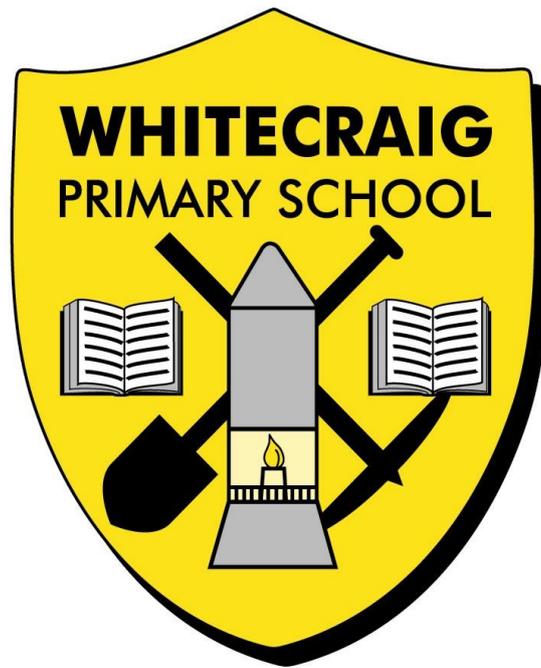


# Whitecraig Primary School Handbook



***INFORMATION FOR  
PARENTS/CARERS***

**2022/2023**

## Contents

A Message from the Head Teacher	Page 3
Section 1 Information about the school	Page 4
Section 2 School Ethos and Values	Page 9
Section 3 Parental Involvement and Communication	Page 11
Section 4 The Curriculum	Page 12
Section 5 Assessment and Reporting	Page 14
Section 6 Enrolments and Transitions	Page 14
Section 7 Support for Pupils	Page 16
Section 8 School Improvement	Page 17
Section 9 School Policies and Practical Information	Page 17
Appendix Useful Telephone Numbers	Page 20

School Session Dates

East Lothian Council John Muir House Handbook  
- Appendix to School Handbook

Dear Parent/Carer

The staff of Whitecraig Primary School extend a very warm welcome to you and your child and look forward to a happy and productive partnership with you both. We hope that your child will feel secure and happy here and that the time they spend at primary school will provide the kind of experiences and opportunities which will enable them to become confident lifelong learners,

We believe that all the members of the school community really **make** the school and are fortunate to have enthusiastic children, supportive parents, committed support staff and dedicated teachers.

Education is a life-long process and you have already begun this with your child. Education is most effective when home and school work together - we are committed to partnership and encourage and value the contribution made by parents. We have high expectations and are committed to raising attainment and achievement for all our children. With your help and support, our school will encourage your child to develop individual talents and abilities and we will ensure that the learning process is enjoyable and motivating for everyone.

We open our doors every Friday morning for parents and carers to share in their child's learning from 9am until 9.20am. We then have a 'sharing our learning' assembly and parents, carers and grandparents are all welcome to come and enjoy this with us.

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.

Finally, please do not hesitate to contact us should you have any concerns about your child or feel a problem may be developing. For a close partnership to work well, communication requires to be relaxed and easily facilitated. We would actively encourage you to contact us at an early stage should you have any concerns, however minor they may seem. Where possible, we would appreciate an appointment being made in advance however, if you need to speak to someone urgently this will be organised. By the same token, we will also aim to contact you as often as we can, not just if we have a concern, but also to communicate positively about your child and their successes.

Yours sincerely

Viv Short  
Acting Head Teacher

January 2023

---

## Section 1 Information about our School

---

**Name:** Whitecraig Primary School  
**Address:** 44a Whitecraig Crescent  
Whitecraig  
East Lothian  
EH21 8NG

**Telephone:** 0131 665 3278

**E-mail:** [whitecraig.ps@whitecraig.elcschool.org.uk](mailto:whitecraig.ps@whitecraig.elcschool.org.uk)  
**Website:** <http://edubuzz.org/blogs/whitecraig>

Whitecraig Primary School is a non-denominational, co-educational school serving the village of Whitecraig and surrounding area.

The school was built in 1958 and is all on one level, with wheelchair access at the main entrance and Nursery. There are five classrooms, a Nursery, a Support for Learning Room, Library, a large hall (which is used for PE, assemblies, shows etc and also serves as the dinner hall) and a general purpose (GP) room. The school is fortunate to have an extensive playground and outdoor space. The school has its own kitchen and staff who provide freshly cooked meals.

---

### School Roll

---

The current school roll is 119. The school has seven classes, two nursery classes (Monday, Tuesday and alternative Friday and Wednesday, Thursday and alternative Friday) five composite classes (P1, P2/P3, P3/4, P5/6, P6/7), catering for the seven stages of primary education. The breakdown of composite classes may change from year to year depending on the number of children in the school. 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 and through whole-school events. Parents can create opportunities to maintain friendships and encourage new ones.

There is a staff car park. This separates pedestrians from vehicles and is safer for our pupils. **Parents/Carers are asked not to use the car park for dropping off or uplifting children.**

We also ask that Parents do not park cars at the entrance to Whitecraig Park or drive along the lane while children are entering or exiting the school. The separated car parks were made to make children's entry and exit safer.

---

## Staff

---

Acting Head Teacher	Viv Short	
Principal Teacher	Isla Cran	
Teachers	Anna Smith	P1
	Helen Woodland	P2/3
	Suzanne Trewick	P3/4
	Amy Patrizio/Hilary Matthews	P5/6
	Erin Queen	P6/7
	Claire McHugh	PEF/SFL
Behaviour Support Officer	Donna Clark	
Behaviour Support Officer	Karlyn Durrant	
PE Specialist Teacher	Sarah Gillies	
Music Specialist Teacher	Kirsten Ireland	
String Instructor	Carolyn Wilson	
Business Support Assistant	Shannen Ferguson	
School Auxiliary	Rhona Aitken	
<u>Nursery staffing</u>		
Lynda Martin	Senior Early Years Practitioner	
Seona Mullen	Early Year Practitioner	
Emma Shields	Early Year Practitioner	
Sharlene Miller	Early Year Practitioner	
Amanda Woods	Support Worker	
Classroom Assistants	Ashleigh Lennox	
ASN Auxiliary	Rhona Whyte	
Janitor	Alan Watters (Mon, Tues, Thurs, Fri); Ian Woolard (Wed)	
Catering Staff	Kath Smith	
	Cath McGovan	
Cleaning Staff	Ann Dixon	
	Wilma Devlin	
Dining/Playground Supervisor	Lisa Procter	

***Staffing is subject to change and personnel may vary from year to year.***

---

## The School Day

---

**Nursery**                      **Mon- Friday 8.15am - 5:45pm**

**P1 - P 7**                      **Monday - Thursday:**

P1 and P2                      8.55am - 10.30am                      10.45am - 12.05pm                      1.00pm - 3.00pm

P3                                      8.55am - 10.30am                      10.45am - 12.15pm                      1.00pm - 3.20pm

P4 - P7                              8.55am - 10.30am                      10.45am - 12.30pm                      1.15pm - 3.20pm

**Friday:**

P1 and P2                      8.55am - 10.30am                      10.45am - 12.00noon

P3 - P7                              8.55am - 10.30am                      10.45am - 12.30pm

There are no Friday afternoon sessions.

**The start of the school day is 8.55am.** Any child arriving after this time must be brought into school via the main front door and report to the school office. Children arriving late into class may miss ordering their lunch, miss the start of the lesson and disturb the learning in the class.

The school session dates for 2022- 2023 are listed at the end of this booklet.

---

### Punctuality

---

**It is important for the ongoing education of your child that he/she is regular and punctual in arrival at school.** Being punctual sets up good timekeeping habits for your child and fosters a respectful approach to school and learning. It also means your child does not miss out on any learning. We thank you in advance for your cooperation and ask you to please note the times of the school day.

---

### Attendance

---

**If your child is unable to attend school, please telephone the school office (0131 665 3278) by 9.30am on the morning of the first day of absence.** Please keep the school advised if your child will be absent for longer and send a note to your child's class teacher upon his/her return to school.

---

### Holidays during term time

---

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.

---

### Emergency Contact / Medical Care

---

When children take ill at school, every effort is made to contact the parent/carer or the emergency contact given. Children will not be sent home unless contact is made and the parent/carer comes to the school. Accidents can happen occasionally - if this happens, the child's family doctor may be contacted and, if necessary, the child will be taken by car or ambulance to hospital. Every effort will be made to contact and consult parents at home or at work before taking the child to hospital. It should be noted that no member of staff has any authority to give consent to any treatment that the doctor may consider necessary.

**It is very important that parents/carers keep the school up to date with their mobile number, and, if applicable, their home and work phone numbers, so that they can be contacted quickly in an emergency.**

If a child needs medicine while at school, parents/carers will need to complete a self-administered medicine form available from the school office.

---

### **What to do if you have a concern or a complaint**

Any concern about your child should be raised with the class teacher in the first instance. You can contact or arrange a meeting with your child's teacher by telephone, by handing in a note, or by emailing or phoning the school office with a query which will be passed to the relevant member of staff. If you continue to have cause for concern, please contact a member of the senior leadership team, the Principle Teacher or Head Teacher.

---

### **Unplanned Closures**

In emergency closures, such as bad weather or failure of the heating system in winter, all parents will be contacted by phone/Groupcall (text messaging system). Children will not be sent home until a parent/carer comes to collect them or an arrangement has been made for them to go home. If, for any reason, it is planned that the school will close early, parents will be warned to expect this and given a note of the time of school closure.

---

### **Lunches**

Parents must log in to SchoolPay and order child's lunches, this saves valuable teaching time. Lunches should be booked in by 9am on a Monday for the full week but it can also be done for weeks in advance and we encourage this to be done. It also really helps if parents could show on the system if child is bring a packed lunch - that way we know they're catered for.

If you child is going home for lunch Parents **must** send a note to the class teacher. Pupils from P3 upwards you are also noting you are giving permission for them to walk to and from unaccompanied; otherwise the child is kept in school and charged for a school lunch.

If you plan for your child to go home regularly for lunch, please send a letter to your child's class teacher at the beginning of term outlining when this will happen.

**Payment for school lunches are made via ipay in advance. These are priced at £2.10 on a daily basis.**

---

### **School Security**

In order to keep our pupils, staff and premises secure we operate a school security system. A buzzer at the front entrance operates the security system.

All parents, visitors and council workers must report to the school office. Persons visiting the school must sign a visitors' book and receive a badge, which permits them access to the required areas. Closed circuit cameras are in operation.

No parent or visitor is permitted to go into any classroom without permission.

---

### **Procedure for Parents Visiting School**

Please contact school via email or phone call and a member of staff will endeavour to come back to you as soon as possible.

---

### School Dress Code

---

We ask parents to support the school in ensuring that all children wear the school uniform colours which are **black and gold**. With the help of the Parent Council, we have agreed a comfortable dress code, which consists of:

Shirt/polo shirt/t shirt	Gold or white, with/without the school logo.
Sweatshirt	Black, long sleeved, with/without the school logo.
Fleece / waterproof jacket	Black with school logo in gold.
Nursery sweatshirt	Yellow with the Nursery logo in black.

**School uniform can be ordered from Patricia Bewsey Designs online at [www.garmentprinter.co.uk](http://www.garmentprinter.co.uk) or 07970 920431. Patricia Bewsey Designs will deliver your order to the school.**

Bottoms can be a black or grey skirt, kilt, black or grey trousers with black shoes or black trainers. **Jeans, ripped jeans, skinny jeans, jogging trousers, leggings or branded clothes are not suitable for school uniform.**

Neatness, tidiness and cleanliness are expected at all times.

**A change of shoes is needed for indoor use**, and an old shirt or overall to put on during art activities is useful to protect clothing.

**Please mark all clothing with your child's name using a ballpoint pen or marker.**

---

### PE Kit

---

For indoor PE, the kit is a T-Shirt, shorts and gym shoes or trainers. Please ensure your child's footwear is safe for running.

If your child requires an outdoor PE kit, we will inform you. This will consist of a T-shirt, sweatshirt, shorts, jogging bottoms and outdoor trainers. Please mark all clothing with your child's name using biro or marker.

Black gym bags are available to order through the school.

**FOOTBALL COLOURS/STRIPS are not allowed at any time, nor are any T-shirts portraying unacceptable slogans.**

For health and safety reasons all earrings and jewellery must be removed before all gym activities.

---

### Assistance with Provision of Clothing and Footwear

---

East Lothian operates a scheme to ensure that a pupil has suitable school clothing. Parents who wish to apply for the scheme should complete an application form, which is available from the school office. Further information about the provision of school uniform can be found on the East Lothian Council website [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk) - School Clothing Grants.

---

### Meals and Milk

---

Meals are provided in the dinner hall. There is a choice of soup and a main meal or a main meal and pudding at a cost of £2.10 paid for on a daily basis.

Under the Council Committee for Education policy, children in attendance at schools under the management of the Council are entitled to free school meals and milk if their parents are in receipt of Income Support or Income-based Jobseekers Allowance or Child Tax Credit (**but not Working Tax Credit**) with an annual income of less than £17,005 or Child Tax Credit **and** Working Tax Credit with an annual income of less than £7,920. No other children are eligible for free meals. Application forms for free school meals are available at the school office.

Parents/carers of children of primary school age can pay for milk for their child to drink at morning interval at a reduced cost. Letters about this are sent out before the start of each term.

**Payment for school lunches and milk are made via ipay in advance**

---

### Packed Lunches

---

Tables in the dining hall are available for children who bring packed lunches. Water is also available. We aim to be a healthy eating school and encourage parents/carers to provide healthy snacks and lunches. All children who do not go home must eat lunch in the dining hall and remain at school during the lunch period.

---

### 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. Should your child sustain a head injury or more than a minor injury, parents will be informed by phone or letter. If a serious accident occurs parents will be contacted by telephone if possible.

In Whitecraig Primary School the playground is supervised by Classroom Assistants. Playtimes are regularly additionally supervised by the Head Teacher and / or Principal Teacher.

---

## Section 2 School Ethos and Values

---

We believe that the pupils at Whitecraig are central to all that we do and they can make important contributions to their own education and the effective running of the school.

**OUR VISION : We dig deep to reach for the stars!**

**OUR VALUES:** It is important to all of us that we are  
**Honesty, Kindness & Respect.**

Our aims are based around relationships, learning & community  
**Learning together to believe and achieve.**

---

### Behaviour

---

To ensure we have a positive learning environment at Whitecraig, we follow our Positive Behaviour Policy. Incidents are dealt with immediately by the class teacher. Incidents of a more serious nature are reported to the Head Teacher, who will investigate the matter and if necessary record the details and decide with the class teacher what action is to be taken. In certain circumstances the Head Teacher

may request parents to come to school to discuss their child's behaviour so that they are made fully aware of the situation and all can work towards a solution to the problem.

Physical or verbal abuse towards staff or pupils is not tolerated.

---

### Incentives and Rewards

---

Positive behaviour and effort is rewarded with verbal and written praise, stickers, house points, and certificates, visit to the Head Teacher ('Awesome Awards'), 'Star of the Week' certificates, notes and phone calls home.

---

### Sanctions

---

When the behaviour code is not followed, the following sanctions may be used:-

- visual warning, verbal warning(s), management referral.
- A restorative conversation with adults and children, this may involve the HT.
- time out from the classroom (with management, in another class or area).
- phone call home.
- letter home.

---

### Anti-Bullying Policy

---

We are committed to providing a caring, friendly, safe environment for all our pupils so that they can learn in a relaxed and secure environment. Bullying of any kind is unacceptable at Whitecraig Primary School. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly, effectively and fairly. We are a **TELLING** school. This means that anyone who knows that bullying is happening is expected to tell a member of staff.

What is bullying?

Bullying is the systematic use of aggression with the intention of hurting or upsetting another person. Bullying results in pain and distress to the victim.

- All bullying incidents should be reported to a member of staff.
- The bullying behaviour or threats of bullying will be investigated and the bullying quickly stopped.
- All incidents will be recorded by staff.
- Attempts will be made to help the bully/bullies change their behaviour.
- In serious cases, parents will be informed and may be asked to come into school to discuss the problem.

Whitecraig Primary School's Anti Bullying Co-ordinator is the Head Teacher.

---

### Community Links

---

The school makes every effort to ensure there are links with the local community. Visitors are frequently invited in to share their expertise with the staff and pupils. The school has links with the local church which hosts special assemblies in the church building.

The Parent Council works to support school activities by raising funds through community events.

Whitecraig is part of the Musselburgh Cluster group and regular Head Teacher meetings take place. Schools work together to devise programmes of study and are involved in the moderation of learning across the Cluster. Joint activities are arranged during certain In-Service Days, giving staff the opportunity to visit and share ideas with other class teachers.

Whitecraig Primary School's Parent Council supports activities in school, organises a number of fund-raising events during the year and has been involved in the development of the playground area. The Parent Council can be contacted by email or through the school office:

**Whitecraig Parent Council:**

**E-mail:** [parentcouncil@whitecraig.elcschool.org.uk](mailto:parentcouncil@whitecraig.elcschool.org.uk)

**Website:** <http://edubuzz.org/whitecraig/parent-council>

All parents/carers are automatically members of the Parent Forum at Whitecraig Primary School and are 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/carers have a say in selecting their Parent Council to work on behalf of all parent/carers 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, providers of nursery education and the community.
- Consult with and report back to the Parent Forum.

For more information on the Parental Involvement Act (2007) or to find out about parents as partners in their children, visit the Parentzone website on [www.parentzonescotland.co.uk](http://www.parentzonescotland.co.uk).

Head Teachers now have a legal obligation to consult with their Parent Council to see what they would like included in the School Handbook and ensure it is incorporated.

Further information about this can be found at:

[www.eastlothian.gov.uk/info/878/schools/1126/parent\\_councils\\_and\\_parent\\_forms](http://www.eastlothian.gov.uk/info/878/schools/1126/parent_councils_and_parent_forms)

At Whitecraig, we encourage and welcome parental and intergenerational involvement in all aspects of school life - helping in classrooms, helping with arts and crafts activities, gardening in the school garden, taking reading groups, odd jobs, storytelling, talking about their work, taking part in the Christmas Craft day, helping with clubs etc - whatever you can offer, we would like to hear about it!

---

### Communication

Effective communication between parent/carers and schools is essential. Regular newsletters are issued, as are letters and diary date updates, usually by email, though paper copies are available to those without internet access.

Parent consultations are held in November and March each year when parents are invited to discuss their child's progress. Staff and parent/carers communicate on a regular, informal basis - before/after school, by way of reading diaries, home/school diaries, email and telephone. If you have any concerns regarding your child in school or at home, please contact Viv Short or your child's teacher to discuss this or to keep us up to date with circumstances at home.

---

### Section 4 Our Curriculum

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

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 outdoor and community setting as a context for exciting and active opportunities. We offer a residential experience in P7 which gives opportunities for pupils to transfer skills to a completely new and challenging environment.

Curricular 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 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 and enjoyment
- Breadth
- Progression
- Depth
- Personalisation and choice
- Coherence
- Relevance

The curriculum areas within which the Experiences and Outcomes 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

Further information on Curriculum for Excellence can be found at:

<http://www.eastlothian.gov.uk/curriculumforexcellence>

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

<http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/skillsforlearning.asp>

---

### Religious & Moral Education and Religious Observance

---

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, Mr Malcolm Lyon, is our School Chaplain.

For more information please refer to: Curricular 1/2005 Provision of Religious Observance in Scottish Schools (<http://www.scotland.gov.uk/Publications>)

---

### Outdoor Education

---

Outdoor Education is an integral part of the curriculum and is provided by the class teachers. Outdoor experiences are provided to school through the East Lothian Outdoor Education Service based at Unit 3, Musselburgh Racecourse Complex, Balcarres Road, Goosegreen Road, Musselburgh, East Lothian, EH21 7SR. The aim of the service is to provide first class experiences of outdoor education for schools and other groups and to offer support and advice for outdoor activity in East Lothian. Opportunities for outdoor education across the curriculum is an area of development for the school over the next few years, as we have a several areas suitable for this including a 'Forest Schools' site in our playground, the Community Storytelling Garden, the School Garden and beyond the school grounds.

Imaginative play is encouraged and developed through the use of the loose materials, the sand pits, the log trail and a variety of games and toys in the playground.

---

### Home Learning

---

Home Learning is a very important part of the school work at Whitecraig Primary. It allows for practice and consolidation of work done in the class and prepares your child for future class work. It provides information for you as parents/carers and opportunities for you and your child to work together to enjoy learning exercises. It creates channels of communication for parent/teacher dialogue and by Primary 7, home learning helps children prepare for secondary transfer. We also set home learning challenges which are linked to topic work; these provide an opportunity for families to work together to meet the task set and have proved to be a very popular aspect of our homework.

Parents should work in partnership with the school and sign home learning when completed. If problems occur parents must write a note to the teacher in the home learning jotter explaining the difficulty..

---

### Extra - Curricular Activities

---

At Whitecraig Primary we encourage all our pupils to actively participate in the after school clubs available.

Physical Activity clubs are run through Active Schools and other interest clubs by school staff, which varies from year to year depending on the changing expertise and interests of staff and pupils. Extra-curricular activities include instrumental music tuition, drama provision, educational visits, after school activities and sporting activities.

---

## Section 5 Assessment and Reporting

---

All pupils, nursery to P7, are continuously assessed by their class teacher. In the light of these assessments the pupils' needs and the teacher's strategies are reviewed.

Nursery 'Learning Stories' are compiled by the nursery staff and shared with parents. These are also passed onto the P1 teacher who uses these to inform planning in the early days in P1.

All parents are asked to meet with the class teacher and, where appropriate, the SfL teacher at least twice a year (usually November and March), to discuss achievements and progress.

Schoolwork can be seen on these and other occasions throughout the school year e.g. parents may be invited to see the finished results of a project with which the pupils have been involved. Parents/Carers are also invited by their children to visit the school on 'Bring your Adults to School' days.

Should a problem arise at any time regarding a pupil's work or behaviour the parent is asked to contact the Head Teacher at the earliest opportunity, in order that the problem may be aired and resolved.

Pupil reports, which detail pupils' strengths, development needs, attainment levels in each curricular area are issued to parents at the end of each school session. Samples of each child's work is gathered throughout the year and passed onto the next teacher along with relevant notes. These samples will show the progress a child has made throughout their school career.

Each pupil's school records are kept in a personal file, which is transferred to any school which the pupils may subsequently attend.

---

## Section 6 Enrolments / Transitions

---

### Enrolling Your Child

---

Parents of children who live in the catchment area should contact the school. If a place is available at the appropriate stage it will be given to the district child. Should the class be full arrangements will be made by the authority to provide education in a school nearby.

Parents of non-district children should contact the school initially to see if a place can be given. This is especially important for P1 enrolment. Parents should apply to the Head Teacher who will give information on procedures.

The date for enrolling your child for starting school in Primary 1 is usually during October/ November, around 9 months before the children start in P1. Notices will be placed in the Nursery, school and the village informing you of a date for enrolment. Please bring a birth certificate, a recent utility bill and proof of residence with you on that day.

Parents who wish to enrol their children in P2-P7 are asked to telephone the school to make an appointment to meet the Head Teacher.

---

### Starting Primary 1

---

We aim to make the introduction to school as easy as possible by taking the following steps:

- ❖ During May and June, we run a series of transition visits for the pre-school children. They come and see the school, meet the Primary 1 teacher, see their classroom and some of the resources they will be using. Parents/carers are invited to attend some of these visits too.
- ❖ We also take this opportunity to talk to parents and to go over important things, which will help your child make a good start.
- ❖ We arrange a pre-school meeting during which parents get much of the information needed about the daily routine, school uniform, gym kit, protective overall/old shirt for painting activities, reading books etc. and a little booklet that will help keep all this information in mind.

---

### Transfer from Primary School to Secondary School

---

The secondary school which pupils from Whitecraig usually go to is Musselburgh Grammar School, 86 Inveresk Road, Musselburgh EH21 7BA. Tel: 0131 665 4278

If you wish your child to attend the district secondary school, information will be sent to your home address when your child is in P7. Any parent wishing to transfer their child to another secondary school must apply to that school and inform the authority. Details can be obtained from the school.

Arrangements have been made with Musselburgh Grammar School for the smooth transfer of the children involved. Several transition visits are arranged prior to a two-day visit by the pupils to the school in June. Enhanced transition visits are arranged as required for pupils with specific support needs. Secondary staff visit Whitecraig so the children can discuss concerns and seek information about their new school.

---

## Section 7 Support for Pupils

---

---

### Support for Learning

---

If a pupil needs additional help in an area of work or additional challenge, the class teacher consults with the Learning Support teacher, if appropriate. A specific programme is then devised to be carried out. Some of these programmes may be quite short, being designed to meet a short term need, others which are designed to help a diagnosed specific learning difficulty, will last longer and may be long term. Some interventions are delivered by the Support for Learning Teacher, and some by the Classroom Assistants and Additional Support Needs Auxiliary.

If your child receives support for learning, you will be notified and you can discuss your child's progress with the Class Teacher or the Support for Learning Teacher. The Support for Learning Teacher also team teaches with the class teachers and works with groups of children in the classroom. Her role extends to supporting children with bereavement and other emotional issues.

It is important that all parents accept that we are here to help every pupil, by every possible means. We all require support in certain aspects of our learning throughout our lives. We hope that Whitecraig parents will view the whole area of Additional Support Needs as an extremely valuable part of our pupil's learning experiences. We hope our parents recognise that to be told their child is receiving Support for Learning does not necessarily mean that there is great cause for concern but if there is they will be kept in touch with all that is happening.

---

## Pupils Who Have Additional Support Needs

---

All East Lothian schools offer a range of support for children and young people with additional support needs. There are a number of additional services within the Authority that offer enhanced support to pupils with additional support needs.

Provision and resources are accessed through the local authority's processes of resource allocation and the Child Planning Framework, in consultation with professionals, the child or young person and their family.

There is some specialist provision available to meet the learning and development needs of children and young people. There are outreach teachers who work with pupils with visual or hearing impairment. Support for children and young people who have social, emotional and behavioural difficulties is provided through input from Children's Wellbeing and the Child and Adolescent Mental Health Service (CAMHS) (NHS).

---

## East Lothian Educational Psychology Service

---

Educational Psychologists are part of the Department of Education and Children's Services within East Lothian Council. They make regular visits to all nursery, primary and secondary schools in the authority.

### What do Educational Psychologists do?

Educational Psychologists work collaboratively with other professionals, parents and carers, to help children and young people overcome barriers to learning. They support school staff to enhance learning environments, to ensure they are effective for all children and young people, whatever their learning needs.

### How does an Educational Psychologist become involved with my child?

If you have any concerns about how your child is getting on at school, the first thing to do is share them with school staff. If staff feel that an Educational Psychologist may be able to help, they complete a 'Request for Assistance' form which they share with parents/carers who sign the form if they are happy for a referral to go ahead. You are also welcome to contact the Educational Psychology Service directly if you would prefer.

You can find out more on the East Lothian Council website.

---

## Section 8 School Improvement

---

At Whitecraig, we engage in a continuous process of self-evaluation. We discuss the quality indicators set out in Education Scotland's *How Good Is Our School?*<sup>24</sup>, *How Good is our Early Learning and Childcare* and *How Good is OUR School* (a child-friendly version) and measure our performance against these.

We have regular evaluation visits from our Quality Improvement Officer (QIO) who monitors our performance.

The school may be selected for an East Lothian Focussed Review and/or may be inspected by HM Inspectors from Education Scotland.

We encourage parents to become involved in this process through participation in consultations, evaluation visits, discussions with the Parent Council and questionnaires to parents. The results of this process of self-evaluation informs our Standards and Quality Report, which is produced yearly.

We produce a yearly School Improvement Plan which is evaluated at the end of each school year. School policies are reviewed, updated and actioned as required.

---

## Section 9 School Policies and Practical Information

---

### Consulting with Pupils

The views of children should be taken into account when major decisions are being made which will affect their lives.

Generally children over 12 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. While schools may not be bound by this, they do consult with their pupils. At Whitecraig this includes formal consultation through our Pupil Voice Team, House and Vice House Captains, JRSOs, questionnaires, suggestion boxes, review and planning meetings as well as arrangements we may make to consult with individual pupils at appropriate times.

Children with additional support needs are consulted in a number of ways and their views are recorded prior to or during Child Planning Meetings

The Whitecraig Primary School Pupil Council meet regularly. Pupil views are collected by the representatives. Representatives feed back to their own class

Pupils from the upper school have the opportunity to be Junior Road Safety Officers. They promote road safety issues throughout the school.

---

## Professionals Visiting School/Information Sharing & Confidentiality

---

Schools can call on professionals from a number of different agencies/services for help and advice. These include Educational Psychologists, Quality Improvement Officer, Education Support Officers (ASN & GIRFEC), School Nurse, Outreach Teachers and Children's Wellbeing. Formal referral to any of these agencies/services would only take place with the consent of parents/guardians. There will however be occasions when issues may be discussed in **confidence** without formal referral and without naming the child and therefore without such consent. If parents are concerned about this they should contact the school for further information.

---

## Child Protection Procedures

---

All staff currently employed at Whitecraig regularly update their Child Protection Training. Further information can be found at the link below.

<https://emppc.org.uk/child/>

---

## Standards of Behaviour

---

### Policy on Behaviour

We have a Positive Behaviour Policy in place and pupils are encouraged to maintain a good standard of behaviour at all times.

### 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.

---

### School Medical Care

Should a pupil feel unwell or be sick during the school day the parent or emergency contact will be telephoned and asked to collect the pupil.

The school staff deal with minor playground or classroom injuries but should a more serious accident occur again the parent is telephoned and asked to take the pupil to his own doctor.

If the parent or emergency contact cannot be contacted the Head Teacher takes the pupil to the local surgery and acts on the advice of the doctor.

### Administration of Medication

School staff adhere to the guidance in the 'Handbook of Procedures for the Management of Pupils with Healthcare Needs in Educational Establishments (2017)'.

School staff will not administer non-prescribed medicine eg paracetamol, unless Form 1/Request for school to administer non-prescribed medication has been completed and signed by the parent/carer.

If a child requires prescribed medication, the relevant form (Form 2, 3 or 4, depending on the medication and how it is to be administered) must be completed and signed by the parent/carer before it can be administered in school.

Any medicine brought to school must be handed into the office and the relevant form completed and signed by you. Clear instructions for administration must be included. **Medication should not be sent in with your child.**

Parents must also inform the school of any special conditions or requirements eg allergies which will affect their child's health and education.

---

### Accuracy of Information

The information contained in this booklet is accurate as of January 2023 but it should be noted that it may vary during the year and/or in future years with changes in policy, roll, staffing and resources.

*In conclusion we, the staff of Whitecraig Primary School, assure you of our unfailing efforts to do the best for your child.*

*We take pride in our school and hope you and your child will be encouraged to do likewise.*

*Viv Short*

*Acting Head Teacher*

---

### Appendix

---

### Useful Telephone Numbers

---

The undernoted staff are based within Resources and People Services, John Muir House, Haddington, EH41 3HA

Head of Education	Nicola McDowell	01620 827222
Chief Operating Officer	Lesley Brown	01620 827647
Head of Children and Adult Services	Judith Tait	
Principal Educational Psychologist / ASN	Lynn Binnie	01620 827998
Education Service Manager (Strategy & Operations)	Richard Parker	01620 827494
Parental Involvement Act (Parent Forums/Councils)	Bev Skirrow	01620 827228
Free School Meals, Clothing Grants, Education Maintenance Allowance, Pupil Placement and Home to School Transport Policy	Fiona Brown	01620 827415
Primary School Lets		01620 827811

---

### School Session Dates

---

School session (term) dates for 2022-2023 are available on East Lothian Council's website: [School term dates 2022-2023 | School term dates | East Lothian Council](#)