Handbook 2012 – 2013
DISCLAIMER

Whilst information provided in this handbook is considered to be correct at the time of printing, it is possible that there may be some inaccuracy by the time the document reaches parents.

WELCOME TO BURNBRAE PRIMARY SCHOOL

A very warm welcome to Burnbrae Primary School! Whether you are a parent, teacher or pupil of Burnbrae Primary School, we hope that you will be able to find everything you need using our website.

We have had a very exciting and busy year packing and moving into our fabulous new school! We are all very happy to be here and feel privileged to work in a state of the art building.

At Burnbrae, we support, challenge and encourage all our pupils to be Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. Achievement is celebrated in class, at school assemblies and with parents. The dedicated staff team, along with parent and community volunteers, help the children to grow and develop as individuals through an interesting and engaging curriculum.

Our school is at the heart of a growing community and we are lucky to have many supportive parents working in partnership with the staff. We hope this continues and expands as we welcome new families to the area.

I am very proud to lead the school team at this exciting time. I hope you enjoy browsing our web site and find the information you require. If we have missed anything please contact the school and we shall be delighted to help.

Candy Inglis

Head Teacher
COMMUNICATION

Burnbrae Primary School was opened in October 2012 and is a non-denominational and co-
educational school. The school covers Nursery to Primary 7 and also has 3 Support Classes. The school roll is currently 218, including the nursery and support classes.

Burnbrae Primary School
144 Burnbrae Road
Bonnyrigg
EH19 3GB

Telephone: 0131 271 4605
Fax: 0131 660 1269
Email: burnbrae.ps@midlothian.gov.uk
Web: http://burnbrae.mgfl.net
Head Teacher: Ms Candy Inglis

We ask for all visitors/parents to report to the main reception when arriving at school. Any visitors, parents or carers are asked to wear a visitor’s badge whilst in the school building.

Please feel free to approach your child’s class teacher in the first instance if you have any queries. If you require more time then arrange an appointment directly with the class teacher or otherwise contact Fiona Miller (Admin Assistant) who can arrange an appointment for you.

Location Information

Burnbrae Primary is located within the new Hopefield Development. All parents will be sent The Burnbrae Walking Guide, which includes a map with safe routes to school.

BURNBRAE STAFF

Please note that while we endeavour to keep this section up to date, information about staff is subject to change since personnel and complements may vary from year to year.

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<thead>
<tr>
<th>Head teacher: –</th>
<th>Ms Candy Inglis</th>
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<tr>
<td>Principal Teachers: –</td>
<td>Mrs Mandy McConnachie (seconded to Bonnyrigg Primary School until Easter 2013)</td>
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<td></td>
<td>Mrs Elspeth Hood (Support for Learning)</td>
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<td>Mrs Sandra Ali (Provision)</td>
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<td>Class Teachers: –</td>
<td>Mrs Fiona Hill</td>
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<td>Ms Emma Johnston</td>
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<td>Ms Jennifer McLaren</td>
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<td>Mrs Valerie Clark</td>
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<td>Childcare &amp; Development Workers: -</td>
<td>Mrs Tori Trueman (Acting PT in absence of Mrs McConnachie)</td>
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<td>Mrs Jill Roberts</td>
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<td>Mrs Sarah Corrieri</td>
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<td>Ms Chrissie Thornton</td>
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<td>Mrs Rhona Paterson (Provision)</td>
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<td>Mr Jamie Dougal</td>
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<td>Ms Mairi Smith</td>
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<td>Ms Joanne Grinton</td>
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<td>Ms Amy Richmond</td>
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<td>Learning Assistants: -</td>
<td>Mrs Linda Robertson (Provision)</td>
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<td>Mrs Sandra Henderson (Nursery)</td>
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<td>Mrs Marion Aitken (Provision)</td>
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<td>Office Staff: -</td>
<td>Mrs Loretta Lynch</td>
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<td>Admin Assistant: -</td>
<td>Mrs Leigh Murdoch</td>
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<td>Ms Heather Stephenson</td>
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<td>Mrs Sandra Scanlon</td>
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<td>Mrs Christine Russell</td>
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<td>Mrs Dorothy Mellor</td>
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<td>Mrs Lynne MacKay (Provision)</td>
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<td>Mrs Jane Hinde (Provision)</td>
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<td>Miss Emma Preston (Provision)</td>
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<td>Mrs Kerri Sneddon (Provision)</td>
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<td>Mrs Michelle Summersgill (Provision)</td>
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<td>Mrs Rhona McDonald</td>
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<td>Office Support: -</td>
<td>Mrs Fiona Miller</td>
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<td>Mrs Aileen Greig</td>
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<td>Mrs Imelda Robertson</td>
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<td>Playground Supervisor: -</td>
<td>Ms Nicola Gordon</td>
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<td>Dinner Hall Supervisor: -</td>
<td>Mr Callum Anderson</td>
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<td>Visiting Specialists: -</td>
<td>Ms Susan Outerson – Physical Education</td>
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<td>Mrs Lisa Mailer – Music</td>
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<td>Mr David Knox – Woodwind</td>
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<td>Janitors: -</td>
<td>Mr Sandy Turnbull</td>
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<td>Cleaning Staff: -</td>
<td>Lynne Livingstone</td>
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<td>Narelle Kirkwood</td>
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<td>Susan Kirkwood</td>
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<td>Lynne McLean</td>
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<td>Eric Brock</td>
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PARENTAL CONCERNS

The school ensures that it provides a curriculum that is appropriate for its pupils in a welcoming setting. However, something may occur in school or your child may report something which concerns you. We will always listen to your concerns and try to find a solution. We hope to encourage an atmosphere where parents feel they can approach staff directly to discuss any worries. Please remember to raise any worries you have sooner rather than later with your child’s teacher so that they may be resolved quickly. Should you have further concerns regarding your child please contact Fiona Miller (Admin Assistant) and she will be happy to arrange an appointment with Ms Candy Inglis (Head Teacher) who will try to resolve any query you may have.

PROCEDURE IN THE CASE OF PUPIL ABSENCE OR SICKNESS

If you feel your child is too unwell to attend school please let the office know by telephone as soon as possible, leaving a message if necessary. The school routinely contacts parents of children who do not arrive at school for registration (8.50am).

If your child is taken ill or has an accident and needs to leave before the end of the day the parent or emergency contact is informed immediately. It is essential that your child’s emergency contact details are kept up to date and parents/carers must ensure that the office have been notified of any changes as soon as they occur.

If your child requires medication during school hours a form is available from the school office which must be completed. No medication can be given to a child without written instructions and permission from parents.

If your child has an infectious or contagious condition which may lead to others being affected, the school should be notified as soon as possible. Please keep your children off school if this occurs.

Any child who has an accident in school (e.g. in the playground) but does not require to go home will be treated sensitively and reassured to the best of our ability. Should any further medical care be required after an accident has occurred then the parent/carer will be contacted immediately.

ENROLMENT

Formation of Classes

From August 2007 the maximum number of pupils in a P1 class is 25. Where there are more than this number but not enough pupils to form two classes, a composite class must be formed. Such a class is one containing more than one stage e.g. P1 and P2 pupils and the criterion for forming such a class is AGE so that the oldest P1 pupils would form a class with the youngest P2 pupils.
New P1 Pupils

Enrolment for district children takes place in late November before the child is due to start school. Dates will be arranged in the following June for the parents and child to meet the Primary 1 teacher and learn about arrangements for starting school. It should be noted that a child in the Nursery Class at Burnbrae does not automatically have a place in P1. Parents wishing to enrol older pupils should contact the school through the office.

COMPLAINTS PROCEDURE

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.

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”).

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.

Nearly all matters of concerns 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.
PARENTAL INVOLVEMENT

There are many opportunities for parents to become involved in school life and the education of their children. We value greatly the contribution that can be made by parents both at home and in school and we try to encourage parental involvement as much as possible. We have parent helpers in classes and accompanying pupils on outings. There are many opportunities to assist at events (school fairs, discos etc.) and if you are interested in doing so please contact Mrs Hood or the school office. You may on occasion be invited to attend your child’s assembly or special performance and your attendance is appreciated by both staff and children alike.

Parent Council

Burnbrae has a parent group called the Burnbrae Primary School Partnership. The membership of which comprises parents and other interested parties within the community. The group meet twice a term with the main aim of fund raising for the school.

Burnbrae Primary Partnership Office Bearers 2011/12

- Chairperson – Karen Wightman
- Treasurer – Caroline Connelly
- Secretary – Irene McCulloch
- Vice Chairperson – Emma Lang and Kirsty Hamilton

The Scottish Parent Teacher Council is the national organisation for PTAs and PAs in Scotland and runs an independent helpline service for all parents. You can contact them by phone/fax on 0131 226 4378, by email on sptc@sol.co.uk or write to SPTC, 53 George Street, Edinburgh EH2 2HT.

Parents are kept informed of their child’s progress in formal ways such as parents’ evenings and reports and are also invited into school at the beginning of the year to ‘meet the teacher’. Each class has open evenings and showcases to give children a chance to present their learning and the parent a chance to discover what their child has been studying.

Through the child’s homework, parents will be informed of the projects that the class are working on. Parents are encouraged to support reading and homework outside of school to consolidate learning. Further information will be given on the subjects to be studied and extra support or consolidation that may be required as requested by parents or as the class teacher feels necessary.

We encourage parents to contact the school without hesitation if there are any factors impacting on your child’s learning. Staff are happy to meet or return calls and discuss the best way forward for individual pupils. If you require additional
**Homework**

Homework is given out regularly and may be set for a variety of purposes such as:-

- Development of Study Skills
- Extending knowledge
- Responding to interests of children
- Reinforcement of concepts taught
- Preparation for classwork

In infant classes children will be expected to spend up to 30 minutes on homework per week. We advise that in early stages children should read every evening if possible.

In upper classes children will be expected to spend around 1 hour on homework and reading per week. Your class teacher will inform you at the start of the year on the days that homework will be set and returned.

The content of homework will vary considerably but will satisfy the following criteria:-

a) be appropriate to each child’s age and ability
b) be relevant to current school work
c) be achievable at home within a reasonable time period (without excessive help)
d) may cover a variety of curriculum areas.

Parental support is vital in ensuring that homework is completed. We would greatly appreciate if you could check that homework is done regularly and to an acceptable standard.

If you have questions or concerns about your child’s homework please share these with the class teacher in the first instance either by putting a note in your child’s homework jotter or phoning or dropping in to the school.

**SCHOOL ETHOS**

**Our Vision**

At Burnbrae we work towards our vision of a school at the heart of a community where staff, parents and local community members work in partnership to provide a challenging and stimulating learning environment. Alongside this we provide a safe and nurturing place where everyone is accepted. We support and encourage all children to become confident, happy and responsible life-long learners who will contribute effectively to society.

**Health Promoting School**

The school promotes healthy living by fostering emotional well being, promoting a healthy diet and encouraging the uptake of exercise. Each session the school organises a dedicated Health Week when all classes focus on an aspect of health and a variety of activities are organised. The school also takes part in National Walk to School Weeks and National Bike to
School weeks, when we encourage pupils to walk or cycle to school. There are many fitness related clubs that take place in school.

We also have many pupil led clubs which promote different aspects of school life. These include:

- Eco Schools
- Junior Road Safety Officers (JRSOs)
- Pupil council

Burnbrae is working towards being a UNICEF recognised Rights Respecting School. Through this we consider local and global rights. We have links with other school communities in Sudan and Cuba.

**St Leonards Church**

Burnbrae Primary visit St Leonards Church to celebrate Harvest Festivals and Christmas. Reverend Harris also visits the school to mark other occasions. The address of the church is:-

*Reverend Harris*
St Leonards Church
Dobbie’s Road
Lasswade
Midlothian
EH18 1BJ

**BEHAVIOUR**

Children are encouraged to behave in a way which promotes:

- a safe and calm learning environment
- respect for other people’s feelings
- care for property and resources

Burnbrae follows the “Good to be Green” system which promotes positive behaviour. The children are rewarded with a special treat at the end of each term to encourage positive behaviour. Parental support is appreciated in upholding the rules of the school. In the event of serious or persistent problem behaviour parents may be invited into school to discuss the matter. Staff have been trained in Restorative Practice which encourages children to take responsibility for their own actions and promotes a reflective approach to resolving issues. The children are also encouraged to use this approach to resolve problems themselves when they can. Each class creates a class charter of rights and responsibilities at the beginning of each session for children to remember and refer to when thinking about behaviour. Positive behaviour is reinforced through the house points system. Children can win points for their class and their house by working hard and behaving well in school.
**Personal Safety**

There is a Personal Safety Programme in operation throughout the school. Lothian and Borders Police visit school on a regular basis to give talks on both personal and road safety. Personal Safety Programmes called “Keeping Myself Safe” are used with P1, P6 and 7 pupils. In P6, a sex education programme is introduced and parents are invited to school prior to this to view the resource used. In P7, a resource called Respect is used to make pupils more tolerant of others’ differences. The Midlothian IT Education Officer visits regularly to make senior pupils and parents aware of how to be safe on the internet.

**Bullying**

An anti-bullying policy is currently being developed in school with the children. Children are made aware of how they should tackle any bullying incidents and playground supervisors are on hand to deal with any problems arising in the playground. Class teachers promote positive behaviour through discussion of problems in circle time and role play of different scenarios that children may face. Children are encouraged to tell adults and are supported in being resilient until problems are resolved. Parents are encouraged to report any incidents to promoted members of staff who will deal with them promptly and with discretion.

**CURRICULUM**

**Curriculum for Excellence**

Education and schools have to adapt to keep up with changes taking place in the world around us. Some of these changes include:

- Different work opportunities and patterns
- Environmental concerns
- Health issues
- New ways of using technology, internet and other means of communication
- More emphasis on the importance of literacy and numeracy
- More contact with other cultures, languages and greater opportunities to travel

The Scottish Education has introduced **Curriculum for Excellence** to ensure young people have the necessary knowledge and skills for lifelong learning and to prepare them:

- To work in jobs that don’t yet exist
- To use technologies not yet invented
- To solve problems that we don’t know are problems yet
What is Curriculum for Excellence?

The curriculum describes what children and young people from 3 – 18 do in school. The curriculum is divided into the following 8 subjects:

- Health and well being
- Languages
- Mathematics
- Sciences
- Social studies
- Expressive arts
- Technologies
- RME

What are the aims of Curriculum for Excellence?

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

The aims of education are to enable all young people to become...........

- To develop new ways of looking at learning and teaching to ensure young people feel challenged while having fun and enjoying learning
- To raise attainment and achievement, recognising children’s achievements both in and out of school
- To provide challenges and choices for all, including children with additional support needs and children with special talents
- To ensure smooth transitions from Nursery to P1, P7 to Secondary and on to Further Education

Literacy, Numeracy and Health and Wellbeing are at the heart of the curriculum and all staff are responsible for delivering these core subjects permeate all other curricular areas. Staff will work together to plan a child’s ‘learning journey’ from 3 to 18. They will ensure young people can learn in a way that works best for them, at a pace they can cope with and with enough challenge to stretch them. Children will work in groups, independently and may also work with children from different age groups within the school. Some skills will be taught together through cross curricular activities. This interdisciplinary learning approach enables links to be made between the skills in key subject areas.

Links to find out more:-
www.educationscotland.gov.uk
www.curriculumforexcellencescotland.gov.uk
www.parentzonescotland.gov.uk

We encourage parents wishing to know more about the curriculum and how it is taught to consult these websites as they contain the most up to date information.

During the transition from P7 to secondary school, pupils and parents will be kept informed at every stage of the process. Pupils requiring additional support may be eligible to take part in an enhanced transition.
Prior to commencing relationships/sexual health education and drugs/substance awareness education, parents will be invited to an open evening to discuss what will be taught and given an opportunity to ask questions.

Parents with specific religious beliefs may request that their child does not attend certain events and these arrangements can be made directly with the class teacher or through the office.

**ASSESSMENT AND REPORTING**

Each child is assessed to determine the stage they have achieved in their learning to plan effective next steps. Teachers assess progress using various methods which include observation, discussion, specific tasks and formal tests. Staff and children set specific targets together to identify their next steps in learning and what they need to do to improve their performance. Pupils are encouraged to self assess their work and sometimes assess other pupils’ work using set criteria (peer assessment). Assessments of this type are for a formative purpose, i.e. they inform future steps. Summative assessments (such as standardised tests) are also carried out for pupils in reading, spelling and numeracy twice a year to monitor progress and address any difficulties. Issues that arise are shared with parents and the child in a sensitive way. Since children learn at different rates, a child’s progress will vary and may be uneven. The Support for Learning teacher and promoted staff help pupils who require extra assistance to maintain their progress.

Twice a year, all parents are invited to meet their child’s teacher at formal Parents’ Consultations; however parents are welcome to telephone the school and arrange a meeting with the class teacher and/or Head Teacher at any time during the session should there be a concern.

Pupil Reports are issued once a year and a copy of each report is held in the child’s Progress Record and sent on at a time of transfer to another primary school or to High School. Nursery profiles are sent on to the child’s P1 teacher.

Primary 7 pupils will create and maintain secure profiles to document and evidence their learning and achievements. These will be maintained throughout their secondary school career.

**TRANSITIONS**

**Nursery Transition to Primary 1**

Many parents worry about the jump from nursery education to Primary 1 and the early years staff work closely together to ensure that this transition is as smooth as possible. Throughout their time in the nursery each child will be involved in joint projects with Primary 1. In the past these events have included a treasure hunt on Scottish Book Day and a Christmas craft extravaganza.
In addition to these one off special events, each year the classes will join together to complete a larger project over a few weeks. This year the focus is on Katie Morag and the Isle of Struay. These events provide the nursery children with opportunities to work alongside older children and make new friends, so that moving up to the 'big school' no longer seems such a daunting prospect. It also allows them to meet the P1 teachers in a fun and informal way.

Children transferring from local nurseries and from nurseries out with the local area also have opportunities to visit the school, meet the teacher and take part in a themed day such as a Teddy Bear’s picnic. A member of management will make a visit to each nursery to liaise with nursery staff and talk to the children.

**High School/Transition**

The High School to which pupils normally transfer to is:-

Lasswade High School  
Eskdale Drive  
Bonnyrigg  
EH19 2LA  
Tel. – 0131 663 7171

Pupils transfer to High School at the end of P7. Parents are notified by Midlothian Council during December of the P7 year and given the opportunity to exercise their choice of high school. To ease transfer, P6 and P7 have pupils have opportunities to mix with other local schools at various activities organised by and held in LHS High School staff visit P7 pupils and teachers prior to transfer. School camp is a good opportunity for children to meet children from other schools and forge friendships in preparation for the move.

Pupils requiring extra support may be able to take part in an enhanced transition to ensure they feel comfortable with the move. Each child’s needs are assessed on an individual basis and parents can request this for their child. Meetings take place between P7 teachers and high school staff to ensure that the move is as smooth as possible. Children are supported emotionally through their class work and with time devoted to discussion of the change and how it will affect them.

Parents will be invited to attend open evenings at the high school to receive more information and ask questions.

**Education Maintenance Allowance (EMA)**

*Education Maintenance Allowance (EMA) is available to students who will have reached their sixteenth birthday after 1 March and have decided to stay on at school from August in the next academic session. The EMA is a means tested weekly allowance, paid fortnightly into the student’s bank account; payment is dependent on the student attaining 100% attendance in each week of the payment period. Application packs can be obtained from the school or from the Education and Children’s Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.*
SUPPORT FOR PUPILS

National Guidelines

The following organisations are specified by Scottish Ministers and provide advice, further information and support to parents of children and young people with additional support needs (ASN). These organisations are identified under The Additional Support for Learning (Sources of Information) (Scotland) Amendment Order 2011 as:

(a) Children in Scotland: Working for Children and Their Families, trading as “Enquire – the Scottish advice and information service for additional support for learning”, a charitable body registered in Scotland under registration number SC003527;
(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741."

Midlothian Council

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. Midlothian council has a policy of “Education for All” which promotes the provision for all children in mainstream schools and further information is set out in ‘Education for All: a guide for parents, carers and young people’ available from school. This policy is inline with the Education (Additional Support for Learning) (Scotland) Act 2009, a copy of which is available from the school office.

Midlothian Council promotes the placement into primary and secondary schools of pupils with significant special needs. Additional support may be given to schools to enable such placements. Pupils’ additional support needs will be identified and addressed using Midlothian’s Assessment and Planning Staged System (MAPSS). Pupils with additional support needs can be referred for support from services external to the school, including through a multi-agency forum; parents, and children over the age of 12, are always consulted before any referral.

Parents are entitled to request additional assessment by contacting the school in the first instance. That request can also be made in writing to the ASN Officer (asnofficer@midlothian.gov.uk), Education and Children’s Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.
**Burnbrae Primary School**

At Burnbrae, our aim is to ensure that all children receive an education suited to their needs. Support for Learning will be provided for children who require it. This can be offered within the classroom with differentiated tasks or in a small group with a specific member of staff, for example the support for learning teacher or a learning assistant. Class Teachers, the Learning Support teacher and learning assistants work together to meet the needs of individuals and provide integrated support to enable children to achieve their potential. If practical advice has been given by a therapist for specific skills development, staff will work as a team to deliver this. All schools in Midlothian work towards Getting it Right for Every Child (GIRFEC) and more information about this can be found on the Education Scotland website (www.educationscotland.gov.uk).

Support for Learning can be given on a long-term or short-term basis and parents will be advised of this before it begins. Children with additional support needs that require out of school assistance may be referred to the Integration Team after gaining the approval and co-operation of the parents. This allows other professionals e.g. education psychologist to work with the child. An Individual Education Plan (IEP) may be drawn up to help support a pupil by identifying specific short term targets. In a few cases, a Co-ordinated Support Plan (CSP) may be required where many different agencies (e.g. social work, health care, etc.) are involved in working to support an individual. This is in line with Education (Additional Support for Learning) (Scotland) Act 2009. We aim to work in partnership with children, young people and adults.

Parents/carers who require further advice can contact the Service Manager, Disabilities and Specialist Teaching who is based at Fairfield House. The following organisations for support are also available to parents/carers.

a) Children in Scotland: Working for Children and Their Families, trading as “Enquire – the Scottish advice and information service for additional support for learning”, a charitable body registered in Scotland under registration number SC003527;

(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and

(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SCO12741.”

The specialist provision within the school provides support for children who have Autistic Spectrum Disorder (ASD). Children from the provision have opportunities to work alongside mainstream classes where this is appropriate. Class teachers consult with Mrs Ali on the best times to include children in class and how to support when they are there.

The Head Teacher has an overview of individual children’s progress and meetings can be arranged out with parent’s evenings to discuss concerns. Midlothian Council can provide mediation services when required.
SCHOOL IMPROVEMENT PLAN
The School improvement Plan can be found on our school website.

SCHOOL POLICIES
Policies on Behaviour, presentation, handwriting, can be found on our school website. Details of emergency plans can be accessed through the Midlothian Council website. The Emergency plans and health policy are currently being updated and will be found on our school website. http://burnbrae.mgfl.net

Extra Activities and Clubs

Pupil Council
Each session pupils from Primaries 4-7 are elected to represent their own, and younger classes, on the Pupil Council. This allows pupils’ opinions to be discussed and gives children leadership experience.

Eco-Committee
Burnbrae has its very own Eco-Committee, made up of pupils and staff who help to ensure that we become a more Eco-friendly school by helping to reduce, re-use and recycle waste. We also have recycling facilities within our school, which all children are encouraged to use to help look after our environment. The Eco-Committee meets every week and is always on the lookout for any parents who would like to help, so feel free to contact us and let us know.

Junior Road Safety Officers (JRSO’s)
At the beginning of P7, Two pupils are chosen to become JRSOs. The JRSOs then involve pupils in road safety by organising competitions, keeping a notice board and speaking at assemblies.

Website Group
The school has a website group who meet regularly to discuss and decide on information to put on the school website. The website group is also made up of both pupils and staff with pupils typing their own information onto the website and deciding which pictures and photos to put up too. You can access our school website at: http://burnbrae.mgfl.net
**THE SCHOOL DAY**

**Primary Classes**

<table>
<thead>
<tr>
<th>Class</th>
<th>Mon-Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary 1 &amp; 2</td>
<td>8.50am – 2.45pm</td>
<td>8.50am – 12.15pm</td>
</tr>
<tr>
<td>Primary 3 – 7</td>
<td>8.50am – 3.15pm</td>
<td>8.50am – 12.25pm</td>
</tr>
</tbody>
</table>

**P1, 2 & 3 Interval – 10:15am – 10:30am**  
**P4,5,6 & 7 Interval – 10.30am to 10.45am**

**Provision Classes**

<table>
<thead>
<tr>
<th>Class</th>
<th>Mon-Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary 1 &amp; 2</td>
<td>9.00am – 2.30pm</td>
<td>9.00am – 12.00noon</td>
</tr>
<tr>
<td>Primary 3 – 7</td>
<td>9.00am – 3.00pm</td>
<td>9.00am – 12.00noon</td>
</tr>
</tbody>
</table>

**P1, 2 & 3 Interval – 10:15am – 10:30am**  
**P4,5,6 & 7 Interval – 10.30am to 10.45am**

**Nursery Hours**

From January 2013 the nursery will be able to accommodate 30 children in the morning and 30 in the afternoon. The nursery is regularly inspected by the Care Inspectorate and a copy of its report can be found on the website, enquiries@careinspectorate.com. The nursery class has its own entrance and play area.

<table>
<thead>
<tr>
<th>Nursery</th>
<th>Mon-Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM group</td>
<td>8.50am – 12noon</td>
<td>9.00am – 12.00noon</td>
<td></td>
</tr>
<tr>
<td>PM group</td>
<td>12.45pm – 3.10pm</td>
<td>12.45pm – 3.10pm</td>
<td>8.50am – 11.40am</td>
</tr>
</tbody>
</table>

**Lunches**

School meals currently cost £1.70 and are available to buy on a daily and weekly basis. The dinner hall is now cashless and children cannot use money at lunch time. Money must be taken to the office first thing in the morning to be added to each child’s account. A menu is issued to parents regularly. Provision is also made in the dining room for children to eat packed lunches.

**Car Park/Lateness**

For safety reasons pupils should use the paths which lead to the playground and not walk through the car park. After 8:50am, pupils arriving late into school should enter by the front door entrance only and inform the office staff they are in.
**Playground Supervision**

During break times children are supervised in the playground by the Playground Supervisor and Playground Assistants. Children are encouraged to play games and any accidents which may occur are dealt with by the playground assistants immediately. Primary 7’s are also given the role of ‘Playground Buddies’ and demonstrate a variety of playground games for the other children to play.

There are opportunities for children to try out other activities at break times with cheerleading, chess, art and computer clubs available.

**Mobile Phones**

Many pupils now have their own mobile phones with camera and video facilities. If parents wish their child to carry a mobile phone to school, please ensure your child knows that they need to hand the mobile phone into the school office at the beginning of the day and collected at the end of the day. **Taking photographs or videos of pupils with a mobile is not permitted in the school grounds.**

**School Dress**

Burnbrae promotes the wearing of school sweatshirts and fleeces/jackets. These are available to order at any time during the school year and a form can be collected from the school office. Below is a list of clothing we would suggest:

<table>
<thead>
<tr>
<th>Item</th>
<th>P1-6</th>
<th>P7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweatshirt/Cardigan</td>
<td>Royal blue</td>
<td>Grey</td>
</tr>
<tr>
<td>Shirt/polo shirt</td>
<td>White/red</td>
<td></td>
</tr>
<tr>
<td>Skirt/trousers/pinafore</td>
<td>Navy/black/grey</td>
<td></td>
</tr>
<tr>
<td>Tie</td>
<td>Blue, black and white</td>
<td></td>
</tr>
<tr>
<td>Joggers (No logos)</td>
<td>Plain black (P1-6)</td>
<td>Grey</td>
</tr>
</tbody>
</table>

All items of clothing must be labelled with your child’s name. Children must also have a pair of indoor shoes to change into. These will be kept in school at all times.

*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.*
**Gym Kit**

A white T-shirt, black shorts and gym shoes must be worn for gym sessions. This is required in school **at all times**. Children must remove all jewellery, including earrings and watches, for P.E and hair must be tied back for safety reasons.

**Midlothian Childcare Information**

All Primary Schools in Midlothian are linked to an Out of School Childcare Service (also called After School Clubs) that operates in Midlothian. For further information on Childcare (including After School Clubs, Childminders, Wrap Around Care, Day Nurseries and Playgroups) and pre-school education in your area contact the **Midlothian Childcare Information Service** on **0131 271 3754**, email childcare@midlothian.gov.uk or visit www.scottishchildcare.gov.uk

**Free School Meals**

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. No other children are eligible for free meals. 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 & Fruit Provision**

Milk is available for all children and this money is collected termly. Children of parents in receipt of Income Support or Income Based Job Seekers Allowance will receive free milk. Milk is also free of charge to nursery children. Water is available for all children at lunchtime. **No cans/glass bottles** are to be brought to school at anytime for safety reasons.

Pupils in P1 and P2 will receive a piece of fruit on 3 mornings a week. This is usually eaten after break time and is a great opportunity for the children to try a variety of different fruits.
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, eg 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.

THE SCHOOL HEALTH SERVICE

Throughout their time at 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 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, e.g. 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).

The School Nurse is 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, teachers or other health professionals at any stage in their school life.

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 referrals 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.**

- **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.

**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.

In circumstances where a school has a significant concerns 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 & 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.

**Fire**

Fire arrangement notices showing the procedure for fire evacuation are prominently displayed throughout the building. All members of staff are familiar with these arrangements. Fire drills are carried out once per term so that, should the need arise, the school could be evacuated quickly and in a calm manner.
**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.
USEFUL ADDRESSES

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

Chief Executive
Kenneth Lawrie 0131 271 3002

Director, Education and Children’s Services
Don Ledingham 0131 271 3718

Head of Education
Sheena Dawe 0131 271 3719

Head of Communities and Support Services
Ogo Onwuchekwa 0131 271 3721

Head of Children and Families
Mary Smith 0131 271 3418

Additional Support Needs Officer
Susan Flynn 0131 271 3689

Education Officer, Community Learning & Development
Anne McConaghy 0131 271 3708

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

Parent Councils, Child Performance Licences and Employment of Children
Kevin McGuire 0131 271 3732

Parental Liaison Officer
Kevin McGuire 0131 271 3732

Education Maintenance Allowance, Bursaries
Gail Robertson 0131 271 3730

Free School Meals and Clothing Grants
Terri Smith 0131 271 3728

School Lets
Mhairi MacLennan 0131 271 3705

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

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

Her Majesty’s Inspectorate of Education
Denholm House, Almondvale Business Park, Almondvale Way, Livingston EH54 6GA 01506 600200

SHEENA DAWE
Head of Education (Acting)

4 September 2012
10th Revision

Contact Person: Sheena Dawe, Acting Head of Education
0131 271 3719 education.services@midlothian.gov.uk

Associated Papers:
Appendix 1 – Checklist for Essential Inclusion
Appendix 2 – Useful links
Appendix 3 – ScotXchange – download guide
Appendix 4 – Curriculum for Excellence – Scottish Government guide

**Paper Circulated to:** All Head Teachers, Schools Group Managers