



WESTFIELD PRIMARY SCHOOL

School Handbook 2025/2026



Contents

Section 1	<u>School Information</u> West Lothian Council Mission Statement West Lothian Council Values School Vision, Values and Aims Staffing School Day
Section 2	<u>Standards</u> Attendance and Punctuality Ethos and Positive Relationships School Dress Code
Section 3	<u>Ethos</u> Equality and Fairness Partnership and Communication with Parents Parent Council Community Links Home Learning, Out of School Hours Learning Eco Schools Pupil Leadership Team Rights Respecting School Buddy System
Section 4	<u>Curriculum</u> General Expressive Arts Health and Wellbeing Literacy and English Modern Languages Mathematics Religious and Moral Education Sciences Social Studies Technologies Agile Learning Meta-skills Instrumental Tuition Use of the Internet Internet Rules Outdoor Learning Home Learning Extra-curricular activities Assessment and Reporting Support for Learning Celebrating Success

Section 5	<u>Admission Procedures</u> Admission Procedures New Entrants to P1 P2-P7 Transfer from P7 to Secondary School Composite Classes
Section 6	<u>Health and Safety and Pupil Welfare</u> Medication in School Illness Emergency Contacts and Arrangements Breakfast Club, Meals, Tuck and Milk School Trips, Residential Visits Parentsportal Online Payment – iPayimpact Security Photography Child Protection Guidelines Playground Supervision Wet Weather Arrangements Transport Assistance Car Park Requested Early Release of Pupil Data Sharing
Section 7	<u>Feedback, Concerns and Complaints and comments</u> Feedback, Concerns and Complaints

Section 1 - School Information

On behalf of the staff, I am delighted to welcome you to Westfield Primary School. I hope that this will be the beginning of a positive partnership for both for you and your child and that you will always feel welcome. As a parent/carer of a pupil in our school, you will have a major role to play in your child's education. Like you, we want the best for your child. Your active involvement in his/her education is not only desirable, but essential. Above all, we hope that your child will feel valued and achieve success at each stage of their learning journey and will grow increasingly confident in their skills development and become a successful learner and confident individual. We provide a wide range of learning opportunities in Westfield, which will lead to your child becoming a responsible citizen and effective contributor to Scotland's future. We have a tremendous sense of pride in our school and its place in the community. We hope to make you as parents and carers feel welcome at all times by fostering an atmosphere of trust, mutual respect, equality and fairness. I look forward to getting to know you and to working with you and your child.

We hope that the following information will be useful to you before and during your child's attendance at Westfield Primary School.

Marnie Ferguson
Head Teacher

Contact Details

<u>School Address:</u>	Westfield Primary School Lomond View, Westfield EH48 3DE
<u>Telephone Number:</u>	01506 634019
<u>School website:</u>	https://westfieldprimary.westlothian.org.uk/
<u>School Email:</u>	wlwestfield-ps@westlothian.org.uk
<u>School Twitter:</u>	@WestfieldPSc
<u>Council webpage:</u>	https://www.westlothian.gov.uk/education

<u>Present Roll:</u>	42 pupils (8 in ELC)
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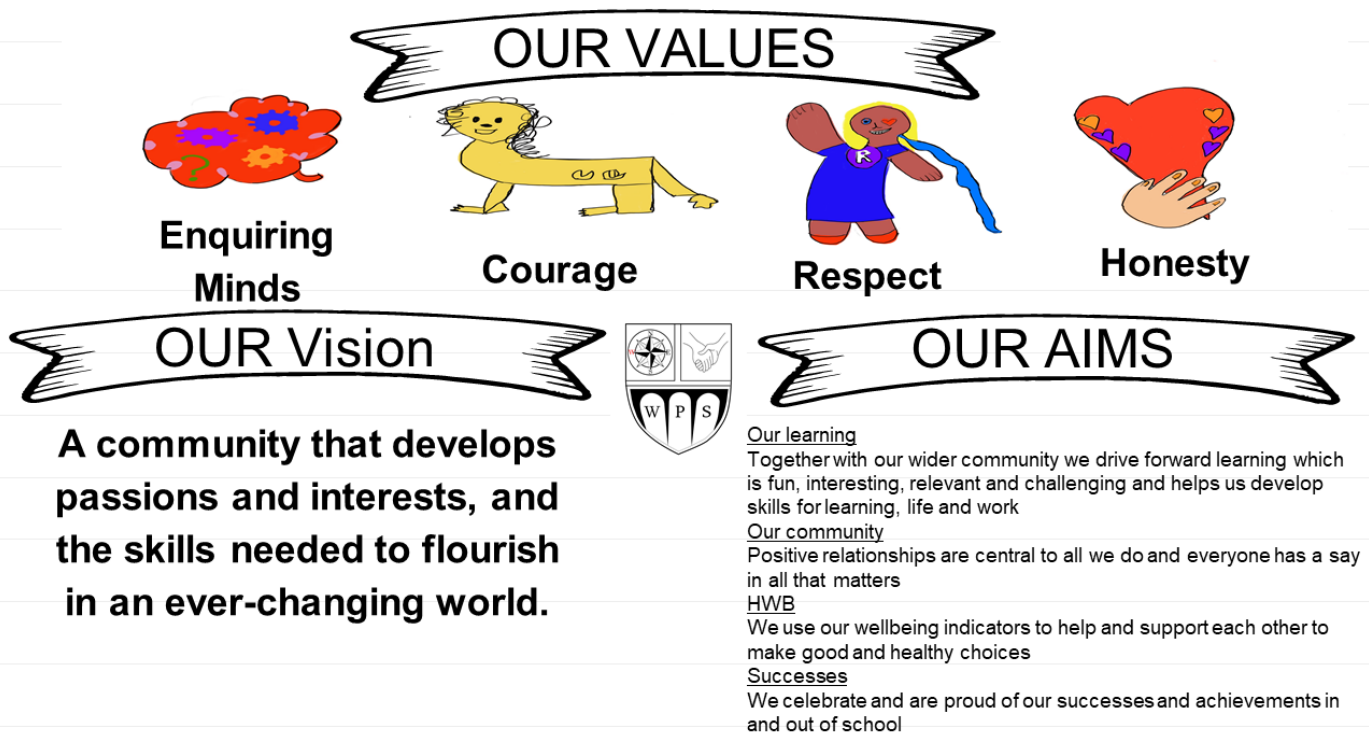
West Lothian
Council

West Lothian Council Mission Statement

"Striving for excellence...working with and for our communities".

West Lothian Council Values

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



Our Team

Westfield Primary is staffed by a Head Teacher, a Principal Teacher, 3 Class Teachers. There is also an Administrative Assistant and a number of Pupil Support Workers, who work in class as well as supervising in the playground.

The people who work in our school are:

Marnie Ferguson – Head Teacher
Louisa Bredin – Principal Teacher
Mrs Agini – Class Teacher
Esther Young – Class Teacher
Janet Browne – Class Teacher
Daniel Mackenzie – Class Teacher
Claire Lundy – Pupil Support Worker
Kerri Mathieson – Pupil Support Worker
Early Years Practitioners – Lucy Marshall and Michelle Morton
Lorraine Stevenson – Administration
Mrs Murray – Catering Assistant
Miss Anderson - Caretaker

School Day

<u>Primary 1-7</u>	(Mon, Tues, Wed, Thurs.)	9.00am - 12.30 pm LUNCH 1.10pm - 3.20 pm
<u>Friday</u>		9.00am - 12.35 pm

School term dates and holidays can be accessed online at:

<https://www.westlothian.gov.uk/article/78393/School-Terms-and-Holidays-2024-2025>

Section 2 –



Attendance and Punctuality

The school enters pupil absence electronically. To ensure an accurate record is kept, it is important that parents provide an explanation for that absence either by letter or by telephone. In line with West Lothian Council, policy parents are requested to notify the school of any absence by 9.45am. A Group Call System, which sends out an automated text message to a mobile telephone in cases of unexplained absence, has been introduced in all schools. If contact cannot be made, the school may involve partner agencies to ensure the safety of

children. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school. Parents are urged to opt into this system.

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. Punctuality is an important social attribute and we expect all our children to be punctual. Late arrival embarrasses the child and disrupts the class work already begun. However, in the event of the occasional 'sleep-in' please send your child to school no matter how late, it is better to miss a little rather than a whole day. If your child arrives late, they must report to the school office so that we know they have arrived in the building and so that we can ensure they have ordered a lunch if required.

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

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



Positive Relationships

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

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

These guidelines are based on mutual consideration, good manners and respect and are in place to ensure the safety and well-being of all pupils and staff in school. They are agreed upon at the start of the year by all pupils with staff and are based on the UNCRC Rights of the Child. Key articles that make up the school, playground and class charters include:

- Article 12: You have the right to give your opinion, and for adults to listen and take it seriously.
- Article 15 You have the right to choose your own friends and join or set up groups, if it isn't harmful to others.
- Article 16 You have the right to privacy.
- Article 19 You have the right to be protected from being hurt and mistreated, in body or mind.
- Article 28 You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.
- Article 29 Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.
- Article 31 You have the right to play and rest.



School Dress Code

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.

At Westfield Primary School, we are proud of our school uniform and the standard this sets in the local community. The uniform is fit for purpose allowing children to be comfortable in their learning. We welcome support from parents and carers in positively encouraging school uniform. We encourage the children to wear teal-coloured polo shirts, white shirts, blue sweatshirts or cardigans and black or grey trousers or skirts. Uniforms can be ordered through the school office or can be ordered direct from the supplier: <https://www.border-embroideries.co.uk/>

On the days that the children have PE lessons they are encouraged to wear school PE kit which comprises a teal t-shirt and navy/black shorts. These are also available to order direct from the supplier.

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

School Clothing Grants are available to parents in receipt of a qualifying benefit; application forms are available online from West Lothian Council website or speak to Miss Bredin. We also encourage the reusing of uniforms and have a range of second-hand uniforms available at times throughout the year. We ask that, if you have any unwanted nearly new uniform, that you hand it in to the school office and that you speak to Mrs Stevenson in the office should you like to give any used uniform a new home!

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



Section 3 – Ethos

Equality and Fairness

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

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

Partnership Working and Communication with Parents

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

Head Teacher updates are issued weekly, and curricular evenings and Parents' Meetings are held regularly. Your comments and suggestions on the work done in school and the service provided for you and your child are welcomed. Updates about events within the school are emailed via Groupcall and successes are celebrated through our Twitter page.

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

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

The purpose of a Parent Council is to:

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

Parent Councils operate in accordance with a local constitution. Parents can put themselves forward to be members of the Parent Council in accordance with that constitution.

Further information can be found on the Scottish Parent Teacher Council website <https://connect.scot/>

Westfield Parent Council is a team of parents who meet once a term. If you would be interested in joining us, dates and times of the meetings can be found in the annual calendar issued at the beginning of term.



Community Meeting

Each week, pupils from P1-7 join together to have a community meeting. This is a chance for the whole school to come together to discuss any up-and-coming events, or to discuss anything which has been brought to their attention in class, playground or lunch hall. Collectively, they also organise special events in the school calendar. At these meetings, all pupils are also involved in working towards the Gold Rights Respecting Award, learning together about their rights and how they can respect the rights of others. At the meetings, the whole school also work collectively to support us all in becoming Global Citizens who make an impact on the world locally, nationally and globally.

Another focus at these community meetings in the school mission to involve pupils, staff and parents in encouraging us all to take care of the environment and to discover the benefits of reducing, recycling and reusing. They identify action points from their yearly audit, which they then address together through community time.

Information about all the initiatives being taken forward can be seen on the Community Board.

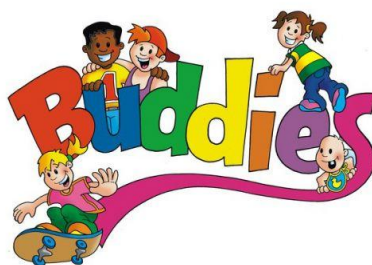


Pupil Leadership Team

Our Primary 7 pupils form the Pupil Leadership Team. They work closely with Ms Ferguson, focussing on the quality of teaching and learning in the school and helping us to drive forward improvements to make Westfield Primary the best it can be. To support them with the improvement journey, we are guided by the Education Scotland How Good is OUR School toolkit.

Buddy System

Each school year, the P6 children become buddies to the pre-school children in the Nursery. They go to the Nursery regularly to get to know the children and to play with them. When the pre-school children go to Primary 1 their buddies will be in Primary 7 and visit them in the class regularly. As well as class visits, if a Primary 1 child is upset about anything in the playground they know who their P7 buddies are and can go to them for help. This session, we will also be introducing P6 buddies who will support P3 pupils with their transition into agile learning spaces.



Section 4 - Curriculum

Bringing learning to life and life to learning

Curriculum for Excellence is followed across Scotland for all 3-18-year-olds – wherever they learn. It aims to raise standards; prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast-changing world. Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this, and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They will ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and number skills that unlock other subjects and are vital to everyday life.

It develops skills for learning; life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

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

The curriculum aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work.

Ultimately, Curriculum for Excellence aims to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens.



The Curriculum

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

The curriculum is organised into eight broad categories

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

Expressive arts

Teachers plan and deliver lessons in all four areas of Expressive Arts: Art and Design, Music, Drama and Dance. Pupil's experiences in the early years is further enhanced through the input of a Music Specialist. Performance through assemblies and school shows provide confidence building and rich experiences for pupils at all stages of school. Your child will get the chance to find out about and express their feelings and emotions and those of others through Expressive Arts.

- **Art and Design**
In Art and Design we build on children's natural desire to express themselves visually. Your child will have the opportunity to explore varied media, drawing, painting, collage, model making and clay work.
- **Music**
This includes singing, making music, listening to music, moving to music and composing music.
- **Drama**
Drama activities range from dramatising stories and historical events to the writing and performance of plays. School concerts, class assemblies and end of term services also provide opportunities for children to show off their dramatic skills. Drama provides an opportunity for language development and emotional expression.

Health and wellbeing

All pupils in Westfield need to learn to develop physically, socially and emotionally in order to enjoy and live a healthy lifestyle. Within a progressive framework, children are provided with opportunities to develop the knowledge, understanding, skills, capabilities and attributes which they need for mental, social, emotional and physical wellbeing, now and in the future.

Learning through health and wellbeing enables children and young people to:

- make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- experience challenge and enjoyment
- experience positive aspects of healthy living and activity for themselves
- apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- make a successful move to the next stage of education or work
- establish a pattern of health and wellbeing which will be sustained into adult life and which will help to promote the health and wellbeing of the next generation of Scottish children.

We encourage healthy eating and discourage sugary snacks and drinks which could be harmful to dental health. We take a holistic approach to health and wellbeing and our progressive framework aims to promote learning about:

- Health – mental, social, emotional and physical
- Physical Education and physical activity including sport
- Eating for health and hygienic practices
- Personal safety / relationships and moral education
- Substance misuse
- Planning for choices and changes

At the beginning of each term, the class teacher will issue a newsletter detailing what the children will be learning about. Any sensitive aspects of learning within Health and Wellbeing will also be highlighted to parents either through the newsletter or by letter before being delivered. Full information will be shared with resources available to view if necessary. This will allow you the opportunity to offer any feedback or for any questions that you may have to be answered.

Languages

Literacy skills are important skills for learning, life and work and are given high priority at Westfield Primary. From the earliest stages of P1 pupils continue to develop the reading, writing, listening and talking skills already established at home and at nursery. They learn to communicate in a variety of ways including the use of technology and learn to read for a range of purposes. We teach reading through a variety of means including the teaching of phonics and phonological awareness, word recognition, concepts of print and hearing and reading a wide range of stories and texts from graded reading schemes, to novels and factual books.

Writing is valued throughout the school and pupils are actively encouraged to develop their ideas and present their work to a high standard. Our school aims to develop in your child the ability to communicate through imaginative, functional and personal writing. Children will experience a variety of listening activities from listening to adults, other children, programmes and games. Linked to the development of listening is the development of talking – answering questions, offering opinions, giving talks and debating

Staff use cross curricular opportunities to stimulate and motivate children in literacy and language development, to help children see connections across the curriculum and to make learning meaningful. We aim to encourage all of our children to use language interestingly, imaginatively, appropriately and precisely.

Modern Languages

Today's children are growing up in a multilingual world and the ability to communicate effectively in social, academic and commercial settings is crucial if they are to play their full part as global citizens. In line with the Scottish Government's 1+2 approach we are working towards ensuring that every child has the opportunity to learn two modern languages from at least P1 onwards. In line with the other schools in the Linlithgow Cluster, pupils in Westfield will learn French as their core language from Nursery to P7, with Spanish as their second modern language from P5 to P7 onwards. From Nursery to P4 Children will experience Modern Languages teaching through songs, greetings, games and role play. At these stages the emphasis remains on active learning, fun and enjoyment.

P5 –7 children are encouraged to consolidate their learning in listening and talking and further develop more formal reading and writing skills in the appropriate language.

Mathematics

In Numeracy and Maths we plan to enable children to:

- Develop essential numeracy skills which will allow them to fully participate in society
- Develop a secure understanding of the concepts, principles and processes of mathematics and apply these in contexts relevant to real life.

Mathematics is made up of distinct outcomes and experiences: Number, money, measurement / Shape, position and movement and Information Handling. In all of these areas children have the opportunity to develop problem solving and enquiry skills. The use of digital technology is evident throughout the maths programme with suitable interactive programmes and websites used at all stages. Development of mental maths from the earliest stages is a high priority to improve confidence in all numeracy activities. During Numeracy and Mathematics pupils have the opportunity to learn in new and exciting ways. These include learning as a whole class, in pairs, groups or individually. Often these experiences are related to real life contexts across the curriculum in order to motivate children in learning, which has relevance for them.

Religious and moral education

Through the Religious and Moral Education programme pupils extend their awareness and understanding of religion and will think about their own beliefs and values. Religious Education provides pupils with knowledge of Christian practice in worship and shows them the place of Christian action in the community. Children will also study the world's major religions, in line with national guidelines, as well as views that are non-religious. This part of the curriculum operates through class teaching, assemblies, outside visits and visitors to school. Any parent who wishes to exercise their right to withdraw their child from religious education/ observance should inform the Head Teacher. Alternative learning experiences would be planned that promote personal reflection on values and other moral issues.

Moral education encourages your child to form positive attitudes to life and includes teaching the values of justice, equality and fairness. We encourage all children to appreciate moral values such as honesty, respect, fairness and concern for others.

Sciences

Attractive, challenging and relevant science courses are provided for all pupils which:

- broaden pupils' understanding of themselves, the society in which they live and the world as a whole;
- develop a scientific approach to problem-solving, encouraging critical thinking about phenomena, events and issues;
- develop positive attitudes to science and its contribution to and impact on society
- contain practical work;
- promote interactive approaches to learning and teaching, including the use of digital technologies.

The five organisers for the Sciences are:

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

Social studies

These areas of the curriculum are often taught through an inter-disciplinary learning context. This means that children can make meaningful links between subject areas through a specific context, learning in a deeper way.

Through Social Studies, children learn about people and their values in different periods of time and in different contexts, developing a better understanding of the world.

Opportunities exist for studying the local environment and how it has evolved. Visitors are encouraged to visit the school to discuss their business and help pupils develop their enterprise skills. West Lothian Council encourages schools to involve the children in the ECO School Project. This initiative requires the school to develop a partnership of pupils, school staff, members of the local community to work together in order to improve the school environment. The ultimate aim is for the school to maintain its Green Flag status.

Technologies

The Technologies framework includes creative, practical and work-related experiences and outcomes in business, computing science, food, textiles, craft, design, graphics, engineering and applied technologies. Children also develop an understanding of the role and impact of technologies in Scotland and the global community.

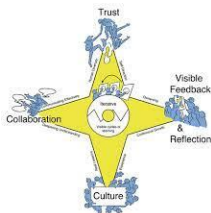
The technologies framework has six organisers, namely:

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

More information about Curriculum for Excellence is available on the Education Scotland website [Curriculum for Excellence - further information](#)

Agile Learning

In Westfield Primary, pupils learn through play in Primary 1/2. This approach, which is steeped in discovery and exploration, progresses through the school with pupils in P3-7 learning through exploration in what we call Agile Learning. They will spend each day in their hub class, focussing on core literacy and numeracy, then spend the rest of the day learning across stages and spaces, having access to a wider range of learning opportunities which are planned for and facilitated by our teachers. This approach focusses on developing a wide range of lifelong skills (meta-kills) as well as protecting all learners' entitlement to a broad general education. Project learning, through our curriculum, will be either adult led, adult initiated or pupil led and is scaffolded using the agile toolkit, which closely reflects agile approaches used in the world of work.



Meta-skills

Also central to our approach are the Skills Development Scotland Meta-skills. Pupils will develop a range of skills during their time with us and will become increasingly competent at reflecting on how they use these skills throughout their learning. Please click on the link below for more information:

[SDS Meta-skills](#)

Instrumental Tuition

The Council offers instruction in bagpipes, brass, percussion, strings and woodwind. Schools will tell children when there is an opportunity to apply for lessons. There is a charge for lessons, but concessions are available. You can find out more from the Instrumental Music Service.

Use of the Internet

Children access information and resources on local and worldwide networks as part of their studies.

West Lothian Education Services implements software to provide protection from inappropriate material on the Internet. It must be recognised, however, that no protection can be absolutely guaranteed, and, to this end, pupils must not actively seek inappropriate material and should report any items that make them feel uncomfortable. We ask parents to promote the responsible and safe use of the internet at home, including the use of social media if parents permit their children to access it.



Internet Rules

When using the Internet, we expect children:

- *Not to swear, use rude or threatening words*
- *Not to reveal their address or phone number or those of others*
- *To remember that electronic mail (email) is not guaranteed to be private*
- *Not to use the Internet in such a way that would disrupt its use by others*
- *Not to try to find inappropriate material*
- *To tell a member of staff if a page, picture or message is found that makes the child feel uncomfortable*

If these rules are not followed the child will not be allowed to use the Internet and the school may take further action.

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

Outdoor Learning

There is a strong commitment in Westfield to developing children's knowledge, understanding and skills beyond the classroom. Staff plan motivating cross-curricular experiences using the 'outdoor classroom'. These lessons allow pupils to extend their learning within relevant contexts and to understand that their learning is deeply rooted in real life. The 'outdoor classroom' can mean using the school grounds or local outdoor environment for a range of skills activities. It can also mean visiting heritage sites or ancient buildings to develop a deeper understanding of people in the past. Classes at all stages of the school have opportunities throughout the year for visits which are directly related to topics being studied.

Home Learning

Home Learning is provided on a fortnightly basis and will provide a variety of tasks which relates to the children's work in class. Children are given a set number of tasks to complete and optional ones are provided for those wishing to further challenge themselves. This work should always be set within the child's ability. Parents are asked to sign to say that they have seen the completed home learning.

Extra-curricular Activities

A number of extra-curricular activities are provided over the year, ranging from sports clubs to art clubs. Clubs are offered to different stages in the school and pupils are given details when appropriate.

Assessment and Reporting

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

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

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

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



Support for Learning

Class teachers are continuously assessing the needs of pupils in their class.

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

Should your child require additional support in a particular area, you are invited to discuss this with the Leadership Team. Support for learning teachers work co-operatively in class with the class teacher in a variety of curricular areas and with all the children. Continuous records are maintained and you will be kept informed of your child's progress.

This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs. Additional support may be given to the school to enable such placements

to be successful. Should an integrated placement or placement into special classes be necessary, these are made following professional assessment and in consultation with parents. The authority considers that each school is equally capable of meeting the needs of all pupils.

Celebrating Success

Pupils are encouraged to have high expectations of themselves and their success is recognised in a variety of ways. Events which showcase learning will be held throughout the session and parents will be invited to attend. At these events, pupils will celebrate successes in their learning. We look forward to welcoming you to our showcase events. Dates for these will be part of our annual calendar, which will be issued at the start of the session.

The Learner's Profile will be developed this session, and will be used by teachers and pupils to exemplify successful learning in the classroom. Learning will be discussed and evaluated as part of a reflection in class. More information on the profiles will be shared with you during the coming session.



Section 5 – Admission Procedures

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 from schools, nursery schools, libraries, Council Information Service Offices and from the Pupil Placement Section.

Westfield Primary is non-denominational and provides for stages P1 – P7. Although the Council aims to provide enough places for all children in the catchment area at a catchment school, living within a catchment area does not guarantee a child a place at a catchment school. Parents can request a school other than one of their catchment schools. This is known as a 'placing request'. Parents can request that their child go to any primary school in West Lothian regardless of their religion. Online forms can be accessed from Council website and completed with assistance by school staff or by reference to guidance notes.

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



New Entrants to P1

You can apply for a P1 place from the November of the year before your child is due to start school, and the places are allocated in April of the same year that your child is due to start school. Details appear in local papers, Council Information Centers, in nursery schools and playgroups. A comprehensive Transition timetable is in place that supports any child starting P1, which culminates with children being invited to spend some time in school, usually in June, to meet their teacher and see their classroom.

New Pupils Primary 2 – 7

Parents seeking to enrol their child should in the first instance contact Pupil Placement to make their request and complete an online form. Parents are at liberty to make an appointment to view the school and speak to the Leadership Team. When enrolling their child, parents should bring along a copy of the child's birth certificate and as much of the child's current work as possible. We will also require the name and address of the previous school so that the child's records can be requested.

Transfer from P7 to Secondary School

Each home address has a denominational (Roman Catholic) and a non-denominational secondary school in their catchment area. In November and December, parents of P7 pupils will receive a letter from the Pupil Placement Section indicating the catchment area secondary schools for their home address. The letter, which will be sent home with the child, asks parents to confirm their transfer intentions. It is generally assumed that P7 pupils transfer to their associated secondary school providing that their associated secondary school for the primary school they attend is also a catchment secondary school. The letter also advises parents of their right to make a placing request and how to do this. Information on placement requests is available from the Pupil Placement Section.

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

The associated secondary school for Westfield Primary is:

Linlithgow Academy
Braehead Road
Linlithgow
EH49 6EH

Telephone: 01506 843211



Transport assistance **may** be provided for children who cannot be placed in the catchment school. Information on this can be obtained from School Transport (telephone 01506 280000), Pupil Placement (telephone 01506 280000) or from the Council website – www.westlothian.gov.uk.

Further details of the policy and procedures for admission to primary school and pre-school education can be found here: -

Pre-school Admission Policy:

<https://www.westlothian.gov.uk/article/32402/Education-Policies-and-Procedures?f=Metadata1789-16214>

Primary School Admission Policy:

<https://www.westlothian.gov.uk/article/32402/Education-Policies-and-Procedures?f=Metadata1789-16214>

Composite Classes

When pupil numbers make it impossible to have a straight year class, it is necessary to form a composite class with a maximum of 25 pupils. This class will have children at two or more stages. Our staff are experienced and skilled in differentiating the curriculum to ensure that the needs of each learner are met. As teachers consider the needs of individual children, composite classes should not be a cause for concern to parents. More information about composite classes can be found on the following link:

<https://www.westlothian.gov.uk/article/32402/Education-Policies-and-Procedures>

Section 6 – Health and Safety and Pupil Welfare

Medication in Schools

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

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

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

<https://www.westlothian.gov.uk/article/68000/Procedures-for-the-Management-of-Pupils-with-Healthcare-Needs>



Illness

If your child is going to be absent from school, please telephone the office on 01506 634019 and either leave a message on the answering machine or with a member of staff.

As bugs can spread quickly around the school, we ask that you please keep your child at home until he/she has fully recovered from illness, even if they really want to come back!

Below is a West Lothian summarised table of common illness and, if necessary, the period of absence that your child should be off school for:

Chicken Pox	Children should remain absent until all vessels become dry (7days approx). This is extremely dangerous to pregnant women.
Conjunctivitis	High transmission risk, until lesions have crusted.
Sickness & Diarrhoea	48 hours after last episode.
Fifth Disease (slap cheek)	Children should remain off until recovered. Dangerous to pregnant women.
Hand Foot & Mouth Disease	High transmission risk.
Head Lice	High risk of transmission and children should stay off until fully treated.
Warts	Children can attend school with warts however they must be covered; children cannot play in sand or water for risk of transmission.

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

All pupils of nursery schools and classes are entitled to 0.18 litres of milk daily free of charge. Children whose parents are in receipt of qualifying benefits may also receive milk free of charge. Milk is available to other primary pupils at a reduced cost.

The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff. Children may have school meals regularly or on odd days when necessary. Children choose from four options each day. This includes a vegetarian option. These are on display to allow the children to see the choices. The menu is available on the Council website. If your child has special dietary requirements, please let the school know. Please also advise the school immediately should your child have any allergies.

All P1-P5 children, and P6-P7 children whose parents are in receipt of qualifying benefits, are entitled to free school meals. Other children can buy a school lunch. Cost is currently £2.57.

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.

Breakfast Club

The Breakfast Club provides pupils with a healthy breakfast and offers the opportunity for them to sample and develop preferences for healthy options. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn. Pupils also benefit from physical activities or time to do homework.

Westfield offers a Breakfast Club which is available to children from 8.10am until 8.30am. The Breakfast Club has one member of staff on duty, Mrs Murray. The club offers a variety of cereals with toast, fresh fruit, and yoghurt and fruit juice.

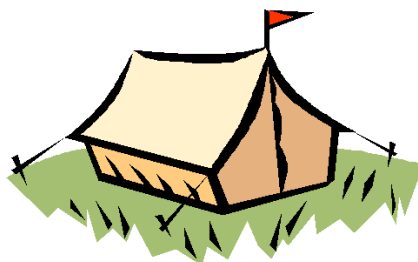


School Trips

Throughout the session educational excursions may be organised to enhance the learning that the children have completed in the classroom. An EE2 form will be needed for every excursion out of school for you to complete. This provides any medical information that may be required in the case of an emergency whilst out on a trip. This form will be found on the Parentsportal (see below).

Residential Visits

Primary 5 children take part in a short residential visit to Gowanbank in Ayrshire and Primary 7 children spend 5 days at a residential camp at Lendrick Muir in Kinross. These are both adventure camps with a wide range of activities include tree climbing, orienteering, bowling, archery, etc.



Parentsportal

Parentsportal.com is a single point of access for online school payments (iPayImpact) and a variety of additional services to support you and your child. This includes:

- link with your child
- view school calendar
- view child's attendance
- complete the annual data check process electronically
- update own as well as child's details at any time
- access Parent Zone and MyWestLothian
- access online school payments (iPayImpact)

Parentsportal link

To register, please click on the link below:

<https://parentsportal.scot/pportal//>

Online payments to school with iPayimpact

We have now introduced a more convenient way to order and pay for primary school meals, trips activities and other significant school purchases, using a secure internet service called iPayimpact. iPayimpact offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available. You will have a secure online account, creating your unique username and password; with a secure activation via your email address. Once activated you should keep your username and password safe and secure. Making a payment is straightforward and iPayimpact holds a payment history for you to view at any time; no card details are stored in any part of the system. Once you've activated your account you can make online payments straight away. Your child will bring home a unique iPayment Account activation letter.

Security

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

Photography

West Lothian schools have a photography policy 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.

Photography is helpful in publicising the success of the school and in promoting educational initiatives. From time to time members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will always be respected, as will the views of the senior students, themselves, in secondary schools.

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group agree.

Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photo-opportunities will, instead, be arranged before or after a performance or an event, if possible.

If unsure whether permission has been given by staff to record a particular performance or event, parents should ask the Head Teacher.

Class and individual or group photographs are annual school events. Parents are asked in advance whether they wish their children to be included in these events. Reputable commercial photographers are involved, and the law allows them to retain the copyright in the photographs.

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 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 before the day begins, during the morning interval and during lunchtime. If children have an accident or any other problem in the playground, they report initially to the nearest member of staff 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.

Wet Weather Arrangements

During spells of extreme weather, children are formally supervised in a classroom or open area.

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 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.

Pupils are supervised until the school bus leaves the school. It is important that parents / carers always stress the need to wear seatbelts on the school bus.

Car Park

In line with West Lothian Council's policy parents are not permitted to park in the car park unless their child has a medical exemption and only after agreement is sought from the Head Teacher. Parents are requested to park away from the entrance to school. Parking causes safety issues for the children and is inconvenient to those living nearby. Parents are also asked not to park on the yellow zigzag lines outside the school gate, as access is required for emergency vehicles.

Requested Early Release of Pupils

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 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 alone during the school day.

Data Sharing

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

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



Section 7

Feedback, Concerns and Complaints

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

If you are dissatisfied with that response you should contact:

Education Services West Lothian Council
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF
Tel: 01506 280000

educationcustomerservices@westlothian.gov.uk

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