

Ednam Primary School

School Handbook 2025/26



Ednam Primary School
Duns Road
Ednam
Kelso
TD5 7QJ
01573 224172

Ednamps@scotborders.gov.uk

<https://www.facebook.com/EdnamPrimarySchool/>

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Disclaimer

Please note that whilst information provided in this handbook is correct at the time of printing, it is possible that there may be some inaccuracy by the time you read it.

Foreword by Head Teacher

Dear Parents

Welcome to Ednam Primary School.

The purpose of this handbook is to give you information about our school and its ethos. The handbook is not intended to take the place of direct communication with you, which we welcome and strongly encourage. It is through visiting our school and speaking to staff and children that you will get a real sense of our school.

We are committed to working in partnership in respect of your child's care and learning and we look forward to developing a positive and helpful relationship with you and your family. There is a strong tradition of parental involvement in school.

Ednam is a small, rural school. Children and staff get to know each other well and work together in an environment of encouragement and support. Pupils are helped and challenged as individuals and as part of the school team. Friendships develop across age ranges and children learn to be respectful and respected in a safe and caring place.

We plan for children to enjoy and be motivated by their learning, and they are supported to achieve their best. Individual targets are set and worked towards with input from pupils and parents. The makeup of our classes allows children to work at their own level regardless of age and stage. Individual, collaborative and group learning are features of our approach. The Curriculum for Excellence gives all children a broad, general education from the ages of 3 – 18.

Ednam is a partner school with Sprouston primary and is part of the Cheviot Learning Community; this ensures close working with other local primaries and Kelso High School.

Please do not hesitate to get in touch with myself or a member of staff at any time; we welcome communication.

Yours sincerely

Barbara Shiel

(Mrs) Barbara Shiel

About our School



Our school serves the villages of Ednam and Stichill and surrounding rural areas. We also have a number of pupils in school who live out with the catchment area and whose parents have applied for them to join the school. If your child is out with catchment, you can make a placing request online to SBC. The placing request will be considered in line with current staffing, and a decision will be made. If successful you will be responsible for transporting your child to and from school.

In August 2025 the school roll was 36 with 8 children in ELC/P1 with Mrs Cessford 11 children in P2-4 with Mrs Rain and 17 children in P5-7 with Miss Moore. In nursery there are 8 children with Mrs Pennington & Mrs Calleja.

The 2-classroom school was built in 1911 and has been extended to provide a nursery in the main building. There is an extensive outdoor area for play, P.E and gardening.

School Information

Address	Ednam Primary School Duns Road Ednam Kelso TD5 7QJ
Telephone	01573 224172
E mails	ednamps@scotborders.gov.uk (Admin) Barbara.shiel@scotborders.gov.uk (Head Teacher)
App	Xpressions App (for parents only)
Website	https://ednamprimary.school
SBC	www.scotborders.gov.uk http://www.scotborders.gov.uk/

The School Day

In keeping with all Scottish Borders schools, we work within an asymmetric week at Ednam with four longer days Monday to Thursday and a shorter day on Friday.

Monday to Thursday

Start	Break	Restart	Lunch	Restart	Finish
8:45 am	10:30 am	10:45 am	12:15 pm	1:00 pm	3:15 pm

Friday

Start	Break	Restart	Brunch	Restart	Finish
8:45 am	10:30 am	10:45 am	11:50 am	12:20 pm	12:30 pm

The ELC (Nursery) Day

The ELC is open five days a week. Please see times below.

Children attending ELC can order a free hot meal on ParentPay, or they can bring a packed lunch from home.

Day	Start	Finish
Monday to Thursday	8:40 am	3:15 pm
Friday	8:40 am	12:20pm

Vision and Values

We work towards the aspirations of Curriculum for Excellence and within SBC's Respectful Relationships policy, which states that all children will be successful learners, confident individuals, responsible citizens and effective contributors.

The Scottish Government's 'Getting it Right for Every Child' (GIRFEC) approach is about how practitioners across all services for children and adults meet the needs of children and young people, working together where necessary to ensure they reach their full potential.

We worked with pupils, staff and parents to develop our key values in school. We have highlighted the following values and are talking about them and taking them forward in school life:

- ★Respect
- ★Kindness
- ★Perseverance
- ★Inclusion
- ★Being the best, we can be

Staff List

Acting Head Teacher	Mrs Barbara Shiel
Principal Teacher	Vacancy
Class Teachers	
Primary P2 -4	Mrs Holly Rain
Primary P5-7	Miss Victoria Moore
ELC/PI	
Teacher PI	Mrs Naomi Cessford
Early Years Practitioner	Mrs Jo Pennington Mrs Sarah Calleja Vacancy
Curriculum Support Staff	
Music Teacher	Ms Michelle Gillies
P.E. Teacher	Ms Denise Fairbairn
Support for Learning Teacher	Mrs Isla Burgher
Ancillary Staff	
Janitor	Mr Alan Currie
Office Admin	Mrs Marion Nairn
Playground supervisor/ Classroom Assistant	Mrs Elaine Douglas Vacancy
School Cook	Ms Alexandra Bartram
Community Support	
School Chaplain (C of S)	Rev Anna Rodwell
Active Schools Coordinator	Mr Chris Fraser
Parent Council	
Chair	Mrs Melissa Meek

School Term and Holiday Dates for 2025-26

Autumn Term

Monday 18 and Tuesday 19 August 2025 - Staff resume, In service days
Wednesday 20 August 2025 - Pupils resume
Monday 13 October - Friday 17 October 2025- October Holidays
Monday 20 October 2025 - In service day (staff)
Tuesday 21 October 2025 - Pupils resume
Monday 1 December 2025 - St Andrew's Day, schools closed
Tuesday 2 December 2025 – casual holiday
Wednesday 3 December 2025 - Pupils resume
Friday 19 December 2025 - Last day of term
Monday 22 December 2025 - Friday 2 January 2026- Christmas holidays_

Winter/Spring term

Monday 5 January 2026 - Term starts, all resume
Friday 13 February 2026 - Last day of term for pupils
Monday 16 to Friday 20 February 2026 - Mid-term break
Monday 23 February 2026 - In service day
Tuesday 24 February 2026 - All resume
Thursday 2 April 2026 - Last day of term
Friday 3 April to Friday 17 April 2026- Easter holidays

Summer term

Monday 20 April 2026 - Term starts
Monday 4 May 2026 - May Day holiday, schools closed
Tuesday 5 May 2026 - Staff resume, In service day
Wednesday 6 May 2026 - Pupils resume
Thursday 2 July 2026- Last day of term

Curriculum

Curriculum for Excellence (2010) encompasses the following elements:

The ethos and life of the school as a community

- a positive climate of respect and trust is established within the school based on shared values
- children are encouraged to contribute to the life of the school and to take on responsibilities

Experiences and outcomes

These set out learning outcomes under the three core areas of the curriculum, Language, Mathematics and Health and Wellbeing and through the other areas Expressive Arts, Religious and Moral Education, Sciences, Social Studies and Technologies.

Interdisciplinary Learning

Children may learn through courses of study which link experiences and outcomes from more than one curriculum area to contextualise and deepen learning.

Personal Achievement

Children have opportunities to achieve within and out with the classroom and their achievements are recognised.

Principles and Entitlements

The curriculum is designed based on the following principles:

- Challenge and enjoyment
- Breadth
- Progression
- Depth
- Personalisation and choice
- Coherence
- Relevance

Areas of the Curriculum

Mathematics and Numeracy

This includes information handling, number, money, measurement and shape, position and movement.

Literacy and Languages

Within the contexts of Literacy, English and Modern Languages we cover Listening and Talking, Reading and Writing. Pupils in P1-7 also learn French. A third language will be introduced to children in P4-7 by end of this session.

Health and Wellbeing

This covers mental, emotional, social and physical well-being, building resilience, P.E, physical activity and sport, planning for choices and changes, food and health, substance misuse and relationships, sexual health and parenthood.

Social Studies

This covers People - past events and society, People - place and environment and People in society, economy and business.

Sciences

Planet Earth, biological systems, forces, electricity, waves and materials

Expressive Arts

Art and Design, Drama, Music and Dance.

Religious and Moral Education

Exploration of meaning, value and purpose in life and the study of how such beliefs and values are expressed including through Christianity and World Religions.

Technologies

Developments in society and ICT to enhance learning. Includes business, computing science, food & textiles and craft, design, engineering and graphics.

Global Citizenship – Within the curriculum and through our regular assemblies the children explore global issues and events. They learn about the UNCRC and how important that all their rights are recognised.

Curriculum for Excellence Levels

Most children will learn through the levels as listed below but this is dependent on individual needs and aptitudes.

- Early – the pre-school years and P1 or later.
- First – to the end of P4, but earlier or later for some
- Second – to the end of P7, but earlier or later for some.

Other Activities in and out of School

Additional activities are offered to children in different age groups both during and out with the school day.

Our Sports Development Officer, Chris Fraser, is very active and supportive in organising additional sporting activities as are several coaches and volunteers.

Examples of activities are badminton, cricket, curling, gymnastics, rugby & tennis

Several holiday activities are also offered in Kelso.

Ednam Primary School A-Z

Assemblies

These are held weekly throughout the year. Assemblies give a balance of opportunities to celebrate children's achievements, to support positive behaviour and moral development and to take part in religious observance. They regularly focus on our programme of work in building resilience.

Assessment

Assessment of children's progress and planning for next steps is on-going as part of the curriculum. Class teachers monitor this and record appropriately. There is also a programme of formal screening and assessment at certain points in the school year.

Attendance & Absence

If your child is going to be absent from school please contact us as soon as possible by telephone, 01573 224172. Please tell us the reason for their absence and likely return date. If your child does not come in to school or nursery, and we have not heard from you, we will contact you.

Please keep the school updated with contact details: addresses, emergency contacts and telephone numbers must always be correct.

We encourage children to arrive in time for school starting. Late children should report to the school office on arrival. Lateness is recorded in the school register.

We will contact you if your child's attendance drops below 90% or if they have had more than 10 lates.

Classes – Composite Classes

In session 2025-2026 there are three classes at Ednam Primary. These are composite classes i.e. made up of a number of age groups of children. The classes are Primaries 1 taught by Mrs Cessford, P 2, 3 & 4 taught by Mrs Rain and Primaries 5, 6 & 7 taught by Miss Moore

Our classes are relatively small, and pupils are treated as individuals. The pupils follow programmes of work suitable to their stage and needs.

A copy of the SBC Composite Class Policy is available from www.scotborders.gov.uk

Communication

We are very aware of the benefits of strong communication, and we try hard to ensure there are appropriate methods for sharing information. Newsletters are sent out on a regular basis via Groupcall Xpressions App & email. For urgent matters: SMS text will be used e.g. for daily attendance and school closures. Groupcall Xpressions or email will be used for all other communications.

The school uses Groupcall Xpressions App now called Eduspot and Facebook Page <https://www.facebook.com/EdnamPrimarySchool/> to share information and news. Letters are occasionally issued for specific purposes to classes or pupils. At times you will be asked for permission for your child to take part in an activity such as trips out of school.

Please let us know of any significant information that may affect your child in school.

Concerns & Complaints Procedures

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.

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 .

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 Education and Lifelong Learning Department at Scottish Borders Council. Again, this may be done in a variety of ways:

- in person at a Scottish Borders Council customer services office
- by phoning Customer Advice and Support Service on 0300 100 1800
- by email to: PeopleComplaint@scotborders.gov.uk
- in writing
- to your local councillor
- via the complaints form on the council website www.scotborders.gov.uk .

Educational Visits

Field trips, activities and visits are arranged for classes to support and enhance learning and compliment the curriculum. Pupils will make visits within the local area and further afield, including a residential trip for pupils in P7. We value outdoor learning and the benefits that educational visits can give. You will be asked to complete a signed permission slip for children to take part in outings.

Emergency Closures

In the event of an emergency closure, for example in severe weather, the Groupcall text system to parents will be used. It is possible that pupils not entitled to transport will remain in school until the end of the day and that the children who travel by bus will be collected and taken home. It is important that school and pupils know where children are to go in such circumstances. See also Extreme Weather.

Enrolment Arrangements

Enrolment for P1 and Nursery takes place in November for the following session in August. Parents whose children have a birthday in January and February can choose whether their child begins school at four or five years old. Children who have not had their 5th birthday by the time school starts in August, are entitled to another year of funded ELC.

Extreme Weather

In the event of extreme weather decisions will be made locally about whether a school is able to open or not. In the event of the school remaining open it is the parent's decision as to whether it is safe for your child to travel to school. This absence would be recorded as authorised under extreme weather. It is possible that the school would remain open with fewer staff members if weather prevents some staff travelling to work. We will keep you up to date with any closures through Groupcall.

More information can be found here on the Scottish Borders Council website - <http://www.scotborders.gov.uk>

Holidays during term time – statement from Scottish Borders Council

Taking family holidays during the school term is disruptive to your child's education as well as having an impact on the other pupils in the class and the teachers. Parents should do everything possible to take their holidays during the designated school holiday dates and only in very exceptional circumstances consider taking holidays during term time. Parents are asked to accommodate this request in the interest of their own children and the smooth running of the school.

Time off school for family holidays is recorded as 'unauthorised'

Homework

Homework gives opportunities for practice and consolidation of learning as well as for opportunities to find out information and carry out small projects. Homework also offers parents a way to be involved with their children's learning and is a positive contact between home and school.

Learning Community

Ednam is part of the Cheviot Learning Community and as such has links and works closely with schools and services in the Kelso and Jedburgh areas.

Our pupils have opportunities to meet with those from Sprouston, Broomlands, Edenside, Morebattle and Yetholm at certain times throughout the year at sporting events and other organised activities. Transition activities are organised for our P7 pupils with their peers from other schools in the cluster.

Medical, Dental & Welfare Service

Minor issues such as bruises or small cuts/grazes are treated in school by staff, usually a first aider. When professional medical treatment is considered necessary, or when a child is thought to be unfit to complete the school day, parents will be contacted and asked to collect the child from school. It is important that we have a current emergency contact number. If the main contact cannot be reached a member of staff will ensure that the child is taken for medical help or cared for in school.

To safeguard the interests of both pupils and staff, any request for prescribed medicine to be administered during the school day **MUST** be accompanied by a parental request form, available from the school office. This will give clear instructions as to type, quantity, frequency and method of administration and should be signed and dated by parents.

It is parents' responsibility to inform the school of any special medical condition or requirement relating to their child.

Because of allergies we ask that children do not bring foods containing **nuts** into school.

Parents will be told of visits to school by health professionals for example for flu immunisation. All pupils will be seen at times for screening purposes of eyes, ears and teeth and if there are any concerns parents are informed immediately. The School Nurse visits regularly. Referrals can be made to Occupational Therapy, Speech and Language Therapy and Physiotherapy services.

ELC brush their teeth after lunch. The toothbrushes and toothpaste are provided by NHS Childsmile and the programme is monitored by them.

Should you have a concern about your child's well-being at school, please do not hesitate to contact the school. We will arrange a time to meet with you and discuss the matter.

Meeting Pupils' Needs

All children are appropriately supported in their learning. Consultation regularly takes place between staff who work with the children then any additional inputs or supports are planned as necessary. A Support for Learning Teacher is in school for a morning each week and works directly with pupils who, for whatever reason, require additional support for learning. This teacher also acts as a consultant to class teachers and Pupil Support Assistants (PSAs). Pupils may be withdrawn from class to have the help of a specialist, or they may be given support in a class situation, whichever is deemed to benefit the child. Parents are invited to discuss the support children receive in school.

We regularly work with other professionals who support staff and pupils, including the Educational Psychologist, Behaviour Support, Home School Link Worker, Speech and Language Therapist, School Nurse, Dental Health and others.

Early Learning and Childcare (ELC) - Nursery

Our ELC class provides a nurturing and stimulating environment for the introduction and developments of learning and socialisation for children from the age of three. A separate handbook relating to the ELC is available from the school office.

Parent Council

All parents are members of the Parent Council and may be involved in several ways. All are invited to attend the Parent Council meetings and to put items on the agenda. Being an active member allows parents to be involved in their child's education and in the community of the school. The Parent Council's roles include:

- To represent the views of the parents at the school.
- To support the work of the school, for example, by working with the school on its policies.
- To be involved in the appointment of senior staff.

- To organise social & fundraising events.
- To promote contact between all parents & the rest of the school community.
- To discuss anything that is of interest or concern to the parents.

The funds raised have paid for transport to swimming lessons, end of year trip, Halloween Discos and our P7 leaver's hoodies.

The current chairperson of the Parent Council is Mrs Melissa Meek.

Parental involvement and Consultation Meetings

Opportunities are provided for all parents to meet and consult with class teachers. Formal consultations are arranged twice throughout the year. In addition, there are other informal opportunities to meet staff and pupils including performances, assemblies and open afternoons. You should feel able to make an appointment to speak to your child's teacher at any time throughout the school session as well as being able to catch up on an informal basis. Parents have access to the Showbie App where they can see examples of the work their child has been doing, and we encourage parents to look at this and discuss this with their child regularly. Parents will receive termly curricular overviews through Showbie so they know what their child will be learning each term.

Reports are issued annually at the end of May.

Parent Helpers

We encourage parents to be involved in the life of the school through being helpers in the classroom or for special activities and trips etc. Those who help on a regular basis are required to have a Disclosure check (PVG).

Parking and Safer Routes to School

There is no parking for parents in the school grounds or at the front of the school. You are advised to park near to the Village Hall and walk through the Dubby to the school. Transported children are dropped off and picked up from the bus lane in front of the school.

Partner School

Ednam Primary School is a partner school with Sprouston Primary. This means that there is one Head Teacher and one Principal Teacher for both schools. Mrs Shiel, the Acting Head Teacher divides her time between the schools and can be contacted at either school. There are opportunities for pupils from both schools to come together, for example for the P7 residential excursion, sporting events and transition activities.

Playground Supervision

Playground supervision is in place from 8:30am and at all break times. Pupils should be respectful and follow any instructions they are given by the supervisors.

In the summer months children may be allowed to play in the Dubby instead of in the playground. The Dubby field is not part of the school and children should be aware that it is a privilege to use it.



Positive Behaviour

We aim to provide a positive learning environment and to have fair and consistent approaches in school. We promote positive recognition and encourage care and respect for each other in line with the UNCRC

Pupils are praised and rewarded appropriately and regularly through:

- Verbal recognition
- House-points, stars, stamps and stickers
- Certificates at assembly
- Recognition by the Head Teacher and other staff

If children make poor choices and it is on-going or a general area of concern parents will be informed and invited to be involved in finding solutions and monitoring progress. Improvements will be recognised. Certain forms of behaviour will lead directly to referral to the Head Teacher, such as fighting, swearing and behaviour which endangers the safety of pupils and/or staff.

SBC has a policy describing the circumstances in which a child may be excluded from school. www.scotborders.gov.uk

Pupil Involvement

We involve pupils as much as possible in planning for and reviewing their own learning and in the wider work of the school. We consult with pupils on their thoughts and wishes for the school. There is great value in providing leadership roles for our pupils. A Pupil Council operates with representatives from P4 and P7.

All pupils are allocated to one of our houses: Burleigh, Dickson, Thomson or Waldie and house captains are appointed. Friendly competition is encouraged between houses within classroom and sports activities. We always try to place siblings in the same house.

All P6 are appointed as Junior Road Safety Officers, and they have a role in promoting this through assembly presentations and competitions.

School Improvement Plan and School Improvement Report

The school produces an annual Improvement Plan when the priorities and developments for the session ahead are set out. A School Improvement Report is also produced annually with a summary issued to parents through the Parent Council.

Our strengths from last year

- Staff has been involved in developing a new Numeracy and Maths progression in line with the #SBC Way. All staff report higher levels of confidence and attainment in pupils' numeracy and maths skills because of this.
- Staff, pupils, parents and members of the wider community continued to develop and re-wild our outdoor spaces. We began to grow our own food and made stronger links to the wider community of Ednam and Stichill.
- The new outdoor space has also led to greater and more meaningful opportunities for outdoor learning.
- Staff have embedded the nurture principles into their practise and Ednam is a school where nature and trauma inform practise is prevalent.

Priorities for this year

- #SBCWay Writing development and improvement in attainment.
- Links between Writing, Reading, Talking and Listening.
- Review existing pupil leadership across the school and create clear ways to track and measure impact of this.
- Improve approaches towards and understanding of supporting neurodiversity.

School Meals

School meals are available at a cost of £2.64 for a two-course meal with the choice of two traditional dishes or a soup and sandwich option. Meals are ordered online using ParentPay. You will be given a username and password to register on ParentPay when your child starts school. From January 2022 all P1-5 pupils are entitled to a free school meal in line with the Scottish Government initiative.

Provision is also made for children to eat packed lunches. No glass bottles, fizzy drinks or sweets should be brought to school.

Free meals are available for eligible P6-7 pupils and application forms may be obtained from Scottish Borders Council, Customer Services on 0300 100 1800, SBC website online or your local Library.

School Policies

There are numerous policies in schools that cover various 'school business' and 'teaching and learning' issues. If you have any questions about our school, please contact the office and we will endeavour to provide further information.

Alternatively, several SBC-wide policies are available on the Scottish Borders website (<https://www.scotborders.gov.uk/>).

Security

Children enter school through the main entrance door. If they arrive late in the morning pupils must report to the school office. Visitors and parent helpers should enter via the main door and then sign in at the office.

Transitions

Transition arrangements include staff meetings, sharing of information, joint activities and planned pupil visits. A P1 parents' information meeting is held in June, and children and parents are invited to sample a school meal in the summer term. If children attend pre-school settings other than Ednam Nursery, staff will make a visit to meet the child in their familiar setting and to speak to staff.

Pupils normally transfer to Kelso High School (KHS) at the end of P7. Throughout the P7 year there are a number of transition activities, including visits to the high school and visits to Ednam by KHS staff.

You will be invited to a parents' meeting at KHS prior to transfer.

Transport

Transport for children who live over 2 miles from the school is organised by Scottish Borders Council. Children travelling by school transport are issued with a bus pass and must always carry this pass to show on entry to the bus.

Pupils who attend our school through parental choice from outside our catchment area are not eligible for free travel. If space exists on any vehicle contracted by SBC privilege travel may be granted - but this concession may be withdrawn if a vehicle becomes overloaded or has its quota of "entitled" travellers.

Parents should inform the school of any changes to their normal transport arrangements or if a different person other than usual parent/grandparent is collecting them at the end of the school day.

Uniform and Clothing

We actively encourage the wearing of school uniform at Ednam Primary. Apart from being practical and comfortable it gives a sense of pride and community within the school and when out and about on trips etc. The school uniform is a royal blue sweatshirt or cardigan with the school logo. Our P7 pupils can order a Jade sweatshirt. Pupils are asked to wear a navy or white polo shirt and grey or black trousers/shorts or skirts. In the summer months girls may choose to wear a blue and white gingham dress. **All items of clothing and other belongings should have the child's name clearly marked.**

Sweatshirts, cardigans, jackets, fleeces and polo shirts can be ordered at any time throughout the year online from www.border-embroideries.co.uk.

We discourage pupils from wearing certain items of fashion clothing, jeans, football shirts and unsuitable footwear. For safety reasons pupils should not wear high heels, bulky rings, bracelets or earrings other than studs. Jewellery should not be worn during P.E lessons.

Clothing and footwear grants are available through welfare benefits – see Scottish Borders Council website or ask at the school office for further information.

Support for Learning - Additional Support for Learning

Children may require additional support at different times throughout their school life with their learning. Our support for learning teacher works with groups of children to support them, mainly with literacy and numeracy skills. If the class teacher feels that your child would benefit from extra support, they will discuss this with you.

Inclusion and Pupils with Additional Support Needs

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

Some examples of additional support needs may include: Support from Pupil Support Assistant (PSA), Classroom Assistant or Support for Learning Teacher.

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

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

A child/young person's needs may last for a short time, and the problem may be resolved easily. Or their needs might be very complex, and they may require longer term additional support.

If you feel that your child needs additional support for learning, the first person to speak to is your child's teacher. You have the right to request an assessment of your child. Within our school we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the needs of children and young people are recognised and appropriate support can be provided.

You can also speak to a Team Leader at the local Children & Family's Support office:

Eildon Locality Office
10-12 Gala park
Galashiels
TD1 1EU
Tel: 01896 661880

Parents/carers are always involved in making decisions about their child's education and we will always ask your permission before any specific referrals are made. While your child is receiving support, we will regularly review your child's progress.

At times, parents/carers and schools may come into dispute. While we would always hope that difficulties could be resolved at the school level, we recognise that parents or young people may wish to formalise their concerns. To assist with this, we have a

complaints procedure and offer independent mediation and adjudication. It is also possible under certain circumstances to refer the case to the Additional Support Needs Tribunal for Scotland.

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

Additional support may be given in the short term or for longer periods of time. If you feel your child needs extra support, the person to speak to in the first instance is the class teacher. You have the right to request an assessment for your child either through school or your GP.

The statutory framework for Additional Support for Learning is the Education (Additional Support for Learning) (Scotland) Acts of 2004 and 2009.

Additional information can be found through the following link:

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

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?
	Helps concentration Healthy Teeth Helps body grow and develop Helps digestion Healthy skin Energy

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!

Contacts
 Joint Health Improvement Team: health.improvement@borders.scot.nhs.uk
 Food & Nutrition Coordinator: Hazel.Scott@scotborders.gov.uk
 NHS Borders Oral Health Promotion: Helen.brand@borders.scot.nhs.uk



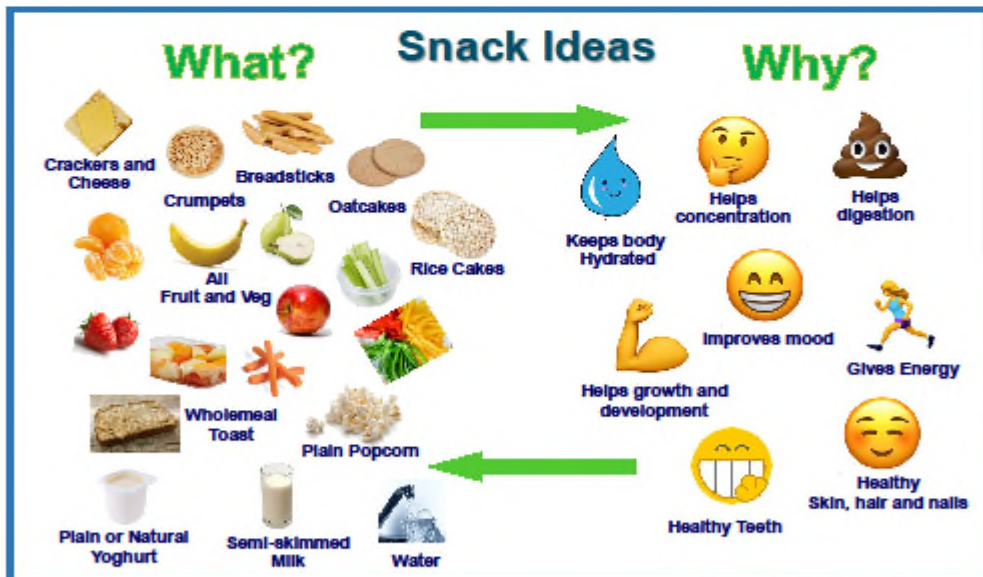
Helping your Child to Grow, Learn and Play

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

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

Top Tips for Eating Well, Feeling Good and Being Active

- Eating Breakfast gets the day off to a good start
- Enjoy a variety of foods and eat together when you can
- Eat plenty of fruit and vegetables
- Limit food and drinks high in sugar, fat and salt, especially at snack time
- Be mindful of portion size
- Eat 3 meals a day with healthy snacks in between
- Brush your teeth at least twice a day – “spit don't rinse”
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Enjoy being active everyday
- Reduce time spent on phones, tablets, computers and watching T.V
- Think of the 4 B's - Bath, Brush, Book and Bed to encourage a good sleep routine



Keep Hydrated - Hydration helps improve concentration, mood and digestion

- Offer 6-8 cups of fluid a day
- Water or semi skimmed milk are best and will not damage teeth
- Bottles used in class should be filled with plain water only





Fit4Fun Families

Fit4Fun Families is a free family focused healthy lifestyle programme which offers practical tips to help support children, young people (0-18 years) and their families, eat well and be active

We can support you to make positive lifestyle changes and work with you to identify specific goals that you would like to achieve

Service user feedback:

"We have really enjoyed the Fit4Fun Families programme. It was arranged at a time that was convenient so we could both participate. Sessions have been fun and informative and at a level that suits the age of any child"

"We have learned a lot over the past few weeks, which has been fun and helpful. We've been keeping up with the goals that we set. We would highly recommend this group to any parents looking to know about how to eat healthily with their kids"

If you would like some more information or would like to join the programme, please contact us on:

Tel: 01896 826447

Email:

Child.HealthyWeightService@borders.scot.nhs.uk

You can self-refer into our service or if you prefer you can speak to your GP, Health Visitor, School Nurse or another health professional



Produced by
Borders Child Healthy
Weight Service:
Fit4Fun Families
October 2022



Young Carers

A young carer is someone who is under 18 years of age or who has reached 18 and still a pupil at school and provides or intends to provide care for another individuals. Young carers do not always identify themselves or wish to be identified.

Young carers undertake several or a few 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 school activities, therefore missing out on the social aspects of school.

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

Council's implementation of British Sign Language Plan

The Council's BSL Plan 2018-24 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."

The Council will implement measures to promote awareness of BSL and the use of BSL, with the long-term goal being that across Scotland information and services will be accessible to all BSL users*.

Contact Scotland –BSL is an online British Sign Language interpreting service that allows deaf people across Scotland to access services free and available 24 hours a day throughout the year: <https://contactscotland-bsl.org/>

If a BSL user requests a face-to-face meeting, then the school is required to provide a face-to-face interpreter.

*Whenever we refer to 'BSL users' we mean deaf and/or Deafblind people (those who receive the language in a tactile form due to sight loss) whose first of preferred language is British Sign Language.

Getting It Right for Every Child

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 with 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 Head teacher.

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 on 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

Employment of Children

Children under the statutory school leaving age can only be employed within the terms of the byelaws on the Employment of children. These regulations allow anyone to be employed at 14 years but under certain circumstances children **under 13 years of age can be employed**, and for those over the age of 13 there are limits on the hours and type of employment which are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins. Forms and application forms are available from the school office. Further details can be obtained from HQ Operations, Children & Young People Services, Scottish Borders Council, Newtown St Boswells, TD6 0SA

Further information can be found at:

https://www.scotborders.gov.uk/info/20025/licensing/670/employment_byelaws_for_children_and_young_people/1

Data Protection

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

Why we need your information

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

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

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

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

Who we will share information with

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

- The [Scottish Government](#) for examination, career guidance and monitoring purposes.
- ParentPay, ESP Systems and CRB to allow the school to offer cashless catering and to receive payment for school trips and events;
- Groupcall to allow the school to communicate with you;
- The NHS for health monitoring;
- Netmedia to enable the online arrangement of parent's 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 to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

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

How long do we keep your information for?

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

Photographs/videos

Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. The school your child attends may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise, the media or other parents may wish to use the images of pupils in various ways. We ask you at the time your child enrolls at one of our schools if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

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

Your Rights

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

For more information on your rights please visit our website

<http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

Complaints

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

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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

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

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

Transferring Educational Data about Pupils

Education authorities and the Scottish Executive Education Department (SEED) have collected data about pupils on paper forms for many years. We are now working together to transfer data electronically through the ScotXed programme.

What pupil data will be collected and transferred?

Data on each pupil is collected by local authorities and SEED. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority, but they are not passed to SEED. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SEED

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, SEED and education authorities need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows SEED, education authorities and schools to:

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

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

SEED works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis.

In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SEED, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual.

Concerns

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

Want more information?

Further details about ScotXed data exchanges are available on the ScotXed website, www.scotxed.net Scotxed Collections

Scottish Local Authority schools collect pupil and teaching staff data each year for statistical analysis by the Scottish Government (the ScotXed data collections). More information on the type of information collected and what is done with it can be found using the following link.

<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>

Education Statistics Privacy Notice (GDPR)

The Scottish Government and its partners collect and use information about pupils and staff in schools to help to improve education across Scotland.

The Education Statistics Privacy Notice can be found on the Scottish Government Website and is intended to provide information to pupils, teachers and parents about data collected and processed by the Scottish Government including why it is needed, their data policy and individuals' data protection rights.

Keeping our child 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 the 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)

01896 664157 (Adult Protection)

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>

Other Information

Useful Links

ParentZone Scotland - <https://education.gov.scot/parentzone>

Education Scotland - <http://www.education.gov.scot>

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

GDPR -

<https://www2.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>

Disclaimer

Please note that whilst information provided in this handbook is considered to be correct at the time of printing, it is possible that there may be some inaccuracy by the time you read it.