

# Our Lady's Primary School Stoneyburn



School Handbook  
Session 2019/2020



West Lothian  
Council



The information contained within this section refers to the day-to-day running of our school and is pertinent to Our Lady's Primary and our pupils. It complements the guidance provided by West Lothian Council.

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Our Lady's Primary School

## **Welcome to Our lady's Primary School, Stoneyburn**

Dear Parents,

I am delighted to welcome you to Our Lady's Primary School and hope that your child/children will be very happy throughout their years with us. We are proud to be a vibrant learning community where each child is valued and achievement in its widest sense is celebrated.

We believe that our school is at the heart of the community and encourage strong home/school partnerships and welcome the support and skills that parents can offer, not just to their own children but also to our wider school community. Your views, help and support are very much welcomed and valued.

Our Lady's is also part of the spiritual community of Our Lady's RC Parish. There are regular opportunities for prayer, worship and assemblies as well as visits from our school chaplain, Fr Nicholas. We aim to develop the full potential of every pupil in a caring environment which reflects gospel values.

We believe that learning should be enjoyable and that fun is an essential part of life at Our Lady's. We want our pupils to leave our school with happy memories, having achieved success and feeling motivated and enthusiastic about their future.

We look forward to welcoming and working in partnership with you throughout your child's time at Our Lady's Primary School.

Yours sincerely  
Laura Caulfield  
Head Teacher



## **All About Our Lady's**

Our Lady's Primary School was opened on 6<sup>th</sup> January 1941. Its catchment area caters for children living in Stoneyburn/Bents.

Our Lady's is a denominational school and provides for nursery children and stages P1-P7. It admits both boys and girls.

Our accommodation comprises of 4 classrooms, a library, general purpose room and a large gym hall and dining area on the stage. We also have a large playground with playing fields and a kick pitch.

Our Lady's is an integral part of the community both socially and educationally. There are active and effective parish links with Our Lady's RC Church as well as strong links with Stoneyburn Primary school and St. Kentigern's Secondary School, including the other feeder primary schools.



Our Lady's Primary School

## Contact Details

Our Lady's Primary  
79 Main Street  
Stoneyburn  
West Lothian  
EH47 8BY

**Denomination:** Roman Catholic

**Telephone Number:** 01501 762265

**Email:** [ourladys.ps@westlothian.org.uk](mailto:ourladys.ps@westlothian.org.uk)

**Council Webpage:**

<http://www.westlothian.gov.uk/sitecontent/schools/OurLadys>

**Headteacher:** Laura Caulfield

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Stoneyburn Nursery Class  
Our Lady's Primary  
79 Main Street  
Stoneyburn  
West Lothian  
EH47 8BY

**Denomination:** Non-Denominational

**Telephone Number:** 01501 763074

**Email:** [ourladys.ps@westlothian.org.uk](mailto:ourladys.ps@westlothian.org.uk)

**Council Webpage:**

<http://www.westlothian.gov.uk/sitecontent/schools/OurLadys>

**Headteacher:** Laura Caulfield



**Stoneyburn Nursery Class Handbook is available on request.**

**Our Lady's Staff Team**

**Head Teacher:** Mrs. Laura Caulfield

**Principal Teacher:** Miss Kerri Thomson

**Class Teachers:**

**P1/2:** Miss. O'Mara

**P3/4:** Mrs. Watkinson/Mrs. Diamond

**P4/5:** Mrs. Doyle/ Miss. Thomson

**P6/7:** Mrs. Thomson

**Early Years Officer:** Mrs. McAlister

**Nursery Nurses:** Mrs. McAulley  
Mrs. Frye

**Support for Learning Teacher:** Mrs. Watkinson

**Non Teaching Staff:**

**Secretary:** Mrs. Smith

**Pupil Support:** Ms. McIntosh  
Mrs. Pomphrett  
Mrs. Thomson  
Mrs. Carbry  
Mrs. Brown

**Kitchen Assistant:** Mrs. Wilson

**Cleaner/Caretaker:** Mrs. Davidson

**Crossing Patrol:** Mrs Cairns



## School Information

### Our Vision

**O**UTSTANDING **L**EARNING **P**ROMOTING **S**UCCESS

### Our Values and Aims

- ✚ High aspirations for all
- ✚ Open, honest and effective communication
- ✚ Welcoming and nurturing environment
- ✚ Positive and respectful relationships
- ✚ Grow in love and understanding of God

### It is our aim that you will see and hear:

Child-centered learning experiences which enable pupils to reach their full potential.

Opportunities for the young people to develop responsibility for their own learning and success.

Co-operative working to ensure that the values and opinions of all are respected within our school and parish community.

Young people adopting a happy, healthy lifestyle which nurtures their self-esteem, ensuring they are proud of themselves, their friends and their school where success is recognised and celebrated.

The Gospel values being promoted, creating a welcoming environment where everyone feels safe included and respected.



## The School Day

**The school day is the same for all children.**

### Monday-Thursday

Start at 8.45am

Break at 10.30am

Lunch from 12.25 until 1.15pm

Home time at 3.15pm



### Friday

Home time at 12.25pm

*If for any reason the school has to close early, we will ensure someone is at home before allowing children to leave the building. It is very important, therefore that all emergency contact details are kept up to date and accurate.*

## School Dress Code

### Our Lady's School Uniform is:

- Grey or black v-neck sweatshirt with embroidered school badge
- Grey or black skirt, trousers or pinafore
- White/blue blouse, shirt or polo shirt
- School tie and black shoes
- **Royal blue sweatshirts for Primary 7 only**

School ties, sweatshirts, polo shirts and badges may be purchased from the school.

Some families may be entitled to clothing grants. Please check the west Lothian Council website or speak to Mrs. Smith, our school secretary for more information.





## The Curriculum

Every child and young person in Scotland is entitled to experience a broad general education, as described by the Scottish Government's Curriculum for Excellence. Its aim is to provide a coherent, more flexible and enriched curriculum from 3 to 18 which will enable our pupils to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

We offer pupils active learning experiences across the curriculum areas:

- Literacy
- Numeracy and Mathematics
- Health and Wellbeing
- Expressive Arts
- Sciences
- Social Studies
- Technologies
- Religious Education

successful learners	confident individuals	responsible citizens	effective contributors
<b>attributes</b> <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>	<b>attributes</b> <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>	<b>attributes</b> <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>	<b>attributes</b> <ul style="list-style-type: none"><li>• an enterprising attitude</li><li>• resilience</li><li>• self-reliance</li></ul>
<b>capacities</b> <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>	<b>capacities</b> <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>	<b>capacities</b> <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>	<b>capacities</b> <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>



## Literacy

The literacy and English framework in Our Lady's Primary School promotes the development of critical and creative thinking as well as competence in listening and talking, reading, writing and personal, interpersonal and team working skills which are so important in life and the world of work.

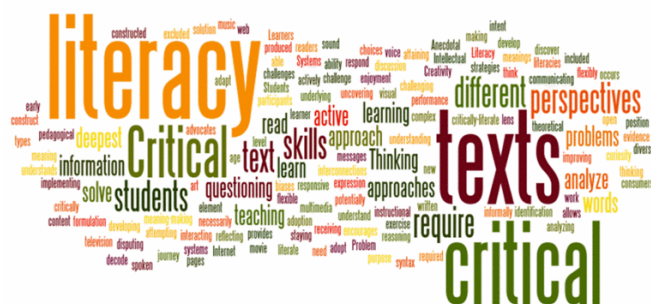
The development of each child's language is pursued through an integrated programme of language work involving talking, listening, reading and writing. Early reading material is based on the child's own natural language, progressing thereafter, through a graded reading programme. As the child pursues their reading through appropriate fiction and non-fiction material, they also learn skills of comprehension and reference to help them understand more of what they read and to assist them in looking for information.

Alongside this they will develop the necessary skills of spelling, punctuation, language structure and handwriting, each at a level appropriate to the child's needs. Writing will form an important part of this development and the child will start with simple stories and go on to different forms and genres of writing activities. Much emphasis will be laid on speaking and discussion.

The objectives of reading are:

- To help children cope with reading in each and every area of the curriculum,
- To help children cope with out-of-school reading needs,
- To develop children's reading from the general to the more specialised,
- To develop reading for enjoyment.

It is very important that reading is also practised at home. Children will be given reading homework but should also be encouraged to read for enjoyment.





## Modern Languages in the Primary School

In Our Lady's, the children begin learning French in nursery.

At early and at first levels, children will develop generic skills in their first language. These include taking part in conversations, developing listening, reading and writing skills and knowledge about language. All of these are relevant to learning other languages. Activities include playing games, singing songs, carrying out simple instructions, and playing with simple poetry and rhyme. In this way the children begin to be enthusiastic, confident language learners from the outset.

By the end of Primary 7, the majority of children will have learned the skills necessary to:

- Give a short presentation about themselves,
- Take part in a simple conversation,
- Understand classroom instructions and personal information,
- Enjoy listening to a story, song or poem,
- Read aloud a simple text,
- Write a few sentences about themselves and others.

Additionally, children will have the opportunity to have experience of other languages in line with interdisciplinary topics.





## Numeracy and Mathematics

The experiences and outcomes of A Curriculum for Excellence encourage learning and teaching approaches that challenge and stimulate children and young people and promote their enjoyment of mathematics. To achieve this, teachers in Our Lady's will use a skilful mix of approaches, including:

- Planned, active learning which provide opportunities to explore, investigate, experiment, play, discuss and reflect,
- Modelling and scaffolding the development of mathematical thinking skills,
- Learning collaboratively and independently,
- Opportunities for discussion, communication and explanation of thinking,
- Developing mental agility,
- Using relevant contexts and experiences familiar to young people,
- Making links across the curriculum to show how mathematical concepts are applied in a wide range of contexts, such as those provided by science and social subjects,
- Using technology in appropriate and effective ways,
- Building on the principles of Assessment is for Learning, ensuring that young people understand the purpose and relevance of what they are learning,
- Developing problem solving capabilities and critical thinking skills.

Maths in a real life context will be at the heart of all our learning and teaching.

## Mental Agility

Mental agility is an important mathematical skill. In Our Lady's, each maths lesson will comprise of interactive mental agility exercises, including number talks, this is in line with the West Lothian Mental Maths Framework.



## Health and Wellbeing

This is divided into six areas:

- Mental, emotional, social and physical wellbeing,
- P.E., physical activity and sport,
- Planning for choices and changes,
- Food and health,
- Substance misuse,
- Relationships, sexual health and parenthood.



As a health promoting school and within a progressive framework, children are provided with opportunities to explore their feelings and emotions, to understand physical factors in relation to their health and to develop a sense of social responsibility. Promoting health at school is embedded in the variety of activities offered during the school day and in extra-curricular activities. Health Fortnight and Sports day are also annual events in Our Lady's. All children from P1-7 are members of active Council Groups which meet regularly to carry out an aspect of school improvement.

## Religious Education

Our hope for the young people in Our Lady's Primary is that they will become responsible and caring members of our community. Through the positive Christian teaching of our Catholic school, we will develop in our children a love of God, a respect for all and a consistent set of beliefs, values, attitudes and practices.

Religious education forms a daily part of every class through morning and afternoon prayers, assemblies and masses. As a school, we attend Mass on the last Thursday of every month at Our Lady's RC Church.

Our Lady's Primary has strong links with the local parish and our school chaplain, Father Nicholas. Particular support is given in the preparation for Sacraments. Partnership between home, parish and school is vital during Sacramental preparation. If parents do not wish their child to take part in Religious observance then they should inform the Head Teacher.



## **Assessment and Reporting**

Teachers will continually gather, reflect on and evaluate evidence of learning in order to track the progress and attainment of each pupil at all stages of your child's learning.

The children will also be involved in self-assessment which allows them to take some responsibility for their own learning by reflecting with their teacher on areas where they have been successful and to also identify next steps in their learning. The children will also be involved in peer assessment where they comment on each other's learning during collaborative tasks.

Your child's progress will be reported to you regularly so that you know how well your child is doing. We hold two Parents' Evenings each year for discussion with your child's teacher. These are held in October and June. In addition, we will issue a written report in May detailing progress throughout the session.

## **Homework**

At present, all children are given weekly reading and follow up tasks.

## **Instrumental Tuition**

Our Lady's Primary has an instructor for brass. Instructors will assess children in P4 and P5 who have expressed an interest in learning to play an instrument. Successful children will be given a place if one is available. Parents are asked to sign a contract to ensure regular practice and proper care of the instrument. There is a charge for lessons, but concessions are available. You can find out more from the Instrumental Music Service. Those who make progress will be encouraged to acquire their own instrument and join local bands and orchestra.

## **After School/Breakfast Clubs**

We aim to provide different extra-curricular activities throughout the session, ranging from sports clubs to cooking clubs. Clubs are offered to different stages and pupils are given details when appropriate.





## 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 at:

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

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

Our Lady's is committed to Getting it Right For Every Child. We recognise that all children need support in their learning at some stage. Some children need more support than others and this support comes from many sources. These can include, for instance, extra Teacher-help, the use of a Visiting Specialist and, with parental knowledge, advice from the Educational Psychologist or health professionals.

We also have a Support for Learning teacher whose role is to support any child, or groups of children, who may need assistance. This may be in reading, number work or any other aspect of the curriculum. It may be for a short period or more long term, and will usually take place in the child's classroom. At Our Lady's, we also aim to support our more able pupils by providing additional challenge in their learning.



## **Bilingual Learners**

Provision will be made for families with English as an additional language. Please speak to the Head Teacher if you require a meeting prior to your children attending school, documents translated into another language or any other support.

## **Enrolment and Transition**

### **Nursery to Primary 1**

Children are enrolled for Primary 1 in late November/December. Enrollment forms are completed online and sent to West Lothian Pupil Placement. Parents who are considering enrolling their child at Our Lady's are most welcome to make an appointment to visit the school and discuss the education provided.

Pupils attending their pre-school year in nursery will be involved in an early years transition programme with opportunities to become more involved in school life and meet some of the school staff.

### **Primary 7**

Primary 7 pupils from Our Lady's will normally transfer to St. Kentigern's Academy, Blackburn. There is an extensive transition programme which runs through the Primary 7 year. Pupils have many opportunities to visit the school to take part in group activities, information days and induction days.

In addition to this, there is a moving on day for the whole school allowing staff and pupils to become familiar with next session's class.





## **Ethos and Behaviour**

Our Lady's is a Rights Respecting School which strives to provide the highest possible quality education, in an ethos of equality and inclusion, where the rights and opinions of our children are respected and their contributions are encouraged and valued, to support them in reaching their full potential. We nurture understanding of their responsibilities as citizens of the world.

We work in partnership with our community to promote healthy living. Through challenging and stimulating learning experiences we aim to raise aspirations and wider achievement in a positive learning environment.

## **Promoting Positive Behaviour**



**ClassDojo**

In Our Lady's high expectations of behaviour are clear. Visitors to our school are always impressed by our pupil's behaviour and manners. As part of our positive behaviour policy children are awarded individual points via the ClassDojo system for their good behaviour and effort. As a parent, you will have access to your child's individual dojo page through a secure password and username. Individual successes are also rewarded through positive praise, stickers and certificates.

Children are also rewarded through our House Points System. Currently, there are four houses named after the Saints of Scotland (St. Andrew, St. John Ogilvie, St. Kentigern and St. Margaret). The individual ClassDojo points are collated to give each house their total points for the week. The awarding of these adds incentive to the children's contribution to the life of the school and helps promote positive good behaviour. All houses are awarded tokens each week depending on the number of points they have and a winning house is rewarded termly.

Occasionally sanctions may be used for instances of inappropriate behaviour. Sanctions range from verbal reprimands, removal of privileges or referral to promoted staff. In the event of serious breaches of discipline, the school may exclude a pupil until a resolution can be agreed with school, parents and the local authority.



## **Attendance**

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

Please ensure your child is punctual for school in the morning.

Where children have a series of unexplained absences or late comings, this information will be passed to the Children and Young People's Team for investigation. Please refer to the Attendance at School Policy for further information:

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

## **School Meals**

Our meals are not cooked on the premises. Pupils are offered a two course meal with a choice of main course, supplemented by salads and bread. Children will be issued with a copy of the menu termly.

Primary 1- 3 pupils are entitled to a free school meal.

P4-7 pupils pay £2.11

Payments can be made using the online payment system, Ipayimpact. All parents will be given a username and password to be able to access this for your child. Your children's choice of lunch can also be selected using this system.

Special dietary requirements will be catered for. Please contact the school on 01501 762265 to discuss your child's requirements.

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



## **Free School Meals**

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

All pupils of nursery schools and P1-7 pupils whose parents are in receipt of a qualifying benefit, are entitled to 200ml 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/schoolmealsmilkpol>

Your child will receive a letter with all the relevant information including costing and payment options at the beginning of each term.

## **Breakfast Club**

The Breakfast Club provides pupils with a healthy 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. All children are entitled to free breakfast and children should arrive promptly at 8.10am.

## **Healthy Tuck Shop**

Healthy snacks and drinks are available at morning break from our tuck shop. All profits are deposited in the school fund which is used to provide resources for the children.



## **Health and Safety and Pupil Welfare**

### **Emergency Contacts and Arrangements**

It is essential that the school has the name, address and telephone number of an adult to be contacted in case of an accident or your child feeling ill. Please ensure records are kept up to date by notifying the school of any change of address and telephone number of your child's emergency contact.

Children will only be sent home in special circumstances. The school will make every effort to contact you in such situations. Where there is no adult to receive the child, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions you may check the council website for information on any school closures.

We are also able to keep in contact with parents and carers via text message and through the ClassDojo system.

### **Security**

There is a secure entry system in the main entrance of the building. Parents are asked to enter through the main door at all times to ensure that staff know who is in the building at all times. Your support is appreciated in this to enable us to keep the building safe for our pupils and staff.

### **Cars and Car Park**

In the interests of safety, we ask that parents pay particular attention to the parking restrictions around the school and nursery. **PARENTS MUST NOT USE THE SCHOOL OR NURSERY CAR PARK.**



## **Playground Supervision**

When pupils are at school, the responsibility for their safety rests with the Authority, and the Head Teacher and staff undertake this responsibility on behalf of the Authority.

From 8.25am and at morning break and at lunchtime, the playground will be supervised.

In the event of a rainy playtime children will be kept in school under these circumstances. Staff will supervise in the classrooms to ensure that children are behaving responsibly. On occasions when it is raining in the morning before school starts all children will be supervised in the gym hall until the bell rings

At the end of the school day, children will be escorted to the school gate and supervised leaving the premises by a member of staff.



## Parent Council

The aims of the Parental Involvement Act are to:

- Help parents become more involved with their child's education and learning,
- Welcome parents as active participants in the life of the school,
- Provide easier ways for parents to express their views and wishes.

To help achieve these aims all parents will automatically be members of the Parent Forum and will be entitled to have a say in what happens at the school.

We have an active and supportive Parent Council and all parents are welcome to attend any of the meetings.

The role of a parent council is to:

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

The need to maintain a positive partnership with parents/carers is well recognised. Your help and support is vital if discipline is to be effective. You will always be contacted to share success within the school and also, at the earliest possible stage, when there are concerns.

Our Lady's Primary School also welcomes parent helpers. If you wish to become involved in this you will need to obtain a disclosure certificate through the PVG scheme. Please refer to the council's Parental Involvement Strategy for further information:

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

We welcome parents into the school at any time to discuss progress with their child's teacher or the Head teacher. Please make an appointment if you wish to do so.



Our Lady's Primary School

## **School Improvement**

The main achievements of the school can be found in the Standards and Quality Report on our school website:

[ourladysprimary.westlothian.org.uk](http://ourladysprimary.westlothian.org.uk)

The plans for future improvements can be found in the School Improvement Plan.



## **Feedback, Concerns and Complaints**

If you have a complaint about any aspect of the service we provide in our school we will try to resolve this, if appropriate, as quickly as possible.

In the first instance, please contact the school directly using the contact information provided.

If you are still unhappy you may contact:

Education Services  
West Lothian Council  
Civic Centre  
Howden Road South  
Livingston  
EH54 6FF

01506 280000

For further advice please refer to the Comments and Complaints Procedure for Education:

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