



West Lothian Council
Education Services

OUR LADY OF LOURDES PRIMARY SCHOOL BLACKBURN



SCHOOL HANDBOOK 2012-2013

Our Lady of Lourdes RC Primary School
Hopefield Road
Blackburn
West Lothian
EH47 7HZ

Tel No: 01506 653103

Email address: ourladyoflourdes.ps@wled.org.uk

Dear Parents/Carers

Welcome to Our Lady of Lourdes Primary School. I hope you will find this handbook interesting and useful. In it we have tried to give you a picture of life in the school.

We believe that our Catholic school is a community of faith and learning where each individual is respected and valued. In this school we will strive to provide for our pupils, learning experiences of the highest quality and to develop each child intellectually, emotionally, socially and spiritually. I hope that all children who attend this school will be happy here and benefit from the curricular and extra curricular experiences on offer.

The staff of the school and myself look forward to welcoming you and working in partnership with you in the future.

Yours sincerely

Patricia B. Paterson Dip. ED.
Head Teacher

'Our aim in partnership with yourselves is to enable our young people to become **successful learners, confident individuals, responsible citizens and effective contributors** to the society in which they live.'

THE SCHOOL

Our Lady of Lourdes Primary School was opened in 1953 as the Roman Catholic Primary School for the children of the Blackburn and Seafeld area.

The school has six classrooms, a large assembly/gym hall and separate dining hall. There is a School Library and adequate general-purpose space.

In 1995 the classroom block at the west side of the school was taken over to house the West Lothian School Library Service.

The school is for the most part surrounded by a large pupil playground and a playing field which is used for football matches and sporting events.

In 2003 the school celebrated its Golden Jubilee. Prior to this a partial upgrading of the school interior was undertaken and included the re-decoration of the assembly hall and the reception areas.

The school has a beautiful Jubilee Garden, thanks to the enterprising activities of our Eco Committee.

OUR LADY OF LOURDES MISSION STATEMENT

"To provide education of the highest quality for all pupils in our school community in order to meet their educational, personal and spiritual needs and to prepare them to make an effective contribution to society in their present and future lives."

SCHOOL AIMS**1. Attainment and Achievement**

- To ensure a broad and balanced curriculum that provides young people with the best possible learning opportunities and experiences.
- To ensure that all learners are able to realise their potential through the promotion and recognition of achievement and excellence.
- To provide the highest quality of learning and teaching experiences that enable young people to enjoy their education and develop positive attitudes towards learning.

2. Framework for Learning

- Central to our aims in our Catholic school is to integrate the development of children around a love of God and of their neighbour.
- To provide a welcoming, safe and caring environment in which each learner is valued and supported.
- To improve the quality of educational experiences for learners through a programme of continuing professional development for all staff.
- To ensure that all learners are able to experience a calm, positive and safe environment that promotes good behaviour, self-discipline and respect for others.

3. Inclusion and Equality

- To provide effective support systems for all learners which promote personal and social development and underpin academic achievement.

4. Values and Citizenship

- To provide pupils with opportunities to develop knowledge and understanding in relation to their duties and responsibilities of citizenship in a democratic society.
- To build and maintain effective partnerships between the school and its parental body, external support agencies and its wider community.

5. Learning for Life

- To develop in our pupils creativity and ambition through the curricular and extra-curricular experiences offered by the school.

SCHOOL STAFF

Head Teacher
Principal Teacher

Mrs Patricia Paterson
 Miss Jane Reilly

Teachers

Miss Jane Reilly	P1
Mrs Yvonne Doolan	P2/3
Miss Jennifer Cave	P3/4
Mrs Anne Kean	P4/5
Mrs Lisa Conagan	P5/6
Mrs Fiona Dixon	P5/6
Miss Anna Glencorse	P7

Class Size Reduction Teacher
Class Size Reduction Teacher
RCCT Teacher
Support Co-ordinator for
pupils with additional
learning needs

Mrs Susan Nicol
 Mrs Sian Shepherd
 Mrs Angela McAlpine
 Mrs Helen Love

Visiting Specialist Teachers

Mr Stuart French (Brass)

School's Business Support Manager

Mr Stephen Young

School Chaplain

Reverend R. Holuka

Support Staff

Mrs Anna Marie Lockerbie - Secretary
 Mrs Margaret Delaney - Pupil Support Worker
 Mrs Pauline Patterson - Pupil Support Worker
 Mrs Jacqueline Sutherland - Pupil Support Worker
 Mrs Dorice Laughlan - Pupil Support Worker
 Mr Edward Thomas - Janitor
 Mrs Margaret Dunsmore - Catering Supervisor
 Mrs Jackie McAndrew - Senior Cleaner

SCHOOL INFORMATION

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 Hopefield Road
 Blackburn
 West Lothian
 EH47 7HZ

Tel No: 01506 653103

Email address: ourladyoflourdes.ps@wled.org.uk

The school hours are as follows:

School Hours	
Monday-Thursday	08.55 - 3.20
Friday	08.55 - 12.30
Morning Interval	10.40 - 10.55
Lunch Break	12.30 - 1.15

New entrants in Primary 1 attend school in the mornings only until 12 noon until **Monday 3rd September 2012**, thereafter until 3.20 p.m.

From August 2012 we will have a school roll of 149 pupils from Primary 1 to Primary 7.

Parents should note that the working capacity of the school may vary according to the number of pupils at each stage and the way in which the classes are organised.

CLASS ORGANISATION

P1/2	P2/3	P3/4	P4/5	P5/6	P7
27	25	24	23	24	26

SCHOOL HOLIDAYS

Holiday dates for 2012 - 2013 are as follows:

Term 1

Staff In-service	Monday 20 th August
Pupils resume	Tuesday 21 st August
Autumn Holiday	Monday 17 th September
Staff In-service	Tuesday 18 th September
Pupils resume	Wednesday 19 st September
October Holidays	Monday 15 th October
Staff In-service	Monday 22 nd October
Pupils resume	Tuesday 23 rd October
Term ends	Friday 21 st December

Term 2

All resume	Monday 7 th January
Mid Term Holiday	Monday 11 th February
Staff In-service	Tuesday 12 th February
Pupils resume	Wednesday 13 th February
Term ends	Thursday 28 th March

Term 3

All resume	Monday 15 th April
May Holiday	Monday 6 th May
Staff In-service	Tuesday 7 th May
Pupils resume	Wednesday 8 th May
Victoria Day Holiday	Monday 20 th May
Term ends	Friday 28 th June

ATTENDANCE AT SCHOOL

Section 30 of the Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of the Education (School and Placing Information) (Scotland) Amendment Etc Regulations 1993 requires each child's absence from school to be recorded in the school register as authorised: i.e. approved by the authority, or unauthorised: i.e. unexplained by the parent (truancy) or temporarily excluded from school.

In the case of illness or unavoidable absence, parents are asked to inform the school before 9.30 a.m. and also that you send a note when your child returns confirming the reason for absence.

If parents wish to remove their child from school for part of the day, e.g. for Dental, Doctor, Hospital appointments etc., they are asked to send a written request to the school prior to the appointment. In the interests of safety, parents must collect the child from school on these occasions. No child will be permitted to leave the premises unless accompanied by a responsible adult.

The school enters pupil absence electronically using codes for particular reasons for absence. To ensure an accurate record is kept it is important that, should your child be absent, you provide an explanation for that absence either by letter or by telephone. A Group Call System which sends out an automated text message to a mobile phone in cases of unexplained absences has been introduced in all schools. The call is repeated regularly until answered. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school. Parents are urged to opt into this system.

The Scottish government has issued a directive informing local authorities that, due to the impact absences during term time have on children's learning, any such absences will be recorded as unauthorised.

Letters will be sent inviting parents to come to school to discuss children whose attendance is of concern. Attendance of children is monitored closely each week. In accordance with West Lothian Council Policy the school will contact any parent when their attendance falls below 90%.

Parents or carers are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Head Teacher will ask a Family Support Worker to visit the home and discuss the problem with the parent or carer. If such unsatisfactory attendance persists, the Head Teacher, following discussion with the Family Support Worker and other agencies, will decide whether the case should be referred to the Local Area Attendance Advisory Group. This group has been formed to make recommendations to the Director on the statutory responsibilities of the Authority with regard to defaulting parents.

Punctuality

It is good manners to be punctual and our children are expected to arrive at school on time. Late arrival embarrasses them and also disrupts the class work already begun. However, in the event of

the occasional 'sleep-in' please send your child to school no matter what time. Better late than never!

EMERGENCY CONTACTS AND PROCEDURES

It is essential that the school has the name, address and telephone number of an adult to be contacted in case of an accident or your child feeling ill. Please ensure records are kept up to date by notifying the school of any change of address and telephone number of your child's emergency contact.

Only in special circumstances (e.g. no heating, snow), will children be sent home early. The school will make every effort to contact you in such situations. Where there is no adult to receive the child, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions it would be helpful to listen to local radio stations, where updates on school closures will be broadcast.

All schools have a means of contacting parents and carers via the Group Call System.

PARTNERSHIP AND COMMUNICATION WITH PARENTS

SCHOOL AND THE COMMUNITY

The school places great importance on close links with parents and the local community. We have developed links with a number of local groups.

PARENTAL INVOLVEMENT

Parents should feel welcome to call at school at anytime. To avoid disruption of classes however, appointments should be made to discuss concerns with members of staff. Please contact the school office to make the necessary arrangements.

We are keen to involve parents in all aspects of school life. Many parents have been involved in working with groups of children. We also appreciate any help parents may offer in accompanying classes on excursions outwith school.

Newsletters are issued monthly and curricular evenings and Parents' Meetings are held regularly. Your comments and suggestions on the work done in school and the service provided for you and your child are welcomed.

Evaluation forms will be sent to you from time to time so that we can be sure that we are listening to what you say about the service provided for you and your child.

REPORTING TO PARENTS

A written report is sent to parents in June. Next steps in your child's learning are identified. This forms the basis for discussion at the parents' meeting in October ensuring that children's learning is continuous and progressive.

Parents have the opportunity to discuss their child/children's progress twice during the session - October and April.

Other opportunities to meet are held throughout the year. Introductory Parents Evenings in September allow parents to meet their child's teacher and hear about the curriculum to be followed in the coming year. Specific curricular workshops are arranged during the session.

PROMOTING POSITIVE BEHAVIOUR AND DISCIPLINE

We promote and expect a high standard of responsible behaviour from pupils towards staff, other pupils and towards their surroundings. Self-discipline is the key to good behaviour and we depend on your support in reinforcing the discipline guidelines of the school.

These guidelines are based on mutual consideration, good manners and respect and are in place to ensure the safety and well being of all pupils and staff in school.

It is important that we create a community where you know that your child will be happy and safe. The school as a community requires rules and these must be obeyed by every pupil.

Discipline is very much our concern. Most cases of indiscipline can be rectified by a quiet word from the class teacher or a reprimand from the Principal Teacher or Head Teacher. We try to have a restorative approach to behaviour by encouraging and rewarding good behaviour with a variety of awards. We have a Behaviour Policy which is updated each year. A copy will be sent to you.

The school has a written policy on how to deal with bullying. We encourage any parent who has concerns regarding bullying to contact the school immediately.

It is important that children learn in a calm, well ordered and stimulating environment where pupils, teachers and other members of the school staff have mutual respect for one another.

Pupils' personal and social development continues to be developed through our Positive Behaviour Policy, Circle Time activities but more particularly through our programmes for Religious Education and P.S.D.

PARENT COUNCILS

A Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents at a school on a voluntary basis. All parents/carers in a school are automatically members of the Parent Forum of that school.

The purpose of a Parent Council is to:

- ❖ Support the school in its work with parents.
- ❖ Represent the views of all parents.
- ❖ Encourage links between school, parents, pupils, pre-school groups and the wider community.

Every parent can expect to:

- ❖ Receive information about what their child is learning along with information about events and activities at the school.
- ❖ Receive advice/help on how they can support their child's learning
- ❖ Be told about opportunities to become involved in school
- ❖ Have a say in electing a Parent Council to work on behalf of all parents.

Parent Councils operate in accordance with a local constitution. Parents can put themselves forward to be members of the Parent Council in accordance with that constitution.

Further information can be found at www.parentzonescotland.gov.uk

PUPIL VOICE

Our Lady of Lourdes Primary School has an elected Pupil Council which meets regularly with the Head Teacher or Principal Teacher to discuss aspects of school life. The Pupil Council comprises of two representatives from each class from P4 – P7.

SCHOOL UNIFORM

In 1999 West Lothian adopted a policy on school dress.

Some forms of dress are unacceptable in school for health and safety reasons or for moral or other reasons.

Schools will not allow clothing, jewellery or makeup which:

- ❖ Could encourage rivalry (such as football colours)
- ❖ Could cause offence (such as anti-religious symbols or slogans which might be regarded as political or carrying a questionable moral message.)
- ❖ Could damage flooring
- ❖ Could promote a message contrary to the values of the school and Council (support for a drugs culture.)
- ❖ Carry advertising, particularly for alcohol or tobacco.
- ❖ Could be used as a weapon.

The Council considers that the introduction of school dress codes:

- ❖ Improve security by making it easier to identify intruders.
- ❖ Give pupils a pride in, and a sense of belonging to, their school.
- ❖ Reduce truanting by identifying school pupils as belonging to a particular school.
- ❖ Improve a school's reputation in the community.
- ❖ Discourage competition among pupils.
- ❖ Make it cheaper for parents to buy school clothing.
- ❖ Encourage discipline among pupils.

Each school has its own dress code, for the whole school, based on the Council's policy which all pupils will be expected to keep to.

The Council will not be responsible for loss or damage to pupils' clothing and personal belongings including mobile phones. Valuable items, including jewellery and unnecessarily expensive articles of clothing, should not be brought to school.

The Authority operates a scheme of provision to ensure that pupils are sufficiently and suitably clothed to take full advantage of the education provided.

The School in conjunction with the Parent Council encourages and expects the wearing of school uniform **at all times.**

The wearing of our school uniform helps pupils to identify with the school community and shows a pride in being part of this school. It also helps to promote the identity of this school in the local community.

Furthermore, it sets an acceptable standard of dress for pupils eliminating competition between pupils in dress fashion and does not involve parents in expensive fashion fads.

The school relies and expects the support and co-operation of parents for the success of our School Policy on Uniform.

Our uniform is as follows:

Girls	Boys	P.E. (All pupils)
Grey or black skirt/pinafore School sweatshirt with badge and white polo shirt (or) White shirt and school tie (black or dark grey trousers may be worn in place of skirt) School shoes - black	Grey or black trousers School sweatshirt with badge and white polo shirt (or) White shirt and school tie School shoes - black	White polo shirt Black or navy shorts Gym shoes/trainers

CURRICULUM

For a number of years the curriculum in Scotland has been structured around national 5-14 guidelines covering the 7 years of primary school and the first 2 years of secondary. These guidelines covered Mathematics, English Language, Environmental Studies, Science, Technology, Expressive Arts, Religious and Moral Education, Modern Foreign Languages, Personal and Social Development. The new national framework known as A Curriculum for Excellence sets four main purposes for the curriculum for all children and young people from 3-18. These purposes are to ensure that they become successful learners; confident individuals; effective contributors and responsible citizens and will steer the delivery of the curriculum over the next few years. The key areas to be covered will be very similar but appear under the headings of Health and Well-being, Languages, Mathematics, Sciences, Social Studies, Expressive Arts, Technologies and Religious and Moral Education.

For more information visit www.ltscotland.org.uk/parentzone.

Stages of Learning for Curriculum for Excellence are :

Level	Stage
Early	The pre school years and P1, or later for some
First	To the end of P4 but earlier or later for some
Second	To the end of P7 but earlier or later for some
Third and Forth	S1 to S3 but earlier for some
Senior Phase	S4 to S6, and college or other means of study

Assessment is still being developed for Curriculum for Excellence so we will keep you informed of any progress. Teachers, however, continue to assess pupils in a variety of summative and formative ways.

Our priorities which all relate to the National Priorities for Scottish Education, for session 2011 - 2012 will be:

- Review and develop assessment procedures in line with Building the Curriculum 5 - A Framework for Assessment.
- Review current programmes for health and wellbeing in line with CfE outcomes and experiences.

EQUALITY AND FAIRNESS

All pupils have the right to enjoy opportunities and activities, regardless of their background, race, gender or religion, so that they will be given the freedom to develop their full potential without constraint.

Our aim is promote self-esteem and a positive self-image in every pupil. Self respect and respect for others is a priority. We treat boys and girls equally and offer the same opportunities to all pupils by offering a diverse curriculum, which addresses the needs and opinions of all. We aim to maintain an environment which is free from bullying, racism and other forms of discriminatory behaviour. We value your support in maintaining this ethos.

In Our Lady of Lourdes Primary School there are no restrictions on any child participating in any activity or area of the curriculum. Each boy and girl has equal opportunity to develop to the maximum of his/her talents and abilities.

We aim to work in partnership with our community, by working with other schools, with the Parents' Councils and local agencies.

In Our Lady of Lourdes Primary School we will ensure equal opportunities by:

- Enabling all our children to have access to a Curriculum for Excellence, taking account of individual abilities, aptitudes and learning styles with differentiated programmes of study in all areas.
- Providing modern and relevant resources, including I.C.T., to support programmes of study.
- Ensuring that staff are well trained and highly motivated and that a good team spirit exists where everyone is working and succeeding together to achieve common aims.
- Promoting Positive Behaviour strategies.
- Enabling all our children to develop self-respect and to respect the rights of others.

In addition, we will:

- Continue to develop our curriculum to ensure full implementation of West Lothian Council's Race Equality Policy. This will be achieved through implementation of our school's Action Plan on Racial Equality.
- Ensure Health and Wellbeing permeates all areas of the Curriculum.

LITERACY AND ENGLISH

Literacy is fundamental to all areas of learning, as it unlocks access to the wider curriculum and increases opportunities for the individual in all aspects of life. High priority is therefore given to developing pupils' ability to using English language effectively in 3 area.

- Listening and Talking
- Reading
- Writing

Our pupils are taught to listen carefully and effectively, talk confidently and fluently, read with understanding and enthusiasm and write with expression and accuracy.

Reading

We teach reading through a variety of means including the teaching of Phonics and phonological awareness, word recognition, concepts of print and hearing and reading a wide range of stories and texts from graded reading schemes, to novels and factual books.

Writing

Our school aims to develop, in your child, the ability to communicate through imaginative, functional and personal writing. In writing pupils will focus on the creation of meaning within a range of interesting contexts. Pupils will also learn to present written work in a way that can be easily understood, paying attention to punctuation, grammar, handwriting and spelling.

Listening and Talking

Children will experience a variety of listening activities from listening to adults, other children, to tapes, programmes and games.

Linked to the development of listening is the development of talking - answering questions, offering opinions, giving talks and debating.

In this way they will gain a sound knowledge of how language works and will become familiar with the many ways it is used.

Modern Languages

In P6 and P7 French is taught to your child. This language will most probably continue into Secondary.

NUMERACY AND MATHEMATICS

Mathematics is important in our everyday life. It equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

The areas of study in maths are:

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

Information Handling. This is concerned with the gathering, organising, display and use of facts and figures and will involve pupils in, for example, doing surveys, using diagrams and tables, making graphs and using spreadsheets and databases.

Number, Money and Measurement in which pupils learn to add, subtract, multiply and divide in a variety of contexts. They also learn to use money, work with time and investigate length, weight, area and volume.

Shape, Position and Movement in which pupils learn about geometric shapes and develop understanding of, for example, symmetry, angles and compass directions.

Regular practice of mental skills especially have a direct impact on your child's learning. Please try to regularly reinforce adding, subtracting, multiplying and dividing with your child.

In addition to doing mental calculation and working on paper, pupils at some stages will make use of calculators. The use of computers will also feature in the Mathematics curriculum.

The development of **Problem Solving and Enquiry Skills** is introduced within Numeracy and permeates many other areas of the curriculum.

HEALTH AND WELLBEING

This subject is divided into 6 areas:

- Mental, Emotional, Social and Physical Wellbeing
- PE, Physical Activity and Sport
- Planning for Choices and Changes
- Food and Health
- Substance Misuse
- Relationships, Sexual Health and Parenthood

Children learn to develop values and positive attitudes towards themselves and others in many aspects of the curriculum which in turn contribute to their personal and social development. Our schools work hard to build confidence and self esteem and provide opportunities for children to contribute to the whole school community. Much of their development in these areas helps to lay the foundations for becoming responsible citizens of the future. Health Education programmes cover healthy eating, personal hygiene, nutrition, drugs education, personal safety, road safety, emotional health and sex education - in lessons geared to the age and needs of the pupils.

Personal and Social Development is concerned with the education of the whole child and in Our Lady of Lourdes Primary School we develop personal and inter personal skills which will enable them to become responsible and active members of their community.

There are planned programmes of study throughout the school to develop their skills in Personal and Social Development.

SOCIAL STUDIES

Through Social Studies, children and young people develop their understanding of the world by learning about other people and their values.

- Geography - learning about people in place and environment
- History - learning about people in past events and society
- Modern Studies - learning about people in society, economy and business

West Lothian Council encourages schools to involve the children in the ECO School Project. This initiative requires the school to develop a partnership of pupils, school staff, members of the local community to work together in order to improve the school environment. The ultimate aim is for the school to gain Green Flag status, which is a standard of excellence achieved by showing that the school is participating in projects concerned with environmental issues.

Science

Attractive, challenging and relevant science courses are provided for all pupils which broaden pupils' understanding of themselves, the society in which they live and the world as a whole;

- develop a scientific approach to problem-solving, encouraging critical thinking about phenomena, events and issues;
- develop positive attitudes to science and its contribution to and impact on society
- contain practical work;
- promote interactive approaches to learning and teaching, including the use of ICT.

Enterprise

Our aim in Enterprise Education is to help our young people develop self confidence, self-reliance and ambition. It involves the Council, teachers, businesses and you as parents/carers working together to develop in your child the 'can do will do' attitude promoted through Enterprise Education.

EXPRESSIVE ARTS

The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

- Art and Design
- Drama
- Music
- Dance

In each of these areas special emphasis is placed on developing creativity, imagination and personal responses in each pupil.

The Expressive Arts programme deployed at Our Lady of Lourdes Primary School will ensure that:

- Pupils will use materials, techniques, skills and media.
- Pupils will express feelings, ideas, thoughts and solutions.
- Pupils will give an opinion and a response to a piece of music, art or a performance.

TECHNOLOGIES

Technologies provide a range of different contexts for learning that draw on important aspects of everyday life and work.

It includes creative, practical and work-related experiences and outcomes in business, computing science, food, textiles, craft, design, engineering, graphics and applied technologies.

In our school ICT is used as an additional teaching and learning resource, intended to support,

enhance and enrich the work which the children will undertake in the classroom. Computers are viewed as an integral part of the resources available to pupils of all abilities beginning in P1 where they are used to support language and maths work. Throughout the school computers are used to support activities in Maths, Language, Environmental Studies and Expressive Arts. The extensive use of interactive smartboards within the school has enabled ICT to further permeate our curriculum and enhance many aspects of Learning and Teaching.

By the end of P7, pupils will have acquired a wide range of IT skills from their experience of using word processing, databases, spreadsheets and graphic applications.

Use of the Internet

Computer equipment is used to support effective Learning and Teaching. This is an integral part of the curriculum which enables pupils to access information and resources on local and worldwide networks.

West Lothian Education Services implements software to provide protection from inappropriate material on the Internet. It must be recognised, however, that no protection can be absolutely guaranteed and, to this end, pupils must not actively seek inappropriate material and should report any items that make them feel uncomfortable.

The authority has set out the following Internet rules for pupils to minimise the possibility of accessing inappropriate material or communications:

Internet Rules

When using the Internet, we expect children:

- not to swear, use rude or threatening words
- not to reveal their address or phone number or those of others
- to remember that electronic mail (email) is not guaranteed to be private
- not to use the Internet in such a way that would disrupt its use by others
- not to try to find inappropriate material
- to tell a member of staff if a page, picture or message is found that makes the child feel uncomfortable

If these rules are not followed the child will not be allowed to use the Internet and the school may take further action.

Further information on safe use of the Internet is available at: <http://www.besafeonline.org>

RELIGIOUS EDUCATION

Our hope at Our Lady of Lourdes Primary School is that our pupils will develop into responsible and caring members of society. Through the positive Christian teaching of our Catholic school we will develop in our children a love of God, a respect for all and a consistent set of beliefs, values, attitudes and practices.

Religious Education forms a daily part of every class and the school has assemblies and school Masses on regular occasions throughout the school session.

Religious instruction and observance form part of the religious tradition and ethos in Catholic Schools and play an important part in the education provided in this school.

Our Lady of Lourdes Primary School enjoys an excellent relationship with our school chaplain, Father Holuka, who visits the school regularly and helps the school forge links with the wider community. Particular support is given in the preparation for and the reception of the Sacraments of Reconciliation, Confirmation and Eucharist. Partnership between home, parish and school is vital at all times but is especially important at times of sacramental preparation. The Sacraments of Reconciliation, Eucharist and Confirmation are celebrated at the appropriate stages.

Through Religious Education and Environmental Studies we try to make our children aware of cultures and religions. We constantly stress the development of anti-racist attitudes and an awareness of prejudice.

Parents have the right to withdraw their children from Religious Education or any Religious observance and this right may be exercised by informing the Head Teacher.

ADDITIONAL LEARNING NEEDS

Class teachers are continuously assessing the needs of pupils in their class. The authority provides access to ALN staff and resources for pupils experiencing particular difficulties.

Should your child be experiencing difficulties in a particular area you are invited to discuss this with the Head Teacher. ALN teachers work co-operatively in class with the class teacher in a variety of curricular areas and with all of the children. Additional help can be provided in school through a Support Assistant who will work alongside the class teacher. Continuous records are maintained and you will be kept informed of your child's progress. This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs. Additional support may be given to the school to enable such placements to be successful. Should an integrated placement or placement into special classes be necessary, these are made following professional assessment and in consultation with parents. The authority considers that each school is equally capable of meeting the needs of all pupils.

Our Lady of Lourdes Primary School fully endorses West Lothian Council's 'Focus on Learning' Policy. We believe that it is the right of every child to receive an education which will meet his/her needs. We are committed to providing for the needs of each child in our school and welcome the help of parents in identifying those needs. Some children will have learning difficulties and within the school's assessment procedures these children will be catered for as early as possible.

A wide range of provision including the use of Early Intervention strategies, the inclusion of ICT programmes, special phonic skills and reading resources are all in place to impact on learning and teaching.

Mrs Love co-ordinates the ALN Programme and provides the resources and extra teaching time for groups of children including the most able. The Head Teacher and Mrs Love also spend time consulting with teachers and parents. It is important to remember that if we are at all concerned about your child we will contact you immediately and all further action will be taken in full consultation with you. It is also important to stress that if you have any worries about your child's progress please contact the school immediately. If we are especially concerned about a pupil's performance we will ask for help from a range of specialist agencies.

HOMEWORK

AIMS

Homework aims to:

- Encourage pupils to participate with responsibility in their own learning.
- Develop the habit of independent study.
- Provide opportunities to consolidate work done in class.
- Widen the learning experience by allowing pupils to use materials and sources of information not available in the classroom.
- Strengthen the liaison between home and school and involve parents in pupils' work.

HOMEWORK TASKS

Homework tasks should:

- Be varied
- Be related to the ability and individual needs of the child.
- Provide opportunities for parental involvement.
- Be clearly explained to the pupil by the teacher, e.g. pupils and parents should know exactly what is expected and when homework is to be returned to the teacher for marking.

Homework diaries will be issued to pupils in P1-P7 for this purpose. Diaries can be used as a means of communication between home and school. **Parents should sign diaries every day.**

- Be checked/marked/utilised by the teacher.
- Be completed within the following time bands

P1-P3 15 - 20 minutes

P4-P7 20 - 40 minutes

If you have any concerns re homework please contact the school.

Parents will receive an information leaflet outlining the school's homework policy at the beginning of the session. We encourage you to purchase a school homework bag, available from the school office, for carrying books and jotters.

ASSESSMENT AND REPORTING

Assessment is an integral part of the teaching process and your child will be continuously assessed throughout his/her education. This assessment takes many forms, from teacher observation, pupil/teacher discussion, class tests, through to written tests. It is the authority's policy to carry out standardised testing in P3, P5 and P7. National Assessments have been phased out to be replaced by Curriculum for Excellence assessment. We will keep you updated.

The result of this assessment process forms the content of your child's annual school report and is also shared with you at the parent/teacher consultations. Your comments on your child's report will be welcome.

You are welcome to make an appointment with your child's teacher to discuss progress at any time. The aim of the annual report is to provide details of your child's strengths, development needs and attainments in each curricular area.

EXTRA CURRICULAR ACTIVITIES

SWIMMING

P4 will be given a one off assessment with free lessons given to non swimmers and information given regarding local swimming clubs to swimmers.

SPORTS CLUB

In addition to offering a weekly Tops Sport Club, various other sporting activities are offered from time to time including gymnastics, badminton, athletics etc. These additional sporting After School Clubs are co-ordinated by our Active Schools' Co-ordinator.

EDUCATIONAL VISITS AND OUTINGS

Every year, we organise outings to consolidate work undertaken in class. Last session, these visits included:-

- Calderglen Country Park
- McRobert Centre, Stirling
- Local visits to the Library and Community Centre
- Cairnpapple, Bathgate
- Eaglesham Wind Farm
- Deer Park, Livingston
- Risk Factory, Edinburgh
- Howden Park Centre, Livingston

In addition, our Primary 6 and 7 pupils are invited to take part in a residential activity holidays.

SCHOOL MEALS

A wide variety of attractive hot and cold dishes are available (Monday - Thursday) from the school canteen. Packed lunches are available on Fridays prior to dismissal at 12.30 p.m. Pupils who bring packed lunches to school are accommodated in the dining hall.

Payment for school lunches should be made weekly but can be made daily and special diets can be catered for. This session the cost of a school lunch is £1.75 per day.

Pupils with parents in receipt of Income Support, Income-Based Jobseeker's Allowance or any Income Related element of Employment & Support Allowance are entitled to a free mid-day meal.

Families in receipt of Child Tax Credit (with no working tax credit) and whose annual income is £15,860 also qualify.

Families in receipt of Working Tax Credit and whose annual income is £6,420 or less are entitled to a free mid-day meal.

Forms will be accepted from 1st May 2012, if not received by 17th August 2012, the start date will be delayed and entitlement **cannot** be backdated.

Milk is available for purchase to any child and is distributed before morning break. Children in receipt of Free School Meals are provided with 0.25 litre of milk daily free of charge. A form is distributed to all pupils at the start of the school session asking if they wish to receive milk as although they may be entitled to free milk they may not wish to take it. Therefore milk is only ordered for children that request to receive it.

CLOTHING GRANTS

A pupil is entitled once per academic year and forms for 2012/2013 will be accepted from 1st May 2012. The amount for a primary school child is £94 and secondary aged child is £110. A cheque is sent direct to your home address. Families in receipt of Income Support, Income-based Jobseekers' Allowance or any Income Related element of Employment and Support Allowance who submit a completed application form automatically receive a clothing grant for each pupil of school age.

Families in receipt of Working Tax Credit (WTC) and/or Child Tax Credit (CTC) with an annual income of £15860 or less are also eligible.

Families not in receipt of these specific benefits but in financial hardship may also be assisted depending upon their situation. On receipt of an application in such cases, a report is called for from the Children and Young People Team regarding the families' circumstances

Application forms are available from the school or from the Council's website at www.westlothian.gov.uk

ENROLMENT

Children are enrolled for Primary 1 in late November/early December. Notification of dates for enrolment are displayed in the local Churches, nurseries and will be published in the local press. Individual arrangements for parents offered or seeking a place in the school can be made by telephoning the Head Teacher.

As part of our Pre-school arrangements, visits to the school will take place between April and June. These visits will help to prepare both children and their parents for those first months at school.

Parents will also be invited to sample a school lunch. This will enable the children to experience the dining hall for the first time with their mum or dad to help.

Once our children have been in Primary 1 for a few weeks, we provide curriculum workshops to give parents information about what their children are doing in class.

Parents who are considering enrolling their child at Our Lady of Lourdes Primary School are most welcome to visit the school and discuss the education provided.

Primary to Secondary

Pupils are normally transferred between the ages of 11 years and 6 months and 12 years and 6 months, so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year pre-ceding the date of transfer at the start of the new session.

At the end of their primary school education our pupils transfer to:

St Kentigern's RC High School
West Main Street
Blackburn
West Lothian

Head Teacher: Mr S. Campbell

SECURITY AND SAFETY

SECURITY

There is a controlled entry system at the main entrance to the building. Parents are asked to enter and exit the school by the main door to enable us to know who is in the building at all times. This is to make sure that the school is a safe place for all the children and adults in it and your support is asked for.

SUPERVISION OF PLAYGROUNDS

An adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations, 1990.

Our Playground Supervisor together with classroom assistants and support assistant supervise the playground at interval and lunchtimes.

REQUESTED EARLY RELEASE OF PUPIL

There are occasions when parents wish their children to be released from school at other than normal closing times, to enable them to keep a dental or medical appointment outside school, or for other reasons. In all cases, a written request must be made for early release. Parents must then call at the school office and their child will be brought to them.

On no account should a child leave school premises on their own.

WET WEATHER SUPERVISION

During inclement weather, children remain in the classroom. There is an adult presence in each area of the school and parents are asked to stress to the children the importance of good behaviour on these occasions.

CARS AND CAR PARK

In the interest of safety, we ask that parents pay attention to the parking restrictions around the school.

In the interests of safety parents must not use the car park to access the school. At no time should children be in the car park.

HEALTH AND SAFETY

Within the general policy laid down by West Lothian Council, Education Services has prepared a series of statements of safety policy for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. School staff are fully instructed in their responsibilities in this respect and safety regulations apply to all aspects of school life both on and off the premises. Within this policy details in relation to fire drills and safety checks on fire extinguishers must be recorded and logged. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of importance to the school.

TRANSPORT

It is the Authority's current policy to pay travelling expenses of those pupils attending the district school who live more than 2 miles from that school.

In the case of Our Lady of Lourdes Primary School, transport is provided for pupils from Seafield.

PHOTOGRAPHY

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose.

Photography is helpful in publicising the success of our school and in promoting educational initiatives. From time to time members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times, as will the views of the pupils, themselves.

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group are in agreement.

If photography is permitted, parents and guests should take care to avoid distracting pupils and the audience. They should observe any constraints imposed by school staff. Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photo-opportunities will, instead, be arranged before or after a performance or an event, if possible.

If unsure whether or not permission has been given by staff to record a particular performance or event, parents should ask the Head Teacher.

Class and individual or group photographs are annual school events. Parents are asked in advance whether or not they wish their children to be included in these events. Reputable commercial photographers are involved and the law allows them to retain the copyright in the photographs. The use of mobile phone cameras is prohibited in view of the risks inherent in such use, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of young people and adults.

MEDICAL CARE

Throughout your child's years at primary and secondary school, a team of specialist Health Service and Education Department staff will be seeing him or her from time to time to make sure that he or she benefits as much as possible from all that school has to offer and to help prepare him or her for life after leaving school. The School Health Service is part of the Community Child Health Service and has direct links with those who carry out health checks on children before they start school.

Many different services are provided. The staff involved makes every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, e.g. testing for vision or speech, are provided to all children on a routine basis to discover which children may need further tests or treatment. Parents are not notified of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required, the child's parents will be informed and consent requested.

Some of the staff concerned and the parts they play are as follows:

The **health visitor** or **school nurse** carries out regular inspections of groups of children, gives advice on health and hygiene, tests eyesight from time to time and works with the school doctor. The attention of the doctor is drawn to any possible problems and parents and the family doctor are informed if any further action is considered necessary.

The **school doctor** visits the school regularly and meets with the school nurse or health visitor and with teachers to find out whether any pupils need medical attention. In addition, the doctor reviews the medical notes of all children in Primary 1 and Primary 7.

Parents are also asked to complete a health questionnaire about their child at these stages and asked if they would like to have a full medical examination. In addition, the doctor may ask for your consent to examine your child if his or her medical records are incomplete or if the doctor particularly wishes to check on his or her progress. You will be invited to be present at any medical examination and kept informed if the school doctor wishes to see your child again or thinks that he or she should be seen by your family doctor to undertake the examinations instead of the school doctor but you may be charged a fee for this.

Any enquiries concerning the provision of **dental services** should be made to the Director of the Community Dental Service, Lothian Trust, 16 Duncan Street, Edinburgh, EH19 1SR (tel: 0131 667 7114).

We hope that the School Health Service can, together with yourselves, contribute to your child's overall well-being and development. Please do not hesitate to arrange through the Head Teacher to see the school doctor, school nurse or the health visitor if you want any information.

In the event of illness or an accident at school, we contact the parents by telephone, either at home or through the emergency contact. **May I stress the importance of keeping this**

information up to date. It is also important to inform the school if your child has any other special medical condition.

CHILD PROTECTION PROCEDURES

West Lothian Council has issued Child Protection Procedures and Guidance which all staff must follow to promote the welfare of children and to protect them from harm.

All adults must share the responsibility for promoting children's health and safety ensuring, as far as possible, that all children are protected from abuse, neglect and exploitation. Children cannot be expected to take full responsibility for keeping themselves safe. Professional staff must work together and in co-operation with families and carers to enable children to grow up in a warm, stimulating and safe environment.

Education staff are required to assist in protection of children by:

- creating and maintaining a positive and caring ethos
- developing health and personal safety programmes
- being observant of children's needs, views and concerns
- reporting and recording concerns about the welfare or safety of children
- monitoring and supporting children in co-operation with relevant professionals, parents and carers.

Education staff cannot keep secret any allegations or concerns about child abuse, even if a child or adult requests this. Information or concerns that a child may be at risk or harm must be passed on in order to protect and support the child. Staff will treat the matter sensitively, and information will only be passed to those who need to know in order to protect and support the child. If parents or others have concerns for any child, they can speak to the Head Teacher about this. They can also contact social work services and/or the police.

When a member of staff, a child or another individual provides information and the Head Teacher considers that there is a possibility that a child has been harmed or is at risk of harm, the Head Teacher is required to immediately contact social work services to discuss the circumstances and agree the immediate action to be taken. School staff are then required to co-operate with any subsequent enquiries or support plans.

Every education establishment or service has copies of the West Lothian Council Child Protection Procedures and Guidance. These are available for reference from the Head Teacher.

A copy can be found on www.westlothian.gov.uk.

USEFUL INFORMATION**SCHOOL LETTING**

The school premises are let to various organisations including the Parent Council. Applications for Lets should be made to:

Our Lady of Lourdes Primary School (Office)
Hopefield Road
Blackburn
West Lothian
EH47 7HZ
Tel: 01506 653103

Head of Services

Elaine Cook
West Lothian Council
Education Services
Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

INFORMATION IN EMERGENCIES

We make very effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep in touch with you by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press and on local radio.

CONCERNS/COMPLAINTS

If you have concerns or complaints regarding the service you are receiving, these can be addressed by contacting the Head Teacher in the first instance. If you are dissatisfied with that response you should contact:

Customer Services Manager
Education Services
Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

If, in exceptional circumstances, it is felt that the case has not been properly administered, you should contact:

Scottish Public Services Ombudsman
4 Melville Street
Edinburgh EH3 7NS
Tel: 0800 377 7330

The Complaints Policy and Procedures for Education Services is available in booklet form on request or can be downloaded from the web at www.westlothian.gov.uk