

**Coldstream Primary School**

**School Handbook**

**2022/2023**



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### **Disclaimer**

Whilst information provided is considered to be correct at the time of printing, it is possible that there may be some inaccuracy by the time the document is read and referred to.

## Welcome

This handbook is designed to be a helpful reference tool, to provide you with important information about our school day, routines and procedures, as well as an idea of what goes on in our school and the kinds of things your child will be able to take part in. We hope to involve all our children in as wide a variety of experiences as possible to fully develop their potential.

Staff are always pleased to help should you have any concerns or problems. All research indicates that children who are most successful at school are those whose parents are involved in their child's school and learning. We therefore, look forward to a positive and active partnership with you in the coming years. We hope your child's learning journey with us will be a happy one. This means every child feels safe, respected and responsible; included and nurtured and is healthy, active and achieving.

Kind regards

Briege Ward  
Head Teacher



## School Information

Coldstream Primary

3 Home Place

Coldstream

TD12 4DN

Telephone: 01890 882189

Email: [coldstreamprimaryschool@scotborders.gov.uk](mailto:coldstreamprimaryschool@scotborders.gov.uk)

School Website: [www.coldstreamprimaryschool.co.uk](http://www.coldstreamprimaryschool.co.uk)

Head Teacher: Mrs Briega Ward

Principal Teacher: Mrs Carol Lochhead

School Roll: 116 + 25 ELC (as of 10<sup>th</sup> September 2022)

Number of Classes: 6- ELCC - Primary7

### Denominational links

Whilst Coldstream Primary is a non-denominational school, we do welcome visitors from denominational organisations and have a good link with Coldstream Church, who hosts festive services for us, and other local churches. Similarly, Berwickshire Christian Youth Trust visit the school regularly to help deliver aspects of our Religious and Moral Education curriculum.

### School Performance

For information on our most recent inspection, visit <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/prims ec/ColdstreamPrimarySchoolScottishBorders.asp>

### Improving standards

Our "Standards and Quality Report" for session 2021/22 contains a full and detailed account of how we are improving standards in our school. A copy of this is available from the school office or on the school website.

## School Staff

**Permanent Class Teachers:** Miss G Diamond

Miss E McHendry

Mrs E Millar

Mrs K McNeill

Mrs J Fleming

**Support for Learning:** Mrs J Richardson (Mon - Wed)

**PE Teacher:** Mrs L Matthews

**Music Teacher:** Miss M Gillies

**ELC Practitioners:** EYO: Mrs A Wright

EYP Mrs T Tinlin

Mrs P Wight

Miss S Middlemiss

Mrs K Guthrie

**Additional Needs Aux:** Mrs C Cockburn

Mrs M Reid

Ms S Benson

Mrs L Farmery

Mrs B Paterson

**School Administrator:** Mrs Y Tarasenko

**School Janitor:** Mr P Joyce

**School Catering Staff:** Ms A Martinson, Mrs S Little

**School Cleaning Staff:** Mrs F Hunter, Mrs B Goodwin

## School Vision, Values & Aims

In Coldstream Primary School, we strive to work together to create an environment where all children are happy, enjoy and excel in learning and life and will flourish in today's society

Our Motto (borrowed from the Town and the Coldstream Guards)

"Nulli Secundus"( Second to None)

### Our Vision

#### Safe, Respect, Achieve

As part of an inclusive learning community, all learners in Coldstream Primary School will feel valued and will be encouraged to develop as:

- ✚ Successful Learners - explore and ask questions, are creative and curious and show **zeal and effort for learning** and who can think independently and creatively to problem solve
- ✚ Responsible citizens - who work together and learn from others, **with collaboration and co-operation**, who are respectful and inclusive in their understanding of others with a sense of social responsibility that helps them understand their role within the community and wider
- ✚ Effective Contributors - **show perseverance and determination**, who are curious, resilient, aspirational, have the confidence to use their initiative and are open to new experiences
- ✚ Confident individuals - demonstrate **resourcefulness and readiness to learn** and who respect themselves, their abilities and their values and with a good understanding of physical health and emotional wellbeing.

### Our Responsibility

#### "Ready to Learn"

At Coldstream Primary School we have a shared responsibility of being ready to learn. Both staff and pupils strive to be the best they can be by engaging in new learning to develop skills, knowledge and understanding.

## Our School Values

Building positive relationships lie at the heart of everything we do at Coldstream Primary School. To do this we focus on our key values of

Safe, Respect and Achieve

whilst fostering, through example, the values of

peace

courage

love

trust

forgiveness

kindness

thankfulness

friendship

honesty

perseverance



## Building and Fostering Positive Relationships

At Coldstream Primary School we aim to make positive relationships and behaviour the responsibility of all. We expect high standards of behaviour and aim to achieve through a positive relationships approach.

For this to happen everyone must take responsibility for their actions. The school rules will be clearly explained to the children and they will understand the consequences of choosing not to follow rules. School rules will be clearly displayed in all rooms.

### School & Playground Rules

- Listen and do as you are asked the first time.
- Be kind and sensible with your words and actions.
- Keep hands, feet and objects to yourself.
- Move safely in and around the school.
- Take care of all property and belongings.

### School and Playground Rewards

- Verbal praise
- House Points
- Star Points - towards the class
- Parents informed
- Sent to Leadership Team





## School and Playground Consequences

P1 - P7

- Verbal reminder 1 - **Green square**
- Verbal reminder 2- **Yellow Triangle** - Move within class (3mins) - Reflection time/restorative conversation with class teacher
- Verbal reminder 3 - **Red Circle** - Move within class (5mins) - Reflection time/restorative conversation with a member of the Leadership Team - Parents Informed

More serious incidents such as verbal/physical abuse, children will be sent immediately to the Senior Leadership Team and Parent/Carer informed.

### Positive Learning Behaviours; Recognition and Rewards

#### Positive Learning Behaviours

Our school vision is for our learners to be motivated and enthusiastic about learning.

Pupils will be acknowledged for their positive learning behaviours through the wearing of different coloured lanyards and house points.

The positive learning behaviours we promote and acknowledge are:

#### **✚ Perseverance and Determination for**

##### **Learning-**

Listen and respond appropriately to adults and peers and try hard in all tasks, consistently giving their best

#### **✚ Collaboration and Co-Operation in Learning**

Work independently co-operatively, in a respectful and constructive

way, taking turns and sharing

✚ **Resourcefulness and Readiness for Learning**

Identify and manage feelings and emotions and develop a sense of personal responsibility

✚ **Zeal and Effort for Learning**

Have a positive attitude towards others and towards learning

How we will use our lanyards

- Each different coloured lanyard can be awarded at any time, including play and lunch, by any member of staff
- Lanyards should only be worn in classrooms
- All adults in school encouraged to ask a child why they are wearing a lanyard
- Class teachers should keep a record of lanyards awarded.



## The School Week

**Monday-Thursday:** The school day goes from **8.35am-3.10pm**.

**Monday, Wednesday, Thursday**

Morning break - 10.15am-10.30am

Lunch

P1-3 - 12.15pm-1.05pm

P4-7 - 12.30-1.20pm

**Tuesday** (to accommodate PE and Music)

Morning break 10.30am-10.45am

Lunch

P1-3 - 11.45am- 12.35pm

P4-7-12.00pm- 12.50pm

**Friday:** The school day goes from **8.35am-12.25pm**.

Morning break - 10.15am-10.30am

Lunch for all- 11.30am-12.00pm

ELC follow the same start and finishing times as school, with the children going for lunch at 11.45am, Monday to Thursday and 11.30am on a Friday.

**ELCC hours are: 8.40am - 3.15pm**

An extensive pre-school programme has been developed. Places in ELCC are allocated according to Scottish Borders Council policy; children start ELCC the term after their 3rd birthday. Depending on numbers, it is possible to start children immediately after their 3rd birthday at the discretion of the Headteacher and approval from Scottish Borders Council's Senior Education Officers.

3yrs old up to 31st August start August

3 yrs old 1st September - 31st December start January

3 yrs old 1st January - 28th February start April

The ELCC follows Curriculum for Excellence, Scotland's vision for the education of all children and young people aged 3-18. More information is detailed in the ELCC handbook.

It is important that your child arrives in school punctually for 8.35am each day. The playground is supervised from 8.20am. We ask that your child does not arrive before this time. Arriving on time makes for a positive start to the day's routines and learning. A record of lateness is kept and should this become a regular occurrence, Mrs Ward or Mrs Lochhead will contact the parent/carer to discuss and offer support if required.

### **Breakfast Club**

The school has a Breakfast Club from 7.55am until 8.20am each morning. Cereal, toast and a drink is served at a cost of 50p per day.



### **Attendance**

The School is required to have an explanation for all pupil absences.

If your child is unable to attend school, please contact the School Office between 8.30 - 9.00am on the first day and subsequent days of the child's absence. The school answer machine will be on before 8.30 and you are able to leave a message for our office staff.

The school operates a "Groupcall" system which will send out text alerts to parents' phones if we have not heard why your child is absent. This enables us to keep records of absences.

As an Authority, we aim for a 95% attendance rate. In cases of persistently poor attendance and/or lateness, a member of the Senior Leadership Team will contact parents/carers to discuss and offer help if needed. Outside agencies could intervene in cases of poor attendance.

Parents cannot be given permission to take holidays in term time. If a parent chooses to make this decision the Headteacher should be informed in writing and the child's absence will be recorded as unauthorised. Only in exceptional circumstances such as a family bereavement can such absences be recorded as authorised.

Please notify the school of any hospital or dental appointment that your child must attend during school hours.

The Scottish Education Department requires schools to report all absences. Any unexplained absences are recorded as truancy and official action will be taken.

### **Appointments to see Teachers**

As you will appreciate, it is not suitable for a teacher to see a parent while in charge of his/her class. Please try to give prior notice and he/she will then arrange a time to see you when full attention can be given to your queries or requests.

### **Appointments with the Senior Leadership Team**

We always welcome parents/carers into our school. A prior appointment is often best so that proper attention can be given to any issue.

In the unlikely event that you should need to contact the school with a concern, please, in the first instance, talk to a member of staff, who will seek to resolve the problem. If further action is required, please visit

[http://www.scotborders.gov.uk/info/672/complaints\\_procedure/359/resolving\\_complaints\\_about\\_schools](http://www.scotborders.gov.uk/info/672/complaints_procedure/359/resolving_complaints_about_schools)

### **Visiting the school**

In the interest of safety and security we ask that all visitors to the school enter by the main entrance where they will be asked to sign in and will be given a school visitors lanyard which they should display for the time of their visit. This should be returned as you sign out in the visitors' book.

## Enrolment

### Early Learning and Childcare Enrolment

We are able to offer 1140 hours - 30 hours per week during term time, of early learning and childcare. The ELC session times align with school hours and as we operate an asymmetric week, there is no Friday afternoon session.

### Primary 1

Enrolment week for Primary 1 usually takes place in the month of November. Parents will be informed through the school, local press and social media platforms. Children may start Primary 1 the year their fifth birthday falls between 1<sup>st</sup> March and 28<sup>th</sup> February. Enrolment forms are available from the school office or can be downloaded from Scottish Borders Council website.

[Apply for a school place | Scottish Borders Council \(scotborders.gov.uk\)](https://www.scotborders.gov.uk)

School age children who move into the school catchment area may be enrolled at any point in the school year. You can find the school catchment area by entering your postcode at:

<https://www.scotborders.gov.uk/findit>

### Non-Catchment Placement Requests

The law allows parent/carers to express a preference for the school they would like their child/children to attend. This is called a placement request. A placement request can be made at any time during your child/children's school career. To do this you should complete a placing request form available from the council website.

[Apply for a school place | Scottish Borders Council \(scotborders.gov.uk\)](https://www.scotborders.gov.uk)

If your placement request is successful, you will be notified by the Council. Should requests be successful, you should be reminded that you as parent/carers are responsible for transport, including costs, to and from the requested school.

We welcome prospective parent/carers and pupils into our school. Should you wish to meet with us and visit the school, please contact the school office who will be happy to arrange a mutually convenient appointment. Arrangements can also be made for your child/children to visit the class they will be joining, an opportunity for them to meet their teacher and classmates.



## Transitions

Across Scotland, ELCC, Primary and Secondary Schools work together to make sure the transition from one familiar environment to somewhere new is not only seamless, but fun and filled with opportunity. Here at Coldstream Primary, we pride ourselves on the quality of our transitions.

### Home to ELCC

Instructions for enrolment are given in the press in January and advertised locally during the month of January. There will be an open day at the ELCC in January to allow parents/carers to bring their children along for a visit.

### ELCC to Primary 1

Instructions for enrolment are given in the press in November and advertised locally during the month of November. Parents/carers are to collect enrolment forms from the school office and return them to the school office with the appropriate documents.

Coldstream Primary School liaises closely with the private ELCC facilities in Coldstream.

### Primary 7 to Berwickshire High School

A close liaison is kept with Berwickshire High School, which pupils from our school normally attend at the end of Primary 7. The High School is situated in Duns. The headteacher is Mr B Robertson and the telephone number is (01361) 883710.

Pupils with additional support needs and other pupils that have been highlighted by staff or parents that may require extra support with transition to High School will be discussed at early transition reviews in January as to how best to support them.

All pupils will take part in visits to Berwickshire High School where Primary and Secondary staff support the children in a variety of skill based activities. These are then followed in June by a two day visit to the High School where children will follow a timetable for these two days, meeting staff and becoming more familiar with the High School building.

Parents will receive a letter from Berwickshire High School via the Primary School inviting them to a parent information session held at the High School.



## Parental Involvement

We always welcome parents/carers into our school. Parental interest and involvement is extremely important to us as it enables us to work in partnership with you to help your child reach their full potential.

Regular Newsletters provide information about school matters and share information about upcoming events and what has been happening in school.

Termly Class Bulletins share the learning and teaching your child will be involved in over the term. You should expect to receive 4 class bulletins a year

Over the year, there are two opportunities to meet with your child/children's teachers to discuss their progress in learning. Details of these, and how to book appointments will be shared via the school's Xpressions communication app and social media platforms closer to the consultation dates.

There will be opportunities throughout the year, across all stages of the school, to attend and join in with workshops, information evenings and consultations to find out more about what your child is learning, how this is being taught and how you can support at home. These sessions will be promoted through Social Media, including Facebook and the school communication app, Xpressions, as and when they occur.

Parent/Carers are also invited to attend class Open Assemblies once a month when individual classes present and showcase their learning based on our school values.

If you have a skill or talent you would like to share with our school, or indeed have a few spare hours a week, why not volunteer? Parent volunteers, wither it's to demonstrate a skill, assist with class tasks, general school tasks such as photocopying and laminating or accompanying classes on outings are always appreciated.

## Parent Council

In Coldstream Primary School, we wholeheartedly support and encourage the involvement of parents/carers in their child's education. In August 2007 the Parental Involvement Act became effective, giving parents new rights and Education Authorities new responsibilities to ensure that parents can become involved in their child's education.

All parents are welcomed as part of the School Parent Forum and are represented at Coldstream by the Parent Council. The role of the Parent Council is to

- Support the school in its work with the children
- Represent the views of all parent/carers
- Encourage and foster links between the school, parent/carers and the wider community
- Share information with the wider Parent Forum.

Here at Coldstream Primary School, we have an active Parent Council Coldstream who generously support the school by organising fund-raising events that everyone can be involved in, from children's discos throughout the year, to the community Fireworks Display and events such as Race Nights for the grown-ups. The funds raised are of enormous benefit to all our pupils, helping to pay for additional teaching resources, buses to sporting events across the cluster and financing materials for crafts for the children to sell.

The Parent Council of Coldstream Primary School hold their AGM in September each year. Whilst we understand that not everyone wants to be on a committee, there are many other ways you can become involved including school improvement/policy meetings, information gathering/sharing sessions and supporting the committee by helping out at the fund raising events that have become such a part of the Coldstream Primary School calendar.

## The Curriculum

The Curriculum for Excellence is followed by all young people from the age of 3 to 18. It aims to prepare our young people for the jobs of the future by providing a broad, general education, leading to National Qualifications towards the end of their school career, while at the same time, provide opportunities to develop, as individuals, within the four capacities:

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

The curriculum is delivered through 8 curricular areas:

- Literacy
- Numeracy
- Health and Wellbeing
- Expressive Arts
- Social Studies
- Science
- Technologies
- Religious and moral education



Each curricular areas is made up of Experiences and Outcomes that are written across 5 levels. Across all levels, opportunities and experiences to demonstrate breadth, challenge and application of learning will be provided, with support given, if requires to allow all our young people to reach their full potential.

The Levels of Curriculum for Excellence and when they should, for most, be achievable are:

Level	Stage - Achievable for most by the end of
Early	The pre-school years and P1, or later for some
First	P4- but earlier or later for some
Second	P7- but earlier or later for some
Third/Fourth	S3 - but earlier for some
Senior Phase	S4- S6 or through college or other means of study

Throughout Coldstream Primary we aim to offer ad provide rich opportunities for development, progression and achievement for all, including learners who require support for learning and those who may have additional support needs and require an individual educational programme or co-ordinated support plan.

We intent to enable every learner to develop his or her full potential through a broad range of challenging, well planned experiences that allow them to develop knowledge and understanding as well as the qualities of independence and creativity, to use their initiative and to work collaboratively and co-operatively with others.

At all stages the curriculum will include learning through:

the ethos and life of the school as a community:

- positive relationships through praise and encouragement
- a safe, secure environment
- Pupil Voice and responsibilities

curriculum areas and subjects

- Well planned and progressive learning experiences
- Overall progression within and across the Curriculum for Excellence levels
- Opportunities for creativity and the use of technologies

interdisciplinary projects and studies

- Making connections to previous knowledge
- Making connections across curriculum areas
- Adding personalisation and choice to our learning
- Adding depth and challenge to our learning

opportunities for personal achievement

- Taking part in assemblies and performances
- School groups and committees
- Recognising individual achievements and successes both in and out of school
- Live Borders activities



## Learning, Teaching and Assessment

The success of our curriculum is through the delivery of high-quality learning and teaching, ensuring our learners know what they are learning, why they are learning it and what success in the learning should look like. This is at the heart of our work and the use of a variety of teaching methodologies is an essential feature of our curriculum. A wide range of **teaching strategies** are implemented by all staff, including opportunities to work as individuals or in groups, to participate in games and practical tasks and to experience educational visits where and when appropriate. At Coldstream Primary, we aim to create an environment in which our learners feel safe and confident to learn, where mistakes and perceived failures are turned into positive learning experiences.

We proactively plan opportunities, across classes and as a school, for our learners to explore, develop and reflect upon attitudes and values.

## Assessment and Reporting

Assessment is an integral part of Learning and Teaching. It helps to provide a picture of progress and achievement within and across the levels of Curriculum for Excellence.

We use a range of assessment approaches both summative and formative to monitor our progress across the curriculum.

### **Formative assessment**

The ongoing and informal assessment of the small steps our learners take in their learning every day. Sources of formative assessment evidence may include observations of children carrying out a practical task, a piece of written work or a photo showing learning taking place. Assessment for Learning Strategies are promoted and we encourage children to self or peer assess their work as a way of having children engage in reflective discussions, helping them to identify their own next steps in learning.

## **Summative assessment**

The more formal approach to assessment which may be used at the end of a block of work for diagnostic purposes. This includes the yearly Scottish National Standardised Assessment (SNSA) for P1, P4 and P7. As a school we also engage, twice yearly in the Single Word Spelling Test and the Hodder Progress in Reading (Scotland) reading test.

The data is analysed termly by staff with high quality Professional dialogues and a robust tracking system is used to ensure effective use of resources, support and raise attainment within the school.

Continued Professional Development (CPD) processes and collegiate working support staff in the field of learning and teaching. Colleagues share practice, within both the school and the Cluster, which has led to further reflection of practice, incorporating new ways of engaging and supporting our learners. Our collegiate approach to school improvement and moderation results in high standards of consistency and is key to raising attainment levels.

## **Reporting**

At Coldstream Primary School, you are welcome, through on agreed appointment with your child's class teacher to discuss your child's progress at any time. There are two formal Parent/Carer Consultations, October and May, where parent/carers have the opportunity to make a 10 minute appointment with class teachers to discuss their child/children. A more informal "Meet the Teacher" meeting takes place in September, providing the opportunity for you to be introduced and introduce yourself to your child/children's class teacher.

Prior to the May Parent/Carer consultation, usually late April, you will receive a written report detailing your child's progress for the year and identifying the next steps in their learning.

## **Homework**

At Coldstream Primary School we encourage parent/carers to take an active interest in their child's homework. At all stages across the school, homework

will be given as a means of reinforcing and consolidating class work. The amount set will be proportionate to the learners' age and stage. More information regarding individual class tasks can be found in the termly class bulletin.

As we progress with our use of "Showbie", it is likely that this will become the platform through which homework and homework tasks will be shared and completed for those in P4-7. Primary 1-3 homework tasks will continue to be the more traditional books and jotters, although the instructions may be shared via "Showbie",





## Other Useful Information

### Pupil Voice

At Coldstream Primary School, we value the voice of the pupils. To help us do this, we have several active committees, each with a very specific job in mind to help make the school the place we would like it to be.

#### School Council

The School Council is made up of elected representatives from P3-7. Their main role is to help identify ways we can improve the school and to be on hand to support events and occasions in school.

#### The Eco- Committee

The Eco-Committee is tasked with keeping our building and grounds eco friendly, litter free and energy efficient. They have a lead role in guiding us, as a school towards our Eco - Green Flag Award

#### Rights Respecting Schools

Our Rights Respecting Schools group have the important job of modelling respect and helping to share the message that along with rights comes responsibilities so that our school can be a safe, happy place for all.

#### School Improvement Team

This committee plays an important role in how we approach teaching and learning by sharing with us their ideas on what they would like to learn and how they would like it to be taught. They also help to make learner friendly versions of important school documents.

#### JRSOs

Junior Road Safety Officers are elected from Primary 7. This is normally two pupils who have responsibility of promoting safe travel to and from school. They organise competitions and assemblies to help promote road safety in particular in October and May for "Walk to School Week". The JRSOs also have a notice board in the school which they update regularly.

## School Uniform

To help foster a sense of belonging and positive relationships, it is expected that school uniform be worn at across the school. Our uniform consists of

- White polo shirt
- P1-P6 navy sweater, jumper or cardigan
- P7 red sweater
- Black or grey trousers or skirt
- Dark shoes.

Polo shirts, sweaters, cardigans and hoodies with the school logo can be ordered via Border Embroideries website: [Embroidered Schoolwear & Clubwear \(border-embroideries.co.uk\)](http://EmbroideredSchoolwear&Clubwear(border-embroideries.co.uk) although having the school logo on an item of clothing is not an essential. We also have, in school, a selection of pre-loved sweaters, polo shirts and other items of clothing that you may be able to find a use for. Please ask at the school office or Amanda, our HSLW

### PE Kit

PE Kit should be plain t-shirts, house colours if possible, plain dark shorts or jogging bottoms for outdoors and trainers or gym shoes (not black soled as these mark the gym hall floor). PE kits **should be kept in school** and only taken home for washing.

If a child forgets their PE kit, they will be asked to borrow from a selection within school. Football strips are not permitted. In the interests of safety, pupils with long hair should tie it back, jewellery, including earrings should be removed. In some cases, it is acceptable to cover earrings with surgical tape.

### Outdoor Clothing

As our weather here in Scotland can be very unpredictable and forever changing, we ask that your child/children come to school with the appropriate clothing- wellingtons, waterproof, hat, scarf, gloves in winter and sun hat and sun cream in summer.

If your child likes to play on the school field, even in the muddiest of weather, then we suggest they bring a pair of track suit bottoms/joggers to school which they can pull over the top of their school uniform and remove after break. This allows them to enjoy their play and helps to keep our classrooms mud free.

Please, Please, Please try to ensure all items belonging to your child/children are clearly labelled and named.

### **School Meals**

Pupils can choose to have a school lunch, prepared on site, or to bring a packed lunch from home. All pupils from ELC to P5, under a Scottish Government initiative will receive free school lunches. All school lunch orders and payments, wither it is for a single day or a full week, should be made through the online ordering system, **ParentPay**. Please ask at the School Office if you need access to the **ParentPay** system.

More information on free school meals and other financial support available for school age children can be found on the Scottish Borders website.

[Free school meals and help with schoolwear | Scottish Borders Council \(scotborders.gov.uk\)](https://www.scotborders.gov.uk/free-school-meals-and-help-with-schoolwear)

### **Healthy Snack and Water Bottles**

We all know that keeping hydrated is important to help us learn. While we encourage the children to drink water throughout the day, we discourage fizzy drinks, and juice in water bottles. Juice in a packed lunch is acceptable. All water bottles should be clearly labelled with a name and class and should be taken home at the end of each day.

We have a mid-morning break every day between 10.15 and 10.30. We suggest that snacks for this should be healthy, keeping chocolate and sugary sweets to a minimum.

### **First Aid**

Minor accidents and First Aid are dealt with by trained First Aiders in school. If your child has had an accident in school, you will receive a phone call from the First Aider explaining the incident and any first aid help given.

In the event of a more serious accident occurring your child will be taken to the local health centre or a 999 call will be made. This decision will be made by the First Aider and Senior Management. Parent/carers will be contacted immediately. If they are unavailable the listed emergency contact will be called.

It is essential that we have, on record, an emergency contact number for each child. It is important that this contact is reachable during school hours. Please update any change of contact number and/or emergency contact at the school office.

### Medicines and Medication

Please inform the school via the class teacher and the school office if your child is on 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.

### Mobile Phones

Children are not encouraged to bring a mobile phone to school. Any phones are brought to school should be handed into the school office for safekeeping and collected again at the end of the day. Should parent/carers need to get a message to a child, please contact the school office from where the message will be passed on.

### Bicycles and Scooters

A bicycle/ scooter rack is provided next to the front entrance for those wishing to cycle or scooter to school. The school is not responsible for theft or damage to bicycles or scooters left in this rack.

In the interests of safety, all children choosing to come to school on a bicycle or scooter must wear a helmet and must dismount at the top of the drive and push their bicycle or scooter the remaining short distance to the rack.

## Active Schools and Extra Curricular Activities

The Active Schools team, run by LIVE Borders, are responsible for putting in place and driving forward a wide range of sports and activities in local schools and supporting the local communities, to provide children and young people the opportunities to participate in physical activity and sport. These activities often run in blocks of 4-6 weeks. Should something be happening in our school, you will be notified via Xpressions and asked to sign up through a shared link to Live Borders.

## Term, Holiday and School Closure Dates

The most up-to-date term dates, holidays and school closure dates can be found for this session and future sessions on the Scottish Borders Council website.

[School term dates for 2021-22 | Term, holiday and closure dates | Scottish Borders Council \(scotborders.gov.uk\)](#)

## Emergency Closure of Schools

It is Council policy that schools should remain open except in the most severe weather conditions. Information about any closures, will in the first instance, be sent out via Groupcall and Xpressions. In the event of a closure due to severe weather or any other emergency, phone calls will be made to parent/carers or the listed emergency contact, to make arrangements for the children to be collected. If a closure is announced, pupils must be collected by an appropriate adult. No child will be allowed to leave the school premises unaccompanied. A member of staff will remain in the building until all pupils have been collected.

Should school closures, due to extreme weather occur the latest updates can be heard via Radio Borders and updates can be found on the Council website at

[School closures | Scottish Borders Council \(scotborders.gov.uk\)](#)

## Additional Support Needs

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
- Bullying
- 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 school 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](http://www.enquire.org.uk), or ring them on 0845 123 2303.

Additional information can be found at

[https://www.scotborders.gov.uk/info/20041/support\\_for\\_pupils/456/additional\\_support](https://www.scotborders.gov.uk/info/20041/support_for_pupils/456/additional_support)

Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576;

[www.sias.org.uk](http://www.sias.org.uk)

and

Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741."

[www.sclc.org.uk](http://www.sclc.org.uk)

Referrals to the above agencies are made through discussion with, and the permissions of, parent/carers, class teacher, Support for Learning teacher and Senior Management. The School Nurse is also available to discuss and advise on any health issues or concerns you may have regarding your child. Contact with the School Nurse can be made via the local Health Centre or by asking at the School Office.

## Getting it Right For Every Child (GIRFEC)

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 agreed 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 to speak to the Headteacher.

More information on Getting it Right for Every Child can also be found on the Scottish Borders Council website at [Getting it right for every child | GIRFEC | Scottish Borders Council \(scotborders.gov.uk\)](http://www.scotborders.gov.uk/getting-it-right-for-every-child)



## Inter-Agency Working

Inter-Agency Working is embedded in our practice of providing integrated support to all our pupils as appropriate. The school works collaboratively with a wide range of external agencies to support the health and wellbeing of our young people.

These include:

- Speech and Language Service,
- Occupational Health
- Inclusion and Wellbeing Service
- Child and Adolescent Mental Health Service (CAMHS)
- School Nurse
- English as an Additional Language Support Service

### 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.

## Safeguarding and Child Protection

### 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 Briega Ward (Head Teacher)  
If Mrs Ward is not available:  
Mrs Carol Lochhead (Principle Teacher)

### 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>

### Young Carers

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 schools activities therefore missing out on the social aspects of school.

Within Coldstream 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.

## DATA PROTECTION

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and its headquarters is based at Newtown St Boswells, Melrose TD6 0SA. You can contact our data protection officer by post at this address, or by email at: [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk) , or by telephone - 0300 100 1800

### **Why we need your information**

Every child of school age has the right to be educated. A child is of school age if he/she has attained the age of 5 but has not attained the age of 16 years. The term "young person" applies to a pupil over school age, but who has not attained 18 years. The education authority has a duty to provide education to any young person who is still a school pupil.

We need to collect, use and store personal information about you and your child/ren to enable us to provide your child/ren with an appropriate education. We provide these services to you as part of our statutory function as your local authority under:

- The Education (Scotland) Act 1980, Education (Scotland) Act 1980
- 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.

## Complaints

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](mailto: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](https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint/1)

