

St. Luke's R.C. Primary School Handbook



Session 2022/2023

St. Luke's R.C. Primary School

Stone Avenue
Mayfield
Dalkeith
EH22 5PB

Tel: 0131 663 3857
Email: stlukes_ps@midlothian.gov.uk
Twitter: @stlukesps1
Head Teacher: Mrs L McGuire

Welcome to St Luke's Primary School!

Everyone at St Luke's works hard to make this school a happy and welcoming place to be.

Our school staff strive to create a positive learning environment, where your child will be encouraged to participate in the life of the school and achieve the very best they can! Our school motto 'We Believe! We Achieve!' encompasses all that we do in our school to support all of our pupils and families.

By your child coming to St Luke's, you become part of our St Luke's family. We will keep you updated through emails, regular newsletters, our Twitter feed (@stlukeps1) and through our use of Seesaw.

We foster strong partnerships with parents, families, professionals and our local parish, St Luke and St Anne's. We are here to support you and your child and we look forward to working with you and your child in the near future.

Kind regards,

Louise McGuire

Mrs Louise McGuire
Head Teacher

Our Vision, Values and Aims



We Believe We Achieve

We are committed to our families, our community and our parish to enrich the lives of every child in our care.

For all in our school community to believe that we can achieve we **aim** to:

- Inspire belief within ourselves
- Challenge ourselves and realise our own and others potential
- Create an ethos of trust and respect
- Celebrate our individuality and heritage

"Let the children come to me, and do not hinder them, for to such belongs the Kingdom of God."

Luke 18:16

Our School

Our school was opened in August 1963 and is linked to Mayfield Primary School. Our schools share a number of facilities, working increasingly closely together, while still retaining our own identities. We are commonly referred to as the 'Mayfield Combined Schools' within the community.

As well as Mayfield Primary School, our school campus grounds include Mayfield Library and Mayfield Nursery. Our school has strong links with both.

An independent after school club is situated on our school campus, and provides before and after school care for our pupils.

As a Roman Catholic Primary School, we have strong links with our local Parish and with the other faith schools within the authority. The school has a strong relationship with the Parish of St. Luke and St. Anne which serves the community of Mayfield and Easthouses. Children attend Mass at the Parish and Mass is held within school wherever possible. The school has an excellent relationships with Father Andrew Garden, the Parish Priest. The school works together with home and the local Parish to prepare pupils for the Sacraments of Reconciliation, First Holy Communion and Confirmation.

At present there are 8 classes within the school. On the ground floor our Primary 1, 2 and 6 classrooms are situated. On the first floor are our Primary 3, P3/4, P4 and P5 classrooms. Our P7 classroom is situated on our main front corridor between the gym hall and our dining hall. The Support for Learning base is situated in the main school corridor, with an additional teaching space in the small hall. We also have 'the snug' which is used for breakfast club and for other support groups for our children.

Communication, Policies and Practical Information

Information about our School

School Address: St. Luke's RC Primary School

Stone Avenue
Mayfield
Dalkeith
Midlothian
EH22 5PB

Head Teacher: Mrs Louise McGuire

Telephone Number: 0131 663 3857

Fax Number: 0131 663 3857

Email: stlukes_ps@midlothian.gov.uk

Website: <http://stlukes.mgfl.net>

Twitter: @stlukesps1

Our Classes

We currently have 202 pupils arranged as follows:

Primary 1

Primary 2

Primary 3

Primary 3/4

Primary 4

Primary 5

Primary 6

Primary 7

Our School Day

Monday to Thursday

Class	Morning Session	Afternoon Session
P1-P3	8.50-10.30 10.50-12.10	12.50-3.20
P4-P7	8.50-10.30 10.50-12.30	1.15-3.20

Friday

All classes	8.50-10.30 10.50-12.30
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We operate a breakfast club, free of charge, in our 'snug' area which runs Monday to Thursday from 8.30am

Our School Staff

Teaching Staff:

Mrs L McGuire - Head Teacher

Miss M Craig - Principal Teacher

Mrs A Campbell - Raising Attainment and
Principal Teacher (Acting)

Mr P Smith - Principal Teacher (Acting)

Miss C Smith – RERC & French

Mrs M Dillon – Support for Learning

Miss J Purvis - Raising Attainment Teacher

Mrs S Stewart - P1 Class Teacher

Miss P Ford - P2 Class Teacher

Mrs J Clark - P3 Class Teacher

Mr P Smith - P3/4 Class Teacher

Mrs K Lockhart - P4 Class Teacher

Mr S Denton/Mr D Tilmouth- P5 Class
Teachers

Mrs K Cheyne - P6 Class Teacher

Mrs E Pringle - P7 Class Teacher

Visiting Staff

Visiting Teacher of
Brass

Mr A Fernie

Visiting Teacher of
Strings

Mr M. Stewart

Support and Office Staff:

Lynn McMahon – Office

Gail Blackhurst - Office/Learning
Assistant

Louise D'arcy Greig - Learning
Assistant

Caroline Moir - Learning
Assistant

Marion Bingham - Learning
Assistant

Jane Golder - Learning Assistant

Miss R Kisluk – Learning
Assistant

Carol Dalglish - Playground
Assistant

Our School Uniform

St. Luke's Primary School positively promotes the wearing of school uniform at all times. This enhances the feeling of identity, belonging and sense of community within our school. We value your role and commitment to this as parents of our school pupils.

Our School Uniform

- school shirt and tie
- a school sweatshirt and polo shirt
- navy or black trousers or skirt
- navy or black shorts (in summer)
- school dresses
- black school shoes

Our School PE Kit

- pair of shorts
- t-shirt
- socks
- hair bands (for longer hair)

Please note – no football colours to be worn

School uniform order forms are available from the school office at any time of the school year.

For health and safety reasons, hooped and dangling earrings are not to be worn in school.

In cases of lost property, please speak to your child's class teacher in the first instance. The school also has a lost property box located at the school office.

Please note that the school cannot take any liability for lost items in school.

Assistance with Provision of Clothing and Footwear

Midlothian Council 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 and an 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 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 or apply here:

https://www.midlothian.gov.uk/info/855/school_meals/117/free_school_meals_and_clothing_grants

Our Curriculum

Literacy and English

The teaching of Literacy and English in the primary school is a continuous process. It involves an integrated programme of listening and talking, writing and reading. Skills are also developed and practised across other areas of learning.

Early literacy skills are developed using a literacy and phonics programme in school. Pupils are taught using phonics and word building skills and are assessed regularly to ensure progress is being made. This programme provides daily opportunities for writing.

Writing is also taught weekly in school.

Our reading programme in early years is graded and provides appropriate fiction and non fiction material, providing opportunities to develop the skills of comprehension, sequencing, prediction, listening and reading to evaluate information. This programme also provides development in the skills of spelling, punctuation and sentence structure.

As our pupils develop in their reading, a skills based approach to reading is followed. A range of reading materials are used to support reading development, and an assessed programme for spelling and grammar is followed in all classes from P4-P7.

Continuous and progressive experiences in writing forms an important part of your child's development. All pupils experience writing in a range of genre on an annual basis.

Modern Languages

All pupils in our school experience French as part of their learning. All pupils have a discreet French lesson weekly as part of their learning and French language is used throughout the week as part of classroom learning.

Our French curriculum is taught in line with guidance from Midlothian Council and is progressive in developing the skills of listening and talking, reading and writing as pupils move throughout the school.

Numeracy and Maths

All pupils in school follow Midlothian Council's 'Midlothian Understanding Maths Programme.'

In school, the development of numeracy and maths is through a range of approaches including activity, written work and problem solving approaches.

At the early stages of our school the concept of number bonds and place value is established by much practical activity and experience. Progress is made according to the child's own development.

As pupils progress throughout the school, their numeracy and maths development is continuous and responsive to the MUMP programme. Pupils participate in a range of practical and written experiences while developing a range of mental strategies to support their understanding.

Health and Wellbeing

Health and Wellbeing is an integral part of the school curriculum. It covers mental, emotional, social and physical wellbeing, including physical activity and support, and planning for choices and change.

Relationships education, including Sex Education is taught in all classes from P1 to P7 using God's Loving Plan, a programme approved for use in Catholic schools.

Personal safety programmes are taught in all classes from P1 to P7 using Keeping Myself Safe and Keeping Myself ESafe. Parents will be invited in to meetings for these programmes at the P6/7 stage before the programme starts.

All pupils in Primary 4 attend a swimming programme as part of their health and wellbeing programme.

All pupils in Primary 5 and Primary 7 are provided the opportunity to participate in residential experiences.

All Primary 6 pupils are provided the opportunity to participate in a skiing programme, as part of a Midlothian Council initiative.

Social Studies

Pupils in our school annually develop their knowledge and skills in relation to:

- People, past events and societies
- People, place and environment
- People, societies and business

It is important for children and young people to understand the place where they live and the heritage of their family and community.

Through social studies, children and young people develop their understanding of the world by learning about other people and their values, in different times, places and circumstances, and how their environment has been shaped. They learn about human achievements and to make sense of changes in society, conflicts and environmental issues.

With greater understanding comes the opportunity to influence events by exercising informed and responsible citizenship.

In school, there is a planned programme for social studies where pupils experience progression in the experiences and outcomes as they move through the school. There is opportunity for pupils and staff to have personal choice in planning areas of focus in line with this.

Sciences

Areas of science for focus in our school are in line with CfE guidance and are:

- Planet Earth
- Forces, electricity and waves
- Biological Systems
- Materials
- Topical Science

Through learning in the Sciences, children and young people develop their interest in and understanding of the living, material and physical world. They engage in a wide range of collaborative, investigative tasks which allows them to develop skills to become creative, inventive and enterprising adults.

Expressive Arts

Expressive Arts is an integral part of the primary school curriculum and involves learning in:

- Art
- Music
- Drama
- Dance

In our school specialist teachers provide learning experiences for some pupils in these areas, working closely with class teachers to plan progressive programmes of learning.

Brass and strings instrumental tuition is offered to all pupils from P5 in our school, as vacancies occur.

Technologies

Areas of focus for pupils in Technologies are:

- Developments in Society
- Business Contexts
- Computing Science
- Food and Textiles
- Craft, Design, Engineering and Graphics

Through our technologies learning in school, pupils gain the skills and confidence to embrace and use technologies now and in the future, at home, in the work place and in the wider community.

All children have their own device through Midlothian's Equipped for Learning initiative.

Religious Education

Religious Education in Roman Catholic schools takes place within the context of the Catholic faith community. Religious education in Catholic schools is designed to nurture faith and assist children and young people to be able to make an informed response to God in faith. Children and young people in Catholic schools will be at different places in the spectrum of faith development. While some young people will be of the Catholic tradition, some will be of other denominations and faiths, or have different stances for living – this culture and diversity is something which is integral to the inclusive ethos of a Catholic school in Scotland and celebrated throughout the whole school community.

Religious education should support all children and young people, irrespective of religious affiliation, in their personal search for truth and meaning in life, and so it is central to their educational development. For those who demonstrate active faith participation, however, it also contributes to the development of their personal response to God in faith.

The religious education curriculum offers a valuable contribution to the whole school approach to the development of faith, attitudes

participation, however, it also contributes to the development of their personal response to God in faith.

The religious education curriculum offers a valuable contribution to the whole school approach to the development of faith, attitudes and values. Learning through religious education enables children and young people to:

- prepare for the reception of the Sacraments of Reconciliation, Confirmation and Holy Eucharist
- develop their knowledge and understanding of significant aspects of Catholic Christian faith and an understanding of other Christian traditions and world religions
- investigate and understand the responses which faith offers to questions about truth and the meaning of life
- highlight and foster the values, attitudes and practices which are compatible with a positive response to the invitation to faith
- develop their beliefs, attitudes, moral values and practices through personal search, discovery and critical evaluation, and make a positive difference to the world by putting their beliefs and values into action.

In line with Archdiocesan guidance, pupils in our school prepare for Sacraments at the following times:

Reconciliation – Primary 3

First Holy Communion – Primary 4

Confirmation – Primary 7

Pupils in our school participate regularly in liturgical sessions in stages, and as a school we attend Mass in our local Parish.

Our school follows 'This is Our Faith' as a guidance for religious learning in our school.

Our school relationships policy is called 'God's Loving Plan'.

Homework in our School

All pupils in our school have homework given on a weekly basis.

To help support our pupils in completing homework, a quiet space at home will support pupils in their learning.

Parental support in ensuring home learning is completed and with acceptable standard of presentation is much appreciated.

Pupils should be encouraged to work increasingly independently in their home learning as they move through the school. We would appreciate if any errors in learning are not corrected by parents.

Parents should sign homework on a weekly basis.

All homework in our school is sent home in the form of a homework overview for all learners.

Activities for homework consist of:

- Numeracy and maths
- Literacy (reading, listening and talking, phonics or reading)
- Topic or themed task

All pupils in school have a homework jotter where most home learning should be recorded.

Please note that not all homework consists of a written task.

At times, photos or projects may be asked to be sent in to school. Please feel free to send these electronically with your child's name and class as the subject to:

stlukes_ps@midlothian.gov.uk

Assessment, Records and Reports

In line with other primary schools across Scotland, the procedures for reporting to parents are continuously being developed in line with Curriculum for Excellence. The aim of this is to provide details of each pupils strengths, development needs, attainment and individual achievements.

Assessment is any method used to find out what pupils have achieved. This is necessary to establish prior knowledge, tell us how a pupil is doing during the course of teaching and how they have done at the end of a teaching block. From this information we can identify next steps in learning.

A range of formative assessment strategies are used within the classroom enabling pupils and teachers to monitor progress and identify next steps. These strategies are at the core of quality learning and teaching.

Our school uses standardised assessments in literacy and numeracy annually for all pupils to monitor pupil progress.

Diagnostic observations of pupils may occur at any time of their school journey. Information from these can be used to support pupils in their learning and as a tool to request additional support for pupils. Any information of this type is stored securely and confidentially.

Parent consultation evenings are held twice per year in school, normally in November and May. This gives parents and carers the opportunity to meet with your child's class teacher and to look at their learning.

Annual pupil reports are sent to all parents annually in June informing on areas of success and next steps in learning.

Support for Pupils

It is important to identify pupils with particular need as early as possible and this is done through ensuring consistent approaches to monitoring and assessment across the school.

Additional support needs are identified using Midlothian's Assessment and Planning Staged System (MAPSS).

We operate a team approach in order to support our pupils. Our Support for Learning Teacher and our Learning Assistants work alongside class teachers to meet the additional support needs of pupils to aid their progress. Our staff also work closely with outside agencies to ensure a coherent support programme for pupils. Classroom based support is vital, enabling a range of external colleagues to contribute support, materials and advice.

Should a pupil have additional support needs, they may be referred for support from external agencies, including Children and Families, CAMHS, Empowering Families and the Newbattle Learning Community Wellbeing Meetings. These referrals follow discussions with parents with regards to the referral and the reasons for the referral.

Parents are kept informed of progress and are welcomed in to school to discuss this with appropriate staff.

“The authority keeps the additional support needs of each such child and young person under consideration through the Midlothian Assessment and Planning Staged System (MAPSS) process.

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

Midlothian Council has a policy “Education for All” which promotes provision for all children in mainstream schools and classrooms.

More specialist provision, in the form of small units, are attached to some schools. These make provisional provision for pupils with significant additional support needs, or emotional and behavioural needs. These provisions also offer opportunities for shared placements with mainstream schools. Parents may request additional assessments of pupils by contacting the Head Teacher in the first instance.

Pupils with an additional support need may have an individualised education programme (IEP) or a co-ordinated support plan. In such cases parents, and where appropriate, pupils, will be invited to planning and review meetings where progress and next steps are identified.

If your child has any kind of additional support requirement, you should discuss these with the Head or Depute Head Teacher at enrolment to ensure that staff are informed to ensure appropriate supports are in place for your child.

Attendance

If your child is absent from school due to illness or another cause it is important that you contact the school office. Please call the school office to inform us of the reason for absence as soon as possible, but preferably before 10.00 on the morning of absence.

Should you require to collect your child early from school a telephone or written request should be made. Pupils will not be allowed to leave the classroom unaccompanied unless the Head Teacher/Teacher has received a note giving the time of the appointment and the arrangements a parent/carer wishes to make for accompanying the child. You will appreciate that these steps are taken with the safety of pupils in mind.

Family holidays, wherever possible should be taken outwith term times and during school holiday periods. If this is not possible a written request should be sent to the school to inform us of this intended absence. Please note that most family holidays taken during term time are categorised as unauthorised absence and this will be reflected in your child’s attendance figures.

Please note that Midlothian Council has an expectation of 95% attendance for all pupils.

Our School Attendance and Lateness Procedures

Our school has an attendance and lateness procedure in place to support Midlothian Council’s expectations. This is in the form of a series of communications with families to support in improving attendance.

Attendance

Letter 1 – If your child’s attendance falls to 95% an initial letter will be sent to parents/carers.

If your child’s attendance continues to decline, and falls below 95% a second letter will be sent.

Should your child’s attendance fall below 90% a third letter will be sent and you will be invited in to school to meet.

Lateness

If your child accrues 30 minutes of lateness an initial letter will be sent to parents/carers.

If your child accrues 60 minutes of lateness a second letter will be sent to parents/carers.

If your child accrues 90 minutes of lateness you will be invited in to school to meet regarding this.

Positive Relationships and Behaviour in School

A nurturing approach recognises that positive relationships are central to both learning and wellbeing. A key aspect of a nurturing approach is an understanding of attachment theory and how early experiences can have a significant impact on development. It recognises that all school staff have a role to play in establishing the positive relationships that are required to promote healthy social and emotional development and that these relationships should be reliable, predictable, and consistent where possible. A nurturing approach has a key focus on the school environment and emphasises the balance between care and challenge which incorporates attunement, warmth and connection alongside structure, high expectations and a focus on achievement and attainment. It is based on the understanding of 6 Nurturing Principles:

1. Learning is understood developmentally
2. The classroom offers a safe base
3. Nurture is important for the development of wellbeing & self-esteem
4. Language is a vital means of communication
5. All behaviour is communication
6. Transitions are important in our lives

St Luke’s Primary School uses Zones of Regulation to help children to regulate their emotions and know when they need to use strategies to support themselves.

School Transport

Midlothian Council's current policy is to pay 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 the 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 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.

School Meals and School Milk

All children from P1 to P5 are eligible for daily hot meal free of charge. St Luke's Primary School uses ParentPay for this. Details will be given to you when your child enrolls with us.

For information on whether you are eligible for free school meals, please see the website below:

https://www.midlothian.gov.uk/info/855/school_meals/117/free_school_meals_and_clothing_grants

All pupils in school can have milk as part of their daily routine in school. Milk forms are given out annually and payments are made to the school office.

Free milk is made available to children in our school whose parents are in receipt of Income Support/Job Seekers Allowance with Child Tax Credit.

If you would like further information on school milk, or would like more information on whether your child is eligible for free school milk, please contact our school office.

Medical Care

If a child has a particular medical condition or requirement, parents/carers should inform the school.

Should a child have an accident at school that cannot be dealt with on the premises, attempts will be made to contact the parent/carer or the emergency contact. However, in order to avoid delay, it may be necessary for your child to be taken to hospital. An adult will wait with the child until the parent or carer arrives.

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

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

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 Nurse** is the lead health professional in mainstream schools in Midlothian. School nurses are involved with health promotion and education, prevention of ill health, immunisation, health surveillance and screening. The school nurse may be helped by a **health assistant** and will have close working links with **community paediatricians**. The school nurse reviews the notes of all children in Primary 1 as well as those of all new entrants. A member of the school health team measures their growth and tests vision. The school nurse will assess these measurements and results. In addition she may review children who referred either by parents, teachers or other health professionals at any stage in their school life.

If you have any 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.

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

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

Child Protection

“The Council has a range of duties and responsibilities in relation to the child protection procedures for all pupils which includes having regard for their right to be protected from harm and abuse. The school’s duties and responsibilities for this are set out in the ‘Edinburgh and Lothians Inter-Agency Child Protection Procedures 2015’ which are used by all Midlothian Schools and partner agencies.

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

Should you wish to discuss this or any associated matter further, please contact the Head Teacher, or the Information Officer, Co-ordinated Services for Children and Young People.”

Parent Council

St. Luke’s has a Parent Council, selected by the Parent Forum, to promote and support the school and strengthen partnership between the home and the school. Parent Council members are re-elected on an annual basis.

St. Luke’s has an active Parent Council who meet regularly. A copy of recent committee meeting minutes can be found on the school website or a written copy can be requested from the school office.

St. Luke’s Parent Council are always looking to recruit members and supporters to help in all aspects of supporting the school, school improvement, raising our school profile and fundraising. Meeting dates and times are sent to all parents through school letters/newsletters and the school text messaging service.

Further information regarding the Parent Council please contact the school office

Parent Council Structure

Parent Forum All parents/carers of pupils at St. Luke’s Primary School

Parent Council (elected members)

tbc Chairperson
tbc Treasurer
tbc Secretary

Co-opted Members

Father Garden (Church Representative)
Local Councillors
Mrs Campbell (Staff Member)
Mrs Greig (Staff Member)
Mrs McGuire, HT/advisor to Parent Council

All school staff have offered to assist as required.

School Enrolment

Children who attain the age of 5 years before the end of February in the following year are eligible for admission to school in August. In autumn, information will be issued direct from Midlothian Council, notices will appear in the press and announcements will be made over the pulpit in your local parish church advising you to enrol your child. The school will invite you to visit at some point throughout the P1 Enrolment/Open Week and is open for enrolment during the course of the week. Alternatively, you may visit the school at any point – we promote an open door policy at all times.

School placements are then finalised by Midlothian Council before parents/carers are informed of their child's school. In late April enrolments are confirmed with the school. We will then send invitations for you and your child to visit the school. All other relevant information will be given at this time.

Parents of a child transferring from another school may telephone the school to inform us of their intention to enrol their child. The parent will then be invited to come in to school for an informal visit and discuss the enrolment more fully.

Visiting the School

The constraints of the conditions of service agreement with teaching staff mean that it is not normally possible for staff to meet with parents during class contact time. However, within the terms of that contract there is adequate time for Parental Consultation Evenings and these will be notified well in advance during the session. Teaching staff are very flexible and make every effort to meet with parents on request as appropriate. This is best undertaken at the end of the school day. Should you wish to discuss a matter with your child's class teacher, please contact the school office to arrange an appointment.

Our school communication procedure will always request that you speak to your child's class teacher in the first instance. Should your request further involvement our senior leadership team will be happy to meet with you.

Class teachers who may feel the need to contact you with regard to your child will do so suggesting a time and date when they may discuss any concerns with you.

Composite Classes

At various stages throughout the school it may be necessary to form composite classes. The main criterion in the selection of composite classes is that of age.

In the event of composite classes being created in school, Midlothian Council's guidance on the creation of composite classes is followed at all times.

When a composite class is to be created all parents whose child will be part of the composite class are informed and the school is happy to discuss any questions or concerns individual families may have.

Health and Safety

“The Education and Children’s Services Division has prepared policy statements on Health and Safety for all areas of its responsibility in accordance with the Health and Safety at Work Act 1974. Schools staff are fully instructed in their responsibilities in this respect, and safety regulations apply to all aspects of school life, both on and off the premises. It is expected that pupils will behave responsibly and comply with all safety requirements. The support of parents in promoting good practice in health and safety matters is of great importance to the school.”

Our school operates a secure entry system. All parents should access the school building via the main entrance at all times. Please do not try to access the school building via the upper and lower school pupil entrances.

A weekly fire alarm is tested on a Monday at 11am. There is no need to evacuate at this time.

Fire drills are held termly.

To ensure the safety of all pupils on our school campus the school gates will be closed at certain times of the school day. These are:

**Monday – Thursday 8.30am –9.15am
3.00pm – 3.45pm**

**Friday 8.30am – 9.15am
11.30am – 12.45pm**

Employment of Children

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

Further details can be obtained from the Education and Children’s Services Division, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG.

Occasional and Emergency Arrangements

Parents/carers will be informed by letter, normally a week in advance, of any planned early closures of school. In the event of any unplanned closures such as heating failure etc., no child will be allowed to go home unless we are convinced adequate provision has been arranged for their care.

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

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

Information on school closures may be conveyed by Midlothian Council’s website or Radio Forth.

Please note that it is vital that parents provide up-to-date information on emergency contacts.

Transfer of Primary School Children to Secondary School

Our school actively engages with pupils during the transition from Nursery to Primary School. Pupils who wish to enrol at our school can contact the school directly during our enrolment week. Details of enrolment are published by Midlothian Council and are evident within local nursery schools and nurseries.

Our school works closely with Mayfield Nursery during transition and staff from our school are invited over to the Nursery to engage with the children. There is also a themed transition project between the nursery and the school, aided by the current Primary 1 class. The children work closely together and the nursery children are invited over to the school on a number of occasions to become familiar with their new surroundings.

The school also has planned sessions for the new Primary 1's to visit the school formally with their parents. There are separate parental meetings to discuss the transition process and school routines. These parental meetings are of vital importance as they place importance on the role of the parent in helping to prepare their child for school.

As pupils enter the senior stage of our school, they prepare to make the transition to secondary school. Transition experiences begin in Primary 6 and pupils attend a range of transition events at the high school, preparing them for their new school, as well as providing a series of opportunities to meet and work with new classmates from school across our school group.

During the course of this last year in school, parents will be informed of transfer arrangements with the secondary school. The secondary school liaises closely with St. Luke's to support any pupils with additional needs in making transition a successful process.

The pupils of St. Luke's RC Primary School normally transfer to:

St. David's RC High School
Saltersgate
Dalkeith

Tel: 0131 654 4702

Additional Information

Should you require any further information regarding school or authority policies please contact the school for school based information, or see if it is available on our school website, or access Midlothian Council's website for authority guidance and policy.

Complaints Procedure

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

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 his/her behalf.

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

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

In any event, the Head Teacher will notify you, normally within five working days, of the school's response.

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

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

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

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

Contact the named manager by telephone or by letter at Education and Children's Services Division headquarters.

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

Nearly all matters of concerns are resolved through the above procedures. If you remain dissatisfied, please contact again the officer involved at stage 2; he/she will review the situation and/or indicate what other avenues are open to you.

In all cases, final appeal can be sought through the Chief Executive's office.”

Parents and the School

The role of our parents in developing our pupils is vital. At St. Luke's we value the input made by our parents and we actively encourage parents to become involved in their child's learning.

As a school we have an open door policy to all parents. We aim to have direct and easy access to the school for all parents, for consultation with teachers and the Head Teacher and if this is not possible we aim to be responsive and meet with parents as soon as possible, preferably within 24 hours. Please note that it is not possible for teachers to meet with parents during class time. The school has created a flow chart to assist parents. This is available on our school website and is sent annually to parents.

The school actively encourages parents to become involved within school life through volunteering. Parents can become helpers within classrooms, assist with school excursions or share skills within the wider context of the school. **Parents who wish to volunteer should contact the school office in the first instance.**

We hold regular curricular evenings and open mornings in school, providing opportunities for parents to become more familiar with teaching and learning approaches used in school. These provide a valuable link to assist parents with developing their child's learning at home.

The school communicates regularly with parents in a variety of methods. The school provides a monthly newsletter to all parents outlining key events happening in school and forthcoming events. Letters are also sent to parents regarding key events and these are planned to be sent with enough notice for parents. The school uses a text messaging service to inform/remind parents of key events and if necessary emergency arrangements. The school also has a twitter account where regular tweets keep people informed on the life of the school.

At different stages of your child's development and learning journey within school, there will be occasions where sensitive aspects of learning will be covered, for example relationships, sexual health, parenthood, personal safety and drugs awareness.

Parents will be informed before these topics commence in school. For some topics parents will be invited in to school for a meeting session before the topic commences to become familiar with the programme of work and the content covered. This provides an opportunity for school and home to discuss these issues. At other times a letter will be sent home, providing an overview of the topic to be covered and asking for your consent for your child to participate. At all times during these topics, parents are invited to discuss any concerns/issues with the class teacher or head teacher as they arise.

Accuracy of Information

The information is accurate at the time of compilation.

Please note that this is subject to changes in school roll, staffing and resources.

APPENDIX 1

Curriculum for Excellence

Bringing **learning to life** and **life to learning**

Curriculum for Excellence is now being introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to **raise standards**, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to **work together** across the school and with other schools, to share **best practice** and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They will 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 number skills that unlock other subjects and are vital to everyday life.

It develops **skills** for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links **knowledge** in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There will be new ways of **assessing progress** and ensuring children achieve their potential. There will be new **qualifications** for literacy and numeracy and from 2012/13 new National 4 and 5 qualifications. From 2013/14 our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

There is personal **support** to help young people fulfil their potential and make the most of their opportunities with **additional support** wherever that is needed. There will be a new emphasis by all staff on looking after our children's **health and wellbeing** – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture **successful** learners, **confident** individuals, **effective** contributors, and **responsible** citizens, building on Scotland's reputation for great education.

APPENDIX2

Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

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

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

Data policy

Information about pupils' education is collected in partnership between the Scottish Government and Local Authorities through the ScotXed programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only.

Your data protection rights

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

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

Concerns

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