

School Handbook



Lorne Primary School

August 2015 to July 2016

Updated 25/01/15

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A Foreword from the Director of Children and Families

Dear Parents

This brochure contains a range of information about your child's school which will be of interest to you and your child. It offers an insight into the life and ethos of the school and also offers advice and assistance which you may find helpful in supporting and getting involved in your child's education.

We are committed to working closely with parents as equal partners in your child's education, in the life of your child's school and in city-wide developments in education.

Parental involvement in the decision making process and in performance monitoring are now, more than ever, an integral part of school life. We look forward to developing that partnership with your support.

I am pleased to introduce this brochure for session 2014 -15 and hope that it will provide you with all the relevant information you may need concerning your child's school. If you have any queries regarding the contents of the brochure please contact the Head Teacher of your child's school in the first instance who will be happy to offer any clarification you may need.

Gillian Tee
Director of Children and Families

Children and Families Vision

Our vision is for all children and young people in Edinburgh to enjoy their childhood and fulfil their potential.

We believe that children and young people do best when:

- they are able to live safely and happily within their own families with the right kind of support as needed
- they attend first class, inclusive schools and early years settings which meet their needs

We will do all we can to strengthen support for families, schools and communities to meet their children's needs.

Our mission is to place children, young people and families at the heart of our service and provide support when it is needed throughout childhood and the transition to adulthood.

Welcome from the Head Teacher

Welcome! Fàilte! Witamy! العربية خشامديد 欢迎 स्वागतम् ¡Bienvenido!

Dear parents

Thank you for choosing Lorne Primary School. We aim to give your child the best possible education. We want your child to be successful, confident, responsible and to play a full part in our country's future. This handbook offers an introduction to our school and a general overview of the education your child will be receiving at school.

We want your child's time at school to be safe, happy and fun...a time to remember with fondness. To achieve this we will work in close partnership with you.

Parents, carers and schools working together can make a huge positive impact on a child's future life. We look forward to working with you to achieve this.

The following information is presented in sections in alphabetical order. There is also useful information on our school website parent zone and blog. Our website can be found at www.lorne.edin.sch.uk

If you have any questions, or would like any further information on any aspect of this handbook or the education of your child, please do not hesitate to contact me.

Colin McLean, Head Teacher, Lorne Primary School

Contact Details

Colin McLean, Head Teacher

Dave Short, Depute Head Teacher

Lorne Primary School

7 Lorne Street, EDINBURGH, EH6 8QS

0131 554 2308

www.lorne.edin.sch.uk

info@lorne.edin.sch.uk

www.facebook.com/lorneprimaryschool "Like" our page to receive useful news and updates

About the school

Stages of Education provided for: Nursery to Primary 7 (3 to 12 year olds)

Present Roll: 280

Denominational Status of the School: Non-denominational

Gaelic Medium Education is provided by the City of Edinburgh Council at ...

Gaelic playgroups - Croileagan

Leith Community Centre. Contact Norma Martin on 0131 529 2415.

Gaelic primary school- Bun-sgoil

Parkside Primary School/ Bun-sgoil Taobh na Pàirce provide Gaelic Medium Education at nursery and primary level. 0131 553 5856

Secondary school- Ard-sgoil

Pupils can continue Gaelic study at James Gillespie's High School where Standard Grade and Higher courses in Gaelic are offered. Contact the school on 0131 447 1900.

Additional Support Needs As with all local authority schools in Scotland, this school operates under the terms of the Additional Support for Learning Act (2009) and its accompanying Code of Practice. Further details of the policies and procedures can be found on Edinburgh Council website at www.edinburgh.gov.uk/InOnTheAct

In on the Act - Supporting children and young people with additional support needs provides the following information specified by the Education (additional Support for Learning) (Scotland) Act 2009 which includes –

(a) the authority's policy in relation to provision for additional support needs,

(b) the arrangements made by the authority in making appropriate arrangement for keeping under consideration the additional support needs of each such child and young person and the particular additional support needs of the children and young persons so identified.

c) the other opportunities available under this Act for the identification of children and young persons who

- have additional support needs,
- require, or would require, a co-ordinated support plan,
- the role of parents, children and young persons in the arrangements referred to in paragraph (b),
- the mediation services provided
- the officer or officers of the authority from whom parents of children having additional support needs, and young persons having such needs, can obtain advice and further information about provision for such needs.

We have a 'staged intervention approach'. For example, a child with additional support needs may receive some extra support from his class teacher. If more support is needed we may assess needs and allocate further support from a pupil support assistant, class teacher or support for learning teacher. Children requiring further support may be assessed and

outside services engaged. We work with other agencies and professionals – for example, Social Work Services, Educational Psychology Service, National Health Service and you the parent to make decisions with regards to the best possible education to meet the needs of your child within the resources available. If you feel your child has additional support needs please discuss these with your class teacher in the first instance.

Parents, carers and children with additional support needs can also seek independent advice and support through school staff or through:

Enquire: www.enquire.org.uk, 0845 123 2303

Scottish Independent Advocacy Alliance, www.siaa.org.uk, 0131 260 5380 Take Note:

National Advocacy Service for Additional Support Needs (Barnados in association with the Scottish Child Law Centre) www.sclc.org.uk, 0131 667 6633.

After-school clubs At the start of each term you will receive a letter explaining which after-school activities are running for that term. These are organised by the Active Schools Coordinator Team of Edinburgh City Council. The activities take place in Lorne Primary and other local schools. There is a small fee for the year and your child can join as many clubs as they like. Financial help is available- please speak to the Head Teacher or Depute Head Teacher in confidence if you need this. **If you need to cancel an after school club, please contact the after-school coach or coordinator on 07884 228020 not the school office.**

Anti-racism In line with City of Edinburgh Council's policy, Lorne Primary is opposed to racism in any form and we will do everything within our power to eliminate it from the school and to foster respectful and positive relationships between children. Children are encouraged to report any instances of racism in the knowledge that support will be given to the victim and the incident dealt with. Working together with parents we feel confident that Lorne will continue to be a harmonious community in which all are respected.

Arriving in school When you arrive in school, please ring the buzzer at the front door. There are four options at the buzzer. Please push the buzzer for

1. "Main Office" and if there is no reply then press...
2. "Office 2"
3. If you are coming to nursery, please push the buzzer for "Nursery"
4. If you are coming to Gingerbread after-school club push the buzzer for "Gingerbread"

Someone will then unlock the door and the system will say "Door open" If you are going to nursery or after-school club, you can go straight there. If you are going anywhere else, please report to the school office.

Attendance and absence It is the responsibility of parents of a child of school age to make sure that their child is educated.

Absence from school is recorded as authorised, that is approved by the children and families department, or as unauthorised, that is unexplained by the parent (truancy).

Please let the school know by letter or phone if your child is likely to be absent for some time, and give your child a note on his or her return to school, confirming the reason for absence. If there is no explanation from a child's parents, the absence will be regarded as unauthorised.

Please make every effort to avoid family holidays during term time as this will disrupt your child's education and reduces learning time. I can approve absence from school for a family holiday in certain extreme situations, for example, in traumatic domestic circumstances where the holiday would improve the cohesion and wellbeing of the family. Please discuss your plans with me before the holiday. If I cannot give permission before the holiday, it will be recorded as unauthorised absence. I can authorise a holiday if you can prove that work commitments make a family holiday impossible during school holiday times. Normally, your employer will need to provide evidence of your work commitments. Absence approved by me on this basis is regarded as authorised absence.

Any requests for extended absence over two weeks will be referred to the Senior Education Manager who will decide if it will be recorded as authorised or unauthorised leave.

Parents from minority ethnic religious communities may request that their children be permitted to be absent from school to celebrate recognised religious events. Absence approved on this basis is regarded as authorised absence. Extended leave can also be granted on request for families returning to their country of origin for cultural or care reasons.

A supportive approach is taken to unexplained absence. However the children and families department has legal powers to write to, interview or prosecute parents, or refer pupils to the Reporter to the Children's Panel, if necessary.

Work missed due to absence

Holidays during term time If a child goes on holiday during the school term, teachers will place the main pieces of missed maths and English work in a folder. When the child returns to school, the missed pieces of work will be given to the child to take home. Parents should supervise this missed work and return it to school once completed for teachers to check the work. Work will not be organised in advance of a child going on holiday during term time as this takes teaching staff away from preparing work for the rest of the class.

Illness (less than 1 week) If a child is absent for a week or less, teachers will save the main pieces of missed maths and English work in a folder and explain this work to the child on their return to school. This work will then be caught up in school and at home. Teachers will check this work on completion.

Illness (more than 1 week) If a child will be absent for longer than a week because of ill health, parents should contact their class teacher and request work if the parent wishes this for their child. This will normally consist of maths, English and key pieces of work in other learning areas. As a lot of school work is now activity based it can be difficult to organise this for at home. However, we will do our best to provide reading, writing and talking activities which a child can complete with an adult's supervision at home.

Illness (long term) School can organise teaching support from the Hospital and Outreach Teacher (HOTS) team for longer absences such as prolonged hospital stays and prolonged illness at home. Please contact the Head teacher or Deputy Head teacher to organise this.

Temporary mobility problems e.g. broken legs Please note that our school does not have a lift and a stair climber cannot be fitted. Children cannot be carried up and down the central stairs in school. If a pupil has a temporary mobility problem which means they cannot access their classroom on the upper floors, the headteacher will contact the Hospital & Outreach Teaching Service (HOTS) and request home tutoring for a child. It should be noted that home tutoring is not full time and would be an agreed number of hours per week.

We can make reasonable adjustments to help with temporary mobility problems (e.g. pupil is given permission to use the staff toilet on the same floor as their classroom) and we will do everything we can to avoid disruption to a child's education.

Useful websites for practising skills when absent from school...

www.spellingcity.com for spelling

www.bbc.co.uk/scotland/learning/?tab=primary for social subjects

http://www.bbc.co.uk/schools/websites/4_11/site/numeracy.shtml for maths

<http://resources.woodlands-junior.kent.sch.uk/games/educational/> games for all learning areas

Behaviour We expect all children to stick to the following 4 rules which are displayed around the school and which are discussed frequently in school.

- Learning rule: learn all you can
- Respect rule: treat others as you would like to be treated
- Safety rule: play and learn safely at all times
- Problem solving rule: solve problems in a peaceful manner

Children who are seen putting these rules into practice are rewarded by having their name placed in their class Blue Book. After three entries in the Blue Book, the child is sent to the Head Teacher or Depute Head Teacher to have their name entered into the school's Golden Book. Then, at an assembly, the child is given a special Golden Letter for parents, The second, third, fourth and fifth letters are rewarded with a pen, book mark, a special school wrist band and a calculator.

Children who do not stick to the rules are spoken to first and asked which rule they are breaking and what they need to do to stick to the rule. This is followed by a first warning. After that, the children may receive a sanction such as being asked to take time out to calm down, apologise to someone, lose some of their weekly privilege time (which can always be won back if behaviour improves) Children who are sanctioned again are sent to the Head Teacher/ Depute Head Teacher and a record is taken of the behavioural issue. Parents may then be asked to come to school and discuss the issue and agree next steps. Children may be excluded from school as a last resort or where a serious behavioural issue has arisen.

Breakfast Club We run a breakfast club. This opens at 8am and is run by our pupil support assistants. The cost in January 2015 is £7.50 per week, regardless of the number of sessions you use. Children have a choice of fruit juice, milk, water, cereal, toast, fruit, yoghurt etc. Occasionally there are special treats such as hot chocolate or pancakes. After having breakfast children can go outside to play. They must stay within the back playground. If they need help - they ring the breakfast club bell. Please note that there is no adult supervision outside at this time.

Bullying The potential for bullying is present in all schools. Parents and teachers need to work together to ensure that children feel safe to report any incident of bullying. Reported incidents will be investigated and dealt with immediately. Pupils are helped to develop strategies to deal with bullying through a school initiative called "Let's Stop Bullying". Each class elects a pupil as their LSB person. Pupils know that they can take any concerns to a

member of staff but, if they would rather, they can report to their LSB representative who will take the matter further for them. There are also boxes in each classroom and around the school where children can report bullying to staff.

Child protection We place a high priority on the well-being and safety of our pupils. To this end we have in place a personal safety programme to give pupils knowledge and life skills to keep them safe from all form of abuse. Where we have concerns that a child about the possible abuse of pupils we are required to follow the Edinburgh and the Lothian's Inter-Agency Child Protection Procedures which set out the specific duties and responsibilities towards the child and their parents/carers.

Communicating between home and school Our school office is staffed from 8.45am to 3.30pm. Outside these times, messages can be left on our answer service (0131 554 2308) if no-one replies. Please do not use email to leave urgent messages as email is not being checked all day.

We need to be able to contact you if your child is ill, has not turned up at school or has an accident. Please make sure your details are up-to-date in the main school office. We need to know your...

- name and address
- home, work and mobile telephone numbers
- emergency contact person's name, address and phone numbers
- child's health conditions and special dietary needs. Your child's doctor's name, address and phone number.

If you would like to discuss your child's progress, please contact your child's class teacher in the first instance.

If you would like further discussion, you can contact us on 0131 554 2308 or via our website www.lorne.edin.sch.uk or school email address admin@lorne.edin.sch.uk. For issues relating to...

- **Nursery to P3 children:** Colin McLean, Headteacher
- **P4-7 children:** Dave Short, Depute Head Teacher
- **Additional Support Needs:** Support for learning teacher
- **Child protection:** Colin McLean, Headteacher and Child Protection Designated Officer
- **PVG and volunteering:** John Wall, Business Manager
- **All other enquiries:** Fiona Young, school administrator or Irene Alexander, pupil support assistant working in the school office.

School text service Please note that when we send you a text, you cannot text us back here at school. The City Council's primary school text service is a "no reply" service.

School newsletter We send home a newsletter every month. This arrives as a text link or email link to our newsletter section on the school website. Newsletters can be viewed at any time on our school website. Please let us know if you would prefer to receive the newsletter as an email or text. We can also send out the newsletter as a paper copy if you do not have access to the internet.

Complaints We all hope that you will be completely satisfied about your child's education and we encourage feedback on our services from parents and pupils. We are, therefore, interested in feedback of all kinds, whether it be compliments, suggestions or complaints.

- If you want to register a comment of any type about our school you can do this by writing, e-mailing, telephoning or making an appointment to see someone. All feedback is welcome and keeps us in touch.
- If, in particular, you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible. There are some things which you should take note of in relation to making a complaint: Please make any complaints initially to the Headteacher. This makes sure that the school knows what is going on and has an opportunity to respond and resolve the issue. We will try to respond as quickly as possible, but often issues are complex and we need time to investigate. If you are still unhappy with the service or with our response then you will have the right to take the matter further and contact Advice and Conciliation (0131 469 3233) If you are still unhappy after the further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman, our reply will include the contact details.

Curriculum for Excellence The curriculum is for all 3 to 18 year olds and at primary school has the following learning areas...

- Numeracy & Mathematics
- Literacy & English Language
- Sciences
- Technologies
- Languages
- Expressive Arts
- Social Subjects
- Health & Well-being
- Religious & Moral Education
- Modern Languages (P6 & P7) Currently French. Please note that we plan to introduce the Scottish Governments "1+2 modern foreign languages policy" in 2015-16 which means all children will start to learn foreign language 1 in nursery and P1. Children will then start to learn foreign language 2 in P5. This likely to be French and Spanish in the Leith Academy cluster of schools.

Children are expected to progress through Experiences & Outcomes which are organised into levels...

- Early Level (Nursery to end of P1)
- First Level (P2 to P4)
- Second Level (P5 to P7)
- Third Level & Fourth Level (first to fourth year of secondary school)
- Senior Phase (fifth and sixth year of high school)

Learning, Teaching and Assessment Within classes, children are usually grouped so that children at similar levels of attainment can be taught together. Children will work in groups, whole classes and individually. Teaching strategies will include direct teaching by the

teacher, investigating, problem-solving and discussion. Increasingly, Scottish schools are focussing on more active and outdoor learning activities.

We will assess your child's learning in many ways throughout the year

Formative assessment when teachers and children observe, discuss and evaluate how learning has progressed and make targets for next steps in learning.

Summative assessment when teachers and children will summarise how well learning has progressed at a certain time.

Standardised assessment when children will be tested to see how they are progressing and what their next steps in learning should be. Currently this is at P1, P4 and P7 in literacy and numeracy.

Additional support needs assessments can help us see what extra support a child needs.

Pupils are also involved in assessing their own progress and developing their next steps.

At Lorne Primary School, our curriculum has been structured into 'discrete areas of learning' and 'interdisciplinary learning themes'. We also teach literacy and numeracy across learning where children use and apply skills in different learning areas. Our discrete areas of learning are maths, English, French at P6 & P7, physical education and religious & moral education and some Science and Technologies teaching is also discrete. Our interdisciplinary learning themes consist of sciences, technologies, expressive arts, health & well-being and social subjects. An example of a theme is 'The Vikings in Scotland', 'Cook My Own Lunch' or 'Design a Theme Park'. Within these themes children learn skills, knowledge and attitudes from across the areas of learning above.

Teachers at each level will plan together to help meet the needs of all children and to ensure consistency across classes. Teachers plan with English as an Additional Language, Support for Learning and visiting specialist teachers and colleagues.

Parent information sheets "What will my child learn in P1, P2 etc." are available in the Parent Zone of our school website www.lorne.edin.sch.uk

Please contact the Head Teacher if you would like any further information about the curriculum within our school. More information is also available at www.educationscotland.gov.uk/thecurriculum/index.asp

Data management: transferring educational data about pupils The Scottish Government has asked that the undernoted advice be included in our school brochures. Education authorities and the Scottish Government collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus the Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Government itself.

What pupil data is collected and transferred? Data on each pupil is collected by schools, local authorities and the Scottish Government. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil

identifier. Pupil names and addresses are not passed to the Scottish Government. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Data is held securely and no information on individual pupils can or would be published by the Scottish Government. Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on the ScotXed website will help you understand the importance of providing the data.

Why do we need your data? In order to make the best decisions about how to improve our education service, the Scottish Government, education authorities and other partners such as the Scottish Qualifications Authority and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better.

Your data protection rights The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the use of pupil data can be found on the ScotXed website (www.scotxed.net). The Scottish Government works with a range of partners including Education Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of the Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with colleagues within and outwith the Scottish Government.

Data Concerns If you have any concerns about the ScotXed data collections you can email the Senior Statistician, scotxed@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

English as an Additional Language The Children & Families Department provides a support service of teachers of English as an additional language. The teachers visit schools to work with those bilingual pupils who require assistance in developing English language skills.

Equality Council has published an Equality Scheme, which can be viewed on the council's website. This outlines the duties which the Council is required to undertake to tackle

discrimination, prevent harassment and ensure our work promotes equality. The Council is committed to eliminating discrimination on the grounds of race, gender, disability, sexual orientation, religion/belief, age, marriage or civil partnership, transgender status or pregnancy/maternity.

Friends of Lorne Primary School (Parent Council) All parents are members of the Parent Forum. We have The Friends of Lorne Primary School group which organises social and fundraising events. In recent years, fundraising has paid for

- sound and light system for our main school hall
- camcorder
- smart boards
- playground equipment
- sports wear

Over a year the group organises

- October disco for P1-3 and P4-7 children
- December school fair
- March games night
- June school fair
- occasional working bees to help out with things at the school such as sanding and painting in the playground
- playground cafes for parents to meet up and find out what is going on

Please come along to our meetings (advertised in the school newsletter) to find out what is going on and how you can get involved.

Getting It Right for Every Child (GIRFEC) Taking care of our children's well-being and making sure they are alright - even before they are born - helps us ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society. Our school adopts the Getting it right for every child in Edinburgh approach to give the right help to children, young people and families, when they need it from a joined up multi agency team. Getting it right for every child aims to improve outcomes for all children and young people. It promotes a shared approach that:

- builds solutions with and around children and families
- enables children to get the help they need when they need it
- supports a positive shift in culture, systems and practice
- involves working together to make things better

Getting it right for every child is the foundation for work with all children and young people, including adult services where parents are involved. It builds on universal health and education services, and is embedded in the developing early years and youth frameworks. Developments in the universal services of health and education, such as Better Health Better Care and Curriculum for Excellence, are identifying what needs to be done in those particular areas to improve outcomes for children.

Head Lice Head lice are spread through head to head contact at home, while playing or in school. Regular wet combing of your child's hair using a head lice detection comb is the best way to catch this possible problem at an early stage. The only way to be sure that your child

has head lice is to find a live louse. If you find live lice, get the correct lotion from your doctor, health visitor or pharmacist. Shampoos and other treatments are not effective. One treatment is two applications of the treatment lotion, seven days apart. If this is not followed then re-infection is likely. Advise family members and close friends that your child has head lice and that they should check their own hair. Only treat if live lice are found. Don't be shy about advising others of this possible problem because you would likely tell family and friends about other infections which might affect them. Regular wet combing of your child's hair with the head lice detector comb is the best protection as it allows you to detect the condition and treat it speedily.

Health and Safety Within the general policy laid down by The City of Edinburgh Council, the Children & Families Department has prepared and has continuing development of, safety policy statements for all areas of its responsibility in accordance with the [Health and Safety at Work Act 1974](#). School staff are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life, both on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents/carers in promoting good practice in health and safety matters is of great importance to the school.

History Lorne Primary School opened in 1876. It has been an infant school, a primary school and a secondary school. It closed in 1960 and re-opened in 1973. The school badge still shows the phoenix rising from the ashes to commemorate our re-opening as a school.

Homework We have a clearly defined policy on homework, a copy of which will be distributed to you on an annual basis in our school newsletter or class newsletter.

Pupils are regularly given homework to support their learning and to encourage them to become more organised and self-supporting in their learning. Homework tasks will be given where a teacher feels a particular child or group of children may benefit from it.

The homework will be organised according to the stage and ability of the child, it can arise from all curricular areas, and it may include written, oral or practical activities. The tasks set will be interesting, worthwhile and challenging for the child.

Parents are encouraged to help pupils with their homework as a means of keeping them up to date with the work of the class and the child's progress and to promote partnership between the school and parents. Homework provides an opportunity to consolidate what has been learned in class, and makes you aware of what your child is learning and provides you with a useful discussion starter. Homework is also an integral part of school work. Parental interest and co-operation in ensuring homework is undertaken is appreciated.

Homework will be explained in class by the teacher and will be based on work being undertaken in school. At the start of each year, the class teacher will send home a homework schedule. This will explain when homework is given out/ collected in and what children will need at home.

P1-7 homework will usually focus on

Maths once weekly

Reading several times weekly depending on the needs of the children

Spelling once weekly

Other curriculum areas from time to time

	Suggested per night	Suggested per week
Primary 1-3	15 minutes	1 hr 15 minutes
Primary 4-7	30 minutes	2 hrs 30 minutes

If pupils take more time to complete homework than set out above, or if the homework is causing problems, it is important that parents let the class teacher know. Homework should be manageable and a positive experience.

Our full policy can be requested from school.

Inspections Schools are inspected by Education Scotland and you can see our latest report at www.educationscotland.gov.uk/inspectionandreview/reports/index.asp

Medicine administration It is important that you tell us of any medication your child takes at home or will need to take in school. If medication is to be taken in school, a parental consent form has to be completed before medication can be given. You can find these forms on our school website (parent zone) or in our school office.

We must receive precise written instructions of how the dose should be administered, signed and dated. No other drugs will be given to a pupil.

We are no longer allowed to give 'Calpol' or other common childhood medicines without such permission forms being received. It is important that you tell us of any changes to your child's health care needs. All information is stored on your child's school record and is confidential. It will only be shared with relevant staff.

If your child has a specific health care need, a Health Care Plan will be agreed with you. The Plan will make it clear to all staff what has to happen if your child requires health or medical care. For example, if your child has epilepsy, a Health Care Plan will be developed using a plan given to you by the hospital.

Mobile phones Children can bring mobile phones to school but these should not be switched on during school times. Mobile phones are the children's responsibility. School staff cannot take responsibility for keeping phones safe. Mobile phones should not be used to take photographs in school as some of our children are not allowed to have their photos taken or distributed for personal reasons.

Nursery class provision The school's nursery class provides 20 morning and 20 afternoon places for children aged 3 to 5 years. The morning nursery session runs from 8.30am to 11.40am. The afternoon sessions runs from 12.20pm to 3.30pm. Nursery class provision is non-denominational. This means that all nurseries are open to children and parents of all religions and beliefs. Placement in the nursery class does not guarantee a place in the primary school.

Outdoor Supervision Before school begins and after school ends there is no staff supervision in the playgrounds. Children should not arrive in the school grounds before 8.45am and should leave no later than 10 minutes after the end of the school day.

Children are not allowed to play in the giant sand pit, play tower, water barrels or with the loose materials without staff supervision. During morning break and lunchtime support staff supervise the children outdoors. There is always access to the building and the children are made aware of this.

Parental consultation meetings We offer opportunities for you to discuss your child's progress with teachers through arranged meetings in October and June. Over and above these set meetings, parents are welcome to contact the school at any time to ask for information or for an interview. Children and teachers also organise an open learning day for parents and carers to come into class to see what the children have been learning.

Parental involvement Parents have many opportunities to become involved in the life of the school. These include

- volunteering in the classrooms (e.g. to help with reading, art, computer activities and maths)
- helping on school trips
- helping the Parent Council to organise events for children and families or raise money to help with school projects
- helping to run our library, art activities, reading practice

The most important involvement for parents is

- to help with homework and check the homework diary each night
- discuss work in the “personal learning plan” and help your child decide on some next targets in learning
- to come to parent-teacher meetings
- keep your contact details up to date and be available during the day in case we need to contact you in an emergency

Pastoral Support We encourage all children to talk to any member of staff about concerns. Each week classes have a set time to discuss class and school concerns. This is sometimes called “Circle Time”.

Placing Requests As a parent, you have the right to make a Placing Request for your child(ren) to be educated in a school other than the local school.

If you would prefer that your child start P1 or S1 at another school instead of one of the catchment schools, you have to make a placing request. You can get an application form at any nursery or primary school in the city from mid-November. Forms must be returned to: Grants, Awards and Placements, The City of Edinburgh Council, Level 1.1 Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG by 24 December. If you apply for a place after this date, your request will be considered but if you apply after 15 March places in your chosen school may no longer be available.

All parents have the right to make a request for a place for their child in another school. The Council must grant these requests where possible. When there are more places available in a school than there are placing requests for that school, then all the requests are usually granted. If the school you specify has more requests than available places, then each case is examined individually. Whatever you write on your application form is taken into account, so it is important that you include relevant details on the form. In recent years, as the primary school rolls have increased there has been a decrease in the number of places available for children living outside the catchment area and this has resulted in high numbers of placing

request being refused. A successful Placing Request for one child does not guarantee a successful one for another child. It may be, therefore, that a parent could end up with children at different schools. All children must also be enrolled at the catchment area school on the appropriate Enrolment Form whilst awaiting the outcome of their Placing Request Application.

Transport for Placing Requests If a Placing Request is successful, parents will be responsible for the safety and transportation costs of their child to and from their chosen school.

Pupil Council Each P3-7 class elects 2 members of the Pupil Council which meets regularly with the Head Teacher and Depute Head Teacher. The Pupil Council helps to improve school and liaise with P1-2 children. **Eco-committee** Children are elected to the eco-committee which carries out a range of activities to improve the school's sustainability. This includes measuring waste, encouraging reducing, recycling and re-using and teaching children about how to lead sustainable lives. The eco-committee also helps to look after our school grounds and local park. **Student groups** Our pupils can also become Junior Road Safety Officers, Let's Stop Bullying Class Representatives, P7 Buddies for P1 Children and P6 Playground Toy Monitors.

Raising Attainment Monitoring performance and using the resulting information to secure improvement is an important part of the work of Head Teachers, school staff and officers within Children and Families.

Registration and enrolment The date for registration of new school entrants is advertised in the local press and on the council's website www.edinburgh.gov.uk. Registration for Primary One and First Year Secondary takes place in November each year. Pupils should be registered in only one school for their catchment area. Parents will be provided with information about the school, when they register their child.

Parents who want to send their child to a school other than the catchment school must make a placing request. Please refer to section four of this handbook for more information on placing requests.

Parents of pupils who have moved into the catchment area or, who wish their child to transfer to the school, should contact the school office for information.

Religious Instruction and Observance Parents who wish to exercise their right to withdraw their child from religious instruction and / or observance should contact the head teacher, in writing, and alternative arrangements will be made for your child.

Reports on progress Parents receive a pupil report once a year in May/June. The report tells parents about their child's school attendance, behaviour, attitudes towards learning, relationships with others and progress across areas of learning.

School aims

Develop confident children, who can

- show respect for themselves, family, community and country
- express a clear sense of identity, personal values and beliefs
- communicate and get on well with others
- think for themselves

- believe in themselves and what they can achieve in life
- be resilient and make good choices
- have a positive outlook

Develop successful children who have

- responsibility for their own learning
- high levels of achievement, especially in numeracy, literacy and technology
- respect for education as a vehicle for improving life opportunities
- ambition, determination, enterprise and initiative

Develop responsible young citizens, who have

- respect and consideration for other people, beliefs and cultures
- a sense of equality, fairness and honesty
- trusting and positive behaviour and relationships
- ability to be leaders
- a healthy, safe and sustainable lifestyle
- an understanding of the world and Scotland's place in it

Develop effective, creative, active, enquiring children who can

- use technology creatively and are open to new thinking and ideas
- link previous and new ideas to solve problems
- evaluate their learning and actions
- participate in the cultural, economic and political life of the country

School Holidays 2014-2015

Holidays 2015-16

Staff resume Thursday 13 Aug *

Staff only Friday 14 Aug *

Pupils return Monday 17 Aug

Autumn Holiday Schools closed Monday 21 Sep

All resume Tuesday 22 Sep

Mid-term all break Friday 9 Oct

Staff resume Tuesday 20 Oct*

Pupils resume Wednesday 21 Oct

Term ends Tuesday 22 Dec **SCHOOL CLOSSES 12.00**

Staff resume Wednesday 6 Jan*

Pupils resume Thursday 7 Jan

Mid-term all break Friday 12 Feb

All resume Monday 22 Feb

Term ends Thursday 24 Mar

All Resume Monday 11 Apr

Spring Holiday Schools Closed Monday 18 April

May Day Schools closed Monday 2 May

All resume Tuesday 3 May

Staff only Thursday 5 May*#

Pupils resume Friday 6 May

Victoria Day Schools closed Monday 23 May

Term ends Thursday 30 June **SCHOOL CLOSSES 12.00**

* = in-service days for staff only

= Scottish Parliamentary Election school closed for pupils. Staff have an in-service day.

School Health Service A team of specialist Health Service and Children and Families Department staff work together to provide a service throughout your child's years at primary and secondary school. A planned programme is put into place to make sure that they benefit as much as possible from all that school has to offer, and to help prepare for life after leaving school. The School Health Service is part of the Community Child Health Service and has direct links with those who carry out health checks on children before they start school.

Many different services are provided. The staff involved make every effort to work closely with parents/carers and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, e.g. testing for vision, hearing or speech, are provided to all children on a routine basis to discover which children may need further tests or Parents/carers are not necessarily notified at the time of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required the child's parents/carers will be informed and consent requested. The issue of maintaining confidentiality is taken seriously by the School Health Team at all times.

Some of the staff concerned and the parts they play are as follows:-

School Nurses are involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening.

The School Doctor is made aware of any possible problems and parents/carers and the family doctor are informed if any further action is considered necessary.

The School Nurse may be helped by a Health Assistant. The School Nurse acts as an important link between home and school. She visits the school and liaises with the teachers to find out whether any pupil has a health need that requires to be addressed. The School Nurse can link with other members of the health team, in the community or in hospital, concerned with a child's health.

The School Nurse reviews the notes of all children in Primary 1, 4, 7 and Senior 3 as well as those of all new entrants.

An information booklet about the School Health Service is issued to all Primary 1 pupils and any new pupils coming from outwith the Edinburgh area.

Parents/carers are also asked to complete a health questionnaire about their child at Primary 1, 7 and Senior 3 and asked if they would like their child to have a medical consultation with the School Doctor.

The School Doctor may ask for your consent to examine your child if his/her medical records are incomplete or if the doctor particularly wishes to check on his/her progress. You will be invited to be present at any medical examination and kept informed if the School Doctor wishes to see your child again, or thinks that he/she should be seen by the family doctor or a specialist in paediatrics. You can, if you wish, arrange for your family doctor to undertake the examinations instead of the School Doctor, but you may be charged a fee for this. In secondary schools the School Doctor may consider whether any special information should be provided for the Careers Service.

The School Doctor or Nurse will be pleased to see you and your child at a mutually convenient time if you are concerned about his/her health or general progress at school.

With your consent, the School Health Service Staff also carry out immunisations to protect against various diseases.

The Audiometric Team normally checks children's hearing on a number of occasions before the age of 13/14 years. The School Health Team will be told if your child seems to have a hearing problem and they will inform parents/carers and GPs as necessary.

The Speech and Language Therapist can provide assessment and, if necessary, treatment if you, a teacher or the School Doctor feels that your child may have a speech or language problem.

Any enquiries concerning the provision of dental services should be made to:

The Director of the Community Dental Service, 16 Duncan Street, Edinburgh, EH9 1SR (Tel. 0131 667-7114).

We hope that the School Health Service can, together with yourselves, contribute to your child's overall well-being and development. Please do not hesitate to arrange through the Head Teacher to see the School Doctor or School Nurse should you require any further information".

School meals, packed lunches and snacks All P1 to P3 pupils are entitled to free school meals as part of the Scottish Government's early years strategy. Children in P4 to P7 may be entitled to free school meals - see below. Menus are sent home and children and parents/ carers are asked to order food using the form provided. If children do not bring a food order, they have to wait until the end of the lunch queue and will be offered meals once the pre-ordered food has been given to children. Please note that meals are provided by the school meals service and not by school. Complaints and comments should be sent to the catering supervisor, Lorne Primary School. Our school office can help direct your call to the catering supervisor.

School meals in January 2015 cost £1.90 per day.

Free School Meals Some families may be eligible for free school meals. Application forms are available from the school office. The forms have to be completed by the parent along with supporting documentation as detailed on the application form. An application is required for every school session. More information about the criteria for free school meals is available on the application form.

Payment for lunches Children should bring payment for school lunches in an envelope on Mondays (if Monday is a holiday- please pay on the first day after the holiday) Money should be placed in an envelope with the child's name, class, "lunch money" and the days of the week lunch will be eaten. You can request brown envelopes from the school office. Some will be sent home with children at the start of each year.

Packed lunches Children can bring a packed lunch to school. Children have the choice of eating outdoors at our picnic tables or indoors in the lunch hall where seating is provided. A healthy packed lunch should include

- fruit or cut vegetables such as carrots, cucumber, celery
- a drink such as water, fruit juice (but not a fizzy, sugary drink)

- sandwich

Free fruit The City Council provides free fruit to P1s and P2s on Tuesdays, Wednesdays and Thursdays. Please do not send snacks to school on these days so that we can encourage the children to eat the fruit we are providing.

Milk £28.50 for the whole year or £14.25 for 6 months. Pupils taking free school meals are also entitled to free milk.

Help with healthy diets Some children can struggle to eat healthily. Please let us know if you would like help with this. We can organise for the school nurse or a dietician to contact you to offer practical help.

Snack shop Each day, children can a snack. Prices and products will be advertised in our school newsletter from time to time to keep parents informed.

Food allergies Please be aware that some children are at risk of severe allergic reactions to peanuts, eggs, kiwi fruits and other substances. We will advise you in our school newsletters from time to time (without naming children) We cannot ban food stuffs from school. However, if your child has an allergy, please discuss this with us.

Children are not allowed to leave school to use local cafes and shops during breaks.

School policies These can be found on our school website in the parent zone. Some City of Edinburgh Council policies can be found at www.edinburgh.gov.uk

School security The safety and security of pupils and staff when attending or working in a school is very important to us. We use a number of security measures including a visitors' book, badges and escorts, while visitors are within the school building. On arrival all visitors should report to the school office and sign the visitors book. You will be given a visitors sticker to wear.

School Uniform

Parents are asked to co-operate with the school in encouraging the wearing of the school uniform.

Our school uniform is...

- Polo shirt (navy blue, red, royal blue, white or yellow) or shirt/ tie
- sweatshirt or cardigan (navy blue, red, royal blue or yellow) P7s can wear black if preferred.
- grey or black skirt/ trousers
- shoes not trainers

In certain circumstances, appropriate clothing will be necessary for school activities for safety reasons, e.g. in games areas, science laboratories, technical workshops; this extends to the wearing of suitable footwear and even, on occasion, to the length of pupils' hair and the wearing of jewellery and earrings. Offensive clothing such as T-shirts or other items painted with obscene language or illustrations are not permitted. Football colours are also inappropriate as they can lead to incidents of rivalry.

Our school uniform shop

EES LOGOS

Duddingston Yards Industrial Estate

Duddingston Park South

EDINBURGH EH15 3NT

You can order uniform by visiting the shop 9 to 5pm Monday to Friday. Please see other order methods below.

Online orders Orders can still be made online at www.interkit.co.uk Go to “school uniforms” on left side menu. Then go to “primary”. Choose “Lorne” Orders made online are **FREE DELIVERY TO YOUR HOME.**

Telephone orders Orders can also be made by telephone at 0131 621 7222.

Order forms Orders can also be made using the order form which is available from our school office. Order forms must be sent to school with the correct money in a sealed envelope with your child’s name and class on the front. Please mark the envelope “School Uniform Order”. Order forms will be collected by the company from our school office.

If you have any queries regarding the school’s dress code, please contact the school office.

Clothing and footwear grants To qualify for free school meals and vouchers towards schoolwear, you must have been getting one of the following benefits since 6 April 2014.

- Child Tax Credit and your annual income below £16,010
- Income Support
- Income based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Income related Employment and Support Allowance
- Universal Credit

If you receive Child Tax Credit with Working Tax Credit and your annual income is below £6,420 you qualify for free school meals only.

Each award is valid for 12 months. The free school meals award provides a child or young person with one free school meal each day they attend school. These clothing vouchers are £43 for primary school children and £50 for secondary school children. Information on free school meals and clothing grants is available on the www.edinburgh.gov.uk website. Applications for free school meals and clothing grants can be made by contacting Grants, Awards and Placements, Business Centre 1:1 Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG.

PE Kit The appropriate clothing and footwear for PE is a T-shirt, shorts and gym shoes with non-marking soles. These are necessary for health and safety reasons and your co-operation is requested to ensure that pupils are equipped to participate in the PE lessons.

Please ensure that all items of clothing are clearly labelled, particularly ties, sweat shirts and PE equipment which are often lost.

Art and outdoor clothing A protective apron or an old shirt should be provided for messy art and craft activities. Children should always bring outdoor clothes appropriate for the season. Children will be learning and playing outdoors in all weathers.

Sexual Health, Relationships, Parenthood, Drugs & Alcohol Education These aspects of growing up are an integral part of our curriculum. The content of each of these areas at each stage of school can be viewed in the parent information sheets “What will my child learn in P1, P2 etc.” which are available in the Parent Zone of our school website www.lorne.edin.sch.uk

These leaflets can also be requested from our school office.

Standards and Quality Report & School Improvement Plan Every year each school publishes a Standards and Quality report which highlights the school’s major achievements. This can be viewed on our school website at www.lorne.edin.sch.uk

Start & Finish Times

IMPORTANT: For their own safety, children are not allowed to play in the giant sand pit, play tower, water barrels or with the loose materials without staff supervision before or after school. Play in these areas during school hours will always be supervised by adults (children playing outside during breakfast club will not be supervised and should not play on this equipment)

Nursery Morning session

8.30am to 11.40am

Drop off 8.30 to 8.40am

Pick up 11.30-11.40am

Nursery Afternoon session

12.20 -3.30pm

Drop off 12.20 to 12.30pm

Pick up 3.20-3.30pm

Primary 1 & 2

8.55am to 2.55pm Monday to Thursday. 8.55am to 12.00pm Friday.

Primary 3 to 7

8.55am to 3.20pm Monday to Thursday. 8.55am to 12.10pm Friday.

Morning Break: 10.25 to 10.40am or 10.45am to 11.00am.

Lunch Time: 12.10pm -12.50pm or 12.50pm-1.30pm.

Afternoon Break: None

PE (physical education) days for pupils. Children use the PE Hall or outdoor space on any day of the week. Our visiting specialist PE teacher is in school each week (days may vary but are currently Mondays and Wednesdays) **Assembly** for pupils is Friday morning

Transitions from nursery to primary to secondary

Transfer from nursery to primary Before leaving nursery, a transfer of information record for each child will be prepared by nursery staff to ensure a smooth transition and continuity of education for the child transferring to primary.

Primary School Admissions Starting school is a very important milestone both for children and their parents. The vast majority of our parents choose their local, catchment school and we plan our education provision to ensure we can provide places for new pupils at their catchment school.

In the run-up to November's registration week for the new Primary 1 intake each school will offer an opportunity for you to visit them. You can speak to staff to find out more about the school first-hand. You can see how the school runs; discuss the curriculum and their priorities as well as seeing recent examples of pupils' work on display. In many cases you may also have the chance to meet other parents who already have children there. All of this will help you understand the school's unique character and give you an insight into the learning environment that your child could enjoy there. All our schools offer a high quality educational experience.

Primary to Secondary Transfer Visits to our local secondary school are organised before the summer holidays and children from other catchment schools who will be attending the same secondary school will have the opportunity to meet and get to know each other and their teachers. While the children are participating in classroom activities and meeting their class teacher, parents will have an opportunity to view the school and are given a brief explanation of school life.

If you wish your child to attend a secondary school other than the catchment denominational or non-denominational secondary school for your home address, you will be required to make a Placing Request as detailed in the Placing Request section below.

You do not need to submit a Placing Request if you want your child to transfer from a non-denominational secondary school or vice-versa at the primary to secondary transfer stage, as long as the intended secondary school is still the catchment school for your home address. Parents of children who are planning to change from denominational to non-denominational or vice-versa between primary and secondary school should ensure that both the primary school and the intended secondary school know what is to happen.

The catchment secondary school is

Leith Academy

20 Academy Park

Edinburgh

EH6 8JQ

0131 554 0606

www.leith.edin.sch.uk

There are meetings for parents and children moving to Leith Academy. There is a chance to look around the school and meet staff. Children spend 2 to 3 days visiting the school and working with their new teachers and classmates. Children who need more support with moving to secondary school receive this via the secondary school's support team and their class teacher at primary school.

Travel to and from School Our local parking attendants and police officers regularly patrol the yellow zig-zag lines which are a “no parking zone” The police issue fines to drivers who park in this area. School staff regularly ask parents to move cars to a safe parking area and walk back to school to collect their children. This makes it safer for everyone.

Children can cycle to school. We hope to install cycle racks soon. Children should lock bikes. We cannot be responsible for freeing locked bikes where the key is lost or lock is broken. Cyclists must get off their bikes at the school gates and walk through the playground areas.

Unexpected Closures In the event of an emergency, such as a power cut or severe weather, that prevents schools from opening in the morning or results in an early closure a range of communications channels are used to let parents know. Announcements will be made on Radio Forth (Forth 1 and Forth 2) and via the Council's corporate Twitter account www.twitter.com/Edinburgh_CC and Facebook page www.facebook.com/edinburghcouncil. If many schools are affected, or the situation is likely to be prolonged, then the Council's website www.edinburgh.gov.uk will also be used.

Wet Weather Arrangements In very bad weather pupils are allowed into school during breaks and at lunchtime. However, as supervision during these periods is limited, it is especially important that they behave well. Children who go home for lunch should, where possible, return as late in the lunchtime as possible during bad weather.

Please note it is not always possible to open the school early in the mornings for pupils when the weather is very poor.

Children will be learning and playing outdoors in all weather. It is important for children to get fresh air and exercise between classes. It is important that every child is dressed for that day's weather when they come to school so that they can play and learn outdoors.

Websites You may find the following websites useful.

www.edinburgh.gov.uk - contains information for parents and information on Edinburgh schools.

<http://www.parentzonescotland.gov.uk> - parents can find out about everything from school term dates to exam results. This site also offers information for pre-5 and post school. It also lists relevant publications for parents and provides hyper-links to other useful organisations.

www.hmie.gov.uk - parents can access school and local authority inspection reports and find out more about the work of Education Scotland.

<http://www.scottishschoolsonline.gov.uk> - parents can find out about individual schools. They can choose a school and select what type of information they need such as Education Scotland reports, exam results, stay on rates and free school meal entitlement.

<http://www.childline.org.uk/Explore/Bullying/Pages/Bullyinginfo.aspx> - contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying.

<http://www.respectme.org.uk/> - Scotland's anti-bullying service. Contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying

<http://www.educationscotland.org.uk/> - provides information and advice for parents as well as support and resources for education in Scotland

<http://www.equalityhumanrights.com/> - contains information for everyone on equality laws within the government and local authorities.

CFE - Curriculum for Excellence

ASN – Additional Support Needs

EMA – Education Maintenance Allowance

ASL – Additional Support for Learning

SQA – Scottish Qualifications Authority

FOI – Freedom of Information

HT/PT – Head Teacher/Principal Teacher

CLD – Community Learning and Development

GIRFEC – Getting it Right for Every Child

Throughout this handbook the term 'parent' has the meaning attributed in the Standards in Scotland's Schools Act 2000 and the Scottish Schools (Parental Involvement) Act 2006. This includes grandparents, carer or anyone else who has parental responsibility for the child. I hope you find all of the above information helpful and self-explanatory. If you have any queries about any of the information contained in this handbook, or indeed about any aspect of our school, please do not hesitate to contact me. Colin McLean, Head Teacher, Lorne Primary School at the contact details above. The information in this school handbook is considered to be correct at the time of publication (June 2014), however, it is possible that there may be some inaccuracy by the start of the school term in August 2014.

Feedback on this handbook

Please take a few minutes to fill in and return the questionnaire on this page. Your feedback will help us improve the hand book next year.

Did you find...

the handbook useful?	Yes	No
the information you expected?	Yes	No
the handbook easy to use?	Yes	No

Please tell us how we can improve the handbook next year.

Thank you for filling in the questionnaire. Your views are appreciated. Please return this questionnaire to: Lorne Primary School Office