



**Howden St Andrew's  
Primary School Handbook  
Session 2025/2026**

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## Welcome!

Dear Parents/Carers,

I am delighted to welcome you to Howden St Andrew's Primary School and hope that your child will be very happy throughout their years with us. We are proud to be a nurturing learning community where each child is valued and achievement in its widest sense is celebrated.

We believe that our school is at the heart of the community and encourage strong home/school partnerships and welcome the support and skills that parents can offer. Your views, help and support are very much welcomed and valued.

Howden St Andrew's is also part of the spiritual community of St Andrew's Parish. There are regular opportunities for prayer, worship and assemblies as well as visits from our school chaplain, Father Paul Lee. We aim to develop the full potential of every child in a caring environment which reflects gospel values.

We believe that learning should be enjoyable, fun is an essential part of the life of our school. Play is highly valued and encouraged in our school community. We want our pupils to leave our school with happy memories having achieved success and feeling motivated and enthusiastic about their future.

We look forward to welcoming and working in partnership with you throughout your child's time at Howden St Andrew's Primary School.

Yours sincerely

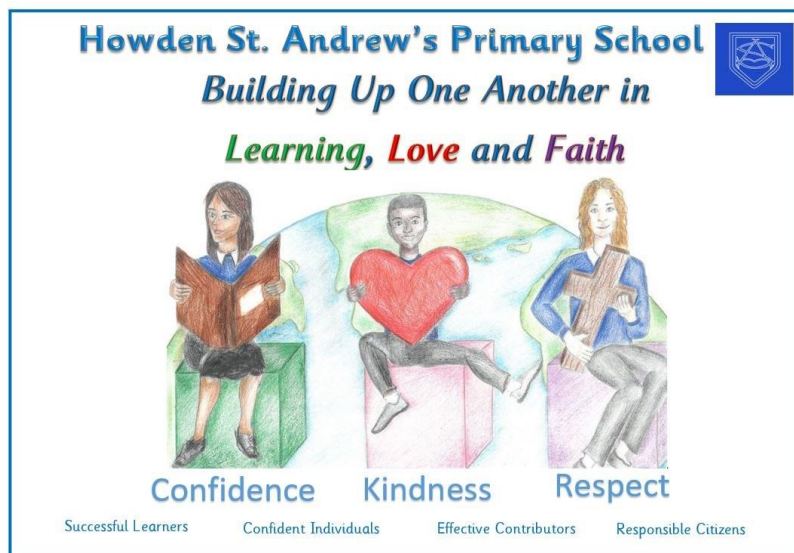
A handwritten signature in cursive script, appearing to read 'Angela Gardner'.

Angela Gardner

Head Teacher

## Our Vision, Values and Aims

At Howden St Andrew's Primary School our vision is:



*This vision is embodied in our school's aims to:*

- Culture and Ethos:** Create a welcoming and nurturing environment where achievement for all is celebrated.
- Equality and Fairness:** Support Children's Rights (UNCRC) through promoting diversity, equality and fairness.
- Learning and Teaching:** Provide a variety of stimulating and challenging opportunities to engage children and develop curiosity and creativity.
- Vision and Leadership:** Develop leadership skills for life and for the future
- Partnerships:** Work in partnership within our school and the wider community
- People:** Work as a team, supporting one another.

*Our values guide the way we work.*



Gentleness Joy Kindness Goodness Love Self Control Knowledge Wisdom Understanding

## Meet our Staff!

Howden St Andrew's Primary School is one of the feeder schools to St Margaret's Academy, Livingston. We are a Roman Catholic, co-educational primary school founded in 1970. At present, our role is approx. 312 with 11 classes.

Head Teacher (Seconded) – Mrs Gardner  
Principal Teacher (Acting) - Mrs Galek

Clerical Assistant: Miss Wilson  
Admin Assistant: Mrs Thomson  
Parish Priest: Fr Paul Lee

P1 – Mrs Gibson/Mrs Hallford                      Early Years Practitioner: Mrs MacAllister

P1/2– Mrs Morrison

P2 – Mrs Carroll

P3 – Miss Timmins

P3/4 - Miss Mancini/Mrs Taylor

P4 – Miss Dryden

P4/5 - Miss McLaughlin

P5 – Miss Cavanagh

P6 – Mrs Ewins

P6/7 - Mrs McNally

P7 – Mr Fitzpatrick-Lawrie

RCCT – Mrs McGuinness/Mrs Liddle

Support for Learning: Mrs Hammond & Mrs McGhee

Brass instructor – Mrs Mary Downs

PE Specialist – Mr Sam Scott

Pupil Support Workers: Mrs Coyle, Mrs Thrussell, Ms Szmajda, Mrs Norris, Mrs Anderson

FMA/Janitor: Mr David Reid/Mr Andy Watt

Dining Room Supervisor – Mrs Diane Scott

We are a dedicated, hard-working team who pride ourselves on collaborative working with each other and with the wider school community. St Andrew's is a friendly, supportive school, working with the parish and the home to provide the best all-round education possible for our children.

## **SCHOOL INFORMATION HOURS**

Traditional school opening and closing times are as follows:

Monday to Thursday

8.55 a.m. to 3.20p.m.

Friday All Classes 8.55 a.m. to 12.10 p.m

Morning Interval is 10:30 – 10:45 am

Lunch Break: 12:35pm–1:15pm

Breakfast Club – 8:15am – 8:35am

There is provision for playground supervision of pupils before the commencement of the school day, from 8.35 am when the support assistants will be in the playground in case adult help is required. During the winter months if the playground is icy all pupils should come through the main office door.

In bad weather children will normally remain indoors at intervals where a wet weather routine is established in each classroom.

School term dates and holidays can be accessed online at:

[School Terms and Holidays 2025/2026 - West Lothian Council](#)

Holiday Dates are issued each year.

## Attendance

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.

In the event of illness please contact the school office by telephone on the first day of absence on 01506 283790. If the absence is planned, as in the event of a family holiday, a letter of explanation should be sent prior to departure.

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.

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

[https://www.westlothian.gov.uk/media/2101/Attendance-at-School-Policy-and-Operational-Procedures/pdf/Attendance\\_at\\_School\\_Policy.pdf](https://www.westlothian.gov.uk/media/2101/Attendance-at-School-Policy-and-Operational-Procedures/pdf/Attendance_at_School_Policy.pdf)

### Absence during the School Day

If you need to take your child out of school to attend medical/dental or hospital appointments, please send a note in to the school with your child, call the school office or email the school inbox. When collecting your child out with normal school hours, please report to the school office and a member of staff will go to the appropriate class for your child. This will ensure that continuity of teaching to other children is maintained.

### Family Holidays during Term Time

The majority of family holidays taken during term time should be categorised as unauthorised absence. However, under exceptional circumstances, it may be acceptable for schools to authorise a family holiday during term time. Such circumstances may include:

A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

A family holiday classified under the 'authorised absence' category should **not** include such reasons as:

- The availability of cheaper holidays
- The availability of desired accommodation
- Poor weather experienced during school holidays
- Parental difficulty obtaining leave

## Ethos

### Positive Relationships Policy



Vision, Values and Aims “Building Up One Another in Learning Love & Faith”

#### Vision and Values

- **Commitment to Nurture:** Emphasise the importance of creating a safe, supportive, and caring environment where every child feels valued and respected.
- **Inclusivity:** Ensure that all children, regardless of background or needs, are included and supported in their learning journey.
- **Attachment and Trauma Sensitivity:** Highlight the school's dedication to understanding and addressing the impact of attachment and trauma on children's learning and development.

#### Principles

- **Six Principles of Nurture:** Incorporate principles such as understanding children's learning developmentally, providing a safe base, and recognising all behaviour as communication.
- **Restorative Approaches:** Use restorative practices to resolve conflicts and build positive relationships.
- **Emotion Coaching and Professional Supervision:** Train staff to help children understand and manage their emotions effectively.

#### Strategies

- **Whole-School Approach:** Embed nurturing practices across all aspects of school life, including teaching, learning, and interactions.
- **Professional Development:** Provide ongoing training for staff on attachment and trauma sensitivity, restorative practices, and nurturing approaches.
- **Parental Engagement:** Work closely with parents and carers to support children's emotional and educational needs.

#### Implementation

- **Clear Guidelines:** Establish clear expectations for behaviour and relationships, supported by consistent strategies.



- **Monitoring and Evaluation:** Regularly review the policy's effectiveness and make adjustments as needed.
- **Celebrating Success:** Recognise and celebrate positive behaviour and achievements to reinforce our school values.

This policy aligns with the principles of Curriculum for Excellence and the Getting It Right for Every Child (GIRFEC) framework, ensuring a holistic approach to children's wellbeing and development.

Within individual classrooms our nurturing ethos encourages positive behaviours. Some strategies may include:

- Verbal descriptive praise for effort and achievement. Praise role models.
- Recognition Boards
- Visit to management for praise related to effort, achievement and behaviour.
- Stickers, certificates, stamps and praise postcards.
- Wall displays to celebrate success.
- Posts within school blog to celebrate success.
- Achievements to be publicly recognised and celebrated in assemblies.
- Discuss/reflect on behaviour and negotiate strategies to repair and restore relationships.
- Focus on the present. Every day is a fresh start.
- Implement Individual Support Plan where necessary
- Use Peer Mediators
- Classroom Safe Spaces
- Help boxes.
- Emotions check in
- Kitbag.

## School Dress code

### SCHOOL UNIFORM

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. Our uniform consists of:

#### Girls

White shirt/ polo shirt  
School tie  
Black/grey skirt/pinafore/trousers  
Royal Blue jumper or cardigan

#### Boys

White shirt / school polo shirt  
School tie  
Black/grey trousers  
Royal Blue jumper

### Black school shoes or black trainers

#### Summer option includes:

Blue/white checked dress  
Grey school shorts

#### PE Kit

White t-shirt  
Black shorts/  
bottoms  
No football colours

Our uniform suppliers are:

Sandy Davidson LTD. (forms are available at the office)

Parents can order directly from our supplier using the details below:

Email: [accounts@sandy-davidson.co.uk](mailto:accounts@sandy-davidson.co.uk) or by telephone 01506 870870

Units F & G Daks Building, Industrial Estate, Polbeth, EH55 8TJ

West Lothian Council will not be responsible for loss of or damage to pupils' clothing and personal belongings including mobile phones, valuable items, jewellery and unnecessarily expensive articles of clothing, these should not be brought to school. The Council's Dress Code for Schools Policy is available online at [westlothian.gov.uk](http://westlothian.gov.uk).

### Build up Cupboard

Our build up cupboard is located via the junior playground or via the school. We have a selection of pre-loved uniforms/jackets/shoes and other clothing/goods. If you require any uniform, feel free to pop in and have a look.

## **Communication with our parents**

Communicating with our parents is very important to us and we do this through a number of ways. First and foremost, staff have an open door policy and are willing to talk to parents at the end of the school day, if you require an appointment with a teacher please call the school office or email the school inbox where this will be directed to the relevant member of staff to get in touch to arrange an appointment. Weekly newsletters are emailed. Group call by emails are made informing families of any events or general updates.

Staff regularly update our school BlueSky page with updates for each class please follow us [@hsa25.bsky.social](https://bsky.app/profile/hsa25.bsky.social)

Primary 1 to Primary 3 pupils use the App Seesaw, this is a fantastic resource that can be used to complete home tasks and allows for great communication between parents and staff. Pupils will be given login details at the start of the new session in August.

Primary 4 to Primary 7 pupils will have access to Microsoft Teams. Pupils can complete home tasks on this and communicate with their teachers too.

Throughout the year we also hold, Build up Catch ups, meet the teacher, as well as various workshops for areas of the curriculum. All classes participate in assemblies which parents are invited to throughout the year.

At Christmas time the P1 perform in their school Nativity.

Twice a year we hold parent consultations; one in October and the other in March. Appointment dates for these can be organised online, details of how to do this are given out prior to the parent consultations. A full progress report is also completed for each pupil and sent home in June.

### **Parent Group**

Our Parent Group meet regularly for approximately one hour. Dates for these are found in our yearly calendar and are organised at each meet. The Head Teacher represents the school on the Parent Group. Our school benefits from committed and enthusiastic Parent Group members. A number of fundraising initiatives have taken place and a range of social activities are organised over the session.

## **Curriculum**

The curriculum covers all the learning experiences which your child will encounter during his/her time at school. The curriculum is designed using the Experiences and Outcomes outlined in Curriculum for Excellence. Staff plan learning opportunities for children based on the principles of Curriculum for Excellence.

The curriculum is organised under the following subject areas:

- Literacy/English
- Numeracy/Mathematics
- Health and Wellbeing
- Sciences
- Social Studies
- Technologies
- Expressive Arts
- Religious and Moral Education in Roman Catholic Schools

The purpose of Curriculum for Excellence is to ensure that all children develop the knowledge, skills and attributes they need if they are to succeed in life, learning and work, now and in the future.

Curriculum for Excellence aims to develop the following four capacities in all children and young people:

- Successful learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

In order to develop these capacities a wide range of learning and teaching approaches are used. Learning in school is based on a range of strategies including investigations, problem solving, challenges and discussion, as well as direct teaching methods. Class, group and individual lessons form the basis of teaching in order that the curriculum can be tailored to meet the needs of every child.

To ensure children learn effectively they are assessed on a regular basis. Assessment takes many forms, including teacher observation, questioning, presentations, written tasks and self and peer assessment.

### **Support for Learning**

#### **Literacy/English**

Language is at the centre of pupils' learning. It is through language that they gain much of their knowledge and many of their skills. High priority is therefore given to developing pupils' ability to use English language effectively. Literacy, including Modern Languages, is pursued through an integrated programme of work involving listening, talking, writing and reading.

We are currently creating reading and writing cultures within our school where pupils will be able to develop their skills further and develop a love of literacy. Becoming a Reading School through the Scottish Book Trust is one of our main aims in literacy this year. In writing, pupils will focus on creating pieces of work over the four contexts of the curriculum; wider achievement, inter-disciplinary learning, curriculum and life and ethos of the school. Pupils will explore a range of genres and develop their own individual writing styles. Pupils will also learn to present written work in a way that can be easily understood, paying attention to punctuation, grammar, handwriting and spelling.

### **Numeracy/Mathematics**

Numeracy and Mathematics is one part of Curriculum for Excellence and it is used by children to access all aspects of the curriculum. Numeracy is a skill for learning, life and work. Being numerate involves developing an ability and confidence in using numbers that allow us to function responsibly and contribute effectively to society. Good numeracy skills are necessary for successful learning and are essential for life after school. As Numeracy is progressively developed across learning in St John the Baptist, there will be opportunities to experience breadth, depth and challenge through a variety of approaches, including: Creating a challenging learning environment where learners feel valued, supported and confident.

- Active learning through the use of imaginative and interactive approaches to develop a sound understanding of Numeracy and Mathematics.
- Developing mental agility with a focus on the development of Number Talks at all stages.
- Assessment For Learning: the sharing of Learning Intentions and Success Criteria, effective questioning and feedback that informs the next steps in learning.
- Engaging with West Lothian Council Pathways and National Benchmarks.
- Encouraging learners to explain their thinking.
- Effective use of technology to support learning.
- Engaging learners by making frequent links across the curriculum so that concepts and skills are being further developed by being applied in different, relevant contexts.
- Developing Higher Order Thinking Skills through problem solving activities.
- Using a range of appropriate resources to support learning and teaching.

### **Health and Wellbeing**

This includes learning about –

- Mental, emotional, social and physical wellbeing
- Planning for choices and changes
- Food and Health
- Substance Misuse
- Relationships, sexual health and parenthood
- Physical Education, Physical Activity and Sport

Programmes of work in this area are delivered sensitively taking into consideration age and stage of pupils. Parents/carers are encouraged to speak with school staff if they have any questions about the delivery of this curricular area. We are a trauma sensitive school and pride ourselves on ensuring our children's emotional well-being is top priority.

### **Social Studies**

Through the Social Studies programme pupils will learn about the world in which they live. Our aim is to develop a wide range of skills so that children can investigate and understand their environment.

Social Studies includes learning about:-

- People, past events and societies
- People, place and environment
- People in society, economy and business

We aim to use contexts which provide opportunities for children to make connections across and between subjects.

### **Technologies**

This includes learning about –

- Technological developments in society
- ICT to enhance learning
- Business
- Computing Science
- Food and Textiles
- Craft, design, engineering and graphics

We aim to plan opportunities to reflect individual and local needs.

### **Science**

This includes learning about:

- Planet Earth
- Forces, electricity and Waves
- Biological Systems
- Materials
- Topical Science

We aim to provide various contexts for learning which will draw on important aspects of everyday life.

### **Expressive Arts**

The three areas of Expressive Arts are Art, Music and Drama. Expressive Arts provides opportunities for children to develop their natural talents as well as building up self-esteem and self-confidence.

By the end of P7, pupils will have acquired a wide range of IT skills from their experience of using word processing, databases, spreadsheets and graphic applications.

## Religious Education

Our aim at Howden St Andrew's Primary School is that our pupils will develop into responsible and caring members of society. Through the positive Christian teaching of our Catholic school we will develop in our children a love of God, a respect for all and a consistent set of beliefs, values, attitudes and practices.

The Religious Education programme forms a daily part of every class and the school has assemblies and school Masses on regular occasions throughout the school session. This programme is planned using 'This is Our Faith' and God's Loving Plan.

Religious instruction and observance form part of the religious tradition and ethos in Catholic Schools and play an important part in the education provided in this school.

We are committed to the Global Compact as set out by Pope Francis, please see below.

*Educating is an act of hope*  
Pope Francis  
GLOBAL COMPACT ON EDUCATION

# It takes a village to raise a child

**As a Catholic school we are committed to:**

- 1** **PUTTING THE HUMAN PERSON AT THE CENTRE** of every educational programme, in order to foster their distinctiveness and their capacity for relationship with others against the spread of the throwaway culture.
- 2** **LISTENING TO THE VOICES OF CHILDREN AND YOUNG PEOPLE** in order to build together a future of justice, peace and a dignified life for every person.
- 3** **PROMOTING THE ROLE OF WOMEN AND GIRLS** to encourage their full participation in education.
- 4** **EMPOWERING THE FAMILY** as the first and most essential place of education.
- 5** **BEING A WELCOMING SCHOOL** where we educate and are educated on the need for acceptance, in particular, openness to the most vulnerable and marginalised.
- 6** **FINDING NEW WAYS OF UNDERSTANDING ECONOMY AND POLITICS** through growth and progress that can truly stand at the service of the human person and the entire human family, within the context of an integral ecology.
- 7** **SAFEGUARDING OUR COMMON HOME** by cultivating and protecting it from the exploitation of its resources and to adopt a more sober lifestyle marked by the use of renewable energy sources and respect for the natural and human environment.

**SCOTTISH CATHOLIC EDUCATION SERVICE**

Howden St Andrew's Primary School enjoys an excellent relationship with our school chaplain, Father Paul Lee who visits the school regularly and helps the school forge links with the wider community. Particular support is given in the preparation for and the reception of the sacraments of Reconciliation, Eucharist and Confirmation. Partnership between home, parish and school is vital at all times but is especially important at times of Sacramental preparation. At present Primary 3 pupils are prepared for the Sacrament of Reconciliation, Primary 4 pupils prepare for The Holy Eucharist and Primary 7 pupils are prepared for the Sacrament of Confirmation.

Through Religious Education and Environmental Studies we try to make our children aware of cultures and religions. We constantly stress the development of anti-racist attitudes and an awareness of prejudice and diversity. Parents have the right to withdraw their children from Religious Education or any Religious observance and this right may be exercised by informing the Head Teacher.

### **Music Tuition:**

P5 – P7 pupils can apply for brass tuition which take place on a Monday with Mrs Downs.

After school clubs change yearly, pupils and parents are notified of dates and when they can sign up for clubs. Our clubs include a range of extra-curricular activities.

### **Project Based Learning**

Project Based Learning (or PBL) is a method of learning that involves pupils working together on projects to solve real life problems. In order to do this, they use critical thinking, collaboration and communication in a way that is very different to the methods used in more 'traditional' schooling methods.

After sharing the problem or area of learning with the children, they will share what they already know and what they want to know. This will then help them to come up with the question which will drive the project. The children will work in teams, making decisions and taking different roles to make sure that their project answers the question and they are able to produce a [high quality outcome](#). The aim is always to make sure that the learning is real and purposeful - we also like for our projects to have genuine community impact.



## DELIVERING EXCELLENCE AND EQUITY AT HOWDEN ST. ANDREW'S PRIMARY SCHOOL



### Interdisciplinary Learning

- Our responsive planning approaches allows IDL to be pupil led based on their current interests, linking areas of the curriculum together to develop core skills
- Outdoor Learning
- Creative approaches to all learning experiences
- Transferable life skills using the HAS Skills framework



### Curriculum

- Health and Wellbeing is at the heart of everything we do at Howden St. Andrew's Primary.
- There is also a clear focus on prioritising Literacy, Numeracy and Religious Education.
- In order to ensure breadth across all 8 curricular areas a flexible, creative and innovative curriculum has been designed to meet the needs of all, focusing on intentional and responsive planning

### Opportunities to contribute to Ethos and Life of School

- Pupil Power groups (Pupil Build up Council, Anti-Racism, RRS, Eco)
- JRSO
- P1 and P7 Buddies
- House Captains/ House teams and treats
- Christmas Concert/Leaver's Assembly
- Enterprise – Christmas Fair
- Sports Festivals/
- Health Fortnight and Healthy Minds Week
- Fundraising – SCIAF, Mary's Meals, MISSIO, MacMillan, Marie Curie
- Parish Links, Child Led Masses and Sacramental Preparation

### Opportunities for Personal Achievement

- House point system
- Sharing all successes inside and outside of school
- Pupil Profiles (displayed in each classroom)
- Diamond award – awarded to two pupils who have gone over and above during their time at HSA
- House Captains and Head boy and girl
- Hot Chocolate with the Head Teacher

## **Howden St Andrew's Primary School**

### **Anytime, Anywhere Learning**

### **Responsible Use Contract**

#### **AAL – What is it?**

AAL stands for Anytime Anywhere Learning. It is intended to support learning and teaching by enabling a classroom environment where every pupil and teacher can use personal mobile devices to communicate, collaborate, research, share and expand their knowledge. Pupils will have access to a secure Wi-Fi network (known as AAL) to make full use of their devices.

#### **What are devices?**

Devices range from tablets, Kindles, mobile phones, laptops and other electronic items which can connect to Wi-Fi. There is no specification, make or model of electronic device required.

#### **Does my child need to bring a device to school?**

It is entirely your choice if you send your child to school with a device to aid his/her learning. If pupils do not have a device, they will be given access to the school's devices so they are not missing out. It is also preferred that older or unused devices are brought into school.

#### **What are the benefits of AAL?**

- Students' participation increases as they are excited about using their devices in the classroom. Therefore, they engage more with their learning.
- Pupils are in control of their learning more, as they actively seek their own knowledge by using the internet. This approach helps students learn by doing and gives them ownership of their education.
- Pupils can communicate their ideas in different manners. They can present their findings using different apps and this allows them to personalise their learning.
- It promotes pupils working together to reach new conclusions about their learning. They are also learning from one another.
- It is a modern way to learn in the classroom. We should be promoting digital literacy skills as our pupils will be growing up using them increasingly more in school and in the world of work.

While on the school premises pupils will be asked to give their device to their class teacher. They will then store them safely within school until they are needed.

**Howden St Andrew's Primary School and West Lothian Council do not take responsibility for any device brought to school whether within the school grounds or on the journey to and from school. It is important that you have adequate insurance which covers your device.**

## **Howden St Andrew's Primary School**

### **Anytime, Anywhere Learning**

### **Responsible User Agreement**

***The Digital Literacy committee group has worked with staff to create an 'AAL Responsible User Agreement'.***

#### **Pupil Role in AAL:**

- To engage fully in learning activities with the use of devices and not use it for any other purpose, including unauthorized social media.
- To only use devices when an adult explains that it is suitable to do so (designated AAL lesson).
- To be respectful of others by not accessing or posting inappropriate material or comments.
- To keep my own device secure by ensuring PIN or password in place, if possible. I am responsible for my own device at all times.
- To ensure that I use the camera function appropriately and seek permission before photographing anyone or their work.
- To not use devices for communication to others during school time, including families.

#### **Consequences of Pupil Misuse of Devices**

- 1st- Warning not to do it again and reminder of rules.
- 2nd- Temporary ban from using devices to review the usage policy.
- 3rd- Contact with parents/guardians. No use of devices until agreed with parents.

Remember, these rights and responsibilities give more information but the same rules apply to AAL as they do to everything at HSA:

- Have a go and be ready
- Show consideration and be safe
- Actively listen and be respectful
- \_\_\_\_\_

I Agree to follow the rules and procedures within the Responsible Usage Agreement when using Digital Devices in Howden St Andrew's Primary School.

Pupil Name \_\_\_\_\_ Class \_\_\_\_\_

Pupil Signature \_\_\_\_\_

## Admission Procedures

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

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

The Pupil Placement section deals with all applications for pre-school and wraparound, and deals with applications for the August primary one (P1) and secondary one (S1) intakes. Schools deal with applications for other stages and for P1 and S1 after the pupils start school. To apply for a school, pre-school or wraparound place you must fill in an application form. You can get application forms 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](mailto:pupilplacement@westlothian.gov.uk) or phone 01506 280000. Information is also available on the Council website [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

## ENROLMENT

### Applying for a Place

West Lothian Pupil Placement deals with all applications for ELC and deals with applications for the August primary one (P1) intake.

The school will deal with applications for other stages and for P1 after the pupils start school.

To apply for a school or ELC place you must complete an on-line application form. If you are unable to complete an on-line application, paper versions of all application forms are available from schools, nursery schools, libraries, Council Information Service Offices and from the Pupil Placement Section.

You can find the application through this link:

<https://www.westlothian.gov.uk/apply-for-pre-school-and-school-places>

## Primary 7 to Secondary 1 Transfer Arrangements

Structure of school provision in West Lothian Council:

West Lothian Council is divided into denominational (Roman Catholic) and non-denominational primary and secondary school catchment areas. Each home address therefore has two catchment primary schools and 2 catchment secondary schools.

Each secondary school catchment area is made up of a number of associated primary school catchment areas. **Howden St Andrew's Primary School** is associated with **St Margaret's Academy**. Children attending St Andrew's Primary School and living in the catchment area of the school would therefore normally transfer to St Margaret's Academy. However the non-denominational school for this area would be Inveralmond Academy.

It is not possible to guarantee places at a secondary school for children from an associated primary school. Secondary schools have intake limits and where the applications for admission exceed this limit, it would be necessary to apply the 'Placing in Schools - Guidelines' and refer all applications to the Special Sub-Committee on Pupil/Student Support.

Enquiries should be made to:

St Margaret's Academy  
Howden S Road  
Livingston  
West Lothian  
EH54 6AT  
Tel: 01506 280590

Inveralmond Community HS  
Willowbank, Ladywell  
Livingston  
West Lothian  
EH54 6HW  
Tel: 01506 280700

Pupil Placement Section  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF  
01506 281857

## **Breakfast club information**

All pupils are entitled to come to breakfast club. It is open from 8:15am and monitored by members of staff.

## **Medication in Schools**

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

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

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

## **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.

## **Meals and Milk**

Milk is available to order through ipayimpact. All children, whose parents are in receipt of qualifying benefits, are entitled to free school milk.

The school dining 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 usually includes a non-meat meal. A 3 coloured tray system is used - green- usually a packed lunch, red and blue trays are hot dinner option. The menu is available on the Council website and a paper copy is given out every term. 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](http://www.westlothian.gov.uk)**.

## **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.

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

## **Child Protection Guidelines**

The safety of your child at school is a priority for the school and authority. All West Lothian schools follow the Lothian Child Protection guidelines. A copy can be found on **[www.westlothian.gov.uk](http://www.westlothian.gov.uk)**

## **Playground Supervision**

Supervision is provided in the school grounds 20 minutes prior to the school opening, during intervals and lunch times. 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.

## **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](http://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.

## **Car Park**

In the interests of safety parents must not use the car park to access the school. At no time should children be in the car park.

## **Requested Early Release of Pupil**

There are occasions when parents wish their children to be released from school at other than normal closing times, to enable them to keep a dental or medical appointment outside school, or for other reasons. In all cases, a written request must be made for early release. Parents must then call at the school office and their child will be brought to them.

On no account should a child leave school premises on their own.

## **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. 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=637049](https://www.westlothian.gov.uk/media/21250/Education-Schools-Privacy-Notice/pdf/Education%20-%20Schools%20Privacy%20Notice1.pdf?m=637049)