FOREWORD

This handbook provides information that we hope parents will find useful and interesting.

The purpose of the handbook is to inform you of the many aspects of our school - its philosophy, curriculum, procedures and practice.

It is a starting point to what we hope will be a mutually supportive relationship between home and school built on trust and understanding.

We aim to ensure that all pupils at St Boswells Primary School receive the best possible educational experience.

Mrs Margaret Nailen
Headteacher
**ST BOSWELLS PRIMARY SCHOOL**

St Boswells Primary School is a non-denominational school catering for boys and girls from Primary One to Primary Seven. The school occupies a level site on an area of one acre on the south side of St Boswells Green. The school serves the children of the village and surrounding area, including the neighbouring village of Maxton.

A hard surface area to the front of the building serves as a play area and car park. To the rear is a large playing field.

In August 2009 St Boswells Primary School became a partner school with Newtown Primary. Mrs Nailen became Headteacher of both schools.

**Brief History of the School**

There have been four schools recorded in St Boswells. The earliest recorded was in 1720, although an earlier one must have been established. In 1783, another school was built at the east end of the village. It would appear that in 1828, because of an Act of Parliament, the school became too small to accommodate pupils. It was not until August 1837 that a new school was completed at the east end of the field at the west end of the village. This time the school premises were to include a garden and playground. This building cost £500!

The present one storey building was built in 1957. In 1975, a semi open-plan unit and general purpose room were added to accommodate the infant classes. In August 2010 a new entrance and school office was completed. In August 2011 a further 2-class extension was added to accommodate the P5/6 and P6/7 classes. The new Early Learning and Childcare class opened in August 2018.

**THE SCHOOL DAY**

Mon – Thu: Morning Session 8.45am – 12.30pm (interval 10.30am – 10.45 am)

Afternoon Session 1.15 pm – 3.15 pm

Fridays: 8.45am – 12.25pm (Break/Brunch 10.50am – 11.30am)

In accordance with regulations, supervision is provided during break times when the children are in the playground.

Supervision begins in the morning at 8.30am. We would encourage children living in the village to arrive from 8.30am onwards.

**ELC Times (Monday to Friday)**

Morning Session 8.40am – 11.50am

Afternoon Session 12.30pm – 3.40pm

**SCHOOL ENTRANCE AND EXIT**

Entry to the school is by the side gates in Springfield Terrace and St Aiden’s Park. The car park is for staff only and should not be used for pedestrian access. **Parents should use the Park & Stride car park at St Boswells Rugby Club.**

For security the side entrance gates are locked during the school day.

Please see information on our School Travel Plan for more details.
STAFFING: SESSION 2018-19

Headteacher : Mrs Margaret Nailen
Depute Headteacher : Mrs Katie Warnock
Principal Teacher: Miss Caroline Hardie

Class Teachers : Mrs J. Calvert P1
Miss V. Sergeant P2
Ms S. Currie P3/4
Mrs A. Heaton P4/5
Miss C. Hardie P5/6
Mrs M. Blain P6/7

Support for Learning Teacher : Mrs E. McLeod

Curriculum Support Teachers

P.E. : Mrs C. Allott

Music Instructors

Brass : Mr G. Kennedy

Ancillary Staff

Primary School Administrator : Mrs J. Shirra-Gibb
Janitor : Mr J. Dickson
Additional Needs Asst : Mrs L. Owen

Classroom Assistant : Mrs W. Ballantyne
Playground Supervisor : Miss M. Higgins
School Cook : Mr G. Stewart
Catering Asst : Mrs P. Mann

Visiting Health Professionals

Speech Therapist : Miss Erin McGregor
School Nurse : Mrs Mary Carryer / Mrs Sharon Love

School Chaplain : Rev Sheila Moir
School Roll

We currently have 133 pupils on our school roll who are taught in 6 classes to cover the P1-7 stages.

Parents & Friends Partnership

The Scottish Schools (Parental Involvement) Act 2006 was drawn up in recognition of the vital role parents/carers play in their children’s education and learning experiences. The Act set up a framework for parental involvement. The Parent Forum consists of all parents/carers for our school. The members of the Forum can then form a Parent Council to represent their views. The chairperson must be a parent of the school. The Headteacher has a right and a duty to attend Parent Council meetings. The Parent Council may also co-opt members from outwith the school community.

Our Parent Council, known as St Boswells Primary School Parents and Friends Partnership (PFP), meet regularly and provide excellent support to the school. By working closely together, our Parents and Friends Partnership ensures a productive, inclusive learning community. All parents are very welcome to join this group.

Current office bearers are:

- Mr Mark Douglas (Chairperson)
- Mrs Emma Millar (Treasurer)
- Mrs Harriet Busby (Secretary)
- Ms Sarah-Jane McEwen (Events Co-ordinator)

Adviser to the Group: Mrs M Nailen (Headteacher)

Staff members:
- Mrs Katie Warnock
- Miss Caroline Hardie
- Mrs Mary Blain
- Mrs Jill Calvert

Co-opted members:
- Cllr Sandy Scott
- Cllr Jim Brown
- Cllr Scott Hamilton

Community Use of Schools

Due to regulations set by Scottish Borders Council, school lets should mainly take place on Monday, Tuesday and Wednesday evenings. Information re lets is available from the school office.

The school is currently used by the following groups:

Tuesday Evenings - Brownies
Thursday Afternoons - Church IMPACT club (3.15pm-4.15pm)
ST BOSWELLS PRIMARY SCHOOL
SCHOOL HOLIDAYS AND CLOSURES 2018/19

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>MONDAY</td>
<td>20 August 2018</td>
<td>TEACHERS IN-SERVICE DAY</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>21 August 2018</td>
<td>SCHOOL RE-OPENS FOR PUPILS</td>
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<tr>
<td>FRIDAY</td>
<td>5 October 2018</td>
<td>SCHOOL Closes for October Week 12.25pm</td>
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<tr>
<td>MONDAY</td>
<td>15 October 2018</td>
<td>SCHOOL RE-OPENS</td>
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<tr>
<td>THURSDAY</td>
<td>8 November 2018</td>
<td>SCHOOL CLOSED FOR IN-SERVICE</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>9 November 2018</td>
<td>SCHOOL CLOSED FOR IN-SERVICE</td>
</tr>
<tr>
<td>MONDAY</td>
<td>3 December 2018</td>
<td>SCHOOL CLOSED ST ANDREWS HOLIDAY</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>21 December 2018</td>
<td>SCHOOL CLOSES FOR CHRISTMAS HOLIDAY 12.25pm</td>
</tr>
<tr>
<td>MONDAY</td>
<td>7 January 2019</td>
<td>SCHOOL RE-OPENS</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>15 February 2019</td>
<td>SCHOOL CLOSED FOR IN-SERVICE</td>
</tr>
<tr>
<td>MONDAY</td>
<td>18 February 2019</td>
<td>SCHOOL CLOSED FOR FEBRUARY BREAK</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>21 February 2019</td>
<td>SCHOOL RE-OPENS</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>29 March 2019</td>
<td>SCHOOL CLOSES FOR EASTER HOLIDAY 12.25pm</td>
</tr>
<tr>
<td>MONDAY</td>
<td>15 April 2019</td>
<td>SCHOOL RE-OPENS</td>
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<tr>
<td>FRIDAY</td>
<td>19 April 2019</td>
<td>SCHOOL CLOSED – GOOD FRIDAY</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>3 May 2019</td>
<td>SCHOOL CLOSED FOR IN-SERVICE</td>
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<tr>
<td>MONDAY</td>
<td>6 May 2019</td>
<td>SCHOOL CLOSED MAY DAY HOLIDAY</td>
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<tr>
<td>MONDAY</td>
<td>3 June 2019</td>
<td>SCHOOL CLOSED</td>
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<tr>
<td>TUESDAY</td>
<td>2 July 2019</td>
<td>SCHOOL CLOSES FOR SUMMER HOLIDAY 3.15pm</td>
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</table>

School Re-opens to pupils Tuesday 20th August 2019
VISION, VALUES AND AIMS

Vision

Working together to ensure a positive environment that inspires everyone to flourish and succeed.

Values

Our values guide the way we work. They are:

RESPECT HONESTY RESPONSIBILITY INCLUSION CONFIDENCE ACHIEVEMENT

Aims Our vision is embodied in our school’s aims. We aim to:

- provide a broad, balanced progressive and coherent curriculum that meets the needs of all children, ensuring appropriate pace and challenge and taking account of national advice, local guidance and the views of parents and children.
- enable all children to maximise their achievements by focusing on raising attainment across the curriculum and making effective use of assessment information to identify next steps in learning and ensure progress.
- plan and deliver high quality teaching and learning in a stimulating, challenging and inclusive environment that takes account of children’s learning styles and individual needs, fosters motivation, independence, creativity and values individual achievement.
- provide pastoral care, guidance and appropriate support for all children to protect them from harm, abuse or neglect and promote a climate of mutual trust and respect in which their academic, physical and social needs can be fully met.
- provide inclusive support for learning strategies which improve the performance of any children experiencing any form of barrier to learning.
- work in partnership with parents, the community and other agencies to provide a stable, secure and stimulating environment in which children can learn effectively, grow in confidence and develop a healthy lifestyle.
- provide and manage the school’s resources effectively to ensure optimum use of staff, finances, equipment and space for the benefit of all stakeholders.
- sustain a culture of management and leadership which promotes partnership, teamwork and commitment among staff, parents, children and the wider community and makes effective use of self-evaluation to ensure continued success in the raising of standards and achievements.
ADMISSION TO SCHOOL

Pupils attending St Boswells Primary School should live within the school catchment area. Children living outwith the catchment area may also be admitted provided that Scottish Borders Council’s requirements in such cases are satisfied. Placing request forms must be completed for consideration by council officials.

The child’s fifth birthday should fall on or before the last day of February in the calendar year following the child’s admission to school.

An advertisement is placed in the local press advising parents that they should call at the school to complete admission forms. A School Handbook and other relevant information will be issued at this time.

TRANSFERS FROM OTHER SCHOOLS

Parents who wish to transfer their children to St Boswells Primary School from another school should bring their children to school for enrolment, provided they now live within the school catchment area. Children living outwith the catchment area may also be admitted provided that Scottish Borders Council’s requirements are satisfied and a placing request application is made and granted.

ATTENDANCE

Pupils are expected to arrive in school punctually each day. Parents should contact the school on the morning of the first day of absence if your child is ill or unable to attend for any reason. Children should bring a note of explanation on returning to school after an absence if an explanation has not already been given by telephone/e-mail.

Parents will be contacted by telephone/text message via the Groupcall automated system where absence has not been explained. This is a safety measure to ensure that all children arrive safely at school as expected by their parents.

In line with Scottish Borders Council policy parents are discouraged from taking pupils on holiday during term time. Where this is unavoidable the Headteacher should be informed in writing. The absence will require to be logged in the school register as an unauthorised absence.

P1 pupils should be brought to the playground at the start of the day and collected from the classroom by an authorised adult at 3.15pm.

CLASS SIZES

Primary schools work within recommended maximum class sizes which are:
Primary 1 up to 25 pupils
Primaries 2 – 3 up to 30 pupils in straight classes
Primaries 4 – 7 up to 33 pupils
Composite classes up to 25 pupils
The number of teachers in any school is allocated in relation to the total school roll, not on particular numbers at any given year group stage. Working within the class size recommendations, the headteacher decides on the best possible structure of classes and on the pupils allocated to them. In constructing classes headteachers follow the SBC Class Composition Policy (February 2012) which provides guidance on this process. The physical size of a classroom may dictate the number of pupils it can hold and class numbers may have to be restricted. This is also the case when specialist equipment and aids are required in a classroom.

**COMPOSITE CLASSES**

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

The headteacher will arrange classes in consultation with staff and following guidance from Scottish Borders Council.

**TRANSPORT**

Scottish Borders Council will transport, free of charge, children of primary school age who live more than 2 miles from their designated school. Pupils are expected to display good behaviour at all times when using school transport. Any incidences of unacceptable behaviour should be reported to the headteacher.

**Pointers for bad weather**

If the bus is delayed in winter weather, pupils should not wait longer than 15 minutes before returning home. Parents who then transport pupils to school must be prepared to collect them at the end of the day if necessary.

In the event of early closure, parents will be notified by telephone or Groupcall text message. Emergency contacts must be current.

We need to know of worsening weather conditions as they happen. Please keep us informed of weather conditions in outlying areas.

**School Travel Plan**

The safety of our pupils is paramount. We have a School Travel Plan in operation which aims to ensure safety for our pupils.

- Access for parents and pupils is by the side gates in Springfield Terrace and St Aiden’s Park
➢ Parents bringing children to school by car should use the car park at St Boswells Rugby Club and walk children to school from there
➢ Parents parking in Springfield Terrace are asked to be considerate to residents and not to park on the corner near the path into school
➢ **The car parking area at the front of the school is for use by school buses, taxis and staff only**
➢ Please do not park in St Cuthbert’s Drive or St Aiden’s Park due to lack of pavements

A copy of the School Travel Plan can be obtained from the School Office.

When pupils travel outwith school, parental permission is always sought. Only appropriately insured car licence holders and reputable bus companies are used. Booster seats are used where appropriate. Small charges may be made for longer journeys. Permission slips **must** be returned prior to any excursions.

**CURRICULUM**

**Curriculum for Excellence**

Curriculum for Excellence has been designed to provide more flexibility in learning and teaching, designed to meet the needs of our young people in the 21st century. It provides the curriculum framework for all pupils aged 3 – 18. The 7 principles of Curriculum for Excellence are to develop a curriculum and skills base which has

<table>
<thead>
<tr>
<th>Progression</th>
<th>Cohesion</th>
<th>Depth</th>
<th>Breadth</th>
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<tbody>
<tr>
<td>Relevance</td>
<td>Challenge and Enjoyment</td>
<td>Personalisation and Choice</td>
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</tbody>
</table>

Our aim is to develop in our pupils the capacities to become

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

The curriculum will provide experiences and broad outcomes to deliver the how and what of learning. The areas covered are:-

- Languages & Literacy
- Mathematics & Numeracy
- Religious and Moral Education
- Health and Wellbeing
- Expressive Arts
- Science
- Social Subject

The levels of curriculum organisation are broad

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Early Level</td>
<td>the pre-school years and P1 or later for some</td>
</tr>
<tr>
<td>First Level</td>
<td>to the end of P4, but earlier or later for some</td>
</tr>
<tr>
<td>Second Level</td>
<td>to the end of P7, but earlier or later for some</td>
</tr>
<tr>
<td>Third Level</td>
<td>S1 to S3 but earlier for some</td>
</tr>
<tr>
<td>Fourth Level</td>
<td>the fourth level broadly equates to SCQF level 4</td>
</tr>
</tbody>
</table>
In establishing the school curriculum our main considerations must be the relevance of what is being taught, the appropriate structuring of each curricular area and provision of appropriate resources to meet and match the needs of the curriculum at each stage of the school.

Further information on CfE is available on the Parentzone website http://www.educationscotland.gov.uk/parentzone/index.asp

**LANGUAGE & LITERACY**

Language, by necessity, crosses the whole curriculum and must therefore assume the greatest importance in the school curriculum. It is based on achieving a balance of listening, talking, reading and writing to develop all linguistic skills.

Listening/Talking should achieve the skills of obtaining and conveying information and responding appropriately, thus establishing relationships and interaction with others, expressing and appreciating ideas, experiences and opinions.

In reading, pupils work through a graded reading scheme to develop fluency and understanding in reading. The core reading scheme used at the early stages is “Storyworld”. This is also supplemented in the Infant classes by Ginn “All Aboard” materials. In addition, the early stages resources “Jolly Phonics” and “Jolly Grammar” are used in P1 and P2 to start pupils off in language and phonics and provide an extremely successful basis for learning. In the upper school reading is delivered through a variety of comprehension texts and novels.

In writing, pupils will develop the basic skills of handwriting and the conventions of the written word, punctuation, spelling and legibility leading to the ability to convey information, to respond to and record ideas, experiences and opinions, to express feelings and to write in an imaginative and creative vein.

**Additional Languages – French**

French is introduced to pupils from P1. Initially pupils are exposed to the language through imitation of the teacher and simple songs and rhymes. Pupils are involved in learning simple classroom language, giving personal details and building up vocabulary in various topics, e.g. number, weather, clothes etc. Pupils follow the devised programme for Earlston Learning Community associated primaries to ensure continuity between primary and secondary French.

**MATHEMATICS & NUMERACY**

The programme of work to be covered in Mathematics has been drawn up in line with CfE guidelines. The main resources used throughout the school are Teejay Maths and Scottish Heinemann Maths.

A focus on mental maths to develop mental agility with number is ongoing within the programme.
The three main aspects of mathematics covered are:

- Number, Money, Measurement
- Information Handling
- Shape Position and Movement

**SOCIAL STUDIES, SCIENCE AND TECHNOLOGIES**

These areas of the curriculum teach pupils about the world we live in. Pupils must gain relevant skills, knowledge and understanding about their environment. A school programme has been devised to provide breadth, balance and progression in Science, Technologies, and Social Studies (people in place, the past and society).

**EXPRESSIVE ARTS**

Expressive Arts involve pupils in the creative elements of education and as such are important aspects in the development of the child. Emphasis is placed on enjoyment as well as learning in Music, Drama and Art and Design. The school is supported in some of these areas by visiting curriculum support teachers who provide additional expertise which extends the experiences of pupils in expressive arts.

SBC guidelines in music, drama and art are available to class teachers and visiting teachers to ensure delivery of an appropriate expressive arts curriculum at all stages.

**RELIGIOUS AND MORAL EDUCATION**

The school provides a balanced programme of religious and moral education as recommended in the Curriculum for Excellence guidelines. It is our aim therefore, within this programme, to give pupils opportunities to

- learn about Christian belief and teaching and about other world religions.
- investigate the deeper questions of life highlighted by religion.
- develop respect for the belief of others.

Each class teacher incorporates religious education into class work. The school chaplain, Rev Sheila Moir, is involved with working in classes and she also takes part in school assemblies. At the end of each term, a service takes place in church in which parents and friends are invited to share. Parents have a statutory right to withdraw pupils from religious observance. In this case, a written request for the withdrawal of the pupil should be made to the Headteacher who will be happy to discuss any concerns.

**TECHNOLOGIES**

All pupils are encouraged to become confident in the use of modern technology. Each class has access to networked computers/laptops and has an Interactive Smartboard. All classes make use of digital cameras and recording devices to promote learning across the curriculum.
ST BOSWELLS PRIMARY SCHOOL ACCEPTABLE COMPUTER & INTERNET USE POLICY

All computer and Internet use is supervised. When students are allowed to use computers or the Internet, they will be expected to follow the school policy:

While using computers or the Internet at St Boswells Primary all pupils must agree to follow these rules:

- I will only use the computer for educational activities.
- I will not use bad language in any messages I send.
- I will not try to visit sites, which might have offensive material.
- I will inform staff if I find any inappropriate material on a computer I am using.
- I will not reveal the personal address, phone number or password of others, or myself nor use another's password.
- I will not use any computer in such a way that would disrupt the computer use of others.
- I will not attempt to access files belonging to others.
- I will not interfere with any computer security measures the school may have in place.
- I will respect copyright and not use anything I download without the approval of a member of staff.

Users should be aware that monitoring and random checks are made on all computer use and e-mail messages sent and received.

All rules relating to computer use apply to computer networks and stand-alone computers in the school.

These rules also apply to all information sent electronically within the school.

HEALTH & WELLBEING

In school, we aim to promote healthy lifestyles. This involves the children in developing positive and responsible attitudes about themselves and each other.

Often linked to Social Studies through inter-disciplinary learning, Health and Wellbeing covers health and fitness, healthy eating, personal safety, sex education, drugs education and Physical Education (PE).

We aim to provide 2 hours per week of Physical Education delivered by our visiting PE specialist, Mrs Allott, and the class teacher.

All P4 and P5 pupils have the opportunity to participate in a series of swimming lessons during the Spring term.

An annual Sports Day is organised which parents are invited to attend. Sports cups are awarded to Senior Boy and Girl Champions and a house shield to the winning house.
EXTRA CURRICULAR GAMES AND SPORT

Pupils also participate in various sporting activities outwith their regular physical education sessions.

Games activities in New Image Rugby, Netball, Hockey, Basketball and Cricket are also experienced by Primary 5-7 pupils at appropriate points in the school year.

In line with Scottish Borders Council policy, pupils are required to remove all items of jewellery during PE lessons and sports activities. Pupils whose ears have been newly pierced must tape over their earrings with suitable medical tape for a period of 6 weeks, after which the earrings must be removed during all PE lessons. In order to assist with the smooth running of the school, it would be preferable if pupils left their earrings at home on gym days or when attending sports clubs.

Under Scottish Borders Council’s PE guidelines it is highly recommended that all pupils taking part in hockey lessons should have and use an appropriate gumshield and shinguards. Gumshields are also highly recommended for all pupils taking part in rugby lessons.

Outdoor Education

A Residential Outdoor Education week is arranged for Primary 7 pupils on an annual basis. All pupils are given the opportunity to take part in a wide range of challenging outdoor activities.

ADDITIONAL SUPPORT FOR LEARNING

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

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

- Bereavement or family illness
- Problems at home
- Bullying
- Being particularly gifted or able
- An illness, disability or sensory impairment
- Having English as an Additional Language

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

If you feel that your child needs additional support for learning, the first person to speak to is your child’s teacher. You have the right to request an assessment of your child. Within our schools we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the needs of children and young people are recognised so that appropriate support can be provided.
Parents/carers are always involved in making decisions about their child’s education and we will always ask your permission before any specific referrals are made. While your child is receiving support, we will regularly review your child’s progress. At times, parents/carers and schools may come into dispute. While we would always hope that difficulties could be resolved at the school level we recognise that parents or young people may wish to formalise their concerns. To assist with this we have a complaints procedure and also offer independent mediation and adjudication. It is also possible under certain circumstances to refer the case to the Additional Support Needs Tribunal for Scotland.

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

Other contacts that may also be of assistance are:

Carolyn Didcock  
Primary ASN/Wellbeing & Inclusion  
Scottish Borders Council  
Phone 01835 824000  
E-mail: carolyn.didcock@scotborders.gov.uk

The Additional Support Needs Tribunals  
Helpline: 0845 120 2906

Scottish Independent Advocacy Alliance – a national organization supporting Independent Advocacy  
Phone: 0131 260 5380  
Website: www.siaa.org.uk

The Scottish Child Law Centre  
Phone: 0131 667 6333  
Website: 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 for another individual. A number of young carers do not always identify themselves or wish to be identified.

Young carers undertake a number of tasks for the people they live with and look after. They are often left alone to do things like washing, cooking, shopping, paying bills, collecting medication or helping to look after younger brothers or sister.
This means they might not have as much time to complete work at home which has an ongoing effect on progress and learning or attend clubs and after schools activities therefore missing out on the social aspects of school.

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

More information about the Scottish Borders Young Carers Service is available from the Action for Children website (https://www.actionforchildren.org.uk/in-your-area/services/young-carers/scottish-borders-chimes-service/)

**GIRFEC**

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

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

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

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

- Ensure children, young people, and their families get the help they need when they need it and are central to the process of finding solutions.

- Use one consistent and equitable approach, actively share information to agreed protocols and work more effectively together to improve outcomes for children and young people.

- Be clear about personal responsibility to do the right thing for each child/young person.

- Work with children, young people and their families, using a collaborative approach with fewer meetings. This should ensure children, young people and their families give information only once, and enables the development of one plan to meet all their needs.

- Respond to children and young people and take appropriate, proportionate and timely action with the minimum of paperwork, bureaucracy and duplication.

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

In the primary school classroom, continuous formative assessment is an integral part of the learning process in all areas of the curriculum. A formal review of progress is delivered in the first term when parents are invited to meet with teachers to discuss their child's development.

A second review with the class teacher will be available to parents in the middle term and a written report will be issued before pupils move on to the next year stage of school. During the course of the year each pupil will build up a personal learning journey folder with learning targets added and evaluated on a regular basis. This document will be shared with parents and will also contain pupil and teacher evaluations and comments at the end of each block.

A pupil profile will also follow each child throughout the primary years. Profiles will be updated on a regular basis and forwarded to the next class teacher at the end of the session. P7 transition portfolios are completed by the pupils and forwarded to Earlston High School at the end of the P7 year.

**School Quality Improvement Planning**

Each session a School quality Improvement Plan is produced, outlining developments to be taken forward by the school. A summary of this plan is issued to parents at the start of each session with the full plan available to all parents on request.

**POSITIVE BEHAVIOUR**

We operate an Assertive Discipline Programme, the key to which is teaching the children to choose appropriate responsible behaviour. We seek to provide a positive environment based on encouragement and praise. Pupils are taught the importance of showing respect towards each other, to staff and visitors. Minor incidences of negative behaviour are dealt with on the spot in an appropriate manner. In more persistent cases or where more serious misdemeanours are involved, parents will be informed by the Headteacher or Depute Headteacher. The importance of parental co-operation in matters of discipline cannot be over emphasised.

Playground supervision is provided by the janitor from 8.30 am, at breaktimes, and at 3.15 pm. Miss Higgins, Mrs Owen and Mrs Ballantyne supervise at lunchtime. They will deal with matters in the playground or refer them on to class teachers or the school management team as appropriate. There may at times be other staff members in the playground to provide additional support.

**House System**

There are three houses in the school - Bemersyde, Mertoun and Rutherford. P7 House Captains are elected for each House at the start of session. Throughout the year, the pupils earn points for their houses in all sorts of ways. At the final assembly of the year, a shield is awarded to the winning house.
HEALTH CARE

If a pupil suffers from a medical condition that might affect him/her in school, parents must notify the school to ensure awareness of the issues and allow appropriate care to be taken. If a pupil becomes ill or is involved in an accident at the school the following action will be taken:

The child will be cared for by a qualified first-aider while the school contacts parents (or emergency contact) in order that appropriate action can be taken to ensure the child’s well-being.

If a parent/relatives is unavailable appropriate action will be taken by school staff to ensure that medical attention is delivered.

Administration of Medication
Parents who wish prescribed medication to be administered during the school day should complete a request form. Any medication delivered to Mrs Shirra-Gibb should be clearly marked with the pupil’s name and details of dosage, times etc. There can be no administration of non-prescribed medication (this includes paracetamol) by school staff.
If your child requires medication which involves fairly complex procedures, it is essential that you inform the school so that training for staff and an appropriate Individual Health Care Plan can be drawn up and agreed by school staff, yourself, medical staff and the Authority’s health and safety personnel.

Hearing and Sight
Audiometric and sight testing can be arranged by the School Nurse service. Parents who are concerned about sight or hearing problems should notify the headteacher immediately.

Speech Therapy
Miss Erin McGregor works with pupils who require speech and language therapy. Referrals to this service can be arranged by school staff in consultation with parents.

Medical and Dental Care

Our school nursing team comprises Mrs Mary Carryer and Mrs Sharon Love, who are available for consultations by request. During the course of P1 pupils will be seen for routine sight, hearing and weight screening, and some pupils will be invited for routine medical examinations.

Similarly, P7 pupils are screened before their transition to secondary school.

Dental staff visit the school on a regular basis. If a child needs to visit the dentist, a letter should be sent to school with the child. The school will then make the necessary arrangements with the school dental service.

We actively promote tooth brushing in school and participate in the Childsmile programme.
First Aid

Four members of staff are qualified first aiders. They will administer appropriate treatment to minor injuries. If an injury is more serious, parents will be notified that further assessment or treatment by medical professionals is considered necessary. Parents will be notified on an Accident Form of any minor injuries sustained at school.

The school must be supplied with an address and telephone number of a local emergency contact, which should be kept up to date.

SAFETY AND SECURITY

The Health and Safety at Work Act is adhered to in school. Regular fire drills are held.

A security system is in operation in school. Visitors should report to the school office and wait to be admitted. They should sign the visitors book on arrival and sign out when leaving.

SCHOOL UNIFORM

In line with Scottish Borders Council School guidelines, pupils are expected to wear school uniform. The school therefore encourages the wearing of the following:

- Grey/black/navy trousers/pinafore/skirt
- White shirt/white polo shirt/white blouse
- Navy jumper/cardigan
- School sweatshirt/cardigan (navy)
- Black shoes

PE:
- Navy/Black shorts
- White T shirt
- Gym shoes

Waterproof jackets, sweatshirts, cardigans, fleece smocks and jackets, poloshirts and T shirts with the embroidered school logo may be ordered at any time. A bulk order is normally placed during the summer term. Garments are usually on display at that time.

A draw string bag is required for gym kit. Gym shoes should be retained in school for wear in inclement weather. It is school policy that pupils do not borrow gym kit from other pupils.

A painting shirt/overall is required for “messy” art activities in order to protect school clothes. All items of clothing must be labelled with the child’s name.
**SCHOOL MEALS**

Scottish Borders Council provides school meals. A two course meal costs £2.10 at present for pupils from P4-7. Pupils in P1-3 receive free school lunches. Orders should be made from home using the Parent Pay online system. Space is also provided in the hall for pupils with packed lunches. Pupils are encouraged to eat what is in their lunch boxes. To ensure that parents know what their child has eaten, any left over food is sent home in lunch boxes. Glass bottles and tin cans should not be brought to school. A water cooler is available for pupils to refill water bottles. We expect all pupils to use appropriate table manners in the dining room. Children who remain in school for lunch will **not** be allowed to leave the playground unless the headteacher receives a specific request from a parent.

**TUCK SHOP**

St Boswells Primary is committed to health promotion. At some points throughout the session pupils may organise a Healthy Tuck Shop for pupils from other classes offering items such as fresh fruit and vegetables, yoghurts, bread snacks and dried fruit, milk etc.

**COMMUNICATION BETWEEN HOME AND SCHOOL**

**Homework**

Homework is given regularly. Parents are asked to supervise and sign homework. Teachers will ensure that the work given is appropriate. Parents should inform the school if any difficulty with homework occurs. P4-7 pupils have homework diaries. The format of the P7 diary is similar to that given in first year at High School.

Near the start of the session, a calendar of events is provided. Parents are asked to note the important dates shown.

Regular newsletters are sent to all parents with information on holiday dates, educational excursions, parents’ meetings, school news updates etc. These may be sent by e-mail or via the pupils, given to the eldest child in the family. Please check schoolbags regularly!

The Groupcall communication system is used to contact parents on the first day of any unexplained absence and also to let parents know of any changes to planned events in school, e.g. sports day, after school clubs etc. In most cases these messages will be in the form of a text message to the mobile phone of the main contact as shown on your child’s enrolment form.

Parents are invited to become involved in the life of the school. Tasks involve activities such as helping in the early years classes, making up booklets, accompanying children on excursions, assisting in delivery of cycling training etc.
**PUPIL COMMITTEES**

**Pupil Council**
The Pupil Council is made up of class representatives who regularly meet with staff to discuss matters of importance to the children and share their ideas which often contribute to school improvement.

**School Health Group**
This group meet regularly to develop and deliver health promotions and initiatives to the benefit of the whole school.

**Eco-Committee**
Our Eco-committee work very hard to promote awareness of sustainability and lead the school towards achievement of our Green Flag eco-award.

**MATTERS FINANCIAL**

**School Fund**
The Headteacher operates a School Fund which is used to subsidise educational visits, visiting theatre groups, author visits, purchase of small items of equipment etc. The account is audited annually.

**Charities**
During the session, the school will be involved in charity events through enterprise activities, collections or sponsored events.

**Bookclub**
The school operates the Scholastic Book Club. There are regular mailings throughout the session. In addition, Book Fairs are held from time to time.

**PHOTOGRAPHS**

Individual and family group photographs are taken near the beginning of the session. Pre school children may be included in family photographs. Class photographs are displayed in school prior to orders being taken. Parents will be informed in advance of the dates when the photographer will visit our school.
**AWARDS**

Prizes are awarded at our final assembly in June as follows:-

- W. E. Ballantyne Prize for Academic Progress
- Mary Ross Quaich for Performance in Scottish Arts
- Lucie Sorrie Friendship Award
- J R Wild Music Cup
- R.I. Lawrie Sports Shield (Winning House)
- House Points Shield

**TRANSFER TO SECONDARY SCHOOL**

On completion of Primary Education pupils in our catchment area transfer to Earlston High School. Parents have the right, of course, to send their children to any school of their choice. However if the school is in another catchment area you will be required to make a placing request to Scottish Borders Council and arrange your own transport. In June each year, the P7 pupils spend two days at High School. At this time an information evening for parents is organised by the High School.

**CHILD PROTECTION – RESPONSIBILITIES OF SCHOOL**

All SBC schools and their staff are required to follow the Scottish Borders Child Protection Committee’s Inter-agency child protection guidelines and procedures. The Child Protection Guidelines are available on-line at [www.scotborders.gov.uk/childprotection](http://www.scotborders.gov.uk/childprotection).

A key element in the procedures is that if a member of staff in a school is made aware of a concern (usually through a statement made by a child) of an issue that could have child protection implications, the member of staff has no option but to refer to the Child Protection Unit, Eildon East, Social Work Department, Galashiels – 01896 661880. The Children (Scotland)Act 1995 states that the welfare of the child is paramount and this must always be the sole consideration for the school.

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

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

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

Education authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a ‘hub’ for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

Why do we need your data?
In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Data policy

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and National Statistics publications. Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be published by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

Your data protection rights
The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).
Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfill their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

Concerns
If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?


**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 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/

**DISCLAIMER**

The information contained in this booklet refers to session 2018/19 and is accurate at the time of completion, although there may obviously be changes in the intervening period which may render some information out of date.