SPSO cannot normally look at:

- a complaint that has not completed our complaints procedure (so please make sure it has done so before contacting the SPSO)
- events that happened, or that you became aware of, more than a year ago
- a matter that has been or is being considered in court.

You can contact the SPSO:

in person SPSO
 4Melville Street
 Edinburgh
 EH3 7NS

by post SPSO
 Freepost EH641
 Edinburgh
 EH3 0BR

Freephone 0800 377 7330

Online contact www.spsso.org.uk/contact-us

Website www.spsso.org.uk

Mobile site: <http://m.spsso.org.uk>

Parental Involvement and Complaints Officer, SBC Headquarters 01896 824000

Mrs Gillian McKenzie – Quality Improvement Officer, Cheviot Locality 018960 824000

Details on Complaints Procedure on the Scottish Borders Council website can be found here -

http://www.scotborders.gov.uk/info/672/complaints_procedure

With regard to additional needs complaints there is a possibility the case could be referred to the Additional Support Needs Tribunal for Scotland.

"I think it is good for parents to get the reports so they know how good you've been, how well you are learning and they can challenge you to do even better". (P4 Girl)

"The teachers at Morebattle are really happy and experienced. They always welcome parents in for a chat". (P6 Boy)

OUTDOOR EDUCATION

When the opportunity or need arises we like to take the children out of the school to experience the environment at first hand. We work hard to ensure the cost of transport isn't a barrier to this.

When the children reach primary P6 / 7 they are offered the opportunity to participate in a residential trip on a bi-annual basis. This is an exciting, rich and challenging experience for Learners in an Outdoor Learning environment. The Learners from Yetholm, Ednam and Sprouston Primary Schools also join us on this trip, providing opportunities to make or extend friendships ahead of moving up to High School together.

During this trip, a variety of exciting activities will be offered ranging from abseiling and rock climbing to canoeing, raft-building and orienteering. The activities will always be led by qualified instructors and will be held in locations where health and safety are a priority.

“Our residential trip was so good. When you did activities you were challenged, but never forced. I felt braver, less afraid and proud of myself” (P6 & P7 Boys)

EXTRA-CURRICULAR ACTIVITIES

Various clubs are organised during each session. Some clubs may be as six-week blocks, while others will run throughout the year. Learners will be given information regarding the different clubs as they are arranged. We work in partnership with LiveBorders to offer a wide range of sporting and healthy activity options to our learners. The clubs are offered free of charge to children who receive free school meals. Otherwise there may be a small charge. At other times in the year, we have blocks of activities and details of these will be circulated nearer the time.

HOMEWORK

Parents are able to support learning at home when helping Learners with homework tasks. Homework is set for a number of reasons -

- It develops good habits of self-discipline, leading to good study skills required as children grow older.
- It provides information for families and carers and provides opportunities for parental involvement
- It allows practice and consolidation of work done in class
- It allows access to a wider range of resources other than those available in school.

Regular homework to support the ongoing work in the classroom will be issued by class teachers. Time allocation will vary, but the following daily times should be a rough guide. If you find your child is taking longer to do homework tasks, please do have a conversation with the class teacher in order for us to find a solution to support this.

Homework should take no longer than: P1-3 - 15-20 mins, P4-7 - 20-30mins

PARENTAL INVOLVEMENT IN THE SCHOOL

Please remember parents are most welcome in school at any time. We want to encourage parental involvement and support and any parent who would like to help us in the school is very welcome. Please enquire at the school.

We try to make sure that parents are kept in touch with all that is going on through meetings, parents' evenings, open days/evenings and newsletters home. Parents' evenings are held in November and with Open Days occurring from time to time. Personal Learning Plans are issued regularly throughout the year. These outline the learning your child is expected to achieve in each block of work. At the end of each block the teacher and Learner review the plan and set new targets for the next block of learning. In February the teacher and Learner complete a mid-session review and at the end of the year they complete an end-of-year review and the plan is sent home to keep. There will be an Induction meeting in June for the parents of new P1 children.

We have an active and enthusiastic Parent Council and parents are encouraged to become involved in the work of the school in a variety of ways. They have, for example, recently re-vamped the school library, making

it a far more pleasant place for children to learn. We consult parents on a wide range of issues and parental opinion is always appreciated and valued.

The school is an integral part of the community. The children and staff involve themselves in community events. Through the curriculum children learn about the local community and environment and we are always pleased to welcome visitors to our school.

REQUEST FOR SCHOOL TO ISSUE PRESCRIBED MEDICATION

SCHOOL	
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Dear Head-teacher

I request that (print full name of Learner) be given the following medication while at school.

Date of birth.....

Name of Medication	Date Prescribed	Duration of Course	Dose Prescribed	Time(s) to be given

The above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage, expiry date and child's name in full.

PLEASE PRINT

GP Name

Address

I understand that the medication will be administered to

Child's name. (print name)

Date of Birth

.....

and accept that this is not a service that the school is obliged to undertake

Parent/Guardian (print name).....

Address

.....

Signature of parent/ guardian

Date

It is the parent's responsibility to ensure that there is sufficient medication available and that it is in date.

Note: Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and the administration of the medication is agreed by the Head-teacher.

The Head-teacher reserves the right to withdraw this service.

DATA PROTECTION

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

Why we need your information

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

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

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

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

Who we will share information with

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

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

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

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

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

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

How long do we keep your information for?

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

Photographs/videos

Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. The school your child attends may wish to display or show photographs or videos taken by themselves, in print, in various locations

or by electronic means such as a website. Likewise the media or other parents may wish to use the images of pupils in various ways. We ask you at the time your child enrolls at one of our schools if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

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

Your Rights

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

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

Complaints

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

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

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website:

https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1

Morebattle Primary School - School Session Arrangements

School term dates for 2018/19

Autumn term

Date

Monday 20 August 2018

Tuesday 21 August 2018

Friday 5 October 2018

Monday 15 October 2018

Thursday 8 November 2018

Friday 9 November 2018

Monday 3 December 2018

Friday 21 December 2018

Details

Staff resume, in service day

Learners resume

All break, mid-term (Cheviot Casual Holiday)

All resume

Staff in service day

Staff in service day

St Andrew's Day holiday, school closed

All break, term end

Winter term

Date

Monday 7 January 2019
Thursday 14 February 2019
Friday 15 February 2019
Thursday 21 February 2019
Friday 29 March 2019

Details

All resume
Learners break, February holiday
Staff in service day
All resume
All break, term end

Summer term

Date

Monday 15 April 2019
Friday 19 April 2019
Friday 3 May 2019
Monday 6 May 2019
Tuesday 2 July 2019

Details

All resume
Good Friday, school closed
Staff in service day
May Day holiday, school closed
All break, term end

Casual holidays

Each learning community allocates 2 casual holidays for learners and staff which are usually aligned to their local festivals

Cheviot Friday 05 Oct 2018 & Wednesday 20 February 2019

http://www.scotborders.gov.uk/info/878/schools/155/term_holiday_and_closure_dates/2

Other dates e.g. parents' evenings and events will be sent out on (monthly) newsletters, so please read these.

2017-18

Revised tracking in line with Scottish Government benchmarks

Introduced Learning Journey folders

Trained all staff in 'Confident Staff, Confident Children'

Introduced achievement tracking, linked to GIRFEC.

Incorporated wellbeing indicators into planning for teaching and learning.

Developed curriculum rationale

Formed Early Years Team to promote joint working.

Agreed Problem Solving Progression P1-P7

Although all information contained in this Handbook is considered correct at the time of going to print, it is possible that there may be some inaccuracy by the time the document reaches parents.