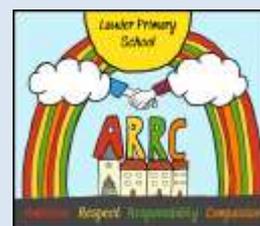


LAUDER PRIMARY SCHOOL



Aiming High – in all we do!

Information Booklet For School & Nursery

**UPDATED
January 2021**

Ambition Respect Responsibility Compassion



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Please note whilst information contained in the Handbook is considered to be correct at the time of printing it is possible that there may be some inaccuracy by the time the document reaches parents.

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1. WELCOME

A warm welcome to Lauder Primary School. The purpose of this handbook is to give you an understanding of the life and work of both our Early Learning & Childcare (ELC) Centre and our School. We welcome you and your child and hope that you will feel part of Lauder Primary School community. Our aim is to promote a culture of excellence that supports and challenges all children to achieve their potential. As a Rights Respecting School we have an ethos of mutual respect where our pupils feel safe, happy and are motivated to learn. Your interest and support will always be valued as partners together in the education of your child. Our dedicated and hardworking staff team are always available to help, offer support and to answer any questions you may want to ask.

The first part of this handbook is general information and information for children in Primary 1 to primary 7. Later on in the handbook is information specifically for our Early Learning and Childcare provision, Nursery.

Please do not hesitate to contact us if you cannot find what you are looking for in this handbook.

We look forward to welcoming you to Lauder Primary School.

Alan Vannan
Headteacher



2. CONTACT DETAILS, TIMES AND SCHOOL ROLL

Headteacher: Mr Alan Vannan
Lauder Primary School
Allanbank Gardens
Lauder
Scottish Borders
TD2 6AD
Tel 01578 722346
Email lauderps@scotborders.gov.uk
Website www.lauder.scotborders.sch.uk

The School Day		CURRENT ROLL – as at May 2020	
P1-P7 Monday, Tuesday, Wednesday, Thursday			
Morning	8.30am – 12.15noon	Predicated Early Learning & Child Care (ELC) - Nursery.	63
Morning Break	10.30am-10.45am		
Lunch	12.15noon – 1.00pm		
Afternoon	1.00pm-3.00pm		
P1-P7 Friday		Primary 1 to Primary 7 pupils.	232
Morning	8.30am – 12.15noon		
Morning Break	10.00am-10.15am	Headteacher	Mr Alan Vannan
Lunch	11.35noon – 12.10pm		
Afternoon	12.10pm-12.20pm	Depute Headteacher	Mrs Sandra Paton
Early Level and Childcare – Nursery			
Monday-Thursday	8.30am -3.00pm	Principal Teacher	Mrs Louisa Scully
Friday	8.30am-12.30pm		



3. GENERAL INFORMATION

A purpose built school was opened in Allanbank Gardens on the 1st December 2009. The school has ten spacious and well-equipped classrooms, a variety of tutorial rooms, a suite of offices, a sports hall, a dining hall, a library, a general-purpose room and an Early Learning & Childcare (ELC) Centre. There are extensive grounds with a mixture of grass and playground areas. In addition, there is a multi use games area (MUGA) which is used for a variety of sports. There is a selection of photographs of our school on the school website:

<http://www.lauder.scotborders.sch.uk/>

We are a non denominational and non Gaelic medium school providing education for boys and girls from Primary 1 to Primary 7. Our nursery provision provides Early Learning & Childcare for 3 & 4 year old children.



4. OUR MOTTO, VISION & VALUES AND AIMS

School Motto: Aiming High.

Vision: Promoting a culture of excellence that supports and challenges every child to achieve their potential.

Values: Respect, Compassion, Ambition, Responsibility

Aims: We aim to work in partnerships to create an inclusive environment where:

- ✓ Everyone is listened to, respected and valued as an individual.
- ✓ Children are safe, nurtured and encouraged to build their resilience.
- ✓ Children develop skills and knowledge through challenging and motivating learning experiences.
- ✓ We nurture potential, celebrate success and encourage diversity.



5. ENROLMENT

Primary 1

Enrolment week for Primary 1 children has varied in the last few years but parents are informed through the school, press and social media. Primary 1 children may start school the year their fifth birthday falls between 1st March and the 28th February.

Enrolment forms are available from the school office or can be downloaded from Scottish Borders Council (SBC) website. <https://www.scotborders.gov.uk>

During the summer term before starting school, new P1 entrants will spend some time in school with a class teacher. This is an ideal time for the children to become more familiar with the school, meet the staff and other children and to alleviate any concerns they may have about coming to school the following term.

We operate a 'buddy' system where our Primary 1 children are paired up with a Primary 7 pupil. Buddies are introduced during the summer term before starting school and the children spend some time getting to know each other. They have the opportunity to play together in the playground both out with and during break times. Primary 7 buddies support the Primary 1 children in the playground and in the Lunch hall during their first few weeks at school. As the Primary 1 children become more familiar with the school routines, the buddies are able to reduce their input but are always on hand if needed.

There will be an information evening for the P1 parents to meet with the school staff. This is an opportunity for parents to ask questions and seek additional information on any matters around their child's education. Details of these meetings will be sent directly to parents.

Early Learning & Childcare Centre – Nursery (ELC)

More information on our Early Learning and Childcare provision can be found later on in the handbook. From August 2019 we are able to offer 1140 hours (30 hours per week during term time) of early learning and childcare. The operating hours are more or less aligned with school hours and the nursery will also operate an asymmetric week resulting in no Friday afternoon session. A free school lunch will be provided although you can opt to provide your child with a packed lunch.

When enrolling your child you decide how many days and which of the drop off and pick up times you wish to select. There are four slots throughout the day, these being - 8:30, 11.30, 1.00 or 3.00.

Enrolment week for ELC children has varied in the last few years but parents are informed through the school, press and social media. Children may start ELC the term following their third birthday. Please see the following link for more information.

https://www.scotborders.gov.uk/info/20038/school_and_nursery_places/528/apply_for_a_nursery_or_out_of_school_care_place

Prior to starting ELC, parents and children are invited to visit the Nursery, meet the staff and other children and become familiar with the ELC environment.

There will be an information evening for ELC parents to meet with the school staff. This is an opportunity for parents to ask questions and seek additional information on any matters around their child's ELC placement. Details of these meetings will be sent directly to parents.

Prospective Parents

School aged children who move into the area may be enrolled at any point during the school year if space allows.

If you are interested in enrolling your child at Lauder Primary School or Early Learning and Childcare, please contact the school office to register your child's details. You can arrange an appointment to visit the school and meet the Headteacher or Depute Headteacher. There will be an opportunity to have a look around the school and to ask us questions about the school. Arrangements can be made for your child to spend some time in the class that they will join prior to their start date to help with transition.

Catchment

If you live within the school catchment area, a place would normally be automatically available for your child as long as there is space in that year group. You will need to complete an enrolment form which you must return to the school prior to your child starting. There is a map of the catchment area in the school office or on the school's website. <http://www.lauder.scotborders.sch.uk/docs/catchment.pdf> You can also go on to Scottish Borders website at this address, <https://www.scotborders.gov.uk/findit> enter your postcode and it will inform you of the catchment school.

Children who live further than two miles from the school are entitled to free school transport and this is arranged through the school office.

Children who have access to a bus route but are within the distance limit or live out with the catchment may be granted a 'privileged lift' provided there is space on the bus. There is an additional cost payable to Scottish Borders Council. Parents who wish to be considered for a 'privileged lift' should contact passenger transport at Scottish Border Council on 01835 824000.

Non-catchment children

The law allows parents to express a preference for which school their child attends. This is referred to as a non-catchment school.

If you live outside our catchment area you can make a 'placing request' to a school of your choice. To do so you should complete a Placing Request form which can be obtained from the school office and return it to us at the school. This form includes a section where you can state your reasons for making this request; this will be helpful for Scottish Borders Council in deciding if they can allocate you a space. At the same time you must also fill out an enrolment form at your catchment school know that you are making a placing request. Your catchment school will then 'reserve' a space for your child which will be confirmed if your placing request is unsuccessful.

Please note that if your child attends the school ELC and you live out with our catchment area, you will need to complete a Placing Request for entry to Primary 1.

You can make a placing request at any time, at any stage of your child's education and at any point in the school year. Scottish Borders Council will write to you to inform you of their decision. If you are successful in your placing request you are reminded that you are responsible for transporting (and any associated costs) your child/children to and from the school.

Further information on Placing Requests can be found on the following link. <http://www.scotborders.gov.uk>



6. CLASS COMPOSITION

Primary 1- Primary 7

The number of teachers in any school is worked out in relation to the total school roll and the numbers of pupils in each year group. Working within the class size recommendations, the Headteacher decides on the best possible structure of classes and on the pupils allocated to them. In constructing classes the Headteacher follows the SBC Admissions Policy. A copy of the policy can be downloaded at

https://www.scotborders.gov.uk/downloads/file/652/class_composition_policy

Primary schools work within recommended maximum class sizes which currently are:

Primary 1	up to 25 pupils	Primaries 2 - 3	up to 30 pupils
Primaries 4 – 7	up to 33 pupils	Composite classes	up to 25 pupils

Classes can be a mixture of composite classes or single year group classes. The make up of the classes varies from year to year depending on the number of pupils within each year group. As children move through the school from P1 to P7 they may have a variety of experiences of both single year group classes and composite classes.

A composite class is one where children from two or more year stages are grouped together according to specific criteria. In Scottish Borders Council over 90% of our schools, rural and town based, have one or more composite classes. All our teachers are trained to work with mixed ability classes, focussing on each individual child's abilities, whether in a single year group or in a composite class. In all primary classes, there are wide ranges of abilities and all children will learn in different ways, responding to a variety of methods and resources. Teachers are well able to adapt to the different needs in any class and will plan accordingly.

The Headteacher will arrange composite classes following guidance from Scottish Borders Council Class Composition Policy.

School Staff

An up to date staff list can be found on the school website.

<http://www.lauder.scotborders.sch.uk/staff.htm>



7. PRACTICAL INFORMATION

Term dates and school holidays

A list of term dates and school holidays can be found on the school website at the following link.

https://www.scotborders.gov.uk/info/20009/schools_and_learning/621/term_holiday_and_closure_dates

Pupil Absence

Pupils are expected to be in school punctually for 8.30 am every day. It makes for a positive start to have children arriving on time ready to make a start to the class routines and lessons. If pupils are late they will miss out on both instructions and teaching.

The school is required to have an explanation for all pupil absences. We ask that you inform the school on the first day of your child's absence by 8.45 am. The school operates a system called Groupcall which will send out text alerts to parents' phones if there is an unexplained absence. It is therefore vital that you keep the school informed of any changes to your contact telephone numbers.

"Taking family holidays during the school term is disruptive to your own child's education as well as having an impact on the other pupils in the class and the teachers.

Parents should do everything possible to take their holidays during the designated school holiday dates and only in very exceptional circumstances consider taking holidays during term time. Parents are asked to accommodate this request in the interest of their own children and the smooth running of the school."

(Director of Education and Lifelong Learning, Scottish Borders Council)

Should you take your child on holiday within school time we, unfortunately, are not able to give children schoolwork to take with them. Parents wishing to take children out of school for a period of time should inform the Headteacher in writing in advance of the break. Holiday absences in term time are recorded as 'unauthorised'.

School Uniform

The wearing of school uniform is positively encouraged for both practical reasons but also to give pupils a shared sense of identity and foster a sense of pride in their school. Sweatshirts, cardigans or tanktops (navy blue P1-6 and royal blue P7) and yellow polo shirts all with the school logo are readily available to order from Border Embroideries through the school website: <http://www.lauder.scotborders.sch.uk> In addition, jackets, fleeces, trousers, skirts, PE kit, gym bags etc. are available to order. We recommend dark or grey school trousers or skirts and pupils are actively encouraged to wear dark coloured 'school' shoes. In the better weather children may wear yellow or blue gingham dresses.

Except in times of good weather children should have a coat with them to wear at breaktimes.

A plain T-shirt, shorts and a pair of trainers/gym shoes are required for PE activities. For some PE lessons the children are taken outside and for these occasions they should bring suitable outdoor PE kit. Pupils should not wear football tops or shorts to PE lessons.

An old shirt or apron is useful during art lessons to protect clothing.

Please make sure that ALL clothing is CLEARLY labelled with the child's name. We have real problems matching lost property with pupils!

Sports or branded named clothes are **not** part of the uniform. The wearing of jewellery should be kept to a minimum and should be easily removed for PE. The wearing of make-up and nail varnish is discouraged.

Clothing Grant

Some pupils may be eligible for a clothing grant. Application forms for these can be obtained from Scottish Borders Council office 01835 824000 or from their website

https://www.scotborders.gov.uk/info/20040/clothing_meals_and_transport/480/free_school_meals_and_help_with_schoolwear

School Meals

Pupils can choose either to have a school meal, which is cooked on site, or bring their own packed lunch. All children eat their lunch in the school dining hall and in good weather the children with packed lunches may use the tables in the outside dining area.

Balanced nutritional meals are provided daily by the school kitchen and pupils are offered four choices each day.

Menus can be accessed at

https://www.scotborders.gov.uk/info/20040/clothing_meals_and_transport/342/school_meals/3 All Lunch orders and payments are made through an online ordering system called Parent Pay. Please ask at the school office if you need access to Parent Pay. Currently all pupils in Nursery to Primary3 receive free school meals. Pupils can choose to have a school meal all week or on individual days.

Please contact the school if your child has any special dietary requirements. There is not always a vegetarian option on the menu however if you inform the school the kitchen staff will always ensure your child receives a vegetarian dish.

Some pupils may be eligible for free school meals. Application forms for these can be obtained from Scottish Borders Council office 01835 824000 or from their website

https://www.scotborders.gov.uk/info/20040/clothing_meals_and_transport/480/free_school_meals_and_help_with_schoolwear

Homework

Homework is given to pupils to consolidate work done in class or to prepare work for the following day or later in the week. This is an opportunity for parents to observe methods of work, the range of work being covered and some of the textbooks being used in school. A Homework Guide for Parents is available from the school or from the school website www.lauder.scotborders.sch.uk.

Emergency Arrangements

It is very important that the school have up to date contact details including an emergency contact if parents cannot be reached. Please keep the school informed of any changes to contact details.

If the school is to be closed for any reason we will do our best to let you know. In cases of emergency a text message will be sent using Groupcall. Information will also be broadcast on Radio Borders and Radio Scotland.

Fire drills are held termly to ensure quick and safe evacuation from the building. 'Break Glass' points, smoke detectors and emergency lighting are checked regularly.

Photographs and Video

All parents are asked to complete a consent form as part of the enrolment form giving different levels of permissions for their child to be photographed or videoed. Should you wish to change any of the above permissions please contact the school office.

A school photographer usually visits school twice each session. Once to take individual/family group photos and on another occasion to take class photos. There is no obligation to buy.

Travelling to School

Where possible, we encourage pupils to walk, cycle/scooter or 'park and stride' to school. If pupils cycle/scooter to school there are cycle storage racks located near to the nursery. We suggest that children bring a lock to secure their bikes and we ***strongly*** recommend the wearing of cycle helmets.

During the school day, in the interest of safety, only school buses, taxis and staff are allowed access to the car park area. Parents are asked to use the overflow car park or street parking. Please be considerate of our neighbours need to access their property when you park.

Performances

The school puts on two performances in the year. P1 to P3 perform a 'Nativity' at Christmas and the P6 and P7 pupils perform a musical in March. Parents, families and friends are invited to purchase tickets through ParentPay for either an afternoon or an evening performance of the shows.

In addition to these performances, parents, families and friends are invited to join us for our end of term assemblies at Harvest, Christmas, Easter and End of Session.

Primary 7 Residential

A residential in September is offered to Primary 7 pupils. We make every effort to ensure that children are not excluded from residential on grounds of cost.

LAUDER OUT OF SCHOOL CLUB (LOSC)

There is an Out of School Club which operates in the school dining hall from 3.00-6.00 Monday to Thursday and 12.20-6.00 on a Friday. The LOSC is run independently of the school and is managed by a committee of volunteer parents who employ staff to take the sessions. The LOSC manager can be contacted on the club's mobile phone 07960063173 or landline 01578 722066 or by dropping in to the school after 2.45 p.m.



8. PARENTAL INVOLVEMENT

Parents are the first and on-going educators of their children, and both parents and children benefit if their parents get involved in their education at school and at home. Children spend more time at home than they do at school and parents have a huge influence in helping them to learn.

Parents have the right to express their views, and to have their views taken into account, on policy matters relating to the education of their children. We have a Parent Council to represent parents. All parents are automatically a member of the Parent Forum. The Parent Council is made up of representatives chosen annually from the Parent Forum and from the school staff. The Parent Council meets about twice a term or more often when required. The role of the parent Council is to:

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

Parent Council Contact Details	
Parent Council Facebook page	https://www.facebook.com/groups/LauderParentCouncil/
Email	lauderparentcouncil@gmail.com



9. SCHOOL COMMUNICATION SYSTEMS

Good communication between home and school is very important. There are a number of channels that we use to help communication including:- regular newsletters, the school App, Xpressions App, Groupcall emails, letters, permission slips. We welcome and encourage parents to contact us and parents should be aware that they can communicate freely with the school at any time.



10. PARENTAL ACCESS TO INFORMATION

Parents have a legal right to read written information, both formal and informal, which relates to their children; this is also the case for computer held information and records. A copy of Transferring Educational Data About Pupils is available from the school office or on the school's website, <http://www.lauder.scotborders.sch.uk>.



11. CONCERN AND COMPLAINT PROCEDURES

Good communication between home and school is very important. If you have a concern about your child we welcome and encourage parents to contact us. We take all concerns seriously and will work in partnership with the parents to ensure that each concern is dealt with appropriately. There are many different methods for dealing with concerns and we will always ensure that we communicate effectively with parents throughout the period. We will do our best to resolve the issue to your satisfaction.

If you feel that your concern has not been dealt with appropriately then you may wish to make a formal complaint with us. Any complaints made by parents or others will be taken seriously. Scottish Borders Council has a Complaints procedure which can be accessed at <http://www.scotborders.gov.uk/complaints>.

Not every concern or issue you have with your child's education will be a complaint and it is therefore right that before beginning a formal complaints process, you allow your school (class teacher or Headteacher) to address any issues you raise.



12. HEALTH

There are a wide range of services available from NHS Borders to ensure the healthy development of pupils during their years of schooling. If there are any health problems, which may affect a child at school, then these must be discussed with the class teacher or the Headteacher. Action Plans will be drawn up in consultation with parents, medical professionals and the school for those children who may have more complex needs.

The school nurse is available to discuss any health concerns you may have regarding your child and can be contacted at Lauder Health Centre 01896 823629 or by contacting the school office.

The school staff can administer **only prescribed medication**. Parents must first complete a Medication Form. Forms are available from the school office or can be downloaded from the school's website. In accordance with Scottish Borders Council policy non-prescribed medication cannot be given in school.

The school has several qualified first aiders who will administer any necessary treatment. Every effort will be made to contact parents if the injury is serious. All incidents are recorded in a logbook.



13. CHILD PROTECTION

All Scottish Borders Council schools and their staff are required to follow the Scottish Borders Child Protection Committee's Inter-agency child protection guidelines and procedures.

A key element in the procedures is that if a member of staff in a school is made aware of a concern (usually through a statement made by a child) of an issue that could have child protection implications, the member of staff has no option but to refer to the Child Protection Unit. The Children (Scotland) Act 1995 states that the welfare of the child is paramount and this must always be the sole consideration for the school.

In making a referral staff will not be making any judgement on the strength or truth of the child's statement but must follow procedures to support pupils and staff. An extensive training programme has been undertaken to ensure that all staff are aware of their responsibilities.

The child's parents or carer will always be informed as soon as possible about such disclosures and any action resulting from this. Keeping parents informed may not always be undertaken by school staff and could involve other organisations, such as social work staff or the police.

If the child protection issue is taken further, school staff will work with families to support children through the process. The school Child Protection Co-ordinator is the Headteacher who can be contacted to discuss any concerns that may arise.

Young Carers

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

The Educational Psychology Service

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing. We provide advice and training to school staff on how children learn, and advise on ways to help children who require support.

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

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

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



14. THE CURRICULUM

Learning and Teaching

Curriculum for Excellence is for all young people, 3-18 year olds, in Scotland. It aims to raise standards, prepare the children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world. Every child is entitled to a broad and deep general education, whatever their level and ability. Teachers' will ensure children continue to work at a pace they can cope with and with challenges they can thrive on.

There is personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever needed. There is an emphasis, by all staff, on looking after our children's health and wellbeing, ensuring school is a place where children feel safe and secure.

Curriculum for Excellence aim is to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.

The curriculum is delivered within 8 curricular areas:

Health and well being	Languages (<i>including French</i>)	Mathematics	Sciences
Social studies	Expressive arts	Technologies	Religious and moral education

The experience and outcomes under Curriculum for Excellence are written at five levels. Some children and young people will start learning at these levels earlier and others later, depending upon individual needs and aptitudes.

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

Assessment and Reporting

Assessment is an integral part of learning and teaching. It helps to provide a picture of a child's or young person's progress and achievements and to identify next steps in learning. Teachers' will use a mixture of summative, formative and formal assessments to help your child progress.

You are welcome to discuss your child's progress at any time. It is best to make an appointment in advance, although it is sometimes possible to chat informally to a teacher at the beginning or end of the school day. There are formal occasions when we report to parents on their child's progress. We issue a Pupil Report in term 3 and we provide two parent/teacher consultations, one in October and one in May/June.

Each term we also send home a Learning Overview, which gives you a flavour of the areas we intend to cover in each curricular area and provides you with information to support your child.

At the end of a block of work in numeracy, literacy and 'topic', your child will complete a Learning Log sheet that will review their learning and assess their understanding. This sheet is placed in their workbook/jotter and will come home with your child so that they can share with you the work they have covered.

Pupil Support

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 pupil support 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/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.

Our Pupil Support teacher works part time in the school. The role of the Pupil Support specialist is not only to work with children who may require some extra support, but also to advise staff as to what form that support should take and to help devise programmes of study where necessary.

It is necessary at times to carry out some formal and informal assessments with pupils. We also refer children to other agencies for further assessment or advice; these include Behaviour Support, Child Health, Educational Psychology, Occupational Therapy, Motor Assessment, Physiotherapy or Speech and Language Therapy. Parental permission, will always be obtained, before referrals are made.

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 offer independent mediation and adjudication. It is also possible under certain circumstances to refer the case to the Additional Support Needs Tribunal for Scotland.

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

For more information, you can contact:

- Enquire, the Scottish advice service for Additional Support for Learning. They have a wealth of information, including practical guides and fact sheets for both parents/carers and young people. You can find the website at www.enquire.org.uk, or ring them on 0845 123 2303.
- Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; www.siaa.org.uk and
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741. www.sclc.org.uk

Scottish Borders Council's Implementation of British Sign Language (BSL) 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

Getting It Right For Every Child

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. If you would like any further information please ask your child's Headteacher.



15. TRANSITION P7 – S1

Pupils from Lauder Primary School normally transfer to Earlston High School. There is a very good transition programme in place for pupils, which includes a whole cluster P7 residential in September.



16. SCHOOL IMPROVEMENT PLANNING

In August/September of each year we publish a summary of the school improvement priority. A full copy can be obtained from the school office.

Her majesty's Inspectorate of Education (HMIE)	A copy of the most recent (June 2010) inspection by HMIE can be found at the following link. http://www.lauder.scotborders.sch.uk
Care Inspectorate inspection for Nursery	A copy of the most recent Care Inspectorate report can be on their website. http://www.careinspectorate.com/



17. LAUDER PRIMARY SCHOOL EARLY LEARNING & CHILDCARE CENTRE (ELC) – NURSERY

Starting ELC is an exciting and challenging experience for children. Staff at Lauder Primary School are always available to help, offer support and to answer any questions you may want to ask. We want to make your child feel welcome and secure in our ELC.

The purpose of this information is to give you an understanding of the life and work of our ELC, as well as acting as a source of reference. Updated information is provided, throughout the year, by means of newsletters, letters and meetings. The school also has a website which contains useful information. www.lauder.scotborders.sch.uk

Our aim is to make your child's experience of ELC a happy and enjoyable one and to make him/her secure and comfortable in the nursery environment. We welcome you and your child and hope that you will feel part of Lauder Primary School. Your interest and support will always be valued as we become partners together in the education of your child.

The nursery provides different types of learning opportunity, with the emphasis on exploration through play. The children will explore their friendships, their own physical capabilities and their understanding of the world. They will be helped and encouraged to communicate their thoughts, feelings and ideas and to begin to develop different ways of sharing these with others.

We strive to provide an experience that is both challenging and fun, one which includes and encourages, and above all, provides the context where the child feels secure and happy as they take their first steps on their learning journey.

The nursery is very much a part of the school and we take opportunities to promote and develop links. ELC children make use of school facilities such as the hall and take part in school events e.g. assemblies and pupil concerts etc.

From August 2019 we are able to offer 1140 hours (30 hours per week during term time) of early learning and childcare. We currently provide places for both 3 year old children and 4 year old children. The new operating hours are more or less aligned with school hours and the nursery will also operate an asymmetric week resulting in no Friday afternoon session. A free school lunch will be provided although you can opt to provide your child with a packed lunch.

When enrolling your child you decide how many days and which of the drop off and pick up times you wish to select. There are four slots throughout the day and are 8:30, 11.30, 1.00 or 3.00.

Enrolment week for ELC children has varied in the last few years but parents are informed through the school, press and social media. Children may start ELC the term following their third birthday. Please see the following link for more information.

https://www.scotborders.gov.uk/info/20038/school_and_nursery_places/528/apply_for_a_nursery_or_out_of_school_care_place

Prior to starting ELC, parents and children are invited to visit the Nursery, meet the staff and other children and become familiar with the ELC environment.

There will be an information evening for ELC parents to meet with the school staff. This is an opportunity for parents to ask questions and seek additional information on any matters around their child's ELC placement. Details of these meetings will be sent directly to parents.

Nursery places will be allocated according to Scottish Borders Council's Schools Admissions Policy which can be found on their website.

All children have different personalities and different strengths and while some will settle very quickly and effortlessly, others may take a little longer to adapt. For these reasons, and to allow us to get to know your child, we stagger the intake of new children with only a few being admitted at a time.

During visits prior to your child starting nursery and at the start of your child's attendance at nursery, parents are welcome to stay for as long as it takes for their child to feel happy, safe and secure.

Communication - The importance of good communication between yourself, the school, nursery staff and your child cannot be over emphasised. Please share with us information about your child and his/her likes and dislikes. It is vital that you keep the ELC staff informed of any changes in personal details, contact numbers or information regarding your child's health.

Regular newsletters, letters and notes will be sent home with your child to keep you informed. There is also information on display in the cloakroom and the ELC staff use a whiteboard in the entrance to display important information. We also use from time to time a Groupcall system which sends a text message to parents' mobiles or

their house phone. The school has a website which contains useful information www.lauder.scotborders.sch.uk. We also have a school app which you can download from your usual app store. This contains lots of news, messages and calendar dates. We also use Xpressions an app that runs alongside Groupcall and backs up all messages sent through this system. Again this can be downloaded from your usual app store.

At the end of each session, if required, time is available for parents to meet with the ELC staff as they collect their child so important information can be passed on.

Partnership with parents – The ELC staff hope that you feel welcome in the ELC and that you and your child will enjoy a valuable experience. We recognise that parents have the first and most important role in a child’s development. As parents, you know your child best. Through contact with parents we learn much about a child’s needs, characteristics and stages of development. It is important to your child’s development that we establish regular links and maintain communication between home and ELC.

Timetabled parent meetings with ELC staff are held twice a year for 4 year old children and once a year for 3 year old children. In addition to this you will be invited to an informal meeting with the ELC staff. Please do not feel you have to wait until these times if you wish to talk to the ELC staff. Working together to the children’s benefit is an important feature of nursery education.

The ELC staff welcome parent helpers into the ELC to ‘Stay & Play’ and also to help with organised trips out with the ELC premises. If you are interested in helping out in the ELC please speak to the staff.

Children must always be brought to, and collected from ELC by a responsible adult (over 16 years of age). Please inform the ELC staff if an adult other than the usual one is collecting your child. Please try to let your child know who is collecting them as any confusion in their minds can cause some anxiety for them.

ELC Education - The ELC will provide pre-school education according to Curriculum for Excellence and Care Inspectorate standards. These guidelines ensure that your child will experience a wide curriculum covering:

- Emotional, Personal and Social Development
- Communication and Language
- Knowledge and Understanding of the World
- Expressive and Aesthetic Development
- Physical Development and Movement

Your child will cover all these areas through active play alongside other children. Active play is central to the learning process and play activities in the ELC will be purposeful and structured. A very important part is learning to share and play with other children, to develop independence and confidence, to listen to others and to be able to express their ideas so others understand.

Once your child is settled, the ELC staff will structure activities that will extend your child’s experiences and so help to develop an enthusiastic and enquiring approach to learning.

The children will experience a range of activities including:

sand and water	dough & clay	painting & drawing	dressing up and role play
home corner	puzzles & games	board and card games	construction toys
story corner/library	baking	ICT	outdoor learning
music	physical equipment	interest table	literacy & numeracy table

Planning - ELC forms part of Early Level of Curriculum for Excellence and staff plan carefully for the children in their care. These plans ensure that learning is balanced, that progression and development takes place and that children’s needs are met. Broad themes will outline plans but these will then be led and developed by the children’s interests and ideas. Copies of plans can be seen in the nursery room for your information. These will give details of what the children will be involved in during the week and what we hope they will gain from this.

Assessment - On-going assessment takes place through observation, communication, interaction and set tasks. The information gathered is used to build up a profile for each child. Information is recorded about each child, which will be formally shared with parents at parent evenings. Staff are willing to share this information with you at anytime during the year should you feel the need to discuss your child’s progress in the ELC. In addition to this, children will

develop and build up a Learning Journey log book throughout the year. These go home at certain points of the year to share with you the progress and achievements of your child.

The Care Inspectorate is the independent scrutiny and improvement body for care and children's services. As part of this process, the ELC has regular Care Inspectorate inspections. A copy of the most recent report is also on display in the nursery entrance.

The Care Inspectorate also handles complaints from parents or carers into the quality of care provided for the children. Information booklets detailing the Care Commission Complaints Procedure are available in the cloakroom area of the nursery. The Care Inspectorate can be contacted at: Care Inspectorate, Ettrick Riverside Business Centre, Dunsdale Road, Selkirk, TD7 5EB.

Tel no. 01896 664400

How can you help us?

- making sure your child has the correct belongings and ensuring that these are named
- encouraging your child to talk about ELC
- telling us about your child's likes and dislikes, significant developments, changes in home routines etc
- reading books with your child and saying nursery rhymes together
- encouraging your child to draw, paint, cut out etc
- encouraging your child's ability to change shoes and clothes etc
- providing dressing up clothes and collecting junk materials boxes etc
- letting us have the **first** go at teaching the formation of handwritten letters
- telephoning school if your child is ill and ensuring that he/she does not return until fully recovered
- returning promptly any requested forms etc
- paying snack money on time
- It is most helpful if children are familiar with a toilet routine as well as when and how to use handkerchiefs/tissues. Your permission will be asked for at the start of the nursery year for staff to assist the children with toileting if required.

What does your ELC child need?

Your child should wear practical and comfortable play clothes which he/she can manage independently when going to the toilet. Children should not feel anxious about getting in a mess! Please avoid braces, belts and too many buttons! Children should bring soft shoes to change into on arrival at the school. Please make sure all clothes and shoes are clearly marked with your child's name.

A spare pair of pants, trousers and socks should also be kept in the bag provided by the nursery in case of 'accidents'.

There is an ELC sweatshirt, but it is not compulsory that children wear one. These are ordered through Border Embroideries a link for which is available on our school website <http://www.lauder.scotborders.sch.uk>.

In summer, please provide your child with a sun hat preferably with a neck protector. Generally, if your child is covered with sun block before coming to nursery, there should be protection for the duration of the nursery session.

Promoting Positive Behaviour - In the School and ELC we work at maintaining and developing a friendly, safe and secure environment that promotes good attitudes to learning and co-operation. We adopt a positive approach to behaviour and will always praise children when we can. Serious or persistent misbehaviour will be discussed with parents.

The staff will work to encourage a positive attitude in the children: towards themselves, their peers and towards adults in the nursery

MEALS AND SNACK

All children in nursery are entitled to a free school meal or they can choose to bring a packed lunch. Snacks are also available during the sessions. Different types of foods are available for snacks at different times to emphasise, for example, healthy eating, dental health, festivals, cultures and different skills such as cutting and spreading. Vegetarians and other dietary requirements are catered for. If your child has any allergies please inform one of the ELC staff. The snack menu is displayed weekly in the entrance. Parents are asked to pay £2.50 weekly (or 50p a session) snack money to cover the cost of providing the children with a daily snack and also ingredients for cookery and other treats. This can be paid weekly or termly.

Tooth Brushing Programme - Tooth brushing will be introduced by the Oral Health Support Worker and this will continue as appropriate as part of Health Education. Parents are required to complete a form if they DO NOT wish their child to take part.

Community Links - Visits are organised within the community and links exist with the community police officer, health centre, dental services etc as well as with educational services such as Speech and Language specialists.



15. DATA PROTECTION STATEMENT

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: 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 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 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

Appendix 1

Creating healthy childhood experiences is a shared responsibility for all. Working together we can ensure all children and young people have a sense of belonging, self-worth and self-confidence to achieve their unique potential.

Healthy Beginnings

Safe • Active • Included • Responsible • Respected • Achieving • Healthy • Learning

Top Tips

- Start your day with a healthy breakfast
- Eat more fruit & vegetables
- Keep food and drinks containing sugar to a minimum
- Enjoy family meal times
- Brush teeth at least twice a day - 'Spit, don't rinse!'
- Register with a local dentist
- Ask your dentist about fluoride varnish
- Be active, move more
- Explore different kinds of play and physical activity everyday
- Increase outdoor learning
- Reduce screen time - Phones, Tablets, PCs & TV
- Think of the 4 Bs - Bath, Brush Book & Bed

What?	Why?
	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Helps concentration</p> </div> <div style="text-align: center;"> <p>Healthy Teeth</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Helps body grow and develop</p> </div> <div style="text-align: center;"> <p>Helps digestion</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Healthy skin</p> </div> <div style="text-align: center;"> <p>Energy</p> </div> </div>

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

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



Bottles used in class should be filled with plain water only.

Good hydration makes a difference to how children think, feel & function!

Contacts

Joint Health Improvement Team: health.improvement@borders.scot.nhs.uk

Food & Nutrition Coordinator: Hazel.Scott@scotborders.gov.uk

NHS Borders Oral Health Promotion: Helen.brand@borders.scot.nhs.uk



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