



**St John the Baptist
Primary School and
Fauldhouse Nursery
Handbook
Session 2024/2025**



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Inspiring success in a community of faith and love.



Respect Friendship Equity

Welcome!

Dear Parents/Carers,

I am delighted to welcome you to St John the Baptist Primary School and hope that your child will be very happy throughout their years with us. We are proud to be a nurturing learning community where each child is valued and achievement in its widest sense is celebrated.

We believe that our school is at the heart of the community and encourage strong home/school partnerships and welcome the support and skills that parents can offer. Your views, help and support are very much welcomed and valued.

St John the Baptist is also part of the spiritual community of St John the Baptist RC Parish. There are regular opportunities for prayer, worship and assemblies as well as visits from our school chaplain, Father William McQuillan. We aim to develop the full potential of every child in a caring environment which reflects gospel values.

We believe that learning should be enjoyable, fun is an essential part of the life of our school. Play is highly valued and encouraged in our school community. We want our pupils to leave our school with happy memories having achieved success and feeling motivated and enthusiastic about their future.

We look forward to welcoming and working in partnership with you throughout your child's time at St. John the Baptist Primary School.

Yours sincerely



Angela Gardner

Head Teacher

Our Vision, Values and Aims

At St John the Baptist School our vision is:

“Inspiring success in a community of faith and love”

This vision is embodied in our school’s aims to:

Culture and Ethos: Create a welcoming and nurturing environment where achievement for all is celebrated.

Equality and Fairness: Support Children’s Rights (UNCRC) through promoting diversity, equality and fairness.

Learning and Teaching: Provide a variety of stimulating and challenging opportunities to engage children and develop curiosity and creativity.

Vision and Leadership: Develop leadership skills for life and for the future

Partnerships: Work in partnership within our school and the wider community

People: Work as a team, supporting one another.

Our values guide the way we work, they are:

Respect, Friendship, Equity



Nursery Vision, Values and Aims



Vision, Values & Aims

At Fauldhouse Nursery Class our vision is:

“Together we welcome everyone into our nurturing, friendly and happy community”

This vision is embodied in our aims:

This vision is embodied in our school’s aims to:

Culture and Ethos: Create a welcoming and nurturing environment where achievement for all is celebrated.

Equality and Fairness: Support Children’s Rights (UNCRC) through promoting diversity, equality and fairness.

Learning and Teaching: Provide a variety of stimulating and challenging opportunities to engage children and develop curiosity and creativity.

Vision and Leadership: Develop leadership skills for life and for the future

Partnerships: Work in partnership within our school and the wider community

People: Work as a team, supporting one another.

Our values guide the way we work, they are:

Respect, Friendship, Equity

Meet our Staff!

St John the Baptist Primary School is one of the feeder schools to St Kentigern's Academy, Blackburn. We are a Roman Catholic, co-educational primary school founded in 1968. At present, our role is approx. 200 within 8 classes.

Head Teacher – Mrs Gardner
Principal Teacher – Mrs Venditti
Principal Teacher (Equity) – Mrs Traynor
School Secretary: Mrs McMillan
Parish Priest: Fr William McQuillan

P1 – Miss Grzelak/Miss Johnstone

P2– Mrs Hunter/Mrs Nolan

P3 – Mrs McBride

P4 – Mrs Dawson

P5 – Mrs Milne

P6 – Mrs Hallford

P7 – Mr Eden

Support for Learning: Mrs Bow

Pupil Support Workers: Mrs Dunn, Miss Quipp, Miss Reynolds, Miss Welsh

Early Years Practitioner P1 – Mrs Anderson

Early Years Officers (Nursery): Miss Cairney, Mrs King

Nursery Nurses: Mrs Amin, Miss Cairns

Nursery PSW: Miss Watson

Brass Instructor: Mr French
Strings Instructor: Mrs Gourdie

FMA/Janitor: Mrs Alexis Hunter

We are a dedicated, hard-working team who pride ourselves on collaborative working with each other and with the wider school community. St John's is a friendly, supportive school working with the parish and the home to provide the best all-round education possible for our children.

SCHOOL INFORMATION HOURS

Traditional school opening and closing times are as follows:

School starts are staggered and are between: 8:45 am and 8:55 am

P1 and P4 – 8:45-3:05 Friday finish 12:20pm

P2 and P5 – 8:50-3:10 Friday finish 12:25pm

P3. P6 and P7 – 8:55 – 3:15 Friday finish 12:30pm

Morning Interval is staggered and is between 10:30 and 11:00 am

Lunch Break: P4-7 12pm–12:45pm P1-3 12:45pm–1:30pm

School Finishes are staggered and are between 3:05pm and 3:15pm

On a Friday school finishes between 12:20pm and 12:30pm.

There is provision for playground supervision of pupils before the commencement of the school day, from 8.35 am when the support assistants will be in the playground in case adult help is required. During the winter months if the playground is icy all pupils should come through the main office door.

In bad weather children will normally remain indoors at intervals where a wet weather routine is established in each classroom.

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. In the event of illness please contact the school office by telephone on the first day of absence. If the absence is planned, as in the event of a family holiday, a letter of explanation should be sent prior to departure.

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.

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

https://www.westlothian.gov.uk/media/2101/Attendance-at-School-Policy-and-Operational-Procedures/pdf/Attendance_at_School_Policy.pdf

Absence during the School Day

If you need to take your child out of school to attend medical/dental or hospital appointments, please send a note in to the school with your child, call the school office or email the school inbox. When collecting your child out with normal school hours, please report to the secretary's office and a member of staff will go to the appropriate class for your child. This will ensure that continuity of teaching to other children is maintained.

Family Holidays during Term Time

The majority of family holidays taken during term time should be categorised as unauthorised absence. However, under exceptional circumstances, it may be acceptable for schools to authorise a family holiday during term time. Such circumstances may include: A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

A family holiday classified under the 'authorised absence' category should **not** include such reasons as:

- The availability of cheaper holidays
- The availability of desired accommodation
- Poor weather experienced during school holidays
- Parental difficulty obtaining leave

Ethos

Positive Relationships Policy



The aims of this policy are:

- To help our children develop a sense of self-regulation and an acceptance of responsibility for their own actions.
- To create and maintain an ethos for a nurturing, respectful community in which successful learning can take place.

We have a nurturing relationships policy (Teddy Bear Policy):

Staff agreed that we need:

Friendly welcome (smile, fresh start)

Warm embrace (cuddles, comfort)

An open heart (non-judgemental, nurturing)

Shoulder to lean on (support in learning and development)

Listening ear (share our worries and successes)

Hand to hold (unconditional friendship and guidance)

Pupils agreed that we need:

Use kind words towards me.

Give me cuddles if I need one.

Show me respect and love.

Treat me kindly.

Use safe hands and feet with me.

Share your worries with me.

Include everyone in our learning by helping one another.

Accept me for who I am.

Give me compliments

Reassuring me

Treat me the way you want to be treated.

Show me compassion.

Be gentle with me.

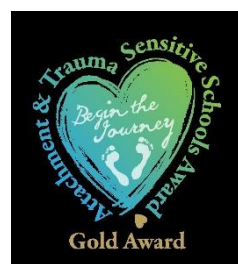
Our Teddy Bear Policy ensures that we uphold the principles of Rights Respecting Schools (UNCRC) and restorative approaches.

Within individual classrooms our nurturing ethos encourages positive behaviours. Some strategies may include:

- Verbal descriptive praise for effort and achievement. Praise role models.
- Recognition Boards
- Visit to management for praise related to effort, achievement and behaviour.
- Stickers, certificates, stamps and praise postcards.
- Wall displays to celebrate success.
- Posts within school blog to celebrate success.
- Achievements to be publicly recognised and celebrated in assemblies.
- Discuss/reflect on behaviour and negotiate strategies to repair and restore relationships.
- Focus on the present. Every day is a fresh start.
- Implement Individual Support Plan where necessary
- Use Peer Mediators
- Classroom Safe Spaces
- Help boxes.
- Emotions check in
- Kitbag.

We are also an attachment and trauma sensitive school. Our completion of the Attachment and Trauma Sensitive School Gold Award (ATSSA) is an external sign of recognition of our commitment to the steps we have taken at St John the Baptist RC Primary School to develop a culture of compassion and nurture. This plays a pivotal role in getting our children into a state of 'learning readiness'. We are currently developing this practice to support accreditation for the gold award.

We are committed to the UN Convention on the Rights of the Child and currently hold our Silver Accreditation for Rights Respecting School.



School Dress code

SCHOOL UNIFORM

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

Girls

White shirt/ polo shirt
School tie
Black/grey skirt/pinafore/trousers
Grey/black v-neck jumper or cardigan

Boys

White shirt / school polo shirt
School tie
Black/grey trousers
Grey/black v-neck jumper

Black school shoes or black trainers

Summer option includes:

Purple/white checked dress
Grey school shorts

PE Kit

White t-shirt
Black shorts/
bottoms
No football colours

Our uniform suppliers are:

Border Embroideries.

<https://www.border-embroideries.co.uk/schools/st-john-the-baptist-primary-school.html>

Myclothing.com

<https://myclothing.com/school-uniform/24943.school>

Parents can order school uniform items from our supplier using the link above and have them delivered directly to their home.

West Lothian Council will not be responsible for loss of or damage to pupils' clothing and personal belongings including mobile phones, valuable items, jewellery and unnecessarily expensive articles of clothing, these should not be brought to school. The Council's Dress Code for Schools Policy is available online at westlothian.gov.uk.

Communication with our parents

Communicating with our parents is very important to us and we do this through a number of ways. First and foremost the staff have an open door policy and are willing to talk to parents at the end of the school day. We ask that appointments are made with staff by emailing the school inbox. A newsletter is supplied monthly with updates and announcements. Our school app is updated regularly with reminders / announcements for parents. To sign up to this parents should download School App for Parents from the App Store or Google Play.

Staff regularly update our school Twitter page with updates for each class please follow us @WLSTJohns

Primary 1 to Primary 3 pupils use the App Seesaw, this is a fantastic resource that can be used to complete home tasks and allows for great communication between parents and staff. Pupils will be given login details at the start of the new session in August.

Primary 4 to Primary 7 pupils will have access to Microsoft Teams. Pupils can complete home tasks on this and communicate with their teachers too.

Throughout the year we also hold, curriculum nights, meet the teacher evenings as well as various workshops for areas of the curriculum. All classes participate in assemblies which parents are invited to throughout the year.

At Christmas time the P1 and P2 pupils perform in 'The Nativity' and P6/ P7 pupils perform in a Christmas Carol Concert.

In the summer term the P6 and P7 pupils perform in a musical or show.

Twice a year we hold parent consultations; one in October and the other in March. Appointment dates for these can be organised online, details of how to do this are given out prior to the parent consultations. A full progress report is also completed for each pupil and sent home in June.

Parent council

Each year there is an AGM (August) at which you are encouraged to seek election to the Parent Council. The Council meets once each month for approximately one hour. The Head Teacher represents the school on the Parent Council. Our school benefits from committed and enthusiastic Parent Council members. A number of fundraising initiatives have taken place and a range of social activities are organised over the session.

Curriculum

The curriculum covers all the learning experiences which your child will encounter during his/her time at school. The curriculum is designed using the Experiences and Outcomes outlined in Curriculum for Excellence. Staff plan learning opportunities for children based on the principles of Curriculum for Excellence.

The curriculum is organised under the following subject areas:

- Literacy/English
- Numeracy/Mathematics
- Health and Wellbeing
- Sciences
- Social Studies
- Technologies
- Expressive Arts
- Religious and Moral Education in Roman Catholic Schools

The purpose of Curriculum for Excellence is to ensure that all children develop the knowledge, skills and attributes they need if they are to succeed in life, learning and work, now and in the future.

Curriculum for Excellence aims to develop the following four capacities in all children and young people:

- Successful learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

In order to develop these capacities a wide range of learning and teaching approaches are used. Learning in school is based on a range of strategies including investigations, problem solving, challenges and discussion, as well as direct teaching methods. Class, group and individual lessons form the basis of teaching in order that the curriculum can be tailored to meet the needs of every child.

To ensure children learn effectively they are assessed on a regular basis. Assessment takes many forms, including teacher observation, questioning, presentations, written tasks and self and peer assessment.

Support for Learning

Literacy/English

Language is at the centre of pupils' learning. It is through language that they gain much of their knowledge and many of their skills. High priority is therefore given to developing pupils' ability to use English language effectively. Literacy, including Modern Languages, is pursued through an integrated programme of work involving listening, talking, writing and reading.

We are currently creating reading and writing cultures within our school where pupils will be able to develop their skills further and develop a love of literacy. Becoming a Reading School through the Scottish Book Trust is one of our main aims in literacy this year.

In writing, pupils will focus on creating pieces of work over the four contexts of the curriculum; wider achievement, inter-disciplinary learning, curriculum and life and ethos of the school. Pupils will explore a range of genres and develop their own individual writing styles. Pupils will also learn to present written work in a way that can be easily understood, paying attention to punctuation, grammar, handwriting and spelling.

Numeracy/Mathematics

Numeracy and Mathematics is one part of Curriculum for Excellence and it is used by children to access all aspects of the curriculum. Numeracy is a skill for learning, life and work. Being numerate involves developing an ability and confidence in using numbers that allow us to function responsibly and contribute effectively to society. Good numeracy skills are necessary for successful learning and are essential for life after school. As Numeracy is progressively developed across learning in St John the Baptist, there will be opportunities to experience breadth, depth and challenge through a variety of approaches, including: Creating a challenging learning environment where learners feel valued, supported and confident.

- Active learning through the use of imaginative and interactive approaches to develop a sound understanding of Numeracy and Mathematics.
- Developing mental agility with a focus on the development of Number Talks at all stages.
- Assessment For Learning: the sharing of Learning Intentions and Success Criteria, effective questioning and feedback that informs the next steps in learning.
- Engaging with West Lothian Council Pathways and National Benchmarks.
- Encouraging learners to explain their thinking.
- Effective use of technology to support learning.
- Engaging learners by making frequent links across the curriculum so that concepts and skills are being further developed by being applied in different, relevant contexts.
- Developing Higher Order Thinking Skills through problem solving activities.
- Using a range of appropriate resources to support learning and teaching.

Health and Wellbeing

This includes learning about –

- Mental, emotional, social and physical wellbeing
- Planning for choices and changes
- Food and Health
- Substance Misuse
- Relationships, sexual health and parenthood
- Physical Education, Physical Activity and Sport

Programmes of work in this area are delivered sensitively taking into consideration age and stage of pupils. Parents/carers are encouraged to speak with school staff if they have any questions about the delivery of this curricular area. We are a trauma sensitive school and pride ourselves on ensuring our children's emotional well-being is top priority.

Social Studies

Through the Social Studies programme pupils will learn about the world in which they live. Our aim is to develop a wide range of skills so that children can investigate and understand their environment.

Social Studies includes learning about:-

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

We aim to use contexts which provide opportunities for children to make connections across and between subjects.

Technologies

This includes learning about –

- Technological developments in society
- ICT to enhance learning
- Business
- Computing Science
- Food and Textiles
- Craft, design, engineering and graphics

We aim to plan opportunities to reflect individual and local needs.

Science

This includes learning about:

- Planet Earth
- Forces, electricity and Waves
- Biological Systems
- Materials
- Topical Science

We aim to provide various contexts for learning which will draw on important aspects of everyday life.

Expressive Arts

The three areas of Expressive Arts are Art, Music and Drama. Expressive Arts provides opportunities for children to develop their natural talents as well as building up self-esteem and self-confidence.

By the end of P7, pupils will have acquired a wide range of IT skills from their experience of using word processing, databases, spreadsheets and graphic applications.

Religious Education

Our aim at St John the Baptist Primary School is that our pupils will develop into responsible and caring members of society. Through the positive Christian teaching of our Catholic school we will develop in our children a love of God, a respect for all and a consistent set of beliefs, values, attitudes and practices.

The Religious Education programme forms a daily part of every class and the school has assemblies and school Masses on regular occasions throughout the school session. This programme is planned using 'This is Our Faith' and God's Loving Plan.

Religious instruction and observance form part of the religious tradition and ethos in Catholic Schools and play an important part in the education provided in this school.

We are committed to the Global Compact as set out by Pope Francis, please see below.

Educating is an act of hope
Pope Francis GLOBAL COMPACT ON EDUCATION

It takes a village to raise a child

As a Catholic school we are committed to:

- 1 PUTTING THE HUMAN PERSON AT THE CENTRE** of every educational programme, in order to foster their distinctiveness and their capacity for relationship with others against the spread of the throwaway culture.
- 2 LISTENING TO THE VOICES OF CHILDREN AND YOUNG PEOPLE** in order to build together a future of justice, peace and a dignified life for every person.
- 3 PROMOTING THE ROLE OF WOMEN AND GIRLS** to encourage their full participation in education.
- 4 EMPOWERING THE FAMILY** as the first and most essential place of education.
- 5 BEING A WELCOMING SCHOOL** where we educate and are educated on the need for acceptance, in particular, openness to the most vulnerable and marginalised.
- 6 FINDING NEW WAYS OF UNDERSTANDING ECONOMY AND POLITICS** through growth and progress that can truly stand at the service of the human person and the entire human family, within the context of an integral ecology.
- 7 SAFEGUARDING OUR COMMON HOME** by cultivating and protecting it from the exploitation of its resources and to adopt a more sober lifestyle marked by the use of renewable energy sources and respect for the natural and human environment.

SCOTTISH CATHOLIC EDUCATION SERVICE

St John the Baptist Primary School enjoys an excellent relationship with our school chaplain, Father William McQuillan who visits the school regularly and helps the school forge links with the wider community. Particular support is given in the preparation for and the reception of the sacraments of Reconciliation, Eucharist and Confirmation. Partnership between home, parish and school is vital at all times but is especially important at times of Sacramental preparation. At present Primary 3 pupils are prepared for the Sacrament of Reconciliation, Primary 4 pupils prepare for The Holy Eucharist and Primary 7 pupils are prepared for the Sacrament of Confirmation.

Through Religious Education and Environmental Studies we try to make our children aware of cultures and religions. We constantly stress the development of anti-racist attitudes and an awareness of prejudice and diversity.

Parents have the right to withdraw their children from Religious Education or any Religious observance and this right may be exercised by informing the Head Teacher.

Music Tuition:

P5 – P7 pupils can apply for strings or brass tuition which take place on a Monday and Thursday.

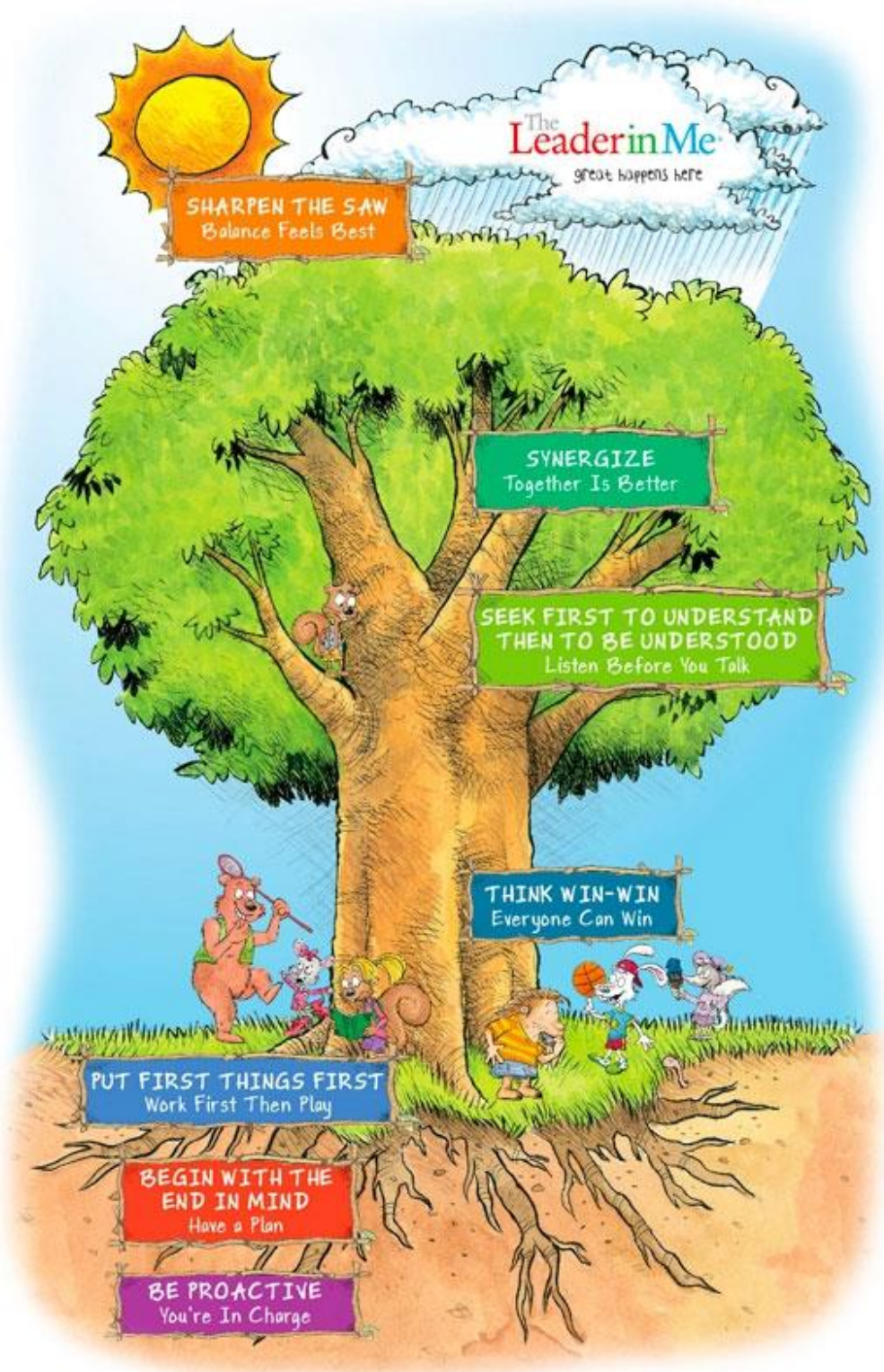
After school clubs change yearly, pupils and parents are notified of dates and when they can sign up for clubs. Our clubs include a range of extra-curricular activities such as, art, physical activity and homework club.

Leader in Me

We are a Leader In Me School and we use the 7 Habits to support our children to lead their own learning and develop skills for learning and life. Instead of focusing on academic measures alone, *Leader in Me* embodies a holistic approach to education, redefining how schools measure success. This approach empowers educators with effective practices and tools to:

- teach LEADERSHIP to every student,
- create a CULTURE of student empowerment,
- and align systems to drive results in ACADEMICS.

Habits 1–3 focus on developing a strong “personal root system,” building character and becoming more independent. Habits 4–6 teach skills of working well with others, and becoming more interdependent. Habit 7 is about taking care of oneself in order to ensure great leadership can continue into the future.



SHARPEN THE SAW
Balance Feels Best

SYNERGIZE
Together Is Better

**SEEK FIRST TO UNDERSTAND
THEN TO BE UNDERSTOOD**
Listen Before You Talk

THINK WIN-WIN
Everyone Can Win

PUT FIRST THINGS FIRST
Work First Then Play

**BEGIN WITH THE
END IN MIND**
Have a Plan

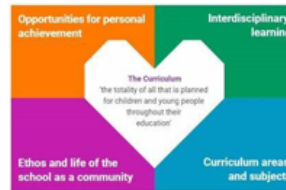
BE PROACTIVE
You're In Charge

Our Curriculum Rationale




Pupils who are confident, capable and creative. They have the skills they need to learn, learn well and enjoy learning.

We are committed to encouraging the development of essential skills such as critical thinking, problem solving, communication and teamwork.




Pupils who are self-assured and able to express their views, beliefs and values effectively and appropriately.

We will provide opportunities for pupils to engage in a range of activities and experiences to build their confidence and help them develop their identity.




Pupils who are able to take an active and responsible role in society, both locally and globally, and understand their responsibilities to others.

We will support pupils in understanding the impact of their actions on others and the world around them whilst encouraging them to take responsibility for their role in society.



Realising the Ambition

Pupils who are able to work effectively with others and make a positive contribution to their communities and the wider world.

We will help pupils to understand the value of collaboration and teamwork providing opportunities for them to work with others towards a common goal.



St. John the Baptist Primary School

Anytime, Anywhere Learning

Responsible Use Contract

AAL – What is it?

AAL stands for *Anytime Anywhere Learning*. It is intended to support learning and teaching by enabling a classroom environment where every pupil and teacher can use personal mobile devices to communicate, collaborate, research, share and expand their knowledge. Pupils will have access to a secure Wi-Fi network (known as AAL) to make full use of their devices.

What are devices?

Devices range from tablets, Kindles, mobile phones, laptops and other electronic items which can connect to Wi-Fi. There is no specification, make or model of electronic device required.

Does my child need to bring a device to school?

It is entirely your choice if you send your child to school with a device to aid his/her learning. If pupils do not have a device, they will be given access to the school's devices so they are not missing out. It is also preferred that older or unused devices are brought into school.

What are the benefits of AAL?

- Students' participation increases as they are excited about using their devices in the classroom. Therefore, they engage more with their learning.
- Pupils are in control of their learning more, as they actively seek their own knowledge by using the internet. This approach helps students learn by doing and gives them ownership of their education.
- Pupils can communicate their ideas in different manners. They can present their findings using different apps and this allows them to personalise their learning.
- It promotes pupils working together to reach new conclusions about their learning. They are also learning from one another.
- It is a modern way to learn in the classroom. We should be promoting digital literacy skills as our pupils will be growing up using them increasingly more in school and in the world of work.

While on the school premises pupils will be asked to give their device to their class teacher. They will then store them safely within school until they are needed.

St. John the Baptist Primary School and West Lothian Council do not take responsibility for any device brought to school whether within the school grounds or on the journey to and from school. It is important that you have adequate insurance which covers your device.





St. John the Baptist Primary School

Anytime, Anywhere Learning

Responsible User Agreement

The Digital Literacy committee group has worked with staff to create an 'AAL Responsible User Agreement'.

- I must have my parents/carers permission to bring my device to school.
- I will be responsible for the care, safety and use of my mobile device at all times. This includes my journey to and from school and when on the school premises.
- I will switch my device off as I enter the school gates, put it in the designated place within my classroom and not take it back until told to do so or at the end of the day.
- I will ensure that my device is charged before coming to school as I cannot charge my device in school.
- I will ensure that my device has a password on it to prevent others from using it.
- I will respect others pupils' devices and take responsibility if I share my device with others.
- I will only use my device for learning activities approved by the teacher. I will not use my device during the teaching section of the lesson.
- I will connect to the AAL server when using the internet for school work.
- I will not go on social media apps during school time. This includes Snapchat, Twitter, Instagram, Musically etc.
- I will only use apps that my teacher has told us to use during the lesson.
- I will not respond to any text messages or calls I receive when I am in class.
- I will tell a member of staff if I find a page, message or picture which makes me feel uncomfortable. I will use the suggested websites which my teacher has given for the task.
- I will only take photos when the teacher gives permission. Pictures should be of schoolwork ONLY and not of other pupils (unless instructed by the class teacher).
- I accept that my school and West Lothian Council are not responsible should my device get lost, stolen or broken.
- I accept that if I do not follow the 'Responsible User Agreement' detailed above, the school may withdraw the right for me to use my mobile device as a learning tool or remove Fun Friday time from me.

AAL Responsible User Agreement

Pupil's Name: _____ Class: _____

Pupil's Signature: _____ Date: _____

Parent's Name: _____

Parent's Signature: _____ Date: _____

Admission Procedures

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

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

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

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

ENROLMENT

Applying for a Place

West Lothian Pupil Placement deals with all applications for ELC and deals with applications for the August primary one (P1) intake.

The school will deal with applications for other stages and for P1 after the pupils start school.

To apply for a school or ELC place you must complete an on-line application form. If you are unable to complete an on-line application, paper versions of all application forms are available from schools, nursery schools, libraries, Council Information Service Offices and from the Pupil Placement Section.

You can find the application through this link:

<https://www.westlothian.gov.uk/apply-for-pre-school-and-school-places>

Primary 7 to Secondary 1 Transfer Arrangements

Structure of school provision in West Lothian Council:

West Lothian Council is divided into denominational (Roman Catholic) and non-denominational primary and secondary school catchment areas. Each home address therefore has two catchment primary schools and 2 catchment secondary schools.

Each secondary school catchment area is made up of a number of associated primary school catchment areas. **St John the Baptist Primary School** is associated with **St Kentigern's Academy**. Children attending St John the Baptist Primary School and living in the catchment area of the school would therefore normally transfer to St Kentigern's Academy. However the non-denominational school for this area would be Whitburn Academy.

It is not possible to guarantee places at a secondary school for children from an associated primary school. Secondary schools have intake limits and where the applications for admission exceed this limit, it would be necessary to apply the 'Placing in Schools - Guidelines' and refer all applications to the Special Sub-Committee on Pupil/Student Support. Enquiries should be made to:

St Kentigern's Academy
West Main Street
Blackburn
West Lothian
EH47 7LX
Tel: 01506 656404

Whitburn Academy
Shanks Road
Whitburn
EH47 OHL
Tel: 01501 742724

Pupil Placement Section
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF
01506 281857

Breakfast club information

All pupils are entitled to come to breakfast club. It is open from 8:15am and monitored by members of staff.

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 on the Parents Portal.

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.

Meals and Milk

Milk is available to order through ipayimpact. All children, whose parents are in receipt of qualifying benefits, are entitled to free school milk.

The school dining area is supervised by members of staff. Children may have school meals regularly or on odd days when necessary. Children choose from three options each day. This usually includes a non-meat meal. A 3 coloured tray system is used - green- usually a packed lunch, red and blue trays are hot dinner option. The menu is available on the Council website and a paper copy is given out every term. If your child has special dietary requirements, please let the school know.

All P1-P3 children, and P4-P7 children whose parents are in receipt of qualifying benefits, are entitled to free school meals. Other children can buy a school lunch.

If a child loses or forgets lunch money, we will provide a meal and inform parents of the cost. This amount must be paid the following day.

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**.

Photography

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

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

Child Protection Guidelines

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

Playground Supervision

Supervision is provided in the school grounds 20 minutes prior to the school opening, during intervals and lunch times. 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.

Transport

West Lothian Council will provide transport assistance for all primary pupils living more than 1.5 miles from their designated school. The provision of transport for pupils attending special schools and classes is not subject to these limitations, but is based on individual pupil need. Further information can be obtained from School Transport (telephone 01506 775291) or from the School Transport policy on **www.westlothian.gov.uk** Parents, who choose to send their children to a school out with their catchment area, will be responsible for any extra travelling expenses incurred.

Car Park

In the interests of safety parents must not use the car park to access the school. At no time should children be in the car park.

Requested Early Release of Pupil

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

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

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. For more information on how children's data is handled please see our Privacy Notice [https://www.westlothian.gov.uk/media/21250/Education-Schools-Privacy-Notice/pdf/Education - Schools Privacy Notice1.pdf?m=637049](https://www.westlothian.gov.uk/media/21250/Education-Schools-Privacy-Notice/pdf/Education_-_Schools_Privacy_Notice1.pdf?m=637049)