



St. Paul's PS

School Handbook

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West Lothian Council Mission Statement

“Striving for excellence... working with and for our communities.”

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

School Aims

At St. Paul's Primary we aim to develop each unique individual to their full potential within a caring environment which fosters a true witness to Christian values and beliefs.

We aim to nurture respect, confidence, collaboration and support for each other in a healthy environment which promotes wellbeing for all to develop our talents to the best of our ability. We aim to do this through improving the quality of successful experiences and activities to enable our children to become confident and in turn accept their responsibility to effectively contribute to our communities and society.

ATTAINMENT AND ACHIEVEMENT

To raise standards of educational attainment for all in school, especially in the core skills of literacy and numeracy, and to achieve better levels in national measures of achievement including examination results.

FRAMEWORK FOR LEARNING

To support and develop the skills of teachers, the self-discipline of pupils and to enhance school environments so that they are conducive to teaching and learning.

INCLUSION AND EQUALITY

To promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and special educational needs, and to Gaelic and other lesser used languages.

VALUES AND CITIZENSHIP

To work with parents to teach pupils respect for self and one another and their interdependence with other members of their neighbourhood and society, and to teach them the duties and responsibilities of citizenship in a democratic society.

LEARNING FOR LIFE

To equip pupils with the foundation skills, attitudes and expectations necessary to prosper in a changing society, and to encourage creativity and ambition.

2.1 Attendance

If your child will not be attending school you must let us know as soon as you can by phoning the school absence line on: 01506 881665

You can also email the school to inform us of pupil absence:

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 provide a note of explanation.

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. The text is repeated regularly until answered. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school. Parents are urged to opt into this system.

The Scottish government has issued a directive informing local authorities that, due to the impact absences during term-time have on children's learning, any such absences will be recorded as unauthorised. 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, due to illness or admission to hospital, you are requested to inform the school as soon as possible.

2.2 Ethos and Behaviour

At St. Paul's Primary School we promote positive relationships in school and in the playground. Consistent procedures are used throughout the school to promote a positive ethos based on respect, fairness and equality. We actively encourage our pupils to develop skills in being successful, confident, effective and responsible individuals in all they do.

Our school aims embody the general principles we expect of all who come into our school. It is essential that all children respect adults and follow instructions given at all times. All teachers, support staff and parent helpers should be held in high esteem and shown care, respect and consideration for the position they have by our children. In return all adults will treat our pupils with care and respect.

Children learn to develop values and positive attitudes towards themselves and others in many aspects of the curriculum which in turn contribute to their personal and social development. Our schools work hard to build confidence and self-esteem and provide opportunities for children to contribute to the whole school community. Much of their development in these areas helps to lay the foundations for becoming responsible citizens of the future.

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.

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.

The school uniform is as follows:

Grey/Black Trousers/skirt/pinafore

White shirt/blouse

Red and grey striped tie

Black shoes

Red V-neck jumper/cardigan

Black blazer with school badge

Reversible black fleece

Girls may wear a red and white school dress in warmer weather

Gym shoes or equivalent for indoor use

P.E. Kit: Red T-shirt, Black shorts stored in a kit bag

Joggers and a hoodie should be worn for P.E. in colder months of the year along.

Outdoor training shoes.

NB School jumpers and fleeces are available to order from: www.border-embroideries.co.uk
School ties and blazer badges are available to purchase from the school office. A shirt and tie should be worn for class/group photographs, on special school occasions or when pupils are representing the school in public.

All other school uniform can be obtained locally from a variety of supermarkets and shops who stock school uniform items.

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 online on West Lothian Council's website.

We collect all items of school uniform as part of lost property and will make this available at parental events and during term time.

The Council's Dress Code for Schools Policy is available online at westlothian.gov.uk.

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 to 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

At St. Paul's we recognise the importance of maintaining positive partnerships with our parents and families. Your help and support is vital if children are to be successful in all aspects of school life. We will contact you at an early stage should we have any concerns regarding your child's progress or behaviour and are fully committed to partnership working and a solution focussed approach.

West Lothian Schools operate an open, responsive policy with regard to questions or concerns that parents may have. Should you have concerns or complaints regarding the service provided you should raise these with the Head Teacher in the first instance.

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

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

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 a Parent Council is to:

- support the school in its work with parents
- represent the views of all parents
- encourage links between school, parents, pupils, pre-school groups and the wider community.

St. Paul's parent council has four main objectives:

- to work in partnership with the school to create a welcoming school which is inclusive for all parents
- to promote partnerships between the school, its pupils and 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.

St. Paul's parent council meets on a regular basis and exists to allow parents input into the running of their child's school. The Parent Council can help the school management team resolve general problems and the development of new initiatives. It can also assist in the exchange of information between parents and the school. The parent council is required to deliver an annual report on its activities. In order to ensure that the Parent Council addresses the needs of the parent forum, they seek and encourage parents' thoughts, suggestions and opinions. The Parent Council is accountable to the parent forum.

If you wish any further details regarding the Parent Council, this can be obtained via the school office.

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>

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. Classes will experience a mix of timetabled blocks at various times of the year to ensure appropriate curricular balance. St. Paul's PS regard school performances as a vital part of the school's annual calendar with involvement across all stages.

Health and wellbeing

Our Health and wellbeing curriculum will offer a balance of activities which will include 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. Within a progressive framework, children will be provided with opportunities to explore their feelings and emotions, to understand physical factors in relation to their health and to develop a sense of social responsibility. Promoting health and wellbeing at school is embedded in the variety of activities offered throughout the school day and in extra-curricular activities. Health fortnight is an annual focus.

Languages

Language permeates the whole curriculum and is central for children to access their learning. Languages includes learning about English as well as learning an additional language. Staff build on the foundation which has been established at home and help children use language effectively for a variety of purposes.

There are four key aspects of language that we will seek to develop in all young people:

Listening and Talking, Reading and Writing

Language skills are developed using all curricular areas and can be stimulated by a topic being undertaken, an item of interest or a child's personal curiosity. Staff exploit cross-curricular opportunities to promote language development, to help children see connections across the curriculum and to make learning meaningful. It is considered very important that children have a context and a purpose to motivate and stimulate them into using language interestingly, imaginatively, appropriately and precisely.

A balance of Listening, Talking, Reading and Writing tasks are taught throughout the week as explicit subjects where core skills are taught progressively across the school and within a context for learning which provides opportunities for these skills to be transferred and applied. Examples of these might be a task involving a presentation about a natural disaster or a written report on the impact of pollution on climate change. We strive to ensure that children can make connections between their learning in literacy and the skills they will require for work and life.

1+ 2 languages

Learning another language can open up many opportunities when thinking about learning for life and work. At St. Paul's, Spanish is taught as the second language and is taught across all stages in every school in the St. Margaret's cluster. At Early and First Level, teaching is delivered orally and incorporated into the daily classroom environment. Pupils are encouraged to take an active part in role play, games and songs to develop their vocabulary and make this learning fun and enjoyable. This approach is continued into second level with listening and writing activities incorporated into pupil learning.

French is introduced from Primary 5, giving our upper school pupils the experience of learning about a third language. There is a focus at these stages on learning about cultural experiences such as festivals, celebrations, places to visit and family life.

Languages are also now incorporated increasingly into multi-disciplinary learning experiences that involve Numeracy and Maths, Sciences and Technologies. These are known as STEM subjects. With the introduction of a Modern Language into this style of learning, it is commonly referred to as STEAM.

Numeracy and Mathematics

Mathematics involves the use of number and symbols to make connections, use patterns and solve problems in a variety of contexts. Children come to school as active mathematical thinkers having solved problems naturally in play or family life. At school, children are provided with a structure through which, they can further develop their skills, concepts and retention of key facts. This 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, make informed decisions and develop their thinking skills.

Mathematical activities are planned for our pupils to develop their knowledge and understanding of numbers and number processes, money, shape, position and movement, information handling and problem solving. Daily mental maths activities such as Number Talks are used to in all classes to develop quick recall, reinforce learning and provide children with a range of strategies to solve numeracy based problems.

Class teachers use a combination of formative and summative assessments to inform future planning. Assessment of children's work is continuous with a range of assessment evidence helping to inform a pupils future next steps in learning. This includes formal assessment as well as ongoing regular discussions through learner conversations and pupil observations.

Religious and Moral Education

Our school values are underpinned by Gospel Values and the Principles of Catholic Social teaching. Religious Education, as approved by the Edinburgh Archdiocese, is offered to all pupils through the 'This is Our Faith' Religious Education Programme. This programme supports young people in developing all aspects of their Christian Catholic faith with a focus on promoting effective partnerships between Home, School and Parish. As part of their Faith journey, many pupils at St. Paul's are supported and prepared to make the Sacraments of Reconciliation, Eucharist and Confirmation. Father Kenneth Owens, the Parish Priest of St. Theresa's Church, is a regular visitor to the school along with clergy from the associated Parishes. Mass is celebrated on special occasions and on Holy Days of Obligation both in school and in St. Theresa's church. Parents are welcomed to join these services with the children.

St. Paul's PS also has close links with wider church groups across the local community providing opportunities to participate in joint services.

The guidance for teaching Religious and Moral Education within Curriculum for Excellence includes exploring the world's major religions. Your child will think about their own beliefs and values and will also study other world religions in line with national guidelines. This part of the curriculum is often taught 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

Learning and teaching in science includes learning about the natural world and living things, forces, chemical changes and our senses. A science programme is in place at St. Paul's and every opportunity is made to make connections to other curricular areas. Children are taught to develop and investigative approach to science whilst furthering their knowledge, skills and experience.

Social studies

The Social Studies curriculum includes developing children's understanding of the world by learning about other people and their values, in different times, places and circumstances. Programmes of study are planned to ensure continuity and progression throughout the different stages and relate to learning about people in place, people in the past and people in society. Learning in social studies is also underpinned by learning about sustainability. We encourage our pupils to learn in all kinds of creative and innovative ways through research and reading as well as open ended tasks and presentations. It is important for our pupils to experience learning through topics which are relevant, enjoyable and engage their interest. To this end we focus on the skills that our pupils use and develop when accessing this kind of learning and encourage collaborative group work and process driven tasks.

Technologies

Our technologies curriculum includes learning about business, computing science, food, textiles, craft, engineering, graphics and applied technologies. Our technology programme links naturally to many other curricular areas where pupils can further develop their skills, knowledge and understanding of different technologies whilst fostering their creativity.

St. Paul's is a digital school and has been awarded this accolade very recently. This means that digital learning is embedded and applied across all areas of the curriculum. We currently have a mix of Interactive Whiteboards and Promethean Panels in all classroom and have sets of netbooks, laptops, Ipads and android tablets which pupils have access to, which further supports their learning.

More information about Curriculum for Excellence is available on the Education Scotland website <http://www.educationscotland.gov.uk/learningandteaching/thecurriculum>

We will provide you with annual updates with regard to aspects of curriculum development through our annual Standards and Quality Report and our School Improvement Plan, both of which can be found on the school website. Throughout the school year we will also keep you informed about your child's learning, termly update, pupil profiling and information sessions.

4.2 Instrumental Tuition

The Council offers instruction in bagpipes, brass, percussion, strings and woodwind. Schools will tell children when there is an opportunity to apply for lessons. There is a charge for lessons, but concessions are available. 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.

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.

At St. Paul's we encourage our pupils to be digitally resilient. We encourage our learners to develop their knowledge, understanding and awareness of risk when using digital platforms and aim to ensure they make informed decisions around responsible use of the internet.

We have a BYOD (Bring your own device) policy which allows pupils to responsibly use their own devices to support their learning in school and have developed a policy around this which all stakeholders must agree to, to ensure pupil safety. West Lothian Council provide appropriate firewalls and security when pupils access Anytime, Anywhere Learning when using their own device and this safeguards the content for pupils.

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 authority's policy to also carry out standardised testing in literacy and numeracy at P1-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

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 online at <https://www.westlothian.gov.uk/apply-for-pre-school-and-school-places> or paper forms are available 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 or phone 01506 280000. Information is also available on the Council website www.westlothian.gov.uk

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 in March of the same year that your child is due to start school.

For pupils attending St. Paul's Nursery, our transition programme starts very early in the year. Prior to your child starting Primary One they will have accessed the school on a number of occasions. This includes having their lunch in the dining area. In addition to that, nursery pupils will experience spending time in our early year's playroom and become increasingly familiar with the support staff and teachers. They will also get to know the physical layout of the primary one classroom including the cloakroom and toilets. Your child will also be befriended by one of our P6 pupils who will go on to become their buddy throughout the course of their P1 year. This provides reassurance for your child through getting to know an older child who can provide support for them in a number of ways.

Prior to your child starting in Primary One there will also be a parent's information morning where your child will attend the Primary One classroom for a session whilst the school senior management team provide you with a range of information regarding your child starting school and what to expect as they progress through Primary One.

Admission Procedures

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 or contact the Pupil Placement Section pupilplacement@westlothian.gov.uk or phone 01506 280000.

The catchment secondary school for St. Paul's is St. Margaret's Academy in Livingston. Information on this high school can be found at:

<http://www.stmargaretsacademy.westlothian.org.uk/>

Parents and pupils will be invited to join a number of transition events throughout their Primary 7 year. This information is shared with the primary schools and is shared on the high school's social media platforms. Across the year, Primary 7 will have opportunities to experience lessons from high school teachers in a range of given subjects. This can differ from year to year depending on the availability of subject teachers.

Information evenings are planned for parents at various times throughout your child's Primary 7 year.

In addition your child will be able to attend St. Margaret's Academy for a transition week in June where they will experience a week long range of high school experiences to help prepare them for their start in August.

5.4 Extra-Curricular Activities

St. Paul's PS actively encourages pupils to participate in extra-curricular activities. We believe that experiencing such activities helps to broaden a child's educational experiences and allows them to participate in the wider life of the school. This kind of opportunity can also enhance pupil's social and co-operative skills through mixing with a variety of different peer groups.

Our school breakfast club offers pupils the opportunity to come to school and to have a healthy breakfast. This is essential to ensure a pupil's readiness for learning. The timing of this club also means that pupils have the opportunity to mix with their peers before school starts and can lead to a more settled start to the school day. School breakfast clubs are free to all primary school age children and are funded by West Lothian Council. There is a firm belief that accessing breakfast club can positively impact on attainment, behaviour, confidence and social skills. If you wish to find out more about the provision of breakfast clubs in West Lothian you can access information here:

<https://www.westlothian.gov.uk/article/32424/Breakfast-Clubs>

Our school breakfast club runs daily from 8:20 am – 8:40am. There is no need to register for this provision – simply attend on the days that suit yours and your child's needs best. Please contact the school office directly if you require any further information.

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 website, school office or can be downloaded from www.westlothian.gov.uk

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 text message.

6.3 Meals and Milk

All pupils of nursery schools and classes are entitled to 0.25 litres of milk daily free of charge. Children whose parents are in receipt of qualifying benefits may also receive milk free of charge. Milk is available to other primary pupils at a reduced cost.

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. This always includes a non-meat meal. A 3 coloured tray system is used - green- usually a packed lunch, red - a hot two-course meal and blue - 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-P3 children, and P4-P7 children whose parents are in receipt of qualifying benefits, are entitled to free school meals. Other children can buy a school lunch.

If a child loses or forgets lunch money, 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 www.westlothian.gov.uk.

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.

The door entry system at the school reception is linked to the school office. Office staff are alerted to your presence and can view who is waiting at the door. The office is a short walk away from the entrance and is also sometimes not manned due to school admin carrying out other duties across the school. We always endeavour to answer the door as soon as we can but would request your patience if you do not receive an immediate response to ringing the bell.

6.5 Photography

West Lothian schools have a photography consent form which is in accordance with data protection and human rights legislation. All parents are asked to sign a consent form before any photographs are taken.

St. Paul's PS celebrates successes and achievements across all aspects of school life and this regularly includes taking a photograph of your child. This could be on occasions where your child is engaged in their learning or could be in recognition of wider achievements such as receiving certificates or awards, taking part in school events such as assemblies or whole school performances, fundraising activities or competitions. We actively seek opportunities to celebrate pupil successes and achievements and may from time to time use such photographs on our social media platforms such as the school blog or Twitter feed. In line with West Lothian Council policy on this issue, we carefully monitor all social media posts to ensure that pupil anonymity is safeguarded.

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

6.6 Child Protection Guidelines

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

6.7 Playground Supervision

Supervision is provided in the school grounds 20 minutes prior to the school opening, 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 www.westlothian.gov.uk

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

The school has a small staff car park. The collection and drop off of pupils from this car park is strictly prohibited and there should be no pupils in this car park at any time. If you are a blue badge holder and require to access a disabled parking space we would appreciate you making the school office aware of this for ease of access.

The safest car parking for parents and route for pupils to safely enter St. Paul's PS can be located to the rear of East Calder Partnership Centre. The car park here provides access to a footpath leading to the rear gate of the school. We would advise a 'park and stride' approach, using this entrance during drop off and collection times. We would advise that younger pupils should always be accompanied to the school gate by an adult.

Other parking available for parents is in the car park adjacent to St. Theresa's church. This car park belongs to the Diocese, however the local Parish have granted permission for school parents to park here during school drop off and collection times. We would advise the close supervision of your children if using this access point as parking can become congested here during busy times.

In the interests of safety, parents must not use the access road leading to the staff car park to drop off and collect pupils. Parking here causes congestion for other users, danger to pedestrians and there is no identified turning space for vehicles.

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. You will always need to ensure that the person collecting your child is known to the school office. They must either be on your child's contact list or the main contact must inform the school who will be collecting his/her child. The school must be satisfied that the person taking your child out of school has the right to do so.

It is preferable that a written request is made for early release. This can be done via the school email inbox which is regularly monitored or can be a handwritten note. We will also accept a phone call notification as we appreciate occasions such as these can be short notice. Parents must then call at the school office and use the school entry system to inform the office of their arrival and the purpose of their visit. You should wait inside the school reception area until your child is brought to you at the door by an adult.

If you have requested early release of your child, on no account will they be permitted to leave the school premises on their own.

6.11 DataSharing

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. For more information on how children's data is handled please see our Privacy Notice https://www.westlothian.gov.uk/media/21250/Education-Schools-Privacy-Notice/pdf/Education_-_Schools_Privacy_Notice1.pdf?m=637049262959500000

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 Head Teacher 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 in booklet form on request or can be downloaded from the web at www.westlothian.gov.uk

**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 ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলি: 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) ਨਿਰੂਹੀਨ ਏ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ 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۔
برلومرانی انٹرنیشنل پرنٹنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔