



CROFTMALLOCH PRIMARY SCHOOL

Learn and Play the Crofty Way!

'Be all you can be'

'Be Ready (to learn), Be Respectful, Be Responsible'



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Welcome to our School

I am delighted to welcome you and your child to our school. When you join Croftmalloch you become part of the wider 'Crofty' family. We will do everything that we can to ensure that you child is safe and happy in school and that they are given the tools to enable them- to progress in their learning. Working in partnership with parents to do the best for children is at the heart of our practice and we endeavour to share information between home and school to ensure that we 'get it right' for your child.

Relationships matter and we ensure that everyone within our school community is fully included and is treated with dignity and respect.

We hope that you enjoy your time with us and gain a host of positive memories as we support your child through their primary school journey.

I look forward to working with you.

Kind wishes

Miss Laura Baillie
Head Teacher



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

- To ensure the best possible outcomes for all our learners through an ethos of effective partnership working with school, home, partner agencies and the wider community.
- To create a safe, inclusive and enjoyable learning environment where children and staff can thrive and succeed; where everyone's uniqueness is celebrated.
- To develop a progressive and challenging curriculum, which develops skills for life-long learning, which is meaningful, relevant and enjoyable.

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.



Global Pandemic

As a result of the continued global health pandemic, things in school (and in life) will continue to look different for the foreseeable future. A Parent's / Carer's Guide: School COVID-Recovery 200-21 was issued at the start of this session and can be found on the school website or a copy obtained from the school office. In order to keep everyone safe and well, the restrictions in the COVID recovery document still stand. We will continue to update the document as we move through the recovery period. Please use this guide as your main reference point for the current structures and systems in operation within our school. Due to the changing nature of our current situation, please know that all information is subject to change. We will try to give you as much notice of changes as we can.



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 contact the school office with an 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. 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 have issued a directive informing local authorities that due to the impact that term-time absences 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.

Ethos and Behaviour

We are a nurturing and supportive school. 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. We work hard across school to build children's confidence and self-esteem and to 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, their peers and towards their surroundings. We believe that self-regulation, nurturing relationships and a focus on values are the keys to positive behaviour.

Our 'Positive Relationships' guidelines are based on good manners and respect and empathy for others and they are in place to ensure the safety and wellbeing of everyone in our school. Our school values are at the core of all of the interactions that take place in school.

Our School Values





Positive Behaviour

Every class has a traffic light chart to help children develop self-regulation skills and be able to understand, monitor and modify their behaviour. We support children to make positive choices through a nurturing approach and a climate of mutual respect and kindness. We take a zero-tolerance approach to bullying, racism and any form of discrimination and we educate children to include others and be responsible citizens.



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.

Croftmalloch Primary School uniform consists of:

- Black/grey trousers/skirt/pinafore
- Purple and grey checked kilt (if desired)
- Pale blue polo shirt
- School jumper/cardigan (purple)
- Black shoes
- White shirt and tie (All P7 pupils and any other child who wishes to wear on special occasions). P7 children are given a Croftmalloch hoodie by the school which they are permitted to wear on Fridays only
- Waterproof jacket (children will go outside to play in all weather)

Uniform can be ordered online from <https://www.border-embroideries.co.uk/schools>. We also have a small stock in school.

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 from the school or online.

Our school has a £1 rail for pre-loved uniform, please ask a member of our office team should you require assistance.

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



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 promoting self-esteem and a positive self-image in every pupil. Self-respect and respect for others is a priority. We treat children equally and offer the same opportunities to all pupils by providing 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.

Partnership and Communication with Parents

Croftmalloch Primary School operates an open, responsive policy regarding 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 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.

We make use of e-mail to circulate newsletters, together with groupcall texts for events and quick messages. Copies of our newsletters are also available in print, in the school foyer.

We have an active Twitter feed (@Croftmalloch) which is used to showcase pupil achievements and the learning experiences in classrooms across school.

Evaluation forms and questionnaires 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. We will always listen to your views and make improvements, where necessary, based on your feedback.

Due to the ongoing health pandemic almost all communication with parents and carers will be conducted via phone, email, groupcall or digital platforms for the foreseeable future. With this in mind, and in order to continue the strong links we have with our parents and carers, we are also providing a series of family learning and virtual drop-in sessions throughout the year.



Parent Council

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.

Our Parent Council meets 5 times a year and dates are notified through our school website.

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>

Parent Zone

Parent Zone is a helping website that provides information on education and learning for parents in Scotland. It can help parents to support children as they move through different stages of the school.

<https://education.gov.scot/parentzone/>

Government Initiatives

The Scottish Book Trust

The Read, Write, Count programme aims to support parental engagement in literacy and numeracy. Gift bags are distributed annually to all P2 and P3 pupils in Scotland by Scottish Book Trust. The gift bags contain essential literacy and numeracy materials to support children's learning, as well as advice and support to parents.

P1 pupils receive a 'Book Bug' gift bag each session, also provided by the Scottish Book Trust. This gift bag promotes 'reading for enjoyment' and it contains a small selection of current children's books for you to read and talk about at home.

Parent Club

Studies show a direct link between a strong family learning environment and progress in reading, writing and counting. In addition to the parent guide included in the gift bags, the Parent Club website (<https://www.parentclub.scot/>) offers a range of hints, tips and advice to help parents engage in their child's learning.



First Minister's Reading Challenge

The First Minister's Reading Challenge is an inclusive, exciting programme for all children, fostering a love of reading for pleasure. Research shows that reading for pleasure is crucially important for children's development.

The Challenge is open to all local authority and independent primary and secondary schools across Scotland, as well as, libraries and community groups. You can find out more information on the challenge and also how schools can register to take part here <https://www.readingchallenge.scot/>

A reading app called Bookzilla, aimed at S1-S3 pupils, helps them find and recommend books and to set themselves reading challenges.



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 nine broad categories:

Expressive Arts

- Art & Design
- Dance
- Drama
- Music

Numeracy & Mathematics

- Number, Money & Measure
- Shape, Position & Movement
- Information Handling

Social Studies

- People, Past Events & Societies
- People, Place & Environment
- People in Society, Economy & Business

Religious & Moral Education

- Christianity
- World Religions Selected for Study
- Development of Beliefs & Values

Health & Wellbeing

- Mental, Emotional, Social & Physical Wellbeing
- Planning for Choices & Changes
- Physical Education, Physical Activity & Sport
- Food & Health
- Substance Misuse
- Relationships, Sexual Health & Parenthood

Technologies

- Technological Developments in Society
- ICT to Enhance Learning
- Business Contexts for Developing Technological Skills & Knowledge
- Computing Science
- Food & Textiles
- Craft, Design, Engineering & Graphics
- Contexts for Developing Technological Skills & Knowledge

Languages

Literacy & English

- Listening & Talking
- Reading
- Writing

Modern Languages

- French
- Spanish

Sciences

- Planet Earth
- Forces, Electricity & Waves
- Biological Systems
- Materials
- Topical Science

Inter-Disciplinary Learning

- Studies which draw on knowledge & skills from between and across curricular areas which deepen and broaden learning through the development of 'rich tasks.'

More information about Curriculum for Excellence is available on the Education Scotland website

<http://www.educationscotland.gov.uk/learningandteaching/thecurriculum>

Parents/Carers will be kept informed about their child's learning, through termly sharing the learning updates, 'Learning Together' session, TEAMS and Seesaw updates and showcasing of pupil learning and bi-annual parent consultations. During the pandemic, we have continued to use our Twitter feed to share in-school learning with parents and carers.



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 West Lothian Instrumental Music Service.

<https://www.westlothian.gov.uk/article/32397/Instrumental-Music-Service>

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.

Further information on safe use of the Internet is available at <http://www.thinkuknow.co.uk/>

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 results of the assessment process allow 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, P4 and 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.

Support for Learning

Our school vision is for every child to 'be the best that they can be'. In order to help every child to flourish and achieve of their best, class teachers are continuously assessing the needs of pupils in their class. We have a wide support for learning provision in school to ensure that we meet children's changing needs across all aspects of the curriculum.



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. The Pupil Placement section deals with all applications for pre-school and P1-P7. You can get application form online at <https://www.westlothian.gov.uk/apply-for-pre-school-and-school-places> or paper forms are available 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

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.

Croftmalloch Primary School offers a wide range of experiences for children transitioning into our school. We recognise the importance of a smooth transition for both child and parent, and work in partnership to ensure that this is an enjoyable time for all. Our programme includes:

- Visits to the school - use of the gym hall, visits to the classrooms, playtime in the school playground and attendance at assemblies
- Parent information session
- Transition pack and Top Tips for Parents booklet
- Morning visit to classroom to meet new teacher.

Our transition programme has been adapted during the pandemic to include a range of virtual experiences for pupils and parent/carers.

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.

Our P7 pupils transition to a range of different secondary placements including Whitburn Academy. We work closely with all feeder secondary schools to ensure that information regarding children's attainment and individual needs is passed on. A smooth and happy transition to S1 is what we endeavour to achieve for all of our P7 pupils.

The P7-S1 transition programme has been adapted during the pandemic and has been conducted in a virtual manner, using technologies.

Extra-Curricular Activities

We offer a range of extra-curricular clubs and groups run by school staff and external partners in non- COVID times. We hope to re-start our extra-curricular programme in due course.



Health Care and 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.

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

Nursery school and children are entitled to 0.25 litres of milk daily free of charge. P1-P7 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 usually includes a vegetarian option. A three coloured tray system is used (red, blue and green). 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 are entitled to free school meals. 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. For the sake of children in school who have allergies, please ensure that your child's packed lunch does not contain any nuts.



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.

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

It is our job to keep every child in our community safe. All West Lothian schools follow the Edinburgh and Lothians inter-agency Child Protection guidelines. Should you have a concern about any child in our community you can report this to West Lothian Children's and Families on 01506 284440 or 01506 284700. You can also speak to the Head Teacher of the school at any time.

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.

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).

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. We ask that you always park with consideration to others and follow road safety guidance.



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 during school hours, on their own.

Data Sharing

On occasion, schools will make data available to partners and 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=6370492629595000

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



Thank you for taking the time to read our school handbook.
Please contact our school office on the number below should you need any more information.

Croftmalloch Primary School
Raeburn Crescent
Whitburn
EH47 8HQ
Tel: 01501 740506
E-mail: wlcroftmalloch-ps@westlothian.org.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) ਨੈਤੂਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਖਿੱਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਖ਼ਿਆ 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 کیوٹیٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
بروہربائی انٹر پرائزنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔