Mission Statement

Learning, growing, caring, sharing

Dear Children, Parents, Carers and Friends,

A warm welcome to Mayfield Primary School. We hope you will find the content of our handbook both interesting and informative.

We offer your child and yourselves a friendly, happy, caring, secure and stimulating environment. All children are valued and are encouraged to learn and develop to their full potential in every area of life. A key feature of our school is the continual striving towards the attainment of high standards, both academically and pastorally, supported by a fantastic team of teachers and support staff.

We welcome pupils and parents/carers from the immediate town and surrounding areas. We always seek to maintain positive relationships between pupils, staff, parents/carers and visitors. Our view is that parents/carers are partners in the educational process and we appreciate your support in all aspects of school life.

Please do not hesitate to contact the school if you require additional information or have any queries.

Yours sincerely,

Mrs. J.L.MacFarlane

Head Teacher

This handbook is produced for the school year 2015/6 and the information is correct at the time of printing but may be subject to change during the school session.
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact details</td>
<td>4</td>
</tr>
<tr>
<td>General information and Staff</td>
<td>5</td>
</tr>
<tr>
<td>Class organisation and enrolment</td>
<td>6</td>
</tr>
<tr>
<td>Emergency arrangements</td>
<td>7</td>
</tr>
<tr>
<td><strong>Ethos and values of our school</strong></td>
<td>8</td>
</tr>
<tr>
<td>The school building</td>
<td>9</td>
</tr>
<tr>
<td>Our school aims</td>
<td>9</td>
</tr>
<tr>
<td>Behaviour</td>
<td>10</td>
</tr>
<tr>
<td>Medical care</td>
<td>11</td>
</tr>
<tr>
<td>School and the community</td>
<td>11</td>
</tr>
<tr>
<td><strong>Parent/carer involvement</strong></td>
<td>12</td>
</tr>
<tr>
<td>Attendance</td>
<td>12</td>
</tr>
<tr>
<td>Homework</td>
<td>13</td>
</tr>
<tr>
<td>Consultation with parents/carers</td>
<td>13</td>
</tr>
<tr>
<td>Home/school links</td>
<td>13</td>
</tr>
<tr>
<td>Parent Council</td>
<td>14</td>
</tr>
<tr>
<td>Fundraising committee of the Parent Council</td>
<td>14</td>
</tr>
<tr>
<td>Complaints procedures</td>
<td>14</td>
</tr>
<tr>
<td><strong>Curriculum information</strong></td>
<td>16</td>
</tr>
<tr>
<td>The curriculum and Teaching and learning styles</td>
<td>16-18</td>
</tr>
<tr>
<td>Literacy and English and Languages</td>
<td>18</td>
</tr>
<tr>
<td>Numeracy and Mathematics, Science, Technologies and Social Subjects</td>
<td>18</td>
</tr>
<tr>
<td>Expressive arts</td>
<td>19</td>
</tr>
<tr>
<td>Health and Wellbeing, Religious and Moral Education</td>
<td>19</td>
</tr>
<tr>
<td>Rights Respecting Schools</td>
<td>20</td>
</tr>
<tr>
<td><strong>Assessment and reporting</strong></td>
<td>22</td>
</tr>
<tr>
<td>Assessment and reporting on pupil progress</td>
<td>22</td>
</tr>
<tr>
<td><strong>Support for pupils</strong></td>
<td>23</td>
</tr>
<tr>
<td>Pupils with Additional Support Needs (A.S.N.)</td>
<td>23</td>
</tr>
<tr>
<td>Speech, Language and Communication Special Provision</td>
<td>24</td>
</tr>
<tr>
<td>Enquire - the Scottish advice service for additional support for learning</td>
<td>24</td>
</tr>
<tr>
<td><strong>Transitions</strong></td>
<td>25</td>
</tr>
<tr>
<td><strong>School improvement</strong></td>
<td>26</td>
</tr>
<tr>
<td><strong>School policies and other information</strong></td>
<td>27</td>
</tr>
<tr>
<td>School and authority policies</td>
<td>27</td>
</tr>
<tr>
<td>The wider curriculum, School Parliament</td>
<td>27</td>
</tr>
<tr>
<td>The school day</td>
<td>28</td>
</tr>
<tr>
<td>The school year</td>
<td>28</td>
</tr>
<tr>
<td>School meals, Milk and School Uniform</td>
<td>29</td>
</tr>
<tr>
<td>Assistance with provision of clothing and footwear</td>
<td>30</td>
</tr>
<tr>
<td>Child protection</td>
<td>30</td>
</tr>
<tr>
<td>Health and safety</td>
<td>31</td>
</tr>
<tr>
<td>Transport</td>
<td>31</td>
</tr>
<tr>
<td>The School Health Service</td>
<td>31</td>
</tr>
<tr>
<td>Head lice</td>
<td>32</td>
</tr>
<tr>
<td>Employment of children</td>
<td>33</td>
</tr>
<tr>
<td><strong>Useful addresses</strong></td>
<td>34</td>
</tr>
</tbody>
</table>
Contact details

Mayfield Primary School
Stone Avenue
Mayfield
DALKEITH
Midlothian
EH22 5PB

Telephone: (0131) 663 0546
Facsimile: (0131) 663 1627
http://mayfield.mgfl.net/
Email: mayfield_ps@midlothian.gov.uk
General information

Staff

Head Teacher (HT)  Mrs. J. L. MacFarlane  B.A. (Hons.)  P.G.C.E.,
                  M.A., N.P.Q.H.
Depute Head Teacher (DHT)  Mr S. Wood  B.Ed. (Hons),  S.F.H.
Principal Teacher (PT)  Ms. M. Richardson
Home Link Teacher  Mrs. P. Di Duca

Class teachers

<table>
<thead>
<tr>
<th>Stage</th>
<th>Year</th>
<th>Number of pupils</th>
<th>Class teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early</td>
<td>Primary 1a</td>
<td>25</td>
<td>Miss E. Henry</td>
</tr>
<tr>
<td></td>
<td>Primary 1b</td>
<td>24</td>
<td>Mrs L. Muirhead</td>
</tr>
<tr>
<td>First</td>
<td>Primary 2</td>
<td>26</td>
<td>Miss M. Smith &amp; Mr R Blyth</td>
</tr>
<tr>
<td></td>
<td>Primary 2/3</td>
<td>25</td>
<td>Mrs C Wightman &amp; Mr R Blyth</td>
</tr>
<tr>
<td></td>
<td>Primary 3</td>
<td>28</td>
<td>Mrs L. Campbell</td>
</tr>
<tr>
<td></td>
<td>Primary 4</td>
<td>24</td>
<td>Miss R Forbes</td>
</tr>
<tr>
<td>Second</td>
<td>Primary 5</td>
<td>22</td>
<td>Miss A. Craig &amp; Mr S Wood</td>
</tr>
<tr>
<td></td>
<td>Primary 5/6</td>
<td>21</td>
<td>Miss M Smith</td>
</tr>
<tr>
<td></td>
<td>Primary 6</td>
<td>18</td>
<td>Miss C Burt</td>
</tr>
<tr>
<td></td>
<td>Primary 7</td>
<td>25</td>
<td>Ms M Richardson and Mr Blyth</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
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<td></td>
<td>Total</td>
<td>235</td>
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</tr>
</tbody>
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Specialist provision

Principal Teacher (PT)  Mrs. A. Campbell
                       Mrs R. Dryden
Teacher              Mrs. A. Kelly
Learning assistant    Mrs. K. Blain
Child care development workers
                       Mrs. S. Brown
                       Mrs C Devers
                       Mrs P Burton

Support For Learning Teacher  Mrs C Brennan
We also have specialist staff for Swimming instruction and Music Instruction for Brass and Woodwind. Please note: information about staff is subject to change, since personnel and complements may vary from year to year.

Class organisation
It is often necessary to form composite classes, which comprise of pupils from two year groups. These classes have a maximum of twenty-five pupils. Other classes may contain up to 25 pupils in P1, up to 30 in P2-P3 and up to 33 pupils from P4 to P7.

Enrolment
The Authority contacts parents of children living in the catchment area, due to commence school in August, in the previous November. Any parent/carer whose name is not on the nominal roll should contact the school directly. Parents/carers who wish to enrol their child in a school which is not their catchment area school must first enrol in their own catchment area school and make a placing request for the school they would like their child to attend.

A “Placing Request” form is available from all primary schools. Parents/carers are informed by the Education Department whether their request has been granted.

For any arrangements for visits to view the school, please contact Mrs. Cassie, the school secretary, Mr Wood, the Depute Head Teacher, or Mrs MacFarlane, the Head Teacher.
Emergency arrangements
Parents/carers will be informed by letter, normally a week in advance, of any planned early closures of school. In the event of any unplanned closures such as heating failure etc., no child will be allowed to go home unless we are convinced adequate provision has been arranged for their care.

It is essential that the school be informed immediately of any change of address, home phone numbers of parents/carers and emergency contact.

If your child has a medical or other appointment during school hours, he/she must be collected and returned to school by an adult. We must ensure the child’s safety at all times.

U.N. Convention on the Rights of the Child: Article 3

Scotland's Commissioner for Children & Young People
CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,
    He learns to condemn
If a child lives with hostility,
    He learns to fight.
If a child lives with ridicule,
    He learns to be shy.
If a child lives with shame,
    He learns to be guilty.
If a child lives with tolerance,
    He learns to be patient.
If a child lives with encouragement,
    He learns confidence.
If a child lives with praise,
    He learns to appreciate.
If a child lives with fairness,
    He learns justice.
If a child lives with security,
    He learns to have faith.
If a child lives with approval,
    He learns to like himself.
If a child lives with acceptance and friendship,
    He learns to find love in the world.
The school building
Mayfield Primary is a non-denominational, co-educational school providing education for children throughout all primary stages. We are situated approximately three miles south of Dalkeith and have panoramic views of the Pentland Hills, Arthur’s Seat and the River Forth.

Our school is part of a campus comprising of St. Luke’s R.C. Primary, Mayfield Nursery School, and the District Library, which serves the local area. There is also a Family Reachout Unit that provides support for local families.

Mayfield Primary was opened in August 1963 and at present we have approximately 235 pupils arranged in 10 classes. Although we share the building with St. Luke’s R.C., both schools retain their own identities. The halls and playing fields are used by both schools, and pupils integrate for meals, sports and other social activities.

Most of our facilities, particularly the large hall and gymnasium are also shared with the local community as the school is used by clubs and youth groups most evenings.

Mayfield Primary School provides a resourced provision for Midlothian children with Speech, Language and Communication difficulties. A breakfast club and an after-school club for all local schools in the area are accommodated within the campus.

Our school aims
The aims of Mayfield Primary School are:
1. Ethos **UNCRC Article 3: The best interests of the child must be a top priority.**
   - To provide a happy, secure, inclusive, caring environment, where all feel valued.
   - To celebrate all success.

2. Leadership and quality assurance **UNCRC Article 12: Children should be listened to and able to say what they think about things.**
   - Through shared leadership, encourage whole school participation in school improvement.

3. Learning and teaching **UNCRC Article 28: Children should be able to go to school.**
   - To provide the highest quality of teaching and learning experiences, creating a stimulating atmosphere in which each pupil values and enjoys learning.

4. Curriculum **UNCRC Article 3: The best interests of the child must be a top priority.**
   - To provide a curriculum which makes links between learning and has relevance, breadth, depth and balance.
5. Achievement and attainment **UNCRC Article 3**: *The best interests of the child must be a top priority.*
   - To ensure that each individual realises their full potential.

6. Pupil support **UNCRC Article 23**: *Children in need of special care should get it.*
   - To provide inclusive support systems which promote personal, social and emotional development.

7. Resources **UNCRC Article 3**: *The best interests of the child must be a top priority.*
   - To support all members of staff in the development of their skills and professionalism.

**Behaviour**
At Mayfield Primary School, in the main, we employ a three tiered behaviour / relationships approach. We value the effort pupils put into demonstrating good behaviour and developing good relationships. On occasions we do have to deal with more negative behaviour, we do this in two ways. Firstly, we use a restorative approach to deal with conflict in order to find meaningful, positive solutions for all involved. If this approach is unsuccessful we have more traditional consequences which can be used. If behaviour is deemed to be very extreme, we employ a Team Teach approach in order to positively de-escalate pupils.

We cannot overestimate the importance of your co-operation in supporting school and encouraging your child(ren) from an early age to appreciate the necessity for a code of good behaviour which should in turn lead to the child's self-discipline. A key factor in maintaining positive discipline is the liaison between home and school.

At all times, children are expected to maintain a high standard of behaviour, to be polite and to consider the needs of others.
Our school rules are:
Follow instructions first time.
Keep hands, feet and objects to yourself.
Keep to the correct noise level.
Walk inside the school.

Rewards include:
- a smile
- praise
- stamps on a chart to earn ‘Mayfield Treasure’ certificates
- certificates and stickers to let parents/carers see school achievement
- end of term rewards, chosen by pupils
- end of year rewards, also chosen by pupils.

Pupil achievement is also celebrated at regular dedicated assemblies, newsletters and the annual Mayfield's Got Talent shows.

**Consequences of not following our school rules**
The class teacher or a playground supervisor deals with minor breaches of discipline. However ongoing disruptive behaviour will be reported to the DHT or HT. The pupils' behaviour may be monitored and if necessary, parents/carers will be contacted.
If behaviour continues to cause concern parents/carers are asked to meet with the Head Teacher or Depute Head Teacher to further discuss the problem and to find ways for home and school to work together to support the child. Although action is not anticipated beyond this stage, continued concern may result in formal exclusion.

Medical care
If a child has a particular medical condition or requirement, parents/carers should inform the school as soon as possible.

Should a child have an accident at school that cannot be dealt with on the premises, attempts will be made to contact the parent/carer or the emergency contact. It is really important that contact telephone numbers are kept up to date for this reason. However, in order to avoid delay, it may be necessary for your child to be taken to hospital. An adult will wait with the child until the parent/carer arrives.

If there are any specific issues with regard to medical treatment it is vital that school is made aware of this. Children who are ill should not be sent to school, particularly if it is likely that they will have to be sent home during the day.

Administering of any medication can only be carried out after the school has received written consent by the child's parent/carer. Forms are available on request.

School and community
Mayfield Primary School prides itself in being actively involved in the local community. We share learning with Mayfield Nursery School and St. Luke's Primary School, Y2K, Mayfield and Easthouses Gala Day and contribute to collections of food items, donated to the local food bank.
Parent/carer involvement

Attendance
Parents/carers are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Depute Head Teacher may ask our Education Welfare Officer (E.W.O.) to visit the home and discuss the problem with parents/carers.

It is essential also that strict punctuality be observed so that no schoolwork is missed unnecessarily. Excessive late coming may also require procedure similar to those outlined above. Pupil attendance is now computerised and as latecomers and absences are noted it is important that parents/carers contact school to explain the above.

As all absences must be accounted for, parents/carers must inform the school prior to 9:30am of the reason for any absence to avoid unnecessary concern. We use an automated text system to contact parents/carers should a child fail to register in the morning. If a pupil is not returning after lunch the school should be informed immediately.

Parents/carers are kindly asked whenever possible to take holidays out with term time. If parents/carers take their children on holiday during term time this will be recorded as 'unauthorised absence'.
Homework
Homework may consist of any number of activities, to support and extend work carried out in school.

It is an expectation of the school that pupils read at home and regular parental support/supervision helps ensure that pupils obtain maximum benefit. Parents/carers can also help their children by questioning them about stories, which they read, and checking to see if their child can recall events or predict what might happen next. Children are encouraged to take their reading books home and parents/carers are requested to ensure their return. It is helpful if pupils protect books by means of a school book bag.

Membership of the Mayfield Library is strongly encouraged.

Sound recall of the table facts can be of real help to your child. In addition, Maths homework is set regularly and children may be asked to complete other tasks at home in other subject areas.

It is important that pupils establish a regular routine of homework in order to prepare for the kind of independent learning, which is required in their later education.

Consultation with parents/carers
If you have a concern and would like to speak to your child's class teacher, please make an appointment to meet at the end of the school day when the teacher will be able to give you his/her full attention.

In order to reduce interruptions during class time, please hand forgotten gym shoes, dinner money or packed lunches into the school office. We shall make sure that they are delivered to the classroom by the required time.

Meetings are held in June for parents/carers of our future Primary 1 intake, providing an opportunity to meet with your child's teacher and talk about the experiences your child might expect to have in their first primary school year.

The arrangements for consulting with parents/carers of children with additional support needs is the same as described above, with additional meetings arranged throughout the year according to need.

Home/School links
Our Support for Learning Teacher, Mrs Brennan, supports parents/carers with aspects of pupil learning, and holds monthly drop in coffee mornings, which all parents/carers are welcome to attend.

Our Home Link teacher, Mrs. Tricia Di Duca, (who works with all the primary schools in Mayfield) holds meetings for pre-school and Primary 1 parents/carers to offer support. These are organised throughout the year.
Close links between home and school are a necessary foundation for children's education. We value communication with parents/carers and make every effort to ensure that opportunity is provided for parent/teacher contact.
We value parent/carer support in school, such as BOATs (Bring Our Adults to School) events, and educational excursions. Please speak to your child's class teacher if you are interested in assisting pupil learning in classrooms. Throughout the year, each class hosts an assembly to showcase their learning, to which all parents/carers and family members are most welcome.

**Parent Council**

1. **Guide to the Legislation**

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/carers 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 in partnership with school.

Parent Council members are selected from the members of the Parent Forum which is made up of all parents/carers with children in attendance at our school.

All parents/carers are encouraged to become active members and new parents/carers are most welcome. If you would like join the Parent Council, please contact any Parent Council member or just come along to our regular meetings!

**Fundraising committee of the Parent Council**

As part of our Parent Council a group of parents/carers and staff meet regularly to plan activities to support the work of our school. It also provides an opportunity for parents/carers to get to know the staff in a less formal setting. A variety of meetings and exciting activities are held during the year and all parents/carers are invited to attend.

Dates and times for all Parent Council meetings are available on the school website, in monthly newsletters and at the main entrance of the school (parent/carer information board), and infant and upper school doorways.

**Complaints procedure**

Parents/carers and schools separately can do a great deal to assist children's educational development; together, we can achieve even more.

We rely on your support and welcome your comments on our school.

A standard procedure must be followed in the event of any complaint:

1. If you are concerned about a particular aspect of our work, please arrange an appointment to discuss the matter with the Head Teacher in the first instance. Where appropriate, the Head Teacher may nominate another senior member of staff to act on her/his behalf. The Head Teacher 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 Head Teacher 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.

2. If you are dissatisfied with the school’s response, please notify the Head Teacher 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”).

Please then contact the named manager by telephone or by letter at Education and Children’s Services Division headquarters.

The Parental Liaison 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.

3. 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.
Curriculum information

The curriculum
The Scottish curriculum has gone through a national review. ‘A Curriculum for Excellence (3-18)’ provides the new framework for learning and teaching, its purpose is to enable all young people to become:

- successful learners
- confident individuals
- effective contributors and
- responsible citizens.

The Curriculum for Excellence guidance has replaced the 5-14 national guidelines. Our current curriculum is guided by the outcomes and experiences within ‘A Curriculum for Excellence’.

The curriculum is divided into nine areas:
- Literacy and English
- Numeracy and Mathematics
- Languages
- Sciences
- Technologies
- Social Studies
- Expressive Arts
- Health and Wellbeing
- Religious and Moral Education

The aim of our programme is to promote the teaching of a broad, coherent and balanced curriculum that offers all pupils continuity and progression as they move through school.
Further information on the curriculum can be found at:
Information about how the curriculum is structured and curriculum planning -
http://www.educationscotland.gov.uk/thecurriculum/
Information about the outcomes a learner can expect to experience and achieve across literacy,
numeracy and health and wellbeing, as well as the 8 curricular areas
http://www.educationscotland.gov.uk/thecurriculum/howisthecurriculumorganised/experiencesand
outcomes/index.a
The following guide created by the Scottish Government gives further insight into ‘A Curriculum
for Excellence’:

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.
Teaching and learning styles
Learning in school is based on a range of strategies, including investigating, problem solving, discussion and direct teaching.

Children experience a variety of learning situations and have access to a wide variety of resource materials throughout their schooling. They also learn through class, group and individual teaching methods in order that the curriculum can best meet the needs of each child. Throughout the year pupils study various topics which are reflective of their interests.

Literacy and English
The development of each child’s language is planned through an integrated programme that involves the four areas of language:

Listening      Talking     Reading     Writing

Listening and Talking skills are encouraged and developed systematically throughout all stages.

Each child experiences a wide variety of graded reading materials, fiction and non-fiction, both within school and for individual reading at home. Classes visit Mayfield library on a fortnightly basis and we encourage pupils and parents/carers to make use of this facility out with school hours too.

Early writing skills are based on the child’s own language and experience. The pupils are taught to use several different forms of writing styles for a variety of purposes.

Languages
In P6 and P7 pupils begin to learn a modern foreign language, currently French. Spanish is also taught in P7.

Numeracy and Mathematics
We aim to create an environment, which will enable spontaneous learning in the early stages, and to develop the child’s understanding of numeracy and mathematical skills and concepts as she/he matures. Through a variety of techniques, including problem solving, mental mathematics, information handling and formal learning a sound basis of number and mathematical practice will be experienced and developed throughout your child’s primary education.

Sciences, Technologies and Social Studies
We aim to provide a programme through which your child will acquire skills and knowledge to help them understand the social and physical world in which we live. This will involve using a wide range of resources, including appropriate visits so that the children can explore the “real” world and experience both their local and the wider environment. Pupils in Primary Seven are given the opportunity to benefit from a Residential Visit, which encourages the development of social skills such as team working and cooperation.
Expressive arts
The expressive arts curriculum comprises Art and Design, Music, and Drama. Through these areas your child will have the opportunity to develop a wide range of skills. In addition many of the activities involved also provide the opportunity for developing your child’s creativity and enjoyment of the Arts.

Health and Wellbeing
Our curriculum contributes to the personal and social development of pupils. Children are encouraged to take increasing responsibility for their own health and to develop a positive regard for others. Pupils are also encouraged to work independently, and to foster social skills to enable them to become responsible decision makers.

Swimming
Swimming is part of the curriculum and children should when required have a costume and a towel. If for any reason a parent/carer wishes to withdraw their child from swimming lessons, the school should be informed in writing. This is an important part of your child’s education and will only be granted if your child is unwell.

Religious and Moral Education (R.M.E.)
There is a statutory requirement to provide religious education and religious observance. The Secretary of State has issued regulatory advice (Circular 6/91) which makes clear that religious and moral education has a fundamental place in the normal school curriculum; religious observance is seen as complementing religious and moral education. Parents/carers, however, have a statutory right to withdraw children from religious and moral education and from religious observance. The Head Teacher must be informed if this is requested. Parents/carers’ wishes will always be respected and alternative arrangements made.
We aim to encourage an understanding of the beliefs and values of the major world religions. We value tolerance and encourage our children to respect other points of view.

Weekly assemblies are held throughout the year. Most of these focus on moral issues such as caring and cooperating and in some there will be an element of worship. We have links with the local Church of Scotland at Easthouses. For example, our recent harvest festival was held at the church, with donations being given to the church's charity Dalkeith Food bank.

**Rights Respecting Schools**

Mayfield Primary School aims to be a school where every aspect of a child is focused on and developed. As part of our school’s mission to be a learning, growing, caring, sharing school, we are working towards recognition as a Rights Respecting School. This is an award which is given to schools on behalf of UNICEF.

**UNICEF** is the world’s leading organisation working for children and our rights. In 1989, governments worldwide promised all children the same rights by adopting the United Nations Convention on the Rights of the Child (UNCRC). These rights are based on what a child needs to survive, grow, participate and fulfil their potential.

The ‘Rights Respecting School’ award (RRSA) will help us be, and continue to grow as confident, caring, successful and responsible young citizens both in school and within the wider community. By learning about our rights we also learn about the importance of respecting the rights of others i.e. our responsibilities.

At Mayfield Primary School we are encouraged to reflect on how our behaviour and actions affect those around us, which allows us to build and maintain a positive and safe learning environment for all, both in the classroom and community.

It would be great if you could spend a few minutes reading through the key principles of the Convention on the Rights of the Child, listed below:

The right to a **childhood** (including protection from harm).

The right to be **educated** (including all girls and boys completing primary school).

The right to be **healthy** (including having clean water, nutritious food and medical care).

The right to be **treated fairly** (which includes changing laws and practices that discriminate against children).

The right to be **heard** (which includes considering children’s views).
So far, we have reached the second stage of becoming a Rights Respecting School, which is Level 1. This shows that we:

- have a knowledge and understanding of the Convention on the Rights of the Child (CRC)
- have a rights respecting ethos
- empower children

and that these are becoming embedded within our school.

We really hope that you will feel able to support us in working towards our goal of being a 'Rights Respecting School'. We’d love you to become involved and look forward to sharing our work, whether at assemblies, in newsletters, classroom displays or the school website.

If you would like more information about the work of UNICEF or a Rights Respecting School then please visit: www.unicef.org.uk/rrsa. Thank you, The Rights Respecting Steering Group.
Assessment and reporting on pupil progress

Each child is both formally and informally assessed, which includes a combination of continuous assessment, specific assessment material, and by standardised tests when appropriate. These methods then help determine your child’s appropriate level of work and next steps in their learning.

Formal assessment includes:
- PIPS for pupils in Primary 1 to measure attainment and progress in Language and Mathematics.
- GL tests for pupils from Primary 2 to 7 to assess Reading and Mathematics.
- National testing to assess attainment in Reading, Writing and Mathematics for all pupils.
- Midlothian Understanding of Numeracy Programme (MUNP) for all pupils.

Other assessment approaches includes:
- tracking pupil attainment and progress in line with Curriculum for Excellence for all curriculum areas
- opportunities for self and peer assessment.

Reporting

Individual parent/carer interviews are held in the Autumn and Spring terms when parents/carers are invited to discuss your child’s progress with the class teacher. In the summer term, written reports are produced for each child, summarising attainment and progress during the session.
Support for pupils

Pupils with Additional Support Needs (ASN)
The authority keeps the additional support needs of each such child and young person under consideration through the Midlothian Assessment and Planning Staged System (MAPSS) process.

The additional support needs of these identified children and young people are recorded on Seemis, the authority's secure management of information system.

A wide range of resource materials is also available to staff and pupils to support pupils with specific educational needs.

1. Communication
The authority has a policy "Education for All" which promotes the provision for all children in mainstream schools. Further information is set out in 'Education for All: a guide for parents, carers and young people' available from school.

The Authority has a policy of integration, which promotes the placement of pupils who have significant special needs into primary/secondary schools. Additional support may be given to enable such placements.

The Psychological Services and relevant assessment groups in consultation with parents/carers make placements into special classes following assessment.

The person with responsibility for Support for Learning is Mrs C Brennan, and is the first point of contact for parents/carers requiring information on Additional Support Needs.

Information for parents/carers is available in many ways such as alternative formats, community languages and support services other than school (e.g. your G.P.).

2. Assessment
Pupils with additional support needs are identified and assessed using Midlothian's Assessment and Planning Staged System (MAPSS).

The process of referral for support from services external to the school, includes a multiagency forum. Parents/carers are always consulted before any referral.

Parents/carers may request additional assessment by contacting the school in the first instance. Requests can also be made in writing to the ASN Officer (asnofficer@midlothian.gov.uk), Education Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

3. Enrolment
If your child has any kind of additional support need, please discuss this with Mrs J.L.MacFarlane, Head Teacher or Mrs C Brennan (Support for Learning Teacher) at enrolment in order to ensure that staff are able to provide appropriate support for your child.
4. Support
Support for Learning services are provided within school. Support for Learning teachers, and Learning Assistants work as a team alongside class teachers to meet the additional support needs of pupils. Classroom-based support is also available, for example, where colleagues like therapists may also contribute materials and advice for class teachers.

Pupils with special aptitudes are also catered for and may include individual programmes of work and advice from specialists’ out with our school.

5. Partnership
We value the active involvement of children and their parents/carers within the Additional Support process. Parents/carers, and children where appropriate, are fully informed of any Individualised Educational Programmes (I.E.Ps.) and Co-ordinated Support Plans (C.S.Ps.).

**Speech, Language and Communication Special Provision**
All Midlothian schools have services which support children and young people with additional support needs.

The Mayfield Primary School Speech, Language and Communication Special Provision provides additional support for Primary school aged children from across Midlothian who have speech, language and communication needs.

There are two parts to the service provided:
1. Children attend Mayfield Primary School and are supported by a specialist team made up of 2 part time Principal Teachers, 1 teacher, a Speech and Language Therapist, 2 Childcare Development Workers and a Learning assistant. The children are full members of Mayfield Primary School and are supported in mainstream classes, but receive individual and small group support where necessary.

2. Staff also provide outreach advice and support to staff in Midlothian schools.

**Enquire - the Scottish advice service for additional support for learning**
Enquire offers independent, confidential advice and information on additional support for learning through:
- Telephone Helpline: 0845 123 2303
- Email Enquiry service: info@enquire.org.uk
- Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

Enquire provides a range of clear and easy-to-read guides and factsheets including The parents’ guide to additional support for learning.
Transitions

Secondary school transfer
The secondary school to which pupils from this school normally transfer is:

Newbattle Community High School
64 Easthouses Road
Easthouses
DALKEITH
EH22 4EW
Telephone: (0131) 663 4191

Pupils transfer from primary to secondary school at the end of their Primary 7 year. Parents/carers are notified of the transfer arrangements by December of the pupils’ last year in primary school.

Throughout their final primary school year, Primary 7 pupils are invited to attend a variety of activities at the High School. There is also a meeting for parents/carers of prospective S1 pupils held at Newbattle High to explain the first year courses.

You should be able to say what you think in lots of different ways

We revise our School Improvement Plan annually. More information can be found:

- on display at the school main entrance
- within our Standards and Quality report
- whole school assembly at the start of the school year, to which all parents/carers are invited.

Please contact Mrs J. MacFarlane, Head Teacher, should you wish to view the current School Improvement Plan.

Pupils, staff and Parent/carers are involved in contributing towards school improvement planning via consultation via Parent Council meetings, questionnaires, pupil focus groups, and pupil Parliament.
School polices and other information

School and authority policies
Please contact Mrs MacFarlane, Head Teacher, should you wish to view any school and authority policies.

The wider curriculum
“Extra-curricular” activities provided by the school include a football club and many other activities through the year, which in the past have included judo, jewellery making, and origami. Each year, Primary 7 pupils enjoy a residential visit (known as Cluster Camp), with the opportunity for them to experience a range of outdoor activities. This is also a chance to meet the P7 pupils and staff they may be joining at Newbattle Community High School.

School parliament
Our School Parliament gives pupils the opportunity to work with a range of different pupils and teachers. Parliamentary committees are:

- Health and wellbeing
- The Great Outdoors
- Eco
- Charities and Fundraising
- The Great Reads
- Newsdesk
- Rights Respecting School

and make decisions and choices to further school improvement.

You should have a say in decisions that affect you

The school day
The school day is organised as follows:

<table>
<thead>
<tr>
<th></th>
<th>Primary 1 - 2</th>
<th>Primary 3 - 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morning Break</td>
<td>8.50 - 10.30am</td>
<td>8.50 - 10.30am</td>
</tr>
<tr>
<td>2nd Session Lunch</td>
<td>10.30 - 10.45am</td>
<td>10.30 - 10.45am</td>
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<td></td>
<td>10.45 - 11.50am</td>
<td>10.45 - 12.05pm</td>
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<td></td>
<td>11.50 - 12.35pm</td>
<td>12.05 - 12.55pm</td>
</tr>
<tr>
<td>3rd Session</td>
<td>12.35 - 2.40pm</td>
<td>12.55 - 3.20pm</td>
</tr>
<tr>
<td>Friday Lunch</td>
<td>School closes at 12 noon with no afternoon session</td>
<td>School closes at 12.05pm with no afternoon session</td>
</tr>
</tbody>
</table>

The school year 2015 - 16

**TERM 1**
- **Staff Resume** Monday** 17 August 2015
- **Pupils Resume** Wednesday 19 August 2015
- **Autumn Holiday** Friday 18 September 2015
- **All Resume** Tuesday 22 September 2015

**Mid Term**
- **Pupils Break** Thursday 8 October 2015
- **Staff Break** Friday * 9 October 2015
- **All Resume** Monday 19 October 2015
- **Term Ends** Friday 18 December 2015

**TERM 2**
- **Staff Resume** Tuesday* 5 January 2016
- **Pupils Resume** Wednesday 6 January 2016

**Mid Term**
- **All Break** Friday 12 February 2016
- **All Resume** Monday 22 February 2016
- **All Break** Thursday 24 March 2016
- **Good Friday** Friday 25 March 2016
- **Easter Monday** Monday 28 March 2016

**TERM 3**
- **All Resume** Monday 11 April 2016
- **May Day** Monday 2 May 2016
- **All Resume** Tuesday 3 May 2016
- **Victoria Day** Monday* 23 May 2016
- **Pupils Resume** Tuesday 24 May 2016
- **Term Ends** Friday 1 July 2016

**Provisional 2016/17 Staff Resume** Thursday 18 August 2016

*In Service Days
School meals
School meals are cooked on the premises and cost £1.80 per day. Children are requested to bring the money for the week on Monday mornings.

The cost includes a two course choice of a hot main meal with a choice of soup, fruit, yoghurt or dessert and a drink. Pupils may also choose from a selection of filled rolls/wraps/sandwiches with a choice of 2 items from homemade soup, fruit, yoghurt or daily dessert and a drink.

Drinks provided are milk, fruit juice and water.

Primary menus are changed twice per year and menu information is available on the Midlothian website (see below.)

Provision is made for children who bring a packed lunch and our dining supervisors supervise all pupils.

Children who have a packed or school lunch are not allowed outside the playground unless the Head Teacher has granted prior permission.

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 and Child Tax Credit but not Working Tax Credit (subject to a maximum annual income), both maximum Child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income) or support under Part VI or the Immigration and Asylum Act 1999. Children attending certain special schools where eating skills and the midday meal are part of the educational programme also receive free meals. From January 2015, children in primary 1-3 across Scotland have the option of taking a free school meal every day, although an application form should be completed if free milk is required. Further information and an application form can be obtained from the school or from the Free Meals and Free Clothing Section, Education and Children’s Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

Milk
Milk is available to all children in primary education at a cost of 16p per day payable in advance on a half yearly basis. Children, who are eligible for free school meals as per the above criteria, also qualify for free milk.

Our school uniform
School clothing has the benefit of preventing domestic squabbles about suitable clothes for school and saves parents/carers from having to cope with the expense of having to change their children’s clothes according to the most recent fashion whim.

School uniform consists of navy sweatshirt and polo shirt in either white or navy and grey or black trousers/skirts. Other items of clothing are also available and may be ordered from the school office. Footwear should be sensible and black in colour.

Designer wear, denim, sportswear (including trainers), or football colours should not be worn.
We request that jewellery is not worn in school. Midlothian Council does not compensate for jewellery or clothing lost or damaged in school.

For safety reasons, looped/dangle earrings must not be worn in school, and all jewellery must be removed during PE lessons. Teachers cannot take responsibility for looking after these items during lessons and no compensation will be made if they go missing. Please help us by insisting that your child adheres to our policy.

**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. Families in receipt of Income-based Job Seekers allowance, on Income Support or Child Tax Credit but not Working Tax Credit (subject to a maximum annual income), both maximum Child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income) or support under Part VI or the Immigration and Asylum Act 1999 will automatically qualify for such a scheme. 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 and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

**P.E. kit**
For reasons of Health and Safety, all children are required to wear shorts, a loose top and a change of footwear e.g. Gym shoes for P.E. It is also useful to have a spare pair of socks in the P.E. kit in case pupils come into school with wet feet. Long hair must also be tied back.

**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 Lothian's Child Protection Committee’s “Child Protection Guidelines” which are used by all Midlothian schools and our partner agencies.

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 Information Officer, Co-ordinated Services for Children and Young People.
Health and safety
The Education and Children’s Services 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.

Transport
The Authority currently pays the travelling expenses of those pupils attending the district school who live more than two miles from that school.

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; however a charge may be made for this service.

Transport costs 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.

Parent/carers 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.

The School Health Service
School Nurse - the lead health 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 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 may review children who are referred either by parents/carers, teachers or other health professionals at any stage in their school life.

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

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.

Head lice
This is a social problem, which has been around for many years. The school sends information leaflets home at intervals to offer advice and support on this. The latest professional medical advice is that we should no longer send alert letters home to all children when we are informed of a case.

Neither school staff nor the school nurse may inspect children’s heads, but, if a member of staff notices head lice in a pupil’s hair they will inform the Head Teacher or Depute Head Teacher who will contact the parent/carer to tell them about it. Pupils are not routinely excluded from school but parents/carers may, in this case, want to collect the child and treat their hair. The child should return to school as soon as this has been done. Please check your child’s hair every week and, if live lice are found, treat his or her hair as advised by the nurse or the chemist.

We would still like to be informed when a child has had head lice so that we can pass this information to the health professionals when it is requested.
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 bye-laws do not permit the employment of children under 14 years of age, except in specific categories; 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 and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

You should not be made to do dangerous work

U.N. Convention on the Rights of the Child: Article 32
Useful addresses

USEFUL ADDRESSES

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

Chief Executive  
Kenneth Lawrie  
0131 271 3002

Director, Education, Communities and Economy  
Mary Smith  
0131 271 3718

Head of Education  
Grace Vickers  
0131 271 3719

Head of Communities and Economy  
Ian Johnson  
0131 271 3460

Additional Support Needs Officer  
Lynne Grant  
0131 271 3689

Education Officer, Lifelong Learning  
Annette Lang  
0131 271 3923

Placing Requests, and Primary School Swimming Programme  
Fiona Campbell  
0131 271 3733

Parent Councils  
Kevin McGuire  
0131 271 3732

Employment of Children  
Julie Currie  
0131 271 3719

Education Maintenance Allowance, Bursaries  
Gail Robertson  
0131 271 3730

Free School Meals and Clothing Grants  
Nicky McLean  
0131 271 3655

**School Lets**  
Mhairi MacLennan  
0131 271 3705

Based within Commercial Services, Bonnyrigg  
Home to School Transport Section  
Debbie Hunter  
0131 271 5453

**Scottish Government**  
Victoria Quay, Edinburgh EH6 6QQ  
0131 556 8400

**Education Scotland**  
Denholm House, Almondvale Business Park, Almondvale Way, Livingston EH54 6GA  
0141 282 5000