



Pencaitland Primary School Handbook

Updated December 2019

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http://www.eastlothian.gov.uk/downloads/file/6229/appendix_to_school_handbooks

WELCOME TO PENCAITLAND PRIMARY

I am delighted to welcome and introduce you to Pencaitland Primary School. I hope that you will find this an informative guide to life in our school. We hope you will be very happy with us and look forward to working in partnership with you.

Our school is set in amazing surroundings which offer great opportunity for outdoor learning in the immediate vicinity. Our school community is a great place to work and learn and is supported by dedicated staff, supportive parents and children who are motivated to learn.

This handbook is to give you information about the school, its vision, values and aims, learning and teaching and current organisation as well as details of the support and services provided by East Lothian Council.

We have a strong commitment to working together. We welcome parents/ carers and members of the community into our school and value the support they offer in enhancing the learning journey of all our pupils

I look forward to getting to know you and your child and working together to ensure your child reaches their full potential developing skills for learning life and work. Thank you for choosing Pencaitland Primary School.

We hope that all the information you need can be found in the handbook however do not hesitate to get in touch with any further questions or to make an arrangement to visit our school.

Best Wishes

*Sarah Morgan
Head Teacher*

PENCAITLAND PRIMARY SCHOOL**ADDRESS**

The Glebe,
Pencaitland,
East Lothian.
EH34 5EZ.

TELEPHONE NUMBER

(01875) 340260

**E-MAIL ADDRESS**

pencaitland.ps@pencaitland.elcschool.org.uk

BLOG ADDRESS

<http://edubuzz.org/blogs/pencaitland/>

TWITTER

@PencaitandPS

HEAD TEACHER

Sarah Morgan

SCHOOL HISTORY

Pencaitland Primary School opened on its present site in 1975.

The building is semi-open plan set on a pleasant site in Easter Pencaitland. It is a state school operating within the structure of East Lothian Council.

The basic accommodation consists of 10 classroom bases set around 2 open areas, a multipurpose hall with stage, G.P. room, library, dining hall and a community room which is used for the breakfast and after school club. Our nursery is in a temporary structure in the school playground.

The present roll is 164

The nursery is currently offering 1140 hours as part of a trial. The current arrangement is delivered over 4 days however this will be over 4 and half days from August 2020 in line with all school nurseries across East Lothian. The nursery has provision for 30 children.

Pencaitland Primary School is a co-educational, non-denominational school.

SCHOOL AND NURSERY HOURS

Primary 1 and 2

Monday - Thursday	8.50 am - 10.30 am 10.45 am - 12.05 pm 1.15 pm - 3.05 pm
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Friday	8.50 am - 10.30 am 10.45 am - 12.15 pm
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Lunch for P1 and P2 is from 12.05 - 1.15 pm

Primary 3- Primary 7

Monday - Thursday	8.50 am - 10.30 am 10.45 am - 12.30 pm 1.15 pm - 3.15 pm
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Lunch for P3 - P7 is 12.30 - 1.15 pm

Friday	8.50 am - 10.30 am 10.45 am - 12.25 pm
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All children have a morning interval of 15 minutes from 10.30 am - 10.45 am.

NURSERY CLASS

Drop off times between 8.30 and 9.00 every morning

Monday	8.30 - 4.00
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Tuesday	8.30 - 4.00
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Wednesday	8.30 - 4.00
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Thursday	8.30 - 4.00
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Friday	No Session
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These hours will be changing august 2020.

**EAST LOTHIAN COUNCIL
RESOURCES AND PEOPLE SERVICES
SCHOOL SESSION DATES 2020-2021**

TERM 1	Staff In-service Day 1	Monday	17	August	2020
	Staff In-service Day 2	Tuesday	18	August	2020
	Pupils Resume	Wednesday	19	August	2020
	Autumn Holiday (schools closed)	Friday	18	September	2020
	Autumn Holiday (schools closed)	Monday	21	September	2020
	All Return	Tuesday	22	September	2020
	All Break	Friday	16	October	2020
	Staff In-service Day 3	Monday	26	October	2020
	Pupils Resume	Tuesday	27	October	2020
	Term Ends	Wednesday	23	December	2020
	<i>Term 1 = 83 pupil days Term 1 = 86 staff days</i>				
TERM 2	All Resume	Thursday	7	January	2021
	All Break	Friday	5	February	2021
	Staff In-service Day 4	Monday	15	February	2021
	Pupils Resume	Tuesday	16	February	2021
	All Break	Thursday	1	April	2021
	Good Friday – 2 April 2021 Easter Monday – 5 April 2021 <i>Term 2 = 55 pupil days Term 2 = 56 staff days</i>				
TERM 3	All Resume (Staff and Pupils)	Tuesday	20	April	2021
	May Day (Schools closed)	Monday	3	May	2021
	All Resume	Tuesday	4	May	2021
	Staff In-service Day 5 (pupils off)	Monday	24	May	2021
	Pupils Resume	Tuesday	25	May	2021
	Term Ends <i>Terms 3 = 52 pupil days Terms 3 = 53 staff days</i>	Friday	2	July	2021

TEACHING STAFF

Sarah Morgan Head Teacher
Emily Govan Principal Teacher

There are currently 10 class teachers:

P1/2 - Mrs Elder/Mrs Ranyard,
P2/3 - Miss K Smith/Mrs McKerron
P3 - Mrs Berry/Mrs McKerron
P4 - Mrs Robertson
P5 - Mr Kingsbury
P6 - Mrs Kerr
P7 - Mrs Govan/Miss Marks
Mrs Julie Grant covers the non-contact time on a Thursday.

NON-TEACHING STAFF

Catherine Wilson	Administrative Assistant
Morag McBey	Auxiliary
Fiona Sinclair	Classroom Assistant
Lesley Jack	ASN Auxiliary
Laura Millar	Senior Early Years Practitioner
Kelly Thomson	Early Years Practitioner
Emma Howie	Early Years Practitioner
Karen Westwater	Early Years Practitioner
Wendy Strang	Janitor
Meghan Watters	Playground Supervisor
Christine Campbell	Dining Room Supervisor
Christine Campbell	Cleaner
Christine Ferguson	Cleaner

Please note that staff are subject to change since personnel and circumstances may vary from year to year.

The Head Teacher may delegate responsibility for various aspects of the curriculum and development to the Principal Teacher

The school has visiting teachers for music, physical education and offers instruction on brass instruments.

VISIONS, VALUES AND AIMS

Our vision, values and aims have been developed by the whole school community.

Our vision:

- Our school is a fun and creative place at the heart of our community, where everyone works together to support and challenge our young people to become the best they can be.
- Our school is a place where children play, learn and thrive outdoors and indoors, gaining independence, increasing in resilience and developing a lifelong passion for caring for people and the environment.
- Our school helps everyone develop the skills to reflect, to become leaders of learning, and to strive for success.

Our values:

At Pencaitland Primary School we all aspire to live by the values of...

- Respect
- Fairness
- Kindness
- Ambition
- Wellbeing

Aims:

- Our school will be a safe, nurturing and welcoming place for all.
 - We will try our best in all that we do, showing a growth mindset in our learning.
 - We will be fair and treat everyone equally.
 - We will be respectful citizens who know our rights and responsibilities.
 - We will strive to be creative and develop skills for learning, life and work.
 - We will try to be an open school at the heart of our community.
 - We will appreciate, protect and care for our natural surroundings.
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PARENT COUNCIL

Parent Council Members

The role of the Parent Council is to support the School's Improvement Plan and assist with achieving this plan with the support of parents. The members of the Parent Council consist largely of parents, along with representation from the school itself, the local community and elected Councillors. The members for 2019-2020 are:

Chair - Erica Burberry

Vice Chair - Paula Baillie

Clerk - Loreen Pardoe

Class Rep Parent members

Catherine Ramsay
Kimberly Wells
Emma Pearce
Jessica MacDonald
Lydia MacDonald
Papiya Russell
Loreen Pardoe

Elected Councillors

Shamin Akhtar
Tom Trotter
John McMillan
Craig Hoy

Co-opted members

Jim Fraser
Ian Archer
Annie Rankin

HT Advisor - S Morgan

Class Teacher Rep - Katharine Ranyard

Community Rep - Ralph Averbuch

The members of the Parent Council also act as class representatives, as a point of contact for parents and pupils, for gathering ideas and suggestions which could be considered to support both the School Improvement Plan and the Parent Council Action Plan, both of which are aligned.

Getting involved in supporting the school needn't be a long-term commitment. You could choose to be a member of the Parent Council for a period of up to 3 years (and even put your name forward for re-selection!) or you could choose not to be a member but assist in others ways. The Parent Council utilises sub-groups and canvasses opinion from the Parent Forum in order to deliver the agreed activities. Parents are welcome to assist for short periods or on specific projects as a support to the Parent Council and thus the School. Notification of projects are included in the School newsletter and email correspondence.

Before every meeting an Agenda will be published on the school blog about a week in advance to let you know what will be discussed and to give you an opportunity to raise any issues with a parent member. The minutes of meetings will also be published on the blog.

Please feel free to approach any member of the Parent Council if you have suggestions or ideas for developing the learning environment for the school. Alternatively, the Parent Council can be contacted via parentcouncil@pencaitland.elcschool.org.uk

PARENT TEACHER ASSOCIATION

A Parent Teacher Association is in operation and organises a number of events for staff, parents and children during the session.

The duties of the PTA are:

- to raise funds
- to publish and distribute information
- to set aside funds for special purposes or as reserves against future expenditure
- to take out public liability insurance to cover all its meeting and activities
- to enter into contracts to provide services on behalf of the association
- to pay the cost of forming and running the association
- to do anything else within the law which promotes aims of the association

All parents and carers of children attending Pencaitland School and members of teaching staff shall be deemed to be members and be eligible to vote at the Annual General Meeting or any Special General Meeting convened thereafter.

Current PTA members

Vicky Swann - Chair

Cathy Bulley - Secretary

Kimberly Garcia - Treasurer

Jaci Urquart

Amy Marcham

Susan Holligan

Lynn Thompson

Katy Stewart

Rachel McGonigle

Catriona Stuart

Linda Elder - Teacher Rep

COMMUNICATION WITH PARENTS

The school operates an open-door policy and encourages the closest cooperation between staff and parents of children in the school. If you wish to make an appointment to see the Head Teacher or class teacher please telephone the school secretary, for an appointment. It is advised that the class teacher can be contacted through the school admin address unless otherwise stated by the class teacher.

Whole school newsletters are issued monthly by the Head Teacher with school updates. Class newsletters will be issued twice in a term with weekly updates available on twitter, blog or through e-mail to keep parents informed of pupils' activities and school events taking place.

There are opportunities throughout the year to meet with class teachers and discuss your child's progress.

The school has a joint Communications strategy with the Parent Council. It highlights the numerous ways in which the school and the Parent Council communicate with parents. The Parent Council aims to regularly update the Parent Forum using a variety of social media platforms including the following: newsletter via email, Pencaitland Parents Facebook page, Pencaitland village Facebook page run by the Community Council, Pencaitland Parents Twitter account, Parent Council section on the PPS blog and Pencaitland CC Twitter account.

PARENTAL INVOLVEMENT AT PENCAITLAND PRIMARY SCHOOL

We are very lucky to have the support of the Parent Council and Parent Teacher Association and although they play different roles in the life and work of the school and often work together. They also encourage other members of the Parent Forum to be involved in working on specific projects. Some examples of the joint working are :

- Joint PTA and PC newsletters
- Sharing of information between the PTA and PC through updates at each meeting, sharing meeting minutes, providing reports and a representative attending meetings where possible.
- Joint planning and delivery of events involving a Parent Forum subgroup
- Involvement of the whole Parent Forum in the review of policy, led by the PC

They are always trying to improve communication with the Parent Forum, by keeping them fully informed about events and activities and getting feedback from them which then influences future plans and ideas. We would also encourage parents to share their skills with the school where appropriate. If you wish to be involved please contact Miss Wilson

LOCAL LINKS FOR PARENTS AND FAMILIES

In Pencaitland Primary School we work closely with the other schools in our Tranent Cluster to support and build our wider community for the benefit of all children, young people and families. We are supported in this through partnership working with East Lothian Council Community Learning Development. Community Learning and Development offer a varied programme across the cluster open to everyone. Whether it's updating your First Aid or building up your confidence to go back to college or work, or simply looking for a new hobby there is something for everyone. You can find services and information about Adult Literacy, youth clubs, women's groups, training and life skill courses and community events on the [East Lothian Learning Partnership site www.ellp.net](http://www.ellp.net)

For parents of babies and children to 8 years, **Support from the Start** is a local network committed to helping our communities have the best possible start in life. They too, offer easily accessible advice, groups, events and resources often by local people for local people especially for babies, young children and families. To see if there is something for you and keep up to date with what's on in please visit the Tranent facebook page.

<https://www.facebook.com/SupportfromtheStart>

For general information for services for children and young people :

http://www.eastlothian.gov.uk/info/543/services_and_advice_for_young_people.

If you would like further local information please contact Lena Hutton on

Lena Hutton

Community Development Officer

Fa'side Villages

George Johnstone Centre

35 Winton Place

Tranent

East Lothian

EH33 1AE

01875 824138

ENROLMENT

A child who becomes age 5 between 1 March 19 and 28 February 2020 is eligible for admission to primary school in August 2020. Enrolment for pupils due to enter Primary 1 in the summer takes place during the first week of the preceding December. Details of the enrolment times are issued nearer to this date. Please note that it is necessary to bring your child's birth certificate. Parents are issued with a school information booklet giving details of school rules, policy etc.

If you wish to enrol your child at Pencaitland Primary School at any other stage or time, you must approach the Head Teacher and an arrangement will be made to view the school and discuss any queries you may have. Out of district pupils will only be admitted if space is available. At Primary 1 stage, out of district pupils must complete form PR/P2 available from the school office.

In order to help ensure a happy entry to a child's primary education, we have produced a special booklet called "Starting School", which is full of information about those first experiences at school. The booklet is given to all prospective Primary 1 parents.

New parents are invited to a special introductory meeting in May or June. New P1 children will partake in an exciting transition programme to ensure a smooth move into P1.

Timescale	Procedure for entry into P1
November	Advert in press from authority advising parents of enrolment procedures for P1 intake School distributes enrolment papers to nursery pupils Parents 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 Parents Information Evening and details of starting school dates and times
August	P1 pupils attend for full days from the start of term.
Timescale	Procedure for Nursery Enrolment
Child's 2 nd birthday	Parents should collect an enrolment form from the school office and complete
Child's 3 rd birthday	Places are allocated by date of application in accordance with East Lothian Council policy and you will be contacted by them if a place is available. The school will then contact parents/carers to offer a visit and starting date for their child.
Timescale	Enrolment to classes during school session
	On moving into the catchment area parents should request an enrolment form from the school office. School will advise on the availability of places.
Timescale	Transfer to S1
	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.

PUPILS' ABSENCES

A short note signed by the parent or an email is required when a child is absent from school. We strongly advise all parents and carers to telephone the school office on the morning of the first absence informing us of the reason for the absence and how long it is likely to last. Should an absence remain unexplained by 10.00 am the school office will contact the child's parents/carers or emergency contact to ensure parents are aware of the child's absence from school. Requests for leave from school for medical appointments etc. should be made through the class teacher. If at all possible please arrange holidays during school holiday dates. Only in exceptional circumstances can the school authorise holidays taken out with the school holiday periods. If you have to do this it will be noted as an unauthorised holiday.

MINOR INJURIES/ MEDICAL CARE

School staff treat minor injuries (e.g. superficial cuts). A member of staff will contact parents or if necessary deals directly with the medical authorities if deemed necessary.



Accidents or difficulties can be reported to a playground supervisor and appropriate action will be taken.

In the case of unexpected illness or accident to a child at school, preliminary treatment will be administered by staff and the parent contacted immediately.

It is imperative that parents inform the school of any special medical conditions including allergies and keep their emergency contact information up to date.

Individual Health Care Plans are in place for those pupils who require them. No child will ever be sent home without prior notice. The School Nursing service are also available to advise schools.



Please call at the school office to sign a permission form if your child requires to have medication administered by a trained member of staff during school hours.

All members of staff who have been trained in the administration of specific drugs to pupils suffering from epileptic seizure or a severe allergic reaction and who are required to apply specific drugs to those pupils will be covered by East Lothian council's Public Liability Policy.

If your child is absent due to vomiting or diarrhea they should not return to school until 48 hours *after* the sickness and diarrhea has ceased. Your child may be on the mend sooner but we must consider the health of all our pupils.

OUR CURRICULUM

At Pencaitland Primary School we all have a shared understanding of what we want for our children. Engaging, relevant and purposeful teaching and learning experiences are at the heart of what we do. Our curriculum is designed to promote skills for learning, life and work to create positive and dynamic citizens, and all our children are encouraged to lead the learning.

We base our teaching and learning around the 4 capacities, with a strong focus on community links, play and creativity, and outdoor learning.

We plan for high quality teaching and learning across the curriculum using the 7 principles underpinning the Curriculum for Excellence; challenge and enjoyment, breadth, depth, progression, personalisation and choice, coherence and relevance.

The curriculum for excellence aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will

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.. These 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.
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The key principles which underpin the way 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	Modern Languages (French)



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 can assist us by letting us know about out of school achievements such as progression within a sport or instrument.



Outdoor and active learning also play a huge role in our curriculum. We have waterproofs for our youngest learners but would ask that parents send their children to school dressed appropriately for the weather (this includes applying suncream before the school day starts).

Educational Excursions are designed and planned in accordance with the East Lothian Council's comprehensive Guidelines. These range from local outings extending classroom learning to residential visits within the U.K. and abroad.

SCHOOL IMPROVEMENT

Evaluation visits are carried out regularly during each school session. By focusing on improvements in performance during visits, schools are supported in ensuring high standards are achieved and maintained. Our Head of Education and Quality Improvement Officers carry out each of these visits along with other Head Teachers. Annually the school publishes its Standards and Quality Report and School Improvement Plan to show the progress being made towards our targets. These documents can be found on our school website.

Our school improvement plan can be found on the blog by clicking the following link:

<https://www.edubuzz.org/pencaitland/files/2017/12/Imp-plan.docx>

ASSESSMENT AND REPORTING ON PUPIL PROGRESS

Staff have a range of strategies which enable them to assess pupils performance on a daily basis. Formative assessments enable staff to build a profile of the child's abilities ensuring appropriate support and challenge is provided. Along with standardised tests and other assessments these provide the basis of teacher planning.

Details of a child's progress through Curriculum for Excellence will be reported on. Nursery learning stories are also sent home at this time of the year and parents are invited to comment throughout the session.

Two parent evenings, normally held in October and March allow parents/carers to track and discuss children's progress through the year. There will be 10 minute appointments allocated in October and 15 minutes allocated in March.

When children transfer at the end of a year or to Secondary School the records are automatically passed on.

PUPILS WHO HAVE ADDITIONAL SUPPORT NEEDS

If a child has been identified as requiring additional support in order for them to reach their full potential and progress, then the class teacher will liaise with the Head Teacher to identify the necessary support required. This may include specific programmes of intervention carried out through extraction from class or supported within class. Children requiring specific support may be referred to the school designated Educational Psychologist. Parents will be consulted as a matter of course. The school works closely with other outside agencies eg Speech and Language therapists and Occupational Health in order to support children who require additional services to aid them in their learning.

READY TO LEARN POLICY

Children at PPS learn and give their best when they are happy, healthy and active, working in engaging and busy spaces where enquiry, creativity and curiosity are encouraged. All staff show all children unconditional positive regard. We teach children the benefits of a Growth Mindset and we teach strategies for good mental health. We show children that they are valued by promoting and modelling respect for all including self-respect. Good behaviour is an expectation, and children are always reminded of our school values and aims.

BEHAVIOUR

As a Unicef Rights Respecting Bronze Award School our aim at Pencaitland Primary is to instill in the children, care and respect for other people and property - both in school and in the wider community.

In Pencaitland Primary School we actively promote Positive Behaviour.

The most effective way and most important method of rewarding positive behaviour is use of meaningful praise and affirmation. There is a whole school system of house points. Each class has personalised systems of rewarding good behaviour choices (eg raffle tickets, points systems etc). which are clear and fair for all.

We use a restorative approach to resolving any problems that have arisen encouraging children to share what has happened and how we can move forward positively.

ANTI-BULLYING POLICY

In line with East Lothian Council's 'Respect Me' policy, we have a clear policy on anti bullying, which is shared with children and parents. If your child is involved in a bullying incident, this will be recorded and you will be informed.

Through our school Health and Wellbeing programme we will provide our children with the skills, which promote a happy, tolerant and peaceful environment. If you have any concerns about the well being of your child at any time please contact a member of the teaching staff in the first instance. Your concerns will always be treated seriously and together we will find a solution.

HOMWORK POLICY

In Pencaitland we believe that any home learning should be an extension of children's learning at school, together with opportunities to develop and share interests out with school.

Home work will include reading throughout the school and mathematics for all children to access at home. Through newsletters from class teachers they will also direct you to useful links and ideas to support current learning as appropriate.

LINKS WITH OTHER SCHOOLS

There is active consultation between Ross High School and its associated Primaries.

The Head Teachers of the Cluster Primaries of the Ross High catchment area hold regular meetings to discuss a whole range of issues relevant to their schools. Pupils from the Cluster Primaries meet regularly at various inter-school events, e.g. sports tournaments, orienteering, social events.

TRANSFER FROM PRIMARY TO SECONDARY

Pupils normally transfer to the local catchment secondary school which is Ross High, Tranent, at the end of Primary 7.

Parents will be informed of transfer arrangements by December of the pupil's last year in primary school.

CULTURAL AND COMMUNITY DEVELOPMENT

Cultural Services can facilitate enhanced learning opportunities for children through provision of and support of:-

- School Library Service
- Drama provision/Theatre
- Study Support and After School Activities
- Instrumental Music Tuition
- Educational visits in Museums/projects.
- Sport

The services are used widely at Pencaitland Primary to motivate and encourage children in learning across all areas of the curriculum.

OTHER INFORMATION ABOUT OUR SCHOOL

SCHOOL DRESS CODE

It is expected that children will come to school dressed according to the school dress code. Adhering to the school dress code demonstrates a sense of pride in and belonging to the school community.

The school colours are green for P1-P7 and the option of blue sweatshirts for nursery children. The school dress code requires children to wear sweatshirts. P7 also choose a colour and design for a hoodie each year. A change of shoes is also required.

Information regarding school sweatshirts, tee shirts and polo shirts can be obtained from the school office.

PE KIT

Children should ensure they have the following items of clothing in school on PE days.

Indoor kit - plain short sleeved top, shorts and indoor gym shoes.

Outdoor kit - Suitable trainers for outdoor use only. Warm jogging bottoms and warm top.

In the interests of Health and Safety all jewellery should be removed during PE lessons. If earrings cannot be removed they must be protected with micro tape. Long hair should be tied back.

PLAYGROUND SUPERVISION

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

SCHOOL ARRANGEMENTS FOR WET WEATHER

On wet days during break and lunch intervals, supervision is arranged in school. On such days children should not arrive at school in the morning before 8.45 am, if at all possible. They will be allowed to wait in the gym but doors will only be opened 5-10 minutes before the bell.



In autumn/winter please ensure that your child wears clothing that is easily seen.

SCHOOL MEALS, MILK AND FRUIT

We are a health promoting school and hot meals are prepared on the premises and served in separate sittings, for the early years pupils then a rota for P4 - P7.

Children in P1-3 are provided with a free school meal Monday - Thursday and a packed lunch option is available to take home on a Friday. Please register for our Parent Pay system where you will be able to pre order your child's school lunch.

www.eastlothian.gov.uk/schoolpay

All meals for P4 cost £2.05 a day and can also be paid using the School Pay system. At the end of each month if there are any outstanding meal bills then in accordance with East Lothian Council policy, names will be forwarded by Facilities Management to the Local Authority.

Children who wish to bring packed lunch are also accommodated in the dining hall. All pupils are free to choose with whom and where they sit in the dining hall. Parents should please avoid giving 'sticky/fizzy' drinks as part of packed lunches.

We try to encourage healthy eating habits as part of our school curriculum and your help would be much appreciated in reinforcing this by providing healthy packed lunches and snacks for your child.

Free fruit is provided by East Lothian Council on Tuesdays, Wednesdays and Thursdays for all children in P1 and P2. Free milk is available to all pupils in the nursery. Milk is also available daily to primary school pupils and this is paid for via the schoolpay system.

SPORTS AND OUTDOOR EDUCATION FACILITIES

Swimming lessons are provided for all children at Primary 4 stage. They attend once a week for 10 weeks.

Pupils also get the opportunity to attend sport festivals with other cluster pupils.



EXTRA CURRICULAR ACTIVITIES

The active schools team offer a wide range of school activities for children of all ages. Newsletters informing you of what is on offer come out termly .

AFTER SCHOOL CARE

Breakfast and after school care provision is currently available. The Club exists to provide a safe and fun environment for primary aged children whose parents require childcare during out of school hours. Admission is not restricted to parents who are working, as the Management Committee believes that the Club provides an opportunity for children to develop their social and interpersonal skills and so may benefit all children.

However, if the Club facilities become stretched it may be necessary to give priority to those children whose parents/guardians are in work or education, or who otherwise have exceptional child care needs.

Further information can be obtained from Pencaitland After School Club - Telephone 07909743715 or 01875 341466.

THE SCHOOL HEALTH SERVICE

Throughout your child's years at primary and secondary school, a team of specialist Health Service and Education Department staff will be seeing him/her from time to time to make sure that he/she benefits as much as possible from all that school has to offer, and to help prepare him/her for life after leaving school. The School Health Service is part of the Community Child Health Service and has direct links with those who carry out health checks on children before they start school.

Many different services are provided. The issue of maintaining confidentiality is taken seriously by the School Health Team at all times. The staff involved make every effort to work closely with parents and with others who are caring for your child, both at school and in some other branches of the Health Service. Some of the services, e.g. testing for vision, hearing or speech, are provided to all children on a routine basis to discover which children may need further tests or treatment. Parents are not notified of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required, the child's parents will be informed and consent requested.

Some of the staff concerned and the parts they play are as follows:-

School Nurses are involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening. Attention is drawn to any possible problems, and parents and the family doctor are informed if any further action is considered necessary.

The school nurse may be helped by a Health Assistant. The health visitor and the school nurse also act as an important link between home and school. She will visit the school regularly and liaise with teachers to find out whether any pupil has a medical health need that requires to be addressed. The school nurse can link with other members of the health team, in the community or in hospital, concerned with a child's health.

The nurse reviews the notes of all children in Primaries 1, 4, 7 and S3 as well as those of all new entrants.

The **audiometric team**, who check children's hearing, will not visit the school to check pupils hearing. Instead they will provide a local clinic based, appointment only service for all school aged children requiring a hearing assessment.

These include:

- All children who are due to have a routine re-test as a result of being found to have a hearing loss at a previous test in school or as a pre-school child.
- All school age children newly referred for assessment, either Primary 1 or other years.
- The school medical officer will inform schools of the result of any assessment.

The **speech and language therapist** can provide assessment, and, if necessary, treatment if you, a teacher or the school doctor feels that your child may have a speech or language problem.

Any enquiries regarding the provision of dental services should be made to the Director of the Community Dental Service, 16 Duncan Street, Edinburgh EH9 1SR (0131-667-7114).

We hope that the School Health Service can, together with yourselves, contribute to your child's overall well-being and development. Please do not hesitate to arrange through the head teacher to see school nurse or the health visitor if you want any more information.

Appendix 1



ATTENTION ALL PARENTS!



TRAFFIC CONGESTION AT SCHOOL GATES

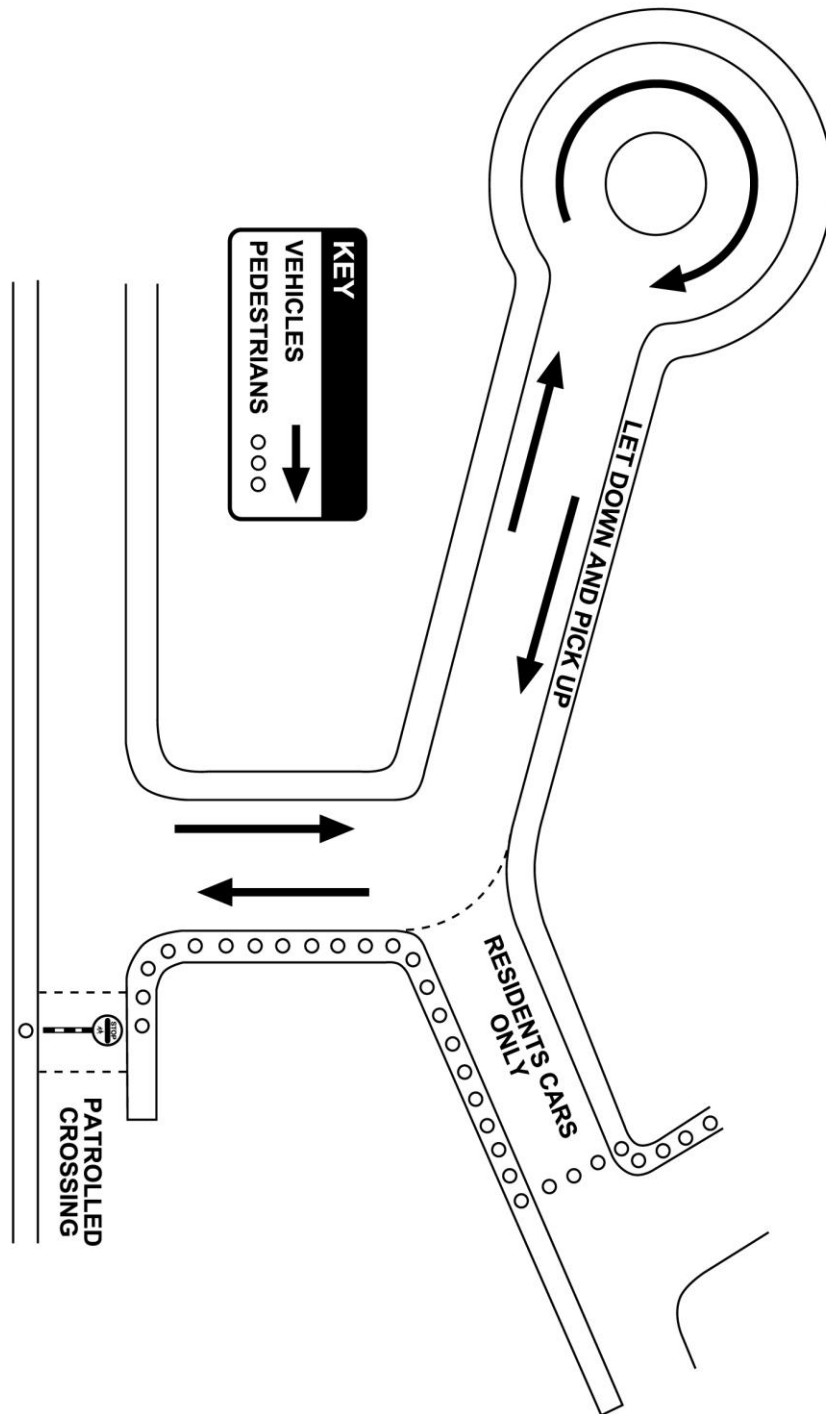
I strongly urge all parents to follow the traffic guidelines when setting down or collecting children. Please see next page for recommended route details.

Traffic congestion of any kind at the school gates is putting the children's safety at serious risk.

Please remember that safety and not convenience must be the guiding principle.

Thank you in anticipation of your support on this extremely important issue.

Head Teacher



Appendix 2 - Department Handbook

Click link below be holding down the control key.

http://www.eastlothian.gov.uk/downloads/file/6229/appendix_to_school_handbooks
