

**Kind, Respectful, Safe, Resilient, Successful**

# **Cockburnspath Primary School and Nursery Handbook**



## **2025 – 2026**

**A team that learns together... grows, succeeds and smiles together!**

**Kind, Respectful, Safe, Resilient, Successful**



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**Staff List 2025 / 2026**

Head Teacher	Miss Rachel Foy	Educational Psychologist	Mr Ian Sargison
Principal Teacher	Mrs Cat Stout	Home School Link	Miss Laura Simm
ELC – P3	Mr Tom Miller - Class Teacher	Inclusion and Wellbeing	Ms Nicola Brown (Teacher)
	Mrs Jessica Cameron - EYO		Mrs Donna Colvine (PSA)
P4-7	Mrs Emma Powlett	Brass Teacher	Mr David McLeod
School Administrator	Mrs Marie Murray	YMI Instructor	Mr Jon Jacobs
Children Support Assistants	Mr Anthony Cowan	School Nurse	Mrs Katrina Fairbairn
	Mr Mark Wardle		
	Mrs Lisa Ross	Child Smile Practitioner	Mrs Shirley Thompson
Classroom Assistant	Mrs Jennifer Trussler	School Cook	Mrs Margueritta Donnachie
PE Teacher	Miss Katharine Bridgewater	Janitor	Miss Marie Todd
			Mr John Stitt
Live Borders	Mrs Kendal Patterson		
	Miss Nadia Elbekhti	Cleaner	Ms Liz Jackson
			Mr Petros Mutuvha

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## Welcome Letter from our Head Teacher

Dear Families and Friends,



I am **incredibly proud** to be the Head Teacher of both Cockburnspath and Coldingham Primary Schools and Nurseries, two wonderful and vibrant communities situated on the stunning Berwickshire coastline.

I was asked to support both schools as Acting Head Teacher in April 2024 and within my first week I could feel and see what **unique, welcoming, thriving and inclusive school communities** they both were. I quickly felt a **deep connection** to both schools and nurseries, because of the children and families in them, the staff teams working so passionately for them, the feeling of **community and connection** with both local community partners and the outstanding physical landscape. I could see there was so much potential for fostering **curiosity, resilience, wellbeing and a love of learning** for our children, whilst enriching all eight areas of the Curriculum for Excellence through real-world contexts in and around our school and community.

In June 2024, I was appointed as permanent Head Teacher and since then I have felt truly privileged to lead such caring, inclusive and vibrant schools and nurseries. Every day, **I am inspired both by the curiosity, kindness and resilience** of our children, and by our committed and dedicated staff who are passionate about ensuring that every child has the opportunity to thrive, achieve and reach their potential.

So, it is **my utmost privilege to welcome you to Cockburnspath Primary and Nursery, a school where every child is valued, supported and encouraged to achieve their very best**. Our vision is simple yet powerful: to create a learning community where all the children thrive academically, socially and emotionally.

Our **shared values** guide everything we do and these are further explored on the next page. These values were developed and agreed in partnership between our learners, their families and our staff team and are they're also reflected in our school motto, which was also developed by the same group across Session 2024 – 2025:

**A team that learns together... grows, succeeds and smiles together!**

This motto captures the spirit of **collaboration and positivity** that defines our school community. At Co'path Primary and Nursery, we believe that learning is most powerful when it happens together, in partnership between the children themselves and also when working collaboratively with our staff and families.

Our **newly developed Curriculum Rationale** sets out clear intentions for learning at Cockburnspath. At its heart is our commitment to **blending indoor focus with outdoor learning**, ensuring that children experience a rich and balanced curriculum that connects classroom learning with the natural world. Outdoor learning and strong collaboration with our **community partners** play a huge role in making learning meaningful and relevant. These experiences help our children develop confidence, creativity and a sense of belonging.

We are also fortunate to have a **passionate and supportive Parent Council** and they lead the wider group of **Co'path families**, working closely with us to enhance opportunities for our learners and strengthen the bonds within our community. Together, we create an environment where every child can flourish. Thank you for being part of our journey. We look forward to continuing to learn, grow, succeed and smile together.

Kindest Regards,

Rachel Foy

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# Kind, Respectful, Safe, Resilient, Successful

## VISION, VALUES AND AIMS

Our vision, values and aims are set in the context of the Education and Lifelong Learning Strategic Improvement Plan and the Education Scotland publication, *How Good is our School?*

At Cockburnspath Primary School and Nursery our vision is simple yet powerful: to create a learning community where all thrive academically, socially and emotionally, in order to achieve their very best.

This vision is embodied in our school's aims, to:

- Provide a welcoming and positive learning environment where everyone feels valued, respected and included.
- Deliver a progressive, relevant, stimulating curriculum which both supports and challenges our children and enables them to become successful learners, confident individuals, responsible citizens and effective contributors.
- Present active, child-centered and collaborative learning that children enjoy, whilst blending indoor focus with outdoor freedom.
- Promote responsibility for both our local and wider environment and develop children's awareness of their role as global citizens.
- Develop partnerships with parents, professionals and the wider community in order to enhance our children's learning experiences.
- Continually improve learning, teaching and assessment through professional learning, self-evaluation and consultation with all stakeholders in our school community.
- Recognise that success looks different for everyone and provide each individual with the necessary tools and strategies to both support and challenge them in learning.

## OUR VALUES CHARACTERS

These are characters that were designed by our children, to represent our five School Values:

Kind, Respectful, Safe, Resilient, Successful.



**A team that learns together... grows, succeeds and smiles together!**

# Kind, Respectful, Safe, Resilient, Successful

## OUR VALUES

Our school values guide the way we think, feel and act. Together we will:

### Kind

- Treat everyone in our Co'path Family with kindness and compassion, extending these beyond our school and community.
- Be the change makers - kindness costs nothing but has a huge impact and we strive to be known for this positivity.

### Respectful

- Respect the people and place we share by caring properly for them and making sustainable choices for lasting difference.
- We take ownership of our actions and choices and use every opportunity as a chance to learn and grow.

### Safe

- Act and behave in ways which are safe, encouraging appropriate risk within clear boundaries and supervision.
- Protect the wellbeing of all and provide opportunities for regulation, nurture and support.

### Resilient

- Embrace and acknowledge challenges while finding solutions, supporting ourselves and others to persevere.
- Be motivated by mistakes, making them the next steps in learning rather than a defeat.

### Successful

- Be intentional with our actions and learning, setting high expectations for all to achieve their full potential.
- Do things better than we have to, putting our best efforts into tasks and giving full commitment to them.

**A team that learns together... grows, succeeds and smiles together!**

## **SCHOOL ROLL 2025-2026**

ELC roll: 5 pupils

School roll: 32 pupils

Children are taught across 2 composite classes:

ELC-P3 16 pupils P4-7: 16 pupils

## **ADMISSION TO SCHOOL**

For enrolment, children must reach the age of four on or before 28th or 29th February of the following year. In order to give new entrants a smooth transition into school life they share experiences with our older learners regularly.

Primary 1 children attend school for full days from the beginning of the school session.

Parents have a legal right to defer their child's entry to primary school if they have not yet turned five years of age on the first day of the school session in August. Please note children who have already turned five years of age on the first day of term in August must [apply to start Primary 1](#) using the online application process.

To allow for a transition period for children, it must be decided by 31 May whether children are deferring or not. Any changes after this date can only be made in exceptional circumstances, this includes any applications to start Primary 1.

Parents of children other than those in the new P1 intake who seek a place in school should, in the first instance, contact the Head Teacher, Miss Foy, so that arrangements can be made to visit the school.

Enrolment forms and further information can be found online at: [School and nursery places | Scottish Borders Council \(scotborders.gov.uk\)](#).

## **SCHOOL DAY AT COCKBURNSPATH PRIMARY**

### **Asymmetric Week**

The school times are as follows:

<b>Monday to Thursday:</b>		<b>Friday:</b>	
8:45am	Start of school day	8:45am	Start of school day
10:30am – 10:45am	Morning break	11:00am – 11:45am	Brunch (Hot/Cold meal)
12:15pm – 1:00pm	Lunch (Hot/Cold meal)	12:30pm	End of the school day
3:15pm	End of school day		



### **ATTENDANCE**

Children are expected to attend school regularly and punctually as regular attendance is vital to their progress. If your child is absent, please contact the school before 8:45am with the reason for absence, or send a message to the school using the Eduspot App. If we receive no communication from you regarding your child's absence the office will send a group call to your nominated Email address and / or The Eduspot App.

### **HOLIDAYS IN TERM TIME**

The Scottish Government strongly discourages the practice of children being taken on holiday during term time, so we are unable to authorise such absences. Please inform the school if you would like a holiday request form if children are being taken on holiday during term time, which will be logged as unauthorised absence. Our policy is not to provide work for children who are out of school for holidays or other unauthorised absences.

### **BREAKFAST CLUB**

We have a Breakfast Club that is run by our school cook, Margueritta Donnachie. This opens from 8 - 8.30am. This is funded by Cockburnspath Community Council and is free to all children in P1 - 7. A range of items are offered for breakfast, including toast, cereal, fruit and yoghurt.

### **PLAYGROUND SUPERVISION**

The playground supervisors are present from 8.30am for all school children. There is also supervision during morning break and lunchbreaks. There is no playground supervision at the end of the day as children are expected to leave the school playground at the end of the school day. During wet or extremely cold weather, children will be supervised in the classrooms during intervals and lunchtimes.

There are clear expectations for behaviour in the playground, as well as rewards and consequences, in order to ensure the health and wellbeing of all our children.

### **COLLECTION FROM SCHOOL**

Please inform the school who will normally be collecting your child. These names should be recorded on the annual update form and will be attended to our system. We cannot allow your child to go home with others, even known adults, unless their names are recorded on our systems or we have been notified in advance. For older children who walk home alone, please ensure we know that this is an arrangement you have agreed with your child(ren).

If, for any reason you need to change these arrangements, please inform the school in advance. Please collect children from the playground at 3:15pm.



## **CONTINUING EDUCATION**

We enjoy a strong working relationship with Eyemouth High School. At the end of Primary 7 children normally transfer here and the Head Teacher is Mr Robin Chapman. The school can be contacted by telephone on 018907 50363 or by visiting their website [www.eyemouthhigh.org.uk](http://www.eyemouthhigh.org.uk)

Eymouth High School has developed a transition programme which usually includes P7 transition days, a residential trip for all the P7 children in the Eyemouth Learning Community as well as visits and talks for the P7s from pastoral staff.

## **THE SCHOOL CURRICULUM**



In the Early Years, our curriculum promotes children's emotional, personal and social development as well as encouraging intellectual, physical and creative skills through play activities and learning by example. The primary school curriculum includes the areas which develop children's basic skills such as *Numeracy, Literacy and Languages* and *Health and Wellbeing*. The other curriculum areas are *Social Studies, Sciences, Expressive Arts, Technologies* and *Religious and Moral Education*.

Our curriculum balances both knowledge and skills. Where possible 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.

## **LITERACY & LANGUAGES**

Literacy is developed through an integrated programme of work involving listening, talking, reading and writing. The development of literacy skills plays an important role in all learning.

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 talk in both structured and informal discussions and debates. The ability to listen carefully to other children and to the teacher is a skill which is developed as children work their way through school.

Within the context of a literacy-rich classroom environment, priority is given to developing reading skills. A wide range of approaches to the teaching of critical reading skills are taught in all schools. 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 teaching of writing 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. Tools for spelling, punctuation, language structure and handwriting are developed through structured approaches and also through the children's own compositions.

## **MODERN LANGUAGES**



It is Scottish Government policy that all Scottish primary children are introduced to a foreign language. Children in all Eyemouth High School associated primaries are taught German.

Additionally, we also prioritise time to teach an additional foreign language, under the Scottish Government's 1+2 Modern Languages policy. In our schools, this is French.

## **NUMERACY AND MATHEMATICS**

The teaching of Numeracy and Mathematics 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, using concrete materials and pictorial representation to develop abstract thought. Emphasis is placed on the importance of maths in everyday activities such as shopping, cooking, travelling, craft and work. Calculators and other electronic methods are used to aid understanding of place value, decimals, estimating and investigating numbers. Regular assessment enables class teachers to track progress and children to know their next steps.



## **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. Personal research is encouraged and an attitude of responsibility is expected towards any tasks set within the project. Educational excursions, both local and further afield, are an important part of our work. We also encourage the use of outside agencies such as visitors with specialist knowledge. Our programme provides for realistic and relevant cross curricular work including literacy, numeracy and health and wellbeing. Children 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 the living world, the material world and the physical world. Through these topics they develop a greater understanding and appreciation of the world in which they live. Our programme provides for realistic and relevant interdisciplinary work including literacy, numeracy and health and wellbeing. Children are encouraged to value their environment and appreciate the part they can play in its conservation and future development. Children are encouraged to think critically and give supporting evidence for their ideas.



## **EXPRESSIVE ARTS**

Covering discrete learning in Art and Design, Music, Dance and Drama, learning within the Expressive Arts provides opportunities for the children to explore and express themselves in a variety of creative ways whilst developing their technical skills and command of each discipline.

### **ART/DESIGN**

In this subject the children are actively encouraged to use many different mediums and techniques. They work individually to produce their own creations, and work in groups to create wall displays for events and school performances. Children also study and evaluate the works of famous artists. In design, the children are given opportunities to design and construct different 3D models.

### **MUSIC**

Children are given the opportunity to develop their creativity, performance, composition, listening, and appreciation of music from even the earliest learning experiences. We partner with the Youth Music Initiative and specialist instructors for delivering high quality lessons, including Brass Tuition from P4+. Teachers have flexibility in delivery, using resources for rhythm, instruments, notation, cultural music, and digital tools to help learners develop their musicianship.

### **DANCE**

Our curriculum offers focuses on developing creativity, expression, and physical skills through creating, performing, and appreciating dance across different levels. Key aspects include exploring rhythmic movement, choreographing sequences using elements like travel, turn, and jump, learning cultural dances, developing technical skills, performing, and evaluating their own and others' work. It aims to build confidence, teamwork, and personal expression, often integrating with other subjects like PE, Drama, and Literacy.

### **DRAMA**

Students develop essential communication and teamwork skills as they learn to create characters and perform for others, while also reflecting on their own and their peers' work. They have the opportunity to be involved in scripted work as well as their own improvisations and rehearsed responses to real or imagined events.

## **RELIGIOUS AND MORAL EDUCATION**

Religious and Moral Education covers all faiths and none. The children explore Christianity and other world religions through stories, topics, visits to places of worship and the study of festivals. Our aim is to make learning relevant to the children's own experiences and real situations, so that they can respond to the world they live in with understanding, celebrating and respecting diversity.

Section 9 of the Education (Scotland) Act 1980 does give parents the right to withdraw their children from religious education and observance. If you wish to exercise this right, please inform the school in writing.

## **HEALTH AND WELLBEING**

This area of the curriculum allows children to develop their understanding of issues related to Food and Health (developing healthy choices, nutritional needs, keeping safe and hygienic, food and textile technologies and the journey of food) as well as Personal and Social Education (planning for choices and change, physical activity and health, substance misuse, relationships, sexual health and parenthood). It encourages self-esteem and self-awareness as well as developing relationships with other people. Children are encouraged to take on responsibilities and exercise choice becoming active citizens within the school.

## **PHYSICAL EDUCATION**

In P.E. sessions we encourage the children's personal fitness and develop their knowledge and awareness of their bodies. They take part in sporting events throughout the session, often in partnership with Live Borders.

All children are entitled to at least two hours of statutory P.E. teaching per week.

## **OUTDOOR LEARNING**

All the children from ELC to P7 are involved in outdoor learning during the year which helps them to understand the natural world and develop metaskills such as communication, problem solving, working with others and thinking skills. As well as the school garden, we have access to local woodlands and a fantastic community run allotment.

## **TECHNOLOGIES**

Technologies are a continuing area of development within the school. Children are taught the skills and use them across the curriculum. They learn about investigating and designing, predicting and evaluating.

All children in Primary 4 to 7 have their own Inspire Learning iPad to enhance their learning experiences. In Primary 1 to 3 all children have access to a set of Inspire Learning iPad. We can request individual iPads for younger children if there is a specific need or requirement.

Suitable internet facilities are available for developing and expanding knowledge and understanding of technology and for research.

More information on the curriculum can be found below and on the following websites:

- ParentZone: <http://www.educationscotland.gov.uk/parentzone/index.asp>
- Education Scotland: <http://www.educationscotland.gov.uk/>
- Skills Development Scotland: <http://www.skillsdevelopmentscotland.co.uk/>



## **ASSEMBLIES**

An assembly is held fortnightly and led by Miss Foy or Mrs Stout, other staff members or the children themselves. Guest speakers to our assemblies are invited on a regular basis. On occasion, we host assemblies which are open to our families and other community partners to join with us.

## **HOMEWORK**

Pupils from P1 upwards receive a small amount of regular homework connected with core learning, including reading, spelling and mathematics. Children are taught the skills to read in school and can be supported at home through the home learning tasks. From time to time, pupils may be asked to carry out some research in connection with their topic. Whatever the task, it is not intended to be laborious and if a child is unsure of what to do, parents should contact the class teacher. Parental support in supervising and participating in homework has a huge impact on children's progress in school particularly in the early years. For children from Primary 4 upwards home learning is set on their individual Inspire Learning iPads.

## **ASSESSMENT AND REPORTING**

The assessment of pupils is an integral part of teaching and learning through observation, marking of work, informal, formative assessment and discussion. In addition to this, summative assessments in Literacy and Numeracy are carried out regularly. Reports are sent home twice a year as well as open events and parent/teacher consultations. We regularly invite families into school to join in our BOATS Events (Bring Our Adults To School). These are always well attended and an opportunity to see learning in action. Learning portfolios are updated throughout the session and accessible through the digital platform, Showbie.

Parents are encouraged to contact school at any time during the year if they wish to discuss matters relating to their child or learning.

## **PARTNERS IN YOUR CHILD'S EDUCATION**

### **Support for Learning**

Support for Learning is not only for pupils who find learning difficult but also for more able children who may need support whilst being extended to reach their full potential. Our Pupil Support Assistants and Classroom Assistant work alongside class teachers to support individuals and groups of children.

### **Inclusion and Wellbeing Support**

The school benefits from advice and practical help from Ms Brown, our SBC Inclusion and Wellbeing teacher. This can involve individual help, focus groups and other interventions. She is ably supported by Mrs Colvine, who is a Pupil Support Assistant on the IWB team and she also works with individuals and groups in school.

### **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](http://www.scotborders.gov.uk/EPS)

## **SCHOOL EXCURSIONS**

Study visits enhance the children's work in class and take place throughout the school year. Permissions and medical information required for trips will be published on ParentPay for ELC and Parent Portal for P1-7 for families to read and sign.

## COMMUNICATION WITH PARENTS



Eduspot is used for School Admin to communicate with families and vice versa. Families can let the school office know if their child will be absent from school via this app.



QR Code to Parent Portal

Use this if already have MyGovscot account



QR Code to create MyGovscot account

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. There are weekly updates from Miss Foy. We also have our Cockburnspath Primary School Facebook page which we update on a regular basis. Teachers sometimes write less formal notes on Showbie. Parent Portal will become the main way to communicate information from the school. The school calendar will be updated weekly to reflect what is happening in school, permission slips for trips will be uploaded to Parent Portal only for any upcoming trips. Please scan the QR codes on the left for access to these.

## PARENTAL HELP AND INVOLVEMENT

We encourage parents and carers to become involved in school life. Each term, the class teacher will provide a curriculum overview stating the planned work that will be covered during that specific term.

We are very keen to have parents involved with our school and we would appreciate any offer to help. Please contact the school if you have some spare time, we will ask you to fill out a PVG form. You may also like to become involved in the school by joining the Parent Council Forum or volunteering with clubs, groups and planned learning activities.

## PARENT COUNCIL FORUM

All parents and carers are welcome to attend meetings, whether they have a little time to spare or a lot. Parent Council Officials are elected in October at their Annual General Meeting.

Our Parent Council have a new Facebook page – find this here: [www.facebook.com/friendsofcopathprimary](https://www.facebook.com/friendsofcopathprimary)

## MID MORNING SNACKS AND SCHOOL MEALS

Mid-morning snacks are encouraged and pupils are given time to eat these in the classroom around the time of mid-morning break. We kindly ask that snacks given to pupils are healthy and that they are limited to only one, or two smaller items.



All pupils wishing to order a school lunch should order using the online system ParentPay. On enrolment, pupils will be issued with an activation letter for families to register on the site. School meals are universally free in Scotland for pupils up to P5. [Application forms for free meals are also available](#) and we strongly encourage all families who are eligible to apply as this provides additional equity funding to the school.

Children may bring a packed lunch to school if they would prefer to do so.

## **SCHOOL UNIFORM AND CLOTHING**

Children are actively encouraged to wear school uniform in line with Scottish Borders Council's School Dress Code. In the interests of safety, the wearing of jewellery other than a watch and stud earrings, is not allowed. [Clothing Grants](#) are available for those who are eligible through the SBC website.

### **GIRLS**

Polo shirt - white  
Sweatshirt – royal blue  
Skirt / pinafore – dark grey or black  
Trousers - dark grey or black  
Shoes – black school shoes

### **BOYS**

Polo shirt - white  
Sweatshirt – royal blue  
Trousers - dark grey or black  
Shoes – black school shoes

Primary 7 children wear a navy blue jumper or cardigan with a white polo-shirt.

### **School Uniform Orders:**

School jumpers and other items of uniform are available to buy from 'Fantasy Prints' in Berwick and 'Border Embroideries' in Greenlaw.

Visit Fantasy Prints: Pop into their uniform shop in Berwick to try before you buy  
[Cockburnspath Primary School Sweatshirt | FPUniformz](#)

Border Embroiders:

[COCKBURNSPATH PRIMARY SCHOOL SWEATSHIRT](#)

## **PE Kit**

PE kit consists of black shorts or sports trousers, a white t-shirt and gym shoes. Children will need sports trousers, sweatshirt and trainers when PE takes place outside. Girls wearing tights to school may also wish to keep a pair of socks in their gym bag for PE lessons.

## **LOST PROPERTY**

Any lost property should be reported to your child's class teacher. Losses can be minimised by labelling articles of clothing and children's belongings. Also please ensure that no money or other valuables are brought to school unless necessary.

## **SCHOOL TRANSPORT**

SBC provides free school transport to primary children who live in the catchment area but are further than 2 miles from the school. Those who meet this criteria may still be required to walk to a school transport pick up point. Occasionally, provided a school bus or taxi has space, children who live in the catchment area but less than 2 miles from the school can apply for a 'privileged lift' which may have to be paid for. Families living outside the catchment area must provide their own transport although it may be possible to arrange a privileged lift. Exceptional circumstance requests can be made to the passenger transport team through the [SBC Website](#).

In the unlikely event of adverse weather conditions leading to early closure of the school, an action plan for children who travel by bus is implemented. Parents of all children are contacted before children are sent home. 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](http://www.lbalert.info) if it is not possible to contact parents, then children will be kept in school until they can be collected.

**Please ensure that the school always has an up-to-date note of your mobile phone number and emergency contacts.**

## **HEALTH CARE**

### **Medical Examinations**

Medical examinations take place as required during the course of Primary 1. Prior notification of appointments is given to families. The school nurse checks children's height and weight regularly.

### **Eyesight and Hearing Tests**

Eyesight and hearing tests are carried out periodically. Parents of children giving cause for concern will be consulted. Similarly, if parents are concerned about a child's eyesight or hearing, please contact the school.

### **Speech and Language Therapy**

The services of a Speech and Language Therapist are available and children will be referred for help if necessary. Again, parents will be consulted at all times.

### **Dental Service**

The school dentist visits the school regularly to make routine examinations. We are part of the ChildSmile scheme and this involves all children brushing their teeth in class daily.



### **Minor Accidents**

Any minor accidents, which occur in school, will be treated by a trained first aider. The use of creams or sprays to treat minor injuries is not permitted. Generally, only clean water, ice packs, sterile dressings and bandages are used.

In the case of more serious injuries, children may be taken to Eyemouth Health Centre or Berwick Infirmary. Parents will be contacted as soon as possible.

### **Administration of Medicines**

Staff are not permitted to administer any non-prescribed drugs and children should not have these in school. Staff may agree to volunteer to administer prescribed drugs. Special forms for this purpose are available from the school and need to be filled out beforehand.

### **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. Where necessary, we will work in partnership with the school nursing service to create an Individual Health Care Plan.

## **YOUNG CARERS**

A young carer is someone who is under 18 years of age (or who has reached 18 and still a children 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 Cockburnspath Primary School we want our young carers to enjoy school and know it is a positive place to come where 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.

## **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 were implemented by August 2017. If you would like any further information, please ask your child's Head Teacher.

## **HEALTH AND SAFETY**

The Health and Safety at Work Act 1974 applies to Cockburnspath 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 drills are held at regular intervals to ensure the safe and speedy evacuation of the school in an emergency. In the interests of safety, vehicular access to the school playground is not allowed during school hours. The children also get regular practice entering the school from the playground should there be any incident during playtime that requires them to return indoors quickly and safely.

## **ACHIEVEMENTS**

We celebrate the children's achievement during our fortnightly assemblies and weekly *Singing and Celebration* time. At least one child from each class is selected to be the 'Values Star' for the week. Their picture is displayed in the school foyer, as well as in the Weekly Update. Children's wider achievements are also celebrated in assembly, and we encourage the children to share their successes with us throughout the school year. Our recently updated *Flying High Geese Awards* are given in recognition of children who demonstrate their developing use of the Metaskills. Occasionally, the Head Teacher will send a positive postcard home in order to share and celebrate success in school.



## **SOME OTHER POINTS TO NOTE**

- Bicycles and scooters can be brought to school, but children **MUST** wear a safety helmet and ride safely to school. There is a safe space to store bikes in the playground and these should be securely stored away during the school day. We recommend the use of a bike lock. Helmets should be brought into the school building to be stored.
- To safeguard all, children are **not** allowed to bring mobile phones or smartwatches to school. Unless otherwise agreed in a specific learning plan, anyone who does bring a device of this sort must hand it in to a nominated member of staff at the start of the school day.

## **COUNCIL'S BSL Plan (British Sign Language)**

The Council's recent BSL Plan has seven holistic actions. These actions are consistent with the ten long term goals of the National BSL Plan in Scotland, which are, early years and education; training and work; health, mental health and wellbeing; transport; culture and the arts; justice and democracy. These goals represent the Scottish Government's aim "to make Scotland the best place in the world for BSL users to live, work and visit."

## **COMMENTS, CONCERNS and COMPLIMENTS**

We value feedback from all our stakeholders and appreciate those who take the time to share their thoughts on the effectiveness of our work and systems. If you would like to share your comments, concerns or a compliment about things in school, please do so through the school office [cockburnspathps@scotborders.gov.uk](mailto:cockburnspathps@scotborders.gov.uk) or 01368830333

## **COMPLAINTS PROCEDURE**

If something goes wrong or you are dissatisfied with our services, please tell us and we will do our best to put things right. We deal with all complaints in accordance with the Scottish Borders Council complaints handling procedure. This can be found on the Council website: [www.scotborders.gov.uk](http://www.scotborders.gov.uk).

If you do want to make a complaint, you can do it either in person, by phone, in writing or by email. *You can do this through your child's teacher or a senior member of staff (the Head Teacher or a Principal Teacher) or indeed any member of staff.* You can also make a complaint via the complaints form on the council website [www.scotborders.gov.uk](http://www.scotborders.gov.uk).

If we are unable to resolve your complaint, or if you believe your complaint requires formal investigation, you may make your complaint directly to the People Compliments and Comments mailbox [PeopleCandC@scotborders.gov.uk](mailto:PeopleCandC@scotborders.gov.uk)

## **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](mailto: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 children 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 children.

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 children in various ways. We ask you at the time your child enrolls at one of our schools if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

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

### **Your Rights**

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

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

### **Data Protection 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](mailto:dataprotection@scotborders.gov.uk) or by telephone on 0300 100 1800.

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

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

You can visit their website for more information <https://ico.org.uk/make-a-complaint/> . If your complaint is not about a data protection matter you can find details on how to make a complaint on our website: [https://www.scotborders.gov.uk/info/20016/have\\_your\\_say/155/make\\_a\\_complaint/1](https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1)

**KEEPING OUR CHILDREN AND YOUNG PEOPLE SAFE IN THE SCOTTISH BORDERS**

**CHILD PROTECTION**

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

**CHILD PROTECTION CONCERNS**

**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)

**Emergencies**

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>

## **School term dates for 2025-26**

### **Autumn term**

- Monday 18 and Tuesday 19 August 2025 - In service days (school closed to children)
- Wednesday 20 August 2025 - children resume

Mid-term holidays *Monday 13 October 2025 to Friday 17 October 2025*

- Monday 20 October 2025 - In service day (school closed to children)
- Tuesday 21 October 2025 - Children resume
- Monday 1 December 2025 - St Andrew's Day, schools closed
- Tuesday 2 December 2025 - Local Holiday, schools closed (*Earlston, Eyemouth, Jedburgh, Kelso and Tweeddale only*)
- Wednesday 3 December 2025 - All resume
- Friday 19 December 2025 - last day of term

Christmas holidays *Monday 22 December 2025 - Friday 2 January 2026*

### **Winter/Spring term**

- Monday 5 January 2026 - Term starts, all resume

Mid-term holiday *Monday 16 February 2026- Friday 20 February 2026*

- Monday 23 February 2026 - In service day (school closed to children)
- Thursday 2 April 2026 - last day of term for children and staff

Easter holidays *Friday 3 April 2026 to Friday 17 April 2026*

### **Summer term**

- Monday 20 April 2026 - Term starts, all resume

Mid-term holiday *Monday 4 May 2026 - May Day holiday, schools closed*

- Tuesday 5 May 2026 - In service day (school closed to children)
- Wednesday 6 May 2026 - Children resume
- Thursday 2 July 2026 - last day of term for children and staff

## Kind, Respectful, Safe, Resilient, Successful

Creating healthy childhood experiences is a shared responsibility for all. Working together we can ensure all children and young people have a sense of belonging, self-worth and self-confidence to achieve their unique potential.

### Healthy Beginnings

Safe • Active • Included • Responsible • Respected • Achieving • Healthy • Nurturing

#### Top Tips

- Start your day with a healthy breakfast
- Eat more fruit & vegetables
- Keep food and drinks containing sugar to a minimum
- Enjoy family meal times
- Brush teeth at least twice a day - 'Spit, don't rinse!'
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Be active, move more
- Explore different kinds of play and physical activity everyday
- Increase outdoor learning
- Reduce screen time - Phones, Tablets, PCs & TV
- Think of the 4 Bs - Bath, Brush Book & Bed

What?	Why?
	<ul style="list-style-type: none"><li>Helps concentration</li><li>Healthy Teeth</li><li>Helps digestion</li><li>Helps body grow and develop</li><li>Healthy skin</li><li>Energy</li></ul>

**Contacts**

Joint Health Improvement Team: [health.improvement@borders.scot.nhs.uk](mailto:health.improvement@borders.scot.nhs.uk)

Food & Nutrition Coordinator: [Hazel.Scott@scotborders.gov.uk](mailto:Hazel.Scott@scotborders.gov.uk)

NHS Borders Oral Health Promotion: [Helen.brand@borders.scot.nhs.uk](mailto:Helen.brand@borders.scot.nhs.uk)

Healthy eating and physical activity are essential for positive growth and development.

Healthy snacks are provided during your child's ELCC journey, continue to give these types of snacks for your child to have at break times throughout primary school.



Bottles used in class should be filled with plain water only.

Good hydration makes a difference to how children think, feel & function!



#### Disclaimer

Information provided is considered to be correct at the time of printing. It is possible that there may be some inaccuracy by the time the document reaches parents and carers.

**A team that learns together... grows, succeeds and smiles together!**