Longridge Primary School Handbook

Longridge Primary School
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https://longridgeprimary.westlothian.org.uk

contents

section 1 school information
West Lothian Council Mission Statement
West Lothian Council Values
School Aims

section 2 standards
2.1 Attendance
2.2 Ethos and Behaviour
2.3 School Uniform

section 3 ethos
3.1 Equality and Fairness
3.2 Partnership and Communication with Parents
3.3 Parent Councils

section 4 curriculum
4.1 General
4.2 Instrumental Tuition
4.3 Use of the Internet
4.4 Assessment and Reporting
4.5 Support for Learning/Meeting Learners Needs

section 5 admission procedures
5.1 Admission Procedures
5.2 New Entrants to P1
5.3 Transfer from P7 to Secondary School
5.4 Extra-Curricular Activities

section 6 health & safety and wellbeing
6.1 Medication in Schools
6.2 Emergency Contacts and Arrangements
6.3 Meals and Milk
6.4 Security
6.5 Photography
6.6 Child Protection Guidelines
6.7 Playground Supervision
6.8 Transport
6.9 Car Park
6.10 Requested Early Release of Pupil
6.11 Data sharing
6.12 Concerns and Complaints

West Lothian Council Vision

"A thriving West Lothian"

A thriving West Lothian means vibrant, strong and inclusive communities where people have access to the services they need.

West Lothian Council Values

- Caring and compassionate
- Open, honest and accountable
- Collaborative, inclusive and adaptive in partnership

School Aims

West Lothian's National Improvement Framework is built around the national priorities:

1. Placing the human rights and needs of every child and young person at the centre of education
2. Improving children and young people's health and wellbeing.
3. Closing the attainment gap between the most and least disadvantaged children and young people.
4. Improving skills and sustained, positive school-leaver destinations.
5. Improving achievement, particularly in literacy and numeracy.

Vision, Values and Aims

Our school vision

'It takes many hearts to make a school'

Our school values

Courage
Kindness
Perseverance

At Longridge Primary School we aim to create

Successful Learners
Confident Individuals
Responsible Citizens
Effective Contributors

2.1 Attendance

Regular attendance is essential for children and young people to make the most of their learning opportunities, build confidence, develop friendships, and achieve their full potential. Every day at school matters, and being in school regularly helps children stay engaged with their learning and make steady progress.

Parents and carers should notify the school as soon as possible if their child is absent. The school works closely with families to support good attendance, identify any barriers that may be affecting attendance, and ensure that children receive the support they need to succeed.

To help keep children safe and account for all pupils, the school operates a messaging system that notifies parents and carers when a child is absent and no reason has been provided. This allows the school to follow up unexplained absences promptly and ensure the safety and wellbeing of every child.

Strong communication between home and school is key to supporting attendance and achievement. We encourage all parents and carers to keep their contact details up to date so that we can stay in touch when needed.

Further information can be found below:
Attendance_and_Engagement_Policy_at_School_Section_1_Policy.pdf
Attendance_and_Engagement_Policy_at_School_Section_2_Operational_Procedures_and_Guidance.pdf

Further information regarding school terms and holidays can be found here:
Schools, Early Learning and Childcare Terms and Holidays - West Lothian Council

2.2 Ethos and Behaviour

Everyone involved in the education of West Lothian's children and young people are working towards excellence and equity for every learner. West Lothian's Promoting Positive Relationships policy provides vision and guidance for all educational establishments in promoting positive relationships for all children and young people.
https://www.westlothian.gov.uk/article/78934/Education-Support-Services-Policies-and-Procedures

Schools have their own Positive Relationships Policy, created in collaboration with the whole school community. Please find a copy of this policy here:
https://longridgeprimary.westlothian.org.uk/media/72056/Positive-Relationships-Policy/pdf/Positive_Relationships_Policy.pdf?m=1794232558257

2.3 School Uniform

West Lothian schools are committed to reducing the Cost of the School Day and ensuring that no child is disadvantaged because of financial circumstances. School uniform requirements should be affordable, practical and inclusive. Schools should actively promote access to clothing grants, second-hand uniform schemes and other support available within the school community. This approach helps ensure that every child can participate fully in school life with dignity and without stigma.

The uniform at Longridge Primary School is a pale blue polo shirt and navy jumper. Although Longridge branded items are not essential, jumpers and polo shirts with the school logo are available from https://www.border-embroideries.co.uk/ and school badges are available from the school office. Non-branded items are encouraged. We have a wide selection of pre-loved items available to all families all year round and support families with uniform packs when required.

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. Further information can be found here:
School Clothing Grants, Free School Meals & Milk - West Lothian Council

3.1 Equality and Fairness

We believe that all pupils have the right to enjoy opportunities and activities regardless of their background, race, gender or religion. We are committed to promoting equality, fairness and inclusion, ensuring that every child is treated with dignity and respect and has the opportunity to achieve their full potential. This reflects Article 2 of the UNCRC, which states that every child should enjoy their rights without discrimination of any kind, and Article 29, which promotes the development of every child's personality, talents and abilities to the fullest extent.
Further information about how we ensure this can be found here:

https://longridgeprimary.westlothian.org.uk/media/72057/Anti-Bullying-Policy/pdf/Anti-Bullying_Policy.pdf?m=1794232587777

https://longridgeprimary.westlothian.org.uk/media/72062/Equality-Diversity-Statement/pdf/Longridge_Primary_School_Equality_and_Diversity_Statement.pdf?m=1794233897370

3.2 Partnership and Communication with Parents

We are committed to fostering positive, respectful and collaborative relationships with parents and carers. We recognise that parents and carers are key partners in their child's learning and wellbeing, and we value open communication as an essential part of supporting every child to achieve their full potential.

We operate an open, responsive and solution-focused approach to addressing questions, concerns or complaints. If you have any concerns we encourage you to contact the Head Teacher in the first instance so that issues can be discussed and resolved as quickly and effectively as possible.

We are committed to keeping parents and carers informed and involved in school life. Regular newsletters, curriculum cafe events, parent consultations and a range of engagement opportunities are provided throughout the school year to support meaningful communication between home and school. A termly calendar of school events as well as a weekly diary are sent to parents via email.

We actively seek and welcome feedback from children, parents and carers on the quality of our work and support provided. Your views help us to evaluate our practice, celebrate our strengths and identify areas for improvement. From time to time, we may invite you to complete surveys, evaluation forms or consultation activities to ensure that we are listening to and acting upon the experiences and views of our school community.

3.3 Parent Councils

All parents and carers are automatically members of the school's Parent Forum. The Parent Forum may elect a Parent Council to represent the views of parents and carers and work in partnership with the school.

The Parent Council helps to:

- Represent the views of parents and carers.
- Support the school and promote parental involvement.
- Strengthen links between the school, families, and the wider community.
- Organise fundraising opportunities

Parent Councils operate under a local constitution and meet regularly throughout the school year. Information about membership and meeting dates is available by contacting the school office on 01506 284860.

Parents and carers are encouraged to get involved and contribute to the work of the Parent Council.

Information regarding West Lothian Parent Forum can be found here:
https://www.westlothian.gov.uk/wl-parent-forum

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.

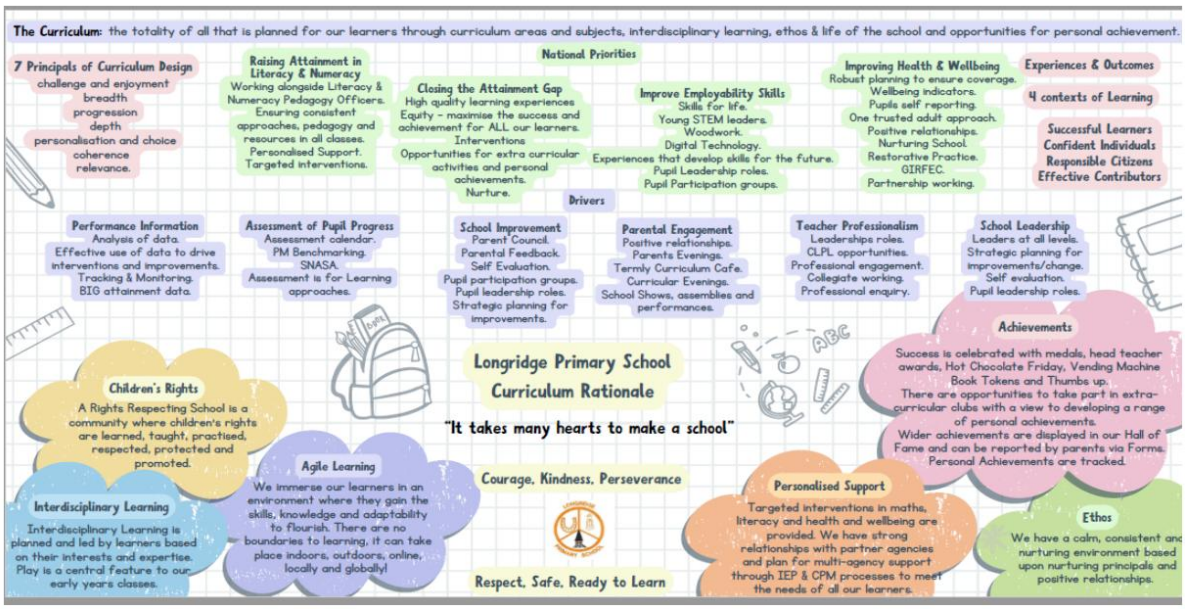
Curriculum for Excellence places children and young people at the heart of education and is built around four key capacities. It aims to help every learner become:

- **Successful Learners**
- **Confident Individuals**
- **Responsible Citizens**
- **Effective Contributors**

Education Scotland is currently leading a national Curriculum Improvement Cycle (CIC) to review and refresh Scotland's curriculum. The Curriculum Improvement Cycle is a long-term, planned approach to ensuring that the curriculum remains relevant, ambitious and responsive to the changing needs of children and young people.

At our school, we will continue to engage with this national work as guidance is developed and shared. We will involve children, young people, staff and families in discussions about our curriculum, ensuring that learner voice and community views help shape learning experiences. While the national curriculum is being refreshed, our commitment remains the same: providing high-quality, inclusive and engaging learning that enables every child to achieve their full potential.

More information about Curriculum for Excellence can be found here: https://education.gov.scot/parentzone/curriculum-in-scotland/



Parents and carers will be kept informed about their child's learning through curriculum events, termly updates, parent consultations, school newsletters and regular communication from the school. Parents and carers will also be informed of when content of a sensitive nature is being taught, including the relationships and sexual health & parenthood programme https://rshp.scot/.

4.2 Instrumental Tuition

The Council offers instruction in bagpipes, brass, percussion, strings and woodwind. We offer woodwind. Schools will tell children when there is an opportunity to apply for lessons. There is no charge for lessons. You can find out more about the Instrumental Music Service by following this link: https://www.westlothian.gov.uk/article/32397/Instrumental-Music-Service

4.3 Use of the Internet and the Internet

Digital technology is an important part of learning and teaching. We promote the responsible, safe and respectful use of technology and help children and young people develop digital literacy skills, digital citizenship and positive online behaviours.

Children and young people are expected to use digital devices, online services and networks responsibly, in line with school expectations. The use of personal devices, including mobile phones and wearable technology, is managed in accordance with current national, local

authority and school guidance.

Further information can be found in our Acceptable Use Policy: https://longridgeprimary.westlothian.org.uk/media/72059/Acceptable-Use-Policy/pdf/Acceptable_Use_Policy.pdf?m=1794232762987

Information on safe use of the Internet is available at: https://www.ceopeducation.co.uk

4.4 Assessment and Reporting

Assessment is an integral part of learning and teaching. Throughout their time at school, children and young people are assessed to help teachers understand their progress, identify next steps in learning and ensure that appropriate support and challenge are provided.

Assessment takes many forms and may include observations, classroom activities, discussions, written and practical tasks, teacher professional judgement and a range of assessment activities. Children are encouraged to reflect on their own learning and achievements as part of this process.

Children in Primary 1, Primary 4 and Primary 7 also participate in the Scottish National Standardised Assessments (SNSA) in literacy and numeracy. These online assessments are designed to support teacher professional judgement and provide an additional source of information about learners' progress. The results are used alongside the wide range of assessment evidence gathered by teachers and contribute to the overall picture of a child's progress and attainment.

Information about your child's learning and progress will be shared regularly throughout the school year. This may include parents' evenings, learner conversations, ongoing feedback and an annual report. Annual reports provide information about your child's achievements, progress and next steps within the Curriculum for Excellence. Parents, carers and children are encouraged to discuss and comment on the report.

We value strong partnerships between home and school. Parents and carers are welcome to contact the school at any time if they have questions or concerns regarding their child's learning, progress or wellbeing.

4.5 Support for Learning/Meeting Learner's Needs

We are committed to providing an inclusive learning environment where all children and young people can achieve their potential. Some learners may require additional support for learning at different stages of their education. Support is planned in partnership with children, families, school staff and, where appropriate, partner agencies.

Class teachers are responsible for meeting the needs of learners in their classes and work collaboratively with colleagues to identify and provide appropriate support. Our approach is guided by the principles of **Getting it Right for Every Child (GIRFEC)** and the **Additional Support for Learning (Scotland) legislation**.

Further information is available through https://www.westlothian.gov.uk/education, Additional Support Needs in Schools - West Lothian Council and Scottish Government guidance on Additional Support for Learning: https://www.gov.scot/policies/schools/additional-support-for-learning/ .

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:
Find a School or Nursery - West Lothian Council

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 ELC, 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 shortly after the pupils start school.

For further information including, how to make an application or how to contact Pupil Placement please see below:
https://www.westlothian.gov.uk/article/32388/Applying-for-a-place-in-a-West-Lothian-Council-Primary-School

https://www.westlothian.gov.uk/media/2215/Primary-School-Admission/pdf/Primary_School_Policy_and_Procedure.pdf

Early Admission - Policy and Procedure document

Gaelic Medium Education - West Lothian Council

Placing in School Appeal Form - West Lothian Council

5.2 New Entrants to P1

You can apply for a P1 place from the November of the year before your child is due to start school, and the places are allocated around March of the same year that your child is due to start school.
If you child's 5th birthday falls between the day after the school year starts in August and the end of February, you have the right to defer your child's entry into Primary 1 by a year. Any child who is deferred within this age bracket is automatically entitled to an additional year of funded Early Learning and Childcare (ELC). Parents considering this, are encouraged to discuss nursery staff. For further information, please follow this link:
https://www.westlothian.gov.uk/p1-deferral-application

Transition arrangements from Early Learning and Childcare (ELC) to Primary 1 are designed to support children and families. Through visits, shared activities, information session and close partnership working with ELC settings, school staff and parents, we aim to ensure every child feels confident, happy and ready to start school.

Our transition programme includes regular visits to the Primary 1 classroom, PEEP family sessions, opportunities to meet staff, a lunchtime visit and a sports day. Children will have an opportunity to meet their P7 Buddy throughout transition to build a relationship with

them. Parents will be invited to an information afternoon where they can meet staff and ask any questions. When your child's Primary 1 place is confirmed, you will receive an email inviting you to these transition events.

5.3 Transfer from P7 to Secondary School

You can apply for an S1 place from the November/December 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 and/or follow this link: https://www.westlothian.gov.uk/article/32389/Applying-for-a-place-in-a-West-Lothian-Council-Secondary-School

We are committed to ensuring that all P7 pupils experience a positive, smooth and successful transition to S1. We provide a range of transition activities and opportunities to help children build confidence and feel prepared for the next stage of their learning journey. This includes effective information sharing between primary and secondary schools, alongside tailored support for pupils who may benefit from additional reassurance.

For pupils transferring to the school's catchment secondary school, transition arrangements are coordinated collaboratively between the primary and secondary schools. Where a pupil has been offered a place at a secondary school out with the school's catchment, parents and carers are encouraged to engage directly with the receiving school to access information about transition activities and arrangements.

By working closely with families and partner schools, we aim to ensure that every young person feels confident, prepared and excited as they embark on the next stage of their educational journey.

5.4 Extra-Curricular Activities

At Longridge Primary School we value opportunities for personal achievement and therefore we offer a wide range of extra-curricular opportunities to our learners based on the interests of the children. At the beginning of each school year, the yearly overview of extra-curricular clubs will be sent to parents and children can book into clubs that interest them. In line with our commitment to reducing the cost of the school day, these clubs are fully funded.

For further information regarding wider opportunities please visit: activewestlothian.com

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 hold primary responsibility for their child's health and should provide schools with information about their child's medical condition.

For further information and guidance regarding this, please follow these links:
https://www.westlothian.gov.uk/schools-and-nurseries
https://www.westlothian.gov.uk/article/68000/Procedures-for-the-Management-of-Pupils-with-Healthcare-Needs

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. In West Lothian, parents and carers can update their contact details at any time online or via an app through the parentsportal.scot platform. This digital service acts as a direct link between you and your child's school

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 a system called Group Call.

6.3 Meals and Milk

At school, we recognise the important role that healthy food and drink play in supporting children's wellbeing, learning and development. School meals are available each day, offering a variety of balanced options designed to meet national nutritional standards. You can order and pay for school meals in West Lothian using the online system IpayImpact.
Milk is also available to order within school helping to support healthy growth and development. Information on how to do this will be shared with parents and carers at the start of new school year.

Further information on menus, dietary requirements and eligibility for free school meals can be accessed through the links below:

https://www.westlothian.gov.uk/school-meals-menu
School Clothing Grants, Free School Meals & Milk - West Lothian Council

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.

health & safety and pupil welfare

6.5 Photography and Video Consent

Schools have a photography and video consent form which is in accordance with data protection and human rights legislation. We use images and videos of children for a variety of different purposes while they are at school such as to celebrate school life, showcase pupils' achievements and to evidence pupil learning. These images are the child's personal information. We will not use these images without the consent of parents and/or carers or, where appropriate, your child.
If you have any questions around photography, please contact the school.

6.6 Child Protection Guidelines

Child Protection is everyone's responsibility. All staff working in education establishments, including early learning and childcare (ELC) settings, have a key role in the support and protection of children.
All West Lothian schools follow Child Protection guidelines. A copy can be found on here:
https://longridgeprimary.westlothian.org.uk/media/72060/Child-Protection-Procedure/pdf/CP_Procedure_for_Longridge_Primary_-_updated_Jan_2024.pdf?m=1794232832580

6.7 Playground Supervision

Supervision is provided in the school playground 20 minutes prior to the school opening, during intervals and the lunch break. If children have an accident or any other problem in the playground they report initially to a supervisor who will take the necessary action.

6.8 Transport

Further information regarding school transport, including the School Transport Policy and how to apply for school transport can be found here: 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

For the safety of all children, parents and carers are asked not to use the school car park when accessing the school site. Children should never be in the car park at any time. Parents are not permitted to park on the zig zag lines outside our school. We would also request that all parents park with consideration to our neighbours. We promote walking to school and have a bike/scooter rail for storing bikes/scooters throughout the day.

6.10 Requested Early Release of Pupil

There may be occasions when parents or carers wish their child to be released from school during or before the end of the school day. This may be to attend a dental or medical appointment or for other exceptional reasons. In all cases, a request for early release must be submitted and the school must also be satisfied that the person requesting this is authorised to do so. Appropriate arrangements will then be made by the school.

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. Further information can be accessed here:
https://www.westlothian.gov.uk/accessing-information

6.12 Feedback, Concerns and Complaints

If you have any feedback, concerns or complaints about the service you are receiving, please contact the Head Teacher in the first instance.

If you remain dissatisfied following this response, information on West Lothian Council's complaints procedure and how to make a complaint can be found at:
West Lothian Council Complaints Procedure

We are committed to providing a child-friendly complaints process. This is a requirement under the United Nations Convention on the Rights of the Child (UNCRC) (Incorporation) (Scotland) Act 2024.Under the Act, public bodies, including schools, must act in ways that are compatible with children's rights. A child-friendly complaints process helps ensure that children and young people can participate meaningfully in decisions that affect their lives and have their voices respected throughout the process.

Further information can be found: Scottish Public Services Ombudsman (SPSO) Child-Friendly Complaints Information

Information is available in Braille, tape, large print and community languages.
Please contact the Interpretation and Translation Service on 0131 242 8181.

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশান অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 0131 242 8181

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：0131 242 8181

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੇਤ੍ਰਹੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਪ੍ਰਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : 0131 242 8181

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
براہِ مہربانی انٹرپریٹنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔