



# **WESTFIELD PRIMARY SCHOOL AND NURSERY CLASS**

## **School Handbook 2017/2018**



## Contents

<b>Section 1</b>	<b><u>School Information</u></b>	<b>3</b>
	West Lothian Council Mission Statement West Lothian Council Values School Aims Staffing School Day	
<b>Section 2</b>	<b><u>Standards</u></b>	<b>8</b>
	Attendance Punctuality Behaviour School Dress Code	
<b>Section 3</b>	<b><u>Ethos</u></b>	<b>11</b>
	Equality and Fairness Partnership and Communication with Parents Parent Council Community Links Home Learning, Out of School Hours Learning Eco Committee Pupil Council, Rights Respecting School Global Citizenship Committee Buddy System	
<b>Section 4</b>	<b><u>Curriculum</u></b>	<b>14</b>
	General Literacy and English Modern Languages Numeracy and Maths Health and Well Being Social Studies, Science and Technologies Expressive Arts Religious and Moral Education Use of the Internet Internet Rules Outdoor Learning Assessment and Reporting Support for Learning School Improvement Celebrating Success	
<b>Section 5</b>	<b><u>Admission Procedures</u></b>	<b>21</b>
	Admission Procedures New Entrants to P1 Transfer from P7 to Secondary School Applying for a place at a non-catchment school	

Acknowledgement  
Composite Classes

<b>Section 6</b>	<b><u>Health and Safety and Pupil Welfare</u></b>	<b>24</b>
	West Lothian School Health Service	
	What does the School Health Service do?	
	Primary Schools	
	General Responsibilities for Health	
	Medication in Schools, First Aid and Illness	
	Emergency Contacts and Arrangements	
	Breakfast Club, Meals, Tuck and Milk	
	School Trips, Residential Visits	
	Online Payment - iPayimpact	
	Employment of Children	
	Security	
	Photography	
	Child Protection Guidelines	
	Wet Weather Arrangements	
	Playground Supervision	
	Transport Assistance	
	Car Park	
	Requested Early Release of Pupil	
	<b><u>Data Protection</u></b>	
	Transferring Educational Data about Pupils	
	Collection and Transfer of Pupil Data	
	Use of Data by the Council and the Scottish Government	
	Your Data Protection Rights	
<b>Section 7</b>	<b><u>Feedback, Concerns and Complaints and comments</u></b>	<b>31</b>
	Feedback, Concerns and Complaints	

## **Section 1 - School Information**

On behalf of the staff, I am delighted to welcome you to Westfield Primary School. I hope that this will be the beginning of a positive partnership both for you and your child and that you will always feel welcome. As a parent/carer of a pupil in our school, you will have a major role to play in your child's education. Like you, we want the best for your child. Your active involvement in his/her education is not only desirable, but essential. Above all we hope that your child will feel valued and achieve success at each stage of their learning journey and will grow increasingly confident in their skills development and become a successful learner and confident individual. We provide a wide range of learning opportunities in Westfield, which will lead to your child becoming a responsible citizen and effective contributor to Scotland's future. We have a tremendous sense of pride in our school and its place in the community. We hope to make you as parents and carers feel welcome at all times by fostering an atmosphere of trust, mutual respect, equality and fairness. I look forward to getting to know you and to working with you and your child. We hope that the following information will be useful to you before and during your child's attendance at Westfield Primary School.

**Rita Angus**  
Head Teacher

### **Contact Details**

**School Address:** Westfield Primary School  
Lomond View, Westfield  
EH48 3DE

**Telephone Number:** 01506 634019

**School Blog:** <https://blogs.glowscotland.org.uk/wl/westfieldpsblog/>

**School Email:** [w/westfield-ps@westlothian.org.uk](mailto:w/westfield-ps@westlothian.org.uk)

**Council webpage:** <http://www.westlothian.gov.uk/sitecontent/schools/Windyknowe>

We also have a school Facebook page and Twitter feed

**Present Roll:** Nursery 39 and Primary 55





West Lothian  
Council

### **West Lothian Council Mission Statement**

*“Striving for excellence...working with and for our communities”*

### **West Lothian Council Values**

*Focusing on customers’ needs  
Being honest, open and accountable  
Providing equality of opportunities  
Developing employees  
Making best use of resources  
Working in partnership*



### **Our Vision**

*At Westfield Primary our vision for our learners is to:  
live in harmony, believe in yourself and celebrate success.*

### **Our Values**

- Providing a nurturing environment which fosters integrity, impartiality and fairness, tolerance and mutual respect
- Promoting social inclusion and valuing diversity
- Developing partnerships, working closely with people whom we share a common purpose
- Providing a stimulating setting to inspire all to be active, collaborative and creative within school and beyond

### **Our Aims**

#### **Learning and Teaching**

- The highest quality of learning and teaching is provided
- Children experience innovative, fun, inspiring, motivating, creative and inclusive learning
- A progressive, coherent and balanced curriculum enables pupils to reach their full potential

- Meaningful assessment is integrated which provides effective feedback and informs pupils of next steps
- High standards of individual attainment and achievement are recognised and celebrated

### **Vision and Leadership**

- A shared, agreed vision with a common goal is in place
- Leadership is encouraged at all levels
- Collegiality exists across the school

### **Partnership**

- Build and maintain worthwhile, collaborative partnerships with all stakeholders
- Involve pupils in decision making that affects them in school and the wider community

### **People**

- Everyone in the school community feels valued, respected and included
- Pupils, families and staff participate in the decision making process
- Solid professional relationships ensure positive outcomes for all children

### **Culture and Ethos**

- Responsibility, respect and a positive attitude are promoted
- A safe environment in which individuals can develop healthy lifestyle choices is provided
- Creative, enterprising and ambitious individuals are developed
- Success and achievement is celebrated



## Our Team

Westfield Primary is staffed by a Head Teacher, non-teaching Depute Head Teacher, 4 Class Teachers, one full-time nursery nurse and various Visiting Teachers.

There is also an Administrative Assistant and a number of Pupil Support Workers, who work in class as well as supervising in the playground.

The people who work in our school are:

Mrs Angus – Head Teacher

Ms Ferguson – Depute Head Teacher (acting)

Mrs Agini – class teacher

Mrs Browne – class teacher

Miss Bredin – class teacher

Ms Young – nursery and nurture teacher

Mrs McLauchlan – nursery nurse

Mrs Grant – pupil support worker

Mrs Rintoul – pupil support worker

Mrs Mathieson – pupils support worker

Mrs Stevenson – administration

Mr Cox – PE specialist

Mrs Keenan – music specialist

## School Day

<b><u>Nursery</u></b>	Morning session (M-T) Morning session (F) Afternoon session (M-T)	8.45am – 11.11 am 8.45am –11.31am 12.05pm – 3.13pm
<b><u>Primary 1-7</u></b>	(Mon, Tues, Wed, Thurs.)	9.00 am - 12.30 pm LUNCH 1.10 pm - 3.25 pm
<b><u>Friday</u></b>		9.00 am - 12.35 pm



School term dates and holidays can be accessed online at:

<http://www.westlothian.gov.uk/education/schoolrelateditems/893/860>



## **Section 2 – Standards**

### **Attendance**

The school enters pupil absence electronically using codes for particular reasons for absence. To ensure an accurate record is kept it is important that, should your child be absent, you provide an explanation for that absence either by letter or by telephone. In line with West Lothian Council policy parents are requested to notify the school of any absence by 9.45am. A Group Call System which sends out an automated text message to a mobile telephone in cases of unexplained absence has been introduced in all schools. The call is repeated regularly until answered. If contact cannot be made the school may involve partner agencies to ensure the safety of children. Parents/carers and schools must work in partnership in order to benefit from early notification of unexplained absence from school. Parents are urged to opt into this system.

Please try to avoid keeping your child off school for reasons other than illness. Progress in school is dependent on regular attendance. Work missed is not easily made up and allowing casual absences encourages a casual attitude towards work. The Scottish government has issued a directive informing local authorities that, due to the impact absences during term-time have on children's learning, any such absences will be recorded as unauthorised. Family holidays should therefore be taken out-with term times. If, in exceptional circumstances, you wish to take your children out of school, you must make your request to the Head Teacher in writing.

Parents or carers are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Head Teacher will ask a Family Support Worker to visit the home and discuss the problem with the parent or carer. If such unsatisfactory attendance persists, the Head Teacher, following discussion with the Family Support Worker and other agencies, will 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.

If you become aware that your child may be absent from school for a considerable length of time, due to illness or admission to hospital, you are requested to inform the school as soon as possible. Notification from the hospital will also be sent to the school. Please refer to the Attendance at School Policy for further information:

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



### **Punctuality**

Punctuality is an important social attribute and we expect all our children to be punctual. Late arrival embarrasses the child and disrupts the class work already begun. However, in the event of the occasional 'sleep-in' please send your child to school no matter how late, it is better to miss a little rather than a whole day. If your child arrives late, they must report to the school office so that we know they have arrived in the building and so that we can ensure they have ordered a lunch if required.

### **Behaviour**

Children learn to develop values and positive attitudes towards themselves and others in many aspects of the curriculum, which in turn contribute to their personal and social development. Our schools work hard to build confidence and self-esteem and provide opportunities for children to contribute to the whole school community. Much of their development in these areas helps to lay the foundations for becoming responsible citizens of the future.

We promote and expect a high standard of responsible behaviour from pupils towards staff, other pupils and towards their surroundings. Self-discipline is the key to good behaviour and we depend on your support in reinforcing the discipline guidelines of the school.

These guidelines are based on mutual consideration, good manners and respect and are in place to ensure the safety and well-being of all pupils and staff in school. They are agreed upon at the start of the year by all pupils with staff and are based on the UNCRC Rights of the Child. Key articles that make up the school, playground and class charters include:

- Article 12: You have the right to give your opinion, and for adults to listen and take it seriously.
- Article 15 You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others.
- Article 16 You have the right to privacy.
- Article 19 You have the right to be protected from being hurt and mistreated, in body or mind.
- Article 28 You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.
- Article 29 Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.
- Article 31 You have the right to play and rest.



## **School Dress Code**

In 1999 West Lothian adopted a policy on school dress. Some forms of dress are unacceptable in school for health and safety reasons or for moral or other reasons.

Schools will not allow clothing, jewellery or make up which could:

- Encourage rivalry (such as football colours)
- Cause offence (such as anti-religious symbols or slogans which might be regarded as political or carrying a questionable moral message)
- Damage flooring
- Promote a message contrary to the values of the school and Council (such as support for drugs culture)
- Carry advertising, particularly for alcohol or tobacco
- Be used as a weapon

The Council considers that the introduction of school dress codes:

- Improve security by making it easier to identify intruders
- Give pupils a pride in, and a sense of belonging to their school
- Reduce truancy by identifying school pupils as belonging to a particular school
- Improve a school's reputation in the community
- Discourage competition amongst pupils
- Make it cheaper for parents to buy school clothing
- Encourage discipline among pupils

Each school has its own dress code, for the whole school, based on the Council's policy which all pupils will be expected to keep to. The Council will not be responsible for the loss of or damage to pupils' clothing and personal belongings including mobile phones. Valuable items, including jewellery and unnecessarily expensive articles of clothing, should not be brought to school.

The Authority operates a scheme of provision to ensure that pupils are sufficiently and suitably clothed to take full advantage of the education provided. Parents who wish to apply for assistance should complete an application form which is available from the school. Applications can also be made online from the Council's website at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

At Westfield Primary School we are proud of our school uniform and the standard this sets in the local community. The uniform is fit for purpose allowing children to be comfortable in their learning. We welcome support from parents and carers in positively encouraging school uniform. We encourage the children to wear teal-coloured polo shirts, white shirts, blue sweatshirts or cardigans and black or grey trousers or skirts. Uniforms can be ordered through the school office or can be ordered direct from the supplier: <http://www.border-embroideries.co.uk/select-school.php>  
School ties can be purchased from the school office as well.

## **Section 3 – Ethos**

### **Equality and Fairness**

All pupils have the right to enjoy opportunities and activities, regardless of their background, race, gender or religion, so that they will be given the freedom to develop their full potential without constraint.

Our aim is to promote self-esteem and a positive self-image in every pupil. Self-respect and respect for others is a priority. We treat boys and girls equally and offer the same opportunities to all pupils by offering a diverse curriculum, which addresses the needs and opinions of all. We aim to maintain an environment, which is free from bullying, racism and other forms of discriminatory behaviour. We value your support in maintaining this ethos.

### **Partnership Working and Communication with Parents**

West Lothian Schools operate an open, responsive policy with regard to questions or concerns that parents may have. Should you have concerns or complaints regarding the service provided you should raise these with the Head Teacher in the first instance.

To support our children's development, the school works in close partnership with a wide range of agencies. Our partner agencies include; Health Visitors, School Doctor, Speech and Language Therapy, Mental Health Worker, Social Policy, Children and Young People Team, Community Police Officer, Language Outreach Support, Educational Psychologists and Active School's Co-ordinator.

### **Parent Council**

A Parent Council is a group of parents selected by members of the Parent Forum to represent all the parents at a school, on a voluntary basis. All parents/carers in a school are automatically members of the Parent Forum of that School.

The purpose of a Parent Council is to:

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

Every parent can expect to:

- Receive information about what their child is learning along with information about events and activities at the school
- Receive advice/help on how they can support their child's learning
- Be told about opportunities to become involved in school
- Have a say in electing a Parent Council to work on behalf of all parents.

Parent Councils operate in accordance with a local constitution. Parents can put themselves forward to be members of the Parent Council in accordance with that constitution.

Further information can be found on the Scottish Parent Teacher Council website <http://www.sptc.info>

Westfield Parent Council is a team of parents who meet once a term. If you would be interested in joining us, dates and times of the meetings can be found in the school newsletters or annual date calendar.

### **Communication with Parents**

Newsletters are issued frequently and curricular evenings and Parents' Meetings are held regularly. Your comments and suggestions on the work done in school and the service provided for you and your child are welcomed. Evaluation forms will be sent to you from time to time so that we can be sure that we are listening to what you say about the service provided for you and your child. Updates about events within the school are regularly posted on Facebook, Twitter and the School Blog.

### **Community Links**

Westfield takes part in many events within the community throughout the year. Some of the events we are represented at are: the Rotary Quiz, Rugby and Athletics tournaments, singing at Blackfaulds nursing home.

### **Home Learning**

Home Learning is provided on a weekly basis and will provide a variety of tasks which relates to the children's work in class. Children are given a set number of tasks to complete and optional ones are provided for those wishing to further challenge themselves. This work should always be set within the child's ability. Parents are asked to sign to say that they have seen the completed home learning. A separate Home Learning Policy is available for parents' / carers' information and is included in the information pack.

### **Out of School Hours Learning**

A number of extra-curricular activities are provided over the year, ranging from sports clubs to art clubs. Clubs are offered to different stages in the school and pupils are given details when appropriate.

### **Eco Committee**

We have an Eco Committee in school, which includes staff members, pupils and parents and encourages children to take care of the environment and also to discover the benefits of recycling. Information about the work that the Eco Committee are doing can be found on the Eco Board.



### **Pupil Council**

The Pupil Council consists of children elected to represent their class. The Pupil Council meet once per fortnight to discuss anything which has been brought to their attention in the class, playground or lunch hall. They also organise special events in the school calendar. Information about the class reps can be found on the Pupil Council Board. For further information please refer to the Developing a Pupil Voice Policy: <http://www.westlothian.gov.uk/sitecontent/documentlist/educationpolicy/pupilvoice>

### **Rights Respecting School Committee**

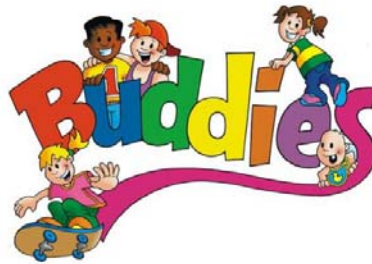
We are a Rights Respecting School and children are taught about their rights and how they can respect the rights of others.

### **Global Citizenship Committee**

'Education for Global Citizenship enables pupils to develop the knowledge, skills and values needed for securing a just and sustainable world in which all may fulfil their potential.' (Oxfam). The committee's role in school is to support us all in becoming Global Citizens and make an impact on the world locally, nationally and globally.

### **Buddy System**

Each school year, the P6 children become buddies to the pre-school children in the Nursery. They go to the Nursery regularly to get to know the children and to play with them. When the pre-school children go to Primary 1 their buddies will be in Primary 7 and visit them in the class regularly. As well as class visits, if a Primary 1 child is upset about anything in the playground they know who their P7 buddies are and can go to them for help.



## Section 4 - Curriculum Bringing learning to life and life to learning

Curriculum for Excellence has been 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.

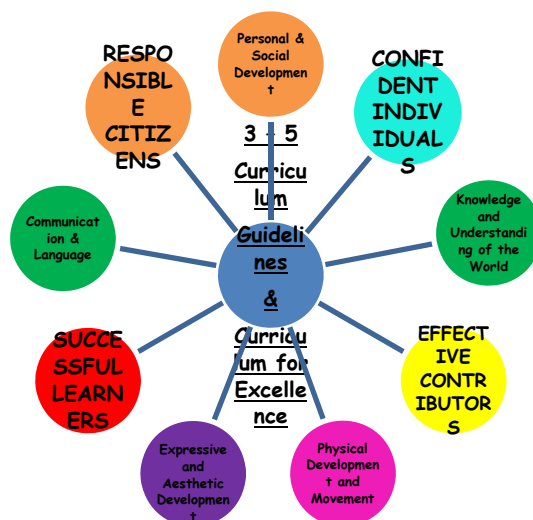
It develops skills for learning; life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to 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 are now new National 4 and 5 qualifications. Our well regarded Access, Highers and Advanced Highers have been 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.

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum for 3 – 18.

The 3 – 18 curriculum aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work.

Ultimately, Curriculum for Excellence aims to improve our children’s life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens.



## **The Curriculum**

The Curriculum encompasses all the learning experiences which your child will encounter during his/her time at school. The curriculum is designed using the Experiences and Outcomes outlined in Curriculum for Excellence. Staff plan learning opportunities based on the principles of Curriculum for Excellence and the interests of the children. Children are involved at the initial planning stages and are given the opportunity to discuss with the teacher what they would like to learn about.

The curriculum is organised under the following subject areas:

- Languages
- Health and Wellbeing
- Social Studies
- Expressive Arts
- Mathematics
- Sciences
- Technologies
- Religious and Moral Education

## **Languages**

Literacy skills are important skills for learning, life and work and are given high priority at Westfield Primary. From the earliest stages of P1 pupils continue to develop the reading, writing, listening and talking skills already established at home and at nursery. They learn to communicate in a variety of ways including the use of technology and learn to read for a range of purposes. We teach reading through a variety of means including the teaching of phonics and phonological awareness, word recognition, concepts of print and hearing and reading a wide range of stories and texts from graded reading schemes, to novels and factual books.

Writing is valued throughout the school and pupils are actively encouraged to develop their ideas and present their work to a high standard. Our schools aim to develop in your child the ability to communicate through imaginative, functional and personal writing. Children will experience a variety of listening activities from listening to adults, other children, programmes and games. Linked to the development of listening is the development of talking – answering questions, offering opinions, giving talks and debating

Staff use cross curricular opportunities to stimulate and motivate children in literacy and language development, to help children see connections across the curriculum and to make learning meaningful. We aim to encourage all of our children to use language interestingly, imaginatively, appropriately and precisely.

## **Modern Languages**

Today's children are growing up in a multilingual world and the ability to communicate effectively in social, academic and commercial settings is crucial if they are to play their full part as global citizens. In line with the Scottish Government's 1+2 approach we are working towards ensuring that every child has the opportunity to learn two modern languages from at least P1 onwards. In line with the other schools in the Linlithgow Cluster, pupils in Westfield will learn French as their core language from Nursery to P7, with Spanish as their second modern language from P1 onwards. From Nursery to P4 Children will experience Modern Languages teaching through songs, greetings, games and role play. At these stages the emphasis remains on active learning, fun and enjoyment.

P5 –7 children are encouraged to consolidate their learning in listening and talking and further develop more formal reading and writing skills in the appropriate language.





## **Numeracy and Mathematics**

In Numeracy and Maths we plan to enable children to:

Develop essential numeracy skills which will allow them to fully participate in society

Develop a secure understanding of the concepts, principles and processes of mathematics and apply these in contexts relevant to real life.

Mathematics is made up of distinct outcomes and experiences: Number, money, measurement / Shape, position and movement and Information Handling. In all of these areas children have the opportunity to develop problem solving and enquiry skills. The use of ICT is evident throughout the maths programme with suitable interactive programmes and websites used at all stages. Development of mental maths from the earliest stages is a high priority to improve confidence in all numeracy activities. During Numeracy and Mathematics pupils have the opportunity to learn in new and exciting ways. These include learning as a whole class, in pairs, groups or individually. Often these experiences are related to real life contexts across the curriculum in order to motivate children in learning, which has relevance for them.



## **Health and Wellbeing**

All pupils in Westfield need to learn to develop physically, socially and emotionally in order to enjoy and live a healthy lifestyle. Within a progressive framework, children are provided with opportunities to develop the knowledge, understanding, skills, capabilities and attributes which they need for mental, social, emotional and physical wellbeing, now and in the future.

Learning through health and wellbeing enables children and young people to:

- make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- experience challenge and enjoyment
- experience positive aspects of healthy living and activity for themselves
- apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- make a successful move to the next stage of education or work
- establish a pattern of health and wellbeing which will be sustained into adult life and which will help to promote the health and wellbeing of the next generation of Scottish children.

We encourage healthy eating and discourage sugary snacks and drinks which could be harmful to dental health.

We take a holistic approach to health and wellbeing and our progressive framework aims to promote learning about:

- Health – mental, social, emotional and physical
- Physical Education and physical activity including sport
- Eating for health and hygienic practices
- Personal safety / relationships and moral education
- Substance misuse
- Planning for choices and changes

At the beginning of each term, the class teacher will issue a newsletter detailing what the children will be learning about. Any sensitive aspects of learning within Health and Wellbeing will also be highlighted to parents either through the newsletter or by letter before being delivered. Full information will be shared with resources available to view if necessary. This will allow you the opportunity to offer any feedback or for any questions that you may have to be answered.

## **Social Studies**

These areas of the curriculum are often taught through an inter-disciplinary learning context. This means that children can make meaningful links between subject areas through a specific context, learning in a deeper way.

Through Social Studies, children learn about people and their values in different periods of time and in different contexts, developing a better understanding of the world.

Opportunities exist for studying the local environment and how it has evolved. Visitors are encouraged to visit the school to discuss their business and help pupils develop their enterprise skills. West Lothian Council encourages schools to involve the children in the ECO School Project. This initiative requires the school to develop a partnership of pupils, school staff, members of the local community to work together in order to improve the school environment. The ultimate aim is for the school to gain Green Flag status.

## **Science**

Attractive, challenging and relevant science courses are provided for all pupils which:

- broaden pupils' understanding of themselves, the society in which they live and the world as a whole;
- develop a scientific approach to problem-solving, encouraging critical thinking about phenomena, events and issues;
- develop positive attitudes to science and its contribution to and impact on society
- contain practical work;
- promote interactive approaches to learning and teaching, including the use of ICT.

The five organisers for the Sciences are:

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science.



## **Technologies**

The Technologies framework includes creative, practical and work-related experiences and outcomes in business, computing science, food, textiles, craft, design, graphics, engineering and applied technologies. Children also develop an understanding of the role and impact of technologies in Scotland and the global community.

The technologies framework has six organisers, namely:

- Technological developments in society
- ICT to enhance learning
- Business
- Computing science
- Food and textiles
- Craft, design, engineering and graphics.
- Topical science.

## **Expressive Arts**

Teachers plan and deliver lessons in all four areas of Expressive Arts: Art and Design, Music, Drama and Dance. Pupil's experiences are further enhanced through the input of a Music Specialist. Performance through assemblies and school shows provide confidence building and rich experiences for pupils at all stages of school. Wider Achievement is highly valued at Westfield and the school has a positive reputation for success in many local and national competitions.

## **Art and Design**

In Art and Design we build on children's natural desire to express themselves visually. Your child will have the opportunity to explore varied media, drawing, painting, collage, model making and clay work.

## **Music**

This includes singing, making music, listening to music, moving to music and composing music.



## **Drama**

Drama activities range from dramatising stories and historical events to the writing and performance of plays. School concerts, class assemblies and end of term services also provide opportunities for children to show off their dramatic skills. Drama provides an opportunity for language development and emotional expression.

## **Religious and Moral Education**

Through the Religious and Moral Education programme pupils extend their awareness and understanding of the practices and traditions at the centre of world religions. Religious Education provides pupils with knowledge of Christian practice in worship and shows them the place of Christian action in the community. Children will also study other world religions in line with national guidelines. Moral education encourages your child to form positive attitudes to life and includes teaching the values of justice, equality and fairness. This part of the curriculum operates through class teaching, assemblies, outside visits and visitors to school.

Parents have the right to withdraw their child from religious observance and would do this after consultation with the class teacher. Alternative learning experiences would be planned that promote personal reflection on values and other moral issues.

We encourage all children to appreciate moral values such as honesty, respect, fairness and concern for others.

## **Use of the Internet**

Computer equipment is used to support effective Learning and Teaching. This is an integral part of the curriculum which enables pupils to access information and resources on local and worldwide networks. West Lothian Education Services implements software to provide protection from inappropriate material on the Internet. It must be recognised, however, that no protection can be absolutely guaranteed and, to this end, pupils must not actively seek inappropriate material and should report any items that make them feel uncomfortable. We ask parents to promote the responsible and safe use of the internet at home, including the use of social media if parents permit their children to access it. The authority has set out the following Internet rules for pupils to minimise the possibility of accessing inappropriate material or communications.



### **Internet Rules**

When using the Internet, we expect children:

- *Not to swear, use rude or threatening words*
- *Not to reveal their address or phone number or those of others*
- *To remember that electronic mail (email) is not guaranteed to be private*
- *Not to use the Internet in such a way that would disrupt its use by others*
- *Not to try to find inappropriate material*
- *To tell a member of staff if a page, picture or message is found that makes the child feel uncomfortable*

If these rules are not followed the child will not be allowed to use the Internet and the school may take further action. Further information on safe use of the Internet is available at:

<http://www.thinkuknow.co.uk/>

### **Outdoor Learning**

There is a strong commitment in Westfield to developing children's knowledge, understanding and skills beyond the classroom. Staff plan motivating cross-curricular experiences using the 'outdoor classroom'. These lessons allow pupils to extend their learning within relevant contexts and to understand that their learning is deeply rooted in real life. The 'outdoor classroom' can mean using the school grounds or local outdoor environment for ECO / Maths / Citizenship / Health and Wellbeing skills activities. It can also mean visiting heritage sites or ancient buildings to develop a deeper understanding of people in the past. Classes at all stages of the school have opportunities throughout the year for visits which are directly related to topics being studied.



### **Assessment and Reporting**

Assessment is an integral part of the teaching process and your child will be continuously assessed throughout his/her education. This assessment takes many forms, from teacher observation, pupil/teacher discussion, class tests, through to written tests including National Assessment in Maths and Language and standardised tests once a year.

The result of this assessment process forms the content of your child's annual school report and is also shared with you at the parent/teacher consultations.

You are welcome to make an appointment with your child's teacher to discuss progress at any time. It is the authority's policy to carry out standardised testing annually in P1 – P7. A leaflet about the standardised testing can be found within the information pack.

The aim of the annual report is to provide details of your child's strengths, development needs and attainments in each curricular area. Your comments on your child's report will be welcome.

## **Support for Learning**

Class teachers are continuously assessing the needs of pupils in their class.

The authority provides access to Support for Learning staff and resources for pupils requiring additional support. Each school follows the principles of the Scottish Government's policy of "Getting it Right for Every Child", for more information see the Scottish Government website. We consult with parents and carers to ensure the needs of children are met.

Should your child require additional support in a particular area, you are invited to discuss this with the Head Teacher. Support for learning teachers work co-operatively in class with the class teacher in a variety of curricular areas and with all of the children. Additional help can be provided in school through a Support Assistant who will work alongside the class teacher. Continuous records are maintained and you will be kept informed of your child's progress.

This authority has a policy of inclusion. This promotes the placement into primary and secondary schools of pupils with significant needs. Additional support may be given to the school to enable such placements to be successful. Should an integrated placement or placement into special classes be necessary, these are made following professional assessment and in consultation with parents. The authority considers that each school is equally capable of meeting the needs of all pupils.

## **School Improvement**

The main achievements of the school can be found in the Standards and Quality Report which can be located on the School Blog and Facebook page.

The plans for future improvement of the school's performance can be found in the School's Improvement Plan which can be accessed through the School Blog and Facebook page.

## **Celebrating Success**

Pupils are encouraged to have high expectations of themselves and their success is recognised in a variety of ways. Weekly Golden Time is given for children who are consistently keeping to the Golden Rules. Class Assemblies will be held throughout the session and parents will be invited to attend. At these assemblies, the teacher will present pupils with certificates for particular aspects of classwork. We look forward to welcoming you to our class assemblies. A timetable for assemblies will be issued at the start of the year to allow you to plan ahead.

There are also Wider Achievement assemblies planned once a term which allow the children the opportunity to share achievements that they have had outside of school with the rest of the school. The School Blog will be used by teachers and pupils to exemplify successful learning in the classroom. Learning will be discussed and evaluated as part of a reflection in class. Please check the blog over the weekend and respond with encouraging comments to motivate pupils.

The local media and regular newsletters will be used to publicly celebrate success.



## **Section 5 – Admission Procedures**

### **Admission Procedures**

West Lothian is divided into catchment areas for primary and secondary schools. The catchment areas for all West Lothian Council schools are available online at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

Each school is either denominational (linked to a particular religion) or non-denominational (not linked to any particular religion). All the denominational schools in West Lothian are Roman Catholic. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education.

The Pupil Placement section deals with all applications for pre-school and wraparound, and deals with applications for the August primary one (P1) and secondary one (S1) intakes. Schools deal with applications for other stages and for P1 and S1 after the pupils start school. To apply for a school, pre-school or wraparound place you must fill in an application form. You can get application forms from schools, nursery schools, libraries, Council Information Service Offices and from the Pupil Placement Section.

Westfield Primary is non-denominational and provides for stages Nursery – P7. The school admits pupils of both sexes. Although the Council aims to provide enough places for all children in the catchment area at a catchment school, living within a catchment area does not guarantee a child a place at a catchment school. Parents can request a school other than one of their catchment schools. This is known as a 'placing request'. Parents can request that their child go to any primary school in West Lothian regardless of their religion. Application Packs can be collected from the school and forms completed with assistance from school staff or by reference to guidance notes.

Application Packs are also available from:

**Pupil Placement Section  
Education Services  
West Lothian Council  
West Lothian Civic Centre  
Howden South Road  
Livingston  
EH54 6FF**

**Telephone: 01506 280000**

Information is also available on the Council website [www.westlothian.gov.uk](http://www.westlothian.gov.uk)



The school does not provide teaching by means of the Gaelic language as spoken in Scotland. A primary aged pupil whose parent wishes him/her to be taught by means of the Gaelic language will be educated at Tollcross Primary School in Edinburgh.

A secondary aged pupil whose parent wishes him/her to be taught by, means of the Gaelic language will be educated at James Gillespies High School in Edinburgh.

### **New Entrants to P1**

You can apply for a P1 place from the November of the year before your child is due to start school, and the places are allocated in March of the same year that your child is due to start school. Details appear in local papers, Council Information Centre's, in nursery schools and playgroups. Children will be invited to spend some time in school, usually in June, to meet their teacher and see their classroom.

### **New Pupils Primary 2 – 7**

Parents seeking to enrol their child should in the first instance contact the school office to make their request. Parents are at liberty to make an appointment to view the school and speak to the Head Teacher. When enrolling their child parents should bring along a copy of the child's birth certificate and as much of the child's current work as possible. We will also require the name and address of the previous school so that the child's records can be requested.

### **Transfer from P7 to Secondary School**

Each home address has a denominational (Roman Catholic) and a non-denominational secondary school in their catchment area. In November and December, parents of P7 pupils will receive a letter from the Pupil Placement Section indicating the catchment area secondary schools for their home address. The letter, which will be sent home with the child, asks parents to confirm their transfer intentions. It is generally assumed that P7 pupils transfer to their associated secondary school providing that their associated secondary school for the primary school they attend is also a catchment secondary school. The letter also advises parents of their right to make a placing request and how to do this. Information on placement requests is available from the Pupil Placement Section.

The associated secondary school for Westfield Primary is:

**Linlithgow Academy**

**Braehead Road**

**Linlithgow**

**EH49 6EH**

**Telephone: 01506-843211**



Transport assistance may be provided for children who cannot be placed in the catchment school. Information on this can be obtained from School Transport (telephone 01506 280000), Pupil Placement (telephone 01506 280000) or from the Council website – [www.westlothian.gov.uk](http://www.westlothian.gov.uk).

Further details of the policy and procedures for admission to primary school and pre-school education can be found here:-

Pre-school Admission Policy:

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

Primary School Admission Policy:

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

### **Applying for a Place at a Non-Catchment School**

The deadline for an application for a placing request to a non-catchment primary or secondary school is 31 December, prior to the transfer in August.

### **Acknowledgment**

All applications will be acknowledged within 14 days. Admission will be confirmed as soon as possible on or before 30 April by letter from Pupil Placement. Where a school is over-subscribed, parents will be informed in writing, and asked to provide, if they wish, further supporting information for their application which will be considered in determining their application. Enquiries may be made either to the individual school or Pupil Placement Section.

### **Composite Classes**

When pupil numbers make it impossible to have a straight year class, it is necessary to form a composite class with a maximum of 25 pupils. This class will have children at two or more stages. Our staff are experienced and skilled in differentiating the curriculum to ensure that the needs of each learner are met. As teachers take into account the needs of individual children, composite classes should not be a cause for concern to parents.



## **Section 6 – Health and Safety and Pupil Welfare**

### **West Lothian School Health Service**

Children's well-being depends on meeting their emotional, physical and intellectual needs. Children do better at school when they are both healthy and happy. The School Health Service is here to help children achieve their full potential. Every school in West Lothian has a named Community Paediatrician and a fully qualified School Nurse with relevant training to meet the needs of the child. Nursery Schools also have a named Health Visitor. The Nurse and Doctor visit the school regularly.

### **What does the School Health Service do?**

- We work as part of the integrated community school, multidisciplinary team along with other agencies promoting children's welfare. We are working closely with schools to encourage and assist them becoming new Health Promoting Schools.
- In Primary 1, Primary 7 and Secondary 2/3 you will be sent a Health Questionnaire to complete to alert us to any concerns you may have about your child.
- Children with health related problems will be offered an appointment with the School Nurse or Doctor.
- Children can also be offered an appointment at the request of parents, school staff or other health professionals.
- The School Nurse is also involved in Health Education classes and events at your child's school.
- We provide advice on health issues to parents, teachers, children and where appropriate assist in planning the curriculum for Health Education.

### **Primary Schools**

- Parents/Carers of children in Primary 1 may be offered an opportunity to attend with their child for a health/ development check by the School Nurse.
- In Primary 7 your child's health will be reviewed before moving to secondary school.

### **General Responsibilities for Health**

Within the general policy laid down by West Lothian Council, Education Services has prepared a series of statements of safety policy for all areas of its responsibility in accordance with 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.

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 importance to the school. Head teachers of school establishments have a duty to ensure that all Health & Safety requirements are fully complied with, within the school grounds. These duties include a responsibility to make sure that the appropriate member of staff records and logs details of:

- termly fire drills
- annual fire extinguisher checks
- weekly fire siren/bell checks
- administration of medication to pupils
- annual risk assessment of buildings and structures.

## **Medication in Schools**

If a child becomes ill or has an accident during the day, immediate attention is given by a member of staff. An assessment is made by a promoted member of staff as to whether further medical attention is required and parents/carers are informed. This is why we need to have up to date records of contact telephone numbers. Children cannot be sent home by themselves and need to be collected from school. Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing prescribed medication even though the child's doctor regards the child as fit to attend school. Others have medical conditions which, without help, could limit their access to education.

Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition.

Forms for any child requiring medicine to be taken during school time are available from the school office or can be downloaded from **[www.westlothian.gov.uk](http://www.westlothian.gov.uk)**

Parents are requested to complete these forms to allow medicine to be administered. Preventative inhalers (blue) are kept in a First Aid box in the classroom.

If your child uses an inhaler, it is important that it is labelled. It is the parents' responsibility to ensure these are renewed as necessary. Each class teacher has a list of children requiring these. Any child who requires other medication on a regular basis may require a health care plan. Please contact the Head teacher to discuss this.



## **Illness**

If your child is going to be absent from school, please telephone the office on **01506 634019** and either leave a message on the answering machine or with a member of staff.

As bugs can spread quickly around the school, we ask that you please keep your child at home until he/she has fully recovered from illness, even if they really want to come back!

Below is a West Lothian summarised table of common illness and, if necessary, the period of absence that your child should be off school for:

Chicken Pox	Children should remain absent until all vessels become dry (7days approx). This is extremely dangerous to pregnant women.
Conjunctivitis	High transmission risk, until lesions have crusted.
Sickness & Diarrhoea	48 hours after last episode.
Fifth Disease (slap cheek)	Children should remain off until recovered. Dangerous to pregnant women.
Hand Foot & Mouth Disease	High transmission risk.
Head Lice	High risk of transmission and children should stay off until fully treated.
Warts	Children can attend school with warts however they must be covered; children cannot play in sand or water for risk of transmission.

## **Emergency Contacts and Arrangements**

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

Only in special circumstances (e.g. no heating), will children be sent home early. The school will make every effort to contact you in such situations. Where there is no adult to receive the child, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions it would be helpful to listen to local radio stations, where updates on school closures will be broadcast. All schools have a means of contacting parents and carers via the Group Call System.

## **Meals and Milk**

### **Breakfast Club**

The Breakfast Club provides pupils with a healthy breakfast and offers the opportunity for them to sample and develop preferences for healthy options. The Club aims to establish positive relationships at the start of the school day, helping to reduce lateness or poor attendance and improve attitude, behaviour and motivation to learn. Pupils also benefit from physical activities, time to do homework and tooth brushing after they eat.

Westfield offers a Breakfast Club which is available to children from 8.15am until 8.45am. The Breakfast Club has one member of staff on duty, Mrs Murray. The club offers a variety of cereals, with toast, fresh fruit, yoghurt and fruit juice.

### **Lunches**

Pupils in Primary Schools are offered a two course meal with a choice of main course, supplemented by salads and bread, and which meet the new Scottish Nutrient Guidelines for School Meals. The school dining area is organised as a self-service cafeteria. This area is supervised by members of staff. Children may have school meals regularly or on odd days when necessary. Children choose from a variety of options each day. A coloured tray system is used - green- a packed lunch, yellow – a vegetarian option, red - a hot two-course meal and blue - a snack type meal. The menu is available on the Council website. All P1-P3 children, and P4-P7 children whose parents are in receipt of qualifying benefits, are entitled to free school meals. Other children can buy a school lunch.

Special dietary requirements will be catered for. Please contact the school, 01506 634019 or local kitchen supervisor Gail on 01501-752083, to discuss your child's requirements. Please also advise the school immediately should your child have any allergies.

If a child loses or forgets lunch money, we will provide a meal and inform parents of the cost. This amount must be paid the following day. Some parents prefer their children to have a packed lunch and facilities are provided in the school for the eating of packed lunches.



## **Milk**

All pupils of nursery schools and classes are entitled to 0.25 litres of milk daily free of charge. Children whose parents are in receipt of qualifying benefits may also receive milk free of charge. Milk is available daily at a minimal cost to pupils who order it. An order form will be sent home in June, December and March and should be returned with payment by the given date.



## **Tuck Shop**

A tuck shop which is manned by the children providing the opportunity to purchase healthy snacks including pancakes, fruit, cereal bars, yoghurt choobs and water on a daily basis. These are sold for a nominal sum.



For further information please refer to the School Meals and Milk Policy:

[http://www.westlothian.gov.uk/media/2226/School-Meals-and-Milk-Policy/pdf/School Meals and Milk1.pdf](http://www.westlothian.gov.uk/media/2226/School-Meals-and-Milk-Policy/pdf/School%20Meals%20and%20Milk1.pdf).

## **School Trips**

Throughout the session educational excursions will be organised to enhance the learning that the children have completed in the classroom. An EE2 form will be sent home before each trip for you to complete. This provides any medical information that may be required in the case of an emergency whilst out on a trip.

## **Residential Visits**

Primary 4 and 5 children take part in a short residential visit to the Lowport Centre in Linlithgow. Activities there include: Jungle Bashing, Sailing, Orienteering and much more, depending on the time of year and what is available. They also visit Linlithgow Palace where guides from a Linlithgow Primary School take them round and tell them about what life was like in the Palace.

Primary 6 and 7 children spend 5 days at a residential camp in Scotland (the location changes yearly). This is an outdoor adventure week with activities, which include tree climbing, orienteering, bowling, archery, etc.



### **Online payments to school with iPayimpact**

We have now introduced a more convenient way to order and pay for primary school meals, trips activities and other significant school purchases, using a secure internet service called iPayimpact.

iPayimpact offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available. You will have a secure online account, creating your unique username and password; with a secure activation via your email address. Once activated you should keep your username and password safe and secure. Making a payment is straightforward and iPayimpact holds a payment history for you to view at any time; no card details are stored in any part of the system. Once you've activated your account you can make online payments straight away. Your child will bring home a unique iPayment Account activation letter.

### **Employment of Children**

Children under the statutory school leaving age can only be employed within the terms of the byelaws on the Employment of Children. These regulations do not permit the employment of children under 13 years of age.

### **Security**

The school has a security system which allows all doors to be locked electronically once the children are in school. The locking system is released automatically if the fire alarm goes off. All visitors should report to the school office via the front entrance of the school, sign in and collect a visitor's badge. It is extremely important to the security of the school that no adult is on the premises unless they have signed in at the school office.



### **Photography**

West Lothian schools have a photography policy which is in accordance with data protection and human rights legislation. Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose.

Photography is helpful in publicising the success of the school and in promoting educational initiatives. From time to time members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times, as will the views of the senior students, themselves, in secondary schools.

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group are in agreement.

If photography is permitted, parents and guests should take care to avoid distracting pupils and the audience. They should observe any constraints imposed by school staff. Video or sound recording of a copyright musical or theatrical performance is normally forbidden and photography may also be restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photo-opportunities will, instead, be arranged before or after a performance or an event, if possible.

If unsure whether or not permission has been given by staff to record a particular performance or event, parents should ask the Head Teacher.

Class and individual or group photographs are annual school events. Parents are asked in advance whether or not they wish their children to be included in these events. Reputable commercial photographers are involved and the law allows them to retain the copyright in the photographs. The use of mobile phone cameras is prohibited in view of the risks inherent in such use, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of young people and adults.



### **Child Protection Guidelines**

The safety of your child at school is a priority for the authority. All West Lothian schools follow the Lothian Child Protection guidelines. A copy can be found on [www.westlothian.gov.uk](http://www.westlothian.gov.uk)

### **Wet Weather Arrangements**

During spells of bad weather, children are formally supervised in a classroom or open area.



### **Playground Supervision**

Supervision is provided in the school grounds 20 minutes before the day begins, during the morning interval and during lunchtime. If children have an accident or any other problem in the playground, they report initially to the nearest supervisor who will take the necessary action. When pupils are at school, the responsibility for their safety rests with the Local Authority. The Head Teacher and staff undertake this responsibility on behalf of the Local Authority.

### **Transport**

A school bus transports pupils to Westfield Primary School from outlying areas. The Authority's current policy is to pay the travelling expenses of those pupils attending the district school who live more than 1.5 miles from that school. Information on this can be obtained from School Transport (telephone 01506 280000).

Pupils are supervised until the school bus leaves the school. It is important that parents / carers stress the need to wear seatbelts at all times on the school bus.



### **Car Park**

In line with West Lothian Council's policy parents are not permitted to park in the car park unless their child has a medical exemption and only after agreement is sought from the Head Teacher. Parents are requested to park away from the entrance to school. Parking causes safety issues for the children and is inconvenient to those living nearby. Parents are also asked not to park on the yellow zigzag lines outside the school gate as access is required for emergency vehicles.

### **Requested Early Release of Pupils**

There are occasions when parents wish their children to be released from school at other than normal closing times, to enable them to keep a dental or medical appointment outside school or for other reasons. In all cases, a request must be made for early release. Parents must then call at the school office and their child will be brought to them. On no account should a child leave school premises alone.

### **Data Protection**

#### **Transferring Educational Data About Pupils**

Data is transferred electronically to the Scottish government.

#### **Collection and transfer of pupil data**

Data on each pupil is collected by local authorities and the Scottish government. The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to the Scottish government. Your postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by the Scottish government. Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data.

#### **Use of data by the Council and the Scottish Government**

In order to make the best decisions about how to improve our education service, the Scottish government and education authorities need accurate, up-to-date data about pupils. The Council may also cross-reference pupil data with population data. The Council is keen to help all pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows the Scottish government, education authorities and schools to:

- Plan and deliver school provision
- Plan and deliver better policies for the benefit of specific groups of pupils
- Better understand some of the factors that influence pupil attainment and achievement, target resources better.

#### **Your data protection rights**

On occasion, schools will make data available to partners and also academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners with information they need in order to fulfil their official responsibilities. The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act.

## **Section 7**

### **Concerns/Complaints**

If you have feedback, concerns or complaints regarding the service you are receiving, these can be addressed by contacting the Head Teacher in the first instance. If you are dissatisfied with that response you should contact:

Education Services  
West Lothian Council  
West Lothian Civic Centre  
Howden South Road  
Livingston, EH54 6FF  
Tel: 01506 281254

If, in exceptional circumstances, it is felt that the case has not been properly administered, you should contact:

Scottish Public Services Ombudsman  
4 Melville Street  
Edinburgh EH3 7NS  
Tel: 0800 377 7330

The Complaints Policy and Procedures for Education & Cultural Services is available in booklet form on request or can be downloaded from the web at [www.westlothian.gov.uk](http://www.westlothian.gov.uk)