



## Woodburn Primary School Parent/Carer Handbook

2023 - 2024

Tel - 0131 271 4715

Email - [woodburn\\_ps@midlothian.gov.uk](mailto:woodburn_ps@midlothian.gov.uk)





# Growing Community Creating Success

Please note, this handbook is accurate at the time of writing (November 2023).



# WELCOME



Woodburn Primary is committed to providing a safe, nurturing and supportive learning environment for all. In this fast changing world we strive to equip our children with the skills they will require to become Successful learners, Confident Individuals, Independent Learners and Responsible Citizens. We place considerable value on trust, respect, nurture and equity.

We have an active Parent Partnership whose role is to participate in policy development and support the school in its drive towards continuous improvement. They also organise fundraising events during the school year.

This handbook will provide you with the necessary information about our school but it is not intended to replace the personal contact we have with families. We believe that by actively seeking to work in partnership, we will maximise the opportunity for every child to realise their full potential. We look forward to welcoming your child to Woodburn Primary School.

Joanna Findlay  
Head Teacher  
November 2023



# SCHOOL DETAILS

Woodburn Primary School is a non-denominational school that serves the Woodburn area of Dalkeith. The new school building opened in 2009 within the Dalkeith Campus.

In the 2023–2024 school session there is 650 pupils organised into 25 classes. Woodburn is a growing community due to new housing developments and the school roll is projected to increase further in the next few years. In order to accommodate this, building work to extend the physical learning spaces available for pupils has commenced. Until the extension is completed, there will be 3 modular classrooms within the school grounds. Two of these will remain after the extension is completed to provide additional learning and community spaces.

Woodburn Primary School  
5 Cousland Road  
Dalkeith  
EH22 2PS

Tel: 0131 271 4715  
Email: [woodburn\\_ps@midlothian.gov.uk](mailto:woodburn_ps@midlothian.gov.uk)  
Website: <http://woodburn.mgfl.net>  
X (twitter): @woodburnps

Headteacher Mrs Joanna Findlay

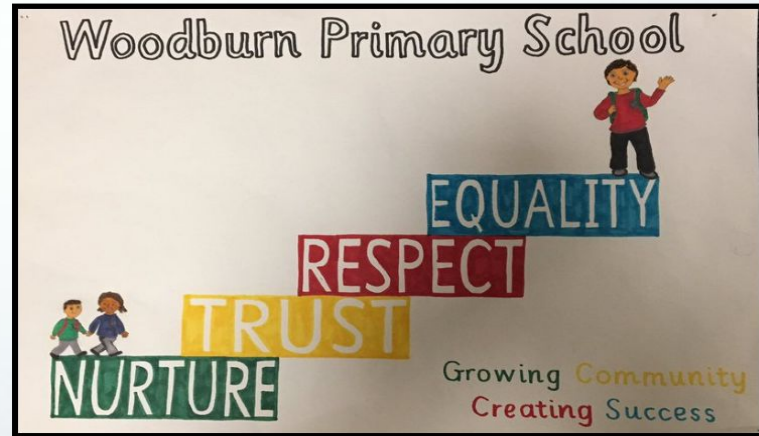


# OUR VISION, VALUES AND AIMS

## Aims:

With our Vision and Values at the centre of our work and in partnership with our children, families and wider community we aim for our learners to:

1. Enjoy learning and strive to achieve more than they have before.
2. Acquire knowledge and skills to apply learning in school and beyond.
3. Be responsible global citizens who take responsibility for themselves, their actions and their behaviour.



# WOODBURN ELC

*Each child is;*

*a unique and a competent and active learner whose potential needs to be encouraged and supported. Each child is a curious, capable and intelligent individual. The child is a co-creator of knowledge who needs and wants interaction with other children and adults. As citizens children have their own rights which includes early education and care.*

(European Commission, 2014)



For information about Woodburn ELC please see ELC Handbook available on the school website.



# MEET THE TEAM

*Staffing information is subject to change as personnel and complement may vary from year to year.*

## Senior Leadership Team

### Head Teacher

Mrs Joanna Findlay

### Depute Head Teachers

Mrs Jen Faulds (Responsibility for ELC – Primary 1)

Mrs Elspeth McNeil (Responsibility for Primary 2–4)

Mrs Susan Welsh (Responsibility for Primary 5–7)

### Principal Teachers

Miss Helen Gordon

Mrs Vicky Ormiston

Mr Scott Borthwick (Nurture/Outdoor Learning)

Miss Lynne Gillies (SfL)



## **Admin Team**

### **Admin Assistants**

Mrs Wendy Reid  
Mrs Laura Gillespie

### **Office Support Assistant**

Mrs Emily Young  
Vacancy

## **Janitorial Team**

### **Janitors**

Mr Paul Roe  
Mr Jim Haig

## Teaching Team

Mrs Kirsty Haig

Mrs Cheryl Staley

Mrs Vicky Ormiston

Mrs Emma Stewart

Mrs Leigh Andrews

Miss Martha Davis

Mrs Kirsty Richardson

Miss Kirstyn Hoffman

Mrs Rachel Harpham

Ms Diane Mclean

Miss Linzi Hamilton

Mrs Fin Gallagher

Mr Gavin Barclay

Mrs Eleanor Garwood

Mrs Melody Manson

Mr Scott Borthwick (Nurture/Outdoor Learning)

Miss Alex Hutchinson (Nurture)

Mrs Laura Ingram

Mrs Sharon Balfour

Miss Helen Gordon

Miss Emma Boyle

Miss Fiona Scott

Miss Chloe Gilmour

Mrs Jenny Melvin

Ms Eleanor Ferguson

Miss Lucy Sennett

Mrs Pam Chada

Miss Suzanne Banks

Miss Naomi Summers

Miss Vittoria Sartore

Miss Emily Graham

## **Support for Learning**

Miss Lynne Gilles

Mrs Sarah Thomson

Mrs Lynne Lawrie

Mrs Nadine Cosgrove

## **Specialist Teaching Team**

Mrs Lisa Power (P.E.)

Mrs Sophie Reid (P.E.)

Miss Kirsten Welsh (Art)

Mrs Lucia Poves de la Rosa (Spanish)



## Learning Assistants

Mrs Rae Howie  
Mrs Jennifer Thomas  
Mrs Louise Berry  
Mrs Helen Cackette  
Mrs Catherine Woodward  
Mrs Nicola Sibley  
Mrs Pauline Veal  
Mrs Priscilla Smail  
Mrs Laura Watson  
Miss Ashleigh MacFeate  
Miss Emma Aitken  
Miss Nicola Pryde

Mrs Emma Ritchie  
Mr Adrian Graham  
Elaine Muirhead  
Mrs Aileen Anderson  
Mrs Laura Diamond  
Mrs Tara-May Charters  
Mrs Lindsay Hamilton  
Mr Jack Smith  
Miss Alexandra Wilson  
Mrs Jemma Caufield  
Mrs Victoria Allan

## Early Learning and Childcare

### Senior Early Years Practitioner (SEYP)

Ms Angie Sinnet

Mrs Liz Doig

### Early Years Practitioner (EYP)

Mrs Denise Dickson

Miss Caroline Ramsay

Miss Caitlin Balloch

Ms Helen Johnstone

Miss Angel Gourlay

Mrs Roisin Robb

Miss Rachel Skillen

Mrs Priscilla Smail

Mrs Ruth Morrison

Ms Clayre Summors

Miss Laura Jordan

Miss Hazel Easton

Mrs Debbie Thomson

Mrs Maitri Mehta

### Learning Assistants

Mrs Jaclyn Marrant

Mrs Helen Laidlaw

Ms Shaina Aitchison

Miss Louise McDonald

Mrs Michelle Henderson



## **Youth Worker**

Mrs Thomas Campbell

## **Early Years Homelink**

Mrs Angela Welsh

## **Dining Room Supervisors**

Miss Lynn Hutchison

Ms Catherine Watson





# THE SCHOOL DAY

All children from P1 to P7 will attend 25 hours per week. Staggered start/ends of the day allow for smooth transitions.

## **Primary 1 and 2**

Monday to Thursday 8:40 – 15:10

Friday 8:40 – 11:55

## **Primary 3 and 4**

Monday to Thursday 8:50 – 15:20

Friday 8:50 – 12:05

## **Primary 5, 6 and 7**

Monday to Thursday 8:55 – 15:25

Friday 8:50 – 12:10



# ATTENDANCE



School success starts  
with attendance

Parents/carers are responsible for ensuring that their child attends school regularly. Parents/carers are requested to inform the school if their child is/going to be absent and are encouraged to ensure that their child arrives at school on time.

**When pupils are taken out of school during term time, this can have a significant effect on their progress and we strongly encourage parents/carers to take holidays whenever possible during the school holiday periods.**

Children who are late in the morning should enter the school by the main entrance. **Lateness does impact on a child's wellbeing and progress.**

Attendance is monitored by school staff on a regular basis. In cases of concerning attendance, parents/carers will normally be contacted by the school in the first instance. Our Youth Worker and Early Years Homelink Worker support children and families to improve attendance.

# ABSENCE PROCEDURES

There will be times when your child is unable to attend school. The following information tells you what to do on such occasions. It also tells you how the school may respond when your child is absent. By following the guidelines below, you will help us to make sure that your child is safe.

## ***What do I do if I know my child is going to be absent from school, for example to see a doctor or dentist?***

You should tell the school the date(s) and the reason, as soon as you know. That way, the school will know not to expect your child on that date. You can notify by phone call, letter or email.

## ***What do I do if my child is going to be absent today, for example, because he/she is unwell?***

You should tell the school before 8.45am. Then the school will know not to expect your child to arrive. You can notify by phone (0131 271 4715 message service) or e-mail ([woodburn\\_ps@midlothian.gov.uk](mailto:woodburn_ps@midlothian.gov.uk)).

**We would emphasise that it is the parent/carer's responsibility to contact the school regarding a pupil absence.** If there is an unexplained absence for your child, then the main contact will receive an automated text message advising of this. Someone should then call the school to inform us that you are aware of the absence.

**It is essential that your child's emergency contact details are kept up to date and parents/carers must ensure that the office have been notified of any changes as soon as they occur.**



# HEALTH AND SAFETY

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

All Midlothian schools have 'controlled access' systems. During periods when pupils are in class, visitor access to school and nursery is only available via the reception point in the main building. Visitors are asked to register and are issued with identification badges.

## In addition, with regard to children's safety, the following points are reinforced:-

- Pupils must stay within the school grounds at interval and lunchtime, unless they are going home for lunch.
- The school should be informed if a child will be leaving school for lunch.
- If a child has an appointment during school time then someone **must pick the child up from school**. We do not permit children to leave school during school hours by themselves.

## Fire

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

## EMPLOYMENT OF CHILDREN

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

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

# HEALTH AND MEDICAL CARE



Throughout their time at school a team of specialist Health Service and Education staff will see 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/carers and with others who are caring for your child, both at school and in other branches of the Health Service. Some of the services, e.g. testing of vision in Primary 1, are normally provided to all children on a routine basis to discover which children may need further tests or treatment.

Parents/carers are not necessarily notified at the time of these screening tests and any parent /carer 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 in the health of your child are as follows:-**

**The school nurse** is the main healthcare professional in mainstream schools in Midlothian. School nurses are involved with health promotion and education, immunisation, health surveillance and screening. The school nurse may be helped by a health assistant and has close working links with Community Paediatricians.

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

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

Parents/Carers are also asked to complete a health questionnaire about their child at Primary 1 and Primary 7. Any specific conditions can be raised at that point.

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





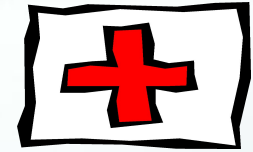
**The Speech and Language Therapist** can provide assessment and if necessary support if you, a teacher, or your GP feels that your child may need help with communication. Appointments are normally arranged at the local Speech and Language Therapy clinic with follow-up at school if required. Speech and Language Therapists work closely with school staff.

In conjunction with the class teacher and Support for Learning Teacher, referrals to other agencies such as **Occupational Therapy, Physiotherapy, Child Community Health, Midlothian Educational Psychology Service** or **Child and Adolescent Mental Health** may be made.

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

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





## Illnesses and Accidents

When a child falls ill or has an accident during the school day, a parent/carer or the emergency contact is notified and should make arrangements for the child to be collected. In the case of minor accidents, First Aid will be administered and contact will be made with a parent/carer or emergency contact for a bump to the head.

Where a child has a contagious condition which may lead to others being affected, parents should notify the school. The school follows NHS guidance for periods of absence related to a contagious illness and for wider notification.

It is necessary for parents to inform the school of any special medical conditions or requirements, particularly conditions which may require essential or emergency administration of medication. Where a child has a particular medical need, the School Nurse will meet with the family and a member of the Senior Leadership Team to put a Care Plan in place. All Care Plans are reviewed at the start of a new school session.

If your child requires medication during the school day, parents are required to sign a consent form (held in the school office), giving permission for a member of staff to administer the medication. All medicines must be brought into the school office by a parent/carer. For safety reasons, children should not bring any medicines to school by themselves.

# TRANSPORT

All 5 to 21 olds living in Scotland are entitled to free bus travel through the Young Scot/National Entitlement Card. You can apply online at [freebus.scot](http://freebus.scot)

Where a pupil attends their catchment primary school and:

- lives more than two miles from it by walking route, or
- there is not a suitable walking route

and there is no public transport available, the council will arrange school transport.

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



## **Playground Supervision**

Learning Assistants supervise morning breaks and lunchtime. We also have Primary 7 pupils in the lunch hall and playground who assist younger children. Parents are requested not to visit their children in the playground at break times for security reasons.

## **Dalkeith After School Club**

For all information regarding the Dalkeith After School Club (including their Breakfast Club) please call 0795 0852 098.

## **School Term Dates**

Link to Midlothian Website –

[https://www.midlothian.gov.uk/info/878/schools/2/school\\_term\\_dates\\_and\\_holidays](https://www.midlothian.gov.uk/info/878/schools/2/school_term_dates_and_holidays)



# ARRANGEMENTS FOR SCHOOL MEALS AND MILK

## ParentPay

We use the ParentPay online payments system at Woodburn Primary School. You can use ParentPay to pay securely online by debit or credit card. You can pay for a large range of school services and activities including trips, milk and school dinners. You will be given an activation letter when your child is fully enrolled into the school.



## School Lunches

School meals currently cost £2.20 and are available to buy on parent pay on a daily or weekly basis. The dinner hall is now cashless and children cannot use money at lunch time. Children in Primary 1 – 5 currently receive free school dinners. A menu is issued to parents regularly.

## Milk

Milk is available free of charge to ELC children and those in receipt of Free School Meals. Milk will be made available for all other pupils to purchase via ParentPay each term.



## Free School Meals /Milk

Under the Education Committee's policy, children in attendance at schools under the management of the Authority are entitled to free school meals and milk 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.



Further information and an application form can be obtained on Midlothian Council's website and from the Free Meals and Free Clothing Section, Education and Children's Services Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

## **Water**

Children are encouraged to bring in a water bottle and are able to refill it at taps/water fountains. Children should only have water or milk. The only exception to this would be a child who has a Health Care Plan in place. Juice, as part of a packed lunch should be provided separately. No cans/glass bottles are to be brought to school at any time for safety reasons.

## **Fruit Provision**

Pupils in P1 and P2 will receive a piece of fruit on 1 morning a week. This is usually eaten after break time and is a great opportunity for the children to try a variety of different fruits.

## **Pupil Birthdays / Celebrations**

The school request that families do not send in cake or treats to mark their child's birthday due to allergies. We comply with Natasha's Law.

# COMMUNICATION

In an aim to be Eco Friendly, information is shared electronically as much as possible. Where there are paper letters to be sent home these will go in school bags. If there is a whole school letter, where there is more than one child it will go with the youngest.

## School App

We use the School App for parents to share information and letters. You can download the app on Google Play or App Store and add 'Woodburn Primary School' from the home tab. Please use the QR code to access.



## Twitter/X

Keep up to date with news by following us on Twitter/X, @woodburnrps.

## Parent Partnership Facebook

Parent Partnership share news, events and updates across their year stage Facegroup pages. Details of how to join is shared at the start of each school session.



# OCCASIONAL AND EMERGENCY CLOSURES

Parents/carers are informed by email or newsletter of planned school closures for holidays or in-service days. The calendar is available on the school app.

In the event of unplanned closures, in an emergency situation parents/carers are informed via group call and the school App in the first instance. We also utilise other lines of communication including Midlothian Council Twitter/X and the Parent Partnership Facebook pages.

If the school is closed during the school day, all children must be picked up by an adult.



# SCHOOL DRESS CODE

It is expected that all children follow our school dress code.

- Trousers / skirt – grey/navy/black
- Blue/white summer dresses
- Blouse, shirt or polo shirt– white or navy
- Cardigan / jumper/ sweatshirt – navy (P1 – P6) red (P7)

Sweatshirts and polo shirts are available to order. The school blazer is navy and the school tie is navy/white. **Both are optional items of dress.** School uniform should be ordered via <https://woodburn.imagescotland.com>

As part of our school dress code, football colours are not allowed in school.

For Physical Education (PE), pupils should come to school in suitable clothing in school colours. Please note that for medical reasons, pupils are not allowed to go barefoot. For safety reasons, items of jewellery should be removed, especially hoop earrings. House PE T-Shirts are available to order from the school office.

The Authority operates a scheme of clothing grants. 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.

# COST OF THE SCHOOL DAY

We work in partnership with families and the wider community in order to reduce the cost of the school day for families.

We ensure that every child has the opportunity to access the same opportunities providing universal and targeted supports.

Universal supports available for any family include:

Access to our Community Corner:

- Uniform Eco Boutique
- Food larder
- Free books
- PE and swimming kits

Participation to ensure access to clubs, excursions and residential experiences.

Snack / Fruit baskets

Breakfast Club



# ENROLMENT

## Enrolment to Primary 1

Many parents/carers worry about the move from ELC to Primary 1. We plan carefully to ensure that this transition is as smooth as possible.

In the case of children starting school for the first time, Midlothian Council will contact parents by letter in November with advice on how to enrol their child.

Woodburn Primary School send out information about enrolling alongwith information about our school.

There is a full transition programme in place from May to June. Contact will be made with all ELC Settings that our Primary 1 children come from.

\*Please note that a registration form still requires to be completed for the catchment school in order to secure a place for your child in Primary 1, as placement requests are not guaranteed.





# ENROLMENT

## Enrolment to Primary 2 – Primary 7

Enrolment to P2 – P7 stage simply involves coming to the school office, asking for and completing the enrolment forms. If pupil numbers in the class allow, a place will be offered. We encourage pre-visits before enrolling, to view the school and discuss the enrolment with key members of staff. An opportunity to visit the school can be arranged by phoning the school on 0131 271 4715 or emailing [woodburn\\_ps@midlothian.gov.uk](mailto:woodburn_ps@midlothian.gov.uk)

## Placement Requests

Parents/Carers of non-catchment pupils wishing to enrol at a preferred primary or secondary school are required to complete an out-of-catchment placement request. Details are available from the authority or school.

## Formation of Classes

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

# TRANSFER TO SECONDARY SCHOOL

## Transfer to Secondary School

During the transition from P7 to secondary school, pupils and parents/carers will be kept informed at every stage of the process

The majority of children from Woodburn Primary School transfer to:

Dalkeith High School

2 Cousland Road

Dalkeith

Tel No: 0131 654 4701

However parental choice now allows parents/carers to select other secondary schools and a few do exercise this option. Pupils will normally transfer to secondary school on completion of the seven year course of primary education or on attaining the age of 12 years 6 months at the date of transfer. To prepare the pupils for the transition from primary to secondary education Dalkeith High School, in consultation with the primary school, makes the following provisions during the pupil's P7 year:-

- There are a variety of opportunities through the year where Primary 7 children visit Dalkeith High School and teaching staff from Dalkeith High School visit and teach within Woodburn. There are 3 days in June where the children follow a typical timetable. Pupils requiring additional support may be eligible to take part in an enhanced transition.
- Parents/carers of P7 pupils are invited to attend a meeting, held in the High School, at which senior management and guidance staff from Dalkeith High School give short talks and answer questions.
- There are increasing opportunities for the Primary 6 children to also familiarise themselves with Dalkeith High School and their staff.

# PUPIL VOICE GROUPS.

We value pupils' voice in all aspects of school life including as part of our improvement work.

There are a number of opportunities for children to have leadership roles. These include:

- Junior Road Safety Officers (JRSOs)
- Digital Leaders
- Eco School Committee
- Rights Respecting Steering Group
- Librarians
- House and Vice Captains



# READY TO LEARN AND PLAY

Our expectations for everyone in our school are to:



The procedures we have in place at Woodburn Primary School to support children's 'Readiness to Learn and Play', are underpinned by our school Vision, Values and Aims. While we recognise that the vast majority of children are 'Ready to Learn and Play', like all schools, we experience low level inappropriate behaviour and on occasion more challenging behaviours from children experiencing particular difficulties. Procedures and guidance support children's 'Readiness to Learn and Play'.

- Adults have positive, nurturing and supportive relationships with children.
- Expectations for how adults and children behave towards one another and children behave towards one another, are understood.
- Barriers to learning and play are addressed and children with ASN are supported.
- Nurturing approaches support all children well and those requiring specific interventions are identified and receive the required support.
- Children know how to seek support from key adults in school. Children can identify their Trusted Adult.
- When there are specific difficulties school staff work together with parents/carers and other professionals.



# READY TO LEARN AND PLAY

## Mobile Phones

Many pupils now have their own mobile phones with camera and video facilities. If parents/carers wish their child to carry a mobile phone to school.

Please ensure your child knows that they need to switch phones off as they enter the playground hand the mobile phone to the class teacher at the beginning of the day and collected at the end of the day. Taking photographs or videos of pupils with a mobile is not permitted in the school grounds.

## Smart Watches

Smart watches must be set to 'school mode' during the school day.

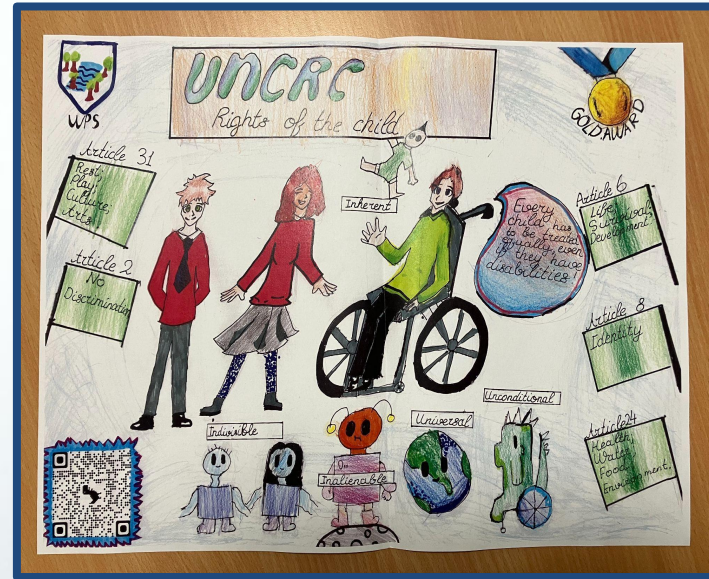


# RIGHTS RESPECTING SCHOOLS

We are a GOLD Rights Respecting School and we are working towards our Re-accreditation of Gold assessment level. We have worked over the years to ensure the language and outcomes of the UNCRC are fully embedded within our school.

We work hard to ensure that children at Woodburn have the right to be safe and they have the right to learn.

Children are learning to become respectful and responsible citizens as they continue through their learning journey.



# CHILD PROTECTION

The Council has a range of duties and responsibilities in relation to the child protection procedures for all pupils which includes having regard for their right to be protected from harm and abuse. The school's duties and responsibilities for this are set out in the Edinburgh and Lothians Child Protection Procedures which are used by all Midlothian schools and our partner agencies. Woodburn's Child Protection Policy can be found on the school website.

**In circumstances where a school has a significant concern that a child or young person has been, 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.

# DATA PROTECTION

At Woodburn, we take your privacy seriously. Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data.

The Midlothian Council Privacy Policy, sets Midlothian Council's approach to managing personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

More information can be found on the Council's website.

[https://www.midlothian.gov.uk/info/200285/access\\_to\\_information/338/privacy\\_and\\_cookies](https://www.midlothian.gov.uk/info/200285/access_to_information/338/privacy_and_cookies)



# PARENT PARTNERSHIP



## Parent Partnership

The Scottish Schools (Parental Involvement) Act 2006 requires the Education Authority to support the establishment of a Parent Council for every primary, secondary and special school.

The Act aims to help all parents to be:

- involved in their child's education and learning;
- welcomed as active participants in the life of the school; and
- encouraged to express their views on school education generally and work in partnership with the school.

At Woodburn, our Parent Council is known as The Parent Partnership. Parent Partnership members are selected from the members of the Parent Forum which is made up of all the parents/carers with children in attendance at the school.

We have a very supportive Parent Partnership, who always welcome and actively encourage new members to join. They assist in fundraising, activities and are involved in our school's decision making processes and improvement work.

# PARENT CLUB

Parent Club offers up-to-date guidance from the Scottish Government on your child's health and education. It's full of hints and tips from other parents and carers who've been there before. It also has advice to help you look after your own wellbeing and to point you in the direction of the support available. Parent Club have hundreds of articles across dozens of topics, from help getting their vaccinations to help getting them to eat their tea. Most articles are sorted by age, so no matter how old your children are, you'll easily find the information relevant to them. There are also plenty of articles for soon-to-be mums and dads to help you prepare for the adventures ahead. Plus all the information on the Baby Box. All families are different and have their own challenges, but every parent wants their kids to grow up healthy and happy. Parent Club are here to help you every step of the way.

<https://www.parentclub.scot>

The logo for Parent Club features a stylized lowercase 'p' in red with a purple dot above it, followed by the words 'Parent Club' in a bold, sans-serif font. 'Parent' is red and 'Club' is purple.

Parent Club

# CURRICULUM FOR EXCELLENCE

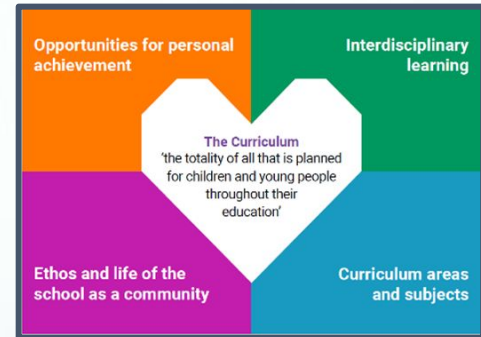
Woodburn Primary School strives to provide a stimulating, safe, secure and caring learning environment. Each child is to be valued as an individual and learning activities are provided which extends the child to the best of their ability.

Our programmes of work are designed to allow the children to take an active part in their learning. This is achieved through investigation, enquiry, questioning and practical involvement both teacher led and independently by the children.

Each child is assessed on an on-going basis to determine his or her strengths and next steps. Children are fully involved in discussions about their learning and progress.

Intrinsic to the education on offer within the school is the need to build on the partnership between home, school, and community. Links, which allow the child to take an active part in and understand the community/environment in which he/she lives, are encouraged. As such the school is seen as belonging to the community, and parents/carers and others interested in the school are encouraged to visit and use the facilities within the school.

Through the Curriculum for Excellence, young people will be given the best possible chance to realise their potential for a successful future. Excellence in education means putting the learner first and equipping every young person with the knowledge and skills most suited to their particular talents and aspirations. A strong emphasis is placed on Literacy, Numeracy, Citizenship, Enterprise, Health and Wellbeing and the essential skills for life and work.



# CURRICULUM FOR EXCELLENCE

The curriculum is planned and organised through making links between the following curricular areas:

- + Health and Wellbeing
- + Literacy & English
- + Numeracy & Maths
- + Modern Languages
- + Sciences
- + Social Studies
- + Expressive Arts
- + Technologies
- + Religious and Moral Education













Prior to commencing relationships/sexual health education and drugs/substance awareness education, parents/carers will be invited to an open evening to discuss what will be taught and given an opportunity to ask questions.

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



# WOODBURN LEARNING SKILLS

At Woodburn we focus on different learning dispositions that encourage children to develop a growth mindset where they know that learning from mistakes is good, what to do when faced with different challenges and how to work together as a team. We are building links with to the meta-skills.

Self-management	Social Intelligence	Innovation
Focusing 	Communicating 	Curiosity 
Integrity 	Feeling 	Sense-making 
Adapting 	Collaborating 	Creativity 
Initiative 	Leading 	Critical thinking 



# LEARNING ACROSS THE CURRICULUM



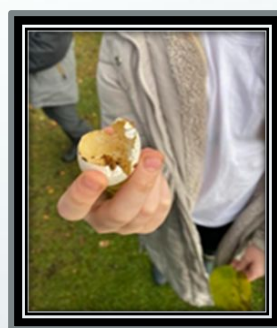


# LEARNING THROUGH PLAY



# LEARNING OUTDOORS

Outdoor Learning has proven benefits to support learning in and beyond the classroom; mental health and wellbeing improves, a closer relationship with nature is formed, education is more inclusive, curriculum learning will be enhanced within a range of environments, and, child development can be enhanced. Classes at Woodburn PS experience either a morning or afternoon session in local woodlands with trained staff. During Outdoor Learning sessions we cover a range of topics including physical challenges, problem solving, storytelling, tool use, foraging and nature awareness. Staff and learners also enjoy a hot drink and snack together.





# HOME LEARNING

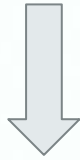
Children will have learning to do at home which practises, and reinforces work being carried out in class. This looks different at each year stage.

Home Learning helps develop good study skills as children progress through their primary stages and on to High School. Home Learning also provides opportunities for parents/carers to work with their child and to be included and involved in what he/she is doing in school. Information from each class teacher is sent out near the start of each session, identifying the forms of learning parents can expect to see throughout the session, together with suggestions on ways of supporting their child.

If your child experiences difficulties with Home Learning at any time, please contact the class teacher so we can resolve the matter as quickly as possible.



# HOME LEARNING PLATFORMS



Woodburn Early Learning and Childcare  
Primary 1 and 2



Primary 4 - 7

# ASSESSMENT AND REPORTING

Each child is assessed to determine the stage they have achieved in their learning to plan effective next steps. Teachers assess progress using various methods which include observation, discussion, specific tasks and formal tests. Staff and children set specific targets together to identify their next steps in learning and what they need to do to improve their performance.

Pupils are encouraged to self-assess their work and sometimes assess other pupils' work using set criteria (peer assessment). Assessments of this type are for a formative purpose, i.e. they inform future steps. Summative assessments (such as standardised tests) are also carried out for pupils in reading, spelling and numeracy twice a year to monitor progress and address any difficulties. Issues that arise are shared with parents and the child in a sensitive way.

Since children learn at different rates, a child's progress will vary. The Support for Learning teacher and promoted staff help pupils who require extra assistance to ensure their progress. Twice a year, all parents are invited to meet their child's teacher at formal Parent /Carer Consultations; however parents/carers are welcome to telephone the school and arrange a meeting with the class teacher and/or a member of the Senior Leadership team at any time during the session should there be a concern.

Pupil Reports are issued once a year in June and a copy of each report is held in the child's Progress Record and sent on at a time of transfer to another primary school or to High School. ELC profiles are sent on to the child's P1 teacher. Primary 7 pupils will create and maintain secure profiles to document and evidence their learning and achievements.

# SUPPORT FOR PUPILS – AN INCLUSIVE SCHOOL

Woodburn prides itself on being an inclusive school where we celebrate diversity and strive to meet the needs of all our learners. We are a Gold Rights Respecting School.

When a pupil requires additional support in order to access learning, their needs will be identified and addressed using Midlothian's Assessment and Planning Staged System (MAPSS). Some interventions may be short term; others will last longer and may be long term. Pupils may be referred for support from services external to the school, including through a multi-agency forum. Some children with Additional Support Needs may require an Individual Education Plan, Individual Learner's Profile or a Co-ordinated Support Plan. Reviews are held three times a year for these children and may involve other professionals and agencies. All parents and children will be involved in setting and reviewing targets. The views of parents/carers and children are gathered annually and the feedback is used to improve our services.

We have four part-time Support for Learning Teachers who provide support and advice for staff and parents. We have a skilled team of Learning Assistants who provide universal and targeted support for children across the school. We also have a nurture teacher.

We work well with a range of other professionals to ensure that children and families are effectively supported. These include; the Education Psychology Service, Speech and Language, Occupational Therapists, the Child and Adolescent Mental Health Service and Community Child Health. We also have effective links with Children and Families and Life Long Learning and Employability.

All schools in Midlothian work towards Getting it Right for Every Child (GIRFEC) and more information about this can be found on the Education Scotland website ([www.educationscotland.gov.uk](http://www.educationscotland.gov.uk)).



# SUPPORT FOR PUPILS

## National Guidelines

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

- (a) Children in Scotland: Working for Children and Their Families, trading as “Enquire – the Scottish advice and information service for additional support for learning”, a charitable body registered in Scotland under registration number SC003527;
- (b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; and
- (c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC012741.

# NURTURING APPROACHES

Nurturing approaches are at heart of our practice at Woodburn PS. We work hard to build strong relationships with our learners and their families.

We recognise and promote nurturing environments and approaches. We provide universal, targeted and individual targeted support which include Play Therapy sessions, Seasons for Growth and 'The Den'. 'The Den' is a cosy, safe and welcoming space where children can work alongside supportive adults to meet their personalised wellbeing targets.



# How You CAN HELP

Please:

- + Contact the office via email if you need to make an appointment
- + Ensure all clothing is clearly labelled
- + Download and regularly check the school app
- + Regularly check Seesaw or Google Classroom with your child

# COMPLAINTS PROCEDURE

At Woodburn we endeavour to work in partnership to resolve any concerns raised by a parent or carer, with a solution focussed approach. However, the following procedures apply if a complaint is made.

## How we will respond to your complaint

### Stage 1 – Frontline resolution

When you contact us we will aim to resolve your complaint. If we can't resolve it at this stage, we will explain why and tell you what you can do next.

We will give you our decision in 5 working days or less, unless there are exceptional circumstances.

### Stage 2 – Investigation

Unresolved complaints at stage 1, or complex complaints requiring a detailed investigation are called stage 2 complaints. We will:

- acknowledge receipt of your complaint within 3 working days
- discuss your complaint with you to understand why you remain dissatisfied and what outcome you are looking for
- give you a full response to the complaint as soon as possible and within 20 working days

We will tell you if our investigation is going to take longer than 20 working days and will agree a revised date with you.

## Confidentiality

Your complaint will be kept confidential. Details will only be given to those people who need to know in order to investigate your complaint.

## 6 month time limit

You must make your complaint within 6 months of:

- the event you want to complain about, or
- finding out that you have a reason to complain

If you feel that the time limit should not apply to your complaint, please tell us why.

## If you are still not satisfied

If you are unhappy with the way we dealt with your complaint, [contact the Scottish Public Services Ombudsman.](#)