



## **Peel Primary School Handbook**

*‘An inspiring learning community where we respect each other and work together to always achieve our best.’*



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*May I take this opportunity to welcome you to our school. If you wish to get in touch please contact the school office, or I can always be contacted directly through the school's email address. I access this regularly and I will respond to you promptly.*

Warm regards,  
Mrs Hazel Thurlow

Head Teacher (seconded)

Garden Place Eliburn Livingston EH54 6RA Telephone: 01506 414892

E-mail: [wlpeel-ps@westlothian.org.uk](mailto:wlpeel-ps@westlothian.org.uk)

School Website: [www.peelprimary.westlothian.org.uk](http://www.peelprimary.westlothian.org.uk)

## **School Information**

### **West Lothian Council's Purpose**

**“Improving lives and making West Lothian a great place to live, work, learn and do business”**

### **West Lothian Council Values**

- Focusing on customers' needs
- Being honest, open and accountable
- Providing equality of opportunities
- Developing employees
- Making best use of resources
- Working in partnership

### **Our School Aims**

***Success and Achievements – Raising Attainment and Achievement, Improving Well-being, Equality and Inclusion*** To ensure that all learners are able to realise their potential through the promotion and recognition of attainment, achievement and excellence.

☐ To provide a welcoming, safe, caring and healthy environment which addresses inequity and ensures that each learner is valued, supported and challenged. 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.

☐ To provide learners with opportunities to develop knowledge and understanding in relation to their duties and responsibilities as citizens in a democratic society.

### ***Learning Provision – Curriculum, Learning, Teaching and Assessment, Partnerships, Personalised Support***

☐ To provide a stimulating, broad and progressive curriculum that provides our learners with the best possible learning opportunities and experiences.

☐ To consistently deliver high quality learning and teaching and enable children to enjoy their education while developing positive attitudes towards learning.

☐ To provide effective support for all learners which promotes personal and social development and underpins academic achievement.

☐ To build and maintain effective partnerships between the school, its parent body, partner agencies and services, and the wider community.

### ***Leadership and Management- Leadership of Change, Leadership of Learning, Leadership and Management of Staff***

☐ To ensure a clear vision and direction for the school which is shared and influenced by all stakeholders.

☐ To promote, encourage and provide opportunities for leadership at all levels.

- To improve the quality and impact of educational experiences for learners through high quality professional learning for all staff
- To promote an ethos of self-evaluation which leads to continuous whole school

## **Standards**

### **2.1 Attendance**

At Peel Primary School we value the importance of good attendance in order to raise attainment.

Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child will be unavoidably late please contact the school.

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. Our school has a system which sends out an automated text message to a mobile telephone in cases of unexplained absence. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school.

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. Family holidays should therefore be taken out-with term times. If, in exceptional circumstances, you wish to take your children out of school, you must make your request to the Head Teacher in writing. If you become aware that your child may be absent from school for a considerable length of time, please contact the school office to discuss this with a member of the senior leadership team.

## **2.2 Ethos and Behaviour**

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 school strives 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.

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 wellbeing of all pupils and staff in school.

### **We ask your child to:**

- Be honest
- Be kind and helpful
- Care for others
- Be hard working
- Look after property
- Listen to people
- Cross the road safely, using the crossing patrol wherever available.

### **We ask your child not to:**

- Cover up the truth
- Hurt others
- Hurt others' feelings
- Waste time or others' time
- Damage property or drop litter
- Interrupt
- Leave the school without permission.

We have a positive relationships policy which has been recently reviewed in 2024. Here is the QR code to link to Peel Positive Relationships Policy



The school annually reviews its policies and procedures for positive behaviour management and anti-bullying. Further information is available on request.

## **Standards**

### **2.3 School Dress Code**

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.

At Peel Primary we have a school uniform which we encourage children to wear. Sweatshirts, polo shirts, ties and fleeces can be ordered and purchased at any time during the year through our online supplier. The school also stocks a small supply of second hand clothing and can be made available upon request.

Children are also required to have an indoor gym kit of T-shirt, shorts and gym shoes, as well as an outdoor gym kit with a tracksuit, T-shirt, trainers and a waterproof jacket. We can also provide wet weather jackets and trousers for use in emergencies. Children should not wear jewellery to school in case they have an accident or in case the jewellery is lost. Jewellery including earrings must not be worn during PE classes.

The Council will not be responsible for loss of 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. School Clothing Grants are available to parents in receipt of a qualifying benefit; application forms are available from the school or online.

<https://www.westlothian.gov.uk/article/43281/School-Clothing-Grants-Free-School-Meals-Milk>

### **3.1 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.

### **3.2 Partnership and Communication with Parents**

West Lothian Schools operate an open, responsive policy with regard to questions or concerns that parents may have. Should you wish to contact the school regarding the service provided you should approach the school office to make an appointment to meet with either the class teacher or with a member of the senior management team.

Newsletters are issued weekly on each Friday. The school also shares Parent Mail once a month to give updates to the learning focus in each stage. 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. Throughout the year the school will seek your views, so that we can be sure that we are listening to what you say about the service provided for you and your child. These may take the form of evaluations or links to online surveys.

## **Ethos**

### **3.3 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 our 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.

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 on the Scottish Parent Teacher Council website <http://www.sptc.info>

We also benefit from an active Fundraising Committee consisting of volunteer parents and staff members. This group successfully raise money to benefit school fund with events such as school fayres, discos and other school community events. For further details of either the Parent Council or Fundraising Committee please contact [peelprimaryparentcouncil@outlook.com](mailto:peelprimaryparentcouncil@outlook.com)

## **Curriculum**

### **4.1 General**

Every child and young person in Scotland is entitled to experience a broad general education, as described by the Scottish Government's Curriculum for Excellence. The curriculum is organised into eight broad categories.

#### **Expressive arts**

Includes art and design, dance, drama and music. Your child will get the chance to find out about and express their feelings and emotions and those of others.

#### **Health and wellbeing**

Mental, emotional, social and physical wellbeing, planning for choices and changes, PE, activity and sport, food and health, substance misuse and relationships, sexual health and parenthood.

#### **Languages**

Includes learning about English as well as learning additional languages including French and Spanish.

#### **Mathematics and Numeracy**

Includes using real life experiences to make predictions, connect to other things, provide skills to understand and examine information, simplify and solve problems, assess risk and make informed decisions.

#### **Religious and moral education**

Includes exploring the world's major religions as well as views that are non-religious. Your child will think about their own beliefs and values.

Children learn about Christian practice in worship and the place of Christian action in the community. Children will also study other world religions in line with national guidelines.

This part of the curriculum operates through class teaching, assemblies, outside visits and visitors to school. Any parent who wishes to exercise their right to withdraw their child from religious education/observance should inform the Head Teacher

#### **Sciences**

Includes learning about the natural world and living things, forces, chemical changes and our senses.

#### **Social studies**

Includes developing understanding of the world by learning about other people and their values, in different times, places and circumstances.

#### **Technologies**

Includes business, computing science, food, textiles, craft, engineering, graphics and applied technologies.

More information about Curriculum for Excellence is available on the Education Scotland website

<http://www.educationscotland.gov.uk/learningandteaching/thecurriculum>

The school provides parents and carers with a variety of opportunities to engage in their childrens' learning and be kept informed about their progress. Every year, we consult with parents on how best this can be done. These opportunities include two formal parental consultations a year, curriculum afternoons and workshops and an end of term report. Each child in our school also has their own learning journal providing parents and carers with up to date information about curriculum achievements.



## **4.2 Instrumental Tuition**

The Council offers instruction in bagpipes, brass, percussion, strings and woodwind which are offered in specific schools. At Peel Primary school we offer bagpipes and woodwind tuition. Schools will tell children when there is an opportunity to apply for lessons. You can find out more from the Instrumental Music Service.

## **4.3 Use of the Internet**

Children access information and resources on local and worldwide networks as part of their studies. The school promotes and develops 'anytime anywhere learning' which allows upper primary pupils to access the internet via their own devices, as part of carefully monitored planned learning in classrooms.

We teach children about internet safety and how to report any items that make them feel uncomfortable.

We ask parents to promote the responsible and safe use of the internet at home, including the use of social media if parents permit their children to access it.

Further information on safe use of the Internet is available at:

<http://www.thinkuknow.co.uk>

## **4.4 Assessment and Reporting**

Assessment is an integral part of the teaching process and your child will be continually assessed during their school career. This assessment can be both formal and informal and takes many forms; observation, tests, pupil/teacher dialogue, written or spoken tasks and teacher judgement. The result of the assessment process allows teachers to form next steps in your child's learning.

It is the Scottish Government's policy to also carry out standardised testing in literacy and numeracy at P1, P4 & P7. These results form part of the overall assessment information about your child.

Information about your child's progress will be shared between home and school throughout the session. This will include parents' nights and an annual report. The aim of the annual report is to provide details of your child's strengths, development needs and attainment within Curriculum for Excellence. Parents and children are welcome to comment on the annual report.

Parents are welcome to contact their child's school at any time if they have any questions or concerns regarding their child's progress.

## **4.5 Support for Learning**

Class teachers are continuously assessing the needs of pupils in their class. The authority provides access to Support for Learning staff and resources for pupils requiring additional support.

Should your child require additional support in a particular area you are invited to discuss this with the class teacher. We consult with parents and carers to ensure the needs of children are met. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website.

This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs. We consult with parents and carers to ensure the needs of children are met. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website.

## **Admission procedures**

### **5.1 Admission Procedures**

West Lothian is divided into catchment areas for primary and secondary schools. The catchment areas for all West Lothian Council schools are available online at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

Each school is either denominational (linked to a particular religion) or non-denominational (not linked to any particular religion). All the denominational schools in West Lothian are Roman Catholic. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education.

The Pupil Placement section deals with all applications for pre-school and wraparound, and deals with applications for the August primary one (P1) and secondary one (S1) intakes. Schools deal with applications for other stages and for P1 and S1 after the pupils start school. To apply for a school, pre-school or wraparound place you must fill in an application form. You can get application forms from schools, nursery schools, libraries, Council Information Service Offices and from the Pupil Placement Section.

To contact the Pupil Placement Section e-mail [pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk) or phone 01506 280000. Information is also available on the Council website <https://www.westlothian.gov.uk/article/47287/Pupil-Placement-Contact-Details>

### **5.2 New Entrants to P1**

You can apply for a P1 place from November of the year your child is due to start school, and the places are allocated in March of the same year that your child is due to start school.

### **5.3 Transfer from P7 to Secondary School**

You can apply for an S1 place from the November of the year before your child is due to start secondary school. For more information on admission arrangements please see our website [www.westlothian.gov.uk](http://www.westlothian.gov.uk) or contact the Pupil Placement Section [pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk) or phone 01506 280000.

The school has strong existing links with Inveralmond Community High School and as such provides a structured programme of supportive transition activities to support pupils moving from P7 into S1. Parents will also be invited to a number of transition events in the lead up to pupils moving to secondary school.

### **5.4 Extra-Curricular Activities**

Our school has a breakfast club every morning from 8.15am – 8.50am which is free for all pupils. We also have a rolling programme of after school clubs running throughout the year. These include sports, Glee, Coding Clubs, RRS and homework clubs to name but a few. Up to date information regarding current clubs are shared through the school's Group Call system.

## **Health & safety and pupil welfare**

### **6.1 Medication in Schools**

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term; perhaps finishing prescribed medication even though the child's doctor regards the child as fit to attend school. Others have medical conditions which, without help, could limit their access to education.

Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition.

Please tell the school if your child needs medication. Forms for any child requiring medicine to be taken during school time are available from the school office.

### **6.2 Emergency Contacts and Arrangements**

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.

Children will only be sent home early in special circumstances. 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 you may check the council website for information on any school closures.

All schools have a means of contacting parents and carers via the 'Groupcall' text messaging service.

### **6.3 Meals and Milk**

Children whose parents are in receipt of qualifying benefits may receive milk free of charge if they wish. Milk is available to other primary pupils at a reduced cost on a termly basis.

The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff. Children may have school meals regularly or on odd days when necessary. Children choose from three options each day, with a vegetarian option available as standard. A 3 tray system is used - usually a packed lunch, a hot two-course meal and a snack type meal. These are on display to allow the children to see the choices. The menu is available on the Council website. If your child has special dietary requirements, please let the school know.

All P1- P5 children, and P6 - P7 children whose parents are in receipt of qualifying benefits, are entitled to free school meals. Other children can buy a school lunch.

This can be ordered using our ipayimpact system.

If a child loses or forgets a lunch we will provide a meal and inform parents of the cost. This amount must be paid the following day. Some parents prefer their children to have a packed lunch and facilities are provided in the school for the eating of packed lunches.

Further information and application forms for free school meals and milk can be obtained from the school or from the Council's website

<https://www.westlothian.gov.uk/article/43281/School-Clothing-Grants-Free-School-Meals-Milk>

## **6.4 Security**

The school has a security system which allows all doors to be locked electronically once the children are in school. The locking system is released automatically if the fire alarm goes off. All visitors should report to the school office via the front entrance of the school, sign in and collect a visitor's badge. The school welcomes parents and carers but asks them to help to ensure the security of the school by reporting to the school office.

## **6.5 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. All parents are asked to sign a consent form before any photographs are taken.

If you have any concerns about photography, please contact the school office.

## **6.6 Child Protection Procedures**

The safety of your child at school is a priority for the authority. All West Lothian schools follow the Lothian Child Protection Procedures A copy can be found on

<https://www.westlothian.gov.uk/article/79321/19-Child-Protection-Plan>

## **6.7 Playground Supervision**

Supervision is provided in the school grounds from 8.30am every morning, during intervals and the lunch hour. If children have an accident or any other problem in the playground they report initially to the supervisor who will take the necessary action. When pupils are at school, the responsibility for their safety rests with the Local Authority. The Head Teacher and staff undertake this responsibility on behalf of the Local Authority.

## **6.8 Transport**

West Lothian Council will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. The provision of transport for pupils attending special schools and classes is not subject to these limitations, but is based on individual pupil need. Further information can be obtained from School Transport (telephone 01506 775291) or from the School Transport policy on

<https://www.westlothian.gov.uk/schooltransport>

Parents, who choose to send their children to a school out with their catchment area, will be responsible for any extra travelling expenses incurred.

## **6.9 Car Park**

In the interests of safety parents must not use the car park to access the school. For similar safety reasons, at no time should children be in the car park.

## **6.10 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 alongside a copy of the relevant appointment letter etc. Parents must then call at the school office and their child will be brought to them. In such circumstances, on no account will a child leave be allowed to leave school premises on their own.

### **6.11 Data Sharing**

On occasion, schools will make data available to partners and also academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners with information they need in order to fulfil their official responsibilities.

The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act.

## **Health & Safety and Pupil Welfare**

### **6.12 Feedback, Concerns and Complaints**

If you have feedback, concerns or complaints regarding the service you are receiving, these can be addressed by contacting the school in the first instance.

If you are dissatisfied with that response you should contact:

Education Services West Lothian Council

West Lothian Civic Centre Howden South Road Livingston, EH54 6FF

Tel: 01506 281952

Educationcustomerservices@westlothian.gov.uk

The Complaints Policy and Procedures for Education & Cultural Services is available on request

<https://www.westlothian.gov.uk/article/33117/Contacting-the-Council>