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Midlothian

|  |  |  |
| --- | --- | --- |
| **Mrs Jennifer Allison**  **HEAD TEACHER**  **Telephone: 0131 271 4570**  **Email**: bonnyrigg\_ps@midlothian.gov.uk | wagtail | **BONNYRIGG PRIMARY SCHOOL**  **COCKPEN ROAD BONNYRIGG MIDLOTHIAN EH19 3HR** |

November 2016

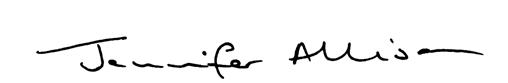
Dear Parents

I am delighted that you have chosen to send your child to Bonnyrigg Primary School and I am sure that after you have visited us, you will agree that the children here are happy and hardworking and that the learning environment is stimulating and challenging.

As a staff, we ensure that children have a broad education, that their achievements, big and small are recognised and that everyone feels that they are valued.

We look forward to working in partnership with you and your child.

Yours sincerely



Jennifer Allison

Head Teacher

Please note: Information provided is considered to be correct at the time of printing, however it is possible that there may be some inaccuracy by the time the document reaches parents.

bs02003_

### **Management Team**

#### Mrs Jennifer Allison Head Teacher

Mrs Caroline Findlay Depute Head Teacher

Miss Sarah Stark Depute Head Teacher

Mrs Louise Donaldson Principal Teacher

**Teaching Staff**

Miss Ailsa Herbert

Mrs Alison Douglas

Mr Ceadach Morton

Miss Shannon Brady

Miss Amy Parks

Miss Louisa Timmins

Mrs Jennifer Phibbs

Mrs Shona Stewart

Miss Zena Groom

Mrs Kate Brandwood

Mrs Sara Pettigrew

Mr Richard Garwood

Miss Claire Henderson

Mrs Lynn Thompson

Mrs Jennifer McLean

Miss Laura Fraser

Miss Claire Jeffrey

Mrs Karen Bowman

Mrs Caroline Sneddon

##### Support Staff

Mrs Susan Rae

Mrs Moira Hearn

Mrs Veronica Blyth

Mrs Lisa Colquhoun

Mrs Sharon Black

Mrs Margaret Crowe

Mrs Irene Anderson

Mrs Karen Dowie

Mrs Pam Cairns

Ms Tracy Mearns

Mrs Jennifer Downie

Mrs Billinda Weatherhead

Mrs Jackie Allan

Mrs Loraine Scally

Mrs Leeanne Burns

Ms Audrey Graham

Miss Leanne Craddock

Miss Suzanne Fisher

Miss Julie McGrath

bd07079_

bd06630_

### **Specialists**

Mr Craig Dewar PE Specialist

Mr Mark Attanasi PE Specialist

Ms Tracey Dance Cello/ Viola

Ms Poppy Browne Drama

Ms Sally Simpson Violin

Ms Fiona Gray Woodwind

EN00354_

**General Information**

Bonnyrigg Primary School is a non-denominational, co-educational school which serves part of the town of Bonnyrigg.

This session, the school roll is 433, with another 120 part-time pupils who attend the school’s morning and afternoon nursery classes.

P1-7 pupils are organised in 15 classes

There are visiting teachers of PE, Drama, Woodwind, Violin and Cello.

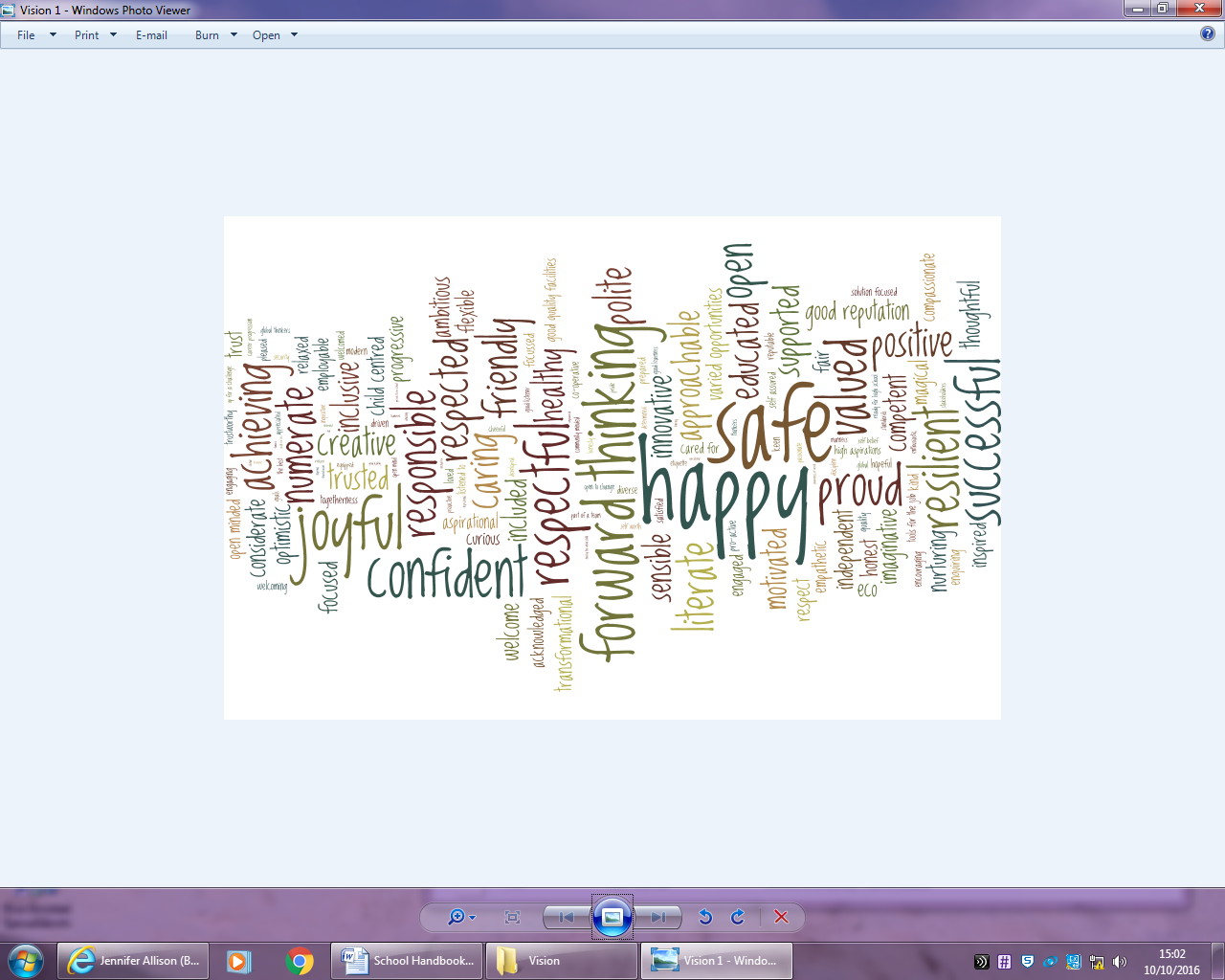
Support staff includes 1 Administrative Assistant, 3 Office Support Assistants, 6 Learning Assistants, 2 Senior CCDW , 4 CCDWs (Child Care Development Workers) and 3 Communication Support Workers.

## Our Aims

At Bonnyrigg we aim within a stimulating learning environment that:

* there is breadth and balance across the curriculum with opportunities for active learning and achievement for all pupils through continuity and progression.
* programmes of learning and teaching are based on summative and formative assessment of individual pupils ensuring equal opportunities for all.
* all pupils develop a caring, respectful and responsible attitude towards others and the environment in which they live.
* all pupils treat everyone the way they would like to be treated.
* there is a positive ethos, which values all individuals, enhances self esteem and provides opportunities for lifelong learning.
* all staff are valued and can continue to learn and develop professionally within a supportive team.
* healthy lifestyles and healthy attitudes towards all areas of school life are actively promoted.
* partnership between school, parents and the wider community is actively encouraged.
* quality resources, including a modern, well stocked library, are well organised, easily accessible and known to staff.
* progress and attainment is monitored throughout the school through the process of self-evaluation

**Our Values Wordle: Our Vision:**

**ACE**

**Aim High**

**CelebrateSuccess**

**Enjoy Learning**

# **Our School Day**

**P1 and P2** Mon - Thurs 8.50 - 12.00 1.00-2.50

Fridays 8.50 - 12.15

**P3-7**  Mon-Thurs 8.50 - 12.15 1.00 - 3.15

bd09200_ Fridays 8.50 - 12.25

#### Morning interval is from 10.30 - 10.45

#### P1 -2 Lunchtime break is from 12.00 – 1.00

P3 - P7 Lunchtime break is from 12.15 - 1.00

There are playground supervisors in each playground.

**School term dates 2016/17**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TERM 1** | Staff Resume | Thursday\* | 18 | August | 2016 |
|  | Pupils Resume | Monday | 22 | August | 2016 |
|  | Autumn Holiday | Friday | 16 | September | 2016 |
|  |  | Monday | 19 | September | 2016 |
|  | All Resume | Tuesday | 20 | September | 2016 |
| **Mid Term** | All Break | Friday | 14 | October | 2016 |
|  | All Resume | Monday | 24 | October | 2016 |
|  | Term Ends | Friday | 23 | December | 2016 |
| **TERM 2** | All Resume | Monday | 9 | January | 2017 |
| **Mid Term** | Pupils Break | Friday | 10 | February | 2017 |
|  | Staff Break | Tuesday\* | 14 | February | 2017 |
|  | All Resume | Monday | 20 | February | 2017 |
|  | All Break | Friday | 31 | March | 2017 |
|  | Good Friday |  | 14 | April | 2017 |
|  | Easter Monday |  | 17 | April | 2017 |
| **TERM 3** | All Resume | Tuesday | 18 | April | 2017 |
|  | May Day | Monday | 1 | May | 2017 |
|  | All Resume | Tuesday | 2 | May | 2017 |
|  | Victoria Day | Monday\* | 22 | May | 2017 |
|  | Pupils Resume | Tuesday | 23 | May | 2017 |
|  | Term Ends | Friday | 30 | June | 2017 |

\*In Service Days

**Behaviour**

bd06258_At Bonnyrigg we expect high standards of behaviour both in school and in the playground so that children can feel secure and happy and thus are able to make full use of the learning opportunities given to them.

We believe that children thrive on praise, success and recognition. This does not mean that difficult behaviour is ignored and it will be dealt with in a consistent manner.

There is a copy of our Behaviour Policy on the school website.

Working with parents is very important. There are Parental Consultations throughout the year. However, we will contact parents out with these formal meetings as required. Parents should contact the office if they have concerns that they wish to discuss with the class teacher or with a member of the Senior Leadership Team.

In the unlikely case of extreme misbehaviour or indiscipline, parents will be immediately informed.

pe03230_

**School and Community**

There is a Breakfast Club and an After School Club, which are available for parents who require care before and after school hours for their children.

**j0078761Contact Anne Elliot on 0131 663 7181 for details**.

During the year we are involved in a number of community initiatives such as carol singing at the Bonnyrigg Christmas lights

event and the Poltonhall Gala Day.

Parts of the school are used for other activities in the evenings, such as Anchor Boys and Highland Dancing. If you would like to find out about how to obtain a let for a part of the school, please contact **Barbara Wilson on 01968 664114.**

**P1 Registration**

bd05012_Registration week for new P1 pupils normally takes place in November. The exact date can be obtained from your Nursery, or by telephoning the school. If your child resides in the catchment area, you will be invited by the school to fill in an enrolment form during that week. The school will contact you directly to do so.

If you reside outwith the catchment area but wish to make a Placing Request for your child to come to Bonnyrigg Primary, you must fill in a Placing Request Form. This can be obtained from the school, or from Fiona Campbell at Midlothian Council (Tel: 0131 271 3733).

In June, once it has been confirmed that you have a place at the school, you will be invited to a meeting about starting school, during which your child will be able to meet their teacher.

If your child has any kind of Additional Support Need, you should discuss this with the Head Teacher during our P1 transition visits in order to ensure that staff are able to provide appropriate support for your child.

**Transition from Nursery**

Many of our Primary One pupils come from Bonnyrigg Nursery. They are already very familiar with the school building. For children who come from other Nurseries, the DHT will arrange a visit to meet the child and to speak to the key worker.

In the summer term the children have the opportunity to visit school several times. During these times they meet their teacher and their buddy who will be in P7 in the new session. We have a parent’s meeting where we pass on information about the school and parents have a chance to ask questions.

Where children have Additional Support Needs, meetings will take place with professionals prior to transferring to Primary One to ensure that the child’s needs are met.

Information is passed from Nursery to Primary One teachers.

Mrs Findlay, Depute Head Teacher, is responsible for the Early Level.

**Transition to High School**

Pupils from Bonnyrigg Primary School transfer to Lasswade High School. Parents will receive communication from Midlothian Council about this in November, however if you wish to contact Lasswade High School in the meantime, the details are as follows:

bd06925_Lasswade Community High School

11 Eskdale Drive

Bonnyrigg

Tel: 0131 271 4530

Fax: 0131 454 0025

Head Teacher: Mr Campbell Hornell

If you wish your child to go to another High School, you will need to fill in a Placing Request Form which you will receive in November, by post, from Midlothian Council.

Where children have Additional Support Needs, meetings will take place with professionals prior to transferring to High School to ensure that the child’s needs are met. Teachers from the Guidance Department come to Primary to discuss needs with the Primary Teachers.

**Attendance**

Parents are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Head Teacher will ask an Education Welfare Officer to visit the home and discuss the problem with the parents. If such unsatisfactory attendance persists, the Head Teacher, following discussions with the Education Welfare Officer and other agencies will decide whether the case should be referred to the Children and Families team.

Most children at Bonnyrigg Primary enjoy school and coming to school is not a problem. However, as at any school, occasionally a child can be upset for a variety of reasons and it is important that any difficulties are discussed with staff so that the child can feel happy and settled again as quickly as possible.

If your child is unwell, contact should always be made with school by telephone or letter on the first day of absence. For safety reasons we will text you if your child is off and no contact has been made.

Parents are responsible for making sure that their child attends school punctually and regularly.

PE02716_

Occasionally your child may have a dentist or hospital appointment. Please notify us in writing.

Please note that you or a responsible named adult must collect your child. Under no circumstances can children be

allowed to leave school during class time on their own.

If your child goes home for lunch please notify us if for any reason he/she cannot return to school.

**Family Holidays**

Please arrange family holidays out with term time as any absence during the session obviously puts the child at a disadvantage on return when the rest of the class have moved on with their work.

New guidelines from the Scottish Government require schools to class any family holiday taken during term time as unauthorised, unless there are exceptional circumstances.

Please note that if you do arrange a family holiday during term time, work for your child will not be provided.

**Uniform**

At Bonnyrigg all children wear school uniform. This fosters a sense of pride and identity; it looks smart and prevents parents from spending vast sums of money on designer items.

The uniform consists of:

* red (P1-6)/ blue (P7) sweatshirt/ cardigan/ hooded top(P7)
* white or red T-shirt/ polo shirt
* black, navy or grey trousers or skirt
* school dresses/ pinafore

hh01650_Sensible footwear should be worn. As our classrooms are carpeted, parents are requested to ensure that pupils have a change of shoes when they come into school. We ask that these are gym rubbers or very plain trainers for senior pupils.

Children will have two hours of PE. For this they need gym shoes (these can double up as their change of shoes), plain shorts and a T-shirt. This kit should be kept in school. For safety reasons jewellery (including earrings and studs) may not be worn in the gym.

In preparation for High School, P7 pupils are asked to wear trainers, black shorts and a white t- shirt.

***If earrings cannot be removed they must be taped over.***

***Please label your child’s clothing so that it can be easily identified.***

Midlothian Council policy states that schools do not replace lost or stolen items of uniform or other property, but that parents contact the council directly to make any claims for these. Any such claim should be made directly to the Council.

The authority operates a scheme of clothing grants to assist parents in ensuring that a pupil is sufficiently and suitably clad to take full advantage of the education provided. Families in receipt of Income-based Job Seekers allowance, on Income Support or child Tax Credit but not Working Tax Credit (subject to a maximum annual income), both maximum Child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income) or support under Part VI of the Immigration and Asylum Act 1999 will automatically qualify for such a scheme. Other cases will be determined according to the personal circumstances of the family. Parents who wish to apply for the scheme should complete an application form which is available from the school or the Education, Communities and Economy Division, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG.

**Transport**

The authority currently pays the travelling expenses of those pupils attending the district school who live more than two miles from that school.

Bus passes are issued where public transport exists and contract transport is arranged where there is no suitable public transport. Where there are vacant seats on contract buses, these may be made available to pupils who are attending the district school and who are not normally entitle to free transport; however a charge may be made for this service.

Transport costs are also met in the case of any pupil whom the authority requires to attend a school other than the district school, if the pupil meets the distance qualification. Where appropriate, free travel is provided for pupils receiving special education.

Consideration may also be given to requests for assistance with travel in exceptional circumstances, eg where the road between home and school is deemed dangerous by the authority, and where there is no public transport available.

Parents who choose to send their children to a school other than the district school will not receive assistance in relation to travel to and from school.

**Learning and Teaching**

**The Curriculum**

All Scottish Schools are now following Curriculum for Excellence. This covers the main curriculum areas of:

* Languages
* Mathematics
* Sciences
* Social Studies
* Expressive Arts
* Religious and Moral Education
* Technologies
* Health and Wellbeing

For further information on Curriculum for Excellence please see the Education Scotland website: www.educationscotland.gov.uk

**Planning for Learning**

When teachers plan for learning they take account of what children already know through continuous assessment, and carefully plan the next steps.

Children will be taught by a variety of methods: individually, in a group and with the whole class. Children will often be learning in an interdisciplinary way, where several areas of the curriculum have been linked to enhance learning and teaching of a topic. Teachers may also choose to plan for teaching beyond the classroom. This may be in the school grounds or some other outdoor environment.

**Language and Literacy**

Language is made up of 4 areas - Reading, Writing, Talking and Listening.

**Listening and Talking**:

Children learn to develop their language and thinking skills by listening and talking. We help them to improve these skills through a range of activities across the curriculum.

**ED00041_**

**Reading:**

Much time is spent on helping the children to become fluent readers particularly in the Early Years. We use a structured reading and spelling scheme to support this. It is also important that children experience real books. Children will have opportunities to visit the school library and will be encouraged to bring books from home. This will include non-fiction texts.

We hope that parents will support our reading programme by providing a range of reading experiences for their children at home.

bd07211_

We aim for children to develop a lifelong love of books. We encourage this by providing an attractive library with all classes having a time in the week there. Classes often visit the Library in Bonnyrigg.

We have a Book Fair in October and March.

#### **Writing:**

ED00149_ED00149_The skills of spelling, grammar and handwriting are taught progressively through structured programmes of work. Personal, Functional and Imaginative Writing as well as Poetry are taught in weekly lessons. All our classes have handwriting lessons, as presentation is very important. From P3 the children learn cursive script as research has shown that this helps pupils with speed, fluency, spelling and legibility.

**Maths and Numeracy**

GEOMTRYMaths consists of Number, Money & Measurement, Shape, Position and Movement, Information Handling and Problem Solving.

We aim to use many different resources, including technology to teach mathematical and number concepts.

MSCOPE**Social/ Science Studies**

This relates to the study of the environment and covers the areas of Geography, History, Modern Studies and Science. Your child will learn about the world in which we live, about its people and places, past and present, developing an awareness of how all living things depend on their environment for survival. Also about other cultures and lifestyles, learning to respect and accept other people’s ways. Through observation and simple investigation your child will practise basic scientific skills and build up knowledge and understanding of the world around them.

Trips and outings play an important part in making their study meaningful. You will be informed of these, and the cost in advance. The school tries to subsidise the cost of such outings as the transport costs from Bonnyrigg are high.

**Expressive Arts**

VIOLIN2Music, Art, Dance and Drama encourage the physical and emotional development of the child. Pupils will experiment with and learn to use a wide range of materials and equipment through which their knowledge and skills will be developed.

In addition to the many talents of our own staff team we have the benefit of visiting specialists in PE, Dance, Art, Cello, Viola, Woodwind, and Violin.

# **bd06541_Health and Wellbeing**

At Bonnyrigg, we implement a programme of Health Education in line with Scottish Guidelines. Children experience 2 hours per week of physical education which may include work with a specialist PE teacher.

As a Health Promoting School, we encourage healthy eating. All children are allowed to have cool water at their tables and we don’t allow children to bring fizzy drinks to school. Similarly, we discourage sweets as snacks and we have a Tuckshop, which serves a large range of suitable alternatives.

Children learn a balance of Physical, Social and Emotional Health skills. Health and Wellbeing also covers Sexual Health which is mainly taught in P5-7. We have an evening every year for parents to come along and find out what is taught in P5-7.

**bd07110_Religious & Moral Education**

Since we are a non-denominational school, we are concerned with giving the children some understanding of what religion is rather than imparting a particular religious view.

bd00115_

We aim to teach:

* moral values such as honesty, truthfulness and kindness
* an awareness and respect for all major world religions
* foster tolerance and respect for the beliefs of others

bl00595_We hold a weekly whole school assembly where achievements and good work are shared and moral issues are discussed. We also celebrate aspects and traditions of the many cultures which make up our society.

We hope that our Religious and Moral curriculum is suitable for all children with differing beliefs, however parents have a right to withdraw their child from this if they so wish and alternative arrangements will be made.

Our local minister takes part in special assemblies. The school

also takes part in some special services at Cockpen Church.

**fd01110_**

**Modern Languages**

Children from P1-7 experience French language and culture as part of the 1+2 initiative from the Scottish Government.

# **bd06496_Technologies**

For the purposes of teaching skills in ICT, we have banks of computers in the Learning Centre and a Smartboard and computers in each classroom. We also have class sets of iPads in each atrium. Each class learns a variety of ICT skills, as well as using computers to support other areas of the curriculum.

**Outdoor Education**

Children in P4 have one block of swimming.

All P5 pupils have the opportunity of skiing lessons at Hillend Ski Slope.

P7 pupils have the opportunity of a residential Outdoor Education experience with children from the other schools feeding into Lasswade High School.

**Curriculum Evening**

We have a curriculum evening each session where teachers share their plans for the year ahead and can answer questions on any area of the curriculum.**Assessment and Recording**

The purpose of assessment is to find out if learning has been effective and to enables the teacher to plan the next steps.

Pupils are continuously assessed throughout the year using a variety of approaches. All P4s and P7s in Midlothian are assessed in Maths and Reading using GL assessments. In Bonnyrigg we also use these assessments in P2, P3, P5 and P6.

Pupils in P1 will be assessed using the PIPS (Performance Indicators in Primary Schools) baseline assessment within the first few weeks of starting school and again in May to ascertain *Value Added*.

The school has an online system to record progress being made by pupils. This enables us to monitor and track progress. It helps identify where changes may need to be made for individuals or groups of children.

During P7 pupils work on producing a Profile which then passes on to High School. This includes information about the pupil and their achievements both in and out of school.

**Children with Additional Support Needs**

Children who have special aptitudes as well as children who are experiencing difficulties will be offered an appropriate curriculum. We have the benefit of a learning support teacher who will work with these children sometimes on a one to one basis and sometimes with a group in class. We will always inform you if we feel your child would benefit from a programme of learning support.

The learning support teacher works closely with the class teachers and learning assistants to meet the needs of the children. This will include support in the playground if necessary. Each term we have a learning support liaison week where time is set aside to review and plan to ensure that children are always being given appropriate support.

Pupil’s additional support needs will be identified and addressed using the Midlothian Assessment and Planning Staged System (MAPSS). This includes identifying concerns which may require some input from the support for learning teacher.

If a pupil requires support from external services, a referral can be discussed at a Well Being Concern meeting with colleagues from Children and Families, or directly to the agency. Parents are always consulted before this and asked to sign a referral form.

Midlothian Council has a policy of inclusion and integration, which promotes the placement of Primary and Secondary pupils with additional support needs into mainstream school.

Sometimes additional support will be given to enable the child to benefit from the whole curriculum.

The authority keeps the additional support needs of each such child and young person under consideration through the Midlothian Assessment and Planning Staged System (MAPSS) process. The additional support needs of these identified children and young people are recorded on Seemis, the authority’s secure management of information system.

Parents are entitled to request additional assessment by contacting the school in the first instance. A request can also be made in writing to the ASN Officer ([asnofficer@midlothian.gov.uk](mailto:asnofficer@midlothian.gov.uk)), Education and Children’s Services Division, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG.

Some children require a co-ordinated support plan to ensure that their needs are met and kept under regular review. Parents and pupils are involved in the reviews.

Midlothian Council has a policy, “Education for All” which promotes provision for all children in mainstream schools. Further information is set out in “Education for All: a guide for parents, carers and young people” available on the Midlothian website.

Please feel free to discuss this further with Mrs Elaine Croal, our learning support teacher.

Information can be made available to parents in alternative formats and in community languages on request. An interpreter can be arranged for meetings with the teacher.

The following organisations provide advice, further information and support to parents of children and young people with additional support needs:

* Children in Scotland: Working for Children and Their Families, trading as “Enquire – the Scottish advice and information service for additional support for learning”, a charitable body registered in Scotland under registration number SCO03527
* Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SCO33576
* Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741

**Home Learning**

**bd00146_**

Home Learning reinforces or extends work done in class. It gives parents the opportunity to see what children are doing and a chance to offer encouragement, and it develops the habit of independent working.

Our new Home Learning Policy can be found on our website.

**Reporting to Parents**

bd06627_We have Parents’ Consultation times in October and March. These give parents the opportunity to discuss their child’s progress, although if at any time during the session you have concerns or worries please don’t hesitate to make an appointment. Parents will receive a written report in June.

**The Parent Council**

*Guide to the Legislation*

The Scottish Schools (Parental Involvement) Act 2006 requires the Education Authority to support the establishment of a Parent Council for every primary, secondary and special school.

The Act aims to help all parents to be:

* involved in their child’s education and learning;
* welcomed as active participants in the life of the school; and
* encouraged to express their views on school education generally and work partnership with the school.

Parent Council members are selected from the members of the Parent Forum which is made up of all the parents with children in attendance at the School. Midlothian Council has developed guidance for Parent Councils including a support pack to assist with the establishment of a Parent Council.

The objectives of the Parent Council are:

* To work in partnership with the school to create a welcoming school which is inclusive for all parents
* To promote partnership between the school, its pupils and all its parents
* To develop and engage in activities which support the education and welfare of the pupils
* To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils
* To exist as an executive group representing formal groups within the school, aiding communication within and between groups

Our Parent Council AGM is held in May where office bearers are elected.

**Fundraising Group**

We are very fortunate to have a supportive and active fundraising group. They welcome any support and help. Our monthly newsletters will keep you up to date with these events and provide you with regular information on the school.

**School Lunches & Milk**

*fd00442_ Lothian Catering Services* run the lunch service at school. £1.80 buys a 2 course main meal or a choice of sandwiches, soup, yoghurt or fruit. We operate a cashless system. Children bringing packed lunches may eat these in the dining area, or outside in fine weather.

Children can choose to have milk at 16p per day and this is either paid termly or yearly.

Under the Education Committee’s policy, children in attendance at schools under the management of the Authority are entitled to free school meals if their parents are in receipt of Income Support or Income Based Job Seekers Allowance and Child Tax Credit but not Working Tax Credit (subject to a maximum annual income), both maximum child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income) or support under Part VI of the Immigration and Asylum Act 1999. Children attending certain special schools where eating skills and the midday meal are part of the educational programme also receive free meals. At present all children in P1 – P3 are eligible for free meals.

Further information and an application form can be obtained from the school or from the Free Meals and Clothing Section, Education and Children’s Services Division, Midlothian Council, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

**Occasional and Emergency Arrangements**

Very occasionally the school may be closed earlier than normal because of some unforeseen event such as heating failure or very severe weather conditions.

The pupils will be dismissed only if we are able to contact parents by telephone and are satisfied that someone is at home or arrangements have been made for an adult to look after your child. Children will be kept in school until such contact is made.

**Playground Supervision**

When pupils are at school, the responsibility for their safety rests with the Authority. The Head Teacher and staff undertake this responsibility as the Authority’s representatives. This means that all reasonable steps are taken to prevent any pupil suffering injury and to ensure that accidents and difficulties are reported to a responsible adult and appropriate action taken.

**Medical Care**

If your child is taken ill at school, you (or your emergency contact) will be informed and asked to collect your child from school. No child is allowed to leave school during class time unless accompanied by an adult.

Where a child has a contagious condition, which may lead to others being affected, the school should be notified.

Staff do not administer medication. If your child has prescribed medicine that needs to be administered during the school day, a consent form **MUST** be filled in at school and a parent/carer should give the child the medication.

In the unlikely event of your child needing immediate hospital treatment we will inform you, take the child to hospital and meet you there.

**School Health Service- Based out with school**

**School Nurse** – the lead health professional in mainstream schools in Midlothian.

School nurses are involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening. The school nurse may be helped by a health assistant and have close working links with community paediatricians. The school nurse reviews the notes of all children in Primary 1 as well as those of all new entrants. A member of the school health team measures their growth and tests vision. The school nurse will assess these measurements and results. In addition she may review children who are referred either by parents, teachers or other health professionals at any stage in their school life.

pe02361_If you have concerns about your child’s hearing the school can refer him or her to the appropriate specialist directly.

**Speech and Language Therapist** – can provide assessment and, if necessary, support if you, a teacher, your GP or the school doctor feels that your child may need help with communication.

Any enquiries concerning the provision of **dental services** should be made to the Director of the Community Dental Service, 16 Duncan Street, Edinburgh, EH9 1SR (Telephone: 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.

**Child Protection**

The Council has a range of duties and responsibilities in relation to the child protection procedures for all pupils which includes having regard for their right to be protected from harm and abuse. The school’s duties and responsibilities for this are set out in the Edinburgh and Lothians Child Protection Committee’s “Child Protection Guidelines” which are used by all Midlothian schools and our partner agencies.

In circumstances where a school has a significant concern that a child or young person has, or is at risk of being harmed or abused, the school is required to pass information to the Police, Social Work Department and Health colleagues who have a legal duty to investigate further. While we always endeavour to work in an open manner with parents and guardians, there are some circumstances when it may not be appropriate to inform the parent or guardian that a Child Protection referral has been made or that information has been passed on to these agencies. Under these circumstances, the decision as to when and how parents and guardians will be informed is the responsibility of the Police, Social Work and Health Services as part of their investigation and the school will be informed by these services of the action that they have taken.

Should you wish to discuss this or any associated matter further, please contact the Head Teacher, the school’s designated Child Protection Co-ordinator or the Information Officer, Co-ordinated Services for Children and Young People.

**Health and Safety**

All visitors must report to the reception area and be issued with an authorised visitor badge before proceeding through the school.

The Education and Children’s Services Division has prepared policy statements on Health and Safety for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. Schools 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. 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 great importance to the school.

**Employment of Children**

Children under the statutory school leaving age can only be employed within the terms of the Council’s bye-laws on the part-time Employment of Children. These bye-laws do not permit the employment of children under 14 years of age, except in specific categories; for those over that age 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.

Further details can be obtained from the Education and Children’s Services Division, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZQ.

**Road Safety**

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Our Health Programme includes work on *Road Safety Week* for each class as part of the curriculum and the Road Safety Officer will work with P1-P7 on various aspects of Road Safety.

We also have P7 Junior Road Safety Officers (JRSOs) who promote the importance of road safety at assemblies and by organising campaigns for our school community.

**bd07224_Parents in School**

At Bonnyrigg we have very supportive parents, many of whom have a little spare time to help out. We welcome parents into school and are always grateful for practical help in the classrooms and on outings. If you have any spare time or skills to offer, please get in touch. Children always benefit when school and home work together.

**Parents and the School**

Parents and schools separately can do a great deal to assist children’s educational development; together, they can achieve even more.

We will keep you informed of your child’s progress and we will deal confidentially with any information that will help us in planning his/her education.

We will keep you informed of our policies and procedures and will consult you whenever a significant change is contemplated*.*

We rely on your support and we welcome your comments on the school.

**School Improvement**

Please refer to the school website (<http://bonnyrigg.mgfl.net>). Here you will find information about:

* our main achievements over the last 12 months (Standards and Quality Report)
* how we have improved standards in relation to literacy, numeracy and health and wellbeing (Standards and Quality Report)
* our plans for improvement of the school’s performance including how we will involved parents in that improvement (School Improvement Plan)

Education Scotland ([www.educationscotland.gov.uk/scottishschoolsonline](http://www.educationscotland.gov.uk/scottishschoolsonline)) has information on schools, including inspection reports.

**Complaints Procedure**

If you are concerned about a particular aspect of our work, please arrange an appointment to discuss the matter with the Head Teacher in the first instance. Where appropriate, the Head Teacher may nominate another senior member of staff to act on her behalf.

The Head Teacher will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, providing you with any relevant information.

In some cases, your concerns can be dealt with immediately; other matters may require more extended investigation.

In any event, the Head Teacher will notifyyou, normally within five working days, of the school’s response.

It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned.

If you are dissatisfied with the school’s response please notify the Head Teacher that you wish to pursue the matter further.

She will either review the proposed action or notify you of the appropriate officer of the Education Authority whom you should contact (see “Useful Addresses”).

Contact the named manager by telephone or by letter at Education and Children’s Services Division headquarters.

The Parental Liaison Officer will investigate the matter and endeavourto resolve any difficulties. He/she will report the outcome to you, normally within five working days of being contacted.

Nearly all matters of concern are resolved through the above procedures. If you remain dissatisfied, please contact again the officer involved at stage 2; he/she will review the situation and/or indicate what other avenues are open to you.

In all cases, final appeal can be sought through the Chief Executive’s office.

Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

**Why do we need your data?**

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland 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 examination results. Accurate and up-to-date data allows us 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 which influence pupil attainment and achievement,
* share good practice,
* target resources better.

**Data policy**

Information about pupils’ education is collected in partnership between the Scottish Government and Local Authorities through the ScotXed programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

**The individual data collected by Scottish Government is used for statistical and research purposes only**.

**Your data protection rights**

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998).

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| **USEFUL ADDRESSES *Based at Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG*** | | |
| Chief Executive | Kenneth Lawrie | 0131 271 3002 |
| Director, Education, Communities and Economy | Mary Smith | 0131 271 3718 |
| Head of Education | Grace Vickers | 0131 271 3719 |
| Head of Communities and Economy | Ian Johnson | 0131 271 3460 |
| Additional Support Needs Officer | Lynne Grant | 0131 271 3689 |
| Education Officer, Lifelong Learning | Annette Lang | 0131 271 3923 |
| Placing Requests, and Primary School Swimming Programme | Fiona Campbell | 0131 271 3733 |
| Employment of Children | Julie Currie | 0131 271 3719 |
| Education Maintenance Allowance, Bursaries | Gail Robertson | 0131 271 3730 |
| Free School Meals and Clothing Grants | Nicky McLean | 0131 271 3655 |
| School Lets | Mhairi MacLennan | 0131 271 3705 |
| ***Based at Midlothian House, Buccleuch Street, Dalkeith*** | | |
| Parent Councils | Shona Mackie | 0131 271 3739 |
| ***Based within Commercial Services, Bonnyrigg***  Home to School Transport Section | Debbie Hunter | 0131 561 5453 |
| ***Scottish Government*** 0131 556 8400  Victoria Quay, Edinburgh EH6 6QQ | | |
| ***Education Scotland*** 0141 282 5000  Denholm House, Almondvale Business Park,  Almondvale Way, Livingston EH54 6GA | | |

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 note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education, Careers Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations 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 of Scottish Government, 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. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

**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, 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.