

# Blackburn Primary



## School Handbook 2012-2013



## Welcome to Blackburn Primary School

On behalf of Blackburn Primary School, I am very pleased to welcome all our new pupils and their parents. I am delighted that you have chosen Blackburn Primary and look forward to working in partnership with you. Together we aim to educate your children in order that they can achieve at the highest possible level. Our school has a warm, family atmosphere, where the children are nurtured and able to learn in a safe and happy environment.

This handbook will only give you with a “snapshot” of life at Blackburn and visiting the school will provide a fuller picture. You are very welcome to come and see us at work - just telephone to arrange a visit. Someone is always very willing to show you round and answer any questions.

At Blackburn, we strive to encourage each child to develop to his/her full potential through the provision of a broad-based curriculum. We wish to foster a desire for learning in every child as learning is a lifelong process. Your support is vital and we will regularly keep you informed of your child’s progress.

We look forward to a happy and successful experience working with you and your child.

**Janet Clarkson, Head Teacher**

## Contact Details

### School Address

Riddochhill Road  
Blackburn  
West Lothian  
EH47 7HB

Telephone: 01506 653481

Fax: 01506 651329

email: [blackburn.ps@wled.org.uk](mailto:blackburn.ps@wled.org.uk)

Blog page : <https://blogs.glowscotland.org.uk/wl/BlackburnPrimary>

**Blackburn Primary School** is a modern, non-denominational school which provides for stages P1-7 of both sexes. We are situated in the middle of a large housing estate on Riddochhill Road, Blackburn, near Bathgate. The building houses 8 closed classrooms, a dining hall, a main hall with stage and a library. The school does not provide teaching by means of the Gaelic language as spoken in Scotland. A primary aged pupil whose parent wishes him/her to be taught by means of the Gaelic language will be educated at Tollcross Primary School in Edinburgh.

Any visitors must report to the school office on arrival and sign in if visiting any of the class areas.

## **Staffing**

The staff consists of a Head Teacher, Principal Teacher, 2 full time class teachers, 2 part time class teachers, a part time art specialist and brass instructor. Staffing changes from year to year based on pupil numbers and the needs of the school.

There is also an administrative assistant, two support assistants, 2 breakfast club supervisors and a facilities management assistant.

Blackburn Primary School also have responsibility Hopefield Nursery Class which is staffed by a class teacher, a pupil support worker and 2 nursery nurses.

## **Concerns/Complaints Procedure**

If you have 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

Support Services Manager  
Customer Care  
Education Services  
West Lothian Civic Centre  
Howden Road South  
Livingston  
EH54 6FF  
Tel: 01506 776005

Email: [customer.service@westlothian.gov.uk](mailto:customer.service@westlothian.gov.uk)

If, in exceptional circumstances, it is felt that the case has not been properly administered, you should contact:

Scottish Public Services Ombudsman  
4 Melville Street  
Edinburgh EH3 7NX  
Tel: 0870 011 5378

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/sitecontent/documentlist/educationpolicy/ComplaintsEducationPolicy](http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/ComplaintsEducationPolicy)

## **Absence/Sickness**

### **Sickness**

If your child will not be attending school due to ill health or sickness please contact Mrs Arkley, the school secretary, before 9.30am to report the absence.

### **Punctuality**

Our children are expected to arrive at school on time. Late arrival can embarrass them and also disrupts the class work already begun. Children who are late must report to the office for a late slip and lateness is recorded in the register. In the event of the occasional "sleep-in", please send your child to school, no matter what time. Better late than never!

### **Illness or Accidents**

If a child is taken ill or has an accident, the school will make every attempt to contact a parent directly or through an emergency contact. In serious cases, the child will be referred to his/her own doctor or taken to the accident and emergency unit at St John's Hospital, Livingston. It is extremely important that the school has an up-to-date emergency contact, especially a telephone contact number. The school must also be made aware of any special medical conditions.

### **Occasional and Emergency Arrangements**

Letters will be sent to parents informing them of arrangements for any planned alterations in closing times. Should it be necessary to close the school in an emergency e.g. adverse weather conditions, every effort will be made to contact parents or emergency contacts. Initially the first contact will be made through Groupcall. Children are always retained in school and supervised when it is known that neither parents nor emergency contact are at home to receive them.

### **Playground Supervision**

In the interest of safety, pupils may not leave the grounds at break times. If going home for lunch, the school should be notified, in writing, of this arrangement. Please also note that there is no necessity for pupils to arrive at school prior to 08.55. However, West Lothian Council's Safe Arrival at School policy makes provision for supervision at school from 8.35am.

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

<http://www.westlothian.gov.uk/sitecontent/docementlist/educationpolicy/AttendanceatSchoolwithGuidelines>

## Transition

### New Entrants

A special visit is held in the summer term for new entrants and their parents. The children have an opportunity to see the school and to play with some of the materials they will encounter. Parents are given a Starting School booklet which covers information needed to support an effective transition for their child.

During the first few months of school, workshops are held to explain to parents of P1 pupils how reading, writing and mathematics are approached in the early years.

West Lothian is divided into catchment areas for primary and secondary schools. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education. 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. The council must grant these requests unless there is a legal reason not to.

Further details of the policy and procedure for admission to primary and secondary schools, and pre-school education can be found here:-

Primary School Admission Policy:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/pupilplacementadmissionprimary>

Blackburn Primary is in the catchment for Bathgate Academy (non-denominational) and St. Kentigern's Academy (Denominational).

Bathgate Academy  
Head Teacher: Mr Grant Abbot  
Edinburgh Road,  
Bathgate,  
West Lothian  
EH48 1LF  
01506 653 725

St. Kentigern's Academy  
Head Teacher: Mr Stephen Campbell  
60 West Main Street,  
Blackburn  
West Lothian  
EH47 7LX  
01506 656 404

### Parental Involvement

We pride ourselves on our relationships with parents and the wider community. We operate an open, responsive policy towards questions or concerns. We would

encourage you to phone or write if you have any queries you wish to make about your child or about general matters.

We regularly communicate with you through newsletters, curricular events, parent workshops, showcase events and parent consultations. We welcome your comments and suggestions on all that we do and the service we provide to you and your child.

### **Partnership with Parents**

In line with our open and responsive ethos, you are invited to become a helper in school. You can contribute your time and talents in the knowledge that your contributions will be most welcome. You can volunteer to work in school as suits your timescale – perhaps one morning a week, more if possible! If there are any dads, or grandparents available, they are also welcome. In the interests of child protection and safety, all parent helpers must be PVG (Protecting Vulnerable Groups) checked before being permitted to assist in class. PVG forms are available from the school.

### **Parent Groups**

Blackburn Primary School has a Parent Council. We value the tremendous amount of good work that the Parent Council does and you are warmly invited to become involved in this. Please contact the office if you are interested in joining Blackburn Primary School's Parent Council.

### **Pupil Information Sheets**

Parents are asked to fill these out early in the session to give the school a record of necessary information e.g. medical conditions and contact details for parents. Should these change during the session, please let the school know. It is essential that we have an up-to-date address, home telephone number and emergency telephone number for all children in the event of the child becoming ill, loss of essential services in school, emergency school closure or any other unforeseen circumstance.

Please refer to the council's Parental Involvement Strategy for further information:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/parentalinvolvemtnstrategy.pdf>

### **The School Day**

Monday – Thursday:  
Primary 1 – 7

8:55am – 12:30      13:05 – 3:10pm

On Fridays, all children leave at 12.30pm.

Parents will always be informed by letter when children are likely to be late e.g. if an outing or sporting event is taking place that will extend beyond the normal closing time. Parent consent forms will be issued for signature before any pupils are taken out of school but a general consent form for short local visits will be issued at the start of each session to all new parents.

School term dates and holidays can be accessed online at:

<http://www.westlothian.gov.uk/education/schoolrelateditems/893/860>

## **School Ethos**

### **Blackburn Primary School Values, Vision and Aims**

Staff at the school fosters a caring and supportive environment in which to educate the children to their best potential through a balanced and progressive curriculum. We aim to work in partnership with parents and the community.

**Let us “persevere” together.**

### **Learning and Teaching**

- To offer personalisation and choice.
- To provide a range of relevant and cross curricular teaching strategies.
- To provide a broad and balanced curriculum to raise standards of attainment with a focus on literacy and numeracy.
- To provide a welcoming, safe and nurturing environment that is committed to meeting the educational needs of all children through differentiation.

### **Partnership**

- To develop and maintain harmony with all stakeholders through :
  - Working in partnership with - parents, carers and outside agencies to provide the highest quality of learning and teaching.
  - Developing enterprising attitudes and skills for life and work through links with local businesses.
- To continue to provide opportunities for continued professional development for all staff.
- To promote good behaviour, respect and independence.
- To ensure effective transition involving all stages and equip pupils appropriately for their next step in education.

### **People**

- To promote inclusion to all children and value all children equally regardless of background.
- To work with outside agencies to help develop the needs of all children.
- To ensure all pupils have opportunities to take ownership of their learning.

### **Culture and Ethos**

- To teach pupils the rights and responsibilities of citizenship in a democratic and multi cultural society.
- To develop and maintain partnerships with all parents, carers and the local community.
- To work to improve our local environment through community events.
- To celebrate success with all learners, parents and the local community.
- To develop resilience and respect for self

## School Code of Behaviour

High standards of responsible behaviour are promoted and expected from Blackburn pupils, towards staff, fellow pupils and their surroundings.

Self-discipline is the key to good behaviour and we depend on your support in reinforcing the behaviour guidelines of the school. These are based on UNCRC articles which promote good manners and respect and are in place to ensure the safety and well being of the children.

The general aim of the school is to establish an atmosphere of mutual respect and responsibility by promoting positive behaviour. To encourage this, the school follow the Jenny Mosely, "Golden Rules". This takes into consideration children's safety, care of the school's property and equipment and care and respect for each other.

### The Golden Rules

Do be gentle	Do not hit or hurt
Do be kind and helpful	Do not hurt anyone's feelings
Do work hard	Do not waste your or other people's time
Do look after property	Do not waste or damage things
Do listen	Do not interrupt
Do be honest	Do not cover up the truth

Children are rewarded for keeping the Golden Rules with 30 minutes "Golden Time" each week. Children are regularly praised and rewarded for keeping the Golden Rules. Breaking the Golden Rules will result in children losing some of their Golden Time. If this happens, then the child must wait for the number of minutes they have lost before they can go to enjoy their chosen Golden Time activity.

Parents are encouraged to co-operate in having their children appreciate the necessity for such rules and to support us in our efforts to instil good behaviour and self discipline.

The importance of praise as a motivating and positive aspect of school life is well understood by all pupils and the use of praise permeates all aspects of the life of the school. Pupils are taught to have high expectations of themselves and others.

Staff will always handle discipline problems in a sensitive, caring but authoritative manner so that disruption to learning and teaching is minimised. All staff have been trained in restorative practices and will conduct a restorative conversation when dealing with behaviour incidents.



There are whole school incentives to encourage positive behaviour and a copy of the positive behaviour policy is available in school.

## Anti-Bullying Policy

Everyone has the right to work and learn in an atmosphere that is free from victimisation and fear. The aim of the staff is to prevent bullying taking place through the Emotional Literacy programme. Pupils will be made aware of strategies to cope with difficult situations and the school work on an “anti-bullying week” annually. A copy of our anti-bullying policy can be obtained from the school.

## The Curriculum

The aim of Curriculum for Excellence is to have a Scotland where every child matters, where every child regardless of their family background has the best possible start in life. Blackburn Primary School is committed to providing Curriculum for Excellence in line with Scottish Executive Guidelines. Curriculum for Excellence (CfE) is the curriculum in Scotland which applies to all children and young people age 3-18, wherever they are learning. It aims to raise achievement for all, enabling young people to develop the skills, knowledge and understanding they need to succeed in learning, life and work.

CfE aims to develop the four capacities to enable all children and young people to become:

- ❖ Successful Learners
- ❖ Confident Individuals
- ❖ Effective Contributors
- ❖ Responsible Citizens

successful learners	confident individuals	responsible citizens	effective contributors
<p><b>attributes</b></p> <ul style="list-style-type: none"> <li>• enthusiasm and motivation for learning</li> <li>• determination to reach high standards of achievement</li> <li>• openness to new thinking and ideas</li> </ul> <p><b>capacities</b></p> <ul style="list-style-type: none"> <li>• use literacy, communication and numeracy skills</li> <li>• use technology for learning</li> <li>• think creatively and independently</li> <li>• learn independently and as part of a group</li> <li>• make reasoned evaluations</li> <li>• link and apply different kinds of learning in new situations.</li> </ul>	<p><b>attributes</b></p> <ul style="list-style-type: none"> <li>• self-respect</li> <li>• a sense of physical, mental and emotional well-being</li> <li>• secure values and beliefs</li> <li>• ambition</li> </ul> <p><b>capacities</b></p> <ul style="list-style-type: none"> <li>• relate to others and manage themselves</li> <li>• pursue a healthy and active lifestyle</li> <li>• be self-aware</li> <li>• develop and communicate their own beliefs and view of the world</li> <li>• live as independently as they can</li> <li>• assess risk and make informed decisions</li> <li>• achieve success in different areas of activity.</li> </ul>	<p><b>attributes</b></p> <ul style="list-style-type: none"> <li>• respect for others</li> <li>• commitment to participate responsibly in political, economic, social and cultural life</li> </ul> <p><b>capacities</b></p> <ul style="list-style-type: none"> <li>• develop knowledge and understanding of the world and Scotland's place in it</li> <li>• understand different beliefs and cultures</li> <li>• make informed choices and decisions</li> <li>• evaluate environmental, scientific and technological issues</li> <li>• develop informed, ethical views of complex issues.</li> </ul>	<p><b>attributes</b></p> <ul style="list-style-type: none"> <li>• an enterprising attitude</li> <li>• resilience</li> <li>• self-reliance</li> </ul> <p><b>capacities</b></p> <ul style="list-style-type: none"> <li>• communicate in different ways and in different settings</li> <li>• work in partnership and in teams</li> <li>• take the initiative and lead</li> <li>• apply critical thinking in new contexts</li> <li>• create and develop</li> <li>• solve problems</li> </ul>

There are eight curricular areas containing a range of subjects:

- ❖ Expressive Arts – including art and design, dance, drama and music
- ❖ Health & Wellbeing – mental, emotional, social and physical wellbeing, PE, food and health, substance misuse and relationships, sexual health and parenthood
- ❖ Languages – listening and talking, reading and writing in literacy and English and modern languages
- ❖ Mathematics – including analysing information, solving problems and assessing risk
- ❖ Religious and Moral Education – learning about Christianity and other world religions, and developing values and beliefs
- ❖ Sciences – understanding important scientific concepts across planet Earth, forces, electricity and waves, biological systems, materials and topical science
- ❖ Social Studies – understanding people, place and society in the past and present including history, geography, modern studies and business education
- ❖ Technologies – including computer science, food, textiles, craft, design, engineering, graphics and applied technologies

All learning must take into account the Seven Principles of Curriculum Design and include:

- ❖ Challenge and enjoyment
- ❖ Breadth
- ❖ Progression
- ❖ Depth
- ❖ Personalisation and choice
- ❖ Coherence
- ❖ Relevance

Important themes across the curriculum are creativity, enterprise and global citizenship, which include sustainable development, international education and citizenship.

### **Religious Education and Observance**

It is compulsory by law for all schools to provide religious education. Blackburn Primary is a non-denominational school and religious education/observance is a feature of school life. Dr Anderson, the minister from Blackburn and Seafield Parish Church is the school chaplain. He regularly attends school assemblies and welcomes the school to the Church for services at Easter and Christmas.

The school recognises that we live in a multicultural society and children learn about other religions and cultures. The school respects parents' rights to withdraw children from religious education. Should any parent wish to do so, please inform the Head Teacher in writing.

### **Experiences and Outcomes**

Each curriculum area is broken down to a set of experiences and outcomes. The experience describes the learning and the outcome is what the learning will achieve. This is often explained from the pupil's perspective, as an "I can" statement.

## Curriculum Levels

There are national levels to describe different stages of learning and progress. For most children, the expectation is:

Early Level – pre-school to the end of P1

First Level – to the end of P4

Second Level – to the end of P7

## Learning Differently

CfE represents a different approach to learning in schools intended to help learners develop skills, knowledge and understanding in more depth. Examples of how they will learn differently are:

- ❖ Using technologies in learning – to find material, communicate, create and present
- ❖ Active learning – being actively engaged, whether mentally or physically, using real life and imaginary situations
- ❖ Cooperative learning – encourage thinking and talking together, to discuss ideas and solve problems
- ❖ Interdisciplinary learning – using links between different areas of learning to develop, reinforce and deepen understanding
- ❖ Outdoor learning – making use of the outdoor environment for learning
- ❖ Personalisation and Choice – being given choices and being involved in planning how and what they learn. Not a “one size fits all”
- ❖ Skills – CfE emphasises the development of skills for learning, life and work these include high order skills – thinking about complex issues, problems solving, analysis and evaluation, creativity and critical thinking skills – making judgements and decisions, developing arguments and solving complex problems.

## Further Information

For further information regarding the curriculum at national level visit:

<http://www.educationscotland.gov.uk/thecurriculum/>

## Assessment

Assessment is crucial to tracking progress, planning next steps, reporting and involving parents and learners in learning. Evidence of progress can be gathered by learners themselves and by their peers, parents and teachers.

- ❖ Self assessment – learners will be encouraged and supported to look at and revisit their own work, to develop a better understanding of what they have learned and what they need to work on.
- ❖ Peer assessment – learners will be encouraged and supported to work together to help others assess what is good about their work and what needs to be worked on

- ❖ Personal Learning Planning – pupils, teachers and parents will work together to develop planning for next steps in learning.
- ❖ Profiles – a statement of achievements both within and out with school, to be introduced at P7 (2011/12) and S3 (2012/13). Profiles may be produced at other significant points in learner's education. A range of formats can be used, including ePortfolios.

## Reporting

Reporting informs parents of progress. This could be through a range of approaches, such as meetings, at parent consultations, in written form, in wall displays and assessment folders. Key phrases that could be used in reporting are:

- ❖ Developing – where the learner is working to acquire skills or knowledge
- ❖ Consolidating – where the learner is building competence and confidence in using the skills or knowledge
- ❖ Secure – where the learner is able to apply the skills or knowledge confidently in more complex or new situations.

## Support for Pupils

Delivering appropriate provision for pupils with additional learning needs is central to the national commitment to inclusion and is underpinned by legislation. West Lothian Council believes that all children and young people are entitled to learn together. This will help develop a culture of acceptance within which all children have a presumptive entitlement to mainstream education and services provided to facilitate this goal.

Focus on Inclusion is designed to help schools in partnership with parents/carers, pupils and partner agencies to evaluate effectiveness of provision in improving educational outcomes and opportunities for pupils with additional learning needs. The policy can be accessed online at:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/focusoninclusion>

If you feel that your child needs additional support, information and advice is available from your school in the first instance.

Enquire is the Scottish Advice Service for Additional Support for Learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline - 0845 123 2303
- an email enquiry service - [info@enquire.org.uk](mailto:info@enquire.org.uk)
- an online enquiry service two websites - [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) and [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) (for children and young people)

- Enquire also provide a range of clear and easy-to-read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'

The Parents' Guide to Additional Support for Learning is now available to download at:

<http://enquire.org.uk/publications/parents-guide>

Class teachers are continuously assessing the needs of their pupils. Some may be experiencing particular difficulties in reading, writing or spelling etc. Our Principal Teacher provides Support for Learning and is able to give extra help to pupils who need it on a regular basis.

The support for learning teacher also works co-operatively in class with the class teachers, on a variety of curricular areas and with all of the children. Continuous records are maintained and parents are advised when it is decided that help is no longer required. Pupil support workers are also employed to assist class teachers deliver the best educational experiences for every child.

If you wish to speak to your child's class teacher regarding any matter related to their learning, then please contact the school office to arrange an appointment.

Telephone : 01506 653481

## **School Improvement**

During 2011/2012 we worked hard to improve pupil learning experiences, their achievement and their aspirations.

### **Highlights of session 2011/2012 include:**

- A P5 pupil winning the West Lothian Credit Union poster competition.
- A P4 pupil winning the Blackburn Children's Gala day logo design competition
- A number of pupils across the school being successful in the Community Action Blackburn poster and calendar competition
- Blackburn Primary gained our Record of Commitment to the Rights Respecting School Programme
- The development of the school Blog
- Involvement in Big Blackburn Clean up
- Olympic interdisciplinary project including the Blackburn Olympics
- Pantomime visits for P1-7 pupils
- Blackburn's Got Talent winners
- A P7 pupil winning the Bathgate Cluster cross country event
- Parent workshops, Parents evenings, showcase events, School newsletters, Christmas show including the P1-3 Nativity.

At Blackburn Primary School we are committed to improvement. As this session progresses we will continue to work with our Parent Council on School Improvement Priorities. A full copy of our School Improvement Plan for Session 2012/2013 is available from the school office upon request.

Our main focus continues to be working towards attainment and achievement across the school and ensuring that all our learners reach their full potential.

The priorities that we have identified for session 2012/2013 are:

**Priority 1:** To raise attainment in reading. To develop moderation and assessment of reading and continue to moderate writing.

**Priority 2:** To continue to develop interdisciplinary approaches for learning across the school and develop planning for effective progression in learning. To develop use of high order thinking skills and high order questioning in classroom practice (Blooms Taxonomy).

### **Aims for session 2012/2013:**

- To provide pupils with opportunities to share expectations of life and work.
- To implement a careers focus week where parents, local business people and staff share information on their own jobs.
- To develop international links through whole school CfE projects.
- To provide more opportunities for pupils choice in their learning.
- Involve parents in whole school responsibility groups.
- Tap into strengths of parents by involving those with special interest in school initiatives.
- To further develop use and understanding of Blooms taxonomy and to implement higher order thinking skills and questioning in daily practice.
- To raise the profile of reading and ultimately raise attainment in reading.
- To assess and moderate reading and continue to develop the moderation of writing.

## **School Policies and Practical Information**

### **Homework**

At Blackburn Primary school we believe that homework allows parents to share and support their child's learning and promotes partnership between home and school. Homework reinforces areas of learning which have taken place in school and encourages children to organise their time and take responsibility for their own learning. Our policy aims to encourage pupils, parents and staff to work together for pupils to achieve their full potential.

The type of homework given will vary depending on the age and ability of the pupil but may include the following:

- Spelling (active spelling activities for weekly spelling patterns, reinforcement of Fry's common words)

- Reading (Reading book, comprehension, literature circle task, story sacks)
- Handwriting (Letter formation and joining)
- Maths (mental maths, maths games, word problems, problem solving tasks)
- Topic (Personal projects, research, challenges)

On occasion, school work may be sent home if pupils require further reinforcement with the support from home. Work may also be sent home for completion if pupils have not worked to the best of their ability in class. Pupils should be encouraged to discuss their reasons for not completing work with parents.

For further information please see our Homework Policy.

Please note that it is not appropriate to expect class teachers to set homework for children who are taken out of school to go on holiday. It is not the policy of the authority to permit pupils to be absent for this purpose during term time.

### **Composite Classes**

When pupil numbers make it impossible to have a straight 'year' class, it is often necessary to form composite classes. This will be done in keeping with West Lothian Council guidelines. Copies for parents are available from the school or can be downloaded from the web at

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpublications/compositeclassesleaflet>

### **Newsletters**

These are issued regularly and give news and information about school and West Lothian Council events. Please check schoolbags for newsletters and other correspondence.

### **Assemblies**

Weekly Celebration Assemblies take place for children. Classes may conduct special assemblies to which parents and friends will be invited to attend.

### **Pupil Voice**

We have a strong commitment to empowering our pupils to contribute to and have ownership of a number of initiatives that take place in school. We value the contributions that they make to school life and we regularly consult them in a variety of ways. These include:

- ❖ Pupil Council: each class is represented
- ❖ Rights, respecting schools
- ❖ Health Committee
- ❖ Eco Committee
- ❖ Enterprise activities
- ❖ Talent show – Blackburn's Got Talent!
- ❖ Charity fund raising
- ❖ Regular consultations with pupils.

## **Meals and Milk**

Pupils in Primary schools are offered a two course meal with a choice of main course, supplemented by salads and bread, and which meet the new Scottish Nutrient Guidelines for School Meals.

Special dietary requirements will be catered for. Please contact the school to discuss your child's requirements.

Please also advise the school immediately should your child have any allergies.

### **Breakfast Clubs:**

The Breakfast Club provides pupils with a health breakfast and offers the opportunity for them to sample and develop preferences for health 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, time to do homework and tooth brushing after they eat.

Pupils entitled to free school meals are also entitled to free breakfasts.

Breakfast club is available at Blackburn Primary school from 8.15 – 8.45am and is very well attended by our pupils.

### **Free School Meals:**

Pupils with parents in receipt of either:

Income Support Income-Based Jobseeker's Allowance, Any Income Related element of Employment & Support Allowance, Child Tax Credit (with no working tax credit) and whose annual income is £15,860 or less, Working Tax Credit and whose annual income is £6,420 or less are entitled to a free mid-day meal

Free school milk: All P1-3 pupils and P4-7 pupils whose parents are in receipt of a qualifying benefit are entitled to 0.25 litre of milk daily free of charge.

For further information please refer to the School Meals and Milk Policy:

[http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/schmeal  
smilkpol](http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/schmeal<br/>smilkpol)

or by contacting:

Stuart Isbister  
Pupil/Student Benefits Officer  
Phone: 01506 281952  
Email: [stuart.isbister@westlothian.gov.uk](mailto:stuart.isbister@westlothian.gov.uk).



## School Uniform

School uniform is compulsory at Blackburn Primary School. We ask that you send your child to school wearing uniform in order to uphold the high standard of appearance that is identified with the school.

Blackburn uniform consists of:

- ❖ Grey or black trousers/skirt/pinafore
- ❖ White or red polo shirt
- ❖ P1 - P6 Red sweatshirt / Cardigan
- ❖ P7 Black sweatshirt

In summer, a red and white checked gingham, dress is a practical alternative for girls. Items of uniform are available from the school office, including a waterproof (£17.50) and fleece jacket (£12.50) with the school logo.

For PE, a T shirt, shorts and gym shoes are required. In line with West Lothian Council dress code policy for school children, we ask that pupils do not wear clothing associated with football teams or which carry inappropriate logos. Children are encouraged to keep PE kit and soft shoes in school for use at any time. In the interests of safety and security, the wearing of jewellery is discouraged, particularly hooped or dangly earrings.

A "Gymkit in a Bag" can be ordered for £8.00. This consists of black shorts, white t-shirt with school logo in a draw string bag.

Application forms for school clothing grants are available from the school office.

**\*\* All items of clothing should be clearly marked with your child's name \*\***

The school's dress code is based on The Dress Code for Schools Policy:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/dresscodeforschools>

## Clothing Grants

Families in receipt of Income Support, Income-based Jobseekers' Allowance, any Related Employment and Support Allowance, Working Tax Credit (WTC) or Child Tax Credit (CTC) (with an annual income of £15,860 or less) who submit a completed application form automatically receive a clothing grant for each pupil of school age. The current grants are £94 for each primary school aged pupil.

Pupils staying on at school beyond school-leaving age are deemed to have any requirement for assistance with clothing met by way of an Education Maintenance Allowance and are not provided with clothing grants.

Families not in receipt of these specific benefits but in financial hardship may also be assisted depending upon their situation. On receipt of an application in such cases, a report is called for from the Children and Young People Team regarding the families' circumstances. Alternatively, pupils will have the opportunity to be appropriately clothed by being able to access school and sports clothing through a school clothing store. For further information please contact the school on 01506 653481.

For further information please refer to the School Clothing Grants Policy:

<http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/schclothgrtpol>

## School Staff Session 2012/2013

Head Teacher:	Miss J Clarkson
Principal Teacher:	Mrs F Stewart
Class Teachers:	Miss M McKenzie Mrs M Mooney Miss L Dick Miss K Farquhar Ms L Young
Visiting Specialists:	Mr D Bennett (Art) Mr M Marzella (Brass Instructor)
Administrative Assistant:	Mrs S Arkley
Pupil Support Workers:	Mrs A McLay Miss N Gilbert Mrs L Boyle
Nursery Nurses:	Mrs I Harrow Mrs L McFarlane Mrs A Fleming
Dining Hall Supervisors:	Mrs C Thomson Miss Y McKay
Breakfast Club Supervisor:	Mrs H Brogan
FMA:	Mr S Warrack (Blackburn Primary School) Mr B Ramage (Murrayfield Primary School) Mr E Thomas (Our Lady of Lourdes Primary School)
Cleaning Staff:	Mrs M Smith Miss C Leckey Ms A Buchanan