



Ogilvie School Campus
Parent/Carer/Pupil Handbook
2017-2018



West Lothian Council

Education Services



Ogilvie School Campus

School Handbook

Session 2017-2018

CONTENTS

- Section 1** School Information
West Lothian Council Mission Statement
West Lothian Council Values
School Aims
- Section 2** Standards
2.1 Attendance
2.2 Ethos and Behaviour
2.3 School Dress Code
- Section 3** Ethos
3.1 Equality and Fairness
3.2 Partnership and Communication with Parents
3.3 Parent Councils
- Section 4** Curriculum
4.1 General
4.2 Instrumental Tuition
4.3 Use of the Internet
4.4 Assessment and Reporting
4.5 Support for Learning
- Section 5** Admission Procedures
5.1 Admission Procedures
5.2 New Entrants to P1
5.3 Transfer from P7 to Secondary School
5.4 Extra Curricular Activities
- Section 6** Health & Safety and Pupil Welfare
6.1 Medication in Schools
6.2 Emergency Contacts and Arrangements
6.3 Meals and Milk
6.4 Security
6.5 Photography
6.6 Child Protection Guidelines
6.7 Playground Supervision
6.8 Transport
6.9 Car Park
6.10 Requested Early Release of Pupil
6.11 Data sharing
- Section 7** Feedback, Concerns, Complaints and Comments

Welcome to Ogilvie School Campus

From all at Ogilvie School Campus a very warm welcome to you and your child.

This booklet has been produced to give parents/carers information on council policy as well as details of the life of our school, which I hope will be useful to you.

Home and school are the two main influences on a child's development and by working together we can provide an environment where pupils can develop and progress academically, socially and personally.

At Ogilvie School Campus we try to create a caring and secure environment in which your child will feel happy, confident and valued as an individual.

We operate an 'Open Door' policy and welcome your opinions. Please do not hesitate to contact us should you wish to discuss any issues relating to your child, or any aspect of school policy.

We hope that you enjoy your involvement with the school and look forward to working with you and your child.

Liz Speirs
Acting Head Teacher

SECTION 1 – SCHOOL INFORMATION

West Lothian Council Mission Statement

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

West Lothian Council Values

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

Ogilvie School Campus Aims

At Ogilvie School Campus we recognise that every pupil is an individual and therefore has individual needs and strengths. We work hard to ensure that we identify and develop their strengths but ensure we provide opportunities for all of our pupils to progress at a pace that works for them. With this in mind, our school aims are:

- To provide a positive, stimulating environment where everyone is valued, cared for and feels safe.
- To promote an effective partnership that links school, home and community in meeting the educational, personal, social and emotional needs of all pupils.
- To raise the attainment and achievement of all pupils by providing a framework for learning which takes account of individual needs.
- To develop in pupils the skills and tools for learning, and a responsible attitude to themselves, to others and our school.
- To encourage in pupils self-discipline, independent learning, and active participation in school life and in decisions for their future.
- To create a positive ethos that promotes inclusion and equality

OUR SCHOOL VALUES AND VISION:

Vision Statement

‘Working together to celebrate every unique success’.

Ogilvie School Campus aspires to provide a safe, stimulating environment where pupils, families and staff can work together to develop an ethos of positive relationships and shared respect.

Our community seeks to develop partnerships with each pupil’s local school and community, working together to support equality and inclusion.

We aim to provide a curriculum which equips our pupils to become responsible citizens, effective contributors, successful learners and confident individuals.

OUR VALUES:

- **Respect**
- **Trust**
- **Support**
- **Flourish**

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

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

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

VALUES AND CITIZENSHIP - To work with parents to teach pupils respect for self and one another and their interdependence with other members of their neighbourhood and society, and to teach them the duties and responsibilities of citizenship in a democratic society.

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

SCHOOL IMPROVEMENT

Ogilvie School Campus is committed to improving standards and qualities in our school. Each school year the school plans and publishes a 'School Improvement Plan' outlining the priorities for improvement for the coming year.

The main priorities for 2017/2018 are:

Increased staff confidence in assessing and making accurate judgements in evaluating children's progress through understanding of children's development.

Staff engage with a range of improvement methodologies which supports small changes with a measurable impact on learners (PDSA)

All pupils experience high quality learning and teaching across a range of contexts. Engagement and attainment for children will be further improved through quality learning and teaching
--

Staff and children develop a positive nurturing attitude. Increased parental confidence and skills in dealing with [everyday strategies

Children will have the opportunity to experience the world of work through 'developing the young workforce'

PUPIL EQUITY INTERVENTIONS 2017-2018

- CALM Training for all staff.
- Nurture training for all staff.
- Clinical Psychologist employed to conduct ABAS assessments to establish accurate development age and ability of children.
- Training programme for all staff to increase their level of knowledge, skill and application to increase quality learning for all children.
- Introduction of Parent groups to offer appropriate support and advice.

CONTACT DETAILS

Ogilvie School Campus
Ogilvie Way
Knightsridge
West Lothian
EH54 8HL

Acting Head Teacher: Ms Liz Speirs
Telephone: 01506 441430
Email: ogilvieschoolcampus@westlothian.org.uk
Blog: blogs.wled.org.uk/Ogilvie
School Roll: 71
Stages: Primary (P1-7) severe and complex needs.
Denominational: Non-denominational.

Organisation of the school day:

Start time: 8.50am
Morning break: 10.30am - 10.45am
Lunch time: 12.30pm - 1.15pm
Home time: 3.15pm (Monday-Thursday)
12.25pm (Fridays)

MEMBERS OF STAFF:

Senior Management Team

Head Teacher: Liz Speirs (Acting)

Principal Teachers: Claire Thompson (Acting)

Class Teachers: Audrey Nicoll
Megan Priestley
Tracy Beestone
Elizabeth Millar
Heather Ferguson
Heather Garland
Rea Gourlay
Tracy Hider
Lesley-Anne Murphy (maternity leave)
Erica Hastie
Heather McLure

Specialist Teachers : Alison Sharp (Music/Physical activity)

Advanced P.S.W:

Margaret Strachan
Juliet Hedges
Tina Bremner
Marnie Duncan
Amy Todd
Emma Lyndsay
Yvonne Cairney
Luci McKenzie
Angela Stirrat
Lesley Charles
Claire Wylie
Elaine Platt
David Blyth
Emma McGowan
Sarah-Jane McGrane
Rebecca McLeary
Kirsty West
Madeleine Auchie
Natalie Gemmill
Eilidh Morton
Samina Gilani
Louise Scholan
Rhonda Todd (Pupil Equity funded)
Liza Wolfe
Gillian McQuade
Lucy Colbron
Lynn McPhee
Michelle Cunningham
Julie Mowat

Admin Assistants:

Janet Hamilton
Lana Bentley

F.M.A.'s

Liam Walsh
Isy Fleming
Billy Currie

SECTION 2 - STANDARDS

2.1 Attendance

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

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

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

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

2.2 Ethos and Behaviour

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

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

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

We ask your child to:

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

We ask your child not to:

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

2.3 School Dress Code

All West Lothian schools have a dress code, which enables pupils to dress in a way which is appropriate to attendance at school. The dress code must not lead to direct or indirect discrimination on the grounds of race, religion, gender or disability. It is the expectation of the education authority that parents will be keen to support this code and written agreement may be sought.

In Ogilvie, children may wear grey or black skirts/trousers or plain joggers. The school has an attractive grey sweatshirt and a purple or white polo shirt with logo and is available to order through the school office or online with Border Embroidery.

It is necessary that children have a change of footwear for health and safety reasons.

Children will also need to bring a tee shirt, shorts and gym shoes for P.E. It would be helpful if pupils could keep their P.E. kit in school, as there may be occasions when extra gym time will be available.

Any item of clothing which a child is likely to take off in school should be clearly marked with your child's name. This is important with all clothing – one sweatshirt looks like another but it is vital on jackets, gym shoes and outdoor shoes. Parents should be aware that all items of clothing left behind in the school building, are left at the owner's risk, as the school cannot be responsible for them.

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

School Clothing Grants are available to parents in receipt of a qualifying benefit, application forms are available from the school or online.

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

SECTION 3 – ETHOS

3.1 Equality and Fairness

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

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

3.2 Partnership and Communication with Parents

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

Ogilvie School Campus recognises the importance of good communication with parents and carers and we actively encourage participation in the life and work of the school. We issue Newsletters at the end of each term, Share the learning events, meet the team afternoon, Parent drop in sessions and Parents' Meetings are held regularly. Your comments and suggestions on the work done in school and the service provided for you and your child are welcomed.

We have recently set up an online Blog and Twitter account (@ogilvieschool1) for parents to see photos of what their children are doing at school and gain access to relevant information about Ogilvie.

Please provide any suggestions of what you would like to see on this site.
blogs.wled.org.uk/Ogilvie

Every child has a home/school symbolised diary which helps explain the learning activities planned each school day, as well as conveying other key information.

Similarly, parents are encouraged to review the diary with their son/daughter after school each day and to share with school significant events at home which may affect your child's learning or demeanour. This is an opportunity to share in your child's experiences at school and to report what has been happening with your son/daughter at home.

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

OUR PARTNER AGENCIES

Due to the nature of the pupils in Ogilvie School Campus, we work very closely with many partner agencies in order to provide each pupil with the support, expertise and help they need to succeed. Our partner agencies include:

Speech and Language Therapy

Lynsey Morton, Emma Killips and Patricia Robertson are our Speech Therapists. They work with individual children who have been referred by School Health. They also advise class teachers on suitable strategies to use with some pupils and regularly observe in classes.

Occupational Therapy

Maria Wheelen comes into school to work with individual children and offers advice and strategies to class teams on dealing with the varying needs of our pupils.

Physiotherapy

Caroline Wilson works with individual children who have been referred by School Health.

Psychological Service

Our Educational Psychologist is Dr Lily McGhee. She is available to consult with you, and will attend reviews as required.

Our Clinical Psychologists are Dr Jill Kidd and Dr Louise McCool.

Health Team

A team of specialist staff from the health service support our work here.

Dr Jill Yates is our Community Paediatrician. She will see you and your child as required. There is currently a vacancy for our School Nurse and we hope this vacancy will be filled by the start of

the new year. Our School nurse will regularly see pupils regarding health promotion, prevention of ill-health, immunisation and screening.

3.3 Parent Councils

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

The purpose of a Parent Council is to:

- Support the school in its work with parents.
- Represent the views of all parents.
- Encourage links between school, parents, pupils, pre-school groups and the wider community.

In Ogilvie School Campus we have a very active Parent/Carer Council who work hard to raise awareness of our school, raise funds for the school, are visible at our school events and offer a support network to other parents/carers facing raising children with severe and complex needs.

Our Parent Council currently meets each term.

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

Parent Support Group:

We have a parent support group who meet fortnightly in school. This group is run by parents for parents. It offers a support network to other parents/carers facing raising children with severe and complex needs. School involvement is available as required by the group.

Pupil Council

We have a Pupil Council and an Eco Committee. These are important groups within the school that ensure the views of our children are heard.

SECTION 4 - CURRICULUM

4.1 General

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

Our curriculum in Ogilvie School Campus aims to ensure that all children in Scotland develop attributes, skills and knowledge that will equip them for life, learning and work. Curriculum for Excellence therefore helps pupils to demonstrate the four capacities to become:

- confident individuals
- successful learners
- responsible citizens
- effective contributors

The curriculum is organised into eight broad categories.

Expressive Arts

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

Health and Wellbeing - includes the promotion of the physical, social, mental and emotional health and wellbeing of our pupils in a safe and secure environment.

Numeracy and mathematics – includes sorting, matching and understanding the environment as well as work on number, money, time, shape and measure where appropriate.

Communication and literacy – including singing, using visuals, listening and talking and all other forms of communication including reading and writing.

Religious and moral education - includes learning to respect each other, and understanding and respecting different cultures and world religions.

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

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

Sciences - includes learning about the natural world and living things, forces, chemical changes and our senses.

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

Technologies - includes food, textiles, and craft.

More information about Curriculum for Excellence is available on the Education Scotland website <http://www.educationscotland.gov.uk/learningandteaching/thecurriculum>

All of the lessons are prepared by the class teachers to suit the needs of their individual pupils and the best way they learn. They can include the use of ICT, outdoor learning and active learning including games and singing.

Assessment of Learning

Assessment is an ongoing process through a child's time at the school and involves discussions with parents and the multi-agency team.

Each pupil in Ogilvie School Campus has an Individual Education Plan (IEP) which is reviewed and updated throughout the year in consultation with parents and carers. The IEP contains targets for language and communication, academic learning, social and personal development which is created by the class team and includes input from our partner agencies.

Each pupil also has a Learning Track folder which allows the class team to monitor and track the progression and achievement of the pupils through all curricular areas over the course of their time at Ogilvie School Campus. This document can be shared at parent consultation meetings.

4.2 Instrumental Tuition

The Council has instructors for brass and strings. Instructors will assess children in P4 and P5 who have expressed an interest in learning to play an instrument. Successful children are given a place if one is available or placed on the waiting list for either brass or strings. Parents are asked to sign a contract to ensure regular practice and proper care of the instrument. Tuition is free of charge, but children who make progress will be encouraged to acquire their own instrument and join local bands and orchestras.

4.3 Use of the Internet

Children can access information and resources on local and worldwide networks.

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

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

We operate an App club for staff within the school to encourage staff to identify and share excellent resources that are appropriate for our children.

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

4.4 Assessment and Reporting

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

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

Since many of our pupils cannot be assessed using standardised tests, we continue to make considerable use of photography and our Learning Tracks to 'capture' the small and significant steps our pupils make on their learning journeys.

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

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

Review Meetings

Each pupil will have regular review meetings throughout the session. The purpose of the meeting is to feedback general progress and attainment to parents/carers and any agencies working with that student. All interested parties will have the opportunity to discuss the student. You will be sent an invitation to each meeting.

Reporting Procedure

Parents/carers will be invited to a 'Meet the team' event at the beginning of the school year, a parents evening in March/April and receive a written report in June. We also have 'sharing the learning' events throughout the year, where the pupils will present their learning to parents and carers in their classroom. These are all very valuable opportunities to meet with the class teacher and class team.

A written report will be sent home providing clear, positive and constructive feedback about your child's learning, their progress and expectations. An opportunity to comment on the report is provided.

School Assemblies

We have one whole school assembly per month. This is when all of the staff and pupils come together on a Friday morning to sing songs, recognise or celebrate an event like Easter, and for a class to share their learning with the others. This is a lovely opportunity to sing familiar songs and for the children to get an insight into what is happening in other classrooms.

Celebration Success

Every week each shared area in the school celebrates the children's achievements. The children get together to look at photographs of learning from the week and we hand out certificates and sing songs. This is good practice for the larger whole school assemblies.

The Wonderful Work Wall

As so much great work goes on inside our classrooms, the management team like to see as much of it as possible. Therefore the class teachers are encouraged to bring children to the management team with great pieces of work to show. This in turn earns them a special sticker, certificate and their work is proudly displayed on our Wonderful Work Wall. The next time you visit our school, please take a look at the wall.

Star of the Week

As well as their own in class rewards, praise and golden time, the class teachers are encouraged to select a star of the day each day. This is usually based on good work, good behaviour or excellent progress made. Each Star of the Day is given a wristband which reads 'I am a star' and asked to wear it for the day. This encourages other pupils and staff to acknowledge it and find out why the pupil was awarded it. This added praise from others around the school really does work to increase self-esteem and confidence!

4.5 Support for Learning

Class teachers are continuously assessing the needs of pupils in their class. The authority provides access to Support for Learning staff and resources for pupils requiring additional support. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website. We consult with parents and carers to ensure the needs of children are met.

Should your child require additional support in a particular area you are invited to discuss this with the class teacher.

This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs.

Getting it Right for Every Child (GIRFEC)

The GIRFEC approach is about how staff in all children's services meet their needs by working together where necessary to ensure that children reach their full potential.

www.scotland.gov.uk/gettingitright

SECTION 5 – ADMISSION PROCEDURES

5.1 Admission Procedures

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

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

The Pupil Placement section deals with all applications for pre-school and wraparound, and deals with applications for the August primary one (P1) and secondary one (S1) intakes. Schools deal with applications for other stages and for P1 and S1 after the pupils start school.

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

5.2 New Entrants to P1

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

Primary 1

Parents may come to visit our school before they complete their placing request forms for Primary Education. Once parents/carers have been informed of the child's place at Ogilvie, the school will make arrangements to observe pupils in current educational setting. We use this information and that gathered at the Transition Meetings with parents and partners to help us ensure the child makes a smooth transition. Parents are warmly invited to a P1 Induction meeting to find out all the necessary information about what to expect for their child and the new P1 pupils have a Meet the Team session in June. We use a successful and established Phased Transition approach for our new pupils. This allows children to settle in gradually to new routines such as playtime, lunchtimes and a full day of demands.

5.3 Transfer from P7 to Secondary School

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

Transition preparation work begins with child in a general sense at the start of Primary 7 before any placing requests have been allocated. This includes collecting pupil's views and feelings about moving to secondary school. They work with school staff to prepare pupil and look at differences

between primary and secondary using a Transition Workbook e.g. timetabling, personal organisation, map of new school, prompt cards for potential flashpoints e.g. I'm late for class, I've lost my homework. Once decisions have been made about the secondary school provision, pupils have an initial visit to with current school staff and parents. They then have planned supported sessions to develop familiarity and these sessions are used as teaching opportunities for preparation. Pupil, parents and school also complete a Pupil Profile that is shared with secondary staff.

SECTION 6 – HEALTH & SAFETY AND PUPIL WELFARE

6.1 Medication in Schools

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

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

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

Reporting absence from school:

When you know your child is to be absent on a particular day, you should call the school and speak to the office staff informing them of the proposed absence.

If your child is ill, you should telephone the school and inform our office staff on the first day of absence and the reason for absence.

If students are absent without an explanation parents/carers will receive a GROUPCALL text message.

Illness in school:

If your child is to become unwell during the school day, a decision will be taken to either keep the student in school or arrange, after consultation with parent/carer for the student to return home. It is very important that parents/carers provide the school with accurate and up to date contact details and emergency information.

6.2 Emergency Contacts and Arrangements

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

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

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

6.3 Meals and Milk

All pupils of nursery schools and classes are entitled to 0.25 litres of milk daily free of charge. All pupils who attend Ogilvie School Campus are entitled to a free school meal. We also provide breakfast snacks and milk through the day.

The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff and they encourage good table manners, the children are encouraged to tidy up their own trays after lunch and are learning about the importance of recycling food and non-food waste. Children choose from three options each day. This usually includes a non-meat meal. A 3 coloured tray system is used - green- usually a packed lunch, red - a hot two-course meal and blue - a snack type meal. These are on display to allow the children to see the choices. The menu is available on the Council website. If your child has special dietary requirements, please let the school know.

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

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

6.4 Security

The school has a security system which allows all doors to be locked electronically once the children are in school. The locking system is released automatically if the fire alarm goes off. All visitors should report to the school office via the front entrance of the school, sign in and collect a visitor's badge. The school welcomes parents and carers but asks them to help to ensure the security of the school by reporting to the school office.

Can visitors please ensure outside gates are closed behind them at all times. Most of our doors are operated by a push pad system.

6.5 Photography

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose. All parents are asked to sign a consent form before any photographs are taken.

At time to time we have themed photo booth photos. This is a wonderful opportunity to have fun informal photos taken with your children. Our photographer is one of our parents who willingly gives up his own time to take these photographs.

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

6.6 Child Protection Guidelines

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

6.7 Playground Supervision

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

6.8 Transport

West Lothian Council will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. The provision of transport for pupils attending special schools and classes is not subject to these limitations, but is based on individual pupil need. Further information can be obtained from School Transport (telephone 01506 282316) or from the School Transport policy on www.westlothian.gov.uk

In Ogilvie School Campus all pupils travel to and from school in a taxi. Each taxi also has a school escort and possibly other pupils from Ogilvie School Campus.

It is the parent's responsibility to ensure that the child is ready for school when the taxi arrives in the morning. It will not normally be possible for the taxi to return to collect a child who was not ready for school at the agreed pick up time. It is also the parent responsibility to ensure that the child behaves in a safe and acceptable manner whilst using school transport.

We would ask you to appreciate that school transport can sometimes be delayed by adverse weather or by unexpected traffic delays.

Your child's pick up/drop off time will be arranged with you via our transport department. If you have any concerns about the transport, please contact them on 01506 282316.

Early Closure

Parents/Carers are always warned in advance of planned closures for the school. In the event of an emergency closure (e.g. bad weather) the school will ensure that provision is made for pupils to go home early. Parents are expected to make arrangements for such emergencies e.g. pupils to go to the home of a friend or relative. In such situations, an emergency contact telephone number is extremely valuable.

6.9 Car Park

Our staff volunteer to be car park supervisors at the beginning and the end of the day. They ensure the children are transferred safely from their transport into school and the reverse at the end of the day.

We have notices in the car park to remind all drivers to 'switch off their engines' to reduce carbon emissions.

We also ask visitors to remember to close the gates when entering and leaving the school.

6.10 Requested Early Release of Pupil

There are occasions when parents wish their children to be released from school at other than normal closing times, to enable them to keep a dental or medical appointment outside school, or

for other reasons. In all cases, a written request must be made for early release. Parents must then call at the school office and their child will be brought to them. **On no account would a child leave school premises on their own.**

6.11 Data Sharing

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

The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act.

SECTION 7 – FEEDBACK, CONCERNS, COMPLAINTS & COMMENTS

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

If you are dissatisfied with that response you should contact:

Education Services West Lothian Council
West Lothian Civic Centre
Howden South Road
Livingston, EH54 6FF
Tel: 01506 281254

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