

**west lothian council
school handbook information**



LINLITHGOW BRIDGE Primary School, Linlithgow

Information for Parents/Carers



contents

section 1	school information	
	Welcome	1
	School Contact Details	2
	West Lothian Council Mission Statement	3
	West Lothian Council Values	3
	School Aims	3 & 4
section 2	standards	
	2.1 Attendance	5
	2.2 Ethos and Behaviour	6 & 7
	2.3 School Dress Code	8
section 3	ethos	
	3.1 Equality and Fairness	9
	3.2 Partnership and Communication with Parents	9
	3.3 Parent Councils	10
section 4	curriculum	
	4.1 General	11
	4.2 Instrumental Tuition	12
	4.3 Use of the Internet	12
	4.4 Assessment and Reporting	13
	4.5 Support for Learning	13
section 5	admission procedures	
	5.1 Admission Procedures	14
	5.2 New Entrants to P1	14
	5.3 Transfer from P7 to Secondary School	15
	5.4 Extra-Curricular Activities	15
section 6	health & safety and pupil welfare	
	6.1 Medication in Schools	16
	6.2 Emergency Contacts and Arrangements	16
	6.3 Meals and Milk	17
	6.4 Security	17
	6.5 Photography	18
	6.6 Child Protection Guidelines	18
	6.7 Playground Supervision	19
	6.8 Transport	19
	6.9 Car Park	19
	6.10 Requested Early Release of Pupil	19
	6.11 Data sharing	20
	6.12 Feedback, Concerns and Complaints	21

School Information Session 2020 - 21

Welcome to Linlithgow Bridge Primary School

I am delighted to welcome you to Linlithgow Bridge Primary School and I hope that your child will be very happy during their primary school years with us.

We are very proud of our school and the work we do. We have created an ethos of respect where every child is valued as an individual, and success and achievement are celebrated. All school staff are committed to making our school a place where children are happy and learn confidently and where parents/carers feel welcomed as partners in their child's education.

We have very strong home/school links and believe that through working in partnership we can achieve the best possible education for our children. We value the support of all parents/carers and hope you will become involved in the life and work of our school.

We provide education of the highest quality for all pupils which will meet their educational, personal and spiritual needs and which will enable them to become successful learners, confident individuals, responsible citizens and to make an effective contribution to society in their present and future lives.

I look forward to working in partnership with you over the next few years. I operate an "open door" policy and firmly believe that any issues are best resolved in the early stages. Please do not hesitate to contact me if you wish to discuss anything or if you wish to provide feedback on the service we provide.

Susan Webster
Head Teacher

School Contact Details

Linlithgow Bridge Primary School and Nursery Class
East Mill Road
Linlithgow Bridge
Linlithgow
EH49 7PB

Head Teacher: Mrs Susan Webster
Tel: 01506 671428
Fax: 01506 671418
Website: <http://blogs.glowscotland.org.uk/wl/LinlithgowBridgePrimarySchool/>
Council webpage: <http://www.westlothian.gov.uk/sitecontent/schools/LinlithgowBridge>
Email: wlinlithgowbridge-ps@westlothian.org.uk
Present Roll: 33 Nursery and 184 Primary

Linlithgow Bridge Primary School is non- denominational and provides for stages Primary 1 to Primary 7.

West Lothian schools do not provide teaching by means of the Gaelic language as spoken in Scotland.

A pupil whose parent wishes him/her to be taught by means of the Gaelic language may make a placing request to a Gaelic language school in a neighbouring authority. West Lothian Council will make transport provision to the closest available Gaelic language school in a neighbouring authority.

Linlithgow Bridge Primary School admits pupils of both sexes.

Staffing

Linlithgow Bridge Primary School has 8 classes with 10 class teachers, 2 part-time Principal Teachers, a Support for Learning Teacher and Head Teacher. The school benefits from a P.E specialist. Tuition in Brass and Strings can be provided for children from P5 to P7. Our Early Learning Centre is staffed by 1 Early Years Officer, supported by 4 Nursery Nurses and 1 Pupil Support Worker. The school is well supported by a team of 5 Pupil Support Workers who assist pupils in class and 1 lunchtime / playground supervisor. Clerical support is provided by one Administrative Assistant and one Clerical Assistant.

The School Day

Primary 1 – 7

8:50 am – 10:30 am

10:30 – 10:45 am - morning break

10:45 am – 12:35 pm

12:35 pm – 1:25 pm - lunch

1:25 pm – 3:20 pm

On a Friday all children leave at 12:25 pm

School term dates and holidays can be accessed online at:

<http://www.westlothian.gov.uk/education/schoolrelateditems/893/860>

West Lothian Council Mission Statement

“Striving for excellence... working with and for our communities.”

West Lothian Council Values

- Focusing on customers' needs
- Being honest, open and accountable
- Providing equality of opportunities
- Developing employees
- Making best use of resources
- Working in partnership

School Aims

ATTAINMENT AND ACHIEVEMENT

To raise standards of educational attainment for all in school, especially in the core skills of literacy and numeracy, and to achieve better levels in national measures of achievement including examination results.

FRAMEWORK FOR LEARNING

To support and develop the skills of teachers, the self-discipline of pupils and to enhance school environments so that they are conducive to teaching and learning.

INCLUSION AND EQUALITY

To promote equality and help every pupil benefit from education, with particular regard paid to pupils with disabilities and special educational needs, and to Gaelic and other lesser used languages.

VALUES AND CITIZENSHIP

To work with parents to teach pupils respect for self and one another and their

interdependence with other members of their neighbourhood and society, and to teach them the duties and responsibilities of citizenship in a democratic society.

LEARNING FOR LIFE

To equip pupils with the foundation skills, attitudes and expectations necessary to prosper in a changing society, and to encourage creativity and ambition.

Our School Values, Vision and Aims:

Vision Statement

Treasure yesterday

Live for today

Dream of tomorrow

Values

RESPECT - HONESTY – RESILIENCE – DETERMINATION – KINDNESS - EQUALITY

**LEARN
BELONG
PROGRESS
SUCCEED**

2.1 Attendance

In line with West Lothian Council's Policy for Absence management we ask that, should your child be unable to attend school, you contact the school by **9.15 am** to register your child's absence. Should you fail to contact us by **9.15 am** we will contact you to find out why your child is not at school. In a case where we are unable to contact you we will make contact with the nominated person on your child's records before escalating the Council's procedures.

Please refer to the Attendance at School Policy for further information:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/AttendanceatSchoolwithGuidelines>

Please help us develop in your child a regular habit of good time keeping. If circumstances arise when your child will be unavoidably late please provide a note of explanation.

The school enters pupil absence electronically using codes for particular reasons for absence. To ensure an accurate record is kept it is important that, should your child be absent, you provide an explanation for that absence either by letter or by telephone. Our school has a system which sends out an automated text message to a mobile telephone in cases of unexplained absence. The text is repeated regularly until answered. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school. Parents are urged to opt into this system.

The Scottish government has issued a directive informing local authorities that, due to the impact absences during term-time have on children's learning, any such absences will be recorded as unauthorised. Family holidays should therefore be taken out-with term times. If, in exceptional circumstances, you wish to take your children out of school, you must make your request to the Head Teacher in writing.

If you become aware that your child may be absent from school for a considerable length of time, due to illness or admission to hospital, you are requested to inform the school as soon as possible.

2.2 Ethos and Behaviour

Children learn to develop values and positive attitudes towards themselves and others in many aspects of the curriculum which in turn contribute to their personal and social development. Our schools work hard to build confidence and self-esteem and provide opportunities for children to contribute to the whole school community. Much of their development in these areas helps to lay the foundations for becoming responsible citizens of the future.

We promote and expect a high standard of responsible behaviour from pupils towards staff, other pupils and towards their surroundings. Self-discipline is the key to good behaviour and we depend on your support in reinforcing the discipline guidelines of the school.

These guidelines are based on mutual consideration, good manners and respect and are in place to ensure the safety and wellbeing of all pupils and staff in school.

We ask your child to:

- Be honest
- Be kind and helpful
- Care for others
- Be hard working
- Look after property
- Listen to people
- Cross the road safely, using the crossing patrol wherever available.

We ask your child not to:

- Cover up the truth
- Hurt others
- Hurt others' feelings
- Waste time or others' time
- Damage property or drop litter
- Interrupt
- Leave the school without permission.

At Linlithgow Bridge Primary School we promote positive behaviour in school and in the playground. Consistent procedures are used throughout the school to promote a positive ethos based on respect, fairness and equality. We actively encourage our pupils to “Be the Best they Can Be” and develop skills in being successful, confident, effective and responsible individuals in all that they do.

We believe that everyone has the right to work and learn in an atmosphere that is free from victimisation and fear. Staff will manage incidents of indiscipline in a sensitive, professional manner and will apply sanctions as appropriate, in line with our policy for behaviour management.

The need to maintain a positive partnership with parents/carers is well recognised. We appreciate your help and support in maintaining our positive behaviour programme. We will aim to share your child's successes with you and we will contact you at an early stage should we have any concerns about the behaviour or attitude of your child.

The importance of praise as a motivating and positive aspect of school life is well understood and the use of praise permeates all aspects of the life of the school. Pupils are encouraged to have high expectations of themselves and others and their efforts are recognised in a variety of ways.

2.3 School Dress Code

Each school has its own dress code, for the whole school, based on the Council's policy which all pupils will be expected to keep to.

At Linlithgow Bridge we wear our uniform proudly. We believe our school uniform helps to create a positive and vibrant ethos within the school resulting in a sense of pride and community. We are grateful to you for supporting us with this.

Our uniform is:

- Purple sweatshirt with school logo
- Purple or white polo shirt with school logo
- Black or dark grey trousers, skirt or pinafore
- Girls can wear a purple and white dress in warmer weather
- Primary 7 pupils are gifted a school tie at the beginning of their final year, which they wear with a white shirt or blouse

PE Kit:

- White T-Shirt
- Black Shorts
- Black Gym Shoes

Pupils should be provided with a suitable drawstring PE kit bag which will be kept in school.

We advise that you have all articles of clothing clearly named. Our school uniform can be ordered online using the following link <https://linlithgowbridgeps.imagescotland.com> and delivered free of charge to the school.

The Council will not be responsible for loss of or damage to pupils' clothing and personal belongings including mobile phones. Valuable items, including jewellery and unnecessarily expensive articles of clothing, should not be brought to school.

School Clothing Grants are available to parents in receipt of a qualifying benefit; application forms are available from the school office or online via the council website webpage: www.westlothian.gov.uk.

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

3.1 Equality and Fairness

All pupils have the right to enjoy opportunities and activities, regardless of their background, race, gender or religion, so that they will be given the freedom to develop their full potential without constraint.

Our aim is promote self-esteem and a positive self-image in every pupil. Self-respect and respect for others is a priority. We treat boys and girls equally and offer the same opportunities to all pupils by offering a diverse curriculum, which addresses the needs and opinions of all. We aim to maintain an environment which is free from bullying, racism and other forms of discriminatory behaviour. We value your support in maintaining this ethos.

3.2 Partnership and Communication with Parents

West Lothian Schools operate an open, responsive policy with regard to questions or concerns that parents may have. Should you have concerns or complaints regarding the service provided you should raise these with the Head Teacher in the first instance.

Newsletters are issued frequently and curricular evenings and Parents' Meetings are held regularly. Your comments and suggestions on the work done in school and the service provided for you and your child are welcomed.

Evaluation forms will be sent to you from time to time so that we can be sure that we are listening to what you say about the service provided for you and your child.

Parents/carers are encouraged to come into school and offer support in a variety of ways. This could include helping teachers and pupils with classroom work, art activities or on educational outings. This support is invaluable and very much appreciated by the staff. Any parent wishing to help in any area is asked to contact the school. In addition, parents/carers are encouraged to share any individual talents they may have to enhance children's learning.

In the interests of child protection and safety, all parent helpers must be disclosure checked before being permitted to assist in class or on outings. Disclosure forms are available from the school office.

Please refer to the council's Parental Involvement Strategy for further information:
<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/parentalinvolvementstrategy.pdf>

3.3 Parent Councils

A Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents at a school on a voluntary basis. All parents/carers in a school are automatically members of the Parent Forum of that School.

The purpose of a Parent Council is to:

- support the school in its work with parents
- represent the views of all parents
- encourage links between school, parents, pupils, pre-school groups and the wider community.

At Linlithgow Bridge our Parent Council meets 4 times a year to discuss matters which affect the majority of the school.

Parent Councils operate in accordance with a local constitution. Parents can put themselves forward to be members of the Parent Council in accordance with that constitution. Further information can be found on the Scottish Parent Teacher Council website <http://www.sptc.info>

We also have a sub-committee of the Parent Council, our Parent Council Fundraising Committee (PCFC), who organise a number of events for the children throughout the session. All of these events are aimed at giving children a chance to have fun in a safe and stimulating environment secure in the knowledge that all parent helpers are checked under the Protecting Vulnerable Groups (PVG) scheme.

The events run by the PCFC also help to raise funds which are given directly to the school to subsidise the cost of various activities, buy new resources and support new initiatives. Contact can be made via the school email address, or via our school website which displays a link to the PCFC Facebook page.

4.1 General

Every child and young person in Scotland is entitled to experience a broad general education, as described by the Scottish Government's Curriculum for Excellence.

The curriculum is organised into eight broad categories.

Expressive Arts

Includes art and design, dance, drama and music. Your child will get the chance to find out about and express their feelings and emotions and those of others.

Health and Wellbeing

Mental, emotional, social and physical wellbeing, planning for choices and changes, PE, activity and sport, food and health, substance misuse and relationships, sexual health and parenthood.

Languages

Includes learning about English as well as learning an additional language. At Linlithgow Bridge all children have the opportunity to learn French. From P5 children also have the opportunity to learn Spanish.

Mathematics

Includes using real life experiences to make predictions, connect to other things, provide skills to understand and examine information, simplify and solve problems, assess risk and make informed decisions.

Religious and Moral Education

Includes exploring the world's major religions as well as views that are non-religious. Your child will think about their own beliefs and values.

Children learn about Christian practice in worship and the place of Christian action in the community. Children will also study other world religions in line with national guidelines.

This part of the curriculum operates through class teaching, assemblies, outside visits and visitors to school.

Any parent who wishes to exercise their right to withdraw their child from religious education/observance should inform the Head Teacher.

Sciences

Includes learning about the natural world and living things, forces, chemical changes and our senses.

Social studies

Includes developing understanding of the world by learning about other people and their values, in different times, places and circumstances.

Technologies

Includes business, computing science, food, textiles, craft, engineering, graphics and applied technologies.

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

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

Parents/carers will be kept up to date with what their child is learning in a variety of ways. We arrange curriculum evenings throughout the year, each class publishes a flier at the start of each term detailing the learning planned for the block, we invite parents/carers into school to “share our learning” at the start and end of the days, we invite parents/carers to join us for assemblies and performances throughout the year.

4.2 Instrumental Tuition

The Council offers instruction in bagpipes, brass, percussion, strings and woodwind. Schools will tell children when there is an opportunity to apply for lessons. There is a charge for lessons, but concessions are available. You can find out more from the Instrumental Music Service.

4.3 Use of the Internet

Children access information and resources on local and worldwide networks as part of their studies.

We teach children about internet safety and how to report any items that make them feel uncomfortable.

We ask parents to promote the responsible and safe use of the internet at home, including the use of social media if parents permit their children to access it.

We encourage senior pupils to use their own devices in school according to the Pupil Code of Conduct.

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

4.4 Assessment and Reporting

Assessment is an integral part of the teaching process and your child will be continually assessed during their school career. This assessment can be both formal and informal and takes many forms; observation, tests, pupil/teacher dialogue, written or spoken tasks and teacher judgement. The result of the assessment process allows teachers to form next steps in your child's learning.

It is the authority's policy to also carry out standardised testing in literacy and numeracy at P1-P7. These results form part of the overall assessment information about your child.

Information about your child's progress will be shared between home and school throughout the session. This will include parents' nights and an annual report. The aim of the annual report is to provide details of your child's strengths, development needs and attainment within Curriculum for Excellence. Parents and children are welcome to comment on the annual report.

Parents are welcome to contact their child's school at any time if they have any questions or concerns regarding their child's progress.

4.5 Support for Learning

Class teachers are continuously assessing the needs of pupils in their class. The authority provides access to Support for Learning staff and resources for pupils requiring additional support.

Should your child require additional support in a particular area you are invited to discuss this with the class teacher. We consult with parents and carers to ensure the needs of children are met. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website.

This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs. We consult with parents and carers to ensure the needs of children are met. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website.

5.1 Admission Procedures

West Lothian is divided into catchment areas for primary and secondary schools. The catchment areas for all West Lothian Council schools are available online at www.westlothian.gov.uk

Each school is either denominational (linked to a particular religion) or non-denominational (not linked to any particular religion). All the denominational schools in West Lothian are Roman Catholic. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education.

The Pupil Placement section deals with all applications for pre-school and wraparound, and deals with applications for the August primary one (P1) and secondary one (S1) intakes. Schools deal with applications for other stages and for P1 and S1 after the pupils start school. To apply for a school, pre-school or wraparound place you must fill in an application form. You can get application forms online at <https://www.westlothian.gov.uk/apply-for-pre-school-and-school-places> and paper copies from schools, nursery schools, libraries, Council Information Service Offices and from the Pupil Placement Section.

To contact the Pupil Placement Section e-mail pupilplacement@westlothian.gov.uk or phone 01506 280000. Information is also available on the Council website www.westlothian.gov.uk

5.2 New Entrants to P1

You can apply for a P1 place from the November of the year before your child is due to start school, and the places are allocated in March of the same year that your child is due to start school.

Every opportunity is taken to familiarise our Nursery children with life in the primary school. Pre-school children attend assemblies, undertake whole school activities such as enterprise, fund raising, eco-school activities and quickly become familiar with school staff and the school building. Towards the summer term additional opportunities are planned when pre-school children will spend time in the Primary 1 class, in the playground, in the dinner hall, at breakfast club and will meet other children in their class. An induction meeting for new Primary 1 parents/carers takes place in May. A buddy system is in place, which allows older pupils to support their younger peers.

5.3 Transfer from P7 to Secondary School

You can apply for an S1 place from the November of the year before your child is due to start secondary school. For more information on admission arrangements please see our website www.westlothian.gov.uk or contact the Pupil Placement Section pupilplacement@westlothian.gov.uk or phone 01506 280000.

The Linlithgow Cluster has excellent transition arrangements with a programme starting early in the Primary 7 year. Children have many opportunities to visit the Academy and become familiar with a range of staff. Academy staff also take the opportunity to visit Cluster Primary Schools to work with Primary 7 pupils at various times during the school session. Additional arrangements are available to pupils who require enhanced visits during the transition period.

Linlithgow Academy contact details:

Linlithgow Academy
Braehead Road
Linlithgow
EH49 6EH

Tel: 01056 843211

5.4 Extra-Curricular Activities

Breakfast Club

All children in West Lothian are entitled to a free breakfast. This provision is available at Linlithgow Bridge PS from 8.15 am Monday to Friday. Parents/carers must sign their child in, but no advance booking is required. We also offer a private breakfast club run by Kingfisher, an out of school care provision, which is in partnership with West Lothian Council. Pupils can be dropped off at school at 7.30 am by prior arrangement with Kingfisher.

The Breakfast Club provides pupils with a healthy breakfast and offers the opportunity for them to sample and develop preferences for health options. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn.

At Linlithgow Bridge we offer a range of lunchtime and after school clubs to pupils. These range from musical to sporting to creative clubs. These clubs are largely led by school staff but can, at times, be organised by specialist tutors. In addition our senior pupils also lead some lunchtime clubs for the younger children.

We have a very vibrant Eco, Fairtrade, Rights Respecting and Pupil Council Group who individually lead learning within the school. These groups work collaboratively across stages and cascade information to the whole school community.

Please contact the school for more information on any of the above.

health & safety and pupil welfare

6.1 Medication in Schools

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing prescribed medication even though the child's doctor regards the child as fit to attend school. Others have medical conditions which, without help, could limit their access to education.

Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition.

Please tell the school if your child needs medication. Forms for any child requiring medicine to be taken during school time are available from the school office or can be downloaded from **www.westlothian.gov.uk**

6.2 Emergency Contacts and Arrangements

It is essential that the school has the name, address and telephone number of an adult to be contacted in case of an accident or your child feeling ill. Please ensure records are kept up to date by notifying the school of any change of address and telephone number of your child's emergency contact.

Children will only be sent home early in special circumstances. The school will make every effort to contact you in such situations. Where there is no adult to receive the child, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions you may check the council website for information on any school closures.

All schools have a means of contacting parents and carers via text message.

6.3 Meals and Milk

All pupils of nursery schools and classes are entitled to 0.25 litres of milk daily free of charge. Children whose parents are in receipt of qualifying benefits may also receive milk free of charge. Milk is available to other primary pupils at a reduced cost.

The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff. Children may have school meals regularly or on odd days when necessary. Children choose from three options each day. This usually includes a non-meat meal. A 3 coloured tray system is used - green- usually a packed lunch, red - a hot two-course meal and blue - a snack type meal. These are on display to allow the children to see the choices. The menu is available on the Council website. If your child has special dietary requirements, please let the school know.

School lunches should be ordered and paid for online. Further details will be provided. All P1-P3 children, and P4-P7 children whose parents are in receipt of qualifying benefits, are entitled to free school meals.

Some parents prefer their children to have a packed lunch and facilities are provided in the school for the eating of packed lunches.

Further information and application forms for free school meals and milk can be obtained from the school or from the Council's website www.westlothian.gov.uk.

6.4 Security

The school has a security system which allows all doors to be locked electronically once the children are in school. The locking system is released automatically if the fire alarm goes off. All visitors should report to the school office via the front entrance of the school, sign in and collect a visitor's badge. The school welcomes parents and carers but asks them to help to ensure the security of the school by reporting to the school office. In the interests of pupil safety, we have restricted vehicular access to our playground during times when the pupils are in the playground.

6.5 Photography

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. All parents are asked to sign a consent form before any photographs are taken.

If you have any concerns about photography, please tell the school.

6.6 Child Protection Guidelines

The safety of your child at school is a priority for the authority. All West Lothian schools follow the Lothian Child Protection guidelines. A copy can be found on **www.westlothian.gov.uk**

6.7 Playground Supervision

Supervision is provided in the school grounds 20 minutes prior to the school opening, during intervals and the lunch hour. If children have an accident or any other problem in the playground they report initially to the supervisor who will take the necessary action. When pupils are at school, the responsibility for their safety rests with the Local Authority. The Head Teacher and staff undertake this responsibility on behalf of the Local Authority.

6.8 Transport

West Lothian Council will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. The provision of transport for pupils attending special schools and classes is not subject to these limitations, but is based on individual pupil need. Further information can be obtained from School Transport (telephone 01506 775291) or from the School Transport policy on www.westlothian.gov.uk

Parents, who choose to send their children to a school out with their catchment area, will be responsible for any extra travelling expenses incurred.

6.9 Car Park

Linlithgow Bridge has a drop off and pick up facility for parents/carers outwith the school premises. Children brought to school by car should be dropped off in the turning circle outside the school gates and should proceed on foot into the playground. In the interests of safety we ask that parents/carers do not drive into the school car park to drop off their children.

We encourage children to walk to school to promote physical activity and to ease traffic congestion around the school. A crossing guide is stationed on Mill Road opposite Avalon Gardens and children should cross at this point where possible. We also recommend parents/carers to “park and walk”. Parents/carers can park at Aldi/B & M and cross safely at the pedestrian crossing.

We encourage children to cycle to school and cycle racks are available to keep bicycles secure. Please remember that bicycles are left at your own risk. Cycle safety must be adhered to at all times and cyclists must wear helmets. In the interest of safety at no time must children bring cycles or scooters into the school playground.

6.10 Requested Early Release of Pupil

There are occasions when parents wish their children to be released from school at other than normal closing times, to enable them to keep a dental or medical appointment outside school, or for other reasons. In all cases, a written request must be made for early release. Parents must then call at the school office and their child will be brought to them.

On no account should a child leave school premises on their own.

6.11 DataSharing

On occasion, schools will make data available to partners and also academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners with information they need in order to fulfil their official responsibilities.

The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act. For more information on how children's data is handled please see our Privacy Notice [https://www.westlothian.gov.uk/media/21250/Education-Schools-Privacy-Notice/pdf/Education - Schools Privacy Notice1.pdf?m=637049262959500000](https://www.westlothian.gov.uk/media/21250/Education-Schools-Privacy-Notice/pdf/Education_-_Schools_Privacy_Notice1.pdf?m=637049262959500000)

6.12 Feedback, Concerns and Complaints

If you have feedback, concerns or complaints regarding the service you are receiving, these can be addressed by contacting the Head Teacher in the first instance.

If you are dissatisfied with that response you should contact:

Education Services
West Lothian Council
West Lothian Civic Centre
Howden South Road
Livingston, EH54 6FF

Tel: 01506 281952

Educationcustomerservices@westlothian.gov.uk

The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request or can be downloaded from the web at www.westlothian.gov.uk

Information is available in Braille, tape, large print and community languages.
Please contact the Interpretation and Translation Service on 0131 242 8181.

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

এই তথ্য আপনি ব্রইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রিটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলি: 0131 242 8181

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：0131 242 8181

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਟੈਪਰੀਟਿੰਗ ਦੇ ਪੜ੍ਹਨ ਵਾਲੀ ਸਿੱਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ। ਸ਼ਿਖਾ ਅਤੇ ਟਿੰਟਰਪ੍ਰਿੰਟਿੰਗ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ 'ਤੇ ਸੰਪਰਕ ਕਰੋ : 0131 242 8181

یہ معلومات بریل (انحصار کے رسم الخط)، ٹیپ، بڑے حروف کی مطاعت اور کمیونٹی میں ہونے والے دیگر زبانوں میں دستیاب ہے۔
برلومرینی انٹرنیشنل پرنٹنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔