Rosewell Primary School
And Nursery Class

Handbook

2012- 2013

85 Carnethie Street
Rosewell
EH24 9AN
Tel: 0131 440 2233

E-mail: rosewell_ps@midlothian.gov.uk

Website: www.rosewell.mgfl.net

Head Teacher Lesley Dunbar
A message from the Head Teacher

Dear Parent

I am delighted to welcome you and your child to Rosewell Primary School. I hope your association with the school, as a parent of our children, will be a happy and satisfying one, enabling us to work together to educate your child for life.

This handbook provides important information, which I hope you find helpful. Of course it’s only by visiting that you will get a true impression of our school and its facilities. Please feel free to arrange a visit. I will be pleased to show you around and answer your questions.

Our school is a happy school, very much at the heart of the Community. You can be assured that we will do everything possible to make your child’s time here a worthwhile and rewarding experience.

Yours sincerely

Lesley Dunbar

Head Teacher

Please note that the information in this handbook is accurate at the time of compilation but that it is subject to changes in roll, staffing and resources in future years. We hope you find it helpful.

"Parents" in this booklet refers to parents, carers and guardians.
ABOUT OUR SCHOOL

Rosewell Primary is a school run by Midlothian Council Education Department. It is a co-educational school that caters for pupils from P1-P7 (i.e. 5-12 years approx.)

There is a Nursery Class attached to the school for children aged 3 years and over. This Nursery Class is also available for children who will attend St Matthew’s School when they reach the age for Primary. Enrolment in the Nursery does not guarantee a place in Primary 1.

After a fire in 1925, the school was rebuilt and enlarged. In 1960 three classrooms, with magnificent views over fields and trees, were added. As well as a playground, the children are fortunate in having a grassy, open area where ball games are possible. We have to date managed to achieve three Green Eco School flags and we were the first school in Scotland to achieve the ‘Cycle Friendly Schools Award’. We are currently working towards Fairtrade School Status.

Rosewell Primary is a small school where the Head Teacher knows each child. In August we will have five classes, P1, P2, P3 P4 and P5/6/7. I would like to make parents aware that changes in the composition of classes do occur. The roll of the school in August 2012 is 87 plus 40 in the nursery.

Our accommodation is spacious and in addition we have a purpose built ICT suite, two rooms which are used for various activities such as music, art & craft. We have a large well-equipped Gym and a large dining hall, which is also well used. Our Technology room has been fitted out with workbenches and tools.

We have one community room, which has been refurbished. People are always welcome to meet here for tea or coffee.

CLASS ORGANISATION THIS SESSION

<table>
<thead>
<tr>
<th>Stage</th>
<th>Year</th>
<th>Number of Pupils</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Years</td>
<td>Nursery AM</td>
<td>20</td>
</tr>
<tr>
<td>Early Years</td>
<td>Nursery PM</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Primary 1</td>
<td>22</td>
</tr>
<tr>
<td>Middle</td>
<td>Primary 2</td>
<td>15</td>
</tr>
<tr>
<td>Middle</td>
<td>Primary 3</td>
<td>12</td>
</tr>
<tr>
<td>Upper</td>
<td>Primary 4</td>
<td>19</td>
</tr>
<tr>
<td>Upper</td>
<td>Primary 5/6/7</td>
<td>19</td>
</tr>
<tr>
<td>Total incl. Nursery</td>
<td></td>
<td>127</td>
</tr>
</tbody>
</table>
THE SCHOOL DAY

The school day is organised as follows:

<table>
<thead>
<tr>
<th></th>
<th>Primary 1 and 2</th>
<th>Primary 3 - 7</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday - Thursday</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Morning</strong></td>
<td>8.55 - 10.40am</td>
<td>8.55 - 10.40am</td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td>10.40 - 10.55am</td>
<td>10.40 - 10.55am</td>
</tr>
<tr>
<td><strong>2nd Session</strong></td>
<td>10.55 - 12.30pm</td>
<td>10.55 - 12.30pm</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>12.30 - 1.20pm</td>
<td>12.30 - 1.20pm</td>
</tr>
<tr>
<td><strong>3rd Session</strong></td>
<td>1.20pm - 2.50pm</td>
<td>1.20pm - 3.25pm</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td>School closes at 12.30pm with no afternoon session</td>
<td>School closes at 12.30pm with no afternoon session</td>
</tr>
</tbody>
</table>

Nursery Hours:

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Times for AM</strong></td>
<td>8.55am-12.00</td>
<td>8.55am-12.00</td>
<td>8.50am-12.00</td>
<td>8.50am-12.00</td>
<td>No Nursery</td>
</tr>
<tr>
<td><strong>Group</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Times for PM</strong></td>
<td>12.45pm-3.15pm</td>
<td>12.45pm-3.15pm</td>
<td>12.45pm-3.15pm</td>
<td>12.45pm-3.15pm</td>
<td>8.55am-11.25am</td>
</tr>
<tr>
<td><strong>Group</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OUR NURSERY CLASS

Rosewell Primary School Nursery is a Midlothian Council Nursery. This means that Midlothian Council and National Policies regarding the Curriculum, Equal Opportunities, Health and Safety and Complaints procedures apply, as do some school policies and aspects of organisation where appropriate. The work of all Midlothian Council Nurseries is based on the Scottish Office Guidelines ‘A Curriculum for Excellence’ (LTS, 2008) and ‘The Child at the Centre’ (SEED, 2000).

Arrival and Departure

Please ensure that children are always brought to Nursery and collected promptly by an adult. We would be grateful if you could inform a member of staff if someone else is collecting your child from Nursery.
**Nursery Costs**

*Parents are asked to contribute £2 per week towards Nursery costs.* This money can be paid on a Monday morning or either a weekly or monthly basis. Most of this money is used to provide a healthy sugar free snack. The remainder is used to buy baking ingredients and other necessary items.

**Health and Medication**

Due to the contagious nature of childhood illnesses, and the close contact between young children, we ask that you keep your child at home if he/she is unwell. Please inform the school if your child is absent.

No medication can be given at school without parental consent. Parents are asked to complete a form, which can be obtained from the school office giving precise instructions on the dosage and when the medication is to be administered. All medicine must be handed into the office and must be clearly marked with the child's name.

In the case of accidents, minor cuts and bruises will be attended to by a member of staff who is first aid trained. It would also be helpful if Parents/Carers could make Nursery Staff aware of any cases of Head Lice. Parents will be contacted immediately in the case of more serious accidents.

Parents are requested to provide the names and telephone numbers of at least two people who can be contacted in the case of an emergency, should we be unable to contact them.

**Reports, Parent’s Nights and Communication**

We have two parents' meeting each year, usually in October/November and March. Parents are issued with a written report on their child’s progress once a year.

Ongoing parental involvement is essential in supporting learning and we encourage parents to come into the Nursery to see their child’s work or ask about his/her progress. If you wish to meet with staff to discuss any concerns, or exchange information, we will be pleased to arrange an appointment for you to do so. We issue a weekly Nursery Newsletter and regular school newsletters include holiday dates and information about other events. Our Friday Postbag enables parents to be kept informed of information and school successes.

Please let the staff know if you would like to help out in the nursery.

As the parent or carer of a child attending nursery you are automatically a member of the Rosewell Primary School Parent Council and you will be invited to attend meetings and events organised throughout the year.

**Clothing**

It would be helpful if your child wore clothes and shoes which they can manage on their own as we encourage children to be independent when dressing/undressing for PE and going to the toilet. Easily washable play clothes are ideal.

As we play outdoors every day, please ensure that your child wears suitable clothing.
Snack Time

We use the snack money (£2) to cover the cost of fruit, baking ingredients and other materials. Vegetarians and other dietary requirements are catered for. If your child has any allergies, it is important that you inform one of the Nursery Staff.

A wide range of food is available for the children throughout the year.
We encourage the children to look after their teeth by brushing them each day.
Milk is provided free of charge to every Nursery pupil.

Outdoor Play

Our Nursery has its own fenced off garden/play area.
In the event of bad weather we have the use of the Gym Hall. Children are supervised at all times.

A Nursery Day

- Arrival time
- Free play with directed activities
- Snack time
- Outdoors / Hall time / Games
- Tidy up
- Story and songs (together)
- Home time

The Role of the Staff

Members of Staff help children to feel secure and happy in the Nursery by talking to them, sharing their interests and praising their efforts. They encourage the children to join in activities while at the same time they recognise that they can learn by watching how children respond.
Members of staff know the importance of quiet, thinking times. They maintain order and discipline; they make children aware of the needs of others and of the importance of using equipment and tools safely.
Members of staff actively participate in children's activities; joining in games, stimulating enquiry by asking open ended questions, helping children to find information, discussing materials, encouraging perseverance and cooperation and helping children to articulate what they are doing or making in order to develop thinking skills.
The staff plan activities to develop children's knowledge and skills; to observe; to discover the needs and abilities of each child, and to evaluate the success of the planned activities.
They record each child's development to help future planning. This is discussed with parents.
Partnership with Parents

Many of a child's most important experiences can only come from home, and these early experiences have to be integrated into the Nursery curriculum. All members of staff recognise fully, the vital contribution that parents make to their child's education, and very much value information which parents can give about their child's interests, abilities, or any difficulties or anxieties which the child may have. This information helps staff to get to know each individual child and to plan suitable activities. Staff will share with parents information about their child's experience in the Nursery, and will discuss all aspects of their child's development with them. Children's best interests are served by Parents and Staff working together to further their education.

Active Learning and the Nursery Curriculum

Active learning is seen as an appropriate way for children to develop vital skills and knowledge, and a positive attitude to learning. Active learning is learning, which engages, and challenges children's thinking using real-life and imaginary situations. It takes full advantage of the opportunities for learning presented by:

- Spontaneous play
- Planned, purposeful play
- Investigating and exploring
- Events and life experiences
- Focused learning and teaching

supported when necessary through sensitive intervention to support or extend learning. All areas of the curriculum can be enriched and developed through play.

A Curriculum for Excellence
Building the Curriculum 2
Active Learning in the Early Years

Care Commission

The Scottish Commission for the Regulation of Care, known as the Care Commission, has been set up to improve the quality of care services in Scotland, including Nursery Education. As part of this process, the Nursery has regular Care Commission visits. Please ask if you require any further information on this. The Care Commission also handles complaints from parents or carers into the quality of care provided for the children. The address of the regional office, which covers Rosewell Primary School Nursery, can be found below.

The Care Commission
Stuart House
Eskmills
Musselburgh
EH21 7PB
### STAFFING

The exact complement of staff may vary from session to session depending on the needs and number of pupils in school. At the moment there are 5 Class teachers and the Head teacher who has a class commitment. Specialist help is given to children with reading difficulties.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Teacher</td>
<td>Mrs Lesley Dunbar</td>
</tr>
<tr>
<td>Class Teacher</td>
<td>Miss Lottie Milne</td>
</tr>
<tr>
<td>Class Teacher</td>
<td>Mrs Wendy Townsend</td>
</tr>
<tr>
<td>Class Teacher</td>
<td>Mrs Linsey Moffat</td>
</tr>
<tr>
<td>Class Teacher</td>
<td>Mrs Linda Gillespie</td>
</tr>
<tr>
<td>Class Teacher</td>
<td>Mrs Carol Wood</td>
</tr>
<tr>
<td>Nursery Teachers</td>
<td>Mrs Jackie Melon / Mrs Eunson</td>
</tr>
<tr>
<td>Child Care Development Worker</td>
<td>Vacancy</td>
</tr>
<tr>
<td>Child Care Development Worker</td>
<td>Mrs Julie Owenson (Supply)</td>
</tr>
<tr>
<td>Admin Assistant</td>
<td>Mrs Una Warden</td>
</tr>
<tr>
<td>Learning Assistant</td>
<td>Mrs Laura Wilson</td>
</tr>
<tr>
<td>Learning Assistant</td>
<td>Mrs Catherine Ramsay,</td>
</tr>
<tr>
<td>Learning Assistant</td>
<td>Mr David Clinkscale</td>
</tr>
<tr>
<td>Home Link Teacher</td>
<td>Ms Rosemary Bowman</td>
</tr>
<tr>
<td>Janitor</td>
<td>Mr Ronnie Fraser</td>
</tr>
<tr>
<td>Support for Learning</td>
<td>Mrs Jennifer Reed</td>
</tr>
<tr>
<td>Dining Room Supervisor</td>
<td>Mrs Ann Fernie</td>
</tr>
<tr>
<td>Cook / Supervisor</td>
<td>Mrs Alison Kearsley</td>
</tr>
<tr>
<td>Cook 1</td>
<td>Mrs Mary Clark</td>
</tr>
<tr>
<td>Cleaner</td>
<td>Mrs Ann Fernie</td>
</tr>
<tr>
<td>Cleaner</td>
<td>Mrs Janette Fraser</td>
</tr>
<tr>
<td>Crossing Patrol</td>
<td>Mr Roy Pinkerton</td>
</tr>
<tr>
<td>Visiting Specialists Teachers</td>
<td></td>
</tr>
<tr>
<td>PE Teacher</td>
<td>Mrs Elaine Tait</td>
</tr>
<tr>
<td>Music Teacher</td>
<td>Mrs Moira Shireff</td>
</tr>
</tbody>
</table>
**SCHOOL AIMS**

At Rosewell Primary we aim to:

- Be a welcoming, inclusive school that promotes positive behaviour and celebrates achievement.
- Raise attainment by promoting and sharing high but realistic expectations.
- Support and challenge our pupils through quality learning and teaching experiences.
- Create an ethos in which the individual is valued, morale is high and there is a positive partnership between school, parents and the wider community.
- Provide a wide range of high quality, accessible resources.
- Further enhance our professional skills and work effectively, both with other agencies and as a team.
- Provide a carefully planned curriculum which has relevance, breadth and depth, challenge, enjoyment and progression.

*A working partnership between home and school is important in helping us meet our aims.*
Curriculum for Excellence – Parents Information

With the other Midlothian Primary Schools, Rosewell Primary School has began to fully implement ‘A Curriculum for Excellence’ during session 2010-2011. Below is some more information on what that means for you and your child.

- Nursery
- Primary 1
- Primary 2/3/4
- Primary 5/6/7

In our Nursery class, children will work towards some of the outcomes from the nine main areas of A Curriculum for Excellence. These are recorded and assessed and when children progress to Primary 1, our effective transition programme means that your child will continue to work towards achieving the remaining experiences and outcomes in Early Level. All children learn at different rates and require different levels of support. Our teachers work closely together and with the Support for Learning Teacher to ensure that the needs of all children are being met. The children are continually supported and challenged in their learning where necessary.

By the time that your child is ready to leave Rosewell in Primary 7, most children will be ready to begin working on Third Level experiences and outcomes at High School, some children may have begun looking at Third Level in P7.

Rosewell Primary School involves pupils in their own learning and development. An effective way of ensuring pupil involvement is through Personal Target Setting and shared learning intentions. By explaining why a task is being completed, this helps children to plan success according to a set of objectives.

Teachers, Pupils and Parents are involved in setting individual targets/goals for improvement in Numeracy and Literacy.

I can write 3 sentences independently, using capital letters and full stops.
You may have already heard your child talking about being a 'Successful Learner' or 'Responsible Citizen'. These titles are two of the four Capacities which underpin a Curriculum for Excellence. This diagram explains more.

Rosewell Primary School celebrates pupil successes regularly and every child will have the opportunity to celebrate a success either in school or out with, at our whole school assemblies. These successes are linked to the four capacities and displayed on our Achievement Wall.
Enrolment for Primary 1 takes place in November. In November each year, the Authority contacts parents of children living in the catchment area, due to commence school in the following August. Any child who is five years old between 1st March and the last day of February the following year may be enrolled in the Primary 1 intake class in August. Any parent / carer who is not contacted should contact the school direct. Enrolment dates are also posted in the school, nursery, local shops and local press. When you come to enrol it is important to bring your child’s birth certificate with you.

Parents/carers who wish to enrol their child in another school outwith the catchment area must first enrol at Rosewell and make a placing request for the school they would like their child to attend. Similarly, placing request forms for pupils living outwith our catchment area can be obtained from the School Office.

In the summer term, children will have the opportunity to take part in activities in our transition programme to become familiar with staff, the school environment and their new classmates.

If your child has any kind of additional support needs, you should discuss these at enrolment in order to ensure that staff can provide appropriate support for your child.

In May there will be an information meeting for parents and a chance to look around the school.

Secondary School Transition

The Secondary school for our catchment area is:

Lasswade High School Centre
Eskdale Drive
BONNYRIGG EH19 2LA
Tel: 0131 663 7171
Email: Lasswade.hs@midlothian.gov.uk
Head teacher: Mr Albert Jaster

There is an excellent transition programme to prepare our pupils for starting High School. This starts early in P7 with class visits, parents information sessions and visits to the School. This preparation continues throughout the P7 year and in session 2011-2012, will include a Cluster Camp where pupils have the opportunity to meet pupils and teachers in an outdoor learning environment.

Our Primary 7 pupils are given the opportunity to participate in an Actively U programme with other schools in our cluster. They also visit Lasswade High School to participate in a Maths challenge in February.
"Learning is at the heart of an excellent school. Learning is its core business"
(How Good Is Our School? 3)

We aim to encourage and support all our learners to achieve their potential in the widest sense. As well as recognising and celebrating achievement in curricular areas, we celebrate and share achievements on a personal and social level both within and outwith school.

The purpose of the curriculum is to help our learners to become successful learners, confident individuals, responsible citizens and effective contributors. At all times the pupils' needs are the starting points for planning learning activities.

Teachers plan learning and teaching activities to support the wide range and diverse needs of the learners in their classes.

At Rosewell Primary, we are currently developing our curriculum through engaging with the experiences and outcomes of 'A Curriculum for Excellence' (see appendix 2). Learning takes place through a wide range of activities and experiences across all curricular areas. Teachers plan for children to enjoy and be active in their learning, to be challenged and to have opportunities to be creative. Children will discover which learning style works best for them and begin to develop and adopt strategies to support their learning. Partnership with parents is very important to us and at the start of the session parents are invited to a curriculum evening with their child's class teacher to find how best to support their child throughout the year.

The curriculum is organised into 9 areas:

- Health and Well Being
- Literacy
- Languages
- Mathematics
- Sciences
- Social Studies
- Expressive Arts
- Technologies
- Religious and Moral Education

Health and Well Being

"Learning in Health and Wellbeing ensures that children develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical well being now and in the future". - A Curriculum for Excellence.

Health Education is very important in helping children develop into adults who can take responsibility for their own lives and have the skills and knowledge to make informed choices.
In learning about Health and Wellbeing your child will

- Develop self awareness, self worth and respect for others
- Celebrate personal achievements and grow in confidence
- Learn about relationships and explore feelings and emotions
- Learn about healthy eating and physical activities and how these affect wellbeing
- Discuss issues of safety at home, in school and in the community, including personal safety
- Explore and challenge values relating to gender, race and disability

During your child's time at Rosewell, from Nursery to P7, they will have opportunities to take part in a wide range of activities which promote a healthy lifestyle.

We encourage the active support of Parents in learning about Health and Wellbeing. Parents will have opportunities to become involved in Health Week and get involved in discussion regarding specific topics such as Personal Safety, Sex Education, Drugs information and Internet Safety. We work in partnership with different agencies to provide the best expertise, e.g. School Nursing Service, local Police, Fire Brigade, etc. Our P7 children visit the Risk Factory and Choices for Life, annually. These experiences provide them with opportunities to make informed decisions regarding their own lifestyles.

A PE specialist works with classes weekly, and pupils get opportunities to take part in outdoor learning activities such as skiing, orienteering, environmental studies and canoeing. Our P4 children have a block of swimming lessons annually.

**Literacy – Talking, Listening, Reading and Writing**

Early literacy experiences in the Nursery give our children an excellent start.

We try to approach the teaching of Literacy skills through a variety of meaningful contexts which link to class topics or themes, visits and other cross curricular activities.

A wide range of resources are used to support literacy. Our early readers are supported by The Oxford Reading Tree reading scheme. This is supplemented with a range of story books and as reading skills develop a range of novels and non fiction books are introduced. Children are encouraged to enjoy reading and become critical readers.

We have a well stocked library with ICT resources. Above all we aim to foster a love of books and an enthusiasm for reading.

We aim to develop successful, confident children who can write to

- convey information
- express feelings
- order, clarify, record and reflect on ideas, experiences and opinions
- write imaginatively for pleasure

Contexts for writing will be cross curricular, giving children a purpose for their writing.
Progression of skills in spelling, punctuation, grammar and handwriting are developed using a structured approach throughout the school while taking into account the needs of individual learners.

ICT resources are also used to support learning in literacy.

French is introduced in the Upper Primary.

Every day in school children are supported to be good and active listeners.

Talking using appropriate volume, tone and manner requires a variety of skills. Opportunities and support are given to develop these skills in a wide variety of contexts. We aim to develop children who can make themselves understood clearly and articulately.

Cross curricular activities, eg. Assemblies and presentations, give children stimulating content for listening and talking.

Mathematics

Problem solving, information handling, number, money and measurement, shape, position and movement.

School themes such as "Money Week" create a meaningful context for maths, etc and collaborative working.

At the early stages children's mathematical development is encouraged through play and practical activities. There is an increasing emphasis on whole class teaching and on Mental Maths at all stages. This encourages pupils to find solutions mentally and gives them strategies for solving simple - complex problems.

In all areas of Maths, children are encouraged to discover or try for themselves and to build up the necessary practical skills required for future life.

Sciences, Technologies and Social Studies

Through Social Studies topics, we aim to foster in children a desire to find out more about themselves, their community and the wider world and to investigate problems, test and apply solutions and develop informed attitudes.

Early work is based on personal experience and is mainly child centred concentrating on the immediate surroundings, for example, family, home and the school environment.

Later the study is widened to include the local environment and people who live and work there, both past and present. In older classes, children begin to look at the history and geography of Scotland, undertake a European study and learn about a society and culture very different from their own.
Science is taught in a very practical way, encouraging pupils to investigate scientific concepts through activities that promote creativity and collaborative learning. Key themes include:

- Planet earth
- Forces, electricity and waves
- Materials
- Topical science

**Interdisciplinary Learning**

*We believe that children learn best* when provided with relevant, challenging and enjoyable learning experiences and stimulating contexts to meet their varied needs.

Our curriculum includes space for learning beyond subject boundaries, so that children and young people can make connections between different areas of learning. This ties in very well with *A Curriculum for Excellence*.

Some of our projects to date include:

- Playground Shelter
- Community Garden Chairs
- A Magic Garden
- Organic Gardening
- Outdoor Learning Area

All of these projects tied in well with our Eco School/Health and Wellbeing development.

**Information and Communication Technology**

This is an exciting and developing area in schools. All pupils have access to computers in class and Computer suite. All classes have Interactive Whiteboards. As part of our transition programme, our Nursery children visit the P1 classroom to complete Smartboard activities, in groups.

ICT is an important resource and is used to support learning and teaching in all curricular areas throughout the school.

Using our progressive ICT programme and with support from Midlothian ICT Team, your child will develop a wide variety of ICT skills including research and Internet Skills, PowerPoint, Word processing and use of Glow to support their learning.

Technology is taught in the contexts of science and social subjects as appropriate but is also a key focus in enterprise projects.
Expressive Arts

Children participate and learn about The Expressive Arts - Art, Music, Dance and Drama

The work of Class Teachers is supported by visiting specialists in Art, Music and PE, who work with all classes through the session. We also have a visiting instructor who teaches violin to pupils in the middle and upper school. We encourage children to develop a positive attitude to health and fitness and also give them the opportunity to express themselves, perform, share in and enjoy the performance of others.

Through working closely with Midlothian Expressive Arts Team our pupils have taken part in drama, drumming and dance workshops with creative groups as well as enjoying professional quality performances by visiting Theatre Companies.

Religious and Moral Education

There is a statutory requirement to provide religious education and religious observance.

We aim to encourage an understanding of the beliefs and values of the major world religions and encourage children to value and respect the views of others.

Our school Chaplain, Rev Matthew Ross, visits school and leads assemblies at key points in the year.

Parents, however, have a statutory right to withdraw their children from Religious and Moral Education and from religious observance. Parents' wishes will always be respected and alternative arrangements made for their children.

HOMEWORK

We believe homework has an important role in promoting links between home and school. At the earliest stages homework may take the form of reading practice or related activity. Older pupils are expected to plan their homework over a week. This may include spelling, reading maths and/or a piece of personal research.

We expect pupils to take a pride in their homework and ask for your support to ensure it is completed to an acceptable standard, signed and returned on time. Homework is important in reinforcing and consolidating skills taught and enables you to be aware of what your child is learning. It encourages independent study, which will form an important part of lifelong learning.

All of our children have access to Glow and from time may be asked to use the Internet and Glow to support their research of a particular topic.

Ideas for additional homework activities are shared with parents at our Curriculum Evening in September.
ASSESSMENT, RECORDING AND REPORTING ON PUPIL PROGRESS

Assessment is a continuous process through your child’s time at school enabling next steps in learning to be identified and shaped.

New learning takes account of what children already know, understand and can do. Teachers and children discuss what they are going to learn and how they will know they have been successful.

Class Teachers monitor learning on a daily basis in order to plan next steps in learning. At times, more formal assessments enable us to measure and reflect on progress over a period of time. This includes:

- baseline testing in Primary 1
- Standardised tests in spelling in Primaries 2 - 7
- Standardised tests in reading and maths in Primaries 3 - 7
- Diagnostic tests as appropriate.

Parents Consultation Evenings take place in October/November and March and a yearly written report is issued in May/June.

At transition points, i.e. nursery to P1 and P7 to S1, pupil profiles are shared to ensure continuity and progression in learning. This sharing of information is also part of our class transition at the end of each session.

Parents are encouraged to contact school at any time with any questions / concerns about their child's learning.
Rosewell Primary School Handbook – December 2012

School Successes

Rosewell Primary School has experienced success in a number of areas over the past few years.

<table>
<thead>
<tr>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eco Schools</td>
<td>Cycle Friendly Schools</td>
</tr>
<tr>
<td>Green Flag Award</td>
<td>Award</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eco Schools</td>
<td>Working towards</td>
</tr>
<tr>
<td>2nd Green Flag Award</td>
<td>Fairtrade School Status</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eco Schools</td>
</tr>
<tr>
<td>3rd Green Flag Award</td>
</tr>
</tbody>
</table>

Our small team of dedicated, experienced staff have worked hard with pupils, parents and community members on a number of projects to achieve these awards.

- Playground Shelter
- Community Chairs
- A Magic Garden
- Organic Gardening
- Outdoor Learning Shelter
- Fairtrade Cookbook

Our Eco Schools and Health and Wellbeing projects provide an excellent opportunity to develop the 4 capacities of A Curriculum for Excellence within our learners. The wide range of activities provides all children with the knowledge and skills they need to become Successful Learners, Effective Contributors, Responsible Citizens and Confident Individuals.
PUPILS WITH ADDITIONAL SUPPORT NEEDS

Rosewell Primary is an inclusive school and has a wide range of staff expertise and resources to support children with diverse special educational needs. Midlothian's Policy "Education for All" is a guide for parents, carers and young people and is available from school.

We work together with a number of partner agencies to address children's needs, i.e. Health Services, Educational Psychology, Behaviour Support, Speech and Language Therapy, Occupational Therapy and the Adolescent Mental Health Service. Parents are always consulted before any referral is made.

Mrs Reed, our Support for Learning Teacher, and Learning Assistants work as a team to support Class Teachers to meet the additional support needs of pupils.

Additional Support Needs are identified and assessed using Midlothian's Assessment and Planning Staged Systems (MAPSS)

We value the active involvement of children and their parents/carers with the Additional Support process. Parents and children are part of the consultation process in producing Individual Education Programmes (IEPs) and Co-ordinated Support Plans.

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

All information is available in alternative formats and in community languages from the above address.

OTHER SCHOOL ACTIVITIES

Over the year, children will be given the opportunity to take part in a variety of after school activities, e.g. football, judo, gymnastics, skiing, rugby, orienteering, swimming. Our Active Schools Co-ordinator works closely with the school to provide an interesting programme of activities.

P7 pupils are given the opportunity to go to cluster camp. This residential experience is both enjoyable and valuable as a way of establishing friendships for High School and developing confidence and team work.

Rosewell Primary School Handbook - December 2012
DRESS CODE

Our school uniform is simple, inexpensive and easily maintained. It consists of blue sweatshirt worn with joggers or trousers/skirt. Our range also offers a blue, full zip fleece with the school logo. Order forms for the uniform can be obtained from the School Office.

We believe that the wearing of school uniform helps create a sense of school and community identity. We are delighted that most of our children do wear uniform. While we cannot enforce the wearing of school uniform we do encourage pupils to wear either school sweatshirts or appropriate similar garments. Our Primary 7 pupils wear red sweatshirts.

Pupils are expected to take a pride in their appearance and to be clean, neat and tidy. For reasons of safety, jewellery is not allowed with the exception of small stud earrings and wristwatches. **Pupils will be asked to remove jewellery which is considered unsafe or is causing a distraction.**

Children are asked to change into indoor shoes when entering the school building – the shoes worn for PE will suffice.

PE kit should consist of a t-shirt (no football tops), shorts and gym shoes or trainers. This should be kept in school during the week as children may take part in PE activities outwith their normal PE class time.

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. If you are in receipt of Income Support, Income Based Job Seeker's Allowance or Child Tax Credit only (within the limit of an annual income up to £16,040) you will automatically qualify for such a scheme. Other cases will be determined according to the personal circumstances of the family. Further information and an application form can be obtained from the School Office or from Free Meal and Clothing Section, Midlothian Council Education and Communities Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

STANDARDS OF BEHAVIOUR & DISCIPLINE

Effective discipline is essential in ensuring a happy, secure and caring environment, where everyone can work and learn without fear or undue disruption from others. It reflects the ethos of the school and is an important factor in creating an atmosphere in which teacher and pupil morale is good, self esteem is high and everyone can give their best.

In school we use a simple programme which promotes positive behaviour by recognising good practice and uses a number of agreed sanctions when pupils break the rules. A copy of our Policy can be found on Appendix 3.

Pupils are expected to recognise everyone's rights to be respected, safe and have a positive learning environment. We will always try to support pupils experiencing difficulty by making use of the resources available through the Lasswade Integration Team. Any referral for additional support would always be following discussion with parents.
ATTENDANCE

The legal requirements of school attendance are as follows:-

You are responsible for ensuring that your child attends school regularly. In cases of unsatisfactory attendance, I will ask the Educational Welfare Officer to do a home visit to discuss the problem. If such unsatisfactory attendance persists, I will, in consultation with the Education Welfare Officer and other agencies, decide whether the case should be referred to the local Area Attendance Advisory Group. This group has been formed to make recommendations to the Director on the statutory responsibilities of the Authority with regard to defaulting parents.

Children are expected to be punctual as lateness disrupts their own and others learning.

So that we can ensure your child’s safety, if they are going to be absent due to illness, please inform school by telephone as soon as is practical. When your child has been off sick he/she should bring a note of explanation on the first day back.

School should be notified in advance of any absence for family reasons. Holidays during term time will be marked as unauthorised absence on your child's record. Where possible, holidays should be arranged during the school holiday period to ensure continuity and progression in children's learning.

TRANSPORT POLICY OF THE AUTHORITY AND LOCAL ARRANGEMENTS

The current policy of the Authority is to pay travelling expenses of those pupils attending the district school from within its catchment area who live more than two miles from that school.

Should you choose to send your child to a school other than the district school, you will not receive assistance in relation to travel to and from school.

See our School Travel Plan (appendix 4)
MEALS AND MILK

Under the Education Committee’s policy, children in attendance at school under the management of the Authority are entitled to free school meals if their parents are in receipt of Income Support, Income-based Jobseekers Allowance or Child Tax Credit (with an annual income of below £16,040) from the Department of Social Security. Further information and an application form can be obtained from the School Office or from Free Meals and Free Clothing Section, Education Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

The cost of school lunch is £1.70, paid daily, and we offer a range of well-balanced hot meals as well as soup and sandwiches. A sample menu sheet is attached (Appendix 5) Pupils bringing a packed lunch from home will be accommodated and supervised in the dining hall.

School milk costs 13p per day and this is normally paid on a termly/yearly basis. Details will be sent out at the appropriate time. Your child is entitled to free milk if you are in receipt of Income Support, Income-based Jobseeker's Allowance or Child Tax Credit (with an annual income of below £16,040).

ROSEWELL PARENT FORUM AND COUNCIL

Because all children benefit from the interest and involvement of their parents it is important that all parents have opportunities to be involved in their children's learning and education.

That's where Rosewell Parent Forum comes in. As parents of children in school you are all members of Rosewell Parent Forum and are able to select a Parent Council.

The main functions of the Parent Council are to:

- Support the school in its work with pupils and parents
- Represent the views of parents
- Promote contact and communication between the school, parents, pupils, the community, nursery and other providers
- Report to the Parent Forum

You can find details of events and minutes of Parents Council meetings by checking our school website rosewell.mgfl.info
If you would like to get involved, please contact Mrs Helen Thomson, P.C Chair.
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 involved make every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, 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).

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

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

Community Paediatricians.

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

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

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

Parents are also asked to complete a health questionnaire about their child at Primary 1 and Primary 7. Any specific conditions can be raised at this point.
The **Speech and Language Therapist** can provide assessment and, if necessary, treatment 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 (tel: 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.

### MEDICAL CARE

Should your child take ill or have an accident in school, every effort will be made to contact you immediately to enable appropriate medical action to be taken.

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. 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 or 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.

It is **essential** that the school have up to date contact information in case of medical emergency.
ADMINISTRATION OF MEDICATION

If your child requires to take medication during the school day, you must give written consent and instructions for administration. Forms are available from the School Office.

HEALTH AND SAFETY

Occasional and Emergency Arrangements

Should the school have to close in an emergency, you should be reassured that your child will not be sent home without your agreement. If we are unable to contact you we would get in touch with the emergency contact. We would always ask for younger children to be collected.

IT IS YOUR RESPONSIBILITY TO PROVIDE US WITH UP TO DATE INFORMATION REGARDING EMERGENCY CONTACTS, E.G. NAMES, ADDRESS, TELEPHONE NUMBER

The Education and Communities 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. Members of School 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. Pupils are expected to behave responsibly and comply with all safety requirements. Your support in promoting good practice in health and safety matters is of great importance to the school.

All Midlothian schools are fitted with access control systems. All entrances to the school are fitted with security locks, which mean that all doors are secured while children are in school. The doors are fitted internally with ‘push pads’ and, in an emergency, will push outwards.

At the main entrance there is an intercom and camera. Visitors to the school should identify themselves before entering the building. All visitors are required to sign in and out of our school, at the Office.

We take Health & Safety issues seriously and try to ensure a pleasant, safe working environment for staff and pupils. All visitors are asked to comply with Health & Safety regulations and to report to the School Office on arrival.

Parents are asked not to drop their children off in front of the school. This is to prevent the potential for accidents outside the main school gates. We would instead encourage children to either walk or cycle to school. We have bicycle storage facilities and locks can be borrowed to secure bicycles during the day.

Parents who live further away from school are encouraged to ‘Park and Stride’ - dropping your child off and allowing them to walk the remainder of the way to school. The School Crossing Patrol is available from 8.30am, lunchtimes and after school.
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 Inter-Agency Child Protection Committee's "Child Protection Procedures" which are used by all Midlothian schools and our partner agencies.

In circumstances where 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, or the Education Officer, Pupil Support Services.

EMPLOYMENT OF CHILDREN

Children under the statutory school leaving age can only be employed within the terms of the bylaws on the Employment of Children. These regulations do not permit the employment of children under the age of 14 years, and for those over that age there are limits on the hours and type of employment, which are allowed. Parents and employers must both complete an application form for an employment permit before the employment begins.

PLAYGROUND SUPERVISION

When children are at school, the responsibility for their safety rests with the Authority. Members of School staff undertake this responsibility as the Authority’s representatives. Our playgrounds are supervised at all breaks and our behaviour policy operates in play areas as well as classrooms.
EXCURSIONS AND VISITS

Throughout the year, each class will be given the opportunity to go out on excursions. These are mainly related to topics that the classes are studying but can be for other reasons. Parents will be asked to complete Permission Form (PC) form prior to any excursion. If we do not receive completed forms, your child will be unable to go.

Making a Complaint

Although we do our best in school to try to help with any problems you may have regarding your child's education, sometimes it is difficult to reach a satisfactory solution for all concerned.

Parents and schools separately can do a great deal to assist children’s educational development; together, they can achieve even more.

We rely on your support and we welcome your comments on the school.

• If you are concerned about...

A particular aspect of our work, please arrange an appointment to discuss the matter with the Headteacher in the first instance. Where appropriate, the Head Teacher may nominate another senior member of staff to act on her behalf.

The Headteacher will listen carefully to what you have to say, establishing clearly the issue(s) of concern and, if appropriate, provide you with any relevant information.

In some cases, your concerns can be dealt with immediately; other matters may require more extended investigation.

The Headteacher will get back to you, normally within five working days.

Hopefully, the above steps will result in a satisfactory solution for everyone.

However, if you are dissatisfied with the school’s response…

Please notify the Head Teacher that you wish to pursue the matter further and contact:
Mr Alan Wait
Education Officer
Midlothian Council
Education and Communities Division
Fairfield House
8 Lothian Road
Dalkeith
EH22 3ZG

Tel: 0131 271 6655

Rosewell Primary School Handbook - December 2012
Mr Wait will investigate the matter and try to resolve any difficulties. He will report the outcome to you, normally within five working days of being contacted.

Nearly all matters of concern are solved through the above procedures. If you remain dissatisfied, please contact Mr Wait again. He 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.

USE OF DATA

Transferring Educational Data about Pupils

Education authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a ‘hub’ for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

Why do we need your data?
In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Data policy
The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and National Statistics publications. Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be published by Scottish Government.
The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

Your data protection rights
The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

Concerns
If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?
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.
TERM 1
Staff Resume  Monday  19 August**  2013
Pupils Resume  Wednesday  21 August  2013
Autumn Holiday  Friday  13 September 2013
   Monday  16 September 2013
All Return  Tuesday  17 September 2013

Mid Term
Pupils Break  Thursday  10 October  2013
Staff Break  Friday  11 October*  2013
All Resume  Monday  21 October  2013
Term Ends  Friday  20 December 2013

TERM 2
All Resume  Monday  6 January  2014

Mid Term
Pupils Break  Thursday  6 February  2014
Staff Break  Friday  7 February*  2014
All Resume  Monday  17 February  2014
Term Ends  Friday  4 April  2014

TERM 3
All Resume  Tuesday  22 April  2014
May Day  Monday  5 May  2014
All Resume  Tuesday  6 May  2014
Victoria Day  Monday  19 May*  2014
Pupils Resume  Tuesday  20 May  2014
Term Ends  Thursday  3 July  2014

Provisional 2014/15
Staff Resume  Monday  18 August  2014

*Staff in-service days
USEFUL ADDRESSES

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

Chief Executive Kenneth Lawrie 0131 271 3002
Director, Education and Communities Don Ledingham 0131 271 3718
Acting Head of Education Colin Taylor 0131 271 3719
Head of Communities Ogo Onwuchekwa 0131 271 3721
Education Officer, CSCYP Ros Hunter 0131 271 3736
Additional Support Needs Officer Susan Flynn 0131 271 3689
Head of Children and Families (Acting) Mary Smith 0131 271 3418

Education Officer, Community Learning & Development Anne McConaghy 0131 271 3708
Senior Officer, Janitorial and Cleaning 0131 271 3702
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
Education Maintenance Allowance, Bursaries Gail Robertson 0131 271 3730

Free School Meals and Clothing Grants 0131 271 3728

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

Her Majesty’s Inspectorate of Education
Saughton House, Broomhouse Drive, Edinburgh EH11 3XD 0131 556 8400