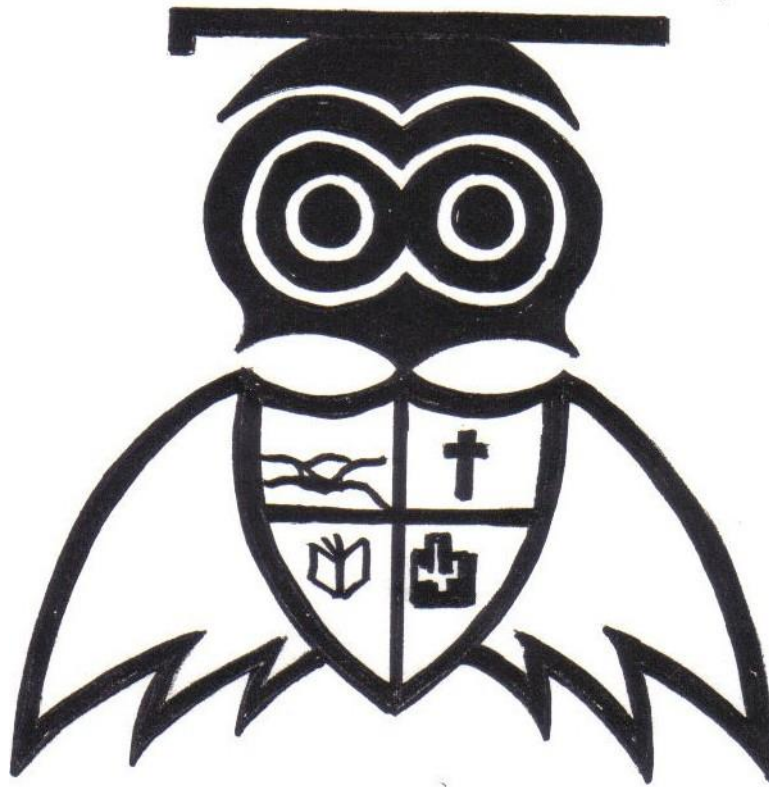


Stenton Primary School



School Handbook 2020-21

Welcome to Stenton Primary School

It is my pleasure to provide you with information about Stenton Primary School.

Our small village school is situated in beautiful countryside, therefore providing us with lots of opportunities for outdoor learning. We are a partnership school with Innerwick PS, which allows us to share resources, expertise and our Head Teacher.

We endeavour to utilise this situation for the benefit and enjoyment of all our pupils, challenging and motivating them to reach their full potential. Our small team ensures a familiar and friendly environment, which nurtures and values each individual child; encouraging achievement and supporting academic and pastoral needs. We actively involve and encourage links with parents, families and the wider local community.

We aim to nurture successful learners, confident individuals, effective contributors and responsible citizens, whilst providing the best educational experiences to equip our pupils for today's modern society.

We look forward to welcoming your child/children into our school and to developing a happy and successful partnership.

Ronnie Taylor
Head Teacher
November 2020

"It's a Healthy School and we have Outdoor Learning"
Elliot

"I like Stenton Primary because I like the games and toys we play with in Play Based Learning"
Arran

"Our end of term shows are one of the best"
Isla

"We like Outdoor Learning, JRSO, Pupil Council, Captains Rights group and Eco group"
Erle & Bea

"We like playing recorder and singing"
Eleni

"At Stenton Primary we all work together"
Teegan

"We work very hard and I really enjoy maths"
Lewis

"At school there are good friends."
Brooke

"We do a lot of outdoor learning - we have a good attitude"
Elis

"We get to play Brass from P4 - it is great fun - have a go!"
Maria

"Stenton Primary School is a nice place"
Jamie

"We are very lucky pupils because everyone cares for each other. The teachers are very nice and they look after us"
Esme & Josh

"We are a happy school"
Aaron

"The pupils at Stenton Primary help out others"
Nell

"At Stenton Primary there are lots of books, games and lots of trips"
Ollie

"I like doing the Morning Mile at Stenton Primary"
Giulietta & Olivia

"I like going outside for break time and outdoor learning"
Ben

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Appendix 1

School Session Dates 2020-21

SCHOOL DETAILS

Stenton Primary School

Stenton

Dunbar

East Lothian

EH42 1TE

Telephone Number: 01368 850258

E-mail: stenton.ps@stenton.elcschool.org.uk

Website: <http://edubuzz.org/blogs/stenton>

This small one class school is situated in a picturesque village in the Lammermuir foothills near Dunbar. The traditional 19th Century building (1878) is now a 'Listed Building', with an extension completed in 1998. Further work was carried out in the summer of 2010 to give two separate classrooms; adjacent to this is the dining and kitchen area. There is a Library and General Purpose room, used by visiting specialists and teachers. A ramp at the pupil entrance provides disabled access to the school and disabled toilet.

- ❖ The school is co-educational and non-denominational.
- ❖ There is one multi-composite classes (see note below).
- ❖ The current school roll is 22. The school roll is as follows:

P1	-	1	P5	-	6
P2	-	4	P6	-	0
P3	-	6	P7	-	4
P4	-	1			

Community groups use the school by arrangement.

We have a very active Parent Council who regularly meets in the school.

Access to our building during school hours is strictly controlled and monitored and is limited to the main front door and the pupils' entrance. There is an entry phone system employed at both entrances and visitors are required to ring the bell and await entry. All visitors are asked to report to the school office, collect a visitors badge and sign the visitors' log.

Composite Classes - Information available in East Lothian Council Handbook

SCHOOL STAFF

Head Teacher	Ronnie Taylor
Principal Teacher	Tina Aitchison
Part time Class Teacher	Sandra Macniven

Visiting Teachers:

Music	Salyen Dick
P.E.	Eilidh Gordon
Brass	Charlie Farren

School Administrator	Suzanne Wilson
Classroom Assistant	Pam Tannahill
Classroom Assistant	Ashley Small
Janitor/Cleaner	Ashley O'Brien

Please note that information about staff is subject to change.

PARENT COUNCIL

Chair: Anna Ross
Treasurer: Ciaran Mackechnie
parentcouncil@stenton.elcschool.org.uk

We have a very active Parent Council who is very supportive of our school, staff and pupils. The role of the Parent Council is to support our school and get the best possible experiences for our children.

If you would like information on how you can support the Stenton Parent Council or would like to join then please contact the school.

THE SCHOOL WEEK

Class Contact Time

P1-P2	22.5 hours per week
P3-P7	25 hours per week

THE SCHOOL DAY

Monday to Thursday:

P1-P2	8.50 - 10.30 am	10.50 am - 12.15 pm	1.15 - 3.00 pm
P3-P7	8.50 - 10.30 am	10.50 am - 12.30 pm	1.15 - 3.20 pm
Morning interval	10.30-10.50am		
Lunch Break	P1-2 - 12.15-1.15 P3-7 - 12.30-1.15		

Friday:

P1-P2	8.50 - 10.30 am	10.50 am - 12.20
P3-P7	8.50 - 10.30 am	10.50 am - 12.30
AM Interval	10.30-10.50 am	

ENROLMENT

- A child whose fifth birthday falls between 1 March and 28/29 February is eligible for entry into Primary 1 at the start of the Autumn Term.
- In November of each year an advertisement is placed in the press, advising parents of new intake children enrolling procedures. A notice is placed on the School Notice board providing details of enrolment dates. If, however, this is unsuitable, parents can contact the school to make an alternative appointment.
- In June all new intake pupils and their parents are invited into the school. The children will have the opportunity to meet their teacher and to spend some time in their new classroom.
- The names of the P7 children are sent to Dunbar Grammar School when they are in P7. Parents who wish to send their child to a "non-catchment" secondary school are required to complete the appropriate forms by December of that year.

Arrangements for non-district pupils

- Parents of prospective Primary 1 pupils living outside our catchment area are required to complete a "non-catchment pupil" form (available from East Lothian Council).
- Parents of pupils who move out of our catchment area after enrolling should inform school and complete a "non-catchment pupil" form, to be retained by the school.

All prospective parents or guardians and pupils are welcome to visit the school, have a look around and meet with the Head Teacher who will answer any questions you may have. Please telephone our school administrator, Mrs Wilson, on 01368 850258 to arrange an appointment.

SCHOOL ETHOS and VALUES

"Supporting young people to grow in a vibrant and inclusive learning community"

Providing our pupils with high quality and holistic learning experiences is something we strive for, reflect on and evaluate continuously.

The children are at the centre of everything we do, promoting high aspirations and achievement through quality teaching and learning. We value and celebrate collaboration and the leadership of learning through empowerment, and uphold values that impact positively on our school communities. We aim to fulfil this vision by:

1. Raising standards of attainment and recognition of achievement by providing a varied, challenging and stimulating curriculum with an emphasis on the needs of the whole child.
2. Promoting high expectations, resilience and continuous development of all school community members within an environment that is sensitive to a range of learning styles.
3. Providing a happy, secure and nurturing environment for all, where equality, honesty, fairness and respect are valued and practised.
4. Developing and sustaining an active partnership between schools, children, parents and our communities.
5. Supporting children in developing confidence, positive attitudes, a healthy lifestyle and lifelong learning skills that will enable them to be effective contributors and active, responsible citizens.

'Celebrating aspiration and purpose through opportunities to achieve'

We endeavour to create a positive learning ethos at Stenton. The children have worked as a school to devise a basic code of behaviour for various areas of the school that they will be expected to follow. This code is regularly revisited by the class teacher and pupils throughout the term to remind everyone of behaviour expectations. Pupils are encouraged to speak up in a situation where they feel unfairly treated. They should do this in a polite

fashion, at an appropriate time. If parents feel that circumstances in the home are such that a child's behaviour might be affected, it would be helpful if you would let us know.

Both Innerwick and Stenton have a system of 'core values' to help pupils think about what is right and wrong, and what is important in their lives. They form the basis of how we see ourselves as individuals, how we see others, and how we interpret the world in general. When individuals behaviour is guided by core values such as honesty, fairness, responsibility and acceptance of difference they act with integrity; they are also likely to experience better mental and physical health, improved learning outcomes and more successful relationships.

Child Friendly Aims

- At Stenton Primary we have fun, we succeed in our learning and celebrate our achievements
- Everyone works hard and tries their best
- Stenton is a happy, caring school where everyone treats everyone the same, we are honest and try hard to be fair and respect each other
- We all work together as a team-pupils, teachers, parents and our community
- Everyone gets the chance to reach their full potential

We have worked together to develop our Core Values, which promote: Respect, Co-operation, Resilience, a 'Can-do' Mind-set, and an Enquiring Mind. We are committed to being 'A rights Respecting School' by placing the rights of children at the centre of all our learning. Information regarding Rights Respecting Schools can be found at <http://www.unicef.org.uk/rrsa>

CURRICULUM FOR EXCELLENCE

Bringing learning to life and life to learning

Curriculum for Excellence aims to **raise standards**, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to **work together** across the school and with other schools, to share **best practice** and explore learning together.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of **knowledge** and **skills**.

Every child is entitled to a **broad and deep** general education, whatever their level and ability. The curriculum develops **skills** for learning; life and work to help young people go on to

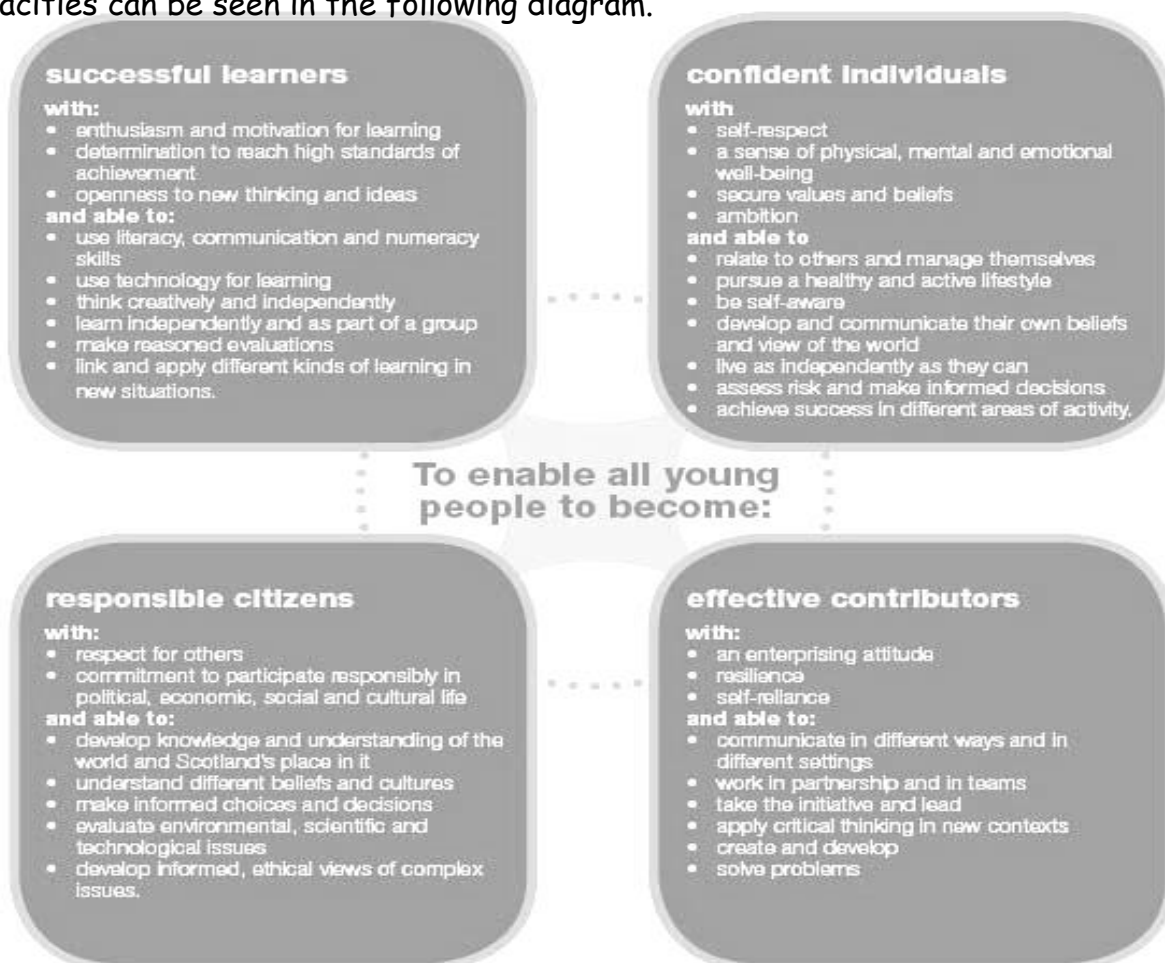
further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links **knowledge** in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There's personal **support** to help young people fulfil their potential and make the most of their opportunities with **additional support** wherever that's needed. There will be a new emphasis by all staff on looking after our children's **health and wellbeing** -to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims to improve our children's life chances, to nurture **successful** learners, **confident** individuals, **effective** contributors, and **responsible** citizens, building on Scotland's reputation for great education.

Curriculum for Excellence will enable all children and young people to get the best possible teaching and learning experiences; provide a broad, rounded education and improve achievement.

The curriculum is designed to encourage pupils to become successful learners, confident individuals, responsible citizens and effective contributors. The outline of these four capacities can be seen in the following diagram.



We have a strong pupil voice which is reflected in our school development. All children are involved in whatever is taken forward. We have an Eco Group, Global Citizen Group, JRSO and Pupil Council Group who meet regularly to take any initiatives forward as a whole school.

Literacy and English is developed through the areas of Reading, Writing, Listening and Talking. Literacy is defined in the curriculum as a core skill, which allows an individual to engage fully in society. There is an emphasis on addressing literacy skills across every area of the curriculum, in addition to specific lessons targeting skills in English. Within these areas there are opportunities for enjoyment and choice, finding, organising and using information, understanding, analysing and evaluating, and acquiring the necessary skills to read, write and communicate effectively.

We use Read Write Inc books, Oxford Reading Tree books and a selection of novels which provide a structured approach to the teaching of reading. A variety of other resources are used to supplement this at the lower stages to support the teaching of phonics. At the middle and upper stages novels are used in small groups to provide a variety of reading material and exposure to different genres and authors, and we encourage reading for pleasure through our Accelerated Reading scheme.

Phonics is taught mainly through the 'Read, Write, Inc' scheme.

Writing across the school is taught at the relevant curriculum for excellence level, ensuring that children are working at an appropriate pace and are achieving their potential. A variety of genres are taught, both fiction and non-fiction, often within the context of the current class topic. The specific skills needed to produce a variety of texts are analysed and the teaching strategies used ensure that children know how they can be successful in writing tasks.

Children enter school with a command of the spoken language and it is from there that their **listening and talking** skills progress. They have many opportunities to contribute orally in one-to-one, small group and whole class discussions. Children are also expected to contribute at assemblies and presentations to other children and parents.

Numeracy and Mathematics is also a core skill within the curriculum, as it is important in everyday life, allowing us to make sense of the world around us.

The core methods used for teaching and learning are Number Counts and Stages of Early Arithmetical Learning.

Much of the maths curriculum is taught in relevant contexts using active learning strategies, allowing pupils to observe, explore, investigate, experiment and play. Children are encouraged to take risks, ask questions and explore alternative solutions without fear of being 'wrong'.

The maths curriculum is organised into three main areas:

1. Number, Money and Measure
2. Shape, Position and Movement

3. Information Handling.

Careful progression through the curriculum in each of these areas is ensured using programmes developed by the school, East Lothian Council, and the Teejay maths scheme.

Expressive Arts consists of art and design, music, dance and drama. Music is taught by a visiting specialist, who works in conjunction with school staff to ensure continuity across the curriculum. The children enjoy a wide range of musical activities including opportunities to compose a small piece of music, learn guitar and recorder. We have a large number of pupils currently learning a brass instrument and/or recorder. From Primary 4 all children are given the opportunity to join The Brass Group and pupils are asked to take part in local schools events and examinations as appropriate.

The school takes advantage of many opportunities for Drama and Dance provided by the local authority, and participates in workshops and attends the theatre where this supports learning in other areas across the curriculum. Each year every child in school is involved in a musical production and Art and Design is taught as part of the wider curriculum, exposing children to a range of stimuli and allowing them to experiment with a range of media.

Religious Observance

At Stenton Primary we follow the Religious Observance policy set by East Lothian Council. You may access this policy at <http://www.eastlothian.gov.uk/religioninschools>

Health and Wellbeing is an area which is considered to be central to the whole curriculum and includes mental, emotional, physical and social wellbeing; physical education, activity and sport; planning for choices and change; food and health; substance misuse and relationships, sexual health and parenthood.

At Stenton all pupils have access to the required two hours of Physical education per week. A visiting specialist provides P.E. lessons, and there are opportunities throughout the year for children to participate in a variety of sports events and training through sessions provided by the local authority. Children also take part in other physical activity with their class teachers on a regular basis such as 'Shake to Wake' and the Morning Mile.

Other areas of the health and wellbeing curriculum are taught using a variety of programmes approved by East Lothian Council.

Science, Social Studies and Technology are taught in the school within a variety of topics, which start with the relevant outcomes and experiences to ensure breadth and depth of learning as well challenge and progression. The relevant levels of outcomes and experiences encompass all areas of scientific enquiry and skills; history, geography and society; enterprise; and a variety of technological skills including information and communications technology.

Pupils have access to a wide variety of resources and experts to support their learning in all of these areas, including visiting specialists, workshops and via the Internet and email. They are encouraged to develop their knowledge and skills through, creative, practical activities, and to contribute to planning for their own learning.

Modern Languages - All pupils learn French from P1 and the teaching is incorporated into our daily classroom routines.

Outdoor Education - information available in *East Lothian Council Handbook*.

We aim to give each child the opportunity to take part in a residential experience in P7 where the outdoors as much as possible to enhance their learning in all areas of the curriculum.

Active Schools

We have an Active Schools Coordinator who organises various after school activities. Emails are sent home on a regular basis detailing what is available. Our current Active Schools Co-Ordinator is Gareth Hill and he can be contacted at ghill@elcschool.org.uk

Educational Excursions

Educational excursions are designed and planned in accordance with the East Lothian Council's comprehensive guidelines.

HOMEWORK

- **Primary 3 to Primary 7**

Homework is set by the class teacher and is communicated regularly to parents.

The purpose of the homework will vary from a child being given a task which will help him/her to revise an aspect of class work to being given an open ended piece of work which will give the child the opportunity to develop in the direction in which he/she wishes. This encourages the child's organisational skills and self-discipline.

- **Primary 1 & Primary 2**

It is expected that the younger children will read at home every weekday evening for a short time, and where the teacher has suggested that extra time would be beneficial.

As acquiring the core skill of reading is a priority at this stage, this will be the only regular homework. However, from time to time the Primary 3 children will be set homework tasks in other areas of the curriculum.

Parents are expected to support their child with their homework, and encourage them to let the teacher know if they are finding something challenging. Parents should ensure that any homework task is completed to the best of the child's ability, and should sign completed work if requested.

If a child has difficulty in completing a task, either because they do not fully understand the task or because they are labouring over it for too long, please let the teacher know. Parental

interest keeps you in touch with your child's learning and supports the work of the staff and pupil.

ASSESSMENT, RECORDS AND REPORTS

The School currently uses East Lothian Council's report form for reporting to parents. The aim is to provide details of each pupil's strengths, areas for development, attainment and achievement, and next steps in each curricular area, including Curriculum for Excellence levels in Literacy and English and Numeracy and Mathematics. The reports are issued annually in May/June. Parents are encouraged to comment on the report and to seek further information if required at parent-teacher meetings.

Learning folders

Every child has a portfolio which shows their learning and progress and reflects on their learning and give them the opportunity to discuss next steps and targets.

Dunbar Grammar School

The Secondary School to which pupils normally transfer is Dunbar Grammar School, Summerfield Road, Dunbar (Tel. 863339). Parents are informed of the transfer arrangements by December of the pupil's last year in Primary School.

Towards the end of the P7, members of staff from Dunbar Grammar School have informal discussions with the Head Teacher with regard to every child who is in P7 and who is about to transfer to that school. Records are sent to Dunbar Grammar School giving information about the child's progress. P7 Profiles are also part of our reporting process.

SCHOOL DEVELOPMENT AND POLICIES

Our School Development Plan, Curriculum Drivers, Annual Standards and Quality Report and School Policies are regularly reviewed, reflected upon, updated and actioned.

A Quality Improvement Officer from East Lothian Council visits the school twice a year to review our progress. Copies of all the above mentioned documents and the latest HMiE Inspection Report are available on our website at <http://edubuzz.org/blogs/stenton>

COMMUNICATION WITH PARENTS - *information available in East Lothian Council Handbook.*

LIAISON WITH PARENTS

Parents and community members play a huge part in our school and we are very happy to have parent helpers in on a daily basis.

A summary of what the children are learning is sent to parents through a weekly bulletin which is emailed home every Friday. We also hold open mornings throughout the year where parents and community members are invited in to share in the children's' learning. The Open Morning has a different driver every time and is a good opportunity for parents to have an insight into their child's learning in class.

In October and March each year, parents are invited to the School to discuss their child's progress. However the teachers are happy to talk with parents at any time. For practical reasons, it is easier if parents who wish to have a discussion with a member of staff make an appointment.

As new initiatives are developed, parents are invited to the School to discuss such developments.

Prior to children starting P1, parents are invited to School in June, to meet their child's class teacher. A meeting with the Head Teacher ensues while pupils "attend" class. This provides an opportunity to inform parents of school policy and ask any questions or raise any queries. We encourage all parents to be involved in their child's learning and if you would like to be involved with any aspect of our school or if you have any area of your child's learning that you wish to discuss then you are very welcome to do so. Please contact the school office on 01368 850258.

SCHOOL AND COMMUNITY

We have close links with the community. We have on-going working partnerships with the Bowling Club and the Community Association. People within the community are regularly invited in to school to help and share their knowledge and experiences.

PROFESSIONALS VISITING THE SCHOOL - information is available in the East Lothian Council Handbook.

CONSULTING WITH PUPILS

Under the Children (Scotland) Act 1995 the views of children should be taken in to account when major decisions are being made which will affect their lives. Generally, children over 12 years are presumed in law to have a view, but younger children may also be mature enough to have a view and should be given the opportunity to express it. At Stenton pupils are consulted through, discussion, questionnaires, Pupil Council, Global Citizenship Group (named "Captain Rights Group" by the children), Eco Group and JRSO Group, as well as arrangements to consult with individual pupils or groups at appropriate times.

ASL ACT 2009 - information available in East Lothian Council Handbook.

CHILD PROTECTION GUIDELINES - information available in East Lothian Council Handbook.

FACILITIES FOR SWIMMING

Each session the children in P4 and P5 have the opportunity to attend swimming classes at Dunbar Leisure Centre. The children are transported to the Centre in vehicles supplied by East Lothian Council and are accompanied by a member of staff.

PUPILS WHO HAVE ADDITIONAL SUPPORT NEEDS

There is a range of specialist provision available to meet the learning and development needs of all children and young people. There are outreach teachers who work with those pupils from whom English is an additional language, those who have long-term absence from school due to illness, those who have visual or hearing impairment and also pre-school pupils who have severe/complex additional support needs. There are various approaches used to support children and young people who have social, emotional and behavioural difficulties. These include in-school support bases, enhanced curriculum groups and input from the Children's Services Integration Team.

East Lothian Council has an Accessibility Strategy and follow the Disability Discrimination Act in relation to access to school buildings, the curriculum and associated services.

EAST LOTHIAN EDUCATIONAL PSYCHOLOGY SERVICE - information available in *East Lothian Council Handbook*.

EXCLUSION OF PUPILS

East Lothian Council, Department of Education and Community Services acknowledge the vital partnership between schools and parents for support, behaviour and guidance of children.

The children's views must be taken into account in accordance with the principles of the U.N. Convention 1989 and the Children (Scotland) Act 1995 provides for the rights and responsibilities of children to be exercised in accordance with the age, maturity and understanding of the child.

The School is committed to ensuring positive behaviour and effective attendance.

In the event of a potential exclusion, the school would seek the advice of the Integrated Support Team and The Executive Director of Services for People and it would consult with other agencies or Psychological Services as appropriate.

TEMPORARY EXCLUSION

In East Lothian, the Department of Services for People has delegated the power to exclude a child from school attendance to the Executive Director of Services for People who has in turn, delegated to Head Teachers the power to exclude for a period of up to 5 days.

SCHOOL DRESS CODE AND PE KIT

The School, in line with all other East Lothian Council Schools, has a dress code, which follows East Lothian policy. East Lothian Council actively encourages schools to implement their own school policy on school uniform taking into account the following guidance. Our reasons for promoting school uniform can be summarised as follows:

- School Security - uniform allows visitors/strangers in the school to be immediately identified

- Cost - school uniform provides a level playing field for students regarding clothing. A poorly defined uniform, or school dress code, can lead to students being bullied or humiliated because they cannot afford the latest designer fashions.
- School identity - a recognisable and well-monitored school uniform can reinforce a sense of community and pride in the school.

Stenton Primary uniform comprises:

Red or white polo shirts - with or without school logo

Tops: School Sweatshirts - red with school logo
 School Fleece - red

Bottoms: Plain tailored Trousers, Skirts - Black or dark grey

Footwear: Plain black shoes. Black gym shoes for indoors

PE Kit: Red T-shirt, black shorts (summer) and black/red jogging bottoms (winter)

All pupils wear school uniform, which can be purchased online at www.garmentprinter.co.uk
 No jeans are to be worn. Please label all your children's items of clothing and footwear as this can save a lot of confusion in our small cloakroom area.

When children are taking part in field trips they should be wearing appropriate and suitable clothing.

For the purpose of participating in artwork without clothes being ruined, aprons are provided by the school.

On the days your child has PE, he/she should bring a t-shirt, shorts, appropriate footwear e.g. trainers and joggers. For safety reasons, PE can only be taken when a child has the appropriate kit with him/her. Jewellery must be removed.

Since children work on the floor surfaces in school from time to time, everyone is expected to change from their outdoor shoes on entry. Shoeboxes are provided.

Assistance with Provision of School Clothing- information available in *East Lothian Council Handbook*.

Positive Learning and Engagement

Our pupils and staff are expected to be well mannered, hardworking and honest. They are expected to take responsibility at all times for their actions. We rely on the common sense of staff, pupils and parents in order to provide a positive environment and ethos, which will enhance learning and working together.

If parents feel that circumstances in the home are such that a child's learning may be affected, it would be helpful if you would let us know.

ANTI-BULLYING

Every effort is made by all of the School Staff to be alert to bullying. In the event of a parent feeling that his/her child is being bullied, they should contact the Head Teacher so that the problem can be investigated. The school follows East Lothian council's Anti-bullying Policy and as part of that procedure, incidents of bullying are recorded. Fortunately in a small school, the staff is alerted very quickly to any possibilities. The school operates proactive strategies; peer support, buddying, open access to the school and trust which has resulted in no referrals.

SCHOOL RULES

In order to help in the smooth running of the school, we would appreciate your help with the following:

- Purchase of school uniform.
- Label your child's belongings.
- Provide a change of footwear for indoors.
- Ensure your child has PE kit as required.
- Inform school of pupil absence by 9.30am on 1st day of absence.
- Exercise great caution when driving near the school.
- Do not park directly in front of the school.
- No chewing gum in school or playground.
- No denim jeans to be worn.
- No cycling or scooting in the school playground.
- No dogs in the playground at any time.
- No mobile phones (Any exceptional circumstances must be discussed with the Head Teacher)
- Please ensure that your child is at school for our start time of 8.50am.

Please give all our children support to make our school a happy and safe place.

ATTENDANCE

The legal position regarding attendance is as follows:

"Parents are responsible for ensuring that their child attends school regularly, in cases of unsatisfactory attendance, the Head Teacher will call on the Child & Family Support Worker (Attendance) to visit the home and discuss the problem with the parents. If such unsatisfactory attendance continues, the Head Teacher, following discussions with the Child & Family Support Worker (Attendance) and other agencies will decide whether the case should be referred to the local Area Attendance Advisory Group. This Group has been formed to make recommendations to the Director on the statutory responsibilities of the Authority with regard to defaulting parents".

PARENTAL CONTACT REGARDING ABSENCE FROM SCHOOL

- Pupil safety is always of paramount importance.
- Parents/carers have a responsibility to contact the school on the first day of absence before 9.00am. The School telephone number is 01368 850258 and a message can be left on the answer phone.
- Parents have responsibility to update schools with contact information. To ensure your children's safety it is imperative to inform the school of **current** contact details.

Practice Guidelines

- Consultation and review of procedures will involve staff, pupils and parents.
- The school regularly informs parents of the need to inform the school when a child is absent via regular e-mails and newsletters.
- The school will contact parents and/or carers on the first day of absence if not informed by parents or guardians.
- Parents will also be contacted where any of the following circumstances pertain:
 - The child has not come into school but has been seen by others on his/her way to school or in the playground.
 - A child has gone home for lunch and does not return in the afternoon.
- In the event of persistent non-notification and non-cooperation by parents' further action may be deemed necessary.
- School will compile an absence record and log of messages.
- In a small number of cases, where it is believed that there has been genuine absence but where the parent/carer has failed to provide confirmation, the school will send home a pro-forma absence slip to be signed and returned.
- On the child's return to school, all parents are requested to provide the school with a written explanation of the child's absence.

While it is appreciated that in this area it is not always possible to do so, parents should, if at all possible, take their holidays out with the school term times.

If it is necessary to collect your child during school hours, please ensure that the permission file, which is kept in the school office, is signed and dated.

It is the responsibility of the parent/carer to ensure that their child is in school for the start time of 8.50am. If any parent requires support with this then please contact the school.

SCHOOL MEALS AND MILK

Meals are provided in the dining room. There is a choice of a hot main meal, a vegetarian option, a baked potato, soup and a choice of dessert at a cost of £2.10. School meals are currently provided free of charge to all children in Primary 1, 2 and 3. Menus are available on request. Children may also bring in their own packed lunch.

Milk is available for all children at 20p a day. An email is sent out to all families before the start of each term asking parents if they would like their child to have milk.

MEDICAL CARE

When children take ill at school, every effort is made to contact the parent or the emergency contact given. Children will not be sent home until contact is made and the parent or their representative comes to the school to collect them.

In more serious cases, such as accidents, the parents will be informed and, if necessary, the child will be taken either by car or ambulance to the nearest hospital, i.e., The Sick Children's Hospital, Edinburgh.

In the school there is a Medical First Aid Box, which allows staff to deal with minor bruises, abrasions and minor cuts. For the safety of the children and the staff, the adult who is dealing with the injury wears protective gloves. If children require medication while at school, a Medication Form must be completed before administration will be carried out. Copies of the form are available in school.

The school has a ramp and toilet facilities to accommodate children with physical disabilities. Any further requirements needed by a child would require to be looked at before enrolment. If your child has any special medical conditions or requirements, it is important that a letter is sent to inform the school.

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 closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service are of paramount importance.

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. The attention of a **school doctor** is drawn to any possible problems and parents and the **family doctor** are informed if any further action is considered necessary.

A Health Assistant may help the School Nurse. The school nurse acts as an important link between home and school. She visits the school regularly and liaises with teachers to find out whether any pupil has a health medical 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.

An information booklet about the School Health Service is issued to all Primary one pupils and any new pupils coming from out with the Lothian area.

Parents are also asked to complete a health questionnaire about their child at Primary 1, 7 and S3 and asked if they would like their child to have a medical consultation with the school doctor. The School Doctor is trained in community paediatrics and is part of a team of doctors, including a consultant community paediatrician for your area. In addition, the doctor may ask for your consent to examine your child if his/her medical records are incomplete or if the doctor particularly wishes to check on his/her progress. You will be invited to be present at any medical examination and keep informed if the School Doctor wishes to see your child again or thinks that your family doctor or a specialist in paediatrics should see him/her. You can, if you wish, arrange for your family doctor to undertake the examinations instead of the School Doctor, but you may be charged a fee for this. In secondary schools, the School Doctor may consider whether any special information should be provided from the Careers Service.

The School Doctor will be pleased to see you and your child at a mutually convenient time if you are concerned about his/her health or general progress at school.

The **Speech and Language Therapist** can provide assessment and if necessary treatment, if you, a teacher, your GP or the School Doctor feels that your child may have a speech or language concern.

Any enquiries concerning the provision of dental services should be made to The Director of The Community Dental Service, 16 Duncan Street, Edinburgh EH9 1SR (Tel: 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 the School Doctor or School Nurse if you want more information.

HEALTH AND SAFETY- *additional information available in East Lothian Council Handbook.* When pupils are at school (from 8.50 am -3.20 pm) the responsibility for their safety rests with the Council. The Head Teacher, Staff and Playground Supervisor undertake this responsibility as the Council's representatives. This means that reasonable steps are 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. If a minor accident occurs, then a note will be sent home indicating the nature of the incident and action if any taken. If a major accident occurs, parents will be informed immediately and appropriate medical services will be called upon.

During your child's school day, the entrances are locked whilst your child is in class and only those who come via the security system should gain entry.

The playground is supervised during your child's morning break and at lunch times.

Regular Fire Drill procedures are practised throughout the school year.

TRANSPORT- *additional information available in East Lothian Council Handbook.*

Bus passes are issued to all of these children and application forms for these passes are obtainable from the school.

The Company, which provides the transport, is contracted to arrive no earlier than 20 minutes before the start of the school day. Staff members are in school at this time and will attend to any emergency. The bus company decides the bus route and any alterations must be fully discussed and agreed with them in advance. In the afternoon, transport is provided by the Authority at 3.00pm (P1-2), 3.20pm (P3-7), Friday 12.20pm (P1-2) and 12.30pm (P3-7). It is the schools responsibility to ensure safe departure for bus pupils at this time. ***However, it is the parent/guardian's responsibility to inform the school of any alterations; by phone to the school or a written message in pupil postbags. Messages from pupils will not be accepted.***

Parents who choose to send their children to a school other than the district school will not receive assistance in relation to travel to and from school. However, the Education Committee has agreed a number of exceptions to this rule and further details are available from The Education Department when there are vacant seats.

Children who travel on the School Buses are expected to behave in a manner appropriate to being on a bus i.e. to wear a seat belt and to remain in their seats whilst the bus is in motion. Non-compliance and the school will be informed.

OCCASIONAL AND EMERGENCY ARRANGEMENTS

When early closures of the school are planned, all parents will be warned to expect the children to return home early. A note of the time the school will close will be sent to parents. In emergency closures, such as bad weather or failure of the heating system in winter, all parents will be contacted and informed, mainly by e-mail or telephone.

Parents are requested to check the council website for regular updates during extreme weather conditions.

Children will not be sent home until all arrangements for their reception at home or to the emergency contact have been made. When the weather conditions are poor, parents should anticipate the possibility of their child being sent home. They should either be prepared to receive their child or to inform the school of alternative arrangements.

For this reason, it is important that parents keep the school informed of emergency contacts to whom the child can be sent in cases where the parent is not at home.

In the event of the fire alarm being activated when the children arrive at school, it is important that they remain at the entrance so that the school staff can establish their whereabouts. Parents should stay with the children.

PARENT FORUM and PARENT COUNCIL

The Scottish Schools (Parental Involvement) Act 2006 encourages and supports more parents to become involved in their children's education.

The main aims of the Act are to:

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

To help achieve these aims, all parents will automatically be members of the Parent Forum at their child's school and will be entitled to have their views represented to the school, education authority and others through a representative Parent Council for the school. As a member of the Parent Forum, parents will have a say in selecting the Parent Council (the representative body) to work on behalf of all parents at the school.

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 the school, parents/carers, pupils, pre-school groups and the wider community
- Consult with and report back to the Parent Forum.

The new Parent Council arrangements came into effect from August 2007. For more information on the Parental Involvement Act or to find out about parents as partners in their children's learning please contact the school or Bev Skirrow, Principal Officer at the Department of Education & Children's Services on 01620 827228 or bskirrow@eastlothian.gov.uk or visit the Parentzone website on www.parentzonescotland.gov.uk or East Lothian Council website on www.eastlothian.gov.uk. The e-mail address for Stenton Parent Council is parentcouncil@stenton.elcschool.org.uk.

Improving communication with parents - additional information from Scottish Parent Teacher Council.

The Scottish Parent Teacher Council is the national organisation for PTA's and PA's in Scotland and runs an independent helpline service for all parents. You can contact the Scottish parent Teacher Council at <http://www.sptc.info/>

TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

Children from Stenton normally transfer to:

Dunbar Grammar School, Summerfield Road, DUNBAR, East Lothian Tel: Dunbar 863339

Parents will be informed of transfer arrangements by January of the pupil's last year in primary school. Arrangements made to help in the transfer are included in a comprehensive transition programme from the beginning of Primary 7.

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

If you require any further information about the P7/S1 transition programme, please contact the school.

COMPLAINT PROCEDURES

Most complaints can and should be resolved locally. If you have cause for concern, the first person to approach will normally be The Head Teacher.

UNACCEPTABLE BEHAVIOUR

East Lothian Council does not tolerate physical or verbal abuse towards staff. Such abuse is a criminal offence and may lead to prosecution.

ACCURACY OF INFORMATION

The information that is in this booklet is correct at the time of compilation, but is subject to changes in roll, staffing and resources in future years.

EAST LoTHIAN COUNCIL
RESOURCES AND PEOPLE SERVICES
SCHOOL SESSION DATES 2020-2021
Revised session dates due to Covid19
Revised 17 November 2020 - via Education Committee

TERM 1	Staff In-service Day 1	Monday	10	August	2020
	Staff In-service Day 2	Tuesday	11	August	2020
	Pupils Resume	Wednesday	12	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	Tuesday	22	December	2020
	<i>Term 1 = 90 staff days</i> <i>Term 1 = 87 pupils days</i>				
TERM 2	All Resume	Wednesday	6	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 = 57 staff days</i> <i>Term 2 = 56 pupil 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 = 48 staff days</i> <i>Terms 3 = 47 pupils days</i>	Friday	25	June	2021

As at 17 November 2020