



Broomlands Primary School Handbook 2018-19



'At Broomlands Primary School our vision is to have people at the very heart of everything we do. Everyone in contact with the school will be valued and cared for in a safe, secure, healthy and friendly environment. We believe that learning is lifelong, and will deliver the highest quality teaching and learning experiences to all our learners. We will work in partnership to set high expectations and live by them, creating a culture of continuous learning and achievement.'



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The Staff

Nursery	Miss L Lough - Senior Nursery Nurse
Primary 1	Mrs J Deans/Miss R Stewart
Primary 1 /2	Mrs C MacLean
Primary 2/3	Mrs J Woodcock
Primary 3/4	Mrs C Murray
Primary 4	Mrs E Murray
Primary 5	Mrs Davenport/Mrs A King
Primary 6	Mrs H Orde
Primary 7T	Mrs J Turnbull
Primary 7S	Ms K Scott/Miss R Stewart
Support for Learning	Mr A Jamieson
Curriculum Support Teachers	Mrs D Mutch (Music)
	Miss L Walker (PE)
Music Instructors	Mr R Hume (Brass)
Primary School Administrator	Mrs E Pettigrew
Janitor	Mr J Dryden
Additional Needs Assistants	Mrs M Fortune
	Mrs J Macaulay
	Mrs D Young
	Mr E Donaldson
	Mrs C Dyet
Auxiliary	Mrs B Wright
Nursery Nurses	Mrs J Cockburn
	Mrs D Young
Playground Supervisors	Mrs J Macaulay
	Mrs M Fortune
	Ms D Townsend
Dining Room Supervisor	Mr E Donaldson
School Cook	Vacancy
Kitchen Assistant	Mrs V Douglas
	Mrs T Williams
Cleaners	Mrs S Patterson
	Mrs S Douglas
	Miss Y Knox
	Ms D Robson
	Mrs K Hume
Crossing Patrollers	Mrs S Gillie
	Mrs S Douglas
	Mr J Rutherford
Working in Partnership with	

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Active School Coordinator	Miss L Esson
Behaviour Support Teacher	Mrs F Ferguson
Home School Link Worker	Mrs R Bass
Education Psychologist	Mrs G Gibson
Locality Police Officer	PC C Logan
Quality Improvement Officer	Miss Gillian McKenzie
School Chaplains	Rev A Rodwell/Rev S Young
School Nurse	Mrs D McIntyre

School Address:	Broomlands Primary School Ednam Road Kelso Scottish Borders TD5 7SW
Telephone	01573 227477
Nursery Telephone	01573 227452
Email	broomlandsp@scotborders.gov.uk
Website	www.broomlandsprimary.co.uk

Chief Officer - Education	Michelle Strong
Service Director - Children & Young People	Vacancy

Scottish Borders Council
Council Headquarters
Newtown St Boswells
Melrose
TD6 0SA
01835 824000

WELCOME TO BROOMLANDS PRIMARY SCHOOL

Our staff would like to extend a warm welcome to you at the start of what we see as a positive partnership of parents/carers, and others, working with the school to give your child the best possible education.

Broomlands Primary School is a new build which is semi open plan. It was opened in January 2018. It is built over two floors and is bright and airy. It is afforded both a dining hall and gym hall. It has 11 classrooms and a large nursery which could accommodate 60 children. In addition to this it has a music room and several spaces for visiting professionals. It is set in its own grounds and has an exciting mix of play surfaces including grass, tarmac and 3G M.U.G.A. pitch. The school serves a mixed catchment area mainly from the north of the town. P7 pupils from Broomlands Primary School transfer to Kelso High School.

Starting school is an exciting experience. We would like to give your child a confident start to their school career and to offer continuing help and encouragement. We aim to develop an effective partnership with parents/carers. Together we can ensure that your child's school life is happy, interesting, challenging and promotes a sense of personal achievement.

We will endeavour to provide an environment where each child is truly recognised, accepted and valued. We aim to foster an environment where children can reach their full potential in a happy, learning atmosphere, where there is a place for everyone and there is a genuine feeling of belonging. We promote a high, positive, self-esteem in all children and adults, in an environment where all may feel valued, accepted and respected.

The curriculum is challenging and stimulating and is based on high expectations of every individual in the school, building on their skills and achievements and as we implement 'A Curriculum for Excellence' we want members of our school community to be:

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

To achieve this, we promote learning that is active, collaborative, relevant and above all enjoyable for our pupils so that learners will experience a coherent curriculum suited to their needs and achieve the highest standards possible.

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We continue to work in partnership with all stakeholders to provide a Curriculum for Excellence.

Broomlands Primary School is part of a wider community and we work to ensure everyone in this community works co-operatively and collaboratively to enable the achievement of all. Broomlands Primary is part of the Cheviot Learning Community. We acknowledge that there are many factors which affect achievement at school and that it is necessary to look at achievement in the widest sense.

On their own, schools cannot address all the barriers to children's learning - a team approach is the key, with integrated provision of services and an integrated response to needs and aspirations. Health Promotion and Behaviour Management are keenly pursued by all teaching staff, health professional workers, social workers, community education workers and non-teaching staff who all play their parts as members of a single team working together to provide the services which individual children need.

We believe that children should be nurtured with a healthy attitude towards their own social, mental and physical well-being. Many opportunities and experiences to achieve this are created throughout the academic session, as well as during the holiday periods.

Our school ensures that everyone: - children, school staff, parents and other members of the community, work co-operatively and collaboratively to enable the achievement of all. We are here for your children. If you have a concern about your child, or you would like to contribute to the work of the school in any small way, please do not hesitate to contact me.

Mrs Michelle Matthews
Headteacher

The School Badge



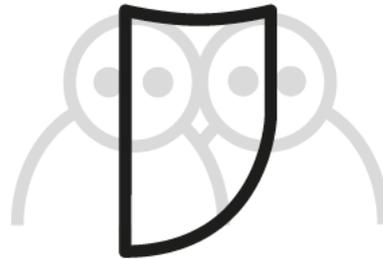
Owl



Trees and River



Kids



B for Broomlands



The owl, the emblem for Broomlands Primary School, represents wisdom and knowledge in Celtic tradition.

It is a fitting symbol for the school which lies close the river Tweed - a natural habitat for owls and other wildlife native to the borders.

The badge for Broomlands, represents the owl as a symbol for knowledge. It comprises the coming together of students for collaborative learning.

The letter 'B' for Broomlands can be found in the logo if you look carefully!

Our Vision, values and aims for next year are:

At Broomlands Primary School our vision is to have people at the very heart of everything we do. Everyone in contact with the school will be valued and cared for in a safe, secure, healthy and friendly environment. We believe that learning is lifelong and will deliver the highest quality teaching and learning experiences to all our learners. We will work in partnership to set high expectations and live by them, creating a culture of continuous learning and achievement.

Our values guide the way we work. Together we will be enthusiastic, creative and professional and:

- Put people first and foster inclusion
- Demonstrate support and respect for all
- Foster protection of the environment
- Be open and accountable by listening and responding to the community we serve
- Have high expectations of teacher delivery and pupil achievement and attainment
- Work with partners for the good of our community

We aim to:

- Provide children with the learning opportunities and experiences to become successful learners, confident individuals, responsible citizens and effective contributors.
- Provide a rich, stimulating, enjoyable and secure environment for learning with opportunities for individual and collaborative learning.
- Empower, challenge and motivate all pupils and staff to learn and think independently.
- Together our pupils and staff will build a strong foundation of healthy and friendly lifestyle choices encouraging a responsible approach to the environment.
- Create an environment where each member of the school community shows respect for others and is valued as an individual, where opportunities are provided to enable individual talents to be nurtured.
- Encourage and celebrate wider achievements in all our pupils.
- Build a multi-agency team which works collaboratively for the benefit of all involved with the school and encourages involvement in our local community.
- Develop the young people of today for the challenges of the future in an ever changing world.

NURSERY



The school provides Early Learning and Childcare for up to 30 pupils each morning and afternoon session. The playroom is located on the lower floor of the school. It has its own entrance and external play area. Three and four year old children attend sessions led by a Senior Nursery Nurse and two Nursery Nurses and a Modern Apprentice. In conjunction with the Nursery Staff, the Depute Headteacher manages the development of pupils from their entry into school in. The children transferring into Primary 1 are introduced gently into the Primary School on several informal occasions during the summer term. This provides an excellent transition arrangement.

Morning Nursery times: 8.50am - 12.00pm
Afternoon Nursery Times: 12.30pm - 3.40pm.

Consultation with staff may be arranged by appointment. Please see staff regarding this.



Monday - Thursday

Pupils commence 8.45am
 Morning Interval 10.15am - 10.30am
 Lunch Break 12.15pm - 1.15pm
 School finish 3.30pm

Friday

Pupils commence 8.45am
 Morning Interval 10.15am - 10.30am
 Brunch 11.45am - 12.15pm
 School finish 12.30pm

Collection from School

Please collect your child from the playground at the rear of the school. All children from Nursery to P2 must be collected by an adult. It is helpful if you stay well back from the doors of the school, and also ensure that younger children with you do not disturb the classes until they are dismissed at 3.30pm. Children attending an after school club are always dismissed from the front entrance.

Road Safety

The school crossing patrols are positioned on Ednam Road and Abbotseat Road/Golf Course Road. Please encourage your child to cross **ONLY** at these points. We encourage pupils and parents to walk as there is no parking for parents. The car park to the front of the school is for staff only.

Road Crossing Patrol Times		
8.15 - 8.55am	12.00 - 1.15pm	3.20 - 3.40pm

ATTENDANCE

Pupils are expected to attend school regularly and punctually. Regular attendance is vital to a child's progress. If your child is absent please contact the school before 9.15am with an explanation of absence. If this action is not taken the school office will send a Groupcall to parents' mobile/landline. Groupcall is a service used by most schools in Scottish Borders; the school office sends a text to your mobile/landline to ask you to contact the school. It can also be used to give parents information about things happening in school. Groupcall Messenger can only work if the information held on the school computer is correct and if parents regularly check their mobile phones.

Please ensure that all mobile phone numbers are kept up-to-date.

If a child has to be absent for an appointment, written notification should be made, in advance, to the Headteacher. Children should be collected from, and if appropriate returned to, the front entrance.

The Scottish Executive strongly discourages the practice of children being taken on

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holiday during term time as it is extremely disruptive to your child's own education, as well as having an impact on the other pupils in the class. Therefore we are unable to authorise such absence. Please inform the school in writing in advance of children being taken on holiday during term time. **Work will not be provided by class teachers in advance but pupils are expected to catch up on their return.**

PLAYGROUND SUPERVISION



A playground supervisor is on duty each morning from 8.30am. Whilst a member of management staff will normally be present prior to that time, the school can not be held responsible for accidents and incidents which happen before 8.30am. Children in P1 and P2 should not be left without an adult before 8.45am. **Please ensure that your child does not arrive at school before 8.30am.**

The playground supervisors are also on duty on Monday to Thursday from 10.15am to 10.30am and 12.15pm to 1.15pm and 10.15am to 10.30am and 11.45am to 12.15pm on Fridays during brunch. They can be easily identified by the high-visibility jackets they wear.

During wet or extremely cold weather, children will be supervised in the classrooms during intervals and lunchtimes.

At all times pupils are expected to address the playground supervisor, and indeed all support staff, politely and respectfully. There is a clear system of playground rules and consequences should pupils choose to break the rules.

CONTINUING EDUCATION

Liaison takes place between private nurseries and P1.

A strong aspect of the Cheviot Learning Community is that there is considerable contact and co-operative working with Kelso High School. At the end of Primary 7 pupils would normally transfer to Kelso High School.

In the summer term prior to transfer, Guidance Staff visit to speak to staff and pupils. Parents are invited to Kelso High School in June to learn more about the school and to have a guided tour of the premises. The children also spend two days in high school in June - one day being shown around and having questions answered and one day following a formal timetable. Liaison between Primary School and High School is continually being improved and the outcome can only benefit the child by making his/her transfer as easy and enjoyable as possible.

Contact details:

Kelso High School
Angraflat Road,
Kelso,
Scottish Borders,
TD5 7NL
Tel: 01573 227 440

Email: kelsehs@scotborders.gov.uk

Website: www.kelsohighschool.org.uk

Headteacher: Mrs Jill Lothian

A CURRICULUM FOR EXCELLENCE

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

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow in the future.

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

Curriculum for Excellence balances the importance of knowledge and skills.

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

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

There will be new ways of assessing progress and ensuring children achieve their potential. There will be new qualifications for literacy and numeracy, new National 4 and 5 qualifications replacing Standard Grade. Our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

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

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

If you want to find out more about A Curriculum for Excellence there is a website with more detail and up to date information on developments. It can be found at www.acurriculumforexcellencescotland.gov.uk or visit parentzone at www.parentzonescotland.gov.uk

THE CURRICULUM

Learning and teaching is planned to allow pupils to work individually, with others in groups and as a whole class. Planning also ensures there are opportunities to work independently of the teacher with minimum intervention. This is divided into stages:

- Early Level - Nursery to P1 (or later for some)
- First Level - P2 - P4 (but earlier or later for some)
- Second Level - P5 - P7 (but earlier or later for some)
- Third and Fourth Level - 1st year - 3rd year (but earlier for some)
- Senior phase - 4th to 6th year or college

This curriculum is a 3-18 curriculum which allows children to have a wide range of experiences that equips them with the necessary skills for our ever changing world

LITERACY



Literacy is developed through an integrated programme of work involving reading, writing, listening and talking.

The development of literacy skills plays an important role in all learning.

Within the context of a literacy rich classroom environment, priority is given in the early stages to developing reading skills. A wide range of approaches are used. Children are encouraged to think about what they are reading. Special efforts are made to foster an enthusiasm for books at all stages in the school.

The basic reading schemes used in the school are 'Oxford Reading Tree' and 'New Ginn'. This is supplemented by a range of novels and non-fiction in the lower part of the school. Older pupils read carefully graded group novels and are encouraged to read much more widely as their skills and interests develop. Much emphasis is placed on the higher order reading skills i.e. interpreting, predicting, scanning etc. A large variety of published material is used throughout the school to develop the many skills and aspects involved in reading and writing.

In P1-3 a very successful scheme called Jolly Phonics forms the basis of this work. This multi-sensory approach motivates young children with its actions for each letter sound. Children are taught the 42 main letter sounds and not just the alphabet sounds. With this knowledge they are taken through the stages of blending sounds to form words, then into reading. Jolly Grammar follows Jolly Phonics. This covers grammar, spelling and punctuation and is designed to help children to express themselves in their writing.

The writing programme is designed to develop composing skills in which children write in a way that is clear and suited to the type of writing task at hand - functional, imaginative or personal. Tools for spelling, punctuation, language

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structure and handwriting are developed through structured approaches and also through the children's own compositions.

The spoken language of each pupil is valued. We provide a variety of opportunities for talking and listening in a range of contexts. Children are helped to listen with increasing discrimination and to talk with increasing confidence and complexity. Throughout the school, children are given many opportunities to express themselves orally in class and in both structured and informal group discussions and debates. The ability to listen carefully to other pupils and to the teacher is a skill, which is developed as pupils work their way through school.

LANGUAGES

In line with policy from the Scottish Government all pupils are taught modern foreign languages from the beginning of their time at primary school. In line with the 1+2 languages approach all pupils will be taught French from Nursery with the introduction of German at Second Level.

MATHEMATICS



Our mathematics & numeracy programme is designed to provide a balance of work to include problem solving, information handling, number, money, measurement, shape position and movement.

Practical and investigative activities play an important part in the teaching of new concepts and skills. Emphasis is placed on the importance of maths in everyday activities such as shopping, cooking, travelling, craft work etc. Calculators are used to aid understanding of place value, decimals, estimating and investigating numbers.

SOCIAL STUDIES

This area of the curriculum includes topics which allow children to learn about people in the past, people in place and people in society. A planned programme from P1-7 ensures that each area is studied and a wide variety of skills learned. Personal research is encouraged and an attitude of responsibility is expected towards any tasks set within the project. Visits, both local and further afield, are an important part of our work. We also encourage the use of outside agencies e.g. visitors with a specialist knowledge. Our programme provides for realistic and relevant cross curricular work including literacy, numeracy and health and wellbeing. Children will

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develop their understanding of the history, heritage and culture of Scotland and an appreciation of their local and national heritage.

SCIENCES

In this area children learn about their living world, the material world and the physical world. Through these topics the child will develop a greater understanding and appreciation of the world he/she lives in. Our programme provides for realistic and relevant cross curricular work including literacy, numeracy and health and wellbeing. Pupils are encouraged to value their environment and appreciate the part they can play in its conservation and future development. This is promoted by involving pupils actively and letting them take responsibility for effecting changes in our school grounds.

EXPRESSIVE ARTS

This area of the curriculum includes Art & Design, Music, Dance and Drama. A large and important area in all stages of the curriculum is the Expressive Arts Programme. Through this programme we provide opportunities for the children to explore and express their feelings in a variety of creative ways. Creative experience is instinctive in all of us and is a young person's most available means of responding to his/her world and learning about themselves and others. The acquisition of skills and the enjoyment of taking part in these subjects is an important element in the curriculum. This aspect of our work helps pupils develop as individuals and can lead to commitment to worthwhile leisure interests.



Art/Design In this subject the children are actively encouraged to experience the use of many different mediums and techniques. They will also work individually to produce their own pictures, collages and work collaboratively to create wall displays for events and activities.

Emphasis is also laid on studying the works of famous artists, evaluating these and developing their own opinions, likes and dislikes.

In design, the pupils are given a variety of opportunities to design and construct their own models.

Drama Throughout the school, children are encouraged to participate in all types of drama, be it mime, free expression, improvisation or part of a structured topic programme. They will also be involved in scripted work and in presenting the finished work to other pupils, parents and friends.

Listening and discussion as well as role-playing are an important part of the drama curriculum.



Music The school possesses a wide range of instruments including, recorders, tuneable percussion and an electric keyboard. Mrs Mutch, our Curriculum Support Teacher, works with each class in developing their understanding and skills across the musical

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styles whilst supporting their topic. Children are given the opportunity to listen to varied types of music and to invent or compose their own music. They may also perform and present their own work to their classmates, the school or to parents on occasion.

Tuition in woodwind and stringed instruments may be available but is only given to pupils who show commitment to practice in this area. Children in P5 wishing to be instructed will be put forward to the relevant tutors for assessment.

Dance Our PE Curriculum Support Teacher teaches social and creative dance with all classes.

RELIGIOUS AND MORAL EDUCATION,



Our aim is to try to make religious education teaching relevant to real situations and the children's own experiences, so that the children respond to the world they live in with the understanding and with a sense of responsibility.

The school's R.M.E. programme explores not only Christianity but other world religions. In the study of ethnic religion we aim to help our children take their place in our multi-cultural society. Our religious education programme is delivered in many ways -through stories, topics, visits to churches and the study of festivals.

An Assembly is held weekly, led by the Headteacher, other staff members, our School Chaplain, or the pupils themselves. Several guest speakers are invited on a regular basis. Parents and friends are most welcome to join us when their child's class is taking Assembly. Plenty of advance notice is given as to when your child(ren)'s class is involved.

Parents wishing to withdraw their child from RME and/or assemblies should contact the Headteacher. A meeting will be arranged to discuss alternative provision during such times.

TECHNOLOGIES



ICT is a continuing area of development within the school. Children are taught ICT skills and are using these skills across the curriculum. They learn about investigating and designing, predicting and evaluating.

Each class benefits from networked computers as well as having access to laptop computers and interactive whiteboards which are set up to complement the class computers. Digital cameras are also available in each class and will be used by the children to enhance publications and newsletters. Suitable Internet facilities are available for developing and expanding knowledge and understanding of the world of technology and for research. Every child has an e-mail address.

HEALTH AND WELLBEING

This area of the curriculum allows children to develop their understanding of issues related to health, PE, healthy eating, food hygiene, personal safety, drugs, alcohol, tobacco, relationships and planning choices. Parents will be informed in advance, by letter, of any sensitive aspects of learning. Staff are always available to listen and support you with any concerns. It encourages self-esteem and self-awareness as well as developing relationships with other people. It is hoped that by promoting these skills children will develop caring attitudes. Pupils are encouraged to take on responsibilities and exercise choice by becoming active citizens within the school.

In PE sessions we are able to ensure the pupils personal fitness during which they develop knowledge and awareness of their bodies and of how their bodies can be controlled.

This use of different types of movement is helpful in allowing them to apply skills learned in the gym and aerobics work to more creative and inventive situations. The older children take part in a number of sports fixtures and matches throughout the session, both at home and at other schools/locations. A keen sense of competition is fostered, as well as the expectation that all will be 'good sports'.

If children have an injury and are unable to take a physically active part in the P.E. lesson they will be expected to change into P.E. kit, like their peers and take an active role from the sidelines - identifying good practice/next steps of their peers.

Pupils in P3 to P6 will have swimming lessons on a Tuesday or a Thursday on a rotational basis. They will walk down to Kelso Swimming Pool with their class teacher; have their swimming lesson with pool staff, then return to school. Each week pupils who are swimming will need £1.05 to pay for their lesson.

For more information about Curriculum for Excellence go to
www.educationscotland.gov.uk

HOMEWORK

We encourage parents to monitor, support and be actively involved in their child's homework. Homework helps to develop a positive work habit, gives opportunities for independent learning and is a means of reinforcing and consolidating ongoing class work.

At all stages in school, some homework will be given. The amount of work set will not be too demanding of your child's leisure time and will match their needs and abilities. Please encourage your child to maintain high standards and complete homework on time.

Information letters regarding homework will be sent out at the start of the school year.

ASSESSMENT AND REPORTING

The assessment of pupils' work and progress is taking place all the time through continuous observation, marking of written work, informal classroom assessment and discussion. Informal and formal methods of assessment are measured against a shared and agreed standard that has been moderated at a community and local level and are in line with the national benchmarks. Individual pupil attainment in numeracy and literacy is tracked and monitored.

In addition to this, summative assessments in English Language and Mathematics are carried out at all stages. These are moderated at school, Learning Community and Authority level.

Parents are welcomed in school at any time; however, in order to discuss their child's progress they are given the opportunity to consult with their child's teacher twice a year. However, parents are encouraged to contact the school at any time during the school session if they wish to discuss any aspect of their child(ren)'s school work or other matters.

November - The first set of consultation evenings take place and are appointment based. The normal time allocated for a consultation is 10 minutes.

March - The second is an open evening and it takes place at the end of March. This will be followed by the mid-session reviews towards the end of Spring term. Children are encouraged to come and will be able to show parents/carers their classroom and talk about their work too; PLP's will also be available.

May - A final set of consultation evenings, as those in November, will take place mid May.

P7 pupils are invited to join their parents and teachers in the November and May consultations. P6 pupils are invited to join the consultation for May appointment.

SUPPORT FOR LEARNING

We seek to offer a broad, balanced, relevant and differentiated curriculum for all our pupils. Class teachers respond to the range of needs within their class. However, all children at sometime in their school life may require support with their learning. This may be in one specific area of development or may be more general. Support for learning is not just for pupils finding learning difficult but also for more able children who may need support whilst being extended to reach their full potential. Mrs Davenport, the Support for Learning Teacher, works with the class teacher to ensure that all children reach their potential.

The Support for Learning Teacher:

- Assists class teachers with planning.
- Works with groups and individuals.
- Provides additional resources.
- Supports Additional Needs Assistants to support pupil learning.

Some children are supported through a shared placement with a specialist school/centre in order to meet their learning needs. All staff and professionals involved with a child on a shared placement meet regularly to enable the child to achieve their potential.

Some examples when a child may require extra help in their education are contained in the following link http://www.scotborders.gov.uk/info/886/additional_support_needs

Broomlands Primary School works within policies and procedures of Scottish Borders Council. In line with the Additional Support for Learning Scotland Act (2009) more information can be seen on SBC website

http://www.scotborders.gov.uk/info/886/additional_support_needs

If you would like more information regarding additional needs or have concerns about your child please contact the Depute Headteacher.

Enquire-the Scottish Advice Service for Additional Support for Learning

Helpline: 0845 123 2303

Website: www.enquire.org.uk

The Additional Support Needs Tribunals

Helpline: 0845 120 2906 Website : www.asntscotland.gov.uk

Scottish Independence Advocacy Alliance - a national organisation supporting Independent Advocacy

Phone: 0131 260 5380

Website: www.siaa.org.uk

The Scottish Child Law Centre

Phone: 0131 667 6333

BEHAVIOUR SUPPORT

The school benefits from advice and practical help from the area Behaviour Support Teacher, Mrs Ferguson. Pupils who find behaviour difficult receive input from Mrs Ferguson. This can involve individual help, focus groups and home visits.

HOME SCHOOL LINK WORKER

Becky Bass is our Home/School Link Worker. She works with families to bridge the gap between home and school to support pupils, parents and teachers to ensure all children benefit fully from their time at school.

SCHOOL EXCURSIONS



Children go out of school on many occasions and trips are normally connected with current work in the class or involve sports activities. Parental permission is gained for all outings within Kelso when your child starts at Broomlands. Parents will always be informed when pupils will be out of school. For visits out with Kelso parental permission is sought for each trip. Parents are also asked to contribute to the cost of these trips.

COMMUNICATION TO PARENTS

It is our policy to keep parents fully informed about all activities, which involve their children, and also to pass on general information about many aspects of school life. Newsletters are sent home at the beginning of each month via e-mail but if you prefer you can request a paper copy which will be sent home with your child. It is always a good idea to check school bags regularly because many letters for home are quite often relegated to the bottom of the schoolbag!

Teachers at times write less formal notes into pupil's homework/reading diaries; these should be signed to show you have read them.

Groupcall may also be used - this is when the school office sends a text to a parent/carers mobile phone, or a voice message to a landline. Please inform the school office if your mobile/landline numbers change. If you are contacted on your mobile phone, please be aware that the school's number is withheld and your phone may indicate an unknown caller.

The school also has a website and Facebook page.

PARENTAL HELP AND INVOLVEMENT

We believe there should be a partnership between parents and teachers. You are the biggest influence on your child. It is essential that we should be working together to give your child a good start in life. We encourage parents to become involved in school life on a number of different levels and we do our best to keep you informed by letter about what is happening in school. At the beginning of each term, each class teacher will provide an information sheet stating the work they hope to cover during that specific term.

At Broomlands we have an "open door" policy towards parents, so that if you have any worries about your child, please let us know so that we can help. If the matter is urgent or needs more than a minimum amount of discussion, please telephone for an appointment, so that a mutually convenient time can be arranged.

We are very keen to have parents involved with our school and we would appreciate any parent who can offer to help. There are several regular activities, e.g. swimming, which need helpers, as well as individual activities and excursions. However, all kinds of help is useful, from mounting pictures to baking, to perhaps passing on certain skills that a particular parent, or even grandparent, may have. Please contact the school if you have some spare time. We do, however, have an Adult Helpers Protocol that we would ask you to sign.

You may also like to become involved in the school by joining the Parent Council. Our current council is detailed below.

PARENT COUNCIL

A Parent Council was founded in 2007 following the Parental Involvement Bill. Broomlands Parent Council is very active and supportive of the school and has helped raise significant funds which have paid for a number of teaching resources and assisted the school in offering a range of experiences to the pupils. Currently there are a number of sub-groups which are:

- Gardening - which help maintain the school garden and work with pupils in small groups
- Tuck Shop - which runs the Friday Fruit Tuck Shop
- Social and Fundraising - which organise the main events, including the Christmas Fair

All parents are welcome to attend meetings, dates of which will be included in school newsletters and displayed on the notice board.

The Parent Council are keen to let others know that they especially value even a small commitment of a few hours to help at one of the events or with one of the sub groups.

The committee is made up as follows:

Chairpersons:	Mrs P Guthrie & Mrs J Redpath
Treasurer:	Mrs J Nairn
Secretary:	Mr J Thom

Contact with the Parent Council can be made via the school office.



SNACKS AND SCHOOL MEALS

As we are a health promoting school we encourage a healthy option for mid morning snacks and lunches. We do not accept 'fizzy' drinks and glass bottles. Children are asked to bring a healthy snack. Eating five fresh fruits and veg per day is hard for some children to achieve, but snack time provides them with an ideal opportunity. (Please do not send in cakes or sweets to share on your child's birthday.)

School Lunches

School lunches are cooked on the premises. At present the price is £2.10 for a two-course lunch. Lunches can be ordered and paid for through ParentPay. Application forms for free meals for families in receipt of Income Support are available in school. (Family Credit already has a meals allowance built in).

All pupils from P1-P3 are entitled to Free School Meals.

All children are supervised during lunchtime. Children who stay for lunch must remain within the school playground during the lunch hour.

Tuck shop

On a Friday, parents run a fruit tuck-shop, with a variety of seasonal fruit available. The fruit is washed, prepared and made into child size portions, often with a mix in each bowl, all priced at 20p. If your child wishes to purchase fruit, please ensure they can keep the 20p securely, e.g. in a purse or wallet.

The Importance of Water

We encourage all children to drink water during the day. We have two chilled-filtered water units which provide mains water for children to drink. Children are encouraged to bring a filled water bottle, with a sports top (in case of spills!), to school clearly labelled with their name. Water helps children to concentrate. If children concentrate well, they will learn better.

SCHOOL UNIFORM AND CLOTHING

All uniform should be clearly named so that it can be easily identified if mislaid. Pupils are actively encouraged to wear school uniform every day in line with Scottish Borders Council's School Dress Code. There is no doubt that wearing school uniform benefits the pupils.

- Giving pupils a pride in and sense of belonging to their school
- Increasing the school's profile in the local community
- Preventing competition between pupils over expensive fashion wear and helping to prevent bullying and victimisation of others on the grounds of what they wear
- Improving security in school and on school trips, because it is easier to identify who is a pupil in the school
- Differentiates between staff and pupils
- More convenient to parents

Fashion trousers, jeans, leggings, sports and brand named clothes are not part of our uniform and should not be worn to school. We ask for parents' support in this area. Outdoor shoes should be sensible and safe. Slip on and/or high heeled shoes are NOT appropriate. Tattoos, nail varnish and make up are not allowed. In the interests of safety, the wearing of fashion scarves and jewellery other than a watch and stud earrings, is not permitted.

Hair should be natural colour and not dyed/highlighted. It would be advisable to have longer hair tied up.

School Uniform	
School sweatshirts/cardigans	Nursery - Sky blue P1-P6 - Royal blue P7 - Purple
Polo shirts	White or sky blue
Trousers	Navy, black or grey
Skirts/Pinafores	Navy, black or grey - these should be between mid thigh and mid shin length
Tights/socks	Navy, black, grey or white
Summer wear for girls	
Dress	Blue and white gingham
Long knee shorts/culottes	Navy, black or grey
Socks	White knee length or ankle socks
Summer wear for boys	
Shorts or trousers	Black or grey
Socks	Black or grey
Shoes	Dark coloured school shoes which

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	are fastened appropriately so as to move safely through the school and surrounding environment
School tie	Available from the school office to borrow for events as required

P.E. Kit	
T-shirt	Red - Rosebank Yellow - Broombank Green - Woodlands
Shorts	White, navy or black
Shoes	Gym shoes/indoor trainers and shoes for outdoor PE

Swimming

Pupils in P3-P6 will require a swimming costume or trunks.

It is important from an early age that pupils get used to changing for P.E. Pupils may have P.E. lessons outdoors and depending on the weather may need extra clothing to ensure they are warm, e.g. joggers and sweatshirt. They will also need shoes that they can use for P.E. outside. These will need to be different from their indoor P.E. shoes. P.E. kit should be left in school during the week and be taken home at the end of term or sooner if required. In the interests of safety, the wearing of jewellery of any description is not allowed. Children wearing earrings will not be permitted to take part in P.E./swimming activities. Children considering having their ears pierced should wait until the summer holidays. All hair longer than collar length for both boys and girls must be tied up for P.E.

Art activities

An old shirt or apron is useful for art activities.

Indoor shoes

As many areas of the school have carpet we ask that pupils in P4-P7 change from outdoor to suitable indoor shoes (this can include gym shoes or indoor trainers or another pair of shoes). This helps maintain a clean environment within the school.

All pupils must change their shoes during inclement weather. Children wearing boots/wellingtons to school must bring a change of shoes for indoors. This includes P1 to P3.

Uniform can be ordered online from Border Embroideries.

www.border-embroideries.co.uk . A small charge will be incurred for

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delivery under £45.

In addition to the uniform listed above there is also a range of additional, non compulsory items. These can be found on the Border Embroideries website.

LOST PROPERTY

Any lost property should be reported to your child's class teacher. Losses can be minimized by:

- Labelling articles of clothing and pupils belongings eg. pencil cases etc.
- Ensuring that no money or other valuables are brought to school unless absolutely necessary

A pile of lost property - mostly clothing - inevitably accumulates during the year and is stored in a box in the disabled toilet. At regular intervals this has to be disposed of.

It helps greatly if each article of clothing is clearly labelled.

The school can not be held responsible to loss/damage of clothing, money or valuables on its premises.

EMERGENCY PROCEDURES

Emergency closure

In the very unlikely event of having to close the school, e.g. heating/ electricity failure or adverse weather conditions, an Action Plan is implemented. Parents of all pupils will be contacted before pupils are sent home. Information will also be given out on Radio Borders. It is now possible to receive immediate updates on emergency situations on Lothian and Borders Alert Website which the school will also use. The link is www.lbalert.info. If it is not possible to contact parents or the designated emergency contacts, then pupils will be kept in school until they can be collected.

It is essential that the school always has an up-to-date record of your emergency contacts

Fire

Fire drill is practised each term. All children are familiar with exit routes from their classroom and other areas of school. The assembly point is on the field.

Evacuation

In the event of the school being evacuated for any other emergency the assembly point is Edenside Primary School. If, for any reason, we are unable to re enter the school, pupils will gather in Edenside, where they can be collected. You will be notified by Groupcall.

HEALTH CARE

Medical Examinations

Routine medical examinations by the school doctor are no longer carried out. However, children's health is monitored regularly throughout their school life. Parents should ask for a medical examination if they are concerned about their child's development.

Eyesight, Height and Weight

The School Nurse checks eyesight, height and weight at least twice during a child's time in primary schools and reports to parents and school as appropriate.

Dental Services

The school dentist visits the school regularly to make routine examinations. All pupils are inspected at some time and parents are informed beforehand.



ACCIDENTS

Any minor accidents, which occur in school, will be treated by trained first aiders. *The use of creams, sprays etc to treat minor injuries is not now permitted* and generally only clean water, sterile dressings and bandages are used. Injuries should be checked by parents when the child returns home. In the case of more serious injuries, medical advice will be sought and pupils may be taken to Kelso Health Centre. Parents will be contacted as soon as possible. If you are contacted on your mobile phone, please be aware that the school's number is withheld and your phone may indicate an unknown caller.

ADMINISTRATION OF MEDICINES

Staff **are not** permitted to administer any non-prescribed drugs and pupils should not have these in school. Staff may volunteer to administer prescribed drugs, but before school staff can give prescribed medication, full details and written parental consent are necessary. Special forms for this purpose are available from the school foyer.

ALLERGIC REACTIONS

Parents should inform the school office if their child suffers from an allergic reaction. If the reaction is severe and your child requires medication the school and parents, in conjunction with Health and Safety and the school doctor, must devise an emergency action plan. These action plans, with photographs, will be displayed in the staff room and the medical room. A copy is also held in the child's class so all are aware of the procedures in an emergency.

SPECIAL MEDICAL CONDITIONS

Parents must inform the school of any medical conditions likely to affect their child's performance or general safety. All such information will be treated in the strictest of confidence.

ILLNESS

Children who feel unwell are kept in school until a parent, carer or the designated emergency contact arrives to take them home.

HEAD LICE

Outbreaks of head lice occur from time to time in all schools. If you find head lice, please ask at the school or local chemists for 'bug busting' information.

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LIAISON WITH OTHER AGENCIES

If necessary the school may seek the advice and help of the following services:

Educational Psychology Occupational Therapy Speech and Language

Behaviour Support Child Health Home School Link
Worker

Parents will always be consulted and will be kept fully informed of all developments.

HEALTH AND SAFETY

The Health and Safety at Work Act 1974 applies to Broomlands Primary School as a place of work. Staff are instructed in their responsibilities in this respect and safety regulations apply to all aspects of school life, on and off the premises. Fire escape routes are displayed in each classroom and fire drills take place once a term to ensure the safe and speedy evacuation of the school in an emergency. The children also get regular practice entering the school from the playground should there be any incident during playtime that requires them to seek refuge indoors.

PROMOTING POSITIVE BEHAVIOUR

At Broomlands we want everyone to feel happy, safe and valued. For this to happen, everyone must take responsibility for their actions. We have a set of school rules for everyone to follow.

- Listen and do as asked the first time
- Be kind and sensible with your words and actions
- Keep hands, feet and objects to ourself
- Move safely in and around the school
- Take care of all property and belongings

The school rules apply at all times. A variety of rewards are used at different stages of the school. There are consequences for those who choose not to follow the rules. These rules, rewards and consequences are consistently taught by all adults in the school. We have high expectations of behaviour and seek to work with parents to maintain this. As such, a copy of the Promoting Positive Behaviour guide is sent home at the start of each year for you to sign and return to school.

Children sent to a member of the Management Team will not return to class immediately. They will have time to consider their behaviour and will be given work to complete on their own. Children will have a number of other sanctions before being sent to the Management Team, but will be sent immediately for:

- Swearing
- Fighting
- Deliberate damage to other's property
- Verbal/physical abuse of staff
- Defying a member of staff

We look forward to working in partnership with you to encourage high standards of behaviour.

EXCLUSIONS

In the event of a child being excluded, parents will be informed immediately and asked to come to school to collect their child. The number of day's exclusion will be set by the Headteacher.

Before a child is readmitted to school, a meeting is organised to agree the terms of the child's return to school.

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.

CHILD PROTECTION

Keeping our children and young people safe in the Scottish Borders

- 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 the Depute Headteacher

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>

THE EDUCATIONAL PSYCHOLOGY SERVICE

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing.

We provide advice and training to school staff on how children learn, and advise on ways to help children who require support.

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

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

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

Please see - www.scotborders.gov.uk/EPS

YOUNG CARERS

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

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

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

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

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

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

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

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

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

INTERNET SAFETY POLICY

The Internet Safety Policy is available from the school office.

EXTRA-CURRICULAR ACTIVITIES

A variety of activities are offered throughout the year, including netball, rugby, dance, yoga, hockey and chess.

PUPIL VOICE

ECO COMMITTEE

The Eco-Schools programme is an international initiative designed to encourage whole-school action for the environment. It is a recognised award scheme that accredits schools who make a commitment to continuously improve their environmental performance. It is also a learning resource that raises awareness of environmental and sustainable development issues throughout activities linked to curricular areas.

The aim of our group will be to make environmental awareness and action central to the life and ethos of the school for both pupils and for staff, and to engage the wider community.

Members of the Eco-Committee will help our school to:

Improve the school's environment

Reduce litter and waste

Reduce energy and water use

Devise efficient ways of travelling to and from school

Promote healthy lifestyles

Encourage active citizenship

Build strong partnerships with a variety of community groups

Develop international and global links

PUPIL COUNCIL

Broomlands Pupil Council will help to provide pupils with

- A safe happy learning environment
- A forum to discuss and act upon matters that interest them
- A structured opportunity to learn management and problem solving skills
- An opportunity to take an active part in the management of the school
- An experience of the democratic process

The council will encourage pupils to develop

A sense of ownership to developments and improvements

A cooperative approach to reaching agreements over school issues

Responsibility and ownership of the school community and environment

Through involvement in class councils feeding into the pupil council children will be prepared for citizenship by teaching them about roles, rights and responsibilities within the school system and in the community.

Pupils from P4 to P7 are democratically elected annually (usually August/September) by their class following a presentation about why they would be a good candidate to represent their class on the council. Pupils in P7 chair the meetings and those in P6 are secretaries.

Class councils inform pupil council agendas. Class councils are used for elected members to report back to their classes.

Pupil Council meets at least twice a month. The first meeting is to set the agenda the second to discuss and agree actions on the agenda.

Broomlands Pupil Council have organised events to raise money for purchasing playground toys.

POSTIVE PRESS

Be involved with the school diary:

Create a remit for certain events e.g. photo opportunities (including ensuring batteries are available/ charged before date), creating a questionnaire or key points list to report on for later write-ups.

Send information to school office to be included in school newsletters and website.

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Create and maintain a GLOW page and Blog evidencing the positive work of the school.

Create and maintain a wall space that displays positive events linked to the school..

Establish links with local press and media and invite them to report on events and achievements taking place within the school

Write reports and take photographs to send to the local press for publications to raise the positive profile of the school within the local community and the Scottish Borders.

Local events outside of schools, after school clubs' feedback,

Bring in news clippings of recent local and global activities that may be of interest to other groups e.g. road safety issues, charity appeals and Broomlands pupils.

P7 senior pupils also have the opportunity to take on role of

Junior Road Safety Officers, House Captains and Sports Ambassadors

INFORMATION REGARDING CLASS GROUPINGS

You will be informed of your child's next class and teacher in June.

Classes

Primary schools work within recommended maximum class sizes which are:

Primary 1 up to 25 pupils

Primaries 2 - 3 up to 30 pupils

Primaries 4 - 7 up to 33 pupils

Composite classes up to 25 pupils

The number of teachers in any school is worked out in relation to the total school roll, not on particular numbers at any given year group. Working within the class size recommendations, the Headteacher decides on the best possible structure of classes. In constructing classes headteachers follow the SBC Admissions Policy which states that reserve places must be left for pupils moving into the catchment area during the school session.

Composite Classes

Due to the increased school roll it is likely that your child will be in a composite class sometime during their school life at Broomlands. A composite class is one where children from two or more year stages are grouped together according to specific criteria. In Scottish Borders Council over 90% of our schools, rural and town, have one or more composite classes. All teachers are trained to work with mixed ability

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classes whether in a single year group or in a composite class. In all primary classes there are wide ranges of abilities and all children will learn in different ways, responding to a variety of methods and resources. Teachers are well able to adapt to the different needs in any class and will plan accordingly. Composite classes are created in accordance with Scottish Borders Council Composite Class Policy (2011).

SOME OTHER POINTS TO NOTE

Toys and games, expensive or otherwise, are brought to school entirely at the owner's risk!

The bringing to school of knives, catapults and toy weapons (however innocuous) is strictly forbidden. Trading Cards are banned.

Pupils in P6 or P7, who have passed their Bikeability Course, may come to school on their bicycles. Pupils **MUST** wear a safety helmet and ride bikes safely to school. A bike shed is located by the Nursery.

Mobile phones should not be brought to school unless by prior agreement with the Headteacher. In such cases all phones must be switched off and left at the school office during the day.

Finally - **enjoy** your child's time at school. It is a valuable period in their lives and will probably pass all too quickly. Take advantage of the social opportunities your child's school days have to offer by meeting other parents and becoming involved in the range of school activities

SCHOOL IMPROVEMENT

For the School Improvement Plan for 2018-2019 and the School Improvement Report for 2017-2018 please ask at the office or download from our website.

<http://broomlandsprimary.co.uk/information/4593738979>

This will show you the main achievements of the school over the last 12 months as well as indicating our development for this school session.

BROOMLANDS PRIMARY SCHOOL COMPLAINTS PROCEDURE

Should you feel you need to make a complaint about the setting, please follow the following procedure:-

- Initial concerns should be made to the Class Teacher or other member of staff
- Contact Mrs Matthews, Headteacher, to initiate further discussion.
01573 227477
- In the event of being unsatisfied that your complaint has been dealt with efficiently, contact The Complaints Officer, at Council HQ, Newton St Boswells. 01835 824 000

A leaflet explaining the Council's 'Customer Comments and Complaints' procedure is available in all schools.

Please do ask at the school office if you would like a copy of any of our policies.

Thank you.

DATA PROTECTION POLICY

Parents will be asked to complete a section in the enrolment form giving permission for their child to be photographed/videoed. These photographs may be used in local newspapers, shown to other classes in the school or used on the school website. Parents will also be asked to give permission for their child to access the internet. This consent covers the duration of time that your child attends a school run by Scottish Borders Council. If at any time in the future you change your mind, please notify the school in writing.

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;

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- 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

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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/>

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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

LINKS WITH THE COMMUNITY

Beavers

Kelso North Parish Church - Upper Hall
Tuesday 6.00pm-8.00pm

Brownies

Broomlands Primary School
Every Tuesday (term time) 6pm

Cubs

Kelso North Parish Church- Upper Hall
Tuesday 7.00pm - 8.00pm

Kelso Wheelers

Broomlands Primary School Car Park
Wednesday 6.00pm

Scouts

Broomlands Primary School
Thursday 7.00pm - 9.00pm

Football

Broomlands Primary School Playing Field
Woodside Park (Fridays)

Rugby

Poynder Park
Sunday morning

Hockey

Kelso High School MUGA
Sunday - P3-5 10.00am to 11.00am
P6-7 11.00am to 12.00pm

Running

Shedden Park
5.30pm -6.00pm
Wednesday
Kelso High School Hall (Winter)



BROOMLANDS PRIMARY SCHOOL
SCHOOL SESSION ARRANGEMENTS
AUGUST 2018 - JULY 2019

SCHOOL SESSION

OPEN

2018 Tuesday 21st August
Monday 15th October
2019 Monday 7th January
Thursday 21st February
Monday 15th April

CLOSE

Thursday 4th October
Friday 21st December
Thursday 14th February
Friday 29th March
Tuesday 2nd July

In service training for staff - no school for pupils

Monday 20th August 2018
Thursday 8th November 2018
Friday 9th November 2018
Friday 15th February 2019
Friday 3rd May 2019

Casual Holidays

Friday 5th October 2018
Monday 3rd December 2018 - St Andrews' Day
Monday 18th February 2019
Tuesday 19th February 2019
Wednesday 20th February 2019
Friday 19th April 2019 - Good Friday
Monday 6th May 2019

April 2018

Parents say

"Broomlands is a happy, friendly school. My children are always happy to go. All the staff are approachable and I am proud to be part of it."

"All staff at Broomlands work hard to provide the best education possible for our children. We are very fortunate to have such a lovely school."

" My children love coming to school - that says it all!"

"The staff all do a great job."

"My daughter feels listened to and knows there are lots of people she can go to if she wants to speak."

Staff say

"We have lovely children who are polite, friendly and well behaved. Our parents are very supportive which enables us to provide increased experiences and opportunities for the children. It is a lovely place to work."

"Broomlands Primary is an open plan building inside. This reflects the very nature of the school ethos - everyone is friendly, welcoming and supportive of each other. Staff are dedicated and work together with parents and other agencies to ensure all children reach their potential as they travel through their individual learning journeys from Nursery to Primary 7."