Welcome to Woodburn Primary School

Prospectus 2012

We hope you find the information in this booklet interesting and helpful. Please contact the school for further information.

Woodburn - Working Well Together
Introduction

The original Woodburn Primary School building opened in 1958 and was situated within the Woodburn housing estate. During session 2008-2009 we celebrated our Golden Jubilee - 50 years of high quality education! In August 2009 we moved to our new building in the Dalkeith Campus and fully merged with Thornybank Nursery.

As a member of a close-knit community, the school has developed good links with parents/carers and others interested in the well-being of the school. It is hoped that, by reading this booklet, you will learn all about Woodburn Primary School so that we may have the pleasure of welcoming new pupils into our midst.

Robert McLean
Headteacher
21 November 2011
Information about the School (Information about staff is subject to change)

School Address
Woodburn Primary School
5 Cousland Road
DALKEITH
EH22 2PS

Roll at November 2011
School – 382
Nursery – 90
Telephone No. 0131-271 4715
Email woodburn_ps@midlothian.gov.uk
Web: http://woodburn.mgfl.net

Headteacher
Robert McLean

Depute Headteachers
Miss Lesley Duncan
John Brash

Principal Teachers
Mrs Irene Macdonald
Mrs Helen Martin
Mrs Audrey Lenaghen

Admin Assistant -
Ms Susan Shanks

Support Assistants -
Mrs Laura Boath; Vacancy

School Janitor -
Paul Roe/Martin Burt

Class Teachers
Mrs Chada
Mrs Pratt
Miss Bremner
Mrs Kelly
Mrs Gallagher
Mrs J Silversten Craig

Miss West
Miss Preacher
Mrs Ramsay
Mrs Sommerville
Miss Holmes
Mrs I Macdonald

Mrs Martin
Mrs Roy
Mrs Fudge
Mrs Andrews
Mrs Goddard
Mrs Cannon

Support for Learning Staff
Mrs Archibald
Ms McKeon (Music)
Mrs Macdonald (Health)

Mrs Shirlaw
Ms Robson (P.E.)
Swimming

Visiting Specialists
Mrs Howie
Miss Allan
Mrs Curtis

Mrs Thomas
Mrs Simpson
Mrs Johnstone

Mrs Aitchison
Mrs Cackette
Mrs Galloway (CCDW)

Learning Assistants
Mrs Curtis
Mrs Downie
Miss Beattie

Mrs D Smith
Mrs Dickson
Mrs Evans

Nursery Teachers
Mrs Lenaghan

Miss McGrory

Child Care Development Workers (CCDW)
Mrs Beattie
Mrs Lapinskie

Mrs D Smith
Mrs Dickson
Mrs Evans
Description of School Premises

Our new school, opened in 2009, is built round two wings. The first wing comprises mainly admin, our Nursery, service rooms and the dining and activity halls. The second wing has our classrooms and some community facilities. This wing is split in to three sections with all classrooms opening out on to atria. In total we have some 22 classrooms 15 of which are currently occupied. In addition we have an Expressive Arts Hall, Library and ICT suite (The Discovery Suite). Members of the community can apply for a let to use any of the school facilities.

Sports and Games Facilities

The school has multi sport facilities including basketball, badminton and athletics. Beside the school is a small Multi Use Games Area (MUGA) used by the children for P.E and for recreation during intervals.

School Hours

The School Hours are as follows:

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<tr>
<th>Day</th>
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<th>P3-7</th>
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<tr>
<td>A.M. start</td>
<td>8.50</td>
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<td>A.M. interval</td>
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<td>Lunch break</td>
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<td>Restart</td>
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**Friday**

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<tr>
<td>A.M. start</td>
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<td>Close</td>
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Nursery (Mon – Thurs)

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<td>P.M.</td>
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Nursery (Friday)*

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<td>A.M.</td>
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*Alternate weeks AM/PM

Total

- Primary 1-2: 22 hours 30 minutes
- Primary 3-7: 25 hours.

Nursery: Nursery children have a total of 25 hours over a fortnight

Parents of children enrolling in P1 in August 2012 will be given an actual start date in June 2012.
**Term Dates and Holidays**

Each session these are sent out to parents as soon as they are known. Dates for session 2012-2013 are given in Appendix 1.

**School Visits/Enrolment**

Parents are welcome to visit school at any time to discuss their child’s progress or in the case of those wishing to enrol, to see round the school. Normally an appointment is preferable but in an emergency please do not hesitate to call (telephone 0131 663 2556). Evening appointments can be arranged in advance. Parental consultation takes place in October and February and parents are offered a time to meet with the class teacher, support for learning staff and if appropriate Head Teacher. Separate arrangements exist for our Nursery class. Opportunities to meet with staff are arranged in November, February and May.

Please contact school if any of these arrangements are not convenient.

**Safety Arrangements**

When pupils are at school, the responsibility for their safety rests with the Education Authority and, in Woodburn, the Headteacher and Staff undertake this responsibility on its behalf. This means that reasonable steps should be taken to prevent any pupils suffering injury and to ensure that accidents or difficulties can be reported to a responsible adult and appropriate action taken. The school has four playground supervisors, on duty during both the morning interval and the lunch break. Our learning assistants also help out in the playground. First aid facilities for the treatment of minor injuries - cuts, bruises, etc. - exist at the school office, where the office assistant is on hand at both breaks to deal with these. In the event of more serious injuries parents/emergency contacts are immediately informed so that the child can be taken home and more specialised help sought. School crossing patrol guides operate at crossing points on Salters Road. Children are encouraged to cross with them. To help ensure school security only one entrance is available for use by parents and visitors. This is situated at the main door entering from the car park and is signposted. All parents and visitors should report to the reception area at the school office.
**Emergency Closure Arrangements:**

Parents/Carers will be informed through Radio Forth, Real Radio and the school website ([http://woodburn.mgfl.net](http://woodburn.mgfl.net)) in the event of the school/nursery being closed. In the highly unlikely occurrence of an emergency closure during the school day children will continue to be supervised until collected by a parent, or a responsible adult acting for a parent. Children who cannot be collected will be escorted home, or to a place of safety previously nominated by the parent. Parents are asked to keep the school informed of changes in home addresses and to provide up-to-date information as to the identity of emergency contacts.

**Health and Safety**

The Education Division has prepared policy statements on Health and Safety for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. Schools 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 in promoting good practice in health and safety matters is of great importance to the school.

*P1 Children at Work.*
New School Motto
Our new school motto (Woodburn Working Well Together) was agreed in our first month in our new school building. From there we revised our school values and these have now been agreed.

School Values
Our school values reflect inclusive practice.
Our values are:
Respect - we show consideration for others
Care - we are concerned about others
Justice - we are fair in everything we do
Honesty - we are truthful at all times

These values have been used to help revise our aims as follows:-

School Aims

- To make our school a secure and caring community.
- To provide learning experiences which will allow each child to realise his/her full potential and attain the highest possible standards.
- To encourage each child to develop self-esteem and a sense of personal social and moral responsibility.
- To encourage co-operation between parents/carers, school and the community.
- To foster a sense of ownership and respect for the environment.
- To be forward-looking, efficient and professional in all matters concerning the well being of the school.
- To be inclusive in all our practices.
- To identify, develop and celebrate each child’s achievements.

Children in the Nursery
listening to a story.
Discipline Guidelines
Children are expected to behave in a polite and mannerly way responding to a few rules which are no more nor less than those which normally prevail in every home. In Woodburn School we try to maintain a high standard of behaviour, to engender self-discipline and to foster a sense of responsibility in every pupil. During session 2009-2010 we revised our discipline guidelines in light of the Good to be Green and Being Cool in School Initiatives. From there we revised our school rules to take account of our new surroundings and these new initiatives. These are detailed below. Each class also agrees class rules at the start of each session.

Anti Bullying Policy
The school has a robust anti bullying policy which relies on the partnership between home and school. We insist that all incidents be reported to school and these will be investigated and parents informed of the outcome. Each year parents/carers are provided with a copy of the school Anti Bullying Policy and this is reinforced during our anti bullying week. The key message in all this is to tell an adult you trust and we hope that the children are aware of this and the fact that help is at hand.

School Rules
Woodburn Primary prides itself in attempting to promote positive discipline. With this in mind the children have been involved in formulating the following rules which relate directly to our school rules:

- We are friendly towards each other.
- We are polite and well mannered.
- We get on with our work.
- We keep our two feet on the ground.
- Everyone joins in our games.
- We always use common sense.

Apart from obvious safety measures within school there are a few other rules of particular importance:

a) During playtime children must not leave the playground.
b) Pupils who take school lunch must not leave the school grounds
c) Mobile phones must not be used and should be switched off
d) Children will not be allowed out of school, other than at the normal times, unless collected by a parent, or a responsible adult, for some particular purpose (e.g. hospital appointment).
School Uniform

It is expected that all children will wear school uniform.

This will consist of -

- Sweatshirt (Navy)
- Trousers/Skirt/Culottes (Dark)
- Polo shirt/Shirt/Blouse (White or Navy)
- Dark Shoes (Not trainers)

Sweatshirts and polo shirts are available to order - details from the office. The school blazer is navy and the school tie is navy/white. Both are optional items of dress.

Children in P7, who all act as prefects, wear a red sweatshirt to distinguish them from the other children.

Assistance with Provision of Clothing and Footwear

The Authority operates a scheme of clothing grants to assist parents in ensuring that a pupil is sufficiently and suitably clad to take full advantage of the education provided. Parents are eligible for this if they are in receipt of Income Support or Income-based Jobseekers Allowance or Child Tax Credit (within the limit of an annual income up to £15860). Those receiving Working Tax Credit with an income under £6420 are also eligible for a Clothing Grant. Other cases will be determined according to the personal circumstances of the family. Parents who wish to apply for the scheme should complete an application form which is available from this school or the Education Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG
Meals and Milk

Under the Education Committee’s policy, children in attendance at schools under the management of the Authority are entitled to free school meals if their parents are in receipt of Income Support or Income-based Jobseekers Allowance or Child Tax Credit (within the limit of an annual income up to £15860). Those receiving Working Tax Credit with an income under £6420 are also eligible for Free School Meals and Milk. Children attending Saltersgate School where eating skills and the midday meal are part of the educational programme also receive free meals. No other children are eligible for free meals.

Woodburn is a Health Promoting School and lunches on offer are nutritiously balanced. The school has a tray system in operation offering a choice of hot meals and snacks. Children not eligible for free meals are able to buy lunch for £1.70 which they bring daily. This price may increase in August 2011. There is also space set aside in our dining hall for any child who brings a packed lunch.

Free milk is provided for children in nursery and primary schools and to children of primary age in special schools if their parents are in receipt of Income Support or Income-based Jobseekers allowance. It is available to all other children in nursery and primary education at favourable prices. Currently milk costs approximately £24.50 for a school year and approximately £6.50 for a 9/10 week period. Payment dates are given at the start of the school session.

Our popular Breakfast Club, which started in January 2004, provides a nutritious breakfast free for children in receipt of free school meals, or at a cost of 60p for all others.
Work in School

Woodburn Primary School exists to provide a stimulating, yet safe, secure and caring atmosphere through which children can derive a sound solid education. Each child is to be valued as an individual and work is provided which extends the child to the best of its ability. The curriculum is designed to provide learners with opportunities to help them become:

Successful Learners
Confident Individuals
Responsible Citizens
Effective Contributors

To help us achieve this we are working to ensure that we provide opportunities for Active Learning. Within this, our programmes of work are designed to allow the children to take an active part in their learning. This is achieved through investigation, enquiry, questioning and practical involvement both teacher led and independently by the children.

Intrinsic to the education on offer within the school is the need to build on the partnership between home, school, and community. Links, which allow the child to take an active part in and understand the community/environment in which he/she lives, are encouraged. As such the school is seen as belonging to the community, and parents and others interested in the school are encouraged to visit and use the facilities within the school.

Homework

Homework can play an important part in the education of all children. In Woodburn we provide a range of activities to help reinforce work in school. This work varies from stage to stage and may include Reading; Spelling; Maths and Research. Further information is available from the school or at Parent information evenings.
Curriculum for Excellence

Bringing learning to life and life to learning

Curriculum for Excellence is now being introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland’s unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

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

Curriculum for Excellence balances the importance of knowledge and skills.

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

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

There will be new ways of assessing progress and ensuring children achieve their potential. There will be new qualifications for literacy and numeracy and from 2012/13, new National 4 and 5 qualifications from 2013/14. Our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

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

Ultimately, Curriculum for Excellence aims is to improve our children’s life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland’s reputation for great education.
**Curricular Policies within Curriculum for Excellence**

Change is currently taking place within the curriculum in all schools. This is being spearheaded through the Curriculum for Excellence and 3-18 initiatives set up by the Scottish Government. These initiatives call for breadth in the curriculum with integration where possible of the key elements. The curriculum is divided into the following main areas - Literacy; Mathematics and Numeracy, Social Studies, Expressive Arts; Modern Languages; Personal/Social Development, Science and Technology; Religious/Moral Education; Health and Well-Being. Subsumed within the curriculum within Woodburn is the Assessment for Learning initiative. This promotes greater opportunity for children to be involved in the evaluation of their own abilities. This is an integral part of the school improvement plan for this session.

**Outdoor Education**

The school has an extensive programme of Outdoor Education including a programme which provides a series of challenges for the children in P5, 6 and 7 at a range of venues including Vogrie, Musselburgh Lagoons and the Pentland Hills. Children in P7 are offered skiing lessons at Midlothian Ski Centre. The school also offers residential experiences to children in P5, 6 and 7 with P5 attending Low Port Centre; P6 attending Ardlui and P7 the cluster camp at Whithaugh.

**Assessment**

Formative Assessment plays an integral part in the learning and teaching in school. This allows an evaluation of a pupil's learning and aids understanding of knowledge skills and abilities.

A policy exists within school to assess pupils in two ways (a) continuously and (b) annually. Continuous assessment takes place in all areas of the curriculum and relates to work being carried out in the classroom at any particular time. When appropriate children will be assessed using tests from the National Assessment Resource or the Midlothian Understanding Numeracy Programme. The tests will be carried out when the class teacher feels that the individual has covered all the work and has attained the level. The tests are used to confirm the professional opinion of the class teacher. Further to this the Deputes and Headteacher annually use a series of standardised tests in Maths, Reading and Spelling with children from P1-7 to help assess progress.
Pupils with Additional Support Needs - An Inclusive School

Midlothian Council has a policy, Education for All, which promotes the provision for all children in mainstream schools. Additional information on this policy can be found in 'Education for All: a guide for parents, carers and young people' available from school.

Within Woodburn a policy exists to cater for pupils with additional support needs. Two support for learning teachers, offer help by (a) working with pupils in the classroom, (b) withdrawing pupils for intensive work, (c) providing resources for class teachers. This highly specialised work is provided on a full-time basis and an important aspect is the identification of pupils with learning difficulties at all ability levels. To allow this, close consultation between staff and parents takes place. Support for Learning Staff use diagnostic tests to assess individual progress and use as a guide Midlothian’s Assessment and Planned Staged System (MAPSS). In the event of additional support being required or for further assessment, children in Woodburn are referred to the Dalkeith 0-12 forum. This will only take place after detailed discussions and approval from parents/carers. Parents/carers may request additional assessment by contacting the school in the first instance. A request can also be made to the ASN Officer, Education Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG. asnofficer@midlothian.gov.uk

If your child has any kind of support need, you should discuss these with Miss Duncan at enrolment in order to ensure that staff are able to provide appropriate support for your child.

Pupil Council
Pupils are encouraged to be part of the decision making process through the Pupil Council. Each class from P3-7 nominates representatives who attend fortnightly meetings. Children from P1-2 are visited by Pupil Council members to hear their views on the school. Pupil Council members assist in school initiatives such as litter campaigns and are given opportunities to raise concerns. The school has also established an ECO committee to help us ensure we are environmentally friendly.

Employment of Children
Children under the statutory school leaving age can only be employed within the terms of the Council’s bye-laws on the part time Employment of Children. These regulations do not permit the employment of children under 14 years of age, except in specific categories, and for those over that age there are limits on the hours and type of employment which are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins.

Further details can be obtained from the Education Office at Fairfield House.
Attendance

Parents/carers are responsible for ensuring that their child attends school regularly. Parents are requested to inform the school if their child is absent or to send a note giving details of any absences. Parents are encouraged to ensure that their child arrives at school on time.

Attendance is monitored by the Education Welfare Officer and School staff on a regular basis. In cases of unsatisfactory attendance, parents/carers will normally be contacted by the school in the first instance. Thereafter a letter regarding these concerns would be sent by our Education Welfare Officer after discussion with staff in school. If such unsatisfactory attendance persists, discussions will take place with the Education Welfare Officer and other agencies. If continued non attendance persists a decision will be made whether the case should be referred to the local Area Attendance Advisory Group. This Group has been formed to make recommendations to the Director on the statutory responsibilities of the Authority with regard to defaulting parents.

Details of absence rates are given at the end of the booklet.

Transport

The travelling expenses of those pupils attending the district school who live more than two miles from the school is met by the authority. Bus passes are issued where public transport exists and contract transport is arranged where there is no suitable public transport. Where there are vacant seats on contract buses, these may be made available to pupils who are attending the district school and who are not normally entitled to free transport. A charge may be made for this.

Travelling expenses are also met in the case of any pupil whom the Authority requires to attend a school other than the district school, if the pupil meets the distance qualification. Where appropriate, free travel is provided for pupils receiving special education. Consideration may also be given to requests for assistance with travel in exceptional circumstances, e.g. where the road between home and school is deemed dangerous by the Authority, and where there is no public transport available.

Parents who choose to send their children to a school other than the district school will not receive assistance in relation to travel to and from school.

School Costs

Details of the running costs associated with education in Midlothian are provided at the end of the booklet.
Partnership with Parents/Carers

Communications with Home.

A newsletter is distributed every 6 weeks or so giving details of all school activities. Letters concerning individual classes and or special events are sent out on an ad hoc basis. Parents are reminded that the Headteacher is available for consultation most days between 8.30 a.m. - 4.30 p.m. or by appointment in the evening.

Parent Council

The Woodburn Primary School Board was formed in 1989 and has played an important part in ensuring that the views of parents and the wider community are made known. More recently the Board was replaced by the Parent Council. The Council works closely with Staff in the school and parents are encouraged to attend meetings which are normally held every 6 weeks or so. The Chair of the Parent Council is Stephen Reidie. Details of the remit for Parent Councils can be found in Appendix 2.

Woodburn Primary has an active sub group of the Parent Council which meets throughout the year. Events are held for pupils and parents from Nursery to Primary 7 (discos, fun nights, talent contests etc.) as well as regular meetings of parents. The Parent Council (formerly the P.T.A.) has, over the years, provided equipment etc. for use within school and this has been achieved through social fund raising activities such as dances, fairs, raffles etc. etc. A good spirit of co-operation has been fostered between parents, carers and teachers and all are keen to see this continue. New parents interested in joining should contact any member of the Council.

Partnership with Parents - Reporting to Parents

Parents/carers will be informed whenever the school has a concern about their child. Parents/carers can visit school whenever they have a concern as well as during parents’ evenings normally held in October and February. A written report is provided in May/June giving details of progress and attainment. Parents/carers are thus involved in helping in planning and reviewing the work of their child.

Our Nursery provides parents/carers with opportunities to meet with staff in October, February and May to discuss learning and development and All About Me Books are sent home regularly. Nursery reports for pre school children are also sent out in May/June.

We also invite parents/carers into school throughout the session for a variety of events in classrooms and other parts of the school.
**Links with the Wider Community**

Good links exist between the school and various community groups including senior citizens groups, police, fire and ambulance authorities, local business, local councillors, etc. etc. As children progress through school they are encouraged to explore links with the community and at Primary 6/7 this entails contributing to the local community. We have excellent links with Dalkeith Community Learning Department who are based in the school.

**Links with Other Schools**

Excellent links exist between Woodburn, the other primaries in the area, local nurseries and Dalkeith High School. At the pre school level the DHT liaises with other pre school providers as well as Health Visitors.

**Nursery/Primary 1**

A Nursery handbook is given to all parents on enrolment. This provides advice on procedures and details of the early years curriculum. Similarly a Handbook is available for parents of children starting school in Primary 1.

**Transfer to Secondary School**

The majority of children from Woodburn Primary School transfer to Dalkeith High School, 2 Cousland Road, Dalkeith, (tel. 654 4701). However parental choice now allows parents to select other secondary schools and a few do exercise this option. Pupils will normally transfer to Secondary School on completion of the seven year course of primary education or on attaining the age of 12 years 6 months at the date of transfer. To prepare the pupils for the transition from primary to secondary education Dalkeith High School, in consultation with the primary school, makes the following provisions during the pupil’s P.7 year:-

- In Term Time P7 pupils are invited to Dalkeith High School to spend a morning in December followed by 2 full days in June following a typical timetable.
- Parents of P7 pupils are invited to attend a meeting, held in the High School, at which senior management and guidance staff from Dalkeith High School give short talks and answer questions.
- In Term 3 P6 pupils visit the High School for a one day Curricular Event.
- Children in P7 attend Camp School at Whithaugh in May for one week with pupils from other primary schools associated with Dalkeith High School. Staff from Dalkeith High School help organise and run the camp.
Medical Care

The School Health Service is part of the Community Child Health Service and also 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 and with others who are caring for your child. Some of the staff concerned and the parts they play are given in Appendix 3.

Child Protection

The Council has a range of duties and responsibilities in relation to the child protection procedures for all pupils which includes having regard for their right to be protected from harm and abuse. The school’s duties and responsibilities for this are set out in the Edinburgh and Lothians Child Protection Committee’s “Child Protection Guidelines” which are used by all Midlothian schools and our partner agencies. Schools should include a statement on Child Protection similar to the following example.

“In circumstances where a school has a significant concern that a child or young person has, or is at risk of being harmed or abused, the school is required to pass information to the Police, Social Work Department and Health colleagues who have a legal duty to investigate further. While we always endeavour to work in an open manner with parents and guardians, there are some circumstances when it may not be appropriate to inform the parent or guardian that a Child Protection referral has been made or that information has been passed on to these agencies. Under these circumstances, the decision as to when and how parents and guardians will be informed is the responsibility of the Police, Social Work and Health Services as part of their investigation and the school will be informed by these services of the action that they have taken.

Should you wish to discuss this or any associated matter further, please contact the Head Teacher, the school’s designated Child Protection Co-ordinator or the Education Officer, Pupil Support Services.”
Complaints Procedure

The Education Committee has approved the following statement of principles and procedures:

Parents and the School
Parents and schools separately can do a great deal to assist children's educational development; together, they can achieve even more. We will keep you informed of your child's progress and we will deal confidentially with any information, which will help us in planning her/his education. We will keep you informed of our policies and procedures and will consult you whenever a significant change is contemplated. We rely on your support and we welcome your comments on the school.

If you are concerned about...
A particular aspect of our work, please arrange an appointment to discuss the matter with the Headteacher in the first instance. Where appropriate, the Headteacher may nominate another member of staff to act on her/his behalf. The Headteacher will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, providing you with any relevant information.

In some cases, your concerns can be dealt with immediately; other matters may require more extended investigation. In any event, the Headteacher will notify you, normally within five working days, of the school's response. It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned.

If you are dissatisfied with the school's response...
Please notify the Headteacher that you wish to pursue the matter further. He/she will either review the proposed action or notify you of the appropriate officer of the Education Authority whom you should contact (see "Useful Addresses"). Contact the named officer by telephone or by letter at Education Division headquarters. The officer will investigate the matter and endeavour to resolve any difficulties. He/she will report the outcome to you, normally within five working days of being contacted.

Nearly all matters of concern are resolved through the above procedures. If you remain dissatisfied, please contact again the officer involved at stage 2; he/she will review the situation and/or indicate what other avenues are open to you.

In all cases, final appeal can be sought through the Chief Executive's office.
## USEFUL ADDRESSES

**Midlothian Council**  
*Based at Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG*

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<th>Position</th>
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<tr>
<td>Chief Executive</td>
<td>Kenneth Lawrie</td>
<td>0131 271 3002</td>
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<tr>
<td>Director, Education and Children's Services</td>
<td>Donald MacKay</td>
<td>0131 271 3718</td>
</tr>
<tr>
<td>Head of Education</td>
<td>Colin Taylor</td>
<td>0131 271 3719</td>
</tr>
<tr>
<td>Head of Children and Families</td>
<td>Mary Smith</td>
<td>0131 271 3601</td>
</tr>
<tr>
<td>Head of Support Services</td>
<td>Ogo Onwuchekwa</td>
<td>0131 271 3721</td>
</tr>
<tr>
<td>Education Officer, CSCYP</td>
<td>John Thomson</td>
<td>0131 271 3736</td>
</tr>
<tr>
<td>Additional Support Needs Officer</td>
<td>Susan Flynn</td>
<td>0131 271 3689</td>
</tr>
<tr>
<td>Education Officer, Community Learning &amp; Development</td>
<td>Ann McConaghy</td>
<td>0131 271 3711</td>
</tr>
<tr>
<td>Senior Officer, Janitorial and Cleaning</td>
<td>Norman Catto</td>
<td>0131 271 3702</td>
</tr>
<tr>
<td>Placing Requests, School Lets and Primary School Swimming Programme</td>
<td>Fiona Campbell</td>
<td>0131 271 3733</td>
</tr>
<tr>
<td>Parent Councils, Child Performance Licences and Employment of Children</td>
<td>Kevin McGuire</td>
<td>0131 271 3732</td>
</tr>
<tr>
<td>Education Maintenance Allowance, Bursaries</td>
<td>Gail Robertson</td>
<td>0131 271 3730</td>
</tr>
<tr>
<td>Free School Meals &amp; Clothing Grants</td>
<td>Terri Smith</td>
<td>0131 271 3728</td>
</tr>
<tr>
<td>School Lets</td>
<td>Mhairi McLennan</td>
<td>0131 271 3705</td>
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*Based within Commercial Services Bonnyrigg*

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<tr>
<th>Position</th>
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<th>Phone Number</th>
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<tr>
<td>Home to School Transport Section</td>
<td>Debbie Hunter</td>
<td>0131 561 5453</td>
</tr>
</tbody>
</table>

**Please note:** If you are uncertain of whom to contact, please telephone 0131 271 3703.
Other Useful Addresses/Telephone Numbers

Department of Community and Child Health, East & Midlothian NHS Trust

Edenhall Hospital, Musselburgh, EH21 7TZ
Scottish Government

Victoria Quay, Edinburgh EH6 6QQ

Her Majesty’s Inspectorate of Education

Denholm House, Almondvale Business Park,
Almondvale Way,
Livingston EH54 6GA

Dalkeith High School (Headteacher Mr Colin Gerrie)

2 Cousland Road, Dalkeith

Woodburn Primary School Parent Council – Chair

Stephen Reidie

Woodburn Primary School Parent Council – Secretary

Pauline Spence

Woodburn Primary School Parent Council – Treasurer

Susan Munro

Care Inspectorate

Compass House
11 Riverside Drive
Dundee DD1 4NY

Dalkeith After School Club – Based in Woodburn Primary School

Coordinator Amanda Mason

0131 536 8108/7
0131 556 8400
01506 600200
0131 654 4701
0131 663 2556
0131 663 2556
0131 663 2556
01382 207 100
07950852098
MIDLOTHIAN COUNCIL  
EDUCATION AND COMMUNITIES DIVISION  
DAY SCHOOL SESSION DATES 2012/2013

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<td>Pupils resume</td>
<td>Wednesday 22 August</td>
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<td>All return</td>
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<td>All break</td>
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*Staff In Service Days
Appendix 2

Parent Council

Midlothian Policy and Guidelines

The Scottish Schools (Parental Involvement) Act 2006 requires the Education Authority to support the establishment of a Parent Council for every primary, secondary and special school.

The Act aims to help all parents to be:

- involved in their child’s education and learning;
- welcomed as active participants in the life of the school; and
- encouraged to express their views on school education generally and work partnership with the school.

Parent Council members are selected from the members of the Parent Forum which is made up of all the parents with children in attendance at the School. Midlothian Council has developed guidance for Parent Councils including a support pack to assist with the establishment of a Parent Council.
Appendix 3

School Medical Services - Roles and Responsibilities

• Throughout their time as school a team of specialist Health Service and Education staff will be seeing children as part of a planned programme to make sure that they benefit as much as possible from all that school has to offer, and to help prepare them for life after leaving school. The school health service is part of Midlothian's 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 issue of maintaining confidentiality is taken seriously by the School Health team at all times. The staff involved make every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, eg testing of vision in Primary 1, are normally provided to all children on a routine basis to discover which children may need further tests or treatment. Parents 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, parents will be informed and consent requested. If you have any concerns about your child's vision please contact the school nurse who will arrange to test vision or alternatively you can take your child to a local optician (optometrist).

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

• The school nurse is the lead professional in mainstream schools in Midlothian. School nurses are involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening. The school nurse may be helped by a health assistant and have close working links with Community Paediatricians.

• The school nurse acts as an important link between home and school. She visits the school regularly and liaises with the teaching staff. Where a teacher is concerned about a child's health or development, a referral may be made to the school health team only after obtaining parental permission. Separate referral to child and family mental health services also needs parental permission. 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 health team also work closely with colleagues from other children's services.

• The school nurse reviews the notes of all children in Primary 1 as well as those of all new entrants. A member of the school health team measures
their growth and tests vision. The school nurse will assess these measurements and results. In addition she reviews all children who are referred either by parents, teachers or other health professionals at any stage in their school life.

- Every opportunity is taken to provide pupils with access to confidential support and advice from the school health team throughout their school career.

- Parents are also asked to complete a health questionnaire about their child at Primary 1 and Primary 7. Any specific conditions can be raised at that point.

- With your consent, the school nursing staff also carry out immunisations to protect against various diseases:

  - Age 14 - 15 - Booster immunisation against tetanus and polio.

- If you have concerns about your child's hearing the school can refer him or her to the appropriate specialist directly.

- The speech and language therapist can provide assessment and, if necessary, support if you, a teacher, your GP or the school doctor feels that your child may need help with communication. Appointments are normally arranged at the local Speech and Language Therapy clinic with follow-up at school if required. Speech and Language Therapists work closely with school staff and support is often provided as part of a Learning Support programme.

- 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 (Telephone: 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, school nurse or the health visitor if you want any information.
Appendix 4
Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers 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.

Data policy

Information about pupils' education is collected in partnership between the Scottish Government and Local Authorities through the ScotXed programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.
The individual data collected by Scottish Government is used for statistical and research purposes only.

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 note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education, Careers Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations 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 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 relevant colleagues and individuals within and outwith Scottish Government.

Concerns
If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@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.
**Budgeted Running Costs For Financial Year 2011-2012**

<table>
<thead>
<tr>
<th>School Roll at September 2010</th>
<th>379</th>
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<tbody>
<tr>
<td>Total School Running Costs at April 2011 (£)</td>
<td>1,237,489</td>
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<td>Cost per Pupil (£)</td>
<td>3,265</td>
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</table>

Key to symbols: The symbol ## indicates that the data are not available.

**Attendance And Absence For School Year 2010/2011**

<table>
<thead>
<tr>
<th>Stage</th>
<th>P1</th>
<th>P2</th>
<th>P3</th>
<th>P4</th>
<th>P5</th>
<th>P6</th>
<th>P7</th>
<th>P1-7</th>
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<tbody>
<tr>
<td>Total Number of Possible Attendances(Pupil Half Days)</td>
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<td>16600</td>
<td>18857</td>
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<td>Percentage Authorised Absences</td>
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<td>5.3</td>
<td>3.7</td>
<td>4.1</td>
<td>3.4</td>
<td>4.7</td>
<td>3.9</td>
<td>4.3</td>
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<tr>
<td>Percentage Unauthorised Absences</td>
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<td>2.3</td>
<td>3.6</td>
<td>5.2</td>
<td>2.1</td>
<td>3.1</td>
<td>2.6</td>
<td>3.2</td>
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</table>

Key to Symbols:
Asterisks (**) have been inserted instead of figures for some schools and categories:
- Counts and percentages based on data for more than 0 but fewer than 5 pupils, because they could be misleading or lead to the identification of individuals.
- In other cases, it is not possible for the school to have any data for the category, for example, cases where the relevant year group roll figure is zero.

The symbol (##) indicates that the school has recently opened or merged with another school and this information is not available.

**Minimising Overall Absence**

<table>
<thead>
<tr>
<th>Absence recorded (2009/2010) Average number of half days absence per pupil</th>
<th>Absence recorded (2010/2011) Average number of half days absence per pupil</th>
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</thead>
<tbody>
<tr>
<td>Absence</td>
<td>26.2</td>
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</table>

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

Key to Symbols: The symbol (##) indicates that the data are not available or comparable with other years.
INFORMATION FOR PARENTS 2011
PRIMARY SCHOOLS

Education Authority: Midlothian

Budgeted Running Costs For Financial Year 2011-2012

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<th>School Roll at September 2010</th>
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<td>Cost per Pupil (£)</td>
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Key to symbols: The symbol ## indicates that the data are not available.

Attendance And Absence For School Year 2010/2011

<table>
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<tr>
<th>Stage</th>
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<th>P6</th>
<th>P7</th>
<th>P1-7</th>
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<tr>
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<td>Percentage Authorised Absences</td>
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Minimising Overall Absence

<table>
<thead>
<tr>
<th>Absence</th>
<th>Absence recorded (2009/2010) Average number of half days absence per pupil</th>
<th>Absence recorded (2010/2011) Average number of half days absence per pupil</th>
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<tr>
<td>Absence</td>
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Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

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INFORMATION FOR PARENTS 2011
PRIMARY SCHOOLS

National Data

**Budgeted Running Costs For Financial Year 2011-2012**

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Key to symbols: The symbol ## indicates that the data are not available.

**Attendance And Absence For School Year 2010/2011**

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<th>P6</th>
<th>P7</th>
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**Minimising Overall Absence**

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<tbody>
<tr>
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Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.

Key to symbols: The symbol (##) indicates that the data are not available or comparable with other years.
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<td>Links with Other Schools</td>
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