



Howden St. Andrew's Primary School Handbook

"Building Up One Another"

Delivering Excellence and Equity to Raise Attainment





Dear Families,

We are delighted to welcome you to Howden St. Andrew's Primary School!

Hopefully this Handbook will provide a comprehensive guide to everything you need to know about our school. Please also take a copy of our Family Learning Guide which outlines exactly how you can help your child to thrive and learn.

On behalf of everyone in our School Family I offer a very warm welcome to you and your child.

We would like to work in a positive partnership with you to provide every opportunity for your child to celebrate their achievements and be the best that they can be. Howden St Andrew's staff are committed to providing learning, teaching, care and welfare of the highest standards to ensure that we get it right for every child.

Our School Vision is about "Building Up One Another" and we are always looking for ways to celebrate success and work together to achieve our goals the "HSA Way!".

We very much look forward to working with you and enjoying your children's achievements together.

Lisa Moore
Head Teacher

Communication and Information-Getting Help The HSA Way
Delivering Excellence and Equity to Raise Attainment
“Building Up One Another”

At HSA we communicate to all families in the following ways:

- Weekly update by email and on Twitter and Facebook
- Monthly Bulletin-all families receive a paper copy and email
- Termly Newsletter-all families receive a paper copy and email

We also provide regular updates by email and Groupcall. Our Website contains general information about our school: [Google-Howden St. Andrew’s Primary School](#)

Twitter provides spontaneous updates on school news and learning:

[@HowdenSt.Andrew’s](#) [@HSANursery](#)

Facebook keeps families up to date with events: [Howden St. Andrew’s Parent Group](#)

Phone : 01506433114

Email: wlowdenstandrews-ps@westlothian.org.uk

To involve you in your Child’s Learning we provide:

- An Annual Calendar of Events
- Termly Assemblies and Learning Showcases
- Termly Family Learning Fridays
- Weekly Family Learning Drop Ins-Tuesday 2.10-3.20pm
- Learning Profiles

Reporting on Learning:

To report to you on the individual progress of your child we provide-

- 2 Parental Consultations
- End of year Progress Report
- Ongoing Pupil Profiles

Additional Support:

- To review additional support needs we hold termly meetings with class teachers and Support for Learning Staff.

Help and Advice:

If you have any queries regarding your child’s wellbeing or learning please contact the School Office to organise an appointment with your child’s teacher. If you still have questions you are very welcome to make an appointment with Mrs Moore, Mrs Hardie, Mrs Daye or Mrs Preston. If you have any general school queries, for example

ipay impact, school camp etc please contact Mrs Cooper or Mrs Meechan at the School Office.

We are here to help!

Setting the Scene

Howden St. Andrew's Primary school is a denominational school which was established in February 1970. It has a semi open design with 4 blocks of classrooms located around central areas. There are now 12 school classrooms, a Nursery Class and a Nurture Base.

Its catchment area caters for Roman Catholic children living north of the River Almond, east of the A899 to Pumpherston and west of the A899 to Livingston Village. It serves the Howden, Craigshill, Ladywell and Livingston Village areas of Livingston. In addition children from other areas of Livingston also attend our school.

Staffing

Howden St. Andrew's Primary School is currently staffed by a Head Teacher, Depute Head teacher, 2 Principal Teachers, 15 Teachers, 2 Support for Learning Teachers, a Specialist Teacher for P.E. and a Brass Instructor. We have a nursery team consisting of 2 Early Years Officers and 2 Nursery Nurses. We also have a team of 2 administrative and clerical assistants in our School Office. We currently have 11 Pupil Support Workers supporting learning and teaching in each classroom. We have a Facilities Management Team who serve Howden St. Andrew's and neighbouring schools.

At the beginning of each session we will provide a "Trusted Adults" overview so that you can see the staff team for the year ahead.

The School Day

Monday to Thursday

P1, P2 and P3 Classes: 8.55 a.m. to 12.30p.m. 1.10 p.m. to 3.20 p.m.

P3 to P7 Classes: 8.55 a.m. to 12.10p.m. 12.50 p.m. to 3.20 p.m.

Friday All Classes

8.55 a.m. to 12.10 p.m.

School term dates and holidays can be accessed online at:

<http://www.westlothian.gov.uk/education/schoolrelateditems/893/860>

Holiday Dates are issued each year and reminders are in each monthly newsletter.

Our Vision, Values and Aims

“Building Up One Another”



All our Aims help us to realise the 4 Capacities of the Curriculum for Excellence which ensure our children become:

Successful Learners
Confident Individuals
Responsible Citizens and
Effective Contributors

Our Values are the Fruits of the Holy Spirit:

Patience
Gentleness
Kindness
Love
Joy
Faithfulness
Self Control

Our Aims are the Gifts of the Holy Spirit:

Wisdom
Knowledge
Understanding

Howden St. Andrew's Primary School has a strong partnership with our local parish St. Andrew's. Each class has an opportunity to attend a Class Mass in the parish church in Victoria Street, Craigshill, once a year and lead the liturgy. Throughout the liturgical year mass is celebrated in the church or school and led by the local parish priest. Sacramental preparation is led by the class teachers and supported by the parish and parents in accordance with diocesan guidelines.

Howden St. Andrew's Primary school supports the work of SCIAF and a range of charities chosen by the pupils. It also supports local causes in the community.



We have worked to build links with West Lothian College, Lowport Centre, Braid House, local business

and the local community.

Building Up Positive Relationships Toolkit

Delivering Excellence and Equity to Raise Attainment

Vision, Values and Aims

“Building Up One Another”



Gentleness Joy Kindness

Goodness Love Self Control



Knowledge

Wisdom

Understanding

Aim of our Toolkit: Put our Vision and Values into action and make sure everyone is being treated the way they would want to be treated themselves.

“Love One Another As I have loved you.”

Build Up Rules

Have a Go and be Ready
Show Consideration and be Safe
Actively Listen be Respectful

Building Blocks of Success for all Staff

Consistent, Calm, Unshockable
Attention first to those who behave best
Relentless Routines-*Build Up Walking etc*
Script Difficult Conversations
PIP and RIP-Name and Fame

Agreed Rewards to Recognise Over and Above

Our Rewards system is based on our Houses. Castles are very special houses and each child and staff member is part of a House (Scone, Dunfermline, Linlithgow and Holyrood) trying hard to “Build it Up” with Bricks each week

- Each pupil can earn Build Up Tokens (Gold and Diamond-Gold is worth 1 Diamond-for Shining Bright like a Diamond is worth 5)
- Tokens turn into points to win House of the Week and Class of the Week
- The Winning House receives a Build Up Brick. The House with the most bricks wins a Special Treat at the End of Term. This is pupil choice i.e. Picnic at Howden Park
- The Winning Class keeps the Build Up Bear safe for a week, gets 5 minutes extra Playtime and gets a Celebration Banner for their class
- Line of the Week also receives 5 minutes extra Playtime
- The Classiest Cloakroom receives an Outdoor End of Term Treat
- The Tidiest Toilet receives a prize for their toilet each month
- Build Up Cushions are presented to pupils going Over and Above at each Whole School Assembly. These pupils are also invited to a Build Up Tea Party with members of staff who they have nominated
- Build Up Pencils for going Over and Above are presented to Pupils at Area Assemblies
- Each Class has a Build Up Board recognising pupils who follow the rule. This may be called something different in each class-Journey to Success, Wall of Fame.

- All Classes will celebrate together each week with Build Up Time. Pupil will choose this community Building Activity.
- Staff may also: give Build Up Stickers, send home a Build Up Note, Make a Build Up Phone call home. Each teacher and class will decide on this.

Being Trauma Informed-The HSA Way

Delivering Excellence and Equity to Raise Attainment

“Building Up One Another”

What?

Here at Howden St. Andrew’s all staff members are Trauma Informed to allow our school to be Trauma sensitive. Being Trauma informed means that we have had training on the impact that trauma and stress can have to the brain and the impact this can have. We are ACE Aware which means that we have an understanding of the Adverse Childhood Experiences that can lead to this. The NHS have produced an information leaflet and video clip on this. The link below provides this information in a nutshell.

<https://www.youtube.com/watch?v=VMpIi-4CZKO>

What this means for us in school is that due to the impact that trauma and stress have on mental health and wellbeing pupils can sometimes be withdrawn or show signs of distressed behaviour. We know that all behaviour is communication and that it can be hard to understand why people act in certain ways. We always ensure that we know our pupils stories.

How?

Relationships are at the heart of everything we do. We find that positive relationships provide solutions to worry and stress. It can often be perceived that pupils are seeking attention when what they are actually seeking is attachment and connection. At Howden St. Andrew’s we strive to develop resilience in our school community as research shows that this can help to overcome stress and trauma and the impact it has. We develop resilience through Therapeutic Approaches, Mindfulness, Nutrition and Exercise to provide our children with Awesome Childhood Experiences. Please see our Resilience Toolkit for more details and ask us about it.

Compassion

We promote a culture of compassion and understanding for all at Howden St. Andrew’s. Part of that compassionate culture is providing alternative and flexible approaches to our curriculum when mental health issues become a barrier to learning. This might mean that your children’s classroom has a Nurture Neuk (a place to retreat to for self regulation and to find calmness) or that simply some time out of class can help. We recognise that poor mental health can require support like physical health can. We also ensure that if anyone else is impacted on by distressed behaviour that we help pupils to take responsibility for this. There is always a consequence for actions and choices in life, so at Howden St. Andrew’s where life skills are taught, we ensure that pupils understand the consequences of their actions. We use the term consequences rather than “punishment” as punitive approaches, in our experience and as research shows, do not have a lasting effect. We then use a Restore and Repair approach to get to the root of the problem so that we understand the triggers of distressed behaviour and can help to stop the same thing from happening again.

Partnership with Parents

Parent School Council

The aims of the Parental Involvement Act are to:

- help parents become more involved with their child's education and learning
- welcome parents as active participants in the life of the school
- provide easier ways for parents to express their views and wishes

To help achieve these aims all parents will automatically be members of the Parent Forum and will be entitled to have a say in what happens at the school.

We have an active and supportive Parent Council - which goes under the name of The Parent Group at Howden St. Andrew's -and all parents are welcome to attend any of the meetings which are held.

The role of a Parent Council is to:

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

The need to maintain a positive partnership with parents/carers is well recognised. Your help and support are vital. You will always be contacted to share success within the school and also, at the earliest possible stage, when there are concerns.

Parent Helpers are always welcome in Howden St. Andrew's. Parents are encouraged to come into the school during the day to help. They can help by being involved in setting up and maintaining resources, working with small

groups of children on educational games or selecting and changing library books by discussing the text and illustrations with them, help teachers with display work, art and craft activities and help with outings. This help is greatly appreciated by staff.

Anyone wishing to help should contact the school. Parents are also encouraged to share any individual talents they may have with the children.

In the interests of child protection and safety, all parent helpers must be disclosure checked before being permitted to assist in school. PVG forms are available in school.

Please refer to the council's Parental Involvement Strategy for further information:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/parentalinvolvementstrategy.pdf>

In the event of a complaint please contact the school directly using the contact information provided.

For further advice please refer to the Comments and Complaints Procedure for Education:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/CommentsEducationPolicy>

School Uniform

The wearing of school uniform is strongly encouraged in Howden St. Andrew's as it strengthens our identity as a School Community.

We strongly advise that every item of school wear has your child's name on it.

Our Uniform consists of:

White shirt

School tie blue and silver

P7- School tie-royal blue with school badge

Royal Blue sweatshirt with logo: v-neck, round neck or v-neck cardigan

Grey or black school trousers or skirt/kilt as appropriate.

Black school shoes.

Polo shirts with the school logo may be worn on P.E days.

Other items available are:

Blue fleeces and reversible waterproof jackets with the school logo
Scrunchies for girls' hair
Homework bags
School T shirts for P.E

P.E. Wear

Plain coloured shorts
School t shirt or plain coloured t shirt
Black or white gym shoes
Outdoor trainers should not be worn for gym.
A drawstring bag or plastic carrier with your child's name is useful for holding P.E wear and keeping it together.

Jewellery if it has to be worn in school should be kept to a minimum but should be removed for P.E.

The school's dress code is based on The Dress Code for Schools Policy:
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/dresscodeforschools>

Clothing Grants:

Families in receipt of Income Support, Income-based Jobseekers' Allowance, Employment and Support Allowance - Income Related or Working Tax Credit (WTC) or Child Tax Credit (CTC) (with an annual income of £15,860 or less) who submit a completed application form automatically receive a clothing grant for each pupil of school age. The current grants are £94 for each primary school aged pupil.

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

For further information please contact the school on 01506 433114

School Curriculum

We have developed and are implementing Learning Plans to reflect the learning outcomes and experiences of the Curriculum for Excellence.

Language and Literacy, Numeracy and Maths and Health and Well Being are interdisciplinary subjects which are taught through every subject in cross curricular themes. There are 8 subject areas in the new Curriculum.

Literacy and Language
Numeracy and Maths
Health and Well Being
Social Subjects
Sciences
Technologies
Expressive Arts
Religious and Moral Education

All subjects are taught through a balance of dedicated lessons and cross curricular thematic approaches. The pupils are involved in the process of planning their learning. There is a balance of active and formal learning which addresses the learning styles of pupils.

Assessment

Assessment for Learning is now embedded in the learning and teaching of all classrooms. This is continuous and carried out in a range of formal and informal ways based on what pupils say, write, make and do. Specific tasks are set to obtain evidence of learning. There is a National Assessment Resource which teachers can access to support their ongoing assessment of pupils' learning. Teachers will assess pupils' learning and their progress through the learning experiences and outcomes of the Curriculum for Excellence. Pupils are involved in the assessment process and this is recorded in their Personal Learning Plans (PLP). This is shared with Parents at various points throughout the school session. Session 2016/2017 an online learning Profile will be in operation.

Recording

The progress of each pupil, from evidence obtained through assessment activities is recorded and the information is used to plan their next steps in Learning. At the end of each session progress is reported to parents in the end

of session report. Detailed assessment information and passed on with the child to the next stage at the end of each session.

Reporting

Progress is reported on Parents' Evening in a 3 way discussion with teacher/pupil and parent. This happens in October and March of each school session. There will be a written report issued at the end of the session in June.

Additional Support Needs

Delivering appropriate provision for pupils with additional support needs is central to the national commitment to inclusion and is underpinned by legislation. West Lothian Council believes that all children and young people are entitled to learn together. This will help develop a culture of acceptance within which all children have a presumptive entitlement to mainstream education and services provided to facilitate this goal.

Focus on Inclusion is designed to help schools in partnership with parents/carers, pupils and partner agencies to evaluate effectiveness of provision in improving educational outcomes and opportunities for pupils with additional learning needs. The policy can be accessed online at: <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/focusoninclusion>

Consultation

The Support for Learning Teacher works closely with teachers to help identify pupils who are experiencing problems or who require more demanding tasks in certain curricular areas. She will at times assist in preparing learning materials for classes to make those subjects more accessible to all pupils. She is also in an excellent position to gain an overview of a pupil's learning, by using the flexible time in her timetable to consult with other staff if, for instance, worries are expressed about a pupil's progress.

Some pupils have a long term learning difficulty in Language and/or Maths and will require support on an individual and regular basis. Others benefit from extra support, either on a one-to-one basis or in a small group situation to help them overcome a particular short term difficulty or catch up on work after a long absence. The Support for Learning Teacher supports pupils in this way.

D. **Own Choice** – each pupil will take responsibility for committing to a piece of homework of their own choosing. This may be linked to class learning or take the form of a life skill.

Time Allocation

Attention should always be given to the time likely to be needed to complete the tasks set for individual pupils. For P1-P3 an acceptable amount of time is 10 minutes per night. For P4-P7, up to 20 minutes per night

Routines of Homework Within the Week/Term

Primary 1-7 Children will typically receive homework each night, normally given out weekly on a Monday/Tuesday, with the pupil/parent having responsibility for deciding when the tasks should be completed. This provides personalisation and choice in Learning. The normal days for homework return will be Monday of the following week. At times teachers may give additional support homework for a child needing reinforcement with a concept taught.

Homework should be expected every week except – first week of the new session, the week leading to the Christmas holidays, and the week leading to the Summer Holidays. Homework may be reduced on the first week of each new term.

Responsibilities

Pupils should take increasing responsibility for undertaking and completing homework tasks.

Teachers have the responsibility to:

- Provide appropriate homework tasks – varied and interesting activities
- Manage and monitor homework

SLT have the responsibility for:

- Overall monitoring and evaluation of the homework policy and implementation
- Consulting, informing and explaining the policy to parents.
- Managing pupils where homework is not completed regularly.

Role of Parents/Carers

Parents/Carers should be prepared to expect homework at the times described above and to enquire if none appears at home.

Teachers should also take whatever opportunities arise to promote this message. With regard to their role while homework is being carried out, parents should try to create an appropriate environment and to take an interest, supporting where necessary – discussions and suggestions are very welcome! Discussion of what is being done or contributing suggestions to approaches to investigative tasks without taking over is desirable.

If problems arise they should contact the school.

It is helpful if parents comment on the homework record, as an indication that the child has carried it out to the best of his/her ability.

Resources

Homework diaries are optional. Pupils will be provided with a Home Learning Pack at the start of the session.

Building Up One Another-Home Learning Grid

Home/Family Learning Grid

Week Beginning _____

Complete by ____

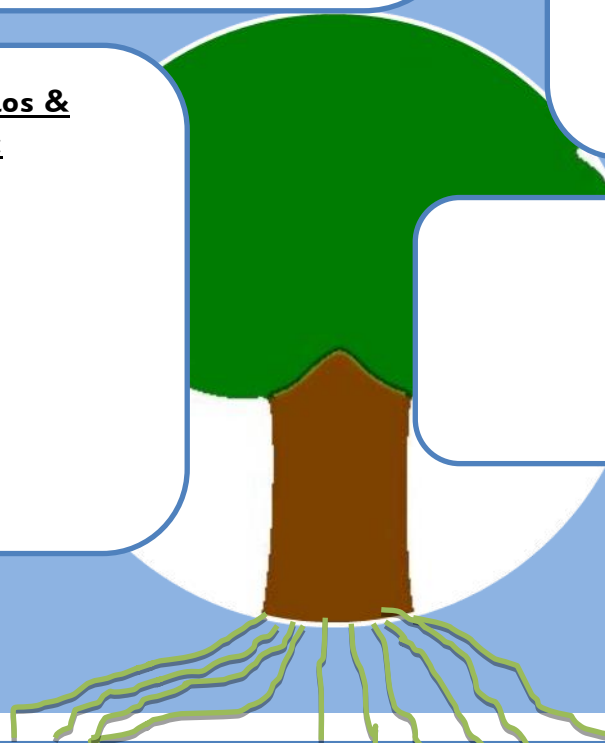
**Core Learning – Reading/Spelling/Big
Talk/Maths**

Topic – (Termly)

**Life Skills For Ethos &
Achievement:**

My Choice:

Parent/Carer Comment:



Composite classes

When pupil numbers make it impossible to form a class of pupils from a single year group (stage), it is necessary to form composite classes. This will be done in line with West Lothian Council Guidelines. Copies for Parents are available from the school or can be downloaded from the web at www.westlothian.gov.uk

School Meals

School lunches are offered in the form of a 'three tray system' where the children select their choice from the daily menu. There are 2 hot meals and a packed lunch option which is always the green tray. Menus are sent home to parents twice a year with the options on a 3 week cycle. In addition to the meal there is always fruit and a drink offered to children taking a school dinner. A packed lunch to take home is the only option available on a Friday.

The cost of a school meal is £2.05 and should be paid online using the Ipayimpact system.

If you feel you may be entitled to free school meals the forms are available from the school office.

It is advisable to send a note with children in P1 and P2. Children who do not want a school meal can bring a packed lunch to eat in the dining hall.

Free School Meals:

All P1 to P3 pupils are entitled to receive a free school meal

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

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

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

Free school milk: All pupils of nursery schools and classes, all P1-7 pupils whose parents are in receipt of a qualifying benefit, are entitled to 0.25 litre of milk daily free of charge.

For further information please refer to the School Meals and Milk Policy:
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/schmealsmilkpol>

or by contacting Stuart Isbister, Pupil/Student Benefits Officer either by phone on 01506 281952 or by emailing stuart.isbister@westlothian.gov.uk.

Your child will receive a letter with all the relevant information including costing and payment options at the beginning of each term.

Breakfast Club

The Breakfast Club provides pupils with a healthy breakfast and offers the opportunity for them to sample and develop preferences for health options. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn. Pupils also benefit from physical activities. All pupils in West Lothian Schools have access to a free breakfast every morning. In Howden St Andrew's, Breakfast Club runs from 8.15 to 8.45 am

After School Clubs

We are very proud of the amount of Before and After School Clubs that we are able to provide. We ensure that each family receives an overview of this at the beginning of each term.

Parents' Nights

Parents' nights are held twice in the school session. One in October to discuss how your child has settled into their new stage and to discuss and agree the targets set with your child for the coming session. This is a 3 way discussion with the parent, child and teacher. The second consultation is at the end of March to discuss your child's progress towards achieving their targets. This process allows us to work together to support your child's progress. There is also an information sharing evening in September with your child's teacher.

Throughout the year, parents with any concerns about the progress and wellbeing of their child are encouraged to contact the Head Teacher at any time.

At the end of each term parents will be invited to share their child's learning experiences by coming into the classroom and watch a presentation of their

term's work and look at their work. We refer to these as our 'Learning Showcase'. Details will be in the monthly newsletter and you may receive an invite from your child.

Transition

P7 to S1 transfer

Howden St Andrew's is associated with St. Margaret's Academy, Livingston. Pupils attending Howden St. Andrew's Primary School would normally transfer from Primary 7 to St. Margaret's Academy. Any secondary school admits pupils from a number of associated primaries. Other primary schools associated with St. Margaret's are:- St. Nicholas P.S, Holy Family P.S, St. Paul's P.S, St John Ogilvie P.S, and St. Ninian's P.S.

The Education Committee can limit the number of places available in St. Margaret's Academy in any one year, depending on capacity. When the number of placing requests exceeds this limit, pupils are offered a place in St. Margaret's Academy according to procedures approved by the Education Committee.

Contact details for St. Margaret's Academy:

Head Teacher: Mr Greg McDowall

St.Margaret's Academy,

Howden South Road,

Livingston,

West Lothian, EH54 6AT

Tel: 01506 497104 Fax: 01506 497103

Email: stmargarets.ac@wled.org.uk

New Entrants to Primary 1

Visits are arranged in June each year for our new entrants and their parents. The children have the opportunity to meet their teacher and spend time in their class. They will go out into the playground with their Buddy and have a school lunch. The current P1 children will share what it is like to be in Primary 1 in Howden St Andrew's with the new entrants and their parents. There will be a presentation to parents about the school and how we can work together for the best possible start to school life.

Children who attend Howden St. Andrew's Nursery class will have had the opportunity to work with P1 Pupils throughout their nursery experience, at Build Up Time.

West Lothian is divided into catchment areas for primary and secondary schools. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education. Although the Council aims to provide enough places for all children in the catchment area at a catchment school, living within a catchment area does not guarantee a child a place at a catchment school. Parents can request a school other than one of their catchment schools. This is known as a 'placing request'. Parents can request that their child go to any primary school in West Lothian regardless of their religion. The council must grant these requests unless there is a legal reason not to.

- Pre-School Admission Policy:
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/preschooladmission>
- Primary School Admission Policy:
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/pupilplacementadmissionprimary>

Parents who move into the area after the start of the new term may telephone or visit the school at any time and full details of our admission procedures will be given.

School

The main achievements of the school can be found in the Standards and Quality Report at
<http://www.westlothian.gov.uk/education/schoolrelateditems/SchoolPerformanceData1>

The plans for future improvement of the school's performance over the next 3 years including the school's plans to involve parents in that future improvement can be found in the School Improvement Plan at
<http://www.educationscotland.gov.uk/scottishschoolsonline/>
<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/index.asp>

Concerns/Complaints Procedure

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

If you are dissatisfied with that response you should contact:

Customer Care
Education Services
Livingston Civic Centre
Howden Road South
Howden
Livingston

01506 281254

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

Local Authority Ombudsman
4 Melville Street
Edinburgh
EH3 7NX
Tel 0131 225 5300

The complaints Policy and Procedures for Educational & Cultural Services is available on request in booklet form or can be downloaded from the web at

www.westlothian.gov.uk/content/education/ed_policy/edcomplaintprocedure

Safe Arrival and Absence

Children should arrive in school on time. If a child is not present in class at registration the school will contact parents through Group Call by text or phone call to determine why the child is not in school. If your child cannot attend through illness parents are asked to phone the school between 8.00 am and 9.30 to inform us why the child is absent.

Children should bring a note to school when they return to explain the absence.

It is extremely important that we have your current mobile phone number and your emergency contact details on our system.

Supervision at Playtimes

When pupils are at school, the responsibility for their safety rests with the Authority, and the Head Teacher and staff undertake this responsibility on behalf of the Authority. This means that reasonable steps should be taken to prevent any pupils suffering injury and to ensure that accidents or difficulties can be reported to a responsible adult and appropriate action taken.

From 8.35a.m. and at morning break and at lunchtime, playgrounds at both ends of the school will be supervised.

In the event of inclement weather which affects playtime and lunch breaks, children will be kept in school under these circumstances. Classes will be supervised and areas will be patrolled to ensure that children remain calm and relaxing with their friends, but certainly not running around or causing mischief. On occasions when it is raining in the morning before school starts all children are supervised in the gym hall until the bell rings.

Reporting Absence

In the event of illness please contact the school by telephone on the first day of absence. If the absence is planned, e.g. a medical appointment, a letter of explanation should be sent prior to departure.

Parents should sign their child out of school .

Please ensure that your child is punctual for school in the morning.

Where children have a series of unexplained absences or late comings, this information will be passed to the AIMS (Attendance Improvement Management Service) team for investigation.

Please refer to the Attendance at School Policy for further information:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/AttendanceatSchoolwithGuidelines>

Procedures if your child is ill at school

If your child becomes ill at school and needs to be sent home the following procedures are taken:

- The school will phone parent at home or work.
- If parent is not contactable, the next emergency contact will be phoned.

Should your child require medical attention:

- The school will phone the parent at home or work.
- If parent not contactable, the next emergency contact will be phoned or an ambulance called.

Again, it is extremely important that we have your current mobile phone number and your emergency contact details on our system.

Should a child have an accident and require urgent hospital attention they will be taken there by 2 members of staff or an ambulance will be phoned. School staff will continue to try to contact parents.

You must advise the Head Teacher in writing if you have any strong views you may have on life saving decisions (e.g. blood transfusions) so that if an emergency situation arises and parents cannot be contacted, medical staff can be made aware of these.

Special Medication

Parents will be required to complete a form if their child needs medication administered in school or to inform us if their child has brought an inhaler to school. Children are generally responsible for their own inhalers. All other medication will be administered by school staff and details logged.

Health/Care Plans are kept in school for children who have ongoing special requirements.

Emergency Arrangements

In the event of a planned early closure e.g. for a staff in-service afternoon, parents are warned well in advance by letter from the Head Teacher and the usual end of day arrangements will be in place.

If there is an unplanned closure due to, for example, severe weather conditions or a crisis with the school building, Parents will be informed by a Groupcall text alert, notification will also be on West Lothian's Facebook page and local radio stations. Parents should ensure that the school has your up to date

contact numbers so we can keep you informed of any possible changes which may occur during school hours.

In these circumstances, children can access their learning by logging into Glow and their class page.

Finally.....

Again, may I say how much we are looking forward to working with you and your child/children.

The Howden St. Andrew's Community is a very special School Family to be part of and we are privileged to serve families and children.

Please do not hesitate to contact us if you need any more information.

