



# East Linton Primary School School Handbook





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I am delighted to be introducing you to our school and our School Handbook. I hope that you will find this informative and insightful into life and learning in East Linton Primary School.

Our school is an attractive building set in peaceful, rural surroundings. However, it is the people who make up our school community that really make the school.

We are fortunate to have enthusiastic children, supportive parents, committed support staff and dedicated teachers.

We have high expectations and are committed to raising attainment and achievement for all our children.

We believe that the 'joy is in the journey' and so strive to ensure the learning process is enjoyable and motivating for everyone.

Education is more effective when home and school work together. We, in East Linton Primary, are committed to partnership and encourage and value the contribution made by parents.

We share a common goal - to provide our children with an education of the highest quality. Together we can achieve that.

We have tried to include as much information as we can but please feel free to contact me if you would like further information or if you would like to visit the school.

Yours sincerely

*Gill Gardner*

Head Teacher

This session our school development priorities include -  
the Teaching of Reading , Spelling and Active Numeracy

## EAST LINTON PRIMARY SCHOOL

East Linton is a traditional Victorian stone-built single storey building surrounded by a walled play area. Over the years additions were made to the original building including our purpose-built Nursery Class provision. All areas of the school are accessible by wheelchair users and disabled toilet facilities are available. There are large playing areas to the rear and sides of the main building. To the east of the building is our community wildlife garden. We have been serving the community since 1880.



### SCHOOL INFORMATION

School Address:

East Linton Primary School  
School Road  
EAST LINTON  
EH40 3AJ

**Telephone**      01620 860216  
**E-mail**            eastlinton.ps@eastlinton.elcschool.org.uk  
**Web site**        <http://edubuzz.org/blogs/eastlinton>

Please note that the organisation of each class may vary depending on the number of pupils at each stage. Composite classes are organised on an age basis in accordance with East Lothian Council's policy. This policy does not affect the educational provision for the children since each child is educated in accordance with his/her needs. Our school roll is currently 164 from Primary 1 to Primary 7 with 40 places available in the nursery. The school is co-educational, non-denominational and inclusive.

### EAST LoTHIAN COUNCIL EDUCATION DEPARTMENT

**Executive Director (Services for People)**      Don Ledingham  
Head of Education                                      Darrin Nightingale  
Department of Services for People  
John Muir House  
HADDINGTON  
East Lothian  
EH41 3HA                                      Telephone : 01620 827631



## TEACHING AND ANCILLARY STAFF

East Linton Primary is very fortunate to have a caring, enthusiastic and highly professional staff.

HEAD TEACHER	Mrs Gill Gardner	
PRINCIPAL TEACHER	Miss J Ross	
CLASS TEACHERS	Mrs P Gilmour	Primary 1
	Mrs D Pentony	Primary 1/2
	Miss S Andrew/Mr J Baptie(1 day)	Primary 2/3
	Mrs E Nyandwi	Primary 3/4
	Miss K Reeves	Primary 4/5
	Miss J Ross/Mr J Baptie(1 day)	Primary 5/6
	Miss M Wallace	Primary 6/7
NURSERY CLASS	Mrs C Gilfinnan	Teacher
	Mrs T Dickson	Nursery Nurse
SUPPORT FOR LEARNING	Mrs R Tennant	Monday and Thursday
GERMAN	Ms B Murray	
FRENCH	Mrs J Swan	
MUSIC	Mrs B Shand	
PIANO TUTOR	Ms E Woodsend	
PHYSICAL EDUCATION	Mrs J Jones	
SCHOOL SECRETARY	Mrs A Dowling	
SCHOOL AUXILIARY	Mrs H Pickles	
CLASSROOM ASSISTANT	Ms C Pollard	
CLASSROOM ASSISTANT	Miss A Jones	
JANITOR	Our janitors are supplied on rota	
DINING SUPERVISOR	Ms C Pollard	
PLAYGROUND SUPERVISORS	Mrs M Johnston & Mrs J Burgess	

The above staff information is subject to change, since personnel may vary from year to year.



## Our School Aims

**The parents, staff and pupils of East Linton Primary School have worked hard together to create a happy and caring learning environment for all of our pupils.**

Within this environment each child will receive a balanced education appropriate to his/her age, aptitude and ability.

Since school is only part of a child's overall education, close links with home and the community are vital. Our common aim as teachers and parents is to develop each child's potential to the full. This can only be achieved through mutual understanding, trust and respect.

In East Linton we aim to give our children the very best we have to offer - to open the door for intellectual, physical and creative development.

In partnership with parents, staff and children we share the following aims which are recognised as a contribution to the ethos of our school.

Within the framework of a UNICEF Rights Respecting School -

- ❖ Our aim is to provide a broad balanced curriculum, which is relevant to the individual needs of our children.
- ❖ Our aim is to provide opportunities for our children to realise their potential through a challenging and varied learning programme.
- ❖ Our aim is, as a school team, to empower and motivate our children to learn and think independently.
- ❖ Our aim is to create an environment where each member of the school community shows respect for others and is valued as an individual.
- ❖ Our aim is in partnership with parents and the wider community, to create a welcoming, safe school in which children enjoy learning.
- ❖ Our aim is to continually evaluate our professional practice to create a firm foundation for life long learning.

## Nursery Class

The first class in the school is our Nursery which has 20 places available in the morning class and 20 in the afternoon class. A complete set of admission procedures can be obtained, together with an application form, from the school office. Please note that a place in the nursery does not guarantee automatic entry to P1 for your child. If you have any doubts or queries, please contact the Head Teacher.

## SCHOOL HOURS

Nursery	<u>Morning Class</u>	
	Monday - Wednesday	8.50 - 12.00 noon
	Thursday	9.00 - 12.00 noon
	<u>Afternoon Class</u>	
	Monday to Thursday	1.00 - 3.30 p.m.
	Friday	9.00 - 11.30 p.m.
Primary 1 and 2	Monday - Thursday	9.00 - 12.00 noon 1.15 - 3.20 p.m.
	Friday	9.00 - 12.25 p.m.
	Monday - Thursday	9.00 - 12.15 p.m. 1.00 - 3.25 p.m.
Primary 3 - 4	Friday	9.00 - 12.35 p.m.
	Monday - Thursday	9.00 - 12.30 p.m. 1.15 - 3.25 p.m.
	Friday	9.00 - 12.35 p.m.
Primary 5 - 7	Monday - Thursday	9.00 - 12.30 p.m. 1.15 - 3.25 p.m.
	Friday	9.00 - 12.35 p.m.



We are advised that children in Primary 1 and Primary 2 should be collected from school and should not walk home alone. If someone other than a parent is to collect your child, please make sure we know well in advance to avoid any upset.

## ENROLMENT

Children who are five years old between 1 March and the last day of the following February are eligible to come to school in the August. No child may be admitted to the school in August unless the child is five years old before the end of the next February. Children are normally registered in November/December. Information regarding this is normally given in notices in the Post Office, local shops, in the School Newsletter and the local press. Parents who are unable to visit the school when the normal registration is taking place should 'phone or visit the school to arrange a mutually satisfactory appointment. Please note that non-district pupils are not given an automatic place in school; this may be subject to a process of appeal with the local Education Department. A similar arrangement exists if you wish your Primary 7 child to attend a secondary school other than Dunbar Grammar, unless you reside in the appropriate catchment area. It should be noted that attendance at an associated primary does not mean transfer to the attached secondary school.

Timescale	<u>Procedure for entry into P1</u>
November	Advert in press from authority advising parents of enrolment procedures for P1 intake School distributes enrolment papers to nursery pupils Parents/carers who choose to apply for a non-district place for Primary 1 should make a placing request at this time. Forms and information are available from the local school or the Department of Education and Community Services in Haddington.
May onwards	Nursery to P1 Transition Programme details are issued to all parents - this includes an Information Evening for parents/carers and details of starting school dates and times
August	P1 pupils have staggered start to term
Timescale	<u>Procedure for Nursery Enrolment</u>
Child's 2 <sup>nd</sup> birthday	Parents should collect enrolment form from school office and complete
Child's 3 <sup>rd</sup> birthday	Should a place be available, school will contact parents to offer visit and starting date for child. Places are allocated in accordance with East Lothian Council policy
Timescale	<u>Enrolment to classes during school session</u>
	On moving into the catchment area parents should request an enrolment form from the school office. School will advise on availability of places. Please telephone the school and we will be delighted to welcome you and your child for a visit. Please note than non-district pupil admission may be subject to a process of appeal with the local Education Department.
Timescale	<u>Transfer to S1</u>
	Pupils already in catchment area transfer automatically. Applications for out of catchment places should be requested from East Lothian Council, John Muir House, Haddington. Attendance at an associated primary does not mean transfer to the attached secondary school.



## Transition To S1

Our cluster secondary school is Dunbar Grammar School. Transition activities happen throughout primary years and in particular within the P7 year. Parents will be informed of transfer arrangements during December of the pupil's last year in primary school. We very much value your input to a smooth transition for your child - please do get in touch if you have any concerns or information that you wish to discuss.

Parents/carers considering a secondary school other than the district one will have twenty-eight days to make application for the secondary school of their choice.

When a child reaches the stage of transfer at the end of P7 we strive to pass on a complete picture, built up normally over seven years, to the secondary school. Normal transfer forms are completed for all pupils, indicating their capabilities. Samples of work and the children's progress records containing all relevant primary reports are also passed on to the secondary school. Due to the volume of written information descending on the secondary school from several feeder primaries, close links have been forged between both sectors.

In addition to visits to the secondary school by the pupils at the end of P7, there is much discussion between the primary teachers and secondary staff. At these discussions any relevant information will be shared. This liaison is very worthwhile and in the best interests of the pupils to ensure effective transition, in order that there is a continuity of learning. Enhanced transition to meet the needs of individual learners is also organised between schools and starts in P6 or earlier.

Dunbar Grammar School  
Summerfield Road  
Dunbar  
EH42 1NJ  
Telephone : 01368 863339  
Fax: 01368 864798  
Head Teacher Mr Paul Raffaelli



## Class Structure

There are composite classes in most schools across East Lothian. They help us to deliver effectively within the school's budget and are based on pupil age. All classes whether composite or not, contain pupils of different abilities and levels of development. Teachers are expert in how to structure learning for pupils of differing abilities and composite classes don't pose any greater challenge than single-year classes. We know that friendship groups are important and we encourage children to mix with their friends at break, through whole-school or stage events. We recommend that parents should also create opportunities to maintain friendships and encourage new ones. When composite classes have to be formed this is done on the basis of age, i.e. a P3/4 class would be formed by combining a group of the eldest P3 pupils with a group of the youngest P4 pupils. **Therefore parents should be aware that the P1 class a child starts school in will not necessarily be the group they move through school with, changes may happen each year.**

## Our Curriculum

The Curriculum for Excellence aims to ensure that all children and young people (3-18) in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work.

The knowledge, skills and attributes learners will develop will allow them to demonstrate four key capacities - to be successful learners, confident individuals, responsible citizens and effective contributors.

The curriculum includes all of the experiences which are planned for children and young people through their education, wherever they are being educated. Pupils are involved in planning learning by first establishing the knowledge and skills they already have. Then with the teacher's guidance, learning is then planned to meet interests and needs. This process starts in our nursery class. Learning is active and responsive. Children work individually, with a partner or within a group. Teachers are encouraged to use our fantastic outdoor and community setting as a context for exciting and active opportunities. We offer residential experiences in P4 and P7 which gives opportunities for pupils to transfer skills to a completely new and challenging environment. Pupils also have opportunities in school to use their skills effectively in Fairtrade, Eco and Rights Respecting Schools work to the benefit of the whole school community.

Experiences are grouped into four categories :

- Curriculum areas and subjects - The curriculum areas are the organisers for setting out the experiences and outcomes. Each area contributes to the four capacities.
- Interdisciplinary Learning - How the curriculum should include space for learning beyond subject boundaries. Teachers will plan learning experiences which cover different subject areas
- Ethos and life of the school - learning is based in a positive ethos and climate of respect and trust
- Achievement  
Pupils need opportunities for personal achievements both in the classroom and beyond, giving them a sense of satisfaction and building motivation, resilience and confidence.

The key principles which underpin the way in which our curriculum is built are :

Challenge & Enjoyment	Personalisation & Choice	Breadth	Depth	Relevance
Coherence				
Progression				

The Curriculum areas within which Learning Outcomes and Experiences are organised are

Literacy & English	Expressive Arts ( drama, music, art & design, dance )	Health & Wellbeing		
Numeracy & Mathematics	Religious & Moral Education	Sciences	Social Studies	Technologies
Languages (teaching starts in P6)				



Added to this, because children learn through all of their experiences - in the family and community, nursery and school - the curriculum aims to recognise and complement the contributions that these experiences can make. We recognise and celebrate the wide range of achievements both in and out of school, and this is shared in class and at whole-school assemblies. Parents/Carers can assist us by letting us know about out of school achievements such as progression within a sport or instrument. We value parental input - if you have skills you would like to share, please do get in touch. We will contact you before any learning takes place with sensitive content e.g. Sex Education

### Assessment, Records and Reports

Assessment is a vital part of any teaching programme. Each child will be continuously assessed at each stage of work to enable teachers to ascertain progress, identify any difficulties and decide on the format and content of the work which follows. Assessment is for Learning - teachers will employ a variety of formative strategies to ensure that effective learning takes place. Teachers plan for assessment using the Write /Do /Make or Say approaches so that children work within a variety of learning styles.

The children are also involved in self-assessment and peer assessment activities. They receive regular feedback, which is used as the basis for the planning for the next stage of development.

Assessment is on-going and teachers routinely feedback to pupils on areas of strength and development needs. This is shared using child-friendly language and symbols.

Currently we report to parents/carers during a Curriculum Evening in September and Parent Consultation evenings in October and March and through an end of year summative written report in June. Primary 7 pupils prepare a Personal Profile on their learning and achievements which is sent to their Secondary School as a vital part of Transition.

We have an Open Door Policy and whilst teachers are available at the end of the day for any quick queries, we welcome parents/carers making an appointment to discuss their child's progress or any concerns which warrant a longer discussion.

However, please remember your child is an individual and will progress at his/her own rate. This is not a cause for concern. We are regularly tracking and monitoring progress to ensure appropriate pace and challenge is set for your child. Staff meet regularly with the Head Teacher to look at the progress your child is making and to identify any appropriate support.

The following table shows progress through curriculum levels.

<u>Level</u>	<u>Stage</u>
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.

S1 to S3, but earlier for some. The fourth level broadly equates to Scottish Credit and Qualifications Framework level 4.

#### Fourth

The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes



For more information on how to support your child see  
[www.educationscotland.gov.uk](http://www.educationscotland.gov.uk)  
[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)



### MONITORING EFFECTIVENESS

As part of the programme to help raise standards and celebrate success the Head Teacher and Principal Teacher will monitor the work of the school in the following ways:

- \* provide feedback on teachers' forward plans
- \* carry out a programme of class visits during teaching time with a focus on specific teaching skills, giving feedback and engaging in professional dialogue
- \* engage with teachers in assessing pieces of learning
- \* encourage teachers to share good practice between themselves
- \* hold regular progress tracking meetings
- \* lead staff development sessions addressing school priorities and needs
- \* use data on pupils to plan for individuals, groups and classes
- \* produce and publish a Quality and Standards Report annually
- \* survey parental views on school effectiveness

## RELIGIOUS AND MORAL EDUCATION

There is a statutory requirement to provide religious education and religious observance in Scottish schools. If you wish to withdraw your child from any of our regular assemblies and class activities please notify the Head Teacher in writing.

Learning about the range of religions and beliefs of people all over the world is part of our Curriculum - should you have any concerns in this area please contact the Head Teacher.

The development of your child spiritually, morally, socially and culturally is seen as a close partnership between home and school. The programme of work here gives the pupils awareness of the major world religions, their attitudes, beliefs and values.

The local Church of Scotland Minister, Rev. David Scott, is our School Chaplain and regularly attends school assemblies.



### Home Learning

The school has a very clear and helpful policy on the benefits of home learning and how parents can help with this issue. A copy is available for reference at the school office, on request. The principles that underpin our practice are that homework:

- \* is relevant to the current teaching and learning in the classroom
- \* takes place outwith formal classroom teaching
- \* is primarily the responsibility of the learner himself/herself
- \* encourages the child to use his/her initiative

The school recognises several purposes of homework. Among these are:

- \* raising attainment
- \* allowing practice and consolidation of work
- \* providing opportunities for individual work
- \* to provide children with increasing opportunities for personalisation and choice enabling them to become successful learners, confident individuals, effective contributors and responsible citizens.
- \* training for pupils in planning and organising time
- \* to involve parents in the learning process and provide opportunities for comment
- \* developing good habits and self-discipline

## PUPILS WHO HAVE ADDITIONAL SUPPORT NEEDS



### Support for Learning

Our part-time Support for Learning teacher works alongside class teachers. Class teachers hold responsibility for the learning of each child and are therefore your first point of contact. Our SFL teacher offers guidance and advice in the first instance and also works directly with small groups of children meeting needs agreed with the class teacher. This work might be supporting children with areas for development or challenging our most able learners. On occasion, individuals may work outside of the classroom situation learning through an Individual Education Programme. The Support for Learning Teacher is happy to be in contact with you regarding your child - appointments can be made by 'phoning school. Parental consultations are also available on one of the evenings each October and March.

### Professionals Visiting School

Schools can call on professionals from a number of different agencies/services for help and advice. These include Educational Psychologist, Outreach Teachers, Officers within the Inclusion & Equality Division, School Doctor, School Nurse, Social Worker and Integration Team Worker. Formal referral to any of these agencies/services would only take place with the consent of parents/carers. There will, however, be occasions when issues may be discussed in confidence without formal referral and therefore without such consent. If parents are concerned about this they should contact the school for further information.

The Council's Policy document 'Framework for Meeting Additional Support Needs' provides a framework for full and effective inclusion of pupils who have additional support needs.

## EXTRA-CURRICULAR ACTIVITIES

The school offers all P7 children the opportunity to attend a cluster residential outdoor education experience. This normally takes place in September/October. The children are supervised by specialist instructors and East Linton teaching staff at all times. There is a wide range of activities from canoeing to hillwalking on offer. Swimming lessons are given to Primary 4 pupils. Our Active Schools Co-ordinator, Gareth Hill, meets with us to plan coaching in team games, such as volleyball, tag rugby, soccer, hockey and basketball to classes throughout the school. An outdoor education residential at Innerwick Field Studies Centre is part of the Primary 4 curriculum.

Outdoor education is provided to school through the East Lothian Outdoor Learning Service based at the Education Centre in Musselburgh. Their aim is to provide first class experiences of outdoor education for schools and other groups and to offer a support and advice service for outdoor learning in East Lothian.

Some activities currently available cannot be guaranteed in future years, since the pattern of activities depends on the changing expertise and interests of staff and pupils.



## EDUCATIONAL EXCURSIONS

Educational Excursions are designed and planned in accordance with the East Lothian Council's comprehensive guidelines, and are planned to enhance teaching and learning experiences. We welcome parental help on such outings. Please note that excursions may change each year.



## CULTURAL SERVICES

Our Cultural Services Team can facilitate enhanced learning opportunities for children in areas such as dance and music and often visit schools to run workshops.



## STANDARDS OF BEHAVIOUR AND ATTENDANCE

We expect very high standards of behaviour in and out of the classroom at East Linton Primary School. As an aspiring UNICEF Rights Respecting School we strive to create a culture and ethos in school where children receive their full rights whilst being confident in their own responsibilities.

Our positive behaviour programme stresses success and achievement. The emphasis is on rewarding good behaviour and celebrating success. UNICEF classroom charters display clear class rules and the weekly assembly is used to promote positive behaviour. Sanctions and rewards are clear and consistently applied so pupils are aware of the consequences of choosing inappropriate behaviour. In addition, the Head Teacher presents pupils with special awards to celebrate a variety of achievements. Fundamental to the whole process is to establish a positive ethos in the school that makes children feel comfortable and included.

It is vital that the school and parent/carers work co-operatively to ensure standards of behaviour are met.

Serious disruptive behaviour which interferes with learning and teaching will be referred to the Head teacher. Parents will be informed and asked to visit the school to discuss their child's behaviour and the actions that will be taken. At all times the co-operation of the parent/carer in all aspects of their child's behaviour is appreciated.

In order that the organisation of the school may run smoothly the following rules are made known to the pupils and must be kept.

## **SCHOOL RULES**

- Respect must be shown for all adults in the school, for other pupils and for property
- Pupils must not leave the school playground during school hours without permission
- Pupils should not approach the railway at any time; the tunnel is out of bounds
- Bad language is not allowed in the school or playground
- Bullying or fighting within the school will not be tolerated
- Pupils are encouraged to walk in the corridors
- Pupils are encouraged keep the playground tidy by using the litter bins
- Pupils are not allowed to play in the toilets or corridors

When followed, these rules should keep our pupils safe and create a pleasant and happy environment in which to learn and play.



## **ANTI-BULLYING POLICY**

In line with East Lothian Council's policy and procedures, we have an Anti-bullying Policy in place. Any incidents relating to bullying or bullying-type behaviour are monitored and recorded by the Head teacher.

A full copy of the school's policy is available from the office upon request.

Through the use of our assertive discipline strategies we aim to reduce the incidents of bullying to a minimum.

We also engage the pupils in activities to promote anti-bullying through the Pupil Council, Circle Time, whole-school assemblies and on-going class lessons based on our Personal and Social Development curriculum.

Our Behaviour policy is also available to parents and plays a central role in maintaining high standards of discipline across the school.





## PUPIL VOICE

Under the Children (Scotland) Act 1995 the views of children should be taken into account when major decisions are being made which will affect their lives. In response to this a Pupil Council has been established.

### Pupil Voice

East Linton Primary has representatives from P1 - P7 on our Pupil Council/Rights Respecting Schools which meets regularly with Mrs Gardner to discuss a range of issues - whole-school and class. Pupils report back to their classmates and are also involved in whole-school initiatives such as Eco, Rights Respecting School work and Positive Behaviour.

Pupils also represent their year groups on our Eco and Fairtrade Committees whilst our more senior pupils represent their peers within our Junior Road safety Officer scheme.

## CONTACT WITH PARENTS/CARERS



## PARENTAL INVOLVEMENT

We are keen to encourage your full involvement in your child's education. There are numerous opportunities for you to become a part of school life by helping out with a variety of activities, e.g. outings, preparing materials, supervising an activity at Golden Time.

Aspects of the curriculum are also explained to you through talks, discussions and workshops.

Our aim is to promote an active home/school partnership.

School newsletters are issued regularly throughout the year. Class newsletters are issued on average once per term. Information is sent regularly by email and is also available on our website.

Parents are also welcome in school for a variety of social occasions organised by classes or the Parent Council Group to join with their children e.g. Teddy Bears's picnic, P7 Leaving Performance.

Your views are sought on a range of areas of school activities and policies e.g. home learning, timings of consultation.

We strongly encourage you to let us know what you think.



East Linton Primary is a listening school and despite essential security measures we operate an open door policy! Please use your child's Home Learning Diary as a means of communicating with your child's teacher. An appointment time can be arranged with the class teacher or Head Teacher - please give us a call to arrange a confidential meeting.

**If you have any concerns about your child, PLEASE come and talk to us - that's what we are here for!**

## **DEALING WITH COMPLAINTS AND CONCERNS**

We would hope that most complaints or concerns can and should be resolved at school level. At East Linton if you have cause for concern, the first person to approach will normally be the class teacher. Please see Mrs Gardner after you have spoken to the class teacher if you are still concerned. If you remain dissatisfied, then the procedures contained within 'Resolving Issues - Parents and Schools Working in Partnership' should be followed.

If you have any complaints or concerns regarding the nursery provision in school they should be approached as above or then should be sent to:

Scottish Commission for the Regulation of Care  
Stuart House  
Eskmill  
Musselburgh  
EH21 7PB

## **ATTENDANCE**



### **Punctuality**

It is important for the on-going education of your child that he/she is regular and punctual in arrival at school. Being punctual in arriving at school sets up good timekeeping habits for your child and fosters a respectful approach to school and learning. We thank you in advance for your co-operation and ask you to please note the times of the school day.

## **ATTENDANCE**

**If your child is absent from school, please telephone the school office on the first day of absence (01620 860216) by 9.10am and then send a note to your child's class teacher upon his/her return to school.**

Head Teachers no longer have discretion to grant permission for family holidays taken during term time. Therefore, holidays taken during term time will be treated as **unauthorised absence**. No work will be issued to pupils on holiday during term time.

If your child's attendance drops below the 90% threshold this will trigger an automatic response from the school. You will either receive a standard letter explaining the nature of the absence and reminding you that it is imperative to keep a high attendance level or, alternatively, you will be requested to attend an attendance interview to explore any issues surrounding the cause for absence.



## **SCHOOL CLOTHING**

At East Linton Primary we actively promote an informal uniform. School is a place to work and the way pupils dress should reflect this. The following is a recommended dress code. Please support us in this matter.

### **Recommended Dress Code**

- Black/grey trousers/skirt
- Black, yellow or grey sweatshirts with school logo
- Black, yellow or white polo shirts with school logo
- White T-shirts with school logo

Uniform should be ordered directly from <https://eastlinton.impacttrading.co.uk>. The school password is EAS005

Pupils **should not wear in school** football supporters' or other team game clothing or clothing with slogans or graffiti. For Physical Education, which is part of the normal curriculum, children **MUST** change into t-shirts and shorts. Jewellery should be kept to a minimum and pupils may be asked to remove items for health and safety matters such as during PE or if cooking.

Gym shoes are **compulsory** indoor wear during the school day.

### **Assistance with Provision of Clothing and Footwear**

The Authority operates a scheme of provision to ensure that a pupil is sufficiently and suitably clad to take full advantage of the education provided. Please speak to Mrs Gardner in confidence should you need further information of the support which can be provided.



## TRANSPORT

It is the Council's policy to pay travelling expenses of those pupils attending the district school from within its catchment area who live more than two miles from that school.

If your child qualifies for transport the appropriate forms are held in school.

The good behaviour of bus/taxi pupils is the responsibility of parents/carers, pupils and school. In the event of consistent bad behaviour, the school and the transport company have the right to remove the bus/taxi permit and place the onus of transport with the parents.



**We would ask parents, for the safety of all, not to drive up to the top of School Road to drop off or collect children.**



All pupils coming to school on bikes or scooters **MUST** dismount before entering the playground. Bikes and scooters can be chained to our racks at two points in the playground.

**Please do not stop or park on the yellow lines/zigzags. The police occasionally visit and issue on-the-spot fines.**



## MEALS AND MILK

East Linton currently has a cafeteria system run by Facilities Management. A wide variety of nutritious food is available at a daily cost of £1.90. Payment for meals is normally on a daily basis, though you can opt to pay weekly. If you prefer to provide your child with a packed lunch the school is able to provide a suitable supervised area. If your child has any special dietary requirements, please contact the school.

Please note that we are a 'nut-free' school. Please do not include nuts or nut products in your child's packed lunch or snack. Children should bring one item for a healthy snack at morning break.

Pupils in P1 and P2 receive free fruit three days a week in school. Pupils may choose to buy milk or Fairtrade orange juice for a morning drink. All pupils should have a named water bottle in school - we have a water fountain for children to use.

Information and an application form for those who might be eligible for free school meals can be obtained from the school office or from the Pupil Support Division, Department of Education and Children's Services, John Muir House, Haddington, EH41 3HA.

## **MEDICAL CARE**

Your child's health is of great importance to his/her school life as it can affect his/her attendance and ability to benefit from the education provided.

**It is extremely important to supply the school with an emergency contact who can be relied upon to help and care for the child in the event of unexpected illness or an accident.** Home will always be our first contact unless otherwise stated and thereafter the emergency contacts will be made. If a child becomes ill or has an accident we will call upon an adult to collect the child and transport him/her for care or medical treatment. Children can become very distressed if no-one is available and it is in the child's interests to have a reliable contact who will help in an emergency.



## **ADMINISTRATION OF MEDICATION**

If your child requires to take any form of medication, including inhalers, in school, please complete the appropriate form which is available from the school office.

## **Child Protection and Health & Safety**

All of our staff are regularly trained in Child Protection and Health and Safety procedures.

## **SECURITY SYSTEM**

Entry for all parents and visitors should be made by the Main Door where an entryphone system is in operation. The exception to this is for parents who are coming into the nursery with their children. The nursery is served by a separate entryphone.

All parents and visitors are required to sign the register in the school office before proceeding further.



## **PLAYGROUND SUPERVISION**

When pupils are at school, the responsibility for their safety rests with the Council. The Head teacher and staff (including playground supervisors, if appointed) undertake this responsibility as the Council's representatives. 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. East Linton Primary has two Playground Supervisors.

## OCCASIONAL AND EMERGENCY ARRANGEMENTS

In the event of an emergency dismissal, parents can be reassured that arrangements will be made for the care of their children. Transport arrangements will be made by the school for those who normally use home to school transport. Any child not met or in doubt about where to go at an unplanned closure will be kept until the normal dismissal time. During periods when inclement weather is likely, parents should make sure that their child knows where to go in the event of school closure.

Information on emergency closures may be covered by Radio Forth, the Press and East Lothian Council website.



It is the responsibility of the parents to provide the school with up-to-date information on emergency contact numbers. Please let us know of any changes.

## PARENT COUNCIL

At East Linton Primary School we are very fortunate to have an enthusiastic and hardworking Parent Council

### **Chair**

Mrs Ailsa Swinburne  
13 The Dean  
East Linton  
EH40 3ED

### **Clerk**

Mrs Lucilla Mackenzie  
Lady Eleanor's Cottage  
Whittingehame  
EH41 4QA

### Teacher Representative

Mrs G Gardner  
Miss J Ross  
Mrs P Gilmour

## Meetings

Meetings are held two or three times per term in school. The agenda for such meetings is posted on the school notice board in advance of the meeting. If there is any matter you wish to raise at a meeting, please speak to the Chair Person or to the Clerk so that the matter can be included in the formal Agenda, if this matter falls within the council's area of responsibility. It is difficult, for statutory reasons, to include items of business not included in the printed Agenda.

The role of the Parent Council is to:

- Support the school in its work with pupils
- Represent the views of all parents/carers
- Encourage links between school, parents/carers and the community
- Consult and report back to the Parent Forum



### AFTER SCHOOL CLUB

Our After School Club is run by East Lothian Out of School Care Network and takes place in our General Purpose Room.

To see if places are available or for any enquiries please telephone 0131 653 0820 during office hours or 07539 701 544 between 3.00pm and 6.00pm Monday to Thursday.

Hours of Club	Monday to Thursday	3.15pm - 5.45pm
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### ACCURACY OF INFORMATION

This information is accurate at the time of compilation but it is subject to changes in roll, staffing and resources in future years.

January 2013

