

**MOORFOOT
PRIMARY SCHOOL**



Moorfoot Primary School

School Handbook

Moorfoot Primary School
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North Middleton
Midlothian EH23 4QS
Telephone: 0131 271 4640
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Website: www.moorfoot.mgfl.net

A WARM WELCOME TO MOORFOOT PRIMARY SCHOOL

Dear Parents and Carers,

We are delighted to have you and your child joining us on an exciting journey of learning and fun.

We are a committed and passionate staff determined to support your child in making the most of their Primary school years. You will find us positive, friendly and approachable. We get to know your child well individually, discovering their personality and interests. Also, we identify and make the most of your child's strengths and support them to achieve their next steps in learning.

There is a commitment from all staff to develop harmonious relationships with parents. We value effective communication. We want all members of the school community to be treated with warmth, respect and to feel like they are listened to. In my experience, an excellent partnership between home and school has a marked impact upon the child. It is very important your child sees a flourishing relationship. We welcome any involvement you would like to have with the school whether that be joining our Parent Teacher Group (PTG), supporting learners in classes or offering a talent you may have to run a group or be part of an event.

In terms of learning, we want your child to feel that Moorfoot is fun and enjoyable. They should be inspired by what we do and leave our school confident and happy. We try to make learning creative with a range of experiences spanning the whole curriculum. We like to explore the world around us providing real and relevant contexts for learning.

I understand the importance of ensuring your child feels happy and safe in school. The staff here will work hard to ensure this and help your child to reach their full potential.

I look forward to working with you.

Yours Sincerely,

John Dagger



MOORFOOT PRIMARY SCHOOL

We are lucky enough to enjoy a wonderful modern school in a rural setting. Our purpose built facilities, our playground and garden areas have been designed to maximise learning opportunities.

Moorfoot Primary School is part of the Newbattle High School ASG (Associated Schools Group). It has 5 classes from ELC through to P7, with the Primary children working in composite classes.

Each year there are around 270 classes in Midlothian primary schools, and around 70 of these are composite classes. Most of the composite classes include pupils from 2 year groups but in some of our smallest schools, including Moorfoot, there may be pupils from 3 or more year groups.

More information about the formation of composite classes can be found on the information section of our website.

MOORFOOT VISION STATEMENT

The Vision statement for Moorfoot Primary School is:

Learning, **I**nspiration, **F**riendship, **E**njoyment

Our school vision is underpinned by the values below:

Learning

Leading learning

Interests developed

Believe in yourself

Inspiration

Aware of the world around us

Outdoor learning

Challenge

Friendship

Relationships

Enjoyment

Enjoyment and Fun

Confidence and happiness

Values and Aims

At Moorfoot we aim to build a 'growth mindset' in our pupils where they **believe** that their brain, abilities and talent will improve through hard work. This allows them to develop a drive for growth and a resilience which enables them to achieve great things.

Moorfoot pupils are at the heart of learning. They will be given the opportunity to have their voice heard, make decisions, influence planning and **lead learning**. Staff aim to engage with pupils to find out what their interests are and help them **develop these interests**. Learning at Moorfoot has no limits.

We aim to develop a rich curriculum with experiences which **inspire** and **challenge** our pupils. The experiences will enable our pupils to become **aware of the world around them**. They will have the opportunity to engage with themes of global citizenship, sustainable development and **outdoor learning**. Through visits, visitors and learning experiences our school pupils can make relevant contextual links to help them develop the knowledge, skills, values and attitudes they need to face the challenges of the 21st century and contribute to a sustainable future.

At Moorfoot, we aim to develop positive **relationships** across our whole school community. Everyone will be made to feel welcome and valued. Opportunities will be provided to enable relationships thrive. We believe in developing **friendship** and partnership.

We aim to have children **enjoying** learning. We want them to feel **confident, happy** and able to reach their full potential. We will do what we can to make this happen.

MOORFOOT SCHOOL STAFF

Head Teacher	John Dagger
Teacher	Hazel Taylor
Teacher	Hayley Nel (W/TH alt F)
Teacher	Lisa Fallens (M/T alt F)
Teacher	Rosie Holligan
Teacher	Nicolle Chuwen (M/T/W)
Teacher	Sophie Stirling (Th/F)
P.E. Teacher	Joanne Thom
Music Tutor	Marian Walker
ELC – Senior Early Years Practitioner	Lynne Doig
ELC – Early Years Practitioner	Amy Johnston
ELC – Early Years Practitioner	Megan McCreath
Additional Support for Learning Teacher	Kimberley Asut
Admin Assistant	Lynn Webb
Office Support Assistant	TBC
Learning Assistant/ Playground Supervisor	Gillian Mackie
Learning Assistant/Playground Supervisor	Tracey Melvin
Learning Assistant	Sarah Murrie
Cook	Michele Jones
Cook	Karen Ferguson
ELC Cook	Jacklyn Marrant
Janitor/Cleaner	Davina Webb
Cleaner	Lynn Webb
Cleaner	Jim Henderson

Please note the information in this Handbook regarding staff members is accurate at time of printing but is subject to change.

ENROLMENT OF NEW ENTRANTS

A child who is 5 years old between March 1st and February 28th of the following year, is eligible for admission to school at the beginning of the Autumn Term. Children attending Midlothian Council nursery schools will be sent a letter informing them about enrolment procedures, and a notice will be placed in the press in January advising parents of the dates for enrolment. Parents should contact their catchment school to enrol their child.

Parents who live outwith the school's catchment area and who wish their children to attend Moorfoot Primary can obtain an application form from their Catchment School or Midlothian Council, Pupil Placement.

During the month of June the school will arrange times when all new P1 children and their parents can visit the school to meet the staff and pupils and familiarise themselves with the surroundings.

Parents who have been offered or seek a place for their child at Moorfoot are most welcome to make an appointment to visit the school, by telephoning the office.



THE SCHOOL DAY

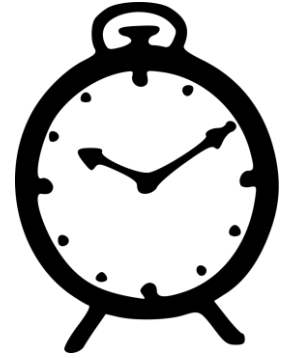
School Hours

Monday, Tuesday, Wednesday, Thursday

Primary 1 - 7 : 8.50 am to 3.15pm

Friday

Primary 1 - 7 : 8.50 am to 12.25pm



All children should be dropped off in time in order to line up with their class in the playground at morning bell.

Children should be collected promptly at the end of the school day. In event of any problem, child, parents should contact the school office to let us know.

Morning Interval

Primary 1 - 7 : 10.30 am to 10.45 pm

Lunch Interval Monday, Tuesday, Wednesday, Thursday

Class 1 and 2 : 12.30 pm to 1.15 pm

Class 3 and 4 : 12.40pm to 1.25pm

Children are supervised by Playground Assistants during morning break and lunch intervals. We also have a Playground Assistant on duty before morning bell to supervise the children who come to school by school bus.

PARKING



There are limited parking spaces in our school car park. Parents are encouraged to walk their children to school where possible or 'Park and Stride' by parking at the Village Hall and walking up to school.

Parents are kindly requested to observe all parking restrictions and not to park in Disabled parking bays or Bus Drop Off area unless entitled to do so.

SCHOOL TRANSPORT

Catchment children who live further than 2 miles from school are entitled to school transport.



MIDLOTHIAN COUNCIL POLICY ON TRANSPORT

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

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

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

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

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

SECURITY

In order to keep our pupils and premises safe, we operate a school security system by a buzzer at the front entrance.

No parent or visitor is permitted to go through the pupil entrance or into classrooms, toilets or cloakrooms without permission. We also ask that visitors sign in on arrival.

ATTENDANCE

Parents are responsible for ensuring that their child attends school regularly. It is important that pupils are punctual and parents must ensure that their child is at school by 8.50am each morning.

A copy of Midlothian Council's policy guidelines on attendance may be accessed via the Midlothian Council website. Please note the following excerpt:

"Parents are responsible for ensuring that their child attends school regularly. In cases of unsatisfactory attendance, the Head Teacher will ask an Education Welfare Officer to visit the home and discuss the problem with the parents. If such unsatisfactory attendance persists, the Head Teacher, following discussions with the Education Welfare Officer and other agencies will decide whether the case should be referred to the local Area Attendance Advisory group. This Group has been formed to make recommendations to the Director on the statutory responsibilities of the Authority with regard to defaulting parents."

Details of all absences are now collected by computer for the Scottish Government. Each absence has a specific code which must be marked against it. Children coming in late will continue to have this marked on the register.

If a child has a dental or doctor's appointment during the school day the school should be informed that this is the reason for absence.

Holidays should be taken within the school holiday period but every session many requests are made for pupils to have holidays within term time. Guidance states that family holidays taken within term time will be classed as **unauthorised absences**, and marked accordingly in the register.

Parents should telephone by 09:00 a.m. if a child is unable to attend school that day.

Parental co-operation is sought in all aspects of attendance.

UNIFORM

The wearing of uniform encourages a sense of identity with the school, and we encourage all pupils to follow the school's dress code. A school uniform order form (which includes items of clothing displaying the school logo) can be obtained from the school office.

Acceptable uniform items are as follows:

Uniform checklist:

White polo shirt

Green jumper or cardigan

Black trousers /skirt / pinafore

Black shoes



A turquoise blue hooded sweatshirt is available to order for all P7 children. This can be ordered at the end of their P6 year and can be worn throughout P7.

You can order school uniform with our logo embroidered on by visiting the [borders website](#).

Children need to keep a P.E. Kit in a small P.E. bag for use in school.

This should include the following items:

White T-shirt

Black Shorts

Black Jogging Bottoms

Gym Shoes

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, Income Support or Family Credit, will automatically qualify for such a scheme. Other cases will be determined according to the personal circumstances of the family. Parents who wish to apply for the scheme should complete an application form which is available from school or the Education and Communities Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

SCHOOL MEALS

School lunches are available Monday – Thursday and are free for all P1–4 children. P1-4 children also have the option of a free packed-lunch to be provided on Fridays.



At time of writing all P5-7 pupils are required to bring a packed lunch to school

A request for a special diet for medical, ethical or religious reasons can be made to the school in advance and every effort will be made to comply with the request.

Menus are sent home on a termly basis or are available from the Midlothian Council website www.midlothian.gov.uk. Copies will also be added to our school website and added to our school app.

Packed lunch facilities are also available. Glass bottles and containers should not be brought to school.

Under the Education Committee's policy, children in attendance at schools under the management of the Authority are entitled to free school meals if their parents are in receipt of Income Support or Income-based Jobseekers Allowance from the Department of Social Security. Children attending certain special schools where eating skills and the midday meal are part of the educational programme also receive free meals. No other children are eligible for free school meals.

Further information and an application form for free meals and milk can be obtained from the school or from the Free Meals and Free Clothing Section, Education and Communities Division, Fairfield House, 8 Lothian Road, Dalkeith EH22 3ZG.

MILK AND SNACKS

Free milk will be available to children in ELC and to children of primary school age whose parents are in receipt of Income Support. Any other child of primary school age may be provided with milk at a reduced cost. Payment for milk should be done termly or yearly via the Parent Pay online payment system. Dates and amounts will be intimated to parents.



As a health promoting school, we encourage the children to bring in water to drink. Fizzy drinks are not permitted.

Break time snacks should be either fruit or a sandwich, not crisps or sweets.

P1 and P2 receive free fruit every Wednesday morning through Scottish Government funding.

NUT AWARE SCHOOL

Please be aware that we have children in school who have nut allergies, therefore, please do not send your child to school with food products containing nuts for snack or packed lunch.



EMERGENCY CLOSURES/ADVERSE WEATHER

In the event of poor weather conditions parents whose children are transported to and from school by bus should in the first instance contact the bus company to be informed of whether the bus driver is likely to be able to pick up children.

Please note that if a parent has made the decision to transport their child/children to school by car in the morning they must also be prepared to collect their child/children if the bus company is unable to do so at the end of the day because of bad weather.

Parents who choose to send their children to a school outwith the catchment area will not receive transport assistance.

The school will notify parents of any change in transport. If for any reason a parent wishes to make alterations to transport arrangements, both the school and the bus driver must be notified. Children are expected to behave well on school buses.

When weather is severe please check the school app or website for immediate updates and/or tune into Radio Forth and/or Midlothian Website.

In adverse weather or in case of emergency closure it may be necessary to send children home earlier than normal. Parents will always be informed by telephone of this and no child will ever be sent home without prior notification. If parents themselves cannot be contacted then the emergency contact will be informed. It is therefore essential that every child has an emergency contact name and telephone number. If no one can be reached the child will be kept at school until contact is made.

In the event of a closure, work will be made available to pupils online, either through Seesaw or Google Classroom.

CURRICULUM FOR EXCELLENCE CfE

The 3 -18 National Guidelines are designed to provide a continuous programme for learning in Scottish schools. This programme is delivered through the Curriculum for Excellence (CfE), with all Scottish schools working to develop children as Responsible Citizens, Effective Contributors, Successful Learners and Confident Individuals.

Teachers will share information to plan a child's 'learning journey' from age 3-18. They ensure children continue to work at an appropriate pace and that they are also challenged. Clearly, this means a different pace for different children. Within each class and in key subject areas your child will be working in one of three or four groups, matched to ability.

CfE also develops skills for learning, life and work. Teaching and learning is placed within a 'real world' context wherever possible, making learning relevant to help our young people apply knowledge and skills to their life beyond the classroom.

LANGUAGES AND LITERACY

Language is at the heart of children's learning: it is through language that they acquire much of their knowledge and many of their skills. Language consists of 4 main areas: Reading, Writing, Listening and Talking. French is also taught throughout the school.

In the early years, we use the resource 'Read Write Inc' to develop phonic knowledge. Through building up this sound knowledge the child begins to read fluently, spell using known sounds and begin to write.

Personal, Imaginative and Functional writing is taught, along with the necessary skills of spelling, handwriting and grammar at an appropriate level to the child's needs.

MATHEMATICS AND NUMERACY

The children are taught skills to work with Number, Money and Measurement; also Information Handling, Shape, Position and Movement. They learn how to apply these skills in Problem Solving activities, and emphasis is given to Mental Agility. We ensure pace, breadth and progression through following the Midlothian Understanding Maths Programme.

An emphasis is placed on making maths fun, and helping children to see how they can apply learning.

HEALTH AND WELLBEING

At Moorfoot, we believe that equipping children with the capacity to follow healthy lifestyles, make healthy choices, and establish positive, fulfilling relationships is the foundation stone for all our work. We therefore teach children about physical, social and emotional health. Classes receive an average of 2 hours P.E. over the course of a week, some of which is delivered by our visiting PE specialist.

Please note that the below information is dependent on COVID restrictions and may not be available this session.

Children receive a block of swimming lessons in P4 (sometimes in P3 or P5 as well, depending on composite class split) at a local swimming pool. Skiing lessons at Midlothian Snow sports Centre are offered from P5-7 (sometime P4 as well depending on composite class split).

Outdoor learning plays a big part in school life at Moorfoot and as part of our new Vision we aim to look at opportunities to do more of this. In previous years, children in P4-6 have experienced water sports activities at Port Edgar Marina, and residential camps including outdoor challenges at Netherurd Camp, West Linton.

P7 children attend residential School Camp with other Primary Schools in our ASG which offers some amazing experiences.

RELIGIOUS AND MORAL EDUCATION

Our RME programme teaches children about the origins and beliefs of world religions, and their place in our society. Children are encouraged to develop understanding and respect for the faiths and views of others, while also starting to develop personal spiritual, moral, social and cultural values. Parents who do not wish their child to participate in religious and moral education should notify the head teacher in writing.

EXPRESSIVE ARTS

Through Music, Art, Drama and Dance, children are given the opportunity to stimulate their imaginations and express themselves creatively. This area of the curriculum also fosters the development of personal qualities such as co-operation, responsibility, leadership and enterprise.

P6 and P7 pupils have the opportunity to receive weekly brass/woodwind tuition and play in our school band. Drama and performance skills are nurtured, with children being given frequent opportunities to participate in performances.

SOCIAL STUDIES AND SCIENCE

Children experience a range of interdisciplinary topics as they move through the school. They develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they also develop their understanding of the environment and how it has been shaped. Children benefit from numerous outings and visitors (kindly subsidised by the PTG), which bring topics to life and enable children to see the relevance of their learning.

Through investigations and practical work the children develop curiosity and positive and responsible attitudes towards the environment, which builds upon some of the big ideas and science concepts which are taught in the classroom. Research skills are developed, along with those of planning and carrying out investigations, and then reviewing and reporting findings.



TECHNOLOGIES

Children learn about, and use, a wide range of new and changing technologies at Moorfoot. We also have interactive whiteboards in all the classrooms which are used extensively in teaching. This session all P1-3 pupils will have access to their own iPad, whilst P4-7 will use Chromebooks.

Much of the curriculum and follow-up activities are delivered through ICT and by using these devices.

Homework tasks are sometime assigned using online resources such as Sumdog or Seesaw which children can access on computers at home.

PUPIL GROUPS

Being responsible citizens is very much part of our school life. Children from each year group are chosen to be part of the Pupil Voice Group.

Older pupils buddy younger children in the playground and the lunch hall, and for reading activities.

CHARITY DONATIONS

The last Friday of every month is Dress Down Friday, Children can choose to wear non-uniform clothes and bring in £1 to donate to charity.

We regularly take part in national charity events too. During the 2021/22 session we are supporting SSPCA, Cancer Research and Children 1st. These charities were voted for and chosen by the children.

We have also supported Children in Need and the Green Santa initiative.

TRANSITION TO SECONDARY SCHOOL



The local catchment school for Moorfoot Primary is Newbattle Community High School. A new high school building with community facilities opened in June 2018.

By December of the pupils' last year in Primary School, information will be sent to parents regarding the transfer arrangements. Pupils will normally visit the High School on several workshops to meet teachers, and for pupils to become familiar with the surroundings. These visits and meetings provide positive reassurance to the children at this big transition time in their lives.

EXTRA CURRICULAR ACTIVITIES

Children are encouraged to try out new activities and we are fortunate to be able to offer many Midlothian Active School Clubs throughout the year such as football, dance, hockey, skiing and athletics.

To build children's confidence and self-esteem we help them celebrate their achievements, both within and out with school.

ASSESSMENT

The assessment of each child is a continuous process throughout his or her school life. Teachers continually monitor children's progress, and use the results of these assessments to plan further work appropriate to the level at which the child is working and to discuss 'next steps' with the children. The head teacher tracks every child's progress, and works with class teachers to set appropriately challenging targets. The authority regularly moderates our assessment processes and results to ensure quality assurance. Annual Reading and Spelling ages also enable us to track attainment.

In March 2020 P1, P4 and P7 pupils completed online standardised assessments in Literacy and Numeracy. These assessments have been created by the Scottish government and are called Scottish National Standardised Assessments (SNSA).

Staff also use a wide range of assessment methods to progress through the levels of a Curriculum for Excellence to ensure children are suitably challenged in line with their abilities.

A written report is issued to parents annually – usually in June of each year.

PARENTAL CONSULTATION

Consultation with parents is a very important and valuable part of school life.

Individual parental consultations are usually held twice a year (November and March). If we have concerns we will contact parents at an early stage so that we may work together to resolve issues.

Written reports are issued to parents annually (June) outlining strengths and development needs.

Parents are encouraged to arrange to speak to their child's teacher if they have any concerns about their child's progress or have something they wish to discuss. Please contact the school office in the first instance to arrange a suitable time.

Regular review meetings are organised for parents of children with additional support needs.

Children are asked to place letters, memos, newsletters, and consent forms etc. in their school bags/homework folders. Parents should check these regularly and encourage the children to take responsibility for bringing these home and returning any letters or forms to school.



HOMEWORK

Each child is issued with a green fabric Homework Folder where homework diaries, jotters and worksheets should be kept. Please check this regularly and ensure it is brought to school each day.

If any child is experiencing difficulty with homework, please let his/her teacher know immediately.

PUPILS WITH ADDITIONAL SUPPORT NEEDS

We are committed to providing equal opportunities to all our children, and strive to enable all children including exceptionally able learners, to have access to a curriculum which meets their individual needs. The authority has a policy "Education for All" which promotes the provision for all children in mainstream schools.

Any additional support needs are identified and assessed using a staged intervention. Where appropriate, children can be referred for support from services external to the school, including through our Associated Schools Group multiagency forum. Parents, and children over the age of 12, are always consulted before any referral.

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

If your child has any kind of additional support need, you should discuss these with the Head Teacher at enrolment in order to ensure that staff are able to provide appropriate support for your child.

At present, Moorfoot has a Support for Learning Teacher one day a week. She works directly with pupils, as well as advising teachers and learning assistants on how best to support the needs of individual children. Parents are informed if help is recommended, and are encouraged to give their perspective on their child's learning. Advice is given as to how they can help at home. Where necessary, children will have an Education Program, where targets are set and renewed in consultation with children, parents and staff.

BEHAVIOUR

To learn effectively, it is important that all children feel happy and secure in school. To this end we expect the children to show consideration and respect to their fellow pupils, staff and visitors to the school, as well as to school property. Good behaviour is encouraged through positive recognition, praise and incentives.

The children are involved annually in drawing up the school rules, and agreeing the natural consequences when these rules are broken. Parents will be notified and involved if any serious difficulties in behaviour arise, and their co-operation will be sought in the early stages. A partnership approach involving parents and school is vital in all aspects of behaviour and attendance, and the school is very appreciative of our excellent parental support.

HEALTH AND SAFETY

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

All Midlothian schools are fitted with access control systems. Please note that our school is fitted with CCTV.

MEDICAL PROVISION

When a child becomes ill or has an accident in school a decision will be taken on whether the child may stay at school or whether we should contact their parents (or possibly the child's emergency contact or family doctor if the parents cannot be contacted). Parents, or a responsible person, will be encouraged where possible to collect the child from school.



A pupil involved in an accident may require to be taken by car or ambulance to the hospital casualty department, usually the Royal Hospital for Sick Children in Edinburgh. Again parents will be contacted either to come to school or go directly to hospital. An adult will always remain with the pupil until the parent arrives.

Please do not send pupils to school if they are feeling unwell. If a pupil has had sickness or diarrhoea then they must not return to school until **48 hours** after their last bout of sickness or diarrhoea.

It is most important that parents inform the school of any special medical conditions or requirements for the child.

It is the responsibility of every parent to provide the school with an **up-to-date** name, address and telephone number of an emergency contact. If ever there is a change e.g. of a parent's place of work or of the person you wish us to contact in an emergency, please **immediately** inform the school.

Should your child have a medical condition that may require essential treatment or emergency administration of medication, the following arrangements exist:

1. Schools will hold medication, under secure conditions and clearly marked, for use by/for your child.
2. You are responsible for supplying this medication to a responsible member of staff. **YOU SHOULD NOT SEND IT WITH YOUR CHILD.** You are also responsible for maintaining up-to-date medication.
3. A Request for School to Administer Medication Form (Form MED1) should be completed and signed by the Parent.
4. If you have any queries about the management of your child's medical condition within school, you should contact the Head Teacher.

HEADLICE

Most families with ELC and school-aged children will suffer from head lice at some time, and many find they become victims of a running battle with head lice. Clean hair is no protection against lice.

There are two treatment options. One is to use insecticide lotion, and the other is removal by Bug Busting. Both are available on prescription from your doctor and from nurse prescribers or over the counter at your local pharmacy. Further information can be obtained at www.chc.org/bugbusting.

If you are aware your child has Head Lice please treat this as soon as possible.

THE SCHOOL HEALTH SERVICE

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

Many different services are provided. The issue of maintaining confidentiality is taken seriously by the School Health team at all times. The staff involved make every effort to work closely with parents and with others who are caring for your child, both at school and in other branches of the Health Service.

Some of the services, e.g. testing of vision in Primary 1, are normally provided to all children on a routine basis to discover which children may need further tests or treatment. Parents are not necessarily notified at the time of these screening tests and any parent who does not want a child to be included should notify the school at the beginning of the session. Naturally, if treatment is thought to be required, parents will be informed and consent requested.

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

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

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

The school nurse reviews the notes of all children in Primary 1 as well as those of all new entrants. A member of the school health team measures their growth and tests vision. The school nurse will assess these measurements and results. In addition she 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 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.

With your consent, the school nursing staff also carry out **immunisations** to protect against various diseases:

Annually (from P1) – Flu Vaccination

Age 12-14 – testing for resistance to tuberculosis and immunisations (BCG) where required.

Age 14-15 booster immunisation against tetanus and polio.

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

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

We hope that the School Health Service can, together with yourselves, contribute to your child's overall well-being and development.

Please do not hesitate to arrange through the Head Teacher to see the school doctor, school nurse or the health visitor if you want any information.

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 Committee's "Child Protection Guidelines" which are used by all Midlothian schools and our 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 parents and guardians will be informed is the responsibility of the Police, Social Work and Health Services as part of their investigation and the school will be informed by these services of the action that they have taken.

Should you wish to discuss this or any associated matter further, please contact the Head Teacher or the Education Officer, Pupil Support Services”

OUT OF SCHOOL CHILDCARE

All Primary Schools in Midlothian are served by Out of School Childcare services (also called After School Clubs). For further information on Childcare (including After School clubs, Childminders, Wrap Around Care, Day Nurseries and Playgroups) and pre-school education in your area contact the Midlothian Childcare Information Service on 0131 271 3754, email childcare@midlothian.gov.uk or visit www.scottishchildcare.gov.uk

MOORFOOT PRIMARY PARENT TEACHER GROUP

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 partnership with the school.

At Moorfoot, we call our Parent Council / Parent Teacher Association, the Parent Teacher Group (PTG) and we meet around six times a year for official PTG meetings to which all parents are encouraged to attend.

The PTG aims to:

- Encourage good communication and working together between parents and teachers
- Discuss topics that affect the education and welfare of our children
- Organise activities which improve their school experience and education

The agenda for meetings varies depending on the time of year but will include subjects such as school improvement, planning for upcoming events, lessons learnt from past events, allocating funding and other subjects that parents or carers have raised.

Sometimes we invite speakers and often there is some home baking to nibble as we go.

Attending meetings is also a good way of getting to know other parents and carers.

The meetings are usually held at the school on different days of the week and at different times to allow as many parents as possible the chance to attend.

Fund Raising is mainly used to subsidise outings, class educational trips, residential camps and outdoor activities. The PTG also contribute to the school and ELC Christmas parties and buy P1 Homework folders every year and have, on occasion, helped with major resource purchases e.g. purchasing a Smartboard or sound and light equipment.

The PTG has three office bearers (Chair Person, Treasurer and Secretary) to help it run smoothly.

Please let us know if you have any queries, would like anything raised at a meeting, if you have any questions about the meetings or if you would be able to help out at events.

COMPLAINTS PROCEDURE

At Moorfoot we have a number of systems in place to communicate with families, for example class memos, newsletters, email, the school website and more recently the school app.

We also welcome feedback, and as well as regular evaluation forms we have an open door policy and encourage parents to let us know of any concerns or positive feedback. Appointments to meet with teachers or the head teacher can be made through the school office.

The Education Committee has approved the following statement:

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

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

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

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

If you are concerned about...

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

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

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

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

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

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

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

He/She will either review the proposed action or notify you of the appropriate officer of the Education Authority whom you should contact.

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

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

Nearly all matters of concern 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.