

Newlands Primary School



School Handbook
2023/2024

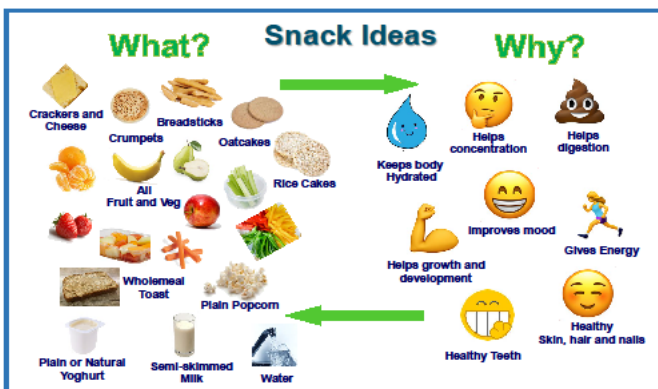
Helping your Child to Grow, Learn and Play

Healthy eating and physical activity are essential for growth and development.

Healthy snacks have been provided during your child's ELCC journey, continue to give these types of snacks to your child to eat at break times throughout primary school.

Top Tips for Eating Well, Feeling Good and Being Active

- Eating Breakfast gets the day off to a good start
- Enjoy a variety of foods and eat together when you can
- Eat plenty of fruit and vegetables
- Limit food and drinks high in sugar, fat and salt, especially at snack time
- Be mindful of portion size
- Eat 3 meals a day with healthy snacks in between
- Brush your teeth at least twice a day – “spit don't rinse”
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Enjoy being active everyday
- Reduce time spent on phones, tablets, computers and watching T.V
- Think of the 4 B's - Bath, Brush, Book and Bed to encourage a good sleep routine



Keep Hydrated - Hydration helps improve concentration, mood and digestion

- Offer 6-8 cups of fluid a day
- Water or semi skimmed milk are best and will not damage teeth
- Bottles used in class should be filled with plain water only



Text Newlands Primary – 07860 049 593

Website

P1/2

[P1/2 \(weebly.com\)](#)

P2/3/4/5

[P 2/3/4/5 \(weebly.com\)](#)

P5/6/7

[P5/6/7 \(weebly.com\)](#)

Twitter @PrimaryNewlands

Welcome

On behalf of the staff at Newlands Primary School, we welcome you and your child to our school and we look forward to a positive and productive partnership with you during your child's school years. We hope that your child will feel secure and happy throughout their time at Newlands. Our vision for education in Newlands is that all our children achieve the highest possible standards with the appropriate skills to allow them to enjoy success now and in the future.

We welcome parents into school and are keen to encourage you to take an active role in the life of the school. Parents currently help around the school in both informal and formal ways: helping with book bags, assisting in classrooms; going on excursions with classes; or becoming members of the Parent Council.

This booklet is provided to familiarise parents with our school, aims, methods and procedures to encourage and enhance the links between school and home.

Please do not hesitate to telephone or email if you require any further information or would like the opportunity to visit the school. We look forward to working with you during your child's time at Newlands Primary School.



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Newlands Primary School
Romanno Bridge
West Linton
Peeblesshire
EH46 7BZ
Telephone 01968 660211

Email:

Carol.Weir@scotborders.gov.uk/NewlandsPS@scotborders.gov.uk

STAFFING

Head Teacher	Mrs C Peaston
Principal Teacher	Mr M Kaljee
Class Teacher P1/2	Mrs D Adams
Class Teacher P3/4/5	Miss B McDougall/Mrs Hilton
Class Teacher P6/7	Mr M Kaljee/Mrs Hilton/Miss Lawson
PE Curriculum Support Teacher	Mr R Davidson (Tuesday/Friday)
Primary Curriculum Support	Mrs N Watt (Thursday)
Learning Support	Mrs S Lawson
Business Services Assistant	Mrs C Weir
Classroom Assistant	Mrs S Mitchell
Cook	Mrs F Craigmile
Cleaner	
Playground Supervisor	Mrs M Bruce
Additional Needs Assistant	Mrs M Bruce/Mrs Ho/Mrs Cameron/Mrs Maciver
Janitor	Mr W Scott

SCHOOL TIMES

P1-7	8.30am - 3.00pm	Monday-Thursday
Morning Interval	10.15 - 10.30 am	
Lunch Interval	12.15 - 1.00 pm	
Friday	8.30 - 10.15 am	
	10.30 - 11.30 am	
	11.30-12.00 - brunch	
	12.00 - 12.15 pm	

NEWLANDS PRIMARY SCHOOL

Newlands School is an amalgamation of the three rural schools which lay along the A701. Lamancha School linked with Newlands in 1984 and was joined by Kirkurd School in August 1985.

The original building of Newlands School was extended and renovated to accommodate the increased numbers, with the staff and pupils moving into the new school in February 1987.

Newlands Primary School has strong links with Newlands Community Development Trust. The Trust raised substantial funds to build a community facility. In conjunction with Scottish Borders Council, the school building was refurbished as part of the project to build the community facility. During the summer of 2011, most of the building was refurbished, the remainder being completed in October 2011. In December of 2011, the community building was completed and was, therefore, available for use by the school. A partnership agreement between the Trust and Scottish Borders Council enables the school to hire or lease parts of the community building.

The official opening of Newlands Centre on 24 May 2012, during the year of Her Majesty's Diamond Jubilee, was a brilliant day with the Earl of Wessex visiting school before the opening ceremony.

The school presently has a roll of 61 pupils with a teaching complement of 3 class teachers. Newlands School has a partner school in Broughton Primary. These schools share a Headteacher.

The school maintains social connections with the nearby village of West Linton, participating in their annual Whipman Celebrations.

Newlands Primary has links with Newlands Church. The Rev Nancy Norman is involved in the life of the school and takes services at Christmas and Easter. We have assemblies weekly, the main focus of these assemblies is to share information and celebrate successes.

Some assemblies have religious observance as part of the work of the school. Any parent has the right to withdraw their child from religious observance. Please do discuss this with the Headteacher.

Newlands Primary is an Eco-school having gained three green flags. Pupils have an eco-committee which takes forward the work of the school. The school is also a Fair Trade school offering a tuck shop weekly.

Our Vision Statement and Motto :

In Newlands Primary School our vision is to promote high achievement by providing high quality teaching and learning for everyone in our happy, healthy school community.

Our motto is:

***Newlands CARES,
Challenge, Achieve, Respect, Encourage, Support.***

School Aims

- ✓ We aim to have a safe, caring school where everyone values

themselves and each other.

- ✓ Our school community aims to be kind, considerate, happy and helpful, hardworking and will always try to do the right thing.
- ✓ Our teachers aim to listen to pupils, treat all fairly and be knowledgeable.
- ✓ We aim to make learning fun by having a variety of lessons that interest, support and challenge the children.
- ✓ We aim to celebrate achievements and recognise and be proud of all best efforts.
- ✓ We want all children to move on from Newlands School confident and equipped to face new challenges.

SCHOOL IMPROVEMENTS

Each year Newlands School has a plan for improvement. The priorities in the plan have been identified by staff, pupils and parents. The progress of the plan is reported upon each year in the Standards and Quality Report. This report is issued to all parents.

Identification of priorities from pupils is done through consultation with the Pupil Council. Parents are kept informed of priorities and given the opportunity to comment and suggest future priorities through Parent Council.

ENROLMENT ARRANGEMENTS

Newlands Primary School provides education for children in the 5 - 12 age group within the Kirkurd, Romanno Bridge and Lamancha areas. All children who reach the age of four by the end of February in any year are entitled to enrol for the beginning of the next session. Readiness for primary school varies from child to child. A child does not have to begin attendance at school until the next school commencement date after his/her fifth birthday.

Enrolment

(Primary 1)

Parents of any child who will be 5 years old on or before 28 February in any year are invited to visit the Headteacher of their local school during enrolment week which is in November. When you register you will be asked to show a copy of your child's birth certificate and will be asked to provide proof of residence in the area.

Readiness for primary school varies from child to child and a child does **NOT** have to begin attendance at school until August **AFTER** his or her fifth birthday. If your child's fifth birthday comes between the beginning of term (August) and 28 February the following year, your child does **NOT** have to begin school until the following year.

Early Admission

Applications for early admission to primary school on behalf of children who do not fulfil the normal enrolment requirements should be made to school by **11 January** each year.

Placing Requests

If you intend to make a placing request to attend a primary school, other than your local school, you are requested to visit your local catchment school to reserve a place during enrolment week and inform the Headteacher that you will be making a placing request. This will ensure a place is available at your local school in the event the Authority is unable to grant your placing request. In addition, parents wishing their child to be admitted to a school other than the catchment school are requested to visit the Headteacher of their preferred school by **11 January**.

Children who live outwith the catchment area for Newlands School may apply to be placed in the school. Parents should contact the Headteacher, visit the school and complete the appropriate placing request form. Parents will be informed of the outcome of their request by Scottish Borders Council.

Transition

The main provider of pre-school education for Newlands is Newlands Nursery. Pupils starting in P1 come from a number of pre-school settings so we have a number of transition visits to familiarise new pupils with the school, building, staff and facilities prior to them starting in P1. As well as informal visits and liaison between pre-school and school staff, we have two opportunities for pupils to come into the P1 class during the summer term prior to them starting school. The major opportunity is 'moving up' morning which takes place in June when P7 pupils visit Peebles High School and all pupils in school have the opportunity to spend a good part of the morning in the classroom with the teacher for the following year. At this time of year there will be an opportunity for Parents of these pupils to

meet with the Class Teacher and Headteacher for an information and question session.

General Enrolment

Pupils who move into the area during the school year should contact the Headteacher to ascertain the availability of places and arrange a visit to school. Prior to starting school an admission form must be completed and submitted to school along with a copy of the child's birth certificate. Admission forms are available from the school office.

Pupils progress through the school in their own year-groups but in composite classes of more than one year-group. In addition, because of its small pupil numbers, it is occasionally necessary to split a year-group to make up composite classes of reasonable size - this is done in line with Scottish Borders Council policy.

TEMPORARY TRANSPORT CHANGES

Parents are asked to inform the school about any short-term changes in the normal transport arrangements for their children's return home at the end of the day. For the children's safety it is important that the school is informed if a pupil is to be collected by a person other than the parent.

All changes on transport arrangements should be given in writing. Please see our transport policy for further details.

SCHOOL RULES AND DISCIPLINE

Our school aims state what we hope to achieve in Newlands, so we have tried to keep school rules to a minimum. These rules are centred around the health and safety of the children.

In line with our school positive discipline policy, we have worked with pupils and parents to draw up a list of rules.

These are:-

- Follow instructions first time.
- Keep hands, feet and objects to yourself.
- No name calling, teasing or bad language.
- Take care of personal and school property.
- Do not leave the room without permission.

With these rules we have a set of Rewards and Consequences.

These are:-

Rewards;

- Verbal praise and stickers
- Golden Time
- House points
- Sent to office for praise
- Note home to parents
- Headteacher or Class Teacher Award
- Termly Responsible Rex sticker in diary.
- End of Year Certificate
- Special Free Time in June (2 hours for P5-7, 1 hour for P1-4)

- Any other award which is appropriate

Consequences;

- Verbal warning
- Warning Card on desk
- Loss of Golden Time (15 minutes for P1-4, 30 minutes for P5-7). A sticker will be put in diary to notify parents of loss of Golden Time and pupils will be reminded of number of chances they have left to gain the end of year reward.
- Sent to office for recording and punishment exercise if appropriate
- If pupil is sent to the office, further consequences may ensue involving punishment exercises being sent home or parents being brought in to discuss behaviour strategies.

We have one other school rule which is very important to child safety which is:-

- Pupils must stay within the school gates at all times during school hours.

We appreciate parental support on discipline matters and are happy to discuss issues with parents at any time.

ABSENCES

Parents should make every effort to ensure their child attends school regularly. When pupils are absent, please call by 9am to let us know the reason, pupils should then bring a note of explanation on

their return. We are asked to provide information on absence to the Scottish Government so would appreciate parental support.

It would also be appreciated if any appointments could be made outside school time whenever possible.

Taking family holidays during the school term is disruptive to your own child's education as well as having an impact on the other pupils in the class and the teachers. Parents should do everything possible to take their holidays during the designated school holiday dates and only in very exceptional circumstances consider taking holidays during term time. Parents are asked to accommodate this request in the interest of their own children and the smooth running of the school. Pupils absent from school during term time due to holidays will, except in exceptional circumstances, have an unauthorized absence marked for the period of absence.

SCHOOL UNIFORM

School Uniform

No formal uniform can be enforced, although pupils have chosen to have the colours of navy and pale blue for their school wear. As far as possible, and to conform with the dress code, these colours should be observed when purchasing school clothes.

White poloshirts or t-shirts are also acceptable worn with a plain navy top.

Trousers, skirts and pinafores should preferably be navy but grey or

black is acceptable.

Shorts and tops for gym should be self-coloured and without decoration. No jewellery should be worn at gym.

The children are requested to have indoor shoes for the classroom which can also be worn for PE. Pupils should not be in school all day wearing wellington boots or without footwear.

For their own safety, children should only wear stud earrings.

Brown & Out are our new uniform manufacturers and the website is now live. The Proprietor is Steve Brown, Tel/Fax 01721 723773. The website can be found at www.brownandout.co.uk

This can be accessed via their website and then clicking on 'online shop' and then 'Newlands PS'. Here is the link:

<https://www.brownandout.co.uk/shop/newlands-primary/>

Please go and have a look at this site and check out the products.

Delivery is free of charge to the school or parents can collect orders directly from the premises in Peebles where they can also view products

PARENTS ARE REQUESTED TO ENSURE THAT THEIR CHILD'S NAME IS ON EVERY ARTICLE OF CLOTHING AND FOOTWEAR.

There are a number of categories of clothing which are considered unacceptable. Among these are articles of clothing which have team or commercial logos, and jeans. The wearing of these articles is

discouraged.

SCHOOL MEALS

School Meals are £2.40 per day and ParentPay is used to purchase meals on-line. The school will provide parents with login details and their personal password to enable them to access ParentPay. P1-P5 pupils currently do not pay for lunch.

Facilities are available for the supervision of children having packed lunches, but cutlery and crockery cannot be provided.

Application for free school meals can be made from parents who receive benefits. Forms can be obtained from the school or direct from Scottish Borders Council Headquarters at Newtown St. Boswells.

CURRICULUM

In a school of this size, covering the full primary age range, much of the work is carried out on a group or individual basis. It is our aim that each pupil should be allowed to work at the best level and speed for that child as an individual.

In Scottish schools, our curriculum is the '*Curriculum for Excellence*' designed to meet the needs of Scotland's children and young people ages 3-18.

The '*Curriculum for Excellence*' is designed to ensure pupils in our schools are:

- Successful learners
- Confident individuals
- Effective contributors
- Responsible citizens

In designing the curriculum, schools are charged with providing pupils with:

- Challenge and enjoyment
- Breadth
- Progression
- Depth
- Personalization and choice
- Coherence
- Relevance

The structure of the curriculum has eight curriculum areas

- Expressive Arts
- Health and Wellbeing
- Languages
- Mathematics
- Religious and Moral Education
- Sciences
- Social Subjects
- Technologies

Each of these areas will be covered in Nursery, Primary and the first

three years of Secondary Education. More specialized courses will be designed for the final three years of Secondary Education. The areas of the curriculum will be taught at different levels with different experiences and outcomes being promoted at these levels. The levels are:

- Early - pre-school years and P1 or later for some.
- First - to the end of P4 but earlier or later for some.
- Second - to the end of P7 but earlier or later for some.
- Third and Fourth - S1 to S3 but earlier for some.
- Senior phase - S4 to S6 and college or other means of study.

In each curriculum area there are structured experiences and outcomes for pupils which teachers will use in planning. A brief summary of the curriculum structures is -

Expressive Arts

- Art and Design
- Dance
- Drama
- Music
- Participation in performances and presentations

Health and Wellbeing

- Mental, emotional, social and physical wellbeing
- Physical education, physical activity and sport
- Food and health
- Substance misuse

- Relationships, sexual health and parenthood

In Primary 6 and 7 pupils are exploring some more sensitive aspects of substance misuse, relationships and sexual health. Parents will be informed when this is happening, the content, and invited to discuss any concerns with the class teacher.

Languages

Literacy and English:

- Listening and Talking
- Reading
- Writing

Modern Languages (from Second level)

- Listening and Talking
- Reading
- Writing

Mathematics

- Number, Money and Measure
- Shape, position and movement
- Information Handling.

Religious and Moral Education

- Christianity

- World religions
- Development of beliefs and values

Sciences

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science

Social Subjects

- People, past events and societies
- People, place and environment
- People in society, economy and business

Technologies

- Technological developments in society
- ICT to enhance learning
- Business
- Computing science
- Food and textiles
- Craft, design, engineering and graphics.

In our school we intend to use an interdisciplinary approach to the curriculum whenever appropriate. This means that curriculum areas will be linked to ensure relevance for pupils.

The following websites are also useful for parents:-

- <http://www.educationscotland.gov.uk/>
- <http://www.skillsdevelopmentscotland.co.uk/>
- <http://www.educationscotland.gov.uk/parentzone/index.asp>

ADDITIONAL SUPPORT FOR LEARNING

At any point in their lives children or young people may need extra help with their education. This may be for any reason and at any time. This is often referred to as additional support for learning or having additional support needs.

Some examples of why a child/young person may require extra help with their education are:

- Bereavement or family illness
- Problems at home
- Being particularly gifted or able
- An illness, disability or sensory impairment
- Having English as an Additional Language

A child/young person's needs may last for a short time, and the problem may be resolved easily. Or their needs might be very complex, and they may require additional support for a number of years.

If you feel that your child needs additional support for learning, the first person to speak to is your child's teacher. You have the right to

request an assessment of your child. Within our schools we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the needs of children and young people are recognised and appropriate support can be provided.

Parents/carers are always involved in making decisions about their child's education and we will always ask your permission before any specific referrals are made. While your child is receiving support, we will regularly review your child's progress.

At times, parents/carers and schools may come into dispute. While we would always hope that difficulties could be resolved at the school level we recognise that parents or young people may wish to formalise their concerns. To assist with this we have a complaints procedure and also offer independent mediation and adjudication. It is also possible under certain circumstances to refer the case to the Additional Support Needs Tribunal for Scotland.

The statutory framework for Additional Support for Learning is the Education [Additional Support For Learning] [Scotland] Acts 2004 and 2009. A good place to find independent information is Enquire, the Scottish advice service for Additional Support for Learning. They have a wealth of information, including practical guides and fact sheets for both parents/carers and young people. You can find the website at www.enquire.org.uk, or ring them on 0845 123 2303.

OUTDOOR EDUCATION & EDUCATIONAL EXCURSIONS

When the opportunity or need arises we like to take the children out of the school to experience the environment at first hand. The availability of transport is a problem and this sometimes limits our flexibility in this area.

The help of the Parent Council who contribute towards payment for our use of minibuses and coaches, is greatly appreciated and without this help much of our educational excursion programme would not be possible.

We provide residential learning experiences for our P7 pupils. Each year, with Broughton Primary, we take P7 pupils to a residential centre for five days. These residential experiences are usually in April/May but this may vary depending on availability and staffing. The staffing of these residential is voluntary.

HOMEWORK

We very much appreciate the support of parents in ensuring that homework tasks are completed. All children will at some point during the week have some homework tasks. All pupils will have a homework diary or personal planner which gives information on tasks and invites comments.

ASSESSMENT and REPORTING TO PARENTS

Pupils are continually assessed throughout the year. Class teachers assess through observation, written tasks, activities and discussions. Pupils, particularly in the upper stages are encouraged to self assess and peer assess certain aspects of their work. The assessments made inform teachers and pupils of next steps.

We are continually assessing pupils to help us decide on next steps. Parents are given a curriculum overview for each teaching block to enable them to discuss learning with their child. The overview has notes from the teacher as to how parents can help and what work can be undertaken should the school be closed for any reason.

A curriculum evening is organised in September to give parents the opportunity to meet staff and hear about plans for the year. Parental Consultations are organised twice a year to allow parents to discuss progress and next steps with teachers. Parents will be given prior notice of the dates, however, parents are welcome to contact the school at any time to discuss any matter relating to their child's education or welfare.

At the end of the year, a written report will be provided for parents detailing progress in curricular areas.

COMMUNICATION

Good communication between home and school is essential. Pupils have a homework diary which contains information about what is expected for homework. This diary also provides an opportunity for parents to comment on progress and can be used as a method of communicating with the class teacher.

Information about events, visits and parent evenings is sent out in "Thursday Notes". We try to keep all the information for our Thursday communication which is sent out by email.

The school office is situated at the front entrance and communication with school should be through Mrs Weir in the office, either by telephone, letter, (email: Carol.Weir@scotborders.gov.uk) or visit. Please note that she is in the office between 8.30 am and 1.00 pm and 1.45 pm and 3.00 pm Monday-Thursday, 8.30 am - 12.15 pm on Friday. Outwith these times, it may be possible to contact the school by telephone but essential calls should be made during Mrs Weir's office hours.

Should any parent have a query or concern, this should be raised initially with the class teacher, either by note or by telephone call. The class teacher will contact parents and, following discussion, both parties can agree if further action is necessary and what that should be. If parents are still concerned, they should raise the matter with the Headteacher.

HEALTH CARE

A medical inspection is given to **some** Primary 1 children during their first year at school. Parents will be given notice of this and invited to attend. P7 are usually screened by the school nurse prior to going to High School.

The school nurse is in regular contact with school staff and will monitor any pupils requiring health support. He/she is also asked to help with topics relating to health issues.

Dental screening is usually provided each year for certain age groups.

If your child is ill and you think his symptoms indicate an infectious ailment then please **DO NOT** send him/her to school until you have consulted your doctor. In line with Health Guidelines, please do not send your child to school until 48 hours after the symptoms of an illness have stopped.

It is necessary to inform the school in writing, by telephone or in person of the cause of any absence from school.

Any minor accidents which occur during school hours are generally attended to by a first aider. We are now only permitted to clean wounds so more serious injuries are treated at the Health Centre. In the latter case, every possible effort will be made to contact parents as soon as possible after the accident and it is for this reason that we require parents to keep us updated with emergency contact arrangements.

PARENT COUNCILS

Newlands has a very supportive Parent Council. Every parent is a member of the parent forum and that forum decides on the role of the Parent Council. Our Parent Council Chairperson is currently Mrs Jayne Adamson. Parent Council meetings are open to everyone and dates are given in advance. (newlandspcchair@yahoo.com.)

<https://www.facebook.com/groups/470815129931524/?ref=share>

<https://chat.whatsapp.com/ISwLifVmSUZLnO77Wo8Tb1>

<https://chat.whatsapp.com/ISwLifVmSUZLnO77Wo8Tb1>

TRANSITIONS

Pupils come to Newlands in Primary 1 from a number of different pre-school settings. We have strong links with Newlands, Lamancha and Kirkurd playgroup who provide pre-school education for many of our pupils. Following enrolment in November, there are informal opportunities for pre-school pupils to visit school. These may be for stories or activities and, in the spring term, pre-school pupils join the school for break to get used to playing with lots of pupils. Older pupils in the school act as "buddies" for younger pupils and it is very much our ethos to care for others.

During the final pre-school term, visits will be arranged, culminating in 'move-up morning' in June. Parents will be informed of these visits. There is also an opportunity for new parents to meet the P1 teachers

and Headteacher during move-up morning and discuss starting school.

Having completed seven years of primary schooling the children transfer to Peebles High School (Telephone : 01721 720291).

During the P7 year, staff from Peebles High School visit Newlands for discussions with the P7 teacher. A transition programme of visits is arranged throughout the year culminating in a two day visit for pupils in June.

Peebles High School currently provide opportunities for P7 parents to find out about the school and the curriculum. In January, the Rector from Peebles High School will arrange a meeting for P7 pupils of Broughton and Newlands pupils and West Linton. In June, P7 parents are invited to Peebles High School for a further meeting.

Pupils with additional needs may have extra visits to Peebles High School. A meeting with parents of children with additional needs will be made to discuss transition arrangements.

EXTRA CURRICULAR ACTIVITIES

There may be other extra curricular activities provided jointly with Broughton throughout the year. Pupils will be informed of these.

After school care is currently available between 3.00 pm and 6.00 pm. thanks to a club run by Newlands and Kirkurd Playgroup. Further information on this is available from school or playgroup committee members.

Newlands Centre may provide activities for pupils outwith school time. Please note it is the responsibility of parents to get pupils to and from these activities.

COMPLAINTS PROCEDURE

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact our Data Protection Officer by email at dataprotection@scotborders.gov.uk or by telephone on 0300 100 1800.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

You can visit their website for more information

<https://ico.org.uk/make-a-complaint/> .

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website:

https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1

Keeping our children and young people safe in the Scottish Borders

CHILD PROTECTION

- Our settings in the Scottish Borders work hard to keep our children and young people safe - all children and young people have a right to feel safe within the setting, home and community.
- Within our setting we strive to provide a safe, secure and nurturing environment for our children and young people, which promote inclusion and achievement.
- All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.
- Our [Scottish Borders Child Protection procedures](#) set out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These procedures are designed to ensure that children and young people get the help they need when they need it.
- All staff are aware of their child protection responsibilities and every year all staff in our setting attend a child protection update.
- Many of our staff undertake additional multi-agency child protection training.

- Every setting has a Child Protection co-ordinator who has the responsibility for overseeing child protection concerns as well as those young people who are care experienced within the setting.
- The Child Protection co-ordinator for the setting is Mrs C Peaston.

What to do if you have a child protection concern?

It's everyone's responsibility to protect children.

If you have any concerns that a child is being harmed or is at risk of harm, please call without delay

01896 662787 (Duty Children and Families Social Work Team)

01896 752111 (Out of office hours that covers all areas)

Emergency contact

If you consider a child or young person is in immediate danger, call the Police on 999 immediately

[Need more information about keeping our children and young people safe?](#)

This [link](#) takes you to the Scottish Borders Child Protection Committee online website where you can find some suggested links to websites to better inform you about safety issues such as Internet safety and Child Sexual Exploitation as well as letting you know about opportunities for training in Child Protection. You can also find the Scottish Borders Child Protection Procedures on this website.

<http://onlineborders.org.uk/community/cpc>

Nov 2018

GIRFEC Guidance

Getting it Right For Every Child (GIRFEC) is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people.

The GIRFEC approach aims to make it easier for parents, children, young people and the services that support them - such as early years services, schools and the NHS - to work together to get it right.

Practitioners work together to support you and your child, working across organisational boundaries and putting your child and you at the heart of decision making, ensuring we give all our children and young people the best possible start in life.

GIRFEC means that everyone working with Scottish Borders children, young people and their families are encouraged to:

- Ensure children, young people, and their families get the help they need when they need it and are central to the process of finding solutions.
- Use one consistent and equitable approach, actively share information to agree protocols and work more effectively together to improve outcomes for children and young people.
- Be clear about personal responsibility to do the right thing for each child/young person.
- Work with children, young people and their families, using a collaborative approach with fewer meetings. This should ensure children, young people and their families give information only once, and enables the development of one plan to meet all their needs.
- Respond to children and young people and take appropriate, proportionate and timely action with the minimum of paperwork, bureaucracy and duplication.

GIRFEC is part of the Children and Young People (Scotland) Act 2014 and the GIRFEC provisions are planned to be fully implemented by August 2017. If you would like any further information please ask your child's Headteacher.

Are you a young carer?

A young carer is someone who is under 18 years of age or who has reached 18 and still a pupil at school and provides or intends to provide care for another individual. A number of young carers do not always identify themselves or wish to be identified.

Young carers undertake a number of tasks for the people they live with and look after. They are often left alone to do things like washing, cooking, shopping, paying bills, collecting medication or helping to look after younger brothers or sister.

This means they might not have as much time to complete work at home which has an ongoing effect on progress and learning or attend clubs and after school's activities therefore missing out on the social aspects of school.

Within Newlands Primary School we want our young carers to enjoy school and that it is a positive place to come and they feel included. Please let us know if there are difficulties meeting deadlines with work, arriving on time or any other issues which affect a young person.

Council's implementation of British Sign Language Plan

The Council's BSL Plan 2018-24 has seven holistic actions. These actions are consistent with the ten long term goals of the National BSL Plan in Scotland, which are, early years and education; training

and work; health, mental health and wellbeing; transport; culture and the arts; justice and democracy.

These goals represent the Scottish Government's aim "to make Scotland the best place in the world for BSL users to live, work and visit."

The Council will implement measures to promote awareness of BSL and the use of BSL, with the long term goal being that across Scotland information and services will be accessible to all BSL users*.

Contact Scotland -BSL is an online British Sign Language interpreting service that allows deaf people across Scotland to access services free and available 24 hours a day throughout the year: <https://contactscotland-bsl.org/>

If a BSL user requests a face to face meeting, then the School is required to provide a face to face interpreter.

*Whenever we refer to 'BSL users' we mean D/deaf and /or Deafblind people (those who receive the language in a tactile form due to sight loss) whose first of preferred language is British Sign Language

Medicines

Please inform the school if your child is on any medication. If prescribed medication requires to be administered during the school day the parent must bring the medication into the School Office and complete a consent form. Alternatively parents/carers are welcome to come into school and give medicine themselves if they prefer. Non-prescribed medication i.e. **cough bottles and Calpol should not be brought into school** and cannot be administered at any time.

If your child needs to use an inhaler it will be kept in their classroom, but please let the school know your child has an inhaler.

School Transport - Severe Weather

This letter outlines the general principles to be followed in cases of emergency such as severe winter weather or severe flooding. Winter weather can be very variable and it is easy to be caught out by sudden changes.

In the event of severe weather we will make every effort to keep the school open and continue as normal. However, there may be situations where this is not possible and it is therefore important that you follow the points below in terms of transport arrangements.

Severe Weather

During adverse weather, school transport may be subject to cancelled services, amended routes, longer journey times or alternative bus stops used. In extreme cases there may be the need to cancel all school services.

Morning Journeys

1. School bus drivers and operators have complete discretion to cancel or vary school transport given any local weather conditions.
2. In the case of morning journeys to the school, the driver may decide that he/she either cannot undertake the journey or complete the trip to school. The driver would then return the children home. In the event of adverse weather conditions, parents should ensure that some arrangement has been made at home to cover this possibility.
3. Should the school transport for your child not operate in the morning because of adverse weather conditions but you decide to take your child to school yourself then you are expected to collect your child either at the end of the school day or

at the time of early closure. Do not bring your child to school when buses do not run unless you are certain of being able to collect them at the end of the school day - even if the weather worsens.
4. School transportation may well be delayed due to adverse weather so pupils will have to wait longer and be exposed to the cold.
5. Parents must ensure that their children are warmly dressed just in case the journey to school is very slow or even halted in bad weather. In normal circumstances, pupils should not wait more than 15 minutes if the bus is late. In severely cold

weather, this 15 minute rule need not apply.

6. If your child travels to school on connecting services, drivers will be told to wait for each other and not to leave any children standing in adverse weather conditions. Should the second bus not arrive children will be returned home. If the second bus does arrive but cannot complete the journey to school that driver will return children to their homes.

What will happen if pupils are sent home early due to bad weather or other emergency.

7. The Head Teacher with knowledge of local weather conditions will work with the Education Department to make decisions regarding a school closure or to send children home early should severe weather conditions threaten.
8. Where pupils use school transportation a set of emergency instructions are used to contact transport operators and other schools using the same transport, and parents whose children have a long way to walk home from the drop-off points.
9. Parents must ensure that some arrangement has been made to cover the possibility of pupils being sent home early.
10. Schools routinely communicate with parents or groups of parents using Groupcall text messaging service. Once the decision has been made then Group call will be used to send updated information regarding sending pupils home early.

11. Parents are asked to ensure that the school that their child attends has an up to date and accurate mobile telephone number on record for these purposes. It is further suggested that parents who may find it difficult or not possible to have their mobile telephone switched on throughout the day ensure that they check their phone on a regular basis for any Groupcall messages from the school when bad weather has been forecast or where they see deterioration in the weather.
12. If school transport is in operation and you collect your own child from school during severe weather then the school office must be informed so that transport is not delayed while staff look for a missing child.

Additional information to ensure the safe travel of pupils to/from school

13. The ultimate responsibility for the safety of children walking to and from bus pick-up/drop-off points rests with the parents. Parents must decide whether or not children can make their way to meet transport in low temperatures.
14. If you feel that your child should not walk home alone in bad weather from the drop-off point it will be your responsibility to meet him/her. Drivers will not normally set children down at any point significantly different from the usual one. The driver will use his/her judgment in deciding whether to leave the child or to keep him/her on the bus. In the latter case, your child would be taken to a nearby school or place of safety. Children must follow any instructions given to them by the driver in any

emergency and should not leave the bus to make their own way home.

15. Where transport is unable to operate to take children home as a result of extreme weather conditions The Emergency Planning Team will work alongside our partners to provide alternative and safe transport home.

Arrangements have been made with Radio Borders to relay information about the cancellation of school transportation and group call and Scottish Borders Website will be used to inform parents of any important information.

DATA PROTECTION

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and its headquarters is based at

- The Education (Placing in Schools etc. Deemed Decisions) (Scotland) Regulations 1982
- The Standard in Scotland's Schools Act 2000
- Education (Scotland) Act 2016

We also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records.

Who we will share information with

We will share information with health and wellbeing services and may share information with other external agencies and organisations

who provide or assist with educational provision and with online payment solution providers.

- The [Scottish Government](#) for examination, career guidance and monitoring purposes.
- ParentPay, ESP Systems and CRB to allow the school to offer cashless catering and to receive payment for school trips and events;
- Groupcall to allow the school to communicate with you;
- The NHS for health monitoring;
- Netmedia to enable the online arrangement of parents evenings;
- Internal Scottish Borders Council departments to allow the provision of catering and transport.

On each occasion, the recipients are bound to the terms of a Data Sharing Agreement and accordingly will only use your child's data for the specified purpose. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full [privacy statement](#) on our website.

We are also legally obliged to share certain data with other public and regulatory bodies such as Education Scotland, Police and NHS will do so where the law requires this.

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform

and similar purposes to meet our duty to achieve best value and continuous service improvement.

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We will retain a copy of your child/ren's educational record up until they reach the age of 25.

Photographs/videos

Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. The school your child attends may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise the media or other parents may wish to use the images of pupils in various ways. We ask you at the time your child enrolls at one of our schools if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

Any permission given will remain in force during your child's primary and secondary schooling until you indicate that you wish to withdraw your consent. You can do this by contacting the head teacher of your school as soon as possible.

Your Rights

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

Statement by Scottish Borders

Council Educational Psychology Service (SBC EPS)

As part of the VSE follow up for the Educational Psychology Service the strategic Head Teacher group suggested the service provide a statement for parents to be included in school handbooks. The statement below has been developed by the service for this purpose. The statement has been developed in collaboration with 6 of the parent Council chairs (three East, three West and of these one Secondary chair for each area).

The Educational Psychology Service.

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing.

We provide advice and training to school staff on how children learn,

and advise on ways to help children who require support.

If requested by the school, we can arrange follow-up for individual children and young people, together with their families and teachers, to help support their learning, or with social or emotional issues. This is generally achieved by meeting the children, their families and school staff, to review the support they have already received and agree ways in which we can all help your child in school. In some cases, we may agree that a psychologist will work on a one-to-one basis with your child to obtain a clearer picture of how they can best be supported.

If you have any worries about your child, please contact their school, in the first instance, to arrange a meeting to discuss your concerns. All schools have access to a range of support Services and your child's Head Teacher will be able to advise you about when the EPS may be able to help.

Further information about the EPS is available on the Scottish Borders Council website. Here you can access a downloadable leaflet for parents and carers, which explains in more detail how we may be able to work with you to support your child in school.

Please see www.scotborders.gov.uk/EPS

DISCLAIMER

Whilst information provided is considered to be correct of the time of printing, it is possible that there may be some inaccuracy by the time the document reaches the parents

School term dates for 2023-24

Autumn term

- **Monday 14 August 2023 - staff resume, in service day**
- **Tuesday 15 August 2023 - in service day**
- **Wednesday 16 August 2023 - pupils resume**
- **Friday 6 October 2023 - Casual holiday Tweeddale**
- **Monday 16 October 2023 In service day**
- **Tuesday 17 October 2023 All resume**
- **Monday 27 November 2023 - St Andrew's Day, schools closed**
- **Tuesday 28 November 2023 - Pupils resume**
- **Thursday 21 December 2023 - last day of term for pupils and staff**

Winter term

- **Monday 8 January 2024 - all resume**
- **Friday 9 February 2024 - last day of term for pupils, February holiday**
- **Monday 12 February 2024 - Casual holiday Tweeddale)**
- **Monday 19 February 2024 In service day**
- **Tuesday 20 February 2024 - all resume**
- **Thursday 28 March 2024 - last day of term for pupils and staff**

Summer term

- **Monday 15 April 2024 - all resume**
- **Monday 6 May 2024 - May Day holiday, school closed**
- **Tuesday 7 May 2024 - staff resume, in service day**
- **Wednesday 8 May 2024 - pupils resume**

- **Friday 28 June 2024 - last day of term for pupils and staff**

Casual holidays

Each [learning community](#) allocates two casual holidays for pupils and staff which are usually aligned to their local festivals.

Some casual holidays for 2023-24 are still to be confirmed.

Tweeddale

- **Friday 6 October 2023**
- **Monday 12 February 2024**

Scottish Borders



Fit4Fun Families



Fit4Fun Families

Fit4Fun Families is a free family focused healthy lifestyle programme which offers practical tips to help support children, young people (0-18 years) and their families, eat well and be active

We can support you to make positive lifestyle changes and work with you to identify specific goals that you would like to achieve

Service user feedback:

"We have really enjoyed the Fit4Fun Families programme. It was arranged at a time that was convenient so we could both participate. Sessions have been fun and informative and at a level that suits the age of any child"

"We have learned a lot over the past few weeks, which has been fun and helpful. We've been keeping up with the goals that we set. We would highly recommend this group to any parents looking to know about how to eat healthily with their kids"

If you would like some more information or would like to join the programme, please contact us on:

Tel: 01896 826447

Email:

Child.HealthyWeightService@borders.scot.nhs.uk

You can self-refer into our service or if you prefer you can speak to your GP, Health Visitor, School Nurse or another health professional



Produced by
Borders Child Health
Weight Service:
Fit4Fun Families
October 2022

