



# Sacred Heart RC Primary School



Parent/Carer Handbook  
2017-2018

# Contents

---

Introduction.....	Pg3
Our Mission Statement and Aims.....	Pg4
The Place.....	Pg5
The People.....	Pg10
Enrolment Procedures.....	Pg12
The School Curriculum.....	Pg13
Extra-Curricular Activities.....	Pg21
Assessment of Pupil Progress.....	Pg22
Improvement Priorities for Session 2017-18.....	Pg24
School Uniform.....	Pg26
Behaviour.....	Pg27
Attendance.....	Pg28
School Meals.....	Pg29
Health & Safety.....	Pg30
Medical Care.....	Pg31
Child Protection.....	Pg33
Transport .....	Pg34
Out of School Care.....	Pg34
Parental Involvement.....	Pg35
Emergency Arrangements .....	Pg37
Employment of Children.....	Pg37
Contact with Parents & Carers.....	Pg38
Contact with the Community.....	Pg39
Concerns and Complaints.....	Pg40
Useful Telephone Numbers and Addresses.....	Pg41

# Introduction

---

Dear Parents and Carers

Welcome to Sacred Heart Primary School. I am delighted that you have chosen to send your child here and hope that your child's time with us will be happy and fruitful and that we will be able to work in partnership with you to help him or her learn and grow.

Whilst Sacred Heart is a Roman Catholic school, with strong links to Sacred Heart Parish and Fr Tadeusz Majcher, we are pleased that parents with different faith backgrounds choose our school community for their children.

This Parents' and Carers' Handbook is available for all those whose children attend our school and it has been compiled to give you information about the place, the people, procedures, aims and curriculum.

If your child has an additional support need of any kind, please ensure we know about it at enrolment so that we can give him or her the help needed.

If any of this information is unclear or if we have missed out anything you need to know, please ask us. Don't feel any question is too trivial or obvious. What you tell/ask us will enable us to improve this handbook for future parents and carers.

If you would like to know more about supporting your child, the '**Parentzone**' section of Education Scotland's website at <https://education.gov.scot/parentzone/> is very informative. This is dedicated to providing parents and carers with the most up to date information about their child's education. It provides practical advice and ideas of how parents, carers and families can become involved in learning, as well as giving essential information on features of Curriculum for Excellence, which is preparing children and young people with the skills and qualifications they need in a fast-changing world.

Yours sincerely

Eileen Waterston,  
Headteacher  
August 2017

*Please note the information included within this handbook was accurate at time of print but detail, such as staffing and resources etc, is subject to change*

Look out for  Handy Hints throughout

# Our Mission Statement and Aims

---

## **School Vision:**

Respect at the heart of our school

## **School Mission Statement:**

We at Sacred Heart Primary School are working to build a happy, healthy school where everyone is valued and encouraged to fulfil their potential.

## **School Values and Aims:**

We at Sacred Heart aim to develop and maintain:

### **Responsibility**

A Catholic community, with Jesus Christ at the centre, where we lead by example, demonstrating care, consideration and a sense of responsibility for others and for our environment

### **Ethos**

A caring, spiritual ethos which fosters good relationships in a safe environment - an experience that promotes high expectations of attitude and respect, creating fond memories for all

### **Learning**

An adaptable environment which develops all individuals as happy, healthy, confident, resilient achievers personally, socially and academically

# The Place

---

Sacred Heart RC Primary School  
Crockett Gardens  
Penicuik  
Midlothian  
EH26 9BB

Telephone: 0131 271 4665  
Facsimile: 01968 670495

Email: [sacredheart\\_ps@midlothian.gov.uk](mailto:sacredheart_ps@midlothian.gov.uk)

## School Roll

Our school is a co-educational primary school and the roll for 2017-2018 is currently 133 pupils (excluding nursery), made up as follows:

Class	Stage							Totals
	P1	P2	P3	P4	P5	P6	P7	
P1	23							23
P2		20						20
P3			22					22
P4				20				20
P5/6					16	8		24
P6/7						7	17	24
<b>Totals</b>	<b>23</b>	<b>20</b>	<b>22</b>	<b>20</b>	<b>16</b>	<b>15</b>	<b>17</b>	<b>133</b>

Our projected roll for 2018-2019 is 136 pupils (excluding nursery).

The maximum number of children that can be taught in each primary school class from August 2007 is given below: -

Stage	Maximum Class Size
P1 Single Stage Class	25 pupils
P2 - P3 Single Stage Class	30 pupils
P4 - P7 Single Stage Class	33 pupils
Composite Class (of more than 1 stage)	25 pupils

# The Place

---



## School and Nursery Hours

<u>Nursery</u>	Morning Session:	Afternoon Session:
Monday - Friday	8:30 - 11:40am	12:25 - 3:35pm

From **August 2017** all pupils from Primary 1 to Primary 7 are in school for a total of 25 hours per week. Our new school times for all pupils are:

Monday - Thursday	8:50am - 10:30am 10:45am - 12:15pm 1:00pm - 3:15pm
-------------------	----------------------------------------------------------

Friday	8:50am - 10:30am 10:45am - 12:25pm
--------	---------------------------------------

- Nursery children enter and leave by the main nursery door, through the nursery outdoor learning area
- P1, P2 and P3 enter and leave by the school door beside the nursery outdoor learning area
- P4, P5, P6 and P7 enter and leave by the NE school door next to the boiler house



*From 8.10 onwards children can attend our Breakfast Club at the cost of £1.50. Breakfast consists of cereal, toast and juice. Children are supervised until 8:50am. Children not attending the Breakfast Club may play in the playground till the 8.50 bell if they wish but there is no school adult supervision and we insist that a parent or carer is on hand to ensure that children are safe and sensible.*

# The Place

---

## School Building

Our school building was constructed around 1974 and comprises:

- a small administration wing
- a 'finishing' kitchen
- a main hall for PE, assemblies and lunches
- a small nursery to the south of the building (with outdoor learning area)
- an open-plan teaching area for children in the Early Years (currently P1, P2 and P3)
- a semi-open-plan teaching area for the middle and upper school (currently P4 to P7) which also houses a small *support for learning* area and a computer suite
- an activity room off the upper area for noisy/quiet lessons

Sacred Heart has a large playing field, with the area immediately around the school tarmacaded for all-weather play and grassed areas on every side of the school. We also have an Outdoor Learning classroom and are installing an 'all weather' outdoor shelter with astro-turf. We are continually working with our Parent Partnership to make our playground an active learning environment: the Parent Partnership financed the recently installed Trim (Adventure) Trail at the side of the shelter.

## Future Extension

Plans for an extension and refurbishment are currently in process with Midlothian Council planning department. The extension and refurbishment scheduled to commence in 2018, shows accommodation will in future comprise of:

- extended administration offices
- a fully equipped kitchen
- a main hall
- a General Purposes classroom
- an extended nursery
- seven classrooms
- a P.E. hall
- a Learning Support base
- an open-plan school library

# The Place

---

## Bringing your child to and from school

Children come on foot from two directions: down Crockett Gardens to the north of the school and from the leisure centre car park through the gate directly into the school playground on the south side. All car users should use the leisure centre car park for safe dropping off and collecting of children. Our former staff car park at the foot of Crockett Gardens is unsafe and out of use.



*Those children who live inside our catchment area but outwith a two mile radius from the school have transport provided for them by Midlothian Council. Transport is also provided for those children with significant Additional Supports Needs.*

*To enquire further about this phone Debbie Hunter on 0131 561 5453*

# The Place

---

## Secondary Education

After completing P7, denominational children from Sacred Heart may choose to transfer to:

### St David's RC High School

1 Cousland Road

Dalkeith

EH22 2PS

Headteacher (acting): Mr Donald McDonald

Phone: 0131 654 4702

Email: stdavids\_hs@midlothian.gov.uk

Other children can transfer to:

### Penicuik High School

39a Carlops Road

Penicuik

EH26 9EP

Headteacher: Mr Mark Edie

Phone: 01968 674165

Email: penicuik\_hs@midlothian.gov.uk

### Beeslack Community High School

Edinburgh Road

Penicuik

EH26 0QF

Headteacher: Ms Lynn Black

Phone: 01968 678060

Email: beeslack\_hs@midlothian.gov.uk

During P7 (and often during P5 and P6 in addition) invitations are issued to children and parents to allow them an opportunity to look round the high schools. Once parents and children have made a decision about the most suitable high school for them, there is usually a two-day induction period in June just before the children leave primary school. There are usually extended transition arrangements for pupils with additional support needs and recently there have been transition camps for learners to attend.



*All three schools welcome enquiries from parents. Go and visit so that you can find out which secondary school will best suit you and your child*

# The People

---

## Staffing

Some of this information will vary from year to year due to personnel changes.  
For the 2017-2018 Session, Sacred Heart staffing is as follows:

Head Teacher	Eileen Waterston
Principal Teacher	Rachel Lloyd
P1 Teacher	Claire Fergusson
P2 Teacher	Laura Christian
P3 Teacher	Colin Hutchinson
P4 Teachers	Alison Wilson (Mon-Wed)/Callum Watson (Thur & Fri)
P5/6 Teacher	Alan Smith
P6/7 Teacher	Lilly Learmonth
Nursery Child Care & Development Workers	Julie Owenson (Senior - acting up)
Visiting Nursery Teachers	Deborah McInulty Ros McLeish
Support for Learning Teacher	Rachel Lloyd
Teacher of Modern Languages (Thursday)	Marian Sargison
Drama/Art Specialist (Tuesday)	Poppy Browne
PE (Wednesday)	Sheila O'Reilly
Learning Assistants (also playground and lunch supervisors)	Ann Allan Karen Halliday Kerrylee Shaw Holly Brown
Administration Assistant Office Support Assistant	Hazel Howat Caroline Polak
Janitor	Elliot Bathgate
Cook in Charge Cook	Tracy Smith Pauline Baillie
Cleaning Supervisor Cleaner	Sandra Boyd Irene Ker

# The People

---

School Chaplain

Father Tadeusz Majcher  
Sacred Heart Church, 56 John St, EH26 8NE  
01968 673709

*Masses at Sacred Heart Church are held at:  
6pm (Vigil) & 11am on Sunday*

# Enrolment Procedure

---

## Enrolment

Parents and carers wishing to explore whether Sacred Heart is the right school for their child are invited to make an appointment to meet the headteacher and look around the school.

The planned week for enrolment for children entering P1 at the beginning of Session 2017-2018 is likely to be the week beginning 20 November 2017. You will receive a letter from Midlothian Council indicating your catchment area school(s). Should parents decide to send their child to Sacred Heart when it is outwith their catchment area, then they must make a Placement Request to Pupil Placement, Fairfield House, Dalkeith, EH22 3ZG.

Special rules apply to Placement Requests and no child is guaranteed a place in a school that is outwith his/her catchment area. Sacred Heart Primary's catchment covers all Penicuik and surrounding areas. Please enquire if you wish to check you are in our catchment area.

'In the case of Roman Catholic schools, where applications from those living within the catchment area exceed the number of places available, the Education Division will give priority to those applicants whose children have siblings at the school and applicants who have a declared affinity with the religious beliefs of the school.'

*Admission to Primary and Secondary Schools, Midlothian Council, 1998*

The *Education (Additional Support for Learning) (Scotland) Act 2009* introduced a new framework for providing for children who require some additional help with their learning. If parents are enrolling a child who requires any kind of extra support they are invited to discuss their child's needs in detail with the headteacher so that staff can provide appropriate help and guidance.

The policy of the council is to meet the transport costs of *pupils attending their district school who live more than two miles away*. Transport is provided for Sacred Heart children who live outwith a two mile radius from the school. Costs will also be met if the authority asks a pupil to attend a non-district school but not if parents choose to send their children to a non-district school - see further details under transport.

# The School Curriculum

## Curriculum for Excellence

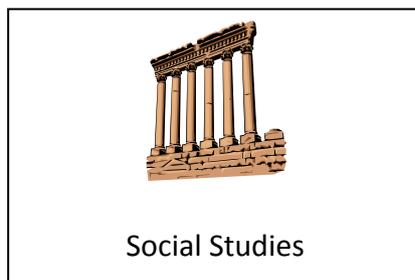
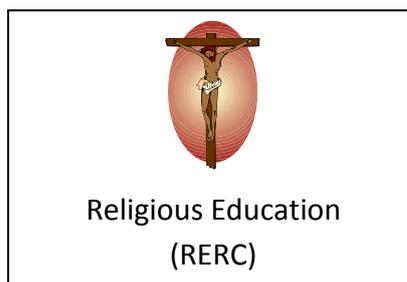
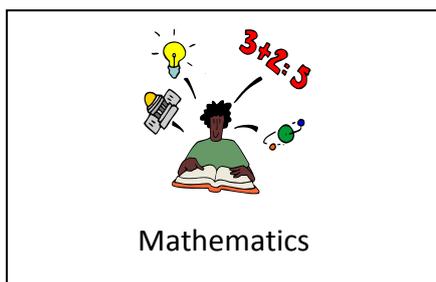
Through the Curriculum for Excellence (Curriculum 3-18), schools set out to instil four capacities in their learners; to make them



The design of the curriculum revolves around seven principles:

- challenge and enjoyment
- breadth
- progression
- depth
- personalisation and choice
- coherence
- relevance

Through seven curricular areas:



# The School Curriculum

---

Sacred Heart Primary is developing and redesigning participation in all of the curriculum areas within the 3-18 Curriculum:

## ***Expressive Arts:***

Participation in performances and presentations

Art and Design

Drama

Music

Nativity, Easter and Summer Shows are performed in the last week of these terms. Primaries 1, 2 & 3 perform in the Nativity, Primaries 4 & 5 in the Easter performance and Primaries 6 & 7 perform in the Summer Show. The children are currently taught by a drama/ art specialist every week. P6 and P7 children can also opt to have brass, clarsach, violin and woodwind tuition.

## ***Health and Wellbeing:***

Mental, emotional, social and physical wellbeing

Mental and emotional wellbeing

Social wellbeing

Physical wellbeing

PE, physical activity and sport

Physical education

Physical activity and sport

Physical activity and health

Planning for choices and changes

Food and health

Nutrition

Safe and hygienic practices

Food and the consumer

Substance misuse

Relationships, sexual health and parenthood

In the physical aspect of health and well-being we study:

- nutrition
- hygiene/taking care of our bodies
- drugs
- safety
- physical education
- dance

We also study aspects of social and emotional aspects.

**Guidance** is given in the Curriculum for Excellence programmes. If you wish to look at these please visit the Education Scotland website or ask the school for a copy of these guidelines.

# The School Curriculum

---

In meeting these outcomes, we have two programmes in place:

- Being Cool in School
- Keeping Myself Safe

Topics covered in these programmes are listed in the 'Health and Well-Being' table.

## Social and Emotional Development

This is supported by our whole school programme 'Creating Confident Kids' which is introduced termly in Assemblies, worked on in class and summarised at the end of each term in a two year rotation with appropriate songs.

We also participate in a variety of sports: football, rugby, hockey, basketball, skiing, swimming and badminton, for example. We also have a residential visit programme for all of our children in P4 to P7.

## *Languages:*

<u>Listening and talking</u> Enjoyment and choice Tools for listening and talking Finding and using information Understanding, analysing and evaluating	<u>Reading</u> Enjoyment and choice Tools for reading Finding and using information Understanding, analysing and evaluating
<u>Writing</u> Enjoyment and choice Tools for writing Organising and using information Creating texts	<u>French</u> Teaching is supported throughout school by Mrs Marian Sargison

## *Mathematics:*

<u>Number, Money and Measure</u> Estimation and rounding Number and number processes Multiples, factors and primes Powers and roots Fractions, decimal fractions and percentages Money Time Measurement Patterns and relationships Expressions and equations	<u>Shape, Position and Movement</u> Properties of 2D shapes and 3D objects Angle, symmetry and transformation Position and movement
	<u>Information Handling</u> Data and analysis Ideas of chance and uncertainty
Mathematics - its impact on the world	

# The School Curriculum

---

## ***Religious Education:***

<u>Catholic Christianity</u>	<u>Other world religions</u>
Mystery of God	Beliefs
In the Image of God	Values and issues
Revealed Truth of God	Practices and traditions
Son of God	
Signs of God	
Word of God	
Hours of God	
Reign of God	

We use *This is Our Faith* as our basic religious education programme, and prepare our children for the Sacrament of Reconciliation in P3 and the Eucharist and Confirmation in P4, supported by Father Tadeusz. Morning Prayer is a whole-school focus every day and we have regular Masses and services in school. Whilst we are a Roman Catholic school, and base our aims and values on the precepts of the church, we welcome the diversity and richness of culture that children of all faith backgrounds bring to our school.

## ***Sciences:***

Key areas covered are in the 'Science' framework table.

## ***Social Studies:***

We have worked hard to integrate many of the learning and teaching outcomes for all of the social subjects into one encompassing framework.

## **Curriculum Changes**

Following recent curriculum changes, pupils in P1 to P4 now follow a one year cycle in Science and Social Studies.

## ***Technologies:***

To participate fully in society, today's children must be aware of technologies which are rapidly developing and changing. To participate fully in society, today's children must be aware of technologies which are rapidly developing and changing. Information Technologies' outcomes are taught and delivered through all over areas of the curriculum, e.g. use of ipad apps, P.C programs, word processing and research skills are taught using all technological devices. Design outcomes are delivered through the 'Social Studies' programmes and Art programmes. Food Technologies is delivered through Health and Well- being growing and cooking programmes.

# The School Curriculum

---

## Home Learning

Sacred Heart has a policy on the setting of regular home learning in the Early Years and in the Upper School. While all teachers follow these policies, he or she will give you an indication of the home learning expected in each individual class at the beginning of each session. Home learning must be relevant and allow children to practise skills learned in teaching time. Home learning also offers the opportunity for parents and children to work together on tasks, especially languages, maths, health, religious education and personal and social development.

# The School Curriculum

## Annual - Projects - Interdisciplinary Learning Projects (IDL)

At present Sacred Heart is moving from being a school with mostly composite classes to a school with single stage classes. This is reflected in our IDL programme, which is and will continue to develop as the roll grows.

This is the IDL project programme for Session 2017-2018:

	Aug to September Weekend	September to October	October to December	January to February break	February to Easter	Easter to May	June
<b>P1</b>	Marvellous Me	My Family	My School	My Town		Our Wonderful World	
<b>P2</b>	Solomon Crocodiles	Reptiles	Night & Day	Community	Weather & Climate	Glorious Gardens	Celebrating Me!
<b>P3</b>	The Egyptians		Enterprise Project	Scotland	Body Systems	Life Cycles of Plants	Healthy Eating
<b>P4</b>	Dinosaurs	Scottish Food Production	Titanic	Mary Queen of Scots	Bridges	My local Community	Moving On
<b>P5/6</b>	Fairtrade	Famous Scientists	Transport	Famous Scots	Animals Life Cycles	Being Healthy	Chemical Reactions!
<b>P6/7</b>	Earth's Structures	Weather & Natural Disasters	World War II	Scottish Parliament	Moral Relationships	Healthy Lifestyles	Looking to the Future

# The School Curriculum

## Health and Well-Being

Being Cool in School	Keeping Myself Safe	
<p>There are three levels in this programme:</p> <ul style="list-style-type: none"> <li>• Infants (P1-P3)</li> <li>• Middle School (P4-P5)</li> <li>• Upper Years (P6 &amp; P7)</li> </ul> <p>Each version has the same ten themes: each theme is introduced throughout P1, P2 &amp; P3 and then revisited and extended in P4 &amp; P5 and again in P6 &amp; P7.</p> <p>This programme heightens our learners' awareness of their emotions, gives them strategies to deal with emotions and gives them strategies to deal with issues in different types of situations, i.e. being bullied. The themes are:</p>	P1-P2:	Stranger Danger
	P3-P4:	Danger with: Electricity On the road Bullying Medicines
	P5-P7:	E-safety Personal Safety Strategies Personal safety Skills Discrimination
<p>Cool Start - All our feelings are important</p> <p>Cool Thinking - Encourages positive thinking</p> <p>Cool Faces - Reading emotions in others</p> <p>Cool Bodies - Knowing when to ask for help</p> <p>Cool Talk - Realising that the way you speak to others is important</p> <p>More Cool Talk - Knowing when to stand up for ourselves</p> <p>Cool Words - Knowing cool things to say when people wind us up</p> <p>More Cool Words - Know what to do when people say unkind things</p> <p>Cool Ways Out - Recognise/say when I am angry, sad or cool and work with others to sort things out and be cool</p> <p>Cool Endings - Repairing and forgiving mistakes</p>	<p><b>Physical Development</b> - This is developed throughout the school:</p> <p>Physical Education</p> <p>Nutrition:</p> <p>Hygiene/body:</p>	
		Growing/cooking
		Linking particular foods to maintaining health/focussed body parts
		Activating healthy food choices
		Activating good hygiene practices
		Brushing teeth
		Impact of exercise on health
	P6-P7 -	Genetics
	P6-P7 -	Sex Education
	P6-P7 -	Risk of infection
	Safety: P1-P2 -	Kerb Craft
	P1-P2 -	Road Safety
	P6 -	Bikeability ( <i>formerly cycling proficiency</i> )

# The School Curriculum

## Science

Our programme for Session 2017-2018 is:

	Aug to September Weekend	September to October	October to December	January to February break	February to Easter	Easter to May	June
<b>P1</b>	Changes in Autumn	Cooking & Baking	Signs of Winter	Weather	Spring 'Life Cycles'	Spring 'Growing Vegetables'	Summer 'Planting Seeds'
<b>P2</b>	Differences between living & non living things	Habitats in Autumn	Space, Sun, Earth & Moon	Trip to Observatory Guided Walks with Ranger	Recording Weather	Living things 'planting'	
<b>P3</b>	The Wonderful World of Bees	Forces/Magnets		Material - how solids dissolve	Body Systems (germs & diseases)	Planet Earth	
<b>P4</b>	Electricity		Magnets/Forces	Space	Energy of the Sun	Materials: sources & properties (floating & sinking)	The Ear
<b>P5/6</b>	Sound	Topical Science: Famous Scientists		Water Cycle	Life Cycles (plants & animals)	Separating Mixtures	Chemical Reactions
<b>P6/7</b>	Materials from Earth		Forces	Solar System		Inheritance	Researching Fertilisers & their use

# Extra-Curricular Activities

---

## Additional School Activities

Sacred Heart offers pupils the opportunity to play a variety of sports and activities both during and outwith the school day. These include:

• Swimming	• Basketball	• Football
• Skiing	• Badminton	• Cricket
• Rugby	• Hockey	•

There are various after-school clubs offered through the Active Schools programme throughout the year. In this current session, Sacred Heart is supporting:

• Tennis	• KIC Dance
----------	-------------

The school also offers after-school activities at various points though the academic year (dependent on staff and parent helpers), these include:

• Art Club	• Film Club	• Choir
------------	-------------	---------

## Residentials

Our residential policy states that:

- Staff at Sacred Heart Primary are committed to giving their pupils the widest experiences possible, within the bounds of maximum safety and security.
- Staff will follow the guidelines set out in 'Health and Safety on Educational Excursions, A Good Practice Guide', SEED (Edinburgh, 2004) for every outing.
- Parents and carers will be involved at each stage of the planning and execution of any visit.
- Children's physical, emotional and behavioural needs will be taken into account and support will be given so that all children can be involved, where possible.
- Staff will participate in residential visits on a voluntary basis.
- We will introduce the idea of going out of school as a group from Nursery and, from Nursery to P3, will build visits into the annual curriculum.
- P4 will have an overnight weekend visit to a suitable venue, i.e. Friday to Saturday, the theme being 'Bridges and Castles'.
- P5 will have a three day visit to a suitable venue, i.e. Friday to Sunday, the theme being 'Exploring the Environment' focussing on map reading in woodland, seaside & hilly contexts.
- P6 will have three days at an Adventure Centre, i.e. Friday to Sunday, the theme being 'Meeting Challenges'.
- P7 will have a four day residential at a suitable venue, i.e. Monday to Thursday, the theme being 'Appreciating our Heritage/Following in the footsteps of John Muir'.
- All visits will be evaluated and the children's reactions and Next Steps noted.

# Assessment of Pupil Progress

---

## Assessment

The school uses three ways to assess how children are progressing:

- Summative assessment assesses learning by tests, assessments, tick sheets, multiple choice questions, end of project questions, etc. The school also uses Standardised Assessments to measure attainment in mathematics, spelling and reading. While children learn at their own pace, **general** guidelines state that the majority of children should be working through the Early Level in Nursery and P1, the First Level in P2, P3 and P4 and the Second Level in P5, P6 and P7.
- Formative assessment is assessment through learning. Staff ensure that children understand what they are learning and why. Lessons are reviewed to ensure that criteria are met. The children are trained to assess their own progress as they are learning and set personal targets along with their teachers;
- Diagnostic assessment is used where teachers suspect a child has a specific difficulty which may be addressed using special methods of intervention, such as particular exercises or tools to support learning.  
Ms Danielle Mercieca, Educational Psychologist, and Mrs Rachel Lloyd, Support for Learning Teacher, help with these assessments and any extra support children require.

## Reporting & Celebration

Sacred Heart hosts a 'Meet the Teacher' event in September where parents will be given information on what the children will be learning throughout the year. The school offers two formal opportunities for parents and carers to speak about their child's progress with the teaching staff in October and March; Annual Progress Reports are issued in June. Open Days are held throughout the session to celebrate the school's achievements, to show work and to offer parents and carers an opportunity to take part in workshops.



*Mrs Waterston and the staff are happy to discuss your child's progress at any time.*

# Assessment of Pupil Progress

---

## Meeting Learner's Needs

Midlothian Council has a strategy called 'Education for All' which ensures that every child's learning needs are met and that resources are allocated to allow the child to be able to fulfil his or her potential. This includes the use of Midlothian's Assessment and Planning Staged System (MAPSS).

When teachers become aware that there is a concern about a child's learning, they complete a Concern Sheet and alert the child's parents and carers. Teachers can then use some of a bank of diagnostic assessment resources to find out why children are not progressing as well as they should. The child may simply need a little more attention from the teacher or learning assistant in class and extra practice in a particular skill. The Support for Learning teacher may be asked to give advice in reading, writing or maths. The headteacher may ask for input from outside agencies such as the Educational Psychologist, Speech and Language Therapy, Occupational Therapy or Physiotherapy through a referral system. Parents (and children over the age of 12) are always consulted before any referral and parents are invited to work in partnership with the school at all stages.

Children who have additional support needs which require regular help will have Individual Education Programmes or Coordinated Support Plans with short, measurable, achievable, relevant and timed (SMART) targets and parents will receive copies of these and be invited to annual reviews to ensure progress.

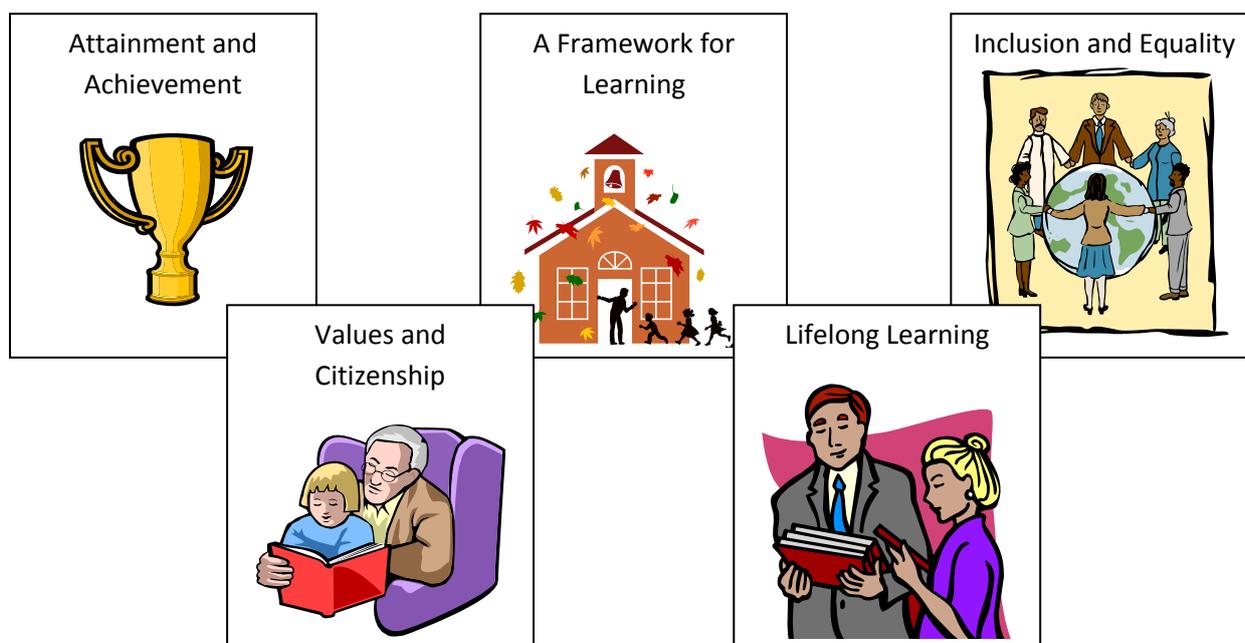
Parents are entitled to request additional assessment by contacting the school in the first instance. A request can also be made in writing to the ASN Officer ([asnofficer@midlothian.gov.uk](mailto:asnofficer@midlothian.gov.uk)), Education Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

Learners in Early Years primary classes are placed in ability groups in numeracy/mathematics, reading, spelling and writing, ensuring that they work in groups which work at the same level. This allows those children who learn quickly and accurately to progress more quickly and ensures that they are appropriately challenged. As learners progress to knowing where they are in their learning, they are encouraged to choose which level of task they wish to work at. This motivates learners to engage fully and to progress more quickly. Teachers always ensure that there is sufficient extension work for children who complete work quickly so that they are continually moving on and learning new skills and information. Teachers are trained to look for signs that a child is gifted or talented and seek appropriate advice.

# Improvement Priorities for Session 2017-18



Scotland has decided on National Priorities for schools so that school targets focus on:



## School Improvement Plan

School Improvement Priorities for 2017/18 are:

- 'Big Bedtime Read' project developed in nursery
- Play based learning in P1 and P2 developed
- All classes to develop 'visible learning' and Midlothian Learner displays and ethos to encourage children to be pro-active in learning.
- New literacy programmes (Read Write Inc) to be introduced to P3 and P4.
- A new physical literacy programme STEP to a focus group of children in P4 and P5 (to enhance learning and increase attainment).
- Family learning offering targeted support to those identified with needs that are impacting on Health/Well-being, development and learning needs. This will provide closer links between targeted families and school and in return will increase attainment levels for learners concerned.

The Midlothian Learner poster is displayed on the next page. A detail of our Improvement Plan is available in the school. Please do contact us if you wish a copy.

# Improvement Priorities for Session 2017-18



# School Uniform

---

## **School Clothing**

*"School uniforms send out a strong signal that a school is firmly committed to developing a positive ethos. A school with a positive ethos will encourage achievement, celebrate successes, have high expectations of every child, have lower exclusion rates and fewer discipline problems."* Jack McConnell, First Minister, 2001

Sacred Heart Primary strongly encourages the wearing of uniform in school. The uniform consists of a maroon sweatshirt or waterproof fleece, over a maroon or white polo-shirt. Grey or black trousers or skirt may be worn. We discourage the wearing of expensive clothing which may get dirty or torn, of jeans and of expensive trainers. The school has a limited stock of sweatshirts, polo-shirts and fleeces which have the school logo embroidered on them. Uniform orders can be placed at any point during the academic year, with the main bulk of ordering being placed towards the end of the session in time for the new school year. The Office of Fair Trading requires the school to remind parents that maroon sweatshirts, fleeces and polo-shirts may be bought at high street stores at more competitive prices than the school can offer.

## **Gym Kit**

Children will have Physical Education at least twice a week and will be asked by their class teacher to bring in shorts, t-shirts and gym shoes. We would be grateful if these could be kept in school at all times.

## **Clothing Financial Assistance**

If you would benefit from help with clothes or shoes:

*"The Authority operates a scheme of clothing grants to assist parents in ensuring that a pupil is sufficiently and suitably clad to take full advantage of the education provided. Families in receipt of Income-based Job Seekers allowance, on Income Support or Child Tax Credit but not Working Tax Credit (subject to a maximum annual income), both maximum Child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income) or support under Part VI or the Immigration and Asylum Act 1999 will automatically qualify for such a scheme. Other cases will be determined according to the personal circumstances of the family. Parents who wish to apply for the scheme should complete an application form which is available from this school or the Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG."*



Please ensure that **ALL** items are clearly marked with your child's name.

# Behaviour

---

Behaviour at Sacred Heart Primary is generally excellent and we are very proud of the way our children conduct themselves, particularly when out and about representing the school.

Sacred Heart has a positive behaviour policy which rewards hard work, citizenship and good behaviour. It discourages behaviour which is hurtful or disrespectful. The school staff work alongside parents and carers to ensure that the aims of the school are fulfilled.



Rewards may include:

- Stickers
- Certificates
- Personal Choice Activities
- Recognition at assembly



Sanctions are rarely imposed but may include:

- Asking children to write about or draw what happened and how they could do things differently next time
- Loss of playtime during breaks (but never loss of snack or lunch)
- Loss of Personal Choice Activity time
- Asking a parent or carer to come into school to discuss behaviour

The headteacher carefully logs each instance of serious misbehaviour.



*If you have any concern about what is happening in school or if your child is worried or upset please phone or come into school **immediately**. The happiness and welfare of your child is paramount.*

# Attendance

---

All children at Sacred Heart Primary are encouraged to come to school punctually every day, unless they are unwell, so that they can make good relationships and fulfil their potential.

If your child is absent from class, the teacher will send the class register to the office, as soon as the register is taken, to ask the admin staff to check that he or she is safe. **Written confirmation, in the form of letter or email, must be provided by parents to support records of any absence.**

Please note that the headteacher is unable to authorise any holiday that is taken within school term-time, except in quite exceptional circumstances. We have twelve weeks of holidays and parents are strongly urged to use this time for taking their children away. Inexpensive flights or packages are not sufficient reason for children missing out on their education.

The school closely monitors absence as the expectation is that each child attends a minimum of **96%** of sessions in the school academic year. Letters are issued to parents when attendance rates fall below 96%. Persistent absence is referred to the Team around the Child (TATC) team.

Midlothian Council adds that: "Parents are responsible for ensuring that their child attends school regularly. This Group has been formed to make recommendations to the Director on the statutory responsibilities of the Authority with regard to defaulting parents."



*If your child is unable to come to school, **please inform the school office** by telephoning the school office **as soon as possible** after 8.30am or by emailing [sacredheart\\_ps@midlothian.gov.uk](mailto:sacredheart_ps@midlothian.gov.uk), advising of the reason your child cannot attend. **Written confirmation must always be provided to support records of any absence.***

# School Meals

---

## School Meals

School lunches are served Monday to Thursday and cost £1.90 per day. Children in P1, P2 & P3 have received free school meals since January 2015.

Our kitchen is upgraded to 'finishing' status. Tracy Smith and Pauline Baillie work together. We do not operate a café system but offer entire meals. The children come for meals on a rota basis so that each class gets an opportunity of first choice of meals.

We are committed to ensuring that the children have healthy meals and are pleased to have the kitchen on our premises.

Please send in lunch money marked clearly with your child's name in an envelope - £1.80 per meal, per day. We are happy to accommodate money being sent in daily, weekly or monthly but it would be convenient for us if you were able to send all monies on a Monday, please. Cheques for lunches should be made payable to Midlothian Council. The kitchen can also offer packed lunches for children going on school outings and trips, if you wish.

## Own Packed Lunch

We ask that parents who provide their child with their own packed lunch, ensure only healthy contents are included and that children take away their lunch waste to limit the amount of refuse we are putting out and to encourage recycling.

## Free School Meals - Financial Assistance

If you need help in paying for school meals:

*"Under the Education Committee's policy, children in attendance at schools under the management of the Authority are entitled to free school meals if their parents are in receipt of Income Support or Income-based Jobseekers Allowance and Child Tax Credit but not Working Tax Credit (subject to a maximum annual income), both maximum Child Tax Credit and maximum Working Tax Credit (subject to a maximum annual income) or support under Part VI or the Immigration and Asylum Act 1999. Children attending certain special schools where eating skills and the midday meal are part of the educational programme also receive free meals. No other children are eligible for free meals. Further information and an application form can be obtained from the school or from the Free Meals and Free Clothing Section, Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG."*

# Health and Safety

---



Midlothian Council states that:

*"The Education Division has prepared policy statements on Health and Safety for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. 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 great importance to the school."*

To ensure the health and safety of all staff and children at Sacred Heart, we ensure:

- Access to the school is secured and monitored during the school day
- All doors to the school are kept locked while there are children in the building
- Risk assessments for every trip and outing
- Annual risk assessments regarding the building and grounds of the school
- Four fire drills every year
- Every member of staff has an Emergency Aid certificate
- Key members of staff have minibus licenses
- Every member of staff is trained in Child Protection procedures
- Safety and electrical equipment are checked every year



*Please ensure you enter and leave the school playground by one of the three main exits. If you are late and the school doors are closed after the start of school, bring your child to the main entrance to be welcomed in.*

# Medical Care

---

## Medication

If your child requires medication during the school day, please ask for a form to complete to permit our staff to administer it accordingly. Only medication which has previously been given at home can be administered in school. P7 children may carry and administer their own medication (with the permission of their parents and the headteacher and on completion of a separate form).

## Illness

If your child is unwell at school then the admin staff will contact you and ask for you to arrange for him or her to be collected.



Should your child have a serious, complex or life-threatening illness, then a medical care plan will be completed and, with your permission, a photograph displayed with medical information on it so that all staff know how best to help him or her.

The school logs:

- all medication taken
- all bumps, particularly to the head when a letter is sent home
- every instance of a child being unwell at school

## School Health Service

From Midlothian Council: The School Health Service

Throughout their time at school a team of specialist Health Service and Education staff will be seeing children as part of a planned programme to make sure that they benefit as much as possible from all that school has to offer, and to help prepare them for life after leaving school. The school health service is part of Midlothian's Community Child Health Service and has direct links with those who carry out health checks on children before they start school.

Many different services are provided. The issue of maintaining confidentiality is taken seriously by the School Health team at all times. The staff 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.

## Medical Care

---

Some of the services, e.g. testing of vision in Primary 1; dental checks in Primary 7, 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 referrals to child and family mental health services also needs parental permission. The school nurse can link with other members of the health team, in the community or in hospital, concerned with a child's health. The health team also work closely with colleagues from other children's services.

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

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

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

With your consent, the school nursing staff also carry out **immunisations** to protect against various diseases. The Influenza Vaccination programme is offered at the start of the winter each year for children; parents have the option to opt in or out.

# Medical Care and Child Protection

---

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

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

Any enquiries concerning the provision of **dental services** should be made to the Director of the Community Dental Service, 16 Duncan Street, Edinburgh EH9 1SR (Telephone: 0131 667 7114).

We hope that the School Health Service can, together with yourselves, contribute to your child's overall well-being and development. Please do not hesitate to arrange through the Head Teacher to see the school doctor, school nurse or the health visitor if you want any information.

## Child Protection

The staff of Sacred Heart Primary want to ensure your child is protected from harm and abuse.

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

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

# Transport and Out of School Care

---

## Transport

Midlothian Council states:

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

Bus passes are issued where public transport exists and contract transport is arranged where there is no suitable public transport. Where there are vacant seats on contract buses, these may be made available to pupils who are attending the district school and who are not normally entitled to free transport; however a charge may be made for this service.

*Transport costs are also met in the case of any pupil whom the Authority requires to attend a school other than the district school, if the pupil meets the distance qualification. Where appropriate, free travel is provided for pupils receiving special education.*

*Consideration may also be given to requests for assistance with travel in exceptional circumstances, e.g. where the road between home and school is deemed dangerous by the Authority, and where there is no public transport available.*

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

## Out of School Care

Out of School Childcare services (also called After School Clubs) in the area are:

- *YMCA* (<http://www.penicuikymca-ywca.org.uk/page4.htm>), 01968 674851

For further information on Childcare (including After School Clubs, Childminders, Wrap Around Care, Day Nurseries and Playgroups) and pre-school education in your area contact the **Midlothian Childcare Information Service** on **0131 271 3754**, email [childcare@midlothian.gov.uk](mailto:childcare@midlothian.gov.uk) or visit [www.scottishchildcare.gov.uk](http://www.scottishchildcare.gov.uk)

# Parental Involvement

---

Sacred Heart Primary has a lively, active Parent Council, which we call our **Parent Partnership**, which supports the school and organises events and fund-raisers.

From [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)

Changes have been made to the law to help parents and schools work together as partners in children's learning. The Scottish Parliament has passed the Scottish Schools (Parental Involvement) Act 2006 to encourage and support more parents to become involved.

Because parents have such a vital role to play in their children's education, the Act aims to make it easier for parents to become involved in their own child's education and in their child's school more generally.

Many authorities and schools are already working very hard to involve parents, but the Act makes this a **priority** for **every authority** and **every school**.

Your school's new Parent Partnership will be very parent-friendly - it's a great opportunity to become more involved!

The role of the Parent Partnership will be to:

- support the school in its work with pupils
- represent the views of all parents
- encourage links between the school, parents, pupils, pre-school groups and the wider community
- report back to the Parent Forum.

Your school's new Parent Partnership has been recognised in law since August 2007, so it will have a loud voice. The school and the local authority must listen to what your Parent Partnership says and give it a proper response. Every school's Parent Partnership will be different because it will be **parents** in each school who decide such things as:

- how their Council/Partnership will be set up
- what it should be called
- what size it should be - e.g. in a very small primary school, all parents could be involved
- who should be a member of the Parent Partnership
- how they should be appointed
- what's the most convenient time to hold meeting
- what will be discussed at meetings - these might be topics such as school uniform, parking near the school, the school's anti-bullying policy, etc.

# Parental Involvement

---

Education authorities are to let the Parent Forum of each school (i.e. all parents) know about the plans to form a Parent Partnership in the school and will ask for views. The Parent Forum can decide what the Council will be called, its functions and its constitution. Copies of the 'Parents as Partners in their Children's Learning Toolkit' have been sent to all schools and contains a step-by-step guide on setting up a Parent Partnership.

Generally, members of the Parent Partnership must be parents of children who attend the school and the chairperson must have a child in the school. However, the Parent Partnership can decide to co-opt other members from teachers and the community who will have knowledge and skills to help them.

In denominational schools, the Parent Partnership must invite the relevant church or denominational body to nominate a representative to be a co-opted member.

In very small schools all the parents may be part of the Parent Partnership. The Parent Forum will decide how members are to be selected.

The detail of what a Parent Partnership does will be decided by parents, but the Act lays down certain functions which can be summarised as 4 broad areas:

- supporting the school in its work with pupils
- representing the views of parents
- promoting contact between the school, parents, pupils, providers of nursery education and the community
- reporting to the Parent Forum.

The Parent Partnership will also have a role in the appointment of headteachers and depute headteachers.

*Further information can be found at <https://education.gov.scot/parentzone/>*



*Come and get involved! Look out for dates and times of meetings in the school newsletters.*

# Emergency Arrangements and Employment of Children

---



## Emergencies and Unplanned School Closure

In the event of an emergency or unplanned closure, the school will keep your child until you can be contacted so that you can arrange to have him or her collected.

Should the school suffer a power failure or be unable to open in the morning due to severe weather, then an announcement will be broadcast on local and Scottish radio and television, the Midlothian website, [www.midlothian.gov.uk](http://www.midlothian.gov.uk), and school twitter, @sacredheart\_ps

The school will sometimes ask you to pass the information to other parents so that we can ensure that all families get to know what is happening quickly and are able to make suitable arrangements for their children to be cared for.

## Employment of Children

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

*Further details can be obtained from the Education Division, Fairfield House, Lothian Road, Dalkeith EH22 3ZG."*



*Please ensure that all your contact details are up to date, particularly mobile numbers and email addresses.*

# Contact with Parents and Carers

---

Sacred Heart Primary School is proud to work in partnership with parents and carers.

We hold a 'Meet the Teacher' event in September to advise what the children will be learning throughout the year and to give you an opportunity to talk to your child's new teacher.



We give individual fifteen minute appointments for parents to discuss their child's progress in October and March as part of our Consultation Evenings (with your child). There is usually a Book Fair and some displays for you to look at. Sometimes there may be a questionnaire to complete.



If your child is going to receive the Sacraments of Reconciliation, the Eucharist and Confirmation there are meetings with the teacher and with Father Tadeusz.



If there is a new teaching tool or a new resource we are using we may invite you in to tell you more about it.



We will ask you to come along to all of our Masses, shows and assemblies.



If you have time, we would love you to come and help with reading or in the garden.



*Please speak to the admin staff for information on PVG certification, so that you are permitted to work with individual children.*

# Contact with the Community

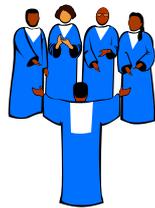
---



We are privileged to be part of Sacred Heart Parish and have regular Masses and services with them. They are welcome in our school at all times.



We are involved in fund raising for charity. Each year we learn about and raise money for a number of charities by holding various events in school e.g. our Macmillan Coffee Morning.



Our children entertain the Senior Citizens of Penicuik by singing, dancing and painting for them.



We work with our community to find out about local history.

## Concerns and Complaints

---

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

### **Parents and the School**

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

We will keep you informed of your child's progress and we will deal confidentially with any information which will help us in planning her/his education.

We will keep you informed of our policies and procedures and will consult you whenever a significant change is contemplated.

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

### ***If you are concerned about...***

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

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

In some cases, your concerns can be dealt with immediately; other matters may require more extended investigation. In any event, the Head Teacher will notify you, normally within five working days, of the school's response.

It is anticipated that, in most cases, the above steps will result in a satisfactory solution for all concerned.

### ***If you are dissatisfied with the school's response...***

...please notify the Head Teacher that you wish to pursue the matter further.

He/she will either review the proposed action or notify you of the appropriate officer of the Education Authority whom you should contact (see "Useful Addresses").

Contact the named officer by telephone or by letter at Education Division headquarters.

The officer will investigate the matter and endeavour to resolve any difficulties. He/she will report the outcome to you, normally within five working days of being contacted.

Nearly all matters of concerns are resolved through the above procedures. If you remain dissatisfied, please contact again the officer involved at stage 2; he/she will review the situation and/or indicate what other avenues are open to you. In all cases, final appeal can be sought through the Chief Executive's office."

# Useful Telephone Numbers and Addresses

---

## Midlothian Council Addresses:

Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG

Midlothian House, Buccleuch Street, Dalkeith EH22 1DH

Chief Executive	Kenneth Lawrie	0131 271 3002
Director, Education, Communities and Economy	Mary Smith	0131 271 3718
Head of Education	Grace Vickers	0131 271 3719
Head of Communities and Economy	Ian Johnson	0131 271 3460
Additional Support Needs Officer	Vacant	0131 271 3689
Education Officer, Lifelong Learning	Annette Lang	0131 271 3923
Placing Requests, and Primary School Swimming Programme	Fiona Campbell	0131 271 3733
Employment of Children	Julie Currie	0131 271 3719
Education Maintenance Allowance	Barbara Scott	0131 270 6765
Free School Meals and Clothing Grants	Nicky McLean	0131 271 3655
School Lets	Mhairi MacLennan	0131 271 3705
Parent Councils	Shona Mackie	0131 271 3739
Head of Children and Families	Joan Tranent	0131 271 3721
Home to School Transport Section	Debbie Hunter	0131 561 5453
	Nicola McDowell	0131 271 3726
	Julie Fox	0131 271 3725
Schools Group Managers	Craig Biddick	0131 271 3723
	Andrew Sheridan	0131 271 3701
	Maria Lloyd	0131 271 3724
Early Years Manager	Rob Beal	0131 271 3694
Principal Educational Psychologist	Leisa Randall	0131 271 6686
<b>Scottish Government</b>		0131 556 8400
Victoria Quay, Edinburgh EH6 6QQ		
<b>Education Scotland</b>		
Denholm House, Almondvale Business Park, Almondvale Way, Livingston EH54 6GA		0141 282 5000

August 2017